



OutStories Bristol

Recording the lives of lesbian, gay, bisexual and trans people in Bristol

COLLECTION POLICY

1. Name of the organisation

OutStories Bristol

2. Contact details

Website: <http://outstoriesbristol.org.uk> Email: collections@outstoriesbristol.org.uk

3. Constitutional position

3.1. OutStories Bristol is a voluntary organisation, dedicated to recording and publicising the history of lesbian, gay, bisexual and trans (LGBT) people in the Bristol area. It also covers queer-identified people and organisations where there is an LGBT component. OutStories Bristol collects documentary materials and objects in order to pass them on to appropriate repositories for permanent preservation. It has no direct links to statutory or commercial bodies. It has its own constitution, adopted in October 2011, which sets out its remit and functions. This is annexed in a separate file.

4. Mission statement

4.1. The purpose of the OutStories Bristol collection policy is to ensure that documentary material and objects relating to lesbian, gay, bisexual and trans (LGBT) people and organisations in the Bristol, Bath and surrounding areas are identified, preserved and made available for research and consultation. The group does not seek to form a permanent collection itself but to ensure that original material is directed towards the most appropriate body. OutStories Bristol may, however, collect copies (photocopies, scans, etc.) for research or publicity purposes.

5. Collaboration

5.1. OutStories Bristol is committed to working within the policies of Bristol City Council's Museums, Galleries and Archives for the safe keeping of documents and objects and will act as an intermediary, where appropriate, to achieve this.

6. Subject scope

6.1. The material collected will relate to people who identify as lesbian, gay, bisexual, trans or similar (including queer with an LGBT component), or to organisations created by or for LGBT people.

7. Geographical area

7.1. OutStories Bristol is primarily interested in material relating to Bristol, Bath and the surrounding area (i.e. Bath & North East Somerset, North Somerset and South Gloucestershire, or the West of England), although bordering areas will not necessarily be excluded.

7.2. Material relating to other geographical areas, unless they are essential to the integrity of the collection concerned, will be offered to other regional archives. In the case of national organisations or individuals of national consequence, this will normally be the Hall-Carpenter Archives in the London School of Economics (a national archive of documents and periodicals relating to LGBT people and organisations) or specialised archives such as the Lesbian and Gay Newsmedia Archive (LAGNA) of press cuttings, now held at the Bishopsgate Institute in London, and the Lesbian Archive at Glasgow Women's Library.

8. Types of material

8.1. The following is a list of the types of material which OutStories Bristol is interested in, although it is not exclusive:

8.2. Individuals: letters, diaries, personal memoirs, photographs, sound and video recordings, collections of documents, badges, etc.

8.3. Organisations: constitutions, minutes of committee and general meetings, administrative and financial records, correspondence, newsletters, press releases, publicity material, newspaper cuttings, banners, etc.

8.4. Commercial venues (pubs, clubs, shops, etc.): posters, leaflets, advertisements, photographs, etc.

8.5. OutStories Bristol will accept documentary material in hard-copy (paper, photographs, etc.) and electronic formats (computer files, digital photographs, recordings, etc.). It will accept electronic material in the format offered but makes no commitment about conversion or future accessibility of such material. Photographs may need to be pre-weeded and a selection of the best made, if the collection contains a large number of similar views.

8.6. Outstories aims to collect documents in their original format, for deposit with Bristol Record Office, following their acquisition policy (See <http://www.bristol.gov.uk/page/depositing-records-bristol-record-office>). The Record Office prefers original items rather than photocopies, unless this is the format in which the document was originally circulated (e.g. newsletters, minutes). OutStories Bristol may retain photocopies if of value for research or publicity.

8.7. The group will try to find an appropriate repository for objects, such as banners, placards, t-shirts, badges, etc., subject to considerations of practicability.

8.8. The group will accept published material (books, magazines, newspapers) published in or directly related to the Bristol, Bath area. It reserves the right to refuse or discard items when sufficient copies are already held or for reasons of practicability. It will not accept general

collections of books or magazines not directly related to the area but may be able to suggest other potential repositories.

9. Methods of acquisition

9.1. OutStories Bristol will accept material by donation or on loan. It does not have funds to purchase material.

9.2. The group does not intend to hold original material itself permanently but, subject to conditions of practicability, may hold material temporarily until it can be passed on to the appropriate repository. It may also arrange for material to be taken directly to the repository.

9.3. The group will give advice to prospective donors on how to make provision for the disposition of potential collections in their wills or equivalent documents for organisations.

9.4. The group reserves the right, in consultation with the donor, to select and weed material in the interests of practicability.

10. Access conditions

10.1. OutStories Bristol will in all cases record the provenance, ownership, copyright (where available) and reproduction rights of any material or collections offered to it. Subject to availability of resources, it may compile more detailed finding aids either before or after the material has been deposited in a repository. Where appropriate, donors will be asked to fill in a Bristol Record Office Receipt for Deposit/Donation/Temporary Loan of Records.

10.2. OutStories Bristol takes the question of privacy extremely seriously. It will always try to establish and fulfil any conditions specified by the donor. These may include closure to public access for a certain period of time or restricted access to correspondence and membership lists. It will be prepared to negotiate with the repository over such conditions, although if agreement cannot be reached it reserves the right to decline to accept the material offered. Bristol Record Office is bound by the Data Protection Act 1998.

10.3. In order to simplify administration, OutStories Bristol will normally ask depositors to donate their material permanently to the Bristol Record Office and, at the same time, to sign a declaration authorising OutStories Bristol to borrow it temporarily for exhibition purposes, subject to the Record Office's usual conservation conditions. Exceptionally, the donor may prefer to give the material to OutStories Bristol, which will then deposit the material with the Record Office, while retaining the rights of ownership.

This collection policy is based on the National Archives' 'Archive collection policy statements: checklist of suggested contents' (June 2004, available on the NA's website) supplemented by collection policies from the Glasgow Women's Library, West Glamorgan Archive Service and Liverpool John Moores University Special Collections and Archives. It was drawn up in consultation with the Bristol Record Office.