



AA Archives Acquisition Policy

The intention of this policy is to establish the scope, criteria and terms for the acquisition of material into the AA Archives.

The policy will be reviewed every 5 years.

Date created: July 2009

Date for review: July 2015

1.0 General Objectives

The Architectural Association, Inc. (AA) is a registered charity and a company limited by guarantee. The Association's principal activity is the operation of a school of architecture and a learned society. The primary object of the Association, as stated in its Memorandum of Association is 'for the public benefit to promote and afford facilities for the study of Architecture...'. The Archives aim to support the operations of the AA by documenting its administrative, educational and cultural history and preserving examples of its material culture and intellectual output. The AA Archives acquires material primarily from the administrative and academic departments of the AA's school and learned society. Material offered by alumni and members of the public will be considered for acquisition but must fulfil the criteria set out below.

2.0 Criteria for acquisition

The criteria laid out below will form the basis upon which any curatorial decisions relating to acquisitions will be made.

2.1 Administrative Records

The AA Archives collects administrative records for permanent retention as an historic account of the AA's governance, strategic planning, policy decisions, organisational structure and functions.

2.2 Records Of Educational Practice And Theory Within The AA

The AA Archives acquires records relating to the theory and practice of architectural education, as undertaken at the AA. It acts to preserve evidence of the outstanding teaching methodologies, systems and pedagogies which have existed at the AA since its foundation and which continue to evolve today.

2.3 Records Documenting Current And Historical Student Work

The AA Archives acquire copies of all the final presentation folios produced by students awarded with AA Diploma Honours. In addition, the Archives will occasionally acquire the work of outstanding current students. The Archives may also acquire, or accept for donation,

historical examples of student work completed at the AA. The Archives aims to preserve an ongoing, representational sample of student work from the date of its foundation, in 1847. Selection of historical student work will therefore be qualified primarily by quality and the number of equivalent examples already held in the collections.

2.5 Records Documenting The Cultural Life Of The AA

The AA Archives may acquire, or accept for donation, records related to the cultural life of the school and learned society. This is envisaged as material directly relating to cultural activities and events organised by or for the AA, such as exhibitions, symposia, concerts, etc.. In addition, all attempts will be made to document student social, cultural and political life.

2.6 Format

The AA Archives will accept most formats, including works on paper, paintings, sound recordings, sculpture and models. Deposits of film and photographs are encouraged to be made to the AA Photo Library but will be accepted by the Archives if the donor does not wish to separate coherent collections of records of mixed format. Other exceptions will be made in the case of formats which require specialist care beyond the means of the Archives and large objects which present problems in terms of storage. Electronic records will be accepted provided adequate metadata has been applied and that a paper copy of all principal drawings are included.

3.0 Acquisition Of Material From Private Sources

The Archives' preferred method of acquisition from private individuals or institutions is by gift, accompanied by a written *Agreement For Donation*. Records will only be accepted on a loan basis if the minimum loan period consists of 30 years, with a minimum withdrawal notice of 6 months. Any conditions attached to a gift or loan will be considered on their individual merit.

3.1 Provenance

The Archives will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the archivist is satisfied that the donor, vendor or lender has valid title to the material.

3.2 Copyright

The Archives requires that the issue of copyright be clarified prior to any acquisition. Transferral of copyright interest to the Archives must be made in writing. If copyright interest is not to be transferred then the Archives must be provided with the contact details of the holder so that reproduction queries can be forwarded on.

4.0 De-Accession Procedures

The AA Archives acquires materials only within the remit permitted by its selection criteria (see section 2). It is therefore not envisaged that material acquired under such guidelines will be de-accessioned. However, should at any time in the future, under unforeseen circumstances, the AA should require to de-accession archival material, the following procedures will apply.

4.1 Return Of Material To Donors

The donor or their nominated successor will be contacted and the material in question offered to be returned.

4.2 Transfer Of Material To Other Institutions

In the event of the donor or successor not accepting the return of the material, all reasonable attempts will be made to transfer the records to an accredited museum, archive or library.

4.3 Destruction Of Material

On the failure of the above two procedures, permission will be sought from the donor or their successors, for permission to destroy the material. If permission is refused, the AA Archives will not proceed with destruction.