



COLLECTIONS GUIDE 8

DONATING ARCHIVES

Contacting us

If you are interested in depositing records with WYAS please contact one of the following archive offices:.

WYAS Bradford
Central Library
Prince's Way
Bradford BD1 1NN
Telephone +44 (0)1274 435099
e-mail bradford@wyjs.org.uk

WYAS Calderdale
Central Library
Northgate House
Northgate
Halifax HX1 1UN
Telephone +44 (0)1422 392636
Facsimile +44 (0)1422 341083
e-mail calderdale@wyjs.org.uk

WYAS Kirklees
Central Library
Princess Alexandra Walk
Huddersfield HD1 2SU
Telephone +44 (0)1484 221966
Facsimile +44 (0)1484 542297
e-mail kirklees@wyjs.org.uk

WYAS Leeds
2 Chapeltown Road
Sheepscar
Leeds LS7 3AP
Telephone +44 (0)113 214 5814
Facsimile +44 (0)113 214 5815
e-mail leeds@wyjs.org.uk

WYAS Wakefield
Registry of Deeds
Newstead Road
Wakefield WF1 2DE
Telephone +44 (0)1924 305980
Facsimile +44 (0)1924 305983
e-mail wakefield@wyjs.org.uk

West Yorkshire Archive Service (WYAS) is constantly adding to its collections, and would like to hear from individuals or organisations who have archive material relating to the history, culture and development of West Yorkshire.

What kind of records is WYAS interested in?

Archives are records which are preserved permanently because they have continuing value for future generations. Archives can be of use to a wide range of people including family historians, local historians, students, teachers and academics.

WYAS is interested in collecting diverse types of records created by a variety of individuals or groups. We are not just interested in council records or obviously 'old' items. Perhaps you have responsibility for the records of a local church, school or parish council, or belong to a social or community group; family letters and diaries, photographs, maps and plans, minutes and reports, newsletters and legal records, handwritten or word-processed documents – all these different types and forms of records may help to tell future generations about life in West Yorkshire in the past or present.

Terms and Conditions

Records can be presented to the Archive Service either as a gift or a deposit. A gift is an outright donation to the Archive Service, whereas a deposit takes the form of a loan in which the donor retains ownership of the records. The deposit and gift agreements are formal legally binding documents signed by the donor or depositor and West Yorkshire Archive Service.

Accessibility

Under the Freedom of Information Act, archives deposited with the Service are made available for public consultation unless there are specific reasons why this is inappropriate. In certain circumstances the Archive Service can agree to records being held on restricted access. This might be because the records contain personal details, or contain commercially sensitive information.

What we collect

WYAS will collect records relating to:

- West Yorkshire organisations
- West Yorkshire businesses
- West Yorkshire clubs and societies
- West Yorkshire families
- West Yorkshire people
- Records relevant to the culture and development of West Yorkshire regardless of date.
- Documents in many physical forms are considered, for example, photographs, plans, paper and parchment.

For deposit of digital records see Collections Guide 9.

What we do not collect

WYAS will not collect:

- Works of art, three-dimensional artefacts or objects.
- Published material, unless it forms an integral part of an archive, is of value as a research aid, or contains significant handwritten annotations.
- Archives in formats which WYAS deems are more appropriately held by repositories offering specialist storage and consultation facilities, for example sound recordings or audio-visual material.
- Records of a low historical or informational value, or which do not contribute to an understanding of the aims and objectives of the creating body or individual.
- Duplicates
- Frames, tin trunks, deed chests and other containers

The Archive Service is selective in what it preserves and we retain the right to decline items that do not fit our Collection Policy.

Collection strengths and weaknesses

The categories of records shown in this Collections Guide are of significant importance to West Yorkshire Archive Service and to West Yorkshire's heritage. We are proud to be the custodians of these historically unique and valuable collections. However, we also wish to take in new archives, particularly records which we feel are currently under-represented in our holdings.

Collection Strengths

These include records of:

- Churches
- Families and estates
- Local Authorities
- Hospitals and health
- Trade Unions
- Manufacturing businesses of the 19th and early 20th centuries

Collection Weaknesses

These include records of:

- Local clubs and societies
- Cultural and ethnic groups
- Small local businesses – especially late 20th century
- Popular culture
- Charitable organisations
- Non-Christian faith-based groups
- Political papers

Can you help?

We are always pleased to hear from potential depositors and those seeking advice on their records. If you feel you may be able to enhance the holdings of WYAS and aid in the preservation of West Yorkshire's heritage through deposit or donation, please contact us for an informal discussion.

There is usually no charge for preserving records of long-term historical interest.

Who should you contact

WYAS has five offices, these are located in the districts of Bradford, Calderdale, Kirklees, Wakefield and Leeds. The collections held in each office are relevant to the district and surrounding area.

If you are unsure which office is appropriate, please contact any of our offices and staff will be able to advise you. Contact details can be found at the beginning of this guide.

Further details on terms and conditions of deposit can be found in our Conditions of Deposit guide.

Frequently Asked Questions

Whose records does WYAS want to collect?

Although the Archive Service will continue to collect records in its traditional collecting areas such as church records, council records and estate records WYAS is particularly keen to acquire the records of groups that are currently under-represented in our collections. For example, the records of: sports clubs, working men's clubs, special interest clubs, Scouts, amateur dramatics societies, music groups and venues, and local events and celebrations such as May festivals. Please contact WYAS for more guidance.

What are the benefits of depositing my records with WYAS?

WYAS is committed to preserving West Yorkshire's heritage through acquiring and caring for the records of individuals, families, organisations or societies. The service employs professionals who look after the physical condition of records and make them available to the public for research. Good storage conditions and careful handling will lengthen the life of records. By cataloguing records WYAS creates access for members of the public to the information contained in records which enrich the lives of individuals and communities.

What does depositing records involve?

Depositing or gifting records to the Archive Service involves a number of stages. Firstly, a member of WYAS staff will discuss with you what types of records you have and the subjects that they give information about.

If your records do not fall within WYAS's Collection Policy you will be advised to contact a more suitable repository. You will then be able to discuss any specific issues which you feel are important. You will be made aware of our Terms and Conditions of Deposit. Records can then be transferred to WYAS.

Will WYAS take all my records?

Records with long-term research interest are prioritised for preservation in archives as not all records can be kept. The Archive Service only collects archival material which is within its collecting remit. Items which do not meet the Collection Policy such as paintings, or items of low value such as duplicates or printed material will be removed; should you wish you will be given the option to take back items the Archive Service does not wish to acquire.

WYAS is developing ways of managing records in modern formats such as digital records. In the case of special record formats you may be advised to deposit records with a specialist repository.

Will my records be kept forever?

That's the aim. The Archive Service acquires new material with the intention of keeping it safe in a managed and monitored environment for future generations to study and enjoy. WYAS makes every effort to ensure that archival material remains permanently accessible, although in some cases (particularly with digital material) it may be necessary to provide the information contained within the records via a copy of the original.

Where records are deposited with WYAS, the Service will not destroy or transfer records without attempting to contact the depositor.

Can I choose which office holds my records?

WYAS has five offices, these are located in the districts of Bradford, Calderdale, Kirklees, Wakefield and Leeds. The collections held in each office are relevant to the district and surrounding area. New deposits are usually placed in the office to which the material principally relates. In cases where records relate to more than one district, we will discuss with you the most appropriate location for your deposit.

GLOSSARY OF TERMS

Access	The means by which records are made available for use. This includes both physical and intellectual access, both on-site and remotely.
Archives	For the purposes of this guide, archives are defined as an accumulation of records from an organisation or individual, which are no longer needed to conduct current business, and which are selected for preservation because of the historical information they contain or as a record of activities. Also referred to as archive collections or collections.
Cataloguing	Cataloguing allows researchers to view a summary of the records, or sometimes a list of all the records within a collection, to see whether it contains information relevant to their research. Catalogues may be in paper or electronic format.
Collection Policy	The formal policy document which lists the types of records the Archive Service wants to collect.
Creating body	The business, group, society or individual who created the records.
Deposit	Archives which are deposited with the Archive Service will be catalogued and made available by the Service, however, the record depositor retains legal ownership of the records.
Freedom of Information Act	This law allows members of the public to access information held in public records. Certain records which hold sensitive personal information are exempt from Freedom of Information enquiries.
Gift	A gift to the Archive Service means that ownership of records transfers to the Archive Service through a legally binding agreement.
Records	Records are defined as including, but not restricted to, manuscripts, typescripts, maps, plans, drawings, photographs, electronic records, sound and moving image recordings, printed works and any other formats that form an archive, or an integral part of an archive, of an organisation or individual.
Repository	Used in this guide to mean an office authorised to hold archive collections.
Value	Archives can possess a number of values such as historical, informational or research value. The concept of value is used by archivists to describe why it is important to retain particular records.