

Guidance for donors to archives & special collections

Thanks very much for considering donating your collection to the University for the Creative Arts. This guidance outlines what we collect. We only accept material as a gift.

If your collection is better suited elsewhere we can advise you who best to contact.

What do we collect?

Our remit is the creative and visual arts, and we are particularly interested in collecting the following types of materials:

- Archives of and relating to our 6 former Art Schools, and its predecessors.
- Animation and film archives – organisations or individuals.
- Activist archives, relating to politics and LGBT issues, particularly from the 1980s.
- Records charting the history of Graphic Design.

We also accept donations of rare books.

What format of material do we collect?

We collect records in various types of formats, such as paper, CDs and born digital material, including emails, websites, electronic documents and social media. However we are unlikely to be able to take artworks or objects. When you contact us we will be able to offer advice on whether we can take your material, or whether it may be suited elsewhere.

Copyright

If you hold copyright, and wish to retain it, we ask to use your materials for educational and research purposes.

Who can view the material?

The collection can be accessed by anyone who visits the Archive. Details of the collection and materials will be published online via the University's Archive Catalogue. We are required to comply with freedom of information and data protection legislation.

For further information please contact us on archives@uca.ac.uk.