



## **NLCS (North London Collegiate School) Archives Acquisitions Policy**

The Archives includes items relating to the history of the school and items relating to the history of the site. It includes a range of media. We have been fortunate in the past to receive donations of material from ONLs, former staff and members of the public and we are grateful for these. They supplement the material that has been collected over the years from within the school. However, to ensure that the archive remains relevant and useable and is managed on a professional basis we have guidelines concerning the donation of material.

We collect material relating to the history of NLCS and the history of Canons.

### **History of NLCS**

We collect material that:

- is of historical importance to the school
- charts the development of the school or an aspect of school life
- shows an important event in the life of the school
- shows the influence of the school, pupils, staff and ONLs in the wider world.

### **History of Canons**

NLCS Archives collect material relating to the history of Canons and past owners of the site. We do not collect material relating to other properties owned by those families except where they form part of a larger collection placed in the NLCS Archives.

When appraising items for inclusion in the archives we will be considering:

- whether the information is easily available elsewhere?
- whether it is in a format that is accessible or can be made accessible?
- whether we have sufficient space to keep it?
- whether we already hold that information?

We can only accept items as an outright donation rather than on loan. We reserve the right to turn down donations or parts of donations. If we decide not to accept a donation that has already been sent to us, we will discuss with the donor whether they would like the material returned or whether we should dispose of it.

Should you have any queries or items that you would like to donate please contact [archive@nlcs.org.uk](mailto:archive@nlcs.org.uk)