

Special Collections and Archives Advisory Committee Terms of Reference

To advise the University Library on the most appropriate ways to exploit, develop and add to the University Library's Special Collections and Archives in line with current and future research and teaching priorities, by

- helping the University Library to identify opportunities to exploit existing collections held by Special Collections and Archives, including:
 - promoting potentially useful collections to academic colleagues and students
 - identifying opportunities for Special Collections and Archives to work with academic colleagues in public engagement activities
- helping to create and update Special Collections and Archives collection development plans and policies and aligning them with the our strategic objectives
- helping Special Collections and Archives to identify and take advantage of opportunities to apply for external and internal funding, including supporting bids to CAR
- advising on the provision of Special Collections and Archives work placements and/or internships for students
- helping Special Collections and Archives to develop priorities for further digitisation and digital preservation
- facilitating liaison between the Library and academic departments
- Providing guidance and support to the Head of Records Management & University Archive concerning priorities and developments of the University Archives service

Meeting frequency: biannual

Membership

Angela Houghton, Associate Director (Cultural Collections and One University) (Chair)

Bob Johnston, Professor of Landscape Archaeology

David Meadows, Senior Philanthropy Manager - Legacies

Kathryn McKee, Head of Special Collections, Heritage, and Archives

Marcus Nevitt, Senior Lecturer in Renaissance Literature

Greg Oldfield, Head of Public Engagement, Partnerships & Regional Engagement

Alexandra Ortolja-Baird, Lecturer in History and Digital Humanities, School of History, Philosophy and Digital Humanities

Cathy Shrank, Professor & Faculty Director of One University Strategy Delivery, School of English

Mariam Yamin, Senior Archivist (Secretary)

Simon Stevens, Lecturer in International History

Matthew Zawadzki, Head of Records Management & University Archive