
Statement of Local Studies Collecting Policy

1. SERVICE PURPOSE

- 1.1. To identify and preserve the Local Studies heritage of Suffolk for use by present and future communities.
- 1.2. To meet the needs for Local Studies printed resources relating to the county of Suffolk for leisure, educational and cultural activities, and to promote the appreciation of printed local studies material in Suffolk

2. GEOGRAPHICAL AREA

- 2.1. The Suffolk Record Office serves the county of Suffolk as defined in 1974 and administered by Suffolk County Council. It comprises the former East and West Suffolk County Councils, and the former Ipswich county borough.
- 2.2. The Record Office has three offices, each with its own collecting area: Bury St Edmunds for the old West Suffolk county and Ipswich for the old East Suffolk county, except for the Waveney District area, which is the responsibility of the Lowestoft office. The county's Local Studies reference collection is distributed across the three Record Offices, generally in line with these collecting areas, while small, mainly lending, stocks are held in libraries.

3. ACQUISITIONS

- 3.1. The Record Office collects Local Studies material worthy of permanent preservation in the following categories:
 - 3.1.1. Printed matter relating to the history and life of the county of Suffolk and its inhabitants:
 - Books and pamphlets on any aspect of the history of Suffolk or of individual places within the county
 - Biographies or autobiographies of Suffolk people
 - Works of the imagination (e.g. fiction, poetry) by Suffolk-born authors or those who had strong connections with the county
 - Periodicals, either commercially published or produced by Suffolk-based organisations
 - Parish and village magazines; sale particulars; Ordnance Survey maps; commercially-produced maps; newspapers; annual reports, yearbooks and accounts of local authorities, organisations and societies; church guides; sermons; school magazines; newsletters.
 - 3.1.2. Printed books relating to aspects of the history of East Anglia in general or of the counties of Cambridgeshire, Essex and Norfolk.

3.1.3. Reference material, which will help users of the service to carry out their research.

3.2. The Record Office will acquire published and printed material by gift (including bequest) or purchase. All acquisitions will be acknowledged on receipt. The Record Office reserves the right to refuse material unless clear and valid title of ownership can be proved.

3.3. Published and printed material fulfilling the criteria noted in Section 3.1 above, will be considered for acceptance regardless of date and format (subject to any exclusions noted in Section 4 below). Formats include: printed material, typescripts, prints, drawings and photographs, ephemera, tape recordings, newspapers, microform, vinyl recordings, CDs, DVDs.

3.4. Offers of complete libraries (e.g. parochial and dissenting libraries) will be considered on an individual basis. Terms and conditions for acceptance will be negotiated individually.

3.5. Material will only be accepted provided it can be open to public access as soon as it has been processed.

4. EXCLUSIONS

The Suffolk Record Office will not normally accept:

4.1. Items relating to individual places outside Suffolk.

4.2. Books or periodicals of general historical interest (even if they contain some references to Suffolk).

4.3. Items of which copies are known to exist already in the collection.

4.4. Material judged not to be of permanent historical value.

5. DISPOSAL

5.1. The Record Office reserves the right to dispose of material found to be duplicated within the Local Studies collection.

Bury Record Office, 77 Raingate Street, Bury St Edmunds, IP33 2AR

Telephone: 01284 741212

Email: bury.ro@suffolk.gov.uk

Ipswich Record Office, Gatacre Road, Ipswich, IP1 2LQ

Telephone: 01473 584541

Fax: 01473 584533

Email: ipswich.ro@suffolk.gov.uk

Lowestoft Record Office, Clapham Road, Lowestoft, NR32 1DR

Telephone: 01502 405357

Fax: 01502 405350

Email: lowestoft.ro@suffolk.gov.uk

Suffolk Record Office web site: <http://www.suffolk.gov.uk/sro>

Suffolk Heritage Direct website: <http://www.suffolkheritagedirect.org.uk>