

**Chester Archaeological Society
Library Review 2010 - Acquisition and retention criteria**

1 Documents in the library should support the Society's objectives: the study of the archaeology, architecture and history of Chester, Cheshire and North Wales.

Observation: The emphasis of historical works should be on topographical, economic and social history rather than political, administrative or religious. The geographical scope of the library is not rigidly circumscribed but focuses on northern and western Britain. Works dealing with the archaeology, architecture and history of other parts of Britain, or other countries, may nevertheless be highly relevant to local studies.

AND

2 Documents should be of current research or methodological value.

Observation: Documents may be quite old or may not have the Society's region as their main geographical focus but may still be of value. Conversely, many old works which fall within scope geographically may not have been of high quality when written, let alone be of value now, and may be disposed of.

OR

3 Documents should illustrate the development of archaeological/historical recording, thought or practice.

Observation: These documents should be 'classics' only. They should preferably also be of local relevance.

OR

4 Documents should:

- a) Record the Society's history as an institution
- b) Relate to the Society's major campaigns and projects
- c) Illustrate the Society's history generally and the changing interests of its members

Observation: The history of the Society is part of the social history of the region, and documents that illustrate that history should be considered for retention even when they do not otherwise fall within scope. The main documents relevant to 4a) are Minute Books etc, which should be kept in their entirety. Documents relevant to 4b) and 4c) will only be kept selectively, unless they also meet the other criteria (but see Note1).

AND

5 Documents should normally be complete.

Observation: Unless there are compelling grounds to the contrary, incomplete sets of multi-volume monographs and short runs of journals, for example, will not be kept.

AND

6 Documents should not be otherwise publicly available in Chester or free of charge online.

Observation: This clause is intended to avoid unnecessary duplication of documents. On the other hand, duplicates may be kept if they are relevant to the core interests of the Society, illustrate the Society's history (see 4 above), are likely to be heavily used, or if other institutions are thought likely to dispose of their copies.

AND

7 Documents should not normally be of such an age as to require specialist care.

Note 1: The word 'document' is used here to include books, journals and offprints. The library will not hold manuscripts, original works of art, prints or photographs. Archaeological project records will be deposited in their entirety with the appropriate museum.

Note 2: The Society will use its best efforts to find appropriate, secure and accessible local homes for important local documents currently in its library that do not fall within scope.