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## ACQUISITIONS AND DISPOSAL POLICY

The Vaughan Williams Memorial Library (VWML) is the library and archive of the English Folk Dance and Song Society (EFDSS). It is a unique multi-media library, archive and information resource focusing primarily on traditional and revived forms of folk music, dances, songs and customs (hereafter referred to as the folk arts) found in England and its related cultures.

Since its inception in 1930, the main function of VWML has been to support the aims and objectives of the EFDSS (including educational initiatives) and to meet all user needs at all levels. It seeks to achieve this by acquiring, organising, preserving and making available relevant materials (including copies of originals) in various formats, published and unpublished. These formats currently include records of hand-written evidence in manuscript, printed information, photographs, computer-generated records, and audio-visual materials, such as film, video, and digital and analogue recordings.

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*The following policy has been formulated in accordance with the terms of the declaration of trust, dated 12th March, 1996:*

1. VWML will acquire items for its core collections which are relevant to the folk arts of England and its related cultures, as interpreted by the librarian. Materials from and about other cultures, in languages other than English, will also be included where they support and reinforce core collected materials.
2. VWML's value lies in the combination of its depth of information and breadth of media, reflected in over a century of collecting activity. The need to acquire materials of historical as well as current and future interest is recognised.
3. VWML will acquire duplicates where appropriate, especially for loan purposes to its members.
4. **The VWML will acquire:**
  - 4.1 Printed books, journals and pamphlets
  - 4.2 Sound recordings
  - 4.3 Photographic images
  - 4.4 Audio-visual materials, including film, video, DVD, and computer generated images
  - 4.5 manuscripts, such as correspondence, diaries and notebooks (to include electronic archives)

- 4.6 Records of the EFDSS and other folk related bodies, such as minutes and publicity material
- 4.7 Published information in digital formats, such as CD-ROMs
- 4.8 Ephemera, such as street literature (broad­sides, chapbooks, etc.), flyers, programmes and other publicity and promotional materials.
- 5 VWML will acquire documents by transfer, exchange, gift and purchase (see elsewhere for conditions of deposit). The Librarian will discuss the terms of donation of materials with potential donors and will determine, if possible, issues such as access, processing, copyright, storage, conservation, disposal and administration before such donations are received. Where possible, formal written agreements will be drawn up to clarify such matters.
- 6 Limitations on acquisition are imposed by both intellectual and practical considerations. There is a variety of definitions of the terms 'folk' and 'traditional' which are core to the focus of the Library. The Librarian will exercise discretion in judging which materials are relevant to this focus and the users of the Library. Further, budgetary and accommodation restrictions limit the amount of materials that can be acquired.
- 7 Disposals:
  - 7.1 The EFDSS shall have authority to transfer materials to a more suitable repository if it is felt that the materials would benefit from their re-location.
  - 7.2 The EFDSS shall evaluate and select for disposal or sale all those materials not deemed to be worthy of permanent preservation within its collections.
  - 7.3 The EFDSS accepts the principle that there should be a strong presumption against the disposal by sale of any materials in their ownership, except where agreed by a depositor.
8. Every effort will be made to catalogue documents acquired with a view to allowing public access, subject to any requirements of confidentiality and/or the wishes of the owner or depositors.
9. Operating strictly within current copyright legislation, use of VWML holdings will be encouraged by production of materials by the EFDSS in all media, including its website.
10. Museum artefacts will be considered for collection on an individual basis. In the first instance, they will not be considered as part of the acquisitions policy.
11. The Trustees will review the Acquisition and Disposal policy every 5 years. Acquisitions and disposal outside the current stated policy should only be made in exceptional circumstances, and then only after proper consideration by the Library Advisory Committee of the EFDSS and having regard to the interests of other repositories.