

Rambert Archive: Collection Development Policy

RAMBERT

Rambert Archive: Collection Development Policy

This document describes what the Rambert Archive collects, and how the Rambert Archive reviews and removes items from the collection.

Name and address of the Rambert Archive:

Rambert Archive
99 Upper Ground
London
SE1 9PP

Governing Body:

Ballet Rambert Limited

Context:

The Rambert Archive was set up in 1982 to ensure a complete and accurate record of the work of Britain's longest established and most innovative dance company. It both serves the Company's needs and provides a window into the Company's history and activities for the public.

The Rambert Archive seeks to be aware of and to comply with all current relevant legislation and archival best practice.

Standards

This collection policy has been prepared in accordance with:

The National Archives Standards for Records Repositories (2004)

PAS 197: 2009, Code of Practice for Cultural Collection Management

ISO 15489 Records management 2016

Subject Areas

The Rambert Archive:

- preserves and makes accessible to the Company operational records produced by the Company.
- preserves and makes accessible to the Company and to the public historical records about the Company's work, collaborators and historical context.

The Rambert Archive acquires records that relate to

- the history of the Company,



Rambert Archive: Collection Development Policy

- dance productions performed by the Company. This includes original commissioned works as well as those that have at any time formed part of its repertoire.
- Rambert dancers, staff, collaborators and choreographers.
- Rambert's founder, Dame Marie Rambert DBE, and her immediate family
- associated companies where there is no competition with other repositories.
- By special arrangement the Rambert Archive also contains copies of items from the Maude Lloyd and Wallace Potts Film Archive. The originals are held at the Centre National de la Danse, Paris. Further information is available from the Rambert Archivist.

The Rambert Archive does not represent any particular historical, sectarian or other viewpoint in its acquisition of records, but reflects as objectively as possible all aspects of the Company's past and present.

Media of records held

The Rambert Archive collects records in all paper, analogue and digital media.

The Rambert Archive collects costume collections.

The Rambert Archive does not have facilities to conserve textiles in general, it will tend not to collect other textile collections unless in exceptional circumstances.

Co-operation with other repositories whose collection policy overlaps

The Rambert Archive will seek to avoid competition, conflict and duplication of effort with other repositories.

When advising potential depositors the office will draw attention to the existence of other repositories with similar or overlapping interests, to ensure that material is offered to the most appropriate institution.

Methods of acquisition

Donations and purchases are preferred to deposits on loan.

The Rambert Archive may also create new collections from oral history recordings.

Conditions associated with accessions

The Rambert Archive does not collect general material on dance or material on unrelated performing arts organisations. All acquisitions are assessed for their ability to enhance the specialist collection.

Before acquiring records, the Rambert Archive requires that:



Rambert Archive: Collection Development Policy

RAMBERT

- a) records fall under the acquisition responsibility as outlined above
- b) the depositor is authorised to transfer title to material and signs a deposit agreement
- c) all material must undergo archival appraisal and satisfy the following criteria, before it can be recommended for retention:
 - the material is unique
 - its authenticity and integrity is well documented
 - its historical/archival value can be demonstrated
 - it is in a reasonable physical condition
 - the Rambert Archive has the facilities to be able to care for the records properly
- d) the records be free of legal encumbrances or excessive access restriction which will diminish its research potential
- e) the records either become the property of the Rambert Archive or its responsibility, to be administered as it sees fit
- f) the Rambert Archive will not normally accept archives and records which are of a particularly specialist nature, requiring skills or equipment beyond the Company's resources to preserve, exploit or interpret.
- g) acquisitions purchased, or otherwise acquired, with the assistance of grant aid will be held subject to the terms and conditions of bodies from whom such aid has been received

Selection/de-accessioning

The Rambert Archive will audit its collections at least once annually, which may reveal gaps in the collection as well as items suitable for de-accessioning.

The Rambert Archive accepts the principle that there should be a strong presumption against the disposal by sale of any documents in its ownership.

The Rambert Archive shall have authority to transfer records to a more suitable repository if it is considered that the documents would benefit from relocation.

The Rambert Archive shall, in accordance with the wishes and requirements of depositors, evaluate and select for destruction those documents deemed not to be worthy of permanent preservation, and the intention shall be made clear at the time of transfer.

In case of the Rambert Archive ceasing to exist, the depositors of records will be contacted. The contents of the Archive will be re-distributed to other repositories where



Rambert Archive: Collection Development Policy

RAMBERT

possible, or returned to their owners as appropriate. In the case of the Rambert Archive ceasing to exist, and if no suitable alternative repository can be located, records owned by Ballet Rambert Ltd may be sold at the discretion of the Company.

Public availability

The Rambert Archive will make finding aids, in the form of lists or catalogues, available in the ICAP Reading Room, online at Archives Hub, the National Archives Discovery or on the Rambert website, as appropriate.

The Rambert Archive may distribute and make its finding aids available to other networks as the opportunity arises, an example of this is the London Screen Archives which may receive the finding aid(s) for the moving image collection.

The policy statement will be reviewed at intervals of not more than five years.

Date of issue current version: March 2023

Date of review: March 2028

Associated documents:

- Depositor agreement (form)
- De-accession record (form)
- Accession register (paper files to 1982 - 2006, spreadsheet 2006 - 2011, database from 2023)
- Collection audit schedule (spreadsheet)
- Finding aids (pdf files, database)

