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**FAQ for authors depositing within *The Storehouse of The British Archive for Contemporary Writing***

**What is the *British Archive for Contemporary Writing (BACW)*?**

A growing archive of contemporary authors' manuscripts, correspondence and related literary material of significance to the international research community. It includes materials from a number of high profile authors: Doris Lessing, J.D. Salinger, Roger Deakin, W.G. Sebald, Malcolm Bradbury and publisher and literary agent correspondence with Nadine Gordimer, Michael Holroyd, Anita Desai, Monica Dickens, Paul Gallico, Richard Gordon and Graham Greene.

The archive is in two parts:

- ***The Storehouse*, enables contemporary writers to house their emerging archives at UEA on a temporary basis. It is an innovative approach, incubating manuscripts and related material at a much earlier stage in an author's career, providing the scholarly community with access to a significant research resource much sooner than would be possible under a traditional archive model.**
- *The Collection* contains writers' archives fully gifted to the University or on long term loan, with an emphasis on long term preservation, discovery and access. The UEA hopes that many using *The Storehouse* will choose to move their papers to *The Collection* at a later stage, depending on circumstances, but there is no obligation to do so.

**Why should I consider loaning my archive to UEA?**

Below we have outlined some of the potential benefits. You are strongly advised to seek independent advice from the Society of Authors, your literary agent and/or a literary archives valuer to help you reach a decision.

<b>Access by researchers</b> can raise the profile of an author during his/her career. We will make your material available to an international community of literary scholars. Your papers may be written about in academic journals and presented at academic conferences, bringing your work to a new audience.
<b>Increased visibility.</b> New acquisitions are announced via press release and social media to key stakeholders within the UK and international literary community. There is a communications plan developed for each archive, to raise awareness of the collection within a particular research community. The Archive will occasionally hold events and exhibitions designed to showcase material.
<b>An opportunity to contribute to a narrative about the archive, highlighting particular significance.</b> The advantage of working with a living author is that, if you want to, you can add insights and identify significant elements within the archive, enriching contextual information about your life and work so far.
<b>Professional archivists, librarians and systems technicians</b> are employed to catalogue, maintain and protect the material and to enable research and discovery in perpetuity.

**Why is *The Storehouse* loan option the most appropriate option for me?**

**The Storehouse is recommended for authors who have yet to make a long term decision about their archive. They may be at an earlier stage in their career and/or require greater flexibility.** Here is a summary of the options:

	The Storehouse	The Collection (gift)	The Collection (loan)
Working papers accepted, catalogued and available to researchers	•	•	•
No cost incurred by the writer for withdrawal (with six months' notice)	•		
No cost incurred by the writer for withdrawal at the end of the loan term		n/a	•
Diaries, manuscripts, biographical material accepted, catalogued and available to researchers		•	•
No cost incurred by the writer unless the archive is withdrawn before the end of agreed loan term		n/a	•
Long term preservation and potential digitisation		•	•
Deeper level of cataloguing to enhance discovery		•	•
Possible eligibility for UK's Cultural Gifts scheme – which offers tax incentives		•	

### **Why is UEA not offering to purchase my archive when it clearly stands to benefit?**

UEA would like to have the money to purchase archives but UEA Archives, like most other UK universities, does not have the funds that some of our North American counterparts have. We believe it is important to preserve access to the UK's literary heritage and are finding innovative ways to address this. Any benefits to UEA would largely be reputational, as administrative and processing costs are likely to outweigh any possible financial benefit.

### **Can I withdraw and sell my literary archive at a later date?**

Yes. UEA sees this as a loan and will not stand in the way of an author who wishes to sell his/her archive. We only ask for assurance that full access to relevant papers will be maintained for any researchers who may currently be working on the materials at the point at which you need to withdraw them. This may be achieved by retaining some materials here, agreeing to make photocopies available for the student or researcher concerned, or by you giving the researcher direct access to the materials via yourself or your agent until their research is complete, whichever solution fits best.

### **Won't my archive be less valuable if it's already been available at UEA?**

Material that has been used a great deal by researchers may not be valued as highly as material that has never been seen. This should be balanced against the benefits indicated above. To minimise the risk, we advise you to withhold certain biographical material and personal notebooks/ diaries and personal correspondence from any *Storehouse* deposit to ensure there is unique material for any subsequent sale.

**I'm still not sure what to do. Where can I seek independent advice?** We advise consultation with the Society of Authors, a literary agent and/or a literary archives valuer (we can provide contacts).

### **So why not just hold my entire archive back for potentially selling at a later date?**

A number of the authors we've spoken to are keen for their manuscripts and working papers to be explored by researchers during their career and view this initiative positively not just for themselves, but for the benefit of the wider writing and research communities. It is important that you seek advice from the Society of Authors, your literary agent and/or a literary archives valuer to help you reach a decision.

### **How does UEA's loan model differ from other UK literary archives?**

Many institutions prefer not to accept loaned material, due to the significant costs incurred in cataloguing, listing and preserving. Where long term loans are in place institutions can charge a sum for early withdrawal to recoup the costs of cataloguing and processing and related activity. By contrast, UEA's *Storehouse* model recognises the value of such research material being made available sooner whilst acknowledging the needs of the author in terms of flexibility. **There is no cost incurred by the writer.** UEA only asks that full access to relevant papers is maintained for any researchers who may be working on the materials at that time.

### **What kind of material does *The Storehouse* accept?**

Manuscripts, drafts, notebooks and other non-personal material and correspondence pertaining to a literary work. Further information about the kinds of material we accept is provided separately. We advise on potential privacy issues so that you do not inadvertently put material into the archive that you do not wish to be in the public domain.

### **How do I know the material I loan to you will be well cared for?**

**International archiving standards:** On receipt of the material, we carry out an assessment, box by box, and a high level listing is sent to the author/depositor. If an archive is to be used for teaching and research, we may undertake more detailed cataloguing at our discretion.

**Copyright and protection of IPR, 3<sup>rd</sup> party copyright and data protection:** Researchers visiting our archives will examine our listing and request access to the material of most relevance to their research. If a researcher requests a photocopy, archives staff will advise on 'fair dealing' and he/she will be asked to sign a copyright declaration declaring it is for non-commercial and/or private research. Requests for further copyright clearance (e.g. permission to publish a quote) will be directed to you or your designated representative. **Copyright relating to third parties** is acknowledged and any permissions above 'fair dealing' are sought from the third party. **Data protection** law also applies to personal and sensitive material. Authors can impose further access/ copying restrictions if they wish.

**Safeguarding:** We store your papers in secure surroundings and in a controlled temperature environment that prolongs their life. We have measures in place to protect against flood or fire together with insurance to help us undertake paper conservation, in the event of damage. Archive material is not available for borrowing and is only ever made available for consultation in our Archive reading room.

**Professional standards:** UEA Archives is an active member of the Group for Literary Archives and Manuscripts, a UK and North American professional community that shares best practice.

### **What are the next steps?**

A Deed of Loan is supplied separately. If you have a literary agent or other legal representative, or are a member of the Society of Authors, please do seek their guidance before signing. We look forward to working with you.