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**An investigation into the D.H.Lawrence
Manuscript and Special Collection at the
Hallward Library, University of Nottingham**

by

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**A Master's Dissertation, submitted in partial
fulfillment of the requirements of the award of the
Master of Arts degree of the
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Abstract

The aim of this study is to investigate the growth and management of the D.H.Lawrence collection held in the Manuscript and Special collections department at the Hallward library, University of Nottingham. This study will examine four main areas of the Lawrence collection and its actual management. The study will first give an account of the collections history and growth in order to give the reader an insight into the collection itself. The study will then examine the importance of public relations in securing acquisitions and how the department has dealt with this expanding collection. A further area to be examined will be the financing and budgeting of the collection as well as the departments' acquisition policy with particular reference to gifts, exchanges and endowments.

The D.H.Lawrence cataloguing and retrieving systems in recent years has undergone considerable change, this study will examine carefully the reasons why there was a need for change and how these systems have been introduced and the consequences on the collection and department as a whole. Finally, aspects of conservation, preservation and security of the Lawrence collection will be investigated, examining managerial responses to the problems encountered. To conclude an overall examination of the collection management will be discussed as well as the future prospects of the D.H.Lawrence Manuscript and Special collection.

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Introduction

The aim of this study is to investigate the management of the D.H.Lawrence Manuscript and Special collection at the Hallward library, Nottingham University. This study will look at four areas of management. Firstly, we will introduce the collection itself with a brief history of the collections' development since its beginnings in the 1940s. Within this area of investigation, the study will look at the department's public relations concerning the collection and the creation of the D.H.Lawrence Centre at the University, with a look at the implications for the the collection. The financial management is also examined alongside the departments' budget for the collection. An important area of management in any collection, is the acquisition policy. This is examined through the department's view on gifts, exchanges and endowments. A major change over the last couple of years concerning the D.H.Lawrence Collection is its cataloguing and retrieval. This study looks at the changes to cataloguing and the introduction of the new database, and the problems which have developed due to these changes. Finally this study will examine the department's management of the collections conservation, preservation and security and the measures taken to secure the collection's future and safety.

The D.H.Lawrence collection first began to develop in the 1940's when Professor V. de Sola Pinto joined the staff. He felt strongly that the University should play more of a part in recognising Nottinghamshire's local author. This was the beginning of the Collection. Since then the collection has increased, due to numerous donations and gifts from family, friends and relatives of the author. The department has managed to purchase certain Lawrence materials but the bulk of the collection has come from donations eagerly sought

after by members of the department's staff over the years. The expansion of the collection has owed much to certain individuals such as Professor Pinto and Professor J. T. Boulton, previously head of Nottingham University English Department. Professor Boulton became involved in the early 1970's in an important landmark in the history of the collection, the creation of the Lawrence Project. This gave the department master negative copies of the letters and other writings owned by private individuals and institutions. The project also gave the University publicity, inviting more offers of original manuscripts. Another important development of the collection was in 1980, when Professor Delavenay, handed to the department all his correspondence concerning Lawrence. This subsequently increased the Lawrence Collection and gave it more esteem. The collection continues to develop up to the present day with the latest major purchase coming in 1992 of the Lawrence manuscript, his Memoir of Maurice Magnus. It has been understood unofficially that a large D.H.Lawrence collection has been bequested to the department. This will undoubtedly make the Lawrence collection at Nottingham University the biggest in the world.

Due to this increase of the collection, the department has had to review its cataloguing and retrieving systems. The old catalogues of 1979 and 1983 were certainly out of date as new additional material had been subsequently added to the collection. It was decided by the present curator of the department, Dr. Johnston, that no more catalogues would be produced due to the additional material constantly being added. A new database is being created, which will enable new additions to be installed easily to the present catalogue. This database will also be able to give a much more detailed description of materials in order for to work as a computerised archival description. The database is presently still

being created and is hoped that it will be completed by the end of 1994.

Within recent years, the University has supported the growth of the Lawrence collection believing it will give the University better prestige and publicity as a whole. A D.H.Lawrence Centre has been built, with the appointment of a lecturer brought in to lecture on D.H.Lawrence. The aim of the University is to make the collection the biggest worldwide. Obviously this has brought outside pressure on the Manuscript and Special collection department. It has had to promote and establish this collection in favour of other equally important collections. A lot of time, money and effort has been put into the Lawrence collection in the last year. However it is felt that with the increased popularity of Lawrence and the extra curricular activities within the University concerning Lawrence, the department is preparing itself for future increased use of the collection.

Chapter 1 The D.H. Lawrence Collection

1.1 The history of the Lawrence collection

Up to 1947 at Nottingham University, the name 'Lawrence' was rarely mentioned, his books were kept out of sight, this was largely due to Lawrence's involvement with the former wife of Ernest Weekly, Professor of French at the University College until his retirement in 1938. Sympathies of the college were with Professor Weekly because he was one of its own respected members and Lawrence's scandalous private life was seen as just a reflection of the authors stand, which was expressed in his writings.

Attitudes however did begin to change in post-war Britain and in the early 1950's, within the University much pioneer work had been carried out by the then Professor of English, V de Sola Pinto (1938-1961). He had succeeded Professor Hewitt in 1938, the year when Professor Weekly retired. Professor Pinto, therefore, was slightly more detached from the personal side and could look at Lawrence objectively as a writer whose literary merits he felt ought to be assessed and disseminated. Moreover, he felt strongly that it was right and proper that Nottingham University should play its part in recognising Nottingham's local author. Professor Pinto was the first to attract post-graduate students to work on Lawrence within the department and he personally set about exploring the Eastwood area and meeting people who had known Lawrence, his friends and relations. He also went to America and made contact with Frieda in New Mexico.

In order to make Nottingham University attractive to post graduate students as a centre for studying aspects of Lawrence, Professor Pinto had to gather primary and secondary

sources and make them available. He was staunchly supported by a young man named Paul Sheldon who had joined the library staff in the late 1940's. Vast quantities of personal papers and estate records from the family archives had been deposited in the library manuscript department. There was a vast quantity of miscellaneous items which had come into the library over a period of years. Among them was a fragment of a letter, a final half page which contained Lawrence's signature. This turned out to be a D.H. Lawrence manuscript. From the actual context of the letter it fitted in with the time at the end of the First World War when Lawrence was in the Midlands at Middleton by Wirksworth, writing 'Movements in European History' (La C 4, probably dated 6th December 1918). This was the starting point to the D.H. Lawrence Collection. It was through Professor Pinto that this manuscript was added to the beginnings of the collection now formed.

Professor Pinto later entered into negotiations with Lawrence's sister Mrs King and her daughter, Mrs. Needham, who subsequently visited the University library. Mrs King donated two college note books and a French and Latin vocabulary note book in which he later wrote the early drafts of his poems. Also obtained from Mrs. King was the essay 'Hymns in a Man's life'. The original material held by Mrs. Needham was retained by her but she kindly allowed the University to make copies of some of her letters from Lawrence. These photographic copies are still part of the collection. From his visit to New Mexico, Professor Pinto managed to obtain from Frieda Lawrence Ravagli (as she then was) some sheets of manuscript poetry and an original photograph of Lawrence at the Villa Murenda. During this time also, one or two letters were bought from dealers. Thus the small D.H. Lawrence collection came into being.

Professor Pinto's work on Lawrence culminated in 1960 with the exhibition "D.H.

Lawrence after "30 years, 1930-1960", which was held in the Fine Art gallery. A small committee was created to prepare the exhibition, material was lent by Mr. George Lazarus and other holders. Other holders of photographs both in this country and abroad lent prints to be copied and in one or two cases presented negatives to the university. This whole display eventually formed the nucleus of the now extensive photographic section of the Lawrence collection at the university.

Another important event in the history of the Lawrence collection was the prosecution of Penguin Books Ltd., for the publication of the unexpurgated text of Lady Chatterley's Lover. Professor Pinto was one of the scholars who prepared and delivered statements for the defence. Another defender was T.S. Elliot who actually prepared a statement which eventually was not delivered. The typescripts of both statements are in the collection.

Further interest was shown by the late Professor J.D. Chambers, the youngest brother of Jessie (Chambers) Wood. Professor of Economic History, Dr Chambers during his life time presented a letter he had received from Lawrence in 1928 to the University. Following his death, his daughter, Mrs. A. Howard, deposited all of the Lawrence holdings owned by her father.

The keeper of the Manuscripts in the late 1950's, Mr Howard Hodson, strove to promote the manuscript collection organising small exhibitions in the main Trent building and in doing this he produced the first brief checklist of the collection. Subsequently it was Mr. Hodson who first became aware of the availability of the Louie Burrows collection. Louie Burrows had been a student at the University College, Nottingham, where she had met Lawrence and got engaged to him, before he eloped with Frieda, the attractive German wife of Professor Ernest Weekly. Hodson had seen an article in The Guardian dated 1st

May 1963, reporting the existence of a large quantity of letters from D.H. Lawrence to Louie Burrows, who had recently died. After lengthy negotiations with help from the fund administered by the Victoria and Albert Museum, the University was able to purchase those letters and associated papers. They doubled the university's manuscript holdings.

The expansion of the collection owed much to the energy and interest of Professor J.T. Boulton, previously head of Nottingham University English Department, who first edited the letters to Louie Burrows in Lawrence in Love in 1968. Professor Boulton also became involved in the next important landmark in the history of the collection, the creation of the Lawrence Project. This involved the setting up of a team to produce the complete edition of Lawrence letters to be published by Cambridge University Press. The project expanded later to include definitive editions of the whole Lawrence writings. To make the project comprehensive, the editors had to include not only known correspondence but had to seek out letters world wide, indeed any material whose whereabouts or even existence was hitherto unknown. The effect of this on the manuscripts department was two fold. The first was that the microfilm copies of the letters and other writings owned by private individuals and institutions were obtained and the master negatives were handed over to the manuscript department. From these, readable copies were made from which the team of editors could work. When Professor Boulton became head of English studies at Birmingham University, the project files were transferred with him, but the master negatives remained in Nottingham. The second effect was that the surrounding publicity enabled the university to have more offers of original manuscripts. The following are some examples of new materials received by the university during this time :-

Mr. A. D. Elmslie, on behalf of his aunt, Mrs. Ruth Reid, presented six letters 1906-1911,

from Lawrence to Reverend R. Reid, the congregational minister at Eastwood.

Mrs. M. Ridgeway of Saskatoon, Canada, was instrumental in locating and despatching to England the bequest to Nottingham University by the late William Holbrook, husband of May (Chambers) Holbrook, of May's Lawrence collection.

Mrs. A. MacEwen and Doctor Muriel Radford presented thirty letters from Lawrence to Mrs. Dollie Radford.

The university during the same period purchased Lawrence's letters to Walter de la Mare, with the assistance of the Victoria and Albert Museum fund. The university also purchased letters to Rosalind Baynes (Popham) which had been retained initially by Mrs. Popham when she released other letters to the university.

When the correspondence of Herberth Herlitschka, an Austrian translator of English books into German, was acquired by Reading University, some Lawrence letters were found amongst his papers. The university kindly supplied Nottingham University with copies of this correspondence. Further photographic copies of other Lawrence letters in the possession of Nottingham County Leisure Services and private persons were obtained with the permission and sometimes at the suggestion of the owners.

During the early 1980's, an important batch of negatives had been acquired by the University. This was a set of original negatives taken by Witter Bynner when D.H. Lawrence and Frieda were in New Mexico and Mexico in 1922 and 1923. Prints from some of these negatives have been in the collection, as early as 1960.

More notable additions to the collection have been the series of letters from Lawrence to a Dutch lady, a Miss Hubrecht, letters written from Sicily in 1920-21. Again this collection was purchased with assistance from the fund administered by the Victoria and

Albert Museum.

Mr. Guy Collings presented the university with the gallery proofs of Sons and Lovers with corrections and alterations by Lawrence himself which he gave to Ernest Collings in 1913.

A substantial succession came from Professor Emile Delavenay who is certainly well known in this sphere of Lawrence research. Professor Delavenay had personal contact and conducted an extensive correspondance with Jessie Chambers, Mrs. Jack Wood, as she then was. He also had correspondance with Ada Clarke, Lawrence's sister and with other friends and acquaintences from his Eastwood and Nottingham University college days as well as the Croydon and war time years. Later on he had contact with Helen Corke, between 1968 and 1975.

In 1980, Professor Delavenay, handed over to Nottingham University all his correspondance with the quotations and notes from more extensive memories written by Jessie. Due to the unfortunate death of his grand daughter at the time Suzanna Lucy Tomalin, the material was presented to the University in memory of Suzanna and her own interest in literature. For this reason it is known as the Delavenay-Tomalin Collection (La T).

All of the acquisitions of the 1970's came to light through the activities of the project members. Any account of the D.H. Lawrence collection in the University must take note of two other men. Doctor R.S. Smith, former librarian (1958-77), was there when the Lawrence material, letters, short stories, paintings and photographs were being assembled. He also helped to prepare the 1960 exhibition and helped to make funds available from the limited resources within the library.

Mr. G. Lazarus is a gentleman who has taken an interest in the universities' Lawrence collection for over twenty five years. He has a very fine collection of manuscripts, first editions and periodicals. Mr. Lazarus lent valuable pieces generously to the 1960 exhibition and again in 1980 he made his collection freely available to the exhibition 'A Phoenix in Flight', commemorating the fiftieth anniversary of Lawrence's death. He has allowed scholars to consult his collection. A copy of the catalogue of Mr. Lazarus' holdings is available to researchers in the university libraries Special collection sections, which houses the printed works of and about Lawrence, a collection parallel and complimentary to that in the Manuscript department.

The manuscript collection is undoubtedly strongest for the early period of his life. The poetry (note book and loose sheets) and short stories were written, though not all published in their final versions, before the outbreak of the first world war. Belonging to the same period are the paintings and a considerable amount of the correspondence. It was these earlier materials that the university first acquired. There was a time in the early 1960's when accessions such as the letters to Rosalind Baynes (1919-22) and those to Dorothy Warren (1928-29) extended the time span of the holdings.

Received shortly afterwards was the Louie Burrows material which put the emphasis firmly back in the early period. The letters to Walter de la Mare (1912 -13) and those to Dollie Radford (1915-17) have helped to fill in the intervening gap, while the letters to Miss Hubrecht (1920-21) have pushed forward into the Italian-Sicilian period again.

Apart from the Dorothy Warren correspondence, the university holds only isolated letters of the later 1920's, one from Del Monte Ranch, New Mexico to Harold Mason 1925 :- one from Palmar de Mallorca, Spain to Roy Britnell, 1929. The nostalgic 1928

letter to David Chambers though written late in Lawrence's life is a subject matter closer to the very early period. The Holbrook bequest and the letters to Reverend Robert Reed maintain the preponderance of the early years. The Delavenay-Tomalin gift also enhances the Nottingham era and brings the whole thing back to the time forty years ago when Professor Pinto set out to promote the study of D.H. Lawrence in Nottingham University and encourage the formation of the D.H. Lawrence collection.

In 1990, the D.H. Lawrence collection was strengthened by the purchase of a collection of early editions, autographed letters and J. Middleton Murray's annotated copy of Catherine Carswell's The Savage Pilgrimage. In 1992, there was a purchase of a major Lawrence manuscript, his 'memoir of Maurice Magnus' bought with the help of the National Heritage Memorial Fund, the Victoria and Albert Museum Purchase Fund and a grant from Central University Funds.

1.2 Public relations

The librarian in his role as conservator has to devise methods of control over the use of materials in his/her care, in order that these restrictions will allow them to survive for the enjoyment and posterity even if it means an inconvenience for present users.

Nottingham University library has a very positive and outgoing public relations attitude to its Lawrence collection, and intends to make its resources better known and better utilised for general cultural purposes at a popular level as well as for scholarly research.

The department encourages postal enquiries prior to visiting the university to view the Lawrence collection. This enables staff to inform the reader of possible restrictions to viewing original manuscripts, and what the department can actually offer readers as an alternative. The department receives a large number of enquiries concerning Lawrence

from highly sophisticated queries whose answers will involve very considerable research, to the vague general request from somebody whose needs can be met very simply from other sources. This obviously takes up a considerable amount of staff time, but it does save the reader a possible wasted journey to the university itself

Control of use is very important especially concerning the Lawrence collection as it is very fragile due to it being on early twentieth century paper. Thus security policies concerning the collection can cause resistance and hostility when the reasons for them are not understood. Therefore staff have to be good communicators when discussing the reasons why the reader cannot view certain documents in the collection, as bad communicators can receive full resentment by readers who are crudely told they cannot have access. The establishment of a good relationship between staff and reader can have several benefits - for example, quick access to the relevant material is achieved as well as obtaining an excellent level of security through the creation of a good rapport.

Assistance to readers is all the more important when there is restricted access to a collection such as the Lawrence collection. Readers reliance on the catalogues and on the help of staff in the department will perhaps be greater than in other areas of library work. Postal enquiries must also be handled well. Written communications must answer the readers enquiries straight forwardly and correctly. Such enquiries could be on whether the library has a certain book, whether its copy has a certain provenance, whether it is in its original binding, etc., sometimes a supplementary answer is needed as well.

The department also provides a photocopying service concerning the Lawrence collection and this forms a considerable part of the work undertaken. This of course is very useful to those scholars enquiring from outside Great Britain. Even when certain material

is out of copyright a usual limitation is that the copies are provided for private study and research only. Special permission is usually sought if Lawrence photographs are required for reproduction purposes. Copies can be taken from the departments own copies thus avoiding the risk of damage to fragile manuscripts caused by photocopying.

Readers may feel frustrated by such rules, but the librarian's first duty is conservation and this should be understood by the reader if the reasons are explained clearly.

Another facet to public relations is in marketing the collection. A major exhibition was planned as part of the larger D.H. Lawrence festival that was planned in May 1980. Most of the exhibits on show were drawn from the D.H. Lawrence collections in the manuscript and special collections department. Additional material was loaned by Mr. G.L. Lazarus, such as manuscripts, typescripts, published works and corrected proofs.¹ This exhibition was a great success and it certainly brought recognition from outside Nottinghamshire. Doctor Dorothy Johnston felt that although exhibitions were hard work in setting up and took a lot of staff time, the benefits out weighed the disadvantages. Certainly staff became more knowledgeable on the Lawrence collection after doing the exhibition, therefore developing their own learning experiences. The library department also achieved a higher profile and a lot of support came from the university itself, all adding to advantages the exhibition had given to the collection. Lawrence summer schools were held on the campus in 1975, 1980, and 1985 and at the same time the university library mounted another exhibition in 1985, Lawrence's centenary year.

1.3 The D.H.Lawrence Centre.

In response to the continuing and growing interest in Lawrence's work, Nottingham University has developed a major D.H.Lawrence Centre, which is intended to cater for the

needs of scholars from all over the world. The Centre has facilities for teaching, research, conferences and exhibitions relating to the Lawrence Studies. This resource base has attracted students from the international community to undertake undergraduate teaching in literature, English studies and Ph.D programmes. The university has developed one of the largest adult education programmes in the United Kingdom, and within modern literature studied at the university, Lawrence studies are well represented. Scholars have been able to have access to the collection of manuscripts and printed books, in order to facilitate research. During discussions with Doctor Dorothy Johnston relating to the D.H. Lawrence Centre, she expressed the feeling that the duplicates of Lawrence's works will go over to the Centre in time.

1.4 Finance and Budget

The manuscript and Special collection department has never had the funds to be able to go out and buy freely on the open market. Really, it has no funds of its own and the bulk of its collection has been acquired through gifts or deposits. On rare occasions in the past it has bought in the auction room. Thus the department has depended largely on gifts and deposits to the university library. The department was primarily inaugurated for the preservation and exploitation of what has been given to the university free of charge. What purchases have been made by the department, have only been possible by means of the general funds of the library, usually through an endowment fund specifically for the Lawrence collection, however this is quite small. The manuscript department would then go to the university itself which has lately been actively supportive, especially as the university itself has developed the D.H. Lawrence centre. The last resort is to the national funding, where the university has to finance fifty per cent of the documents' value.²

However, much of the material in which the department is interested, is highly marketable. Certain purchases are only possible with aid from one of the national funds and then only if income from bequests made to the library are utilised to realise such purchases.

Between 1973-1994, the department has mainly depended upon government purchased grant funds, administered through the offices of the Victoria and Albert Museum grant fund, for the purchase of D.H.Lawrence letters and the Arts Council fund administered by the Committee for Contemporary Writers, for a further number of Lawrence letters.³

A lot of the department's resources go towards the maintenance and exploitation of material which is given to the library on deposit. In such cases the department can suffer financially on the investment it has made in the administration of the material. The librarian is faced with the difficulty of how much to pay for a document or book since prevailing prices of such material will place it beyond reach. A prime example of this is the actual autograph of Lawrence, which has greatly increased the price of his letters. There is obviously a need to know the value of the book or document and to have some idea of the price it is likely to reach in order to establish the limit to which one is prepared to go before dropping out of the bidding. One must have knowledge of the current market price for Lawrence material for insurance reasons and it also serves as a rough guide to what books need to be removed from the shelves and placed into a more secure location within the Special Collection.

In Taste and Technique in Book Collecting, John Carter enumerated ten rules around the matter of prices, of which the last is the most important, "Be less afraid of paying a stiff price than of letting slip some book you know to be rare and which is important to you. You cannot tell when, at what price, or even whether you

will see another."⁴

To conclude, we can see that the expansion of the Lawrence collection can be attributed to many committed individuals both within the department and outside. Certainly the collection would not have developed without the individual donations of Lawrence material by friends and family. This therefore illustrates the importance of public relations between staff and possible donors as well as members of the public wishing to have access to the collection. The creation of the D.H. Lawrence Centre at Nottingham University has put more pressure on the Manuscript and Special collection department because of the obvious increase in usage of the Lawrence material. It however illustrates the popularity of Lawrence studies and the increasing respect for the collection of manuscripts within the university world wide. Again in discussing the financial side of the collection, we can see the importance of gifts and deposits on the growth of the collection, as funds are obviously lacking in such a competitive field as acquisitions of Lawrence material. Chapter two will look at the departments' acquisition policy and the problems faced when acquiring such material for the collection.

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Chapter 2: Acquisitions

2.1 Acquisition Policy

An acquisition policy is critical to the development of a Manuscript and Special collection. The Nottingham University Manuscript department does have an active acquisitions policy, unlike many libraries which have renowned collections yet have no such policy. The departments' mission is to support the research and curricula needs of the university. With budget minded administrators demanding an account of every penny spent, it is very important to have an acquisition policy with focus.

The acquisition policy of the department states the main goals of the collection, within the departments' financial resources, in order to tailor the parameters of the Lawrence collection by adopting them to the realities of the given budget. The key to the success of the Lawrence collection is intelligent planning, as it has made the collection significant and distinctive rather than remaining mediocre.

The greatest dilemma facing any collection is having to say no to a collection that is being offered to the department. As far as the Lawrence collection is concerned the department will accept any donations to the collection, and certainly will make room for this additional material. However as Dr. Dorothy Johnston stated, they would not go out to purchase materials such as letters, mainly because of expense, as D.H. Lawrence autograph material is now very expensive.¹ The university has been told unofficially that a large D.H. Lawrence collection will be bequeathed to the department on the death of its owner. The department would not therefore contemplate buying a Lawrence document if it was already in this promised collection.²

Political pressure is also a strong influence on the D.H. Lawrence collection at the

University, with the building of the D.H. Lawrence centre and the appointment of a lecturer especially brought in to lecture on D.H. Lawrence. The overall aim of the university is to make the collection the biggest in the world. This certainly brings outside pressure on the department to concern themselves mainly with the Lawrence collection rather than with other important collections it has. In reality political pressures must be faced, along with focus and definition.

The departments' acquisition policy does state some valid objectives, such as, encouraging donations to the collection, establishing endowment funds and supporting as much of the collections' budgetary needs as possible. It also encourages the study and use of the Lawrence collection through exhibitions, loans, photocopies, lectures and seminars and lastly to establish exchange relationships with the other Lawrence collections in the world.

In order to determine one's collecting priorities and to define the dimensions, the American Library Association 1979 "Guidelines for Collection Development", acknowledges the inherent problems and necessities and states; "libraries should identify the long and short range needs of their clientele and establish priorities for the allocation of resources to meet those needs. A collection development policy statement is an orderly expression of those priorities as they relate to the development of library resources"³

It was stressed in conversation with Dr. Johnston that the acquisition policy is meant to assist in the acquisition of materials, it is not meant to provide administrative rules and procedures. It is to remind staff to define the collection through their acquisition policy.⁴

Known rarities in the Lawrence book collection are not likely to be available

immediately or in the near future. One must have patience as well as the willingness to pay for eagerly sought after books. Lawrence books are useful as source material, such as accounts of events or persons written by the participant, eyewitnesses or contemporaries, and published shortly after the event took place or the subject died. These are materials of first editions in literature, usually of the earliest published works of an author such as Lawrence. In this case one must consider the priorities. Later editions or reprints seldom carry the importance or prestige of first editions.

There is a need to keep eyes and ears continually open for information about records ripe for deposit,

"the more an archivist moves about his area the more records he will gather in. Personal contact should be established by the archivist himself and if his area is a large one he must have a car available"⁵

This is certainly the most exciting and satisfying part of an archivist's work. He/she must certainly have a considerable layer of charm.

"local archivists have to divide their time between records they have and those they would like to have."⁶

This side of the work calls for the right sort of temperament and a large amount of skill. The role of chance and accident are large elements when working with a special collection. For example, as previously stated in chapter one, there was the chance reading of an article in The Guardian in May 1963, of an article by a woman who was normally the papers defence correspondent that led the keeper of the manuscripts to the collection of Lawrence letters owned by the lately deceased former Louie Burrows who was engaged to

Lawrence for a time.⁷ Staff at the time were certainly enthusiastic as this would help render

the collection as of "special importance."

The D.H. Lawrence collection in the university library department grew originally in academic interest in Lawrence's local and university association and is particularly strong in correspondence from the early part of Lawrences' career. Acquisitions of literary manuscripts include proofs of Sons and Lovers, New Poems, Amores and Odour of Chrysanthemums. There are many autograph manuscripts and typescripts of works such as A fragment of Stained glass, Goose Fair, Studies in classic American literature, the Gentlemen from San Francisco, together with innumerable poems.

An important acquisition was an interesting manuscript of an exercise book from Lawrences days as a student at the University college Nottingham, containing drafts of early poems. An important purchase in the 1980's was the revised typescript of Wintry Peacock and the autographed manuscript of Lawrences play Touch and Go, together with other manuscripts and page proofs with the very imporant corrections in Lawrence's hand. Of course, important biographical sources help to set such literary manuscripts in the context of Lawrences life. These records include letters from Frieda Lawrence in part acquired from the research notes of scholars. The collection also contains photographic and printed materials, including first editions and rare pamphlet publications.

In recent years acquisitions from Lawrences later period have brought material from America, such as the collection of photographs taken by Walter Bynner in New Mexico and correspondence concerning the importation of Lady Chatterley's Lover in the United States. This collection of materials has now established an international reputation, drawing scholars and enquiries from all parts of the world.

Knowing ones' sources of supply is very important in order to precede purchase, the department has built up its own list of dealers, large and small, appropriate to the purchasing interests of the Lawrence collection. There are many general and specialist dealers who produce catalogues in one's own field of interest. For example, Book Collector, Papers of the Biographical Society of America and the back pages of the Times Literary Supplement, often provide many useful addresses and names. These sources are supplemented by a number of specialist guides and directories, for example, Booksellers in Britain, The Sheppard Press Directory and the Complete Booksellers Directory. An important directory is the Annual Directory of Booksellers specialising in antiquarian and out of print books and lists dealers in Britain. These are just a few of the sources that can be used. However like so many trade directories these various guides are all more or less inadequate when it comes to the subject indexes which are obviously of great importance to the librarian trying to trace those who deal in a particular field such as D.H.Lawrence.

A purposeful and coherent acquisition policy will record those books and documents which the department knows it needs for the systematic development of the collection. In discussion with Dr. Dorothy Johnston, she informed me that the decision on what to buy rested with her and her colleagues. However she always sought the advice of academic specialists in this field. To build up the collection the principle would be to examine the present collection, in light of the general policy of its growth, in order to reveal those key books and documents including secondary material, which are not yet in stock and which is necessary to round it out.

Ultimately one must have a record of what is vital for the collection, and this should be obtained without too much regard for the price, especially if it is very desirable.

2.2 Gifts, Exchanges and Endowments.

Unlike many departments within the library, the Special Collections department depends essentially on gifts of books and manuscripts to build its holdings. There are many reasons for the giving of such donations, among them tax purposes, philanthropic, special interest of the donar in the development of a certain subject area, or because the collection has been inherited and the owner has no wish to keep it. In addition to regular purchases and donations, special collections receive books through exchanges with other libraries and institutions or through purchases made possible by endowment policies. Although these gifts develop the collection they can be a source of considerable anxiety if procedures are not followed carefully.

As stated before, the final responsibility for deciding on the value of a book or a document rests with Dr. Dorothy Johnston, whose knowledge is specialised, though a subject specialist from the university is always consulted as well. In older manuscripts, often the archivist has to judge the physical condition and how much time and money is to be spent on restoration. There are often special policy guidelines on the subject of gifts. However when considering the D.H. Lawrence works, this problem is not really undertaken, because the works are only twentieth century and need very little restoration done on them.⁷

There are policies written up to advise and guide staff and donars alike. A general policy statement is presented to the prospective donar, in order to avoid any misunderstandings. An excellent example of a gift acceptance policy comes from Columbia University; "It is the policy of the libraries that gifts of materials be accepted with the understanding

that upon receipt they are owned by the university and become part of the libraries and that therefore the library administration reserves the right to determine their retention, location, cataloguing treatment and other considerations related to their use or disposition"⁸

There are usually five ways which Lawrence books and manuscripts are given to the department; orally, will, or by letter, deed or deposit agreement. The meaning of a deposit agreement is that the materials on loan within the department are for safekeeping and usually contains a statement of intent to transfer these materials to the library at an indefinite point in the future. They also state the library's liability for any accidental damage and there are legal documents that specify what disposition the department can make with its new acquisition, for example granting the library the right to transfer or sell some or all of the material. Donors can stipulate certain conditions as Professor Delaunay did in 1980. He presented his Lawrence material on the condition that it was in memory of his granddaughter. Dr. Dorothy Johnston felt that this was an exceptional case and usually the department would not grant such requests.⁹

When accepting donations one must always consider the full budgetary effects over the next few years, the acquisition policy, is the document of value to warrant acceptance ? could this document be obtained by loan from another library, say for an exhibition ? Will this new acquisition be restricted in any manner concerning publication and use of photocopies? When asked about copyright concerning the Lawrence collection, Dr. Johnston felt that the whole subject was too complicated to explain briefly. However she did state that they followed the basic copyright law but the trouble lay with who actually owns the Lawrence materials. The department basically signs a standard form when copying and will advise any donor on who to consult on the matter, but the staff who are

concerned with the Lawrence collection are aware of the different legal copyright rules concerning different sections of the collection.¹⁰ Overall, the question of copyright requires special attention and it becomes even more complex over the question of publishing any part of the documents, should this need arise.

The only exchanges to have taken place within the Lawrence collection is that of the 1980 Lawrence Exhibition. Again, when exchanges do take place, one must consider whether it might be cheaper for the department to purchase the books or documents than to spend money and time on the transactions.

Endowments are generally made by individuals on their own behalf or in someone else's honour. Special collections such as the Lawrence collection naturally seek these endowments as they guarantee a separate, guaranteed revenue which makes the curator independent of regular library budgetary control and restrictions.

It is important to cultivate collectors who are acquiring the type of material needed for the Lawrence collection. These collectors have been invited in the past to the departments social functions such as the 1985 Lawrence Exhibition, which is really an extension of courtesies. Most collectors do feel that they are doing something worthwhile and hope that their collections remain intact and beneficial to others. Fortunately the idea of depositing such important materials in the library appeals to many donors.

In the field of manuscripts, initiative is often rewarded. Old families will keep a backlog of letters and so it sometimes pays to search for descendants or persons associated with Lawrence. With finding material it is important to find additional funds. There might not be enough funds to buy a few selected documents, so the art is to select wisely those items which will benefit the Lawrence collection the most. The department tends to buy for

posterity as well as for permanent preservation. Something to think about was offered by Lawrence S. Thompson, Director of Libraries at the University of Kentucky,

" Future generations will remember present day libraries for their organizational charts, their surveys, their classification and pay plans, their ingenious fan fold forms-however necessary they may be for day by day operations. Scholars of the twenty first century will measure the accomplishments of the librarian not so much by his techniques in dealing with a twentieth century public but by the collections he built"¹¹.

Although the purchase of material forms the most consistent means of enlarging the stock of the Lawrence collection, in many respects it is of less importance than the acquisition of material by gift, as a glance at the history of the Lawrence collection will show. No matter what form a gift may come in, in the long term such deposited gifts will frequently become the property of the library housing it, having been presented to the library for services rendered. It should not be forgotten that such owners also benefit when depositing such gifts, as they are relieved of the everyday cares of custodianship, such as scholars contacting them.¹² It is also important that the donar has no invoiced reservations about the use of the material. Sympathy must be given to those donars giving in memory to a loved one and sometimes it is appropriate for a tangible memorial. Donations are also often given due to enthusiasm and interest in the collection by staff, and the exhibitions and publications created. This is seen as a price to pay by the department for such gifts. The cost of such activities are high in staff time, but so are the returns in staff satisfaction and the ways in which users in turn, will try to repay some of the services they have received.

There are a number of specific agreements concerning the different areas of the Lawrence collection. They all stipulate differering lengths of deposit, amount of insurance,

arrangements about consultation, publication, photography and repair and the understanding that the collection can be reclaimed at short notice. Therefore the archivist may have to seek the owners permission in the case of photography and publication.

It is obviously difficult to underestimate the role of any particular individual involved in the development of the Lawrence collection, however personal influences do justify considerable emphasis. Flock's statement in 1948 sums this up nicely;

"not a single university has achieved a position of esteem without the assistance of numerous benefactors. It is confidently hoped that at the present time more persons will come forward to assist the library in its efforts to fulfill the great task that lies before it"¹³

In conclusion, the department's acquisition policy certainly does have valid objectives, such as encouraging future donations to the Lawrence collection and having important contacts with dealers concerned with Lawrence materials. One can see that through the history of the Lawrence acquisitions there have been a number of major turning points, the Lawrence Project in the 1970s' was one major turning point which led to a number of new acquisitions. Now that we have analysed the major additions to the Lawrence collection, we have to turn to the problems encountered by the department in terms of establishing a working and current catalogue and retrieval system.

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Chapter 3 Revision of the D.H. Lawrence Catalogue

3.1 The D.H. Lawrence Catalogue

As stated in chapter 2, throughout the development of the Lawrence collection, various photographs, manuscripts, photocopies and short printed items have been added to the collection over the years. Various interim lists have been compiled in the past, soon to be made obsolete by new accessions. The 1979 catalogue was the first catalogue of the D.H. Lawrence collection in the manuscripts department. The full arrangement is as follows;

La B Louie Burrows materials

La C Correspondance (original letters from D.H. Lawrence)

La Ch Chambers material

La D Drawings and paintings

La H Holbrook material

La L Literary manuscripts

La M Material relating to D.H. Lawrence

La P Photocopies and other reproductions of other Lawrence manuscripts

La Ph Photographic prints (portraits of Lawrence, people and places associated with him)

La X Miscellaneous

The collection falls naturally into various sections. Where a considerable quantity of material has been acquired from one source, it has been kept together with a distinctive notation. Thus the Louie Burrows material is catalogued as La B with a number for each individual manuscript. Professor J.D. Chambers is grouped under the letters La Ch and the Holbrook material under the letters La H. The rest of the Lawrence collection is classified by the type of material, for example La C is correspondance, literary manuscripts La L.

The collection of negatives, La N, relating to the phototgraphic prints, La Ph, has been listed but is not included in the 1979 catalogue, as the list of negatives was intended for office use only. The catalogue had been compiled over a number of years with additions and amendments as more information and material came to hand. Much of the collection has been listed before the Lawrence project started. The catalogue itself has been continually revised in the light of new research conducted by the project workers.

It was recognised that more accessions would quickly occur and by 1983 the situation necessitated the compilation of a second catalogue. The second catalogue was a continuation of the first volume with the material divided into the same categories, with the numbering carrying on from the respective section of the first volume. Thus the correspondance begins at La C 94. The photographs had been divided into the same groupings as before, with the prints been given numbers that placed them as far as possible in the correct chronological or topographical sequence, thus following on from the long standard photographic collection. Within this second catalogue certain amendments to the information or descriptions in the first catalogue have been made. It was when this second catalogue was going to press that an important new batch of negatives was acquired, the original set of negatives taken by Witter Bynner. This second catalogue also provided an index of names and places in order to make it easier for the user of the catalogue.

During 1992, the 1979 and 1983 catalogues were seen to be out of date, many items had been added to the collection since 1983. It was decided by Dr. Johnston that no more catalogues were to be produced due to additional material constantly being added to the collection. Instead it would go on to data base, which would enable new additions to be added easily to the present catalogue, allowing quick development of the collection

without any hiccups.¹ In January 1993, the revision of the catalogue was discussed, where each current section division was reviewed. The following were the proposed changes;

The La B (Louie Burrows) section remained unchanged

The La C (Lawrence correspondance) remained unchanged but items were to be added to it.

The La Ch (Chambers) remained unchanged, but Chambers photographs were to be added from La Ph (photographs), and further photographs which had been accessioned recently were also to be added.

La D (D.H. Lawrence drawings and paintings) was to be modified, some of the items were to be transferred to the department files, and the whole section was to be divided into La D1, works by D.H. Lawrence, and La D2, works related to D.H. Lawrence.

La H (Holbrook) remained unchanged.

La L (D.H. Lawrence literary manuscripts), in principle was to remain unchanged.

However the title was to change to 'literary manuscripts of D.H. Lawrence and associated materials', thus allowing for contracts with publishers and photographs, for example

Magnus. It was also decided that some other inconsistencies had to be addressed such as

La L8 to be removed to La AV and for other new accessions to be added here, such as

manuscript 587. Other collections of papers which were predominantly literary D.H.

Lawrence would be added if acquired.

La M (Manuscripts associated with D.H. Lawrence) needed drastic revision, both by addition and removal of material. It was felt that the title needed redefinition to clarify

what it contains. One possible title was 'Correspondance of D.H. Lawrence

contemporaries and related papers including memoirs and papers relating to publication of

D.H. Lawrence literary works'. However this was seen as far too verbose. Presently the staff are looking at the possible subdivisions of the material rather than single running numbers, for example;

La M1/1. Correspondance of contemporaries (e.g. Cork and Chambers) arranged in running sequence according to subdivisions e.g. La M1/1-12 Cork to Chambers; La M1/13-19 Correspondance of Reverend Reid, etc.

La M 2/1 Papers and Correspondance concerning publication and sale of Lawrence's works, this would include the Gomme material, the Pollinger/ Lawrence correspondance, and anything the department could get about controversy and suppression of Lawrences work.

La M 3/1 Memoirs of contemporaries including material relating to D.H. Lawrence in a contemporary sense, for example, correspondance with his contemporaries, reminiscences of his contemporaries and some early collections of material.

La M 4 This would contain miscellaneous papers relating to the biography of D.H. Lawrence.

La P (Photocopies of manuscripts) This again needed drastic revision both by deletion and addition of material. This section was to include reprographic copies (microfilm, photocopy, photograph, etc.) of original material held elsewhere, usually in private hands. These copies would usually have been deposited by owners who intended the library to make it available. It was also decided that this section would act as a default category for material not going to La REF. With the actual photographs the decision was to be more difficult because the category La Ph also existed for 'original' photographs, and the identification of 'original' photographs is not seen as easy. It was also decided that a further

number would be added, in some cases to denote depositor, so that the whole section would easily be withdrawn at a later stage if the originals were acquired. Some would also put in La Pc 1, a miscellaneous category for single items. the inclusion of La Pc was based on the status of the manuscripts when they arrived at the department. Thus, if the owner allowed the department to have copies of private items, and subsequently sells the collection to another institution, the department would retain the copies on their original terms, in this section.

La Ph With Lawrence photographs, drastic revision was again need and was to be discussed in the future.

La T (Delavenay-Tomalin) this was to be renumbered as La Rt.

La X (Miscellaneous) this was to remain unchanged but there would be a reduction in size as items would be moved to more appropriate sections.

The following were new categories that were to be slotted into the sequence, in some of the

cases it reflected new acquisitions, but often it was made up of material redistributed from the present list.

La Av 1 This would contain audio material; records, tapes, C.D's etc.,

La Av 2 Visual material, video tapes, etc.,

La Av 3 This would contain paper material relating to audio visual productions.

La N contains newspaper cuttings and files of cuttings, usually on particular subjects. In certain cases where a single cutting has been preserved from an easily identifiable newspaper, transfer to the special collection might be appropriate, but each case would be decided on merit.

La PC The following new categories would be added to as require.

La PC 1 would contain miscellaneous items.

La Pc2 Clarke, here literary papers would be deposited. However in this section it is envisaged that there will be a decrease, but correspondance would be retained by the family and it is hoped that the family will allow the department to make copies which would obviously go here.

La PC 3 Bob Forster

La PC 4 Rolf Gardiner

La PC 5 Emily King

La PC 6 Lazarus

La PC 7 Mrs Needham

La PC 8 Pollinger

La PC 9 Wilkinson

La PC 10 Lavrin

La Phot. This contains photographs of D.H. Lawrence, his family and contemporaries, and places associated with him. A suggested action plan was decided here, to tidy up the existing La Ph. All deposited items were to be removed, in cases of copy photographs where other material belonging to the same individual is located in PC, that photograph would be withdrawn and added to the PC category, for example PC2, PC6 and PC 7. The photographs which belonged to Gail Wilkinson are treated as an exception on the assumption that these were presented to the library for permanent research use and no contact has been made with the owner respecting any remaining rights in the material. Other copy photographs presented by individuals will remain in La Phot.

Photographs copied from books will be left in La Phot, Whether they are still in copyright or not. Also included here are the transfer copies that have come to the department from other institutions from La Ref. This is particularly important in respect of institutions who lent material for exhibitions, and who may not know that the material is now in the departments catalogue and available for public use. There is some material in La 6 that needs to be investigated, to discover which photographs of Lawrence paintings were actually given to the university and which have been acquired by the department from Levy, etc.

Due to this work, the subsections in the new La Phot section will look like this;

La Phot 1 Existing in La Ph 1

La Phot 2 Photographs of places in England

La Phot 3 Photographs of places and people overseas.

La Phot 4 Photographs of works by Lawrence, with further subdivisions as indicated above.

It would be possible to add other categories, such as group categories but this would have to be considered carefully.

La R This contains research papers of individuals, further subdivided by name of scholar.

La R 1 Miscellaneous

La R 2 Professor Boulton

La R 3 Gilbert Papers

La R 4 Pinto papers

La R 5 Sagar papers

La R 6 Delavenay Toulmin

La Ref This is to include reprographic copies (film, photocopy, prints, etc) of material either held in hand in other institutions and therefore not within the departments control, in terms of publication of material acquired by the department without clearance for its copying and use in exhibitions. There will be cases where it will be difficult to see if an item fits within La Ref or into La P, as early records of provenance are not good enough, but in time this distinction should become easier.

La S .This is to include material relating to D.H. Lawrence in 'scholarly world', and again there is need for careful distinction between this and La R, where papers of individual scholars are, and also La M, where papers of contemporaries are. Here it was decided that a new title field was required to express the definition. Subdivided as indicated, these following categories are planned to be added too.

La S 1 Miscellaneous

La S 2 Exhibitions

La S 3 Conferences

La S 4 Publications

La Wb Wilter Bynner

La We Weekly family papers

All these changes to the D.H. Lawrence catalogue are presently being carried out and will subsequently bring the whole collection up to date with its latest acquisitions.

3.2 Retrieval

Within librarianship there has been a development of information science, which has centralised cataloguing and given access to online data bases. The spread of information science has been much slower, largely due to historical reasons, the training of archivists

within different establishments has been different to library and information services.

Despite isolation, influences have taken place, mainly due to the penetration of technology as it has in other areas of information service.

Information management cannot be carried out without the use of computers, which are machines for the storage, transfer and processing of information. Computerising archival description is a much more difficult and complicated process than computerising the description of books. There is certainly difficulty in devising record formats which will suit the realities of archive administration. It is important for staff within an archive department in connection with data input, to find a way that is perceived as both natural and clear for both archivist and the rest of the staff. It is equally important that data input should be done as close to the site of the professional work as possible. In the past the physical remoteness of data processing has been an important factor in the failure of some systems and the cause of staff hostility.

During the 1990's it was decided that the D.H Lawrence collection should be put onto data base (MODES) both to record material and to make it available via JANET.

It was a well known fact that the D.H. Lawrence collection would become an even more well used collection, mainly due to the opening of the D.H. Lawrence Centre on campus at the university and the D.H. Lawrence Studies taught by the English Department. During 1992 and 1993, the number of people consulting manuscripts and special collections increased by some 40%, one third of them undergraduate students, mostly pursuing a special option in D.H. Lawrence studies.¹ Already there was an increase in enquiries about the collection not just on visits to the department but there were also a large number of enquiries by post. It was thus felt that the data base as well as the photocopying of the

Lawrence material would allow more time for staff to deal with other areas of work.² It was generally agreed that the data had to be detailed in order for it to work as a computerised archival description. Two people are employed on six monthly contracts to put all this information onto data base. There was a time factor but this has been moved several times. It is hoped that the data base will be completed by the end of 1994. The following are the conventions for entry into the Lawrence data base, as stated before, it is unusually detailed;

1 Title This includes title documentation which is a very important field, which must always be used. The intention is to have a simple identification of the item. The user must give a brief description of the title and its full title if known, and address of correspondants for correspondance, for example 'letter from D.H. Lawrence (address) to Louie Burrows (address), (date)' or 'photograph of D.H. Lawrence and Frieda Lawrence taken by Walter Bynner, (place and date).

2. Document is used to describe type of document; it will create a list of material of a particular form/format, for example, page proofs and typescripts.

3. Title note. This is used for first line of a poem.

4. Content This field does not attempt to describe the content of the story, essay, poem etc. in question. Its purpose is simply to provide sufficient detail that this particular copy is uniquely described and can be identified by distant researchers. Therefore this field has included descriptions of illustrations; printers date stamps; presence of revisions indicating their level of significance, such as giving any change of title as shown on the document, or change of personal names and characters. If the manuscript is complex and long, further paragraphs will be put in to complete this part of the description.

It has become clear that this field will become open to different interpretations and so would need to be compared or checked by different cataloguers quite carefully. It was also felt that total consistency would be difficult and so individuals would have to use their own judgement within broad guidelines and check with catalogues if patterns seem to diverge.

It was also felt that other paragraphs would be needed especially when a volume is described both in its entirety and in its constituent elements such as a poem. Therefore a content summary would be needed to refer to the description of the full volume. With correspondance, a brief explanation of content will be given as well as the proper names within the correspondance. Subsequent paragraphs will explain dating, where no date is on the original an estimated date will be given and a full description of the envelopes giving address, stamps used and postmarks. With postcards, a description of what is on the card will be given as well as full stamping details. It was decided that the fullest descriptions would only be given to correspondance by D.H. Lawrence. Other letters would obviously not need the same attention to stamp marks. With photographs a visual content will be described as well as identifying people, buildings etc. Again subsequent paragraphs will give added details of place, photographer and only necessary dating explanations.,

5. Person Name This is used for a person who appears in the content of the document. It will include all contemporary individuals mentioned where sufficient information is known for a unique identifier.

6. Index terms This field has presently not been used yet, it will not be used to cover the content of a creative literary manuscript but will possibly include references from other forms of literary manuscripts such as critical essays, travel literature etc.

7. Physical description This field will include the following information;

- a. number of folios or pages
- b. specify if folios have irregular sequence because different paper has been used.
- c. size of document in centimetres, including width and height.
- d. colour and nature of paper and if there is a watermark.
- e. any distinguishing features about the paper , whether it is lined, foolscap. loose, bound etc.
- f. whether ink (colour) or pencil has been used.
- g. any revisions in text related to physical appearance, for example the addition of material of different paper size, as distinct from original use of different kinds of paper.
- h. number of folds in document.
- i. whether the document has been formally bound, pinned or stapled etc.

Obviously these categories will not always be required and are certainly not exhaustive and would be used when appropriate. A second summary paragraph in this field will give information about the general condition of the item.

8. Previous number This will enable those using the renumbered items to see the original reference, or to search for an original reference.

10. Access This field would allow the user to see if the material is restricted and if there is a surrogate copy available.

The whole of the above fields are open to public access. One can see that the information available is very detailed, in order that the scholar from afar, can have the maximum information available on the D.H. Lawrence collection at Nottingham University.

There are a few more fields that are open to public access such as;

Publication record This does not give all publications, for literary manuscripts it gives the first publication. In the case of short stories and poems it gives also the first publication in collected form, using separate summary fields for each. For example;

First published....

Collected in "The Prussian Officer".

Related material The purpose is to indicate if there are any related documents held in Nottingham collections. For example, for a literary manuscript this may be page proofs, gallery proofs and a variant form of a poem.

Administration History This is to give readers a brief provenance description, it gives a general statement and a year.

The following fields would only be used for restricted access only, for those with a particular password.

1. Conservation The purpose of this field is to give the document a fairly clear idea of the conservation status and needs supplementing the coded management information which follows, for example, to state the extent of tears and stains. Also to state what conservation work is already done, whether the document has undergone conservation treatment, if the document is stored flat or rolled and in what wrappings is it kept in, for example acid free paper, folder or box.

It will also state what conservation work is required on the actual document.

2. Copyright This has two summary fields, copyright and reproduction rights.

3. Copying record This would be used for departmental reprographic purposes. It would state if a departmental copy actually exists and in what form, such as negative, mounted

photocopy etc, it would also state for what purpose it was used for, such as the 1985 exhibition.

4. Acquisition Again this would be for departmental use only and it would give full provenance details, including date of acquisition and the agency through whom the transfer was made.

5. Location This illustrates where the document is in the store, the original, the surrogate copy and the exhibition copy.

6. Management This would be for the cataloguers use and will be used to indicate unresolved problems.

One can see that this data base on the D.H. Lawrence collection will give the user immense information on the collection and what is available. As Dr. Dorothy Johnston stated, the main object of this database is to reduce the work load of the staff, and to make the collection more widely available to users not just within the library but also around the world. At present it is hoped that it will be completed at the end of 1994.

This detailed retrieval, will certainly help the conservation and preservation of the Lawrence material. Scholars will be able to obtain their information from the database rather than the manuscripts. At present it is hoped that the database will be completed at the end of 1994. Finally chapter five will look at the conservation, preservation and security of the Lawrence collection.

References

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Chapter 4 Conservation, Preservation and Security

4.1 Conservation and Preservation

The librarian and library administrators are now constantly being reminded of their obligations through such organizations as the Association of research libraries and their numerous publications. The association of research libraries has stated that;

"During the last decade libraries have increasingly recognised that their collections are seriously endangered by a combination of damaging environmental conditions, improper handling and the declining quality of material themselves. It has been estimated that one third of the materials in research library collections have reached a state of deterioration that makes further use almost impossible and as many as half may be unusable by the end of the century."¹

One of the many problems is the lack of the traditions of practice and common standards, for in reality, only a handful of people understand and appreciate conservation and preservation in the library world. There are still a vast majority of library collections which are generally out of control, so far as preservation is concerned. Thankfully many libraries are realising just how costly this ignorance is.

A.M.Scham in his book, 'Managing Special Collections' gives a very good example of this. A partial study was conducted at the University of Kansas on its special collection. The study found that fifty percent of its one hundred and fifty thousand volumes "needed some kind of conservation treatment, some simple, some complex"². This study was based on the books age and the condition of the paper. The results were astonishing. The study showed that as of 1975, 13% of their total university collection was brittle and that in three quarters of a century that figure would be doubled.

"It is absolutely predictable that as our books turn seventy five years old their paper will have become so embrittled that they will become unusable."³

It has been estimated that 97% of non-fiction books published in this country between 1900 to 1939 had a useful life expectancy of around fifty years or less. While T. Pooles, a former chief preservation officer of the Library of Congress estimated that thirty to thirty five years would make a more accurate estimation of the life expectancy of present day book papers.

Virtually everything written or printed on paper since the middle of the nineteenth century is self destructing at a rate that will soon make it unusable. Older papers are more permanent and in better condition than those used in the last one hundred years. The cause lies in modern methods of paper manufacture and the changes in office technology with the introduction of type written text, carbon copies and pens which use dye based inks. These processes are less stable and far weaker than the images produced on earlier records with iron gall inks. During the eighteenth and nineteenth centuries, there was an increase in literacy, with this demand for reading there coincided two innovations, mechanical paper making and mechanical printing, which obviously accelerated the growth of mass communication through new forms of cheap publication like newspapers and books. It was now possible for paper manufacturers aided by the increasing use of steam power from burning coal and mechanisation, to meet the rising demands of the population. Increased production of paper placed new demands on the suppliers of raw materials.

From about the mid-nineteenth century this pressure from market forces stimulated the search for a new source of cellulose, a source eventually found in wood pulp. These fibres of wood pulp were weaker and shorter than the fibres in rags which had been used

previously, thus the first steps in creating short lived paper began. Another problem which was perhaps more significant was the introduction of a new size in paper manufacture. This size is a chemical applied to the cellulose fibre pulp to help prevent ink from spreading. Alum-Rosin was the new size to be introduced and it became very popular by the mid-nineteenth century. Although economical, it did have a serious effect on the permanence of paper, fibres were weakened and paper became brittle. This process of deterioration was increased by such environmental factors as air pollution, bad handling and bad storage. With this modern machine paper acidity is more of a problem compared to paper made pre-1800, certainly the lighting of offices by gas and their heating by coal fires was a prime cause for the decay of paper. The effect of acidity is that paper acquires a pronounced brown border to the pages and becomes brittle, often breaking at touch. The discolouration starts at the edges which are most exposed to the atmospheric pollution. With the excessive acidity of the ink, the paper under the heavier pen strokes may be eaten through and perforated and the document may be brittle and discoloured in the immediate neighbourhood of the writing. Some libraries conduct in-house investigations of their physical holdings, Nottingham University Manuscript and Special Collection Department is one. Doctor Dorothy Johnston knew that when she took over the department, conservation and preservation would be a constant problem and that continual assessment of the physical state of materials and surroundings would have to be made.⁴

The conservationist at the university is Mr T. Upton. He is faced with the care of cheap nineteenth and twentieth century materials, such as the Lawrence collection. When paper is not in good condition but is badly decayed or brittle either for intrinsic causes or through contamination through exposure to damp or microbiological attack, a certain amount of

radical method of treatment is needed, since the deterioration is probably continuing.

These methods could involve deacidifying, resizing, silking or lamination. All of course are specialists' work. Two items which are put at risk are books printed on newsprint or thin pamphlet which have been bound up into volumes with blank leaves of poor quality paper which bulks it out into bindable proportions. The Lawrence manuscripts are well protected in acid free boxes and covered again in acid free folders, protecting each item from further deterioration. Obviously the migration of acidity is important not only for accessions to the library but also for the means used to store them. A new accession to the Lawrence collection cannot be refused on the grounds that it is not made of long lasting materials, but the folders and boxes in which the accession is stored can be refused.

Libraries cannot always afford the equipment for such processes as deacidification. Nottingham University is one. In discussion with the conservationist, it was noted that there was not much equipment to do such work in his room. He stated that he was a traditionalist when it came to repairs and for the present would rely mainly on the control of environmental factors for those books and documents in his care whose state is not yet causing concern.⁵

In order to protect the Lawrence material for the future it was decided to reduce the present use of them. Commonly used is microfilm, but when asked why this was not considered by the department, it was felt that there were a number of negative factors towards using microfilm or microfiche. Firstly the Lawrence manuscripts would have to be sent away to be processed on microfilm. This could have possibly led to damage to the collection. It was also felt that for security reasons the collection should be kept within the department.⁶ Dr. D. Johnston felt that microfilm would not be accepted by the readers of

Lawrence Studies, as the machines within the department were of poor quality and were strictly accessible to only three or four people at a time.⁷

It was finally decided that photocopying the entire collection was the best thing to do, as it was agreed that this was the nearest thing to the originals. The department did this in a unique way. They decided to bind all copies of the photocopying in order to encourage readers to take much more care when handling them. The photocopying is done on acid free paper and each individual archive collection in the Lawrence collection is checked to ensure that it is of a good standard. To be as near to the originals as possible, each letter, notebook and postcard is copied in exactly the same way as the original in order to give authenticity. Each group of collections is then carefully binded with acid free hard board and sewn into place. These copies are then available to users of the Lawrence collection. The only users to be given access to the originals would be well known scholars or those who need to know what type of paper or writing instrument Lawrence used on certain manuscripts. Thus it was stressed to me the importance of potential users contacting the university just before visiting so that they would not be disappointed if the originals could not be produced. During my time in the department the Lawrence collection was still being checked before photocopying and binding. There had certainly been enough time and money spent on this plan of action, and the time schedule had been moved several times and it was now hoped that by the end of September 1994 this work would be completed. However it was felt by the staff as a whole that this action would be beneficial to the collection in future years.

It is not only the conservationist but also the librarian who needs to be able to recognise many of the causes of manuscript and book decay, and be able to take out measures to

prevent deterioration and to refer more serious cases to the conservationist.

"no process of repair may be allowed to remove, diminish, falsify or obscure in any way, the document's value as evidence and this must apply not only to the evidence obviously conveyed by the writing upon the document, but also to those overtones of evidence conveyed by it through other means..."⁹

As stated above, it is not only repairs but the reduction in use and the introduction of substitutes such as photocopies and microfilm which will protect such manuscripts for the future. Such repairs, especially those undertaken in the traditionalist manner can take up a lot of time. In the University of Nottingham there is no formal repair schedule. Bit by bit they try to look after the collection, but the actual conservation tries to work on a crisis schedule. If a reader requires a certain manuscript in a couple of days time and the staff find it is damaged, every effort is made to repair it before the reader uses it. This obviously leads to a backlog of work within the conservation department, such as that at Nottingham University.

The whole Lawrence collection is a lot more fragile than one thinks. Extreme care is essential. Hands should be clean and dry and removing any item should be done carefully, as every removal entails some wear. All materials should be delicately and respectfully handled. Within the special collection reading room at Nottingham University, staff are quite careful about forbidding careless or uncooperative readers access to the materials in their charge. Readers are watched carefully at first, to see if they know how to handle such manuscripts. It is important to look out for damage, especially in the binding and paper, as both binding and paper used through the late nineteenth century deteriorates more quickly than items prior to this period. Thus the later nineteenth century books require a good deal

more careful attention and handling than their forerunners, for large numbers of them can go to pieces quite rapidly.

The conservation department at the university has looked at specific areas and methods to address the conservation problem of the Lawrence collection and other collections in its holding. A preventative preservation is the controlling of the environment which certainly has an effect on preventing the deterioration of paper archives. Mary Lynn Ritzenthaler has summarised the environmental concerns;

"The ideal physical environment includes controlled temperature and relative humidity, clean air with good circulation, controlled light sources and freedom from mould, insect and rodent infestation. Good housekeeping practices, security provisions and measures to protect collections against fire and water damage complete the range of environmental concerns" ¹⁰

With temperature and relative humidity, it is seen that the lower the temperature and relative humidity, up to a point, the longer paper based materials retain their strength. The greatest problem that the department has had, was when it was first opened and the temperature was not kept between the ideal temperature range. The system installed was a Swedish system which proved difficult to understand and quite a bit of damage occurred amongst the manuscripts stored because the temperature and humidity was constantly rising. Consequently a maintenance engineer was employed to ensure the system functioned properly and since then there have been no further problems. ¹¹ As a major cause of deterioration, the rapid fluctuations in temperature and humidity can cause deterioration by encouraging pests and increasing the rate by which chemical reactions can

occur. Ideally the temperature range should be between 16 degrees centigrade and 21degrees centigrade and a relative humidity of between 40% and 60%. The department at Nottingham University has installed air conditioning equipment which is excellent in maintaining the ideal conditions. With air conditioning it provides a practical way to control temperature, humidity and clean the air. It is also important to remember that enclosures such as boxes or even envelopes do buffer the effects of changes in temperature and relative humidity on the manuscripts.

With air quality, gaseous and solid air pollutants need to be controlled in order to avoid damage to manuscripts and books, however it is important to remember that the total elimination is very expensive. Paper naturally absorbs moisture from the surrounding atmosphere, where especially in towns there is concentrated combustion of fuels such as gas, coal and oil, all of which contain sulphur. This sulphur mixes with the moisture in the atmosphere containing sulphur dioxide which results in sulphuric acid, this subsequently can cause tremendous damage to paper. Gaseous pollutants can be controlled only by cleaning the air which is taken into the building. The air conditioning system at the manuscript and special collection department does have filters in order to clean the surrounding air.

Light tends to bleach coloured paper and fades prints and maps, accelerating the chemical and physical degenerative processes in all organic materials. Thus light provides energy for the chemical reactions which cause deterioration, therefore light needs to be kept as low as possible within the storage area and the surrounding area where the Lawrence collection is used. This is done at the department in the following ways. Areas used for storage have flourescent lights which are not as strong as ordinary bulbs. Direct

light is reduced by protective blinds and windows have a 'film' which excludes ultraviolet light. The department itself has a form of ledge over the windows to the department, thus preventing sunlight falling directly on the bookshelves and on other material and exhibition cases. Therefore the general guidelines, of, no direct sunlight, length of exposure to light, light exposure levels kept to the lowest deemed possible, are followed by the University.

Pest management is seen by the department as an important conservation issue. Again the most effective control measures are seen as temperature, relative humidity regulation and regular cleaning, against pests such as insects, mould, mildew, fungi and animal pests such as mice and rats. Building maintenance is certainly seen as a helpful solution to these possible problems. The department carries out regular checks on the actual building, especially as the Manuscript and Special collections department is on the ground level, leaving access to pests and insects. The department tries to avoid any form of chemical fumigation and really it is seen as a last resort as they only temporarily relieve the problems they are intended to control and subsequently have no residual effects. Many chemical fumigations are seen to be unwarranted and some are even banned; "all biocides have some level of mammalian toxicity. Thymol, for example, was once widely used for fumigation but is now prohibited in the United Kingdom because of its toxicity"¹²

The conservationist in the department sees it as being more sensible to change the environmental conditions which possibly allowed the mildew mould to grow in the first place. Pest management overall, incorporates good housekeeping, environmental control, freezing affected material and ongoing monitoring and inspection of the surrounding building, inside and out.

In addition, maintaining a stable temperature and humidity level, regular housekeeping is seen as one of the most effective preventative conservation methods. The aim is to remove rather than redistribute the dust which can cause so much damage to such collections as the D.H. Lawrence collection. Not only does it reduce the damage caused by dust and biological pests, it actually maintains the actual archive in good condition. Regular examinations and inspections are made in all areas of the department, especially areas which are not frequently used. This is intended to give early warning of problem areas.

Storage equipment and materials in the department are designed so that they do not cause mechanical and chemical damage. All of the equipment is constructed from substances which do not harm the archives. For example all the shelving is strong and the lowest shelves are raised from the floor so that possible water damage is avoided. There is good ventilation between the shelves, which are spaced so that careful handling of the archive is possible.

4.2 Security

New concepts of the importance of preserving documents and books from physical damage have been developed within the last few decades. Control of their environment is now considered basic. Libraries with rare books often set them apart and are provided with appropriate and sufficient locks to discourage theft. The manuscript and special collections department at Nottingham University have certainly got a restricted access. Keys to the main access doors to the collections are held by certain members of staff and doors are locked on entry into the storage area and on leaving.

All readers within the department are supervised by members of staff on duty, who will inform the reader of the rules concerning the use of such materials. The special collections

reading room has recently had security cameras fitted, although notices to inform reader of these cameras has not yet been put up. It is important that readers are informed of the rules concerning such valued works, from the simple rule forbidding the use of ink to the requirement of written permission if the reader wishes to publish any material that is restricted for any reason. The late Randolph Adams in his essay stated, "librarians as enemies of books made many challenging observations on the misdemeanours of librarians, labelling as one enemy of books 'the librarian who allows rare books to be used without proper restrictions'" ¹³

Most libraries do not have their collections appraised or insured for a specific value, therefore security and care of the department's valuable works assume greater significance. Elementary steps should be taken such as the fitting of fireproof materials and furnishings. The society of American Archivists has recommended that a complete inventory of special collections should be taken at least every three years.¹⁴ This would allow libraries to have a complete list of holdings, in order to know if anything was missing, as it can be easy for a thief to steal one letter out of a box containing fifty. The last inventory of the D.H. Lawrence collection was in 1993 when all the surrogates were looked at.

It can be argued that the curators of special collections should face up to reality and decide on specific measures of permanently marking their properties, although 'purists' would argue that this is nothing short of desecration. The Lawrence collection has no security measures and so tends to follow the purists ideal. The security method that the department has taken is the counting in and counting out of all documents issued to the reader. However it was noted that staff were not happy with this method, mainly because

of the time it took to check these items and the annoyance of some scholars who were waiting for this process to end.¹⁵

All items within the Lawrence collection were marked with a catalogue number and an accession number which is kept by the librarian in his/her records along with a full bibliographical description. Obviously the visitor wanting to use the collection has to have the curators authorisation to use the collection, preferably before the visitor comes to the university in order that he/she knows the restrictions concerning the Lawrence collection. Concerning the issuing methods, the practice within the department, is the completion of a requisition slip, which are in duplicate self carboning stock and demand the basic bibliographic details, that is readers name, date of issue, etc. When the book or document is brought, one copy of the requisition slip is placed in a holder on the shelves in the place of the volume being removed or in the box from which the manuscript has been removed. The second copy forms the loan record which is kept at the desk until the book or manuscript is returned after use by the reader, when s/he receives it back as a receipt of return. Concerning the books, the slip on the shelves will remain there until the book is reshelfed, when the slips will be filed as record of use. The fact that readers know that the library retains a permanent record of loans acts as an disincentive to those who might otherwise be tempted to steal.

A constant threat to the Lawrence collection is its security, and it is certainly recognised as an important aspect of preventative conservation. Preventative measures have been taken against fire and water, careful fitting of the department has reduced the likelihood of fire, for example, the installation of fire doors and the care to see that no electrical wiring runs through storage areas. Sources of water are checked out regularly and maintained.

Eating and drinking are forbidden where archives are used, an important move towards the conservation of such collections.

As in most manuscript and special collection departments, prevention is seen as better than cure. The creation of an environment which is suitable for such collections is seen as the first major step towards a proper conservation programme. On this basis of prevention being better than cure, more emphasis is being placed on photocopying the original Lawrence manuscripts on to paper which is more likely to be permanent. This strategy of conservation being taken by the department is unique to such an important collection as the D.H. Lawrence collection.

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Conclusion

To conclude, we can see through chapter one that from humble beginnings, the Lawrence collection has developed into one of the most prominent Lawrence collections in the world. This is largely due to particular individuals at the University who have dedicated themselves to its development. As stated previously in the Introduction, the collection has grown due to individual and institutional donations rather than the purchasing of Lawrence material by the University. This surely indicates the good public relations between the department and the individuals who donate such valuable material. The increased growth of the collection can also be put down to the exhibitions and certainly the Lawrence Project of the 1970s. These activities have given the collection ample publicity and has produced more donations from individual sources. With the building of the D.H.Lawrence Centre, this has put extra demand both on the Manuscript and Special collection, from both undergraduates and postgraduates as well as members of staff. This has meant that the department has had to review its cataloguing and retrieving systems to cope with the increase demand.

Finance has always been a problem when purchasing Lawrence material. Although aided by certain grant funds, the department has had to say no to certain manuscripts simply because of the increase price put on Lawrence's signature. However because of the University's new interest in the Lawrence collection's development, purchasing items is becoming easier, as funds are now becoming available. The department is also careful not to purchase any material which is in the large Lawrence collection, which will be bequested to the University on the death of its owner.

In chapter two the department's acquisition policy was discussed. It has been illustrated

that the department's policy does encourage donations, the establishing of endowment funds and the encouragement of study through exhibitions, loans, photocopies and seminars. This chapter has illustrated through examples of acquisitions how successful the department has been in gathering important Lawrence material. This chapter has also illustrated the importance of understanding the legal technicalities of deposit agreements when material is being loaned to the department. It is equally important to consider the full budgetary effects of accepting such donations, both of which the department practices.

Chapter three has shown why the department needed to change the collection's cataloguing and retrieval system. This again was due to the ever increasing additions to the collection and the need for the catalogue to be totally revised in order to facilitate these new additions and to make it more understandable to the user. In today's modern world, information management cannot be carried out without the use of computers. With the steady increase of use of the Lawrence material, the only real answer was to put the collection on database. This would solve the problem of lack of staff to deal with users of the collection and the numerous enquires by post. In achieving the new database, certain problems have occurred. The completion of the catalogue and database has been pushed forward a number of times, as it was not fully recognised how long this work would take. The new estimated time of completion is at the end of 1994. However even due to these teething problems, it is felt by the staff that the future advantages will outweigh these present problems. The user will be able to access into a database which is extremely detailed and so will know exactly what is in the collection before visiting. It also means that staff will be able to spend more time with other collections.

Chapter five examined the conservation, preservation and security of the Lawrence

collection. It has been shown that the department has taken a unique way in conserving the collection. By producing high quality bounded copies of all the Lawrence material. Certainly this has taken up a lot of staff time and the department's money, but again it is seen that this action will be beneficial to the conservation of the collection for the future. Great care has been taken to make these copies as close to the originals as possible in order to give authenticity. This surely illustrates the department's dedication in producing a high quality service to the user. It has been shown that the department has taken every possible precaution to protect the Lawrence collection both in repair and environmentally. In security matters , certainly adequate measures have been taken, such as the security cameras and the procedures for taking material out to review.

Finally we can see that the Lawrence collection has a very bright future ahead, with the promised new acquisitions, the University of Nottingham's D.H.Lawrence collection will be the biggest in the world.

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