Collections Information
Policy for Special Collections at the University of Bradford

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INTRODUCTION

Special Collections at the University of Bradford collects, cares for and makes available unique and distinctive (UD) archives, rare books and other heritage material in support of the University’s teaching, research and community engagement. The collections offer a unique selling point for the University and hence are also invaluable in its marketing, fundraising and other management activities.

In order to carry out our mission, Special Collections must gather, record and make available information about collections. This enables us to manage them effectively, to meet our legal obligations under Freedom of Information and Data Protection legislation, and to help users make the most of what we have to offer.

Such information is generated throughout the lifecycles of collections, including these particularly significant stages:

- acquiring collections (offer of donation, accessioning)
- cataloguing
- deaccessioning (where relevant).

Information is also gathered as collections are used, cleaned or otherwise handled. A list of the locations of information is in the Appendix.

Policy-making in these areas is delegated to the Special Collections Librarian. Policies are the result of years of reflective practice, work with users and other stakeholders and engagement with fellow heritage professionals. They are put into practice via plans and operational documents. This document uses our collections typology (Heritage, Legacy, Self-renewing, Finite), which is explained in full in the Collection Development Policy (CDP)\(^1\).

PUBLICATION HISTORY

This document is the first “collections information” policy we have produced. It replaces existing published and unpublished policies concerning cataloguing. These needed revision to align with our new strategy for investing in our collections, as outlined in our most recent CDP. We have adopted the “collections information” structure because it is used in PAS 197\(^2\): the basis of the Archive Accreditation Scheme and likely to become standard for managing UD collections in the UK. It also allows us to document policy in areas of management which had not fitted well into previous policy frameworks.

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1 The CDP along with our other policies is available from http://www.bradford.ac.uk/library/special-collections/about-us/policies/


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PUBLICATION SCOPE

This document covers our analogue collections and our existing digital collections. These are mainly boutique digitised versions of analogue originals or occasional legacy formats within analogue collections. It does not cover the management of born-digital documents on a larger scale. This is an area where strategy and policy are still being shaped\(^3\) and which will be addressed in future revisions of this policy.

HISTORICAL CONTEXT

Like most archives services, we are dealing with the legacies of past collecting and cataloguing practice which no longer meet modern standards. In 2000, when Special Collections was founded, the University’s archives and rare books were “hidden collections”, as were the Commonweal Archives, which we accepted in 2005.

Before these dates, there was no systematic recording of material added to Special Collections or to the Commonweal Archives. The exception was the University Archive, for which transfer forms and accessions registers were kept. For most other archives and donated book collections, fortunately, correspondence, meeting minutes or other paperwork were created that enabled us to understand their story. In a few cases, memoranda of agreement were signed, though not always with terms advantageous to the University. Little or no paperwork has survived for transferred or purchased books. As a high priority, Special Collections staff investigated the sources of collections and the terms under which we received them, particularly in relation to archive donations.

Most Special Collections were not catalogued or even mapped. Some printed book collections had library catalogue records and a few archives had box lists or finding aids in paper form. We set priorities, adopted standards and made significant impact on these hidden collections. Now most of our Heritage and Legacy book collections are catalogued to a high standard. 12% (by size) of archives are catalogued fully online, 79% have usable catalogues of lower quality (most of which are now online): only 9% are completely uncatalogued.

It should be added that around 40% of collections are either known to be Finite or require extensive appraisal. We have only been able to appraise and deaccession at scale over the last two years, thanks to the relocation of several collections into more accessible spaces. Our priorities for the outstanding work in these areas are discussed below.

\(^3\) As outlined in the position paper for internal audiences Digital Storage and Delivery for Special Collections.
STAFF AND FUNDING

Our core Special Collections posts were funded originally by RSLP and made permanent in 2004: the Special Collections Librarian (full-time qualified professional) and Assistant (part-time, experienced worker). Managing collections information is a critical part of both roles, and staff are expected to develop appropriate expertise. The Library’s graduate trainees and other Library colleagues have often helped us with cataloguing and we use placement students and other volunteers to assist with indexing and transcription. This staffing is not sufficient for the cataloguing of large and complex archives, which requires a dedicated archives professional. Until we are able to support such a post indefinitely, we employ project archivists whenever funding can be raised. As will be seen, like many other archives in the same situation, our policies are becoming more flexible and pragmatic so that we use our staff in ways which best support our mission.

PRINCIPLES

Our policies are guided by the following principles:

1. Focus on users

We aim to make as much information as possible available online to users as quickly as possible and making the most of limited time and resources available. This approach includes risk management and seeking “quick wins”.

2. Re-use and sharing

We wish to create information that can be re-used by external databases, directories and other initiatives and that is searchable and discoverable as new formats and platforms emerge. Thus our approach is based on standards and best professional practice (listed below).

3. University and open-source

Wherever it does not clash with the above, we use standards and software which are supported by the University or otherwise freely available and open-source.

4. Resource integration

We manage our UD resources (archives, printed books etc) together wherever possible. This reflects how users engage with our collections and the importance of our printed books as unique artefacts rather than just as texts – which makes them more “archival”.

5. Preservation of collections information
We are committed to preserving significant collections information indefinitely, to ensure it is available to support the use of collections which are kept indefinitely. Further detail can be found in our Collections Care Policy⁴.

6. Meeting our legal and ethical responsibilities. Discussed throughout this document and in our other policies.

STANDARDS, CODES AND GUIDELINES

We use the following standards and codes for collections information.

- CILIP Rare Books and Special Collections Group (2007) *Guidelines for the Cataloguing of Rare Books*.
- CILIP Rare Books and Special Collections Group (2009a) *Disposals Policy for Rare Books and Manuscripts*.
- Dublin Core http://dublincore.org/
- Encoded Archival Description www.loc.gov/ead
- Library of Congress author and subject headings http://authorities.loc.gov/
- MARC21 www.loc.gov/marc/bibliographic

We are grateful for initiatives, informal guidance and peer support from the following:

- Archives Hub and COPAC
- Archives and Records Association
- CILIP Cataloguing and Indexing Group
- CILIP Rare Books and Special Collections Group
- Group for Literary Archives and Manuscripts
- HE Archivists Group
- Historic Libraries Forum
- JISC Digital Media
- Mailing lists, especially archives-nra and lis-rarebooks

⁴ Available from http://www.bradford.ac.uk/library/special-collections/about-us/policies/
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- The National Archives (especially for acquisitions)
- UK Archives Discovery Forum

ACQUISITIONS

Special Collections acquires new material via the following methods (full details in our CDP).

- Donations from individuals or organisations. Most of our collections arrive via this route. Deposits are not accepted, except in occasional rare circumstances.
- Transfers of records for permanent retention from other parts of the University for the University Archive.
- Transfer of published materials which meet our collecting policies from main Library or Commonweal.
- Purchase from antiquarian trade or other sources. Very rare as we have no budget, but we intend to raise funds to support purchasing for J.B. Priestley Archive in future.
- Pro-active collection, such as gathering University ephemera at events. (This will become more significant in future revisions as we move into digital collecting: this requires pro-active partnership with archive creators).

Information about donations

Special Collections records all offers of donations in our Offers Register. We gather information relevant to collecting decisions and/or which will be useful for future management of the collection: copyright, size, condition, language etc. Donors are encouraged to supply as much information as they can about the content and context of the material. The Offers Register helps us to manage the donation process (which may take many years) and to study donations patterns to help us make policy and plan. Correspondence concerning donations is retained indefinitely, to document provenance.

We require a memorandum of agreement to be signed for all donations of new archive collections. This document, signed by the donor and the Head of Library Services, covers the transfer of ownership and the obligations on both parties. It includes capturing donor approval for appraisal and agreeing protocol if in the future we decide the collection has become Finite. Beyond the process of donation, we are committed to maintaining good relationships with archive creators, their estates and other donors indefinitely. One copy is retained permanently by Special Collections as proof of title; one is retained by the donor. Such memoranda are created for donations of printed books or other material when donors or the Special Collections Librarian consider that the financial value or other qualities of the material make this safeguard necessary. Other donations are acknowledged in writing by email or letter.

Special Collections adds all donated material to the Accessions Register when it is received by our staff in its physical or digital form.

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Information about other accessions

The other methods of acquisition are more straightforward, either library business or commercial transactions, and present less risk to the University.

Transferred records and published materials from outside the Library are accessioned in the Register. When we are notified of such transfers in advance, they are added to the Offers Register.

We no longer accession transferred published books from the Library. As Main Library and Commonweal appraise and manage down print stock, the volume of potential transfers has become a major concern for Special Collections. Cutting out the accessions stage keeps the backlog of decision-making and cataloguing to a minimum without risk. Books transferred in this way can be identified from catalogue records and evidence such as stamps and labels, and we can generate statistics from our cataloguing processes.

Purchased materials are accessioned on receipt and paperwork is retained so we can prove title to the material.

Pro-active collecting of ephemera generates little or no paperwork. It is collected in batches and accessioned en masse when convenient.

Sharing accessions information

Special Collections contributes accessions information to any source that might improve awareness of our collections. For instance, we contribute to the National Archives’ annual Accessions to Repositories Survey to enable this information to be included in the National Register of Archives. Special Collections web pages, blog posts, press releases and other communications channels are used to share information when we are legally and practically able to announce the arrival of new collections.

Priorities for ownership issues

Many archive services have collections whose ownership is unclear and/or deposits which are at risk of sale by their owners. As far as we can ascertain, there is little risk of this kind to Special Collections. For most collections, we have enough evidence to be confident that they belong to the University and we can make them available to the public. We believe that we have now achieved most of what can be done about investigating collections origins.

A few collections still have unclear or disadvantageous terms. We believe the remaining risks are low, as none of these collections are critical to our mission. We will continue to tackle these concerns as an ongoing task in our Forward Plan, either working through the list, or, more usually, when interest is expressed in a collection or when it is catalogued.

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CATALOGUING

Archives

ISAD (G) 2 is the standard required by the Archives Hub and used throughout the UK archives sector. All archives are catalogued using the full 26 ISAD (G) “elements” at collection level, information which is essential to help users understand the nature of an archive and how they can make the most of it. We apply the elements more selectively at series and file level and catalogue to the highest useful level (for example, photographs or personal correspondence at item level and corporate records such as meeting minutes at series level).

We have not implemented authority indexing beyond the requirements of our parent Library catalogue and the Archives Hub. We have sporadically used various appropriate standards (ISAAR, NCA, Library of Congress). While we see the value of such indexing, we have no plans to implement it in the next few years as we have other priorities which will be apparent in this document. We do however recognise the central importance to archive users of names, places, events etc. It is through searching for such terms online that archives are discovered. Thus we aim to include as many such terms as possible in our finding aids, to make them visible online.

Along with others in the archives sector, we no longer tolerate or justify the existence of large “hidden collections”: material which is not catalogued and hence is not used. We believe such backlogs cannot be cleared by trying to produce full catalogues for all old and new collections. Staffing levels, user demand and the need to put staff time into learning and outreach activities means this is not practical.

Instead we use More Product, Less Process (MPLP)\(^5\) concepts and treat cataloguing as a demand-led and ongoing activity. We process new archives acquisitions for use as quickly as possible through initial surveys and collection descriptions, backed up by box lists or series level cataloguing as appropriate. We aim to identify material which should be restricted, usually at series or file level, and to create finding aids which allow for discovery online. This initial work is followed by more detailed cataloguing when possible and as justified by user demand. We use similar techniques for retrospective cataloguing of archives (of which more below). A record of any re-numbering is kept in our master spreadsheets.

Currently we catalogue using Excel spreadsheets, making the results available online using Word and PDF documents. Collection-level descriptions are added to the Library catalogue mapping ISAD (G) to MARC. We contribute collection level descriptions to the Archives Hub using EAD. We contributed multi-level descriptions to the Hub as part of the PaxCat project (2008-2010) and will do so


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again in future when staffing levels permit us to carry out this labour-intensive work.

**Printed books**

All printed books are added to the Library catalogue. Most date from the 19th century onward. We therefore decided not to follow many other UK rare book libraries in adopting DCRM (B)\(^6\); instead we adopt the practice of our main Library. The standards in use now are RDA and MARC21. The migration to RDA took place during autumn 2013.

Special Collections welcomes this move, as the concepts behind RDA are more friendly to UD collections and formats. Library catalogue records created with AACR2 are upgraded to RDA when we engage with item or record. We have no plans to upgrade systematically as the AACR2 records are good quality and useful so this would not be a good use of staff time.

We add artefactual information such as provenance, binding, condition and other detailed notes to our catalogue records. We use a range of bibliographic publications and resources to help us describe these correctly, though we have not adopted a controlled vocabulary.

Our catalogue records are contributed to COPAC in monthly batches.

**Other formats**

Other formats are catalogued using whichever of the above standards is considered most appropriate. For pamphlets and ephemera we increasingly use spreadsheets for quick results. At present our digital resources are mainly digitised originals, and we link back to original catalogues via the archive references used in the filenames. We have not yet settled how we will catalogue born-digital collections (this is part of the wider issue of digital collecting, for which we are developing our strategies and policies). We will certainly adopt the Dublin Core standard and others which our sector uses as best practice.

**Classification**

Special Collections does not use Dewey Decimal Classification or other library classification schemes. They would not help users or staff find books on shelves as most of our collections cover very narrow subject ranges. The artificial printed book collections are organised using our own pragmatic system of shelfmarks, intended to be easy and intuitive for users and staff. These are usually based on author and title. We try to keep non-artificial book collections in original order where this can be ascertained and if it is practical as a means of access. Ephemera, pamphlets and other analogue formats receive similar shelfmarks.

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\(^6\) Association of College and Research Libraries and Library of Congress (2007) *Descriptive Cataloging of Rare Materials (Books)*

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Cataloguing priorities

Our cataloguing priorities are aligned to our collecting priorities, outlined in the CDP, which derive from our mission. Long-term cataloguing priorities are outlined in our Master Cataloguing Plan. From these we derive our mini-plans, which cover the work core staff will do over the next three months or so. The Master Plan is also used to plan major cataloguing projects.

New collections

New archives are accepted because they meet our collecting policy and will therefore be relevant to our users. It is therefore highly important that they are catalogued quickly, to a level which enables them to be made available. The same applies to new books, which are individually catalogued to the current standard.

Accruals

Accruals to archives are batched and added to the catalogue when we produce a new edition. A large quantity of significant accruals will push an archive up our list of priorities.

Existing collections

Priorities for cataloguing existing collections derive from the typology we have used to map the relevance of collections.

Heritage collections

These are the collections into which we put substantial staff time, whether in cataloguing by core staff or in raising funds to enable us to employ project archivists. Reflecting their significance, we have high aspirations for the cataloguing of these materials:

- To catalogue heritage archives to a level which enables users to make the most of what they can offer, file or item level, and to ensure they are indexed.
- To catalogue printed books to accepted standards and including all significant information about their role as artefacts in heritage clusters, in particular provenance and condition.

All Priestley and Hawkes archives and books reach these standards.

All book collections in our other Heritage clusters reach these standards, except:

- Calvin Wells, Raistrick maps, Dyeing and Textile History, Mitrinovic Library (catalogued but need further attention)

Before adopting this typology, we used other inhouse methods to prioritise, mainly based on user demand and stakeholder balance. We also experimented with the Logjam method.
• Rotblat (one bay not yet catalogued).

Many Heritage archives are catalogued to these standards, notably the peace-related archives covered by the Paxcat Project and most archives received since 2000. Improvements to these catalogues are made incrementally as new information or accruals are received.

Other archives are listed so can be made available, but require indexing and other enhancements to bring out their value. Examples include the Bradford Technical College, the Holden Papers and the Calvin Wells Archive. Most of these concerns are on a small scale and can be tackled by core staff and volunteers as part of everyday work.

We have three major projects underway to address areas where we cannot bring Heritage material to standard in this way:

• Mitrinovic/New Atlantis Archive is very large, multi-lingual and complex. We have received funding to recruit an archivist.

• University Archive, this is exceptionally large and requires extensive stock editing/appraisal before the finding aid can be put online. This is being done by core staff using quick wins methods.

• PaxCat 2\(^8\). Appraising and cataloguing the Commonweal Miscellany (pamphlets, ephemera, books, newspapers etc). Also core staff using quick wins methods to address the remaining uncatalogued “Commonweal Archives”.

To decide cataloguing priorities within our Heritage clusters, we consider:

• User demand (as logged in our Enquiries Register and observed via website and blog hits).

• Forthcoming anniversaries and events.

• Fairness to different stakeholder groups – we aim to carry out at least one improvement to the cataloguing of each cluster each year.

• Space saving. Collections in need of substantial appraisal are a high priority given our lack of space for growth.

**Legacy collections**

By their nature, our Legacy collections have been held by the University for decades, are small in size, and are not growing. All such collections are therefore catalogued to levels which enable them to be made available.

Our priorities for cataloguing work for this material, all of which are small jobs which can be carried out by core staff.

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\(^8\) The first PaxCat Project was funded by the National Cataloguing Grants Scheme and created full catalogues for the most significant Commonweal Archives.
• Making box lists in analogue formats readily available online via our Quick Wins programme. This work includes appraisal and checking restrictions.
• Stock editing legacy book collections (checking holdings and appraising).
• In response to user demand, upgrading catalogue records for individual books to current standards.
• In response to user demand, improving sections of archive catalogues where these enhancements to service justify the use of staff time.

Self-renewing collections

Our small collection of reference books, textbooks etc. are catalogued using RDA/MARC in the same way as books in the main Library, usually though not necessarily by Special Collections staff. There is no backlog.

Finite collections

Finite collections cover a range of materials and states of cataloguing, reflecting their varied history. Most have not been catalogued or, at most, have collection level descriptions or box lists. This reflects their lack of relevance to our mission and lack of demand from users which has pushed them down our priority lists. As stated in the CDP, we will no longer invest time and effort in these irrelevant collections. They will not now be catalogued, and, wherever we legally or practically can, we will deaccession them (see below).

User information and catalogues

We recognise that Special Collections donors, users and other stakeholders often have considerable knowledge about collections. We encourage them to share this knowledge wherever possible, whether contacting staff directly or using our social media channels such as commenting on our blogs. We also ask University and external experts for help when required. We are always pleased to learn new facts about collections and to add them to catalogue records or finding aids. For example, the identification of a person in a photograph or of the anonymous author of a political pamphlet.

However, we also recognise that there may be differences of interpretation. This is a particular concern when dealing with the Commonweal Archives. The organisations whose records we hold have complex stories and often have little documentation elsewhere so the “admin/biog” element of our catalogues quickly becomes a definitive source. The information in our catalogues is taken from the records themselves or from reputable published sources. Where others differ from our interpretation, we will attempt to record the uncertainty but will not treat as fact anything we cannot document.

We do not add reminiscences or anecdotes to our catalogues at present. Our social media sites offer platforms for such information. As our CDP outlines, we will gather such information more strategically in future, for instance in celebrating the University’s 50th anniversary, and to explore the use of methods such as
Revisiting Archives\(^9\) to enable us to make more of memories, which add context and richness to archival documents.

**Future plans for cataloguing**

We will adopt new standards and platforms along with the Library and our sector. There are two key issues which we need to address in the next few years.

1. Metadata for born-digital collections. As mentioned above, we will be investigating how to supply this as part of developing our digital strategy.

2. Cross-searching. The arrangements in place for printed books and archives, as described above, work well for discovery and access by users. However, it is not possible to cross-search all Special Collections. We will research how we could supply such a function in future.

**BEYOND THE CATALOGUE**

Special Collections is committed to making as much information about collections freely available and discoverable online as possible. This allows people to learn from, enjoy or otherwise engage with the collections without having to visit, and opens the collections up to much greater numbers than we could accommodate in the Reading Room. Our website and social media presence are particularly important, as they enable us to make a huge amount of information, stories and images discoverable online quickly and easily.

**RESTRICTIONS AND CLOSURE PERIODS**

Special Collections has never operated a blanket closure period along the lines of the “thirty year rule”. We do not believe such a closure is defensible in light of our obligations under the Freedom of Information Act or our commitment to access. All collections are open to all as soon as they are catalogued unless specific legal or preservation restrictions apply.

Special Collections holds modern archives which are subject to access restrictions under the Data Protection Act or other legislation or donor requests for confidentiality. We keep up to date with relevant legislation by engaging with the archives profession, in particular the National Archives website and the archives-nra mailing list. We are also guided by the University's Legal Services Team who take the corporate lead on FOI and DPA.

Restriction periods for new archives or accruals are decided when they are catalogued. We do not make uncatalogued archives available until they have been assessed. The periods for older collections are reviewed when catalogues are brought up to date and when use is requested. Collections considered to be high risk are automatically restricted until they have been reviewed in this way. Decisions concerning restrictions and access are taken by the Special

\(^9\) [http://www.collectionslink.org.uk/programmes/revisiting-collections](http://www.collectionslink.org.uk/programmes/revisiting-collections)

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Collections Librarian or delegated by her to other professional staff (when in post), following research and consultation. Historic restrictions are reviewed when users request access.

Details of restrictions appear in catalogues and the locations spreadsheet. We also communicate them directly to archive donors (usually via email or at meetings) and to other stakeholders such as users who have expressed interest in a collection. Special Collections staff are trained to avoid divulging personal data in the cataloguing of restricted material. Restricted and closed files are packaged in distinctive ways, with additional security, which acts as a final check on inadvertent access.

**PHYSICAL CONDITION, PRESERVATION AND CONSERVATION**

Special Collections staff assess condition at several points in the collection lifecycle: before the donation, when material arrives and during cataloguing. Condition is also observed when shifting material, as part of the cleaning process, and when collections are being used by visitors or staff.

Detailed information about preservation and conservation needs is recorded in the master Preservation Plan. Information about condition, past conservation work, and, most importantly, restrictions on access is made available to the public using the appropriate ISAD (G) elements or MARC notes fields.

**LOCATIONS AND MOVEMENT CONTROL**

We aim to maintain up-to-date information on the location of all materials in our care throughout their lives.

The physical locations of Special Collections are recorded using a system of numbered bays in a master spreadsheet, which is continuously updated and checked in full at least once a year.

Any movements of collections from these places are recorded:

- Use of Special Collections by readers or via the enquiry service is recorded in the Enquiries Register.
- Movement of Special Collections material outside Special Collections areas, such as exhibition loans or transfers for conservation work, is recorded using loan slips. Material which appears on the Library catalogue has its status changed accordingly.
- The fetch service is managed via the loan slips used for theses. Interlibrary loans are managed by the interlibrary loans department following their usual procedures. Both services, which are for modern printed books and at the discretion of staff, are recorded on the Enquiries Register.

**DEACCESSIONING**

Our policy on deaccessioning is described in detail in the CDP. Information on disposals of UD material is kept indefinitely, following professional practice such
as the CILIP guidance\textsuperscript{10}. The process is managed via our Disposals Register and documented in correspondence files.

When cataloguing new archives, details of appraisal are retained in our master spreadsheets. An overview of the work done is made available in archive catalogues using the ISAD (G) 2 element for Appraisal.

Following the policies and practice of main Library and Commonweal, we do not attempt to keep detailed information on deaccessioning of non-UD material such as mainstream press cuttings, circulars and published books which are held by many libraries. This enables us to act more quickly to tackle our large backlog of Finite material.

**REVIEW OF THIS EDITION**

We will review this document annually as part of our summer policy review and write a new edition when changing technologies, practices and situations render it outdated.

\textsuperscript{10} [http://www.cilip.org.uk/get-involved/special-interest-groups/rare-books/policy/pages/policy_sales.aspx](http://www.cilip.org.uk/get-involved/special-interest-groups/rare-books/policy/pages/policy_sales.aspx)
APPENDIX: IMPORTANT LOCATIONS OF COLLECTIONS INFORMATION

Locations for public use

- Archive catalogues and finding aids
- Archive databases: Archives Hub, National Register of Archives, Access 2 Archives
- Library catalogue records
- COPAC
- Special Collections website
- Special Collections blogs and other social media channels

Locations for use by staff only (operational documents or issues of confidentiality and security)

- Accessions Register
- Correspondence files
- Disposals Register
- Drafts and intermediate versions of completed catalogues (can be useful to show provenance, previous numbering etc)
- Enquiries Register
- Loan slips
- Locations spreadsheets
- Master plans for cataloguing, preservation etc and associated project and mini plans
- Memoranda of agreement for donation, deposit, exhibition loans, publication permission etc.
- Offers Register
- Records of purchases