

# **Slippery Rock University Archives**

## **COLLECTION MANAGEMENT POLICY**

### **Collection Development**

The Slippery Rock University Archives collects materials that document the University's functions and activities over time. These records are of various types and formats, and include both non-current University records and unofficial records about the institution.

Acquisitions decisions must be guided by sound archival principles including legal and fiscal requirements, research value, relationship to existing collections, depth and breadth of coverage, gaps in current archival holdings, condition, and projected costs of processing and storage.

### **Donations: Unofficial University Records**

The Archives depends largely upon alumni, retirees, and the local community for donations of unofficial records. Donated materials that meet the Archives' mission and fit within its collecting scope are appreciated and are accepted as space allows, with consideration given to their condition, perceived significance, and probable level of future use. All donations, including manuscripts, realia, memorabilia, and ephemera, must be relevant to the existing collection, have unique and lasting value, and be in good physical condition, of a material that does not threaten other items in the collection. The ability to accept donations of fragile materials may include consideration of financial support for their preservation. Records that are closed to public access in perpetuity are not accepted. Donations must be accompanied by a **Deed of Gift**.

### **Records Transfers: Official University Records**

The Slippery Rock University Archives acquires, maintains, and makes available for research the official records of Slippery Rock University that have enduring administrative, legal, fiscal, and/or historical value. These records are non-current documentary materials created, received, and maintained by university personnel in conducting the official business of the university. As such, they document the history, functions, and operations of the institution. The Archives depends on the cooperation of the University community in its efforts to collect and preserve the official records of the University.

### **Types of Records to be Transferred to the Archives**

- Accreditation reports and supporting documentation.
- Alumni records including minutes and reports of activities of the Alumni Association.
- Annual budgets, summary financial records and audit reports.
- Athletic teams' records including team rosters and programs.
- Audio-visuals materials documenting the activities and development of the institution such as photographs, negatives, films, audio and video recordings, and electronic records.
- College and departmental records documenting programs, activities and events.
- Correspondence, subject files, and reports of the officer of any units within the University that operate with a high degree of independence (ROTC, the Slippery Rock University Foundation, etc.).

- Course descriptions, class schedules, enrollment reports, graduation rosters and other reports issued by the Office of Academic Records and Summer School on a regular basis.
- Electronic copies of SRU doctoral dissertations and master theses.
- Electronic records stored on tape, hard drives, CDs, DVDs, or other formats. These may be deposited in the Archives, however no guarantee of perpetual data migration is implied by receipt of outmoded or evolving formats. Material submitted in current electronic formats are preferred.
- Minutes, memoranda, proceedings, correspondence, reports, transcripts, lists of officers, constitutions, and by-laws of academic and administrative university corporate bodies and committees, including files and reports concerning projects, activities and functions.
- Oral history interviews: transcripts and/or recordings.
- Personal papers of administrators, faculty, staff, and students which relate to the University's mission or activities.
- Publications: one copy of all programs, catalogs, journals, monographs, yearbooks, directories, faculty/staff rosters, newsletters, brochures, posters, announcements, and ephemeral materials issued by the University or its subdivisions.
- Student organizations' records: meeting minutes, constitutions, by-laws, newsletters, photographs, membership records, and records of events.
- Unofficial documentation as it relates to the University, e.g., publications, audio and video recordings, photographs, memorabilia, scrapbooks, and artifacts.

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Records should be transferred to the Archives in the order in which they have been maintained. Include a **Records Transfer Form**, keeping a copy for your records. Please inform the Archives staff at [rockarchives@sru.edu](mailto:rockarchives@sru.edu) before sending materials so that delivery may be anticipated. In cases involving large quantities of documents, the Archives should be consulted before records are packed for delivery.

#### **Types of records which should generally NOT be transferred to the Archives**

- Blank forms and unused printed materials.
- Duplicate materials; send only the original and annotated copies.
- Papers, reports, working papers and drafts that have not been published, sending the published versions to the Archives instead.
- Routine letters of transmittal and acknowledgement.
- Records of specific financial transactions; sample selections may be preserved.
- Non-personally addressed correspondence such as campus memoranda (except for one copy from the issuing office).

#### **Displays and Loans**

Displaying archival materials generates interest in the collection and promotes the University as a whole. The Archives reserves the right to include unrestricted materials in exhibition displays and publications in accordance with accepted archival practices. Generally, materials are exhibited in display cases within Bailey Library, but on occasion

traveling exhibits may be prepared for temporary display in other campus locations and at other institutions. Materials may be loaned to other libraries when conditions for exhibition are in accord with the policies of Slippery Rock University Archives. Written approval by the University Archivist may be granted upon the satisfactory demonstration of proper insurance coverage, transportation, and environmental monitoring.

### **Deaccessioning Policy**

The Archives reserves the right to deaccession materials at a future date if, upon reappraisal, they are no longer deemed to be of research value or do not reflect the subject areas and/or types of materials collected by the Archives. Duplicates may also be deaccessioned. Likewise, content that has been transferred to another, archivally sound medium may be deaccessioned if the original format is not sustainable over time.

### **Disposition of Deaccessioned Materials**

Deaccessioned materials may be offered to a more appropriate institution, sold, destroyed, or returned to the donor as appropriate. Any such disposition of materials will be governed by the following considerations:

- Materials must be free of legal obstacles. No materials will be deaccessioned when a written agreement between the donor and the Archives contradicts such action. A reasonable attempt will be made to consult with donors when materials are considered for deaccessioning.
- In the absence of donor restrictions, deaccessioned materials with financial or research value will be offered to a more appropriate institution or sold as appropriate. Materials will not be sold or donated to Slippery Rock University employees. All proceeds from the sale of such materials will be used solely to further the preservation or development of the Archives collections.
- Deaccessioned materials with no administrative, legal, informational, evidential, financial, or research value may be destroyed.
- The method of disposition will be determined jointly by the University Archivist and the Archives staff, and will be noted in the accession record.