

## **Collection Development Policy**

Updated: July 2018

### **I. Introduction**

This document outlines collecting goals for the University Archives of Chatham University and serves as a guide for both the acquisition of new collections and the deaccessioning and weeding of unprocessed and legacy collections.

### **II. Archives Mission Statement**

The University Archives housed in the Jennie King Mellon Library at Chatham University serve to collect, preserve, and make available records and information of continuing value to the Chatham community. These materials document the history and growth of Chatham University from a small women's college to a thriving coeducational institution and highlight the activities of Chatham's faculty, staff, students, and alumni. In support of the university's educational mission, we strive to work closely with faculty and provide students with opportunities to learn about the research value of archival materials.

### **III. Scope and Focus of the Collections**

Selection priority will be given to materials that document the development of the institution and closely reflect the Archives Mission Statement.

Materials appropriate for inclusion in the University Archives include:

- Minutes, memoranda, correspondence, and reports of the Board of Trustees and Faculty
- Records of the President's Office and other administrative departments
- Records of academic departments
- Accreditation reports and supporting documentation
- Selected faculty publications
- Student publications, including tutorials, theses, and capstone projects
- University and community publications, including yearbooks, course catalogs, students newspapers, alumni magazines, newsletters, directories, handbooks, pamphlets, and posters
- Records of student organizations
- Student and institutional scrapbooks
- Records of the Alumni Association
- Notices of campus events, including fliers and e-mails
- Biographical information on Chatham's faculty, staff, students, and alumni

- Audiovisual materials, including photographs and negatives, films, oral history interviews, compact discs, and audio or videotapes
- Campus maps, blueprints, architectural drawings, and other documents of the development of the university's physical plant(s)
- Selected artifacts
- Selected personal papers

Materials inappropriate for inclusion in the University Archives include

- Duplicate materials (see section V below)
- Records of specific financial transactions
- Routine letters of transmittal and acknowledgment
- Materials unrelated to Chatham University and/or with limited historical, informational, or evidential value
- Materials, which due to size or format, cannot be safely housed in the University Archives

#### **IV. Selection and Evaluation Responsibility**

Primary selection and evaluation responsibility resides with Archivist in consultation with the Library Director.

#### **V. Removal of Materials from the Collection (Deaccessioning)**

Duplicates and materials that do not reflect the University Archives' collecting areas or do not possess sufficient archival value may be deaccessioned, subject to the documented terms of acquisition. With the exception of exceedingly rare or heavily used materials, no more than three copies will be retained.

When appropriate, an effort will be made to transmit materials unrelated to Chatham University to a suitable depository.

#### **VI. Acquisition Procedures**

Materials are generally acquired by the University Archive by either transfer from another university department or gift. All departmental records transfers must be accompanied by documentation of the contents of the accession, as outlined on the Records Transfer Form. Gifts of archival materials must be accompanied by a Deed of Gift. Gifts to the University Archives coordinated by another university department must be accompanied by a Gift Delivery Record.