

UNIVERSITY REPOSITORIES

COLLECTION DEVELOPMENT

COLLECTION PROCEDURES

New York University
New York University Libraries
New York, New York

III. Collection Development

The University Archives was designated the “official repository for all non-current records of the University” in August, 1977. Its collections policy is based on the Society of American Archivists’ Guidelines For College and University Archives (1983), and on the recommendations of the Archives Advisory Council, a committee of University faculty and administrators established in 1977 to advise the Archives on policy and procedures, and to oversee its growth and development. In 1978, the Advisory Council issued a policy statement calling for the preservation of University records for the purposes of:

- maintaining a clear account of University life and achievements, administrative policy and actions and educational programs

- reinforcing an image of the University that stimulates financial support and encourages an appreciation of the University’s past and its role in the history of American higher education among students, faculty, and alumni

- making available a body of records useful for student, casual, and scholarly research in history and other disciplines.

The records of New York University are voluminous. In the absence of systematic records management, the Archives must rely on the cooperation and support of administrators, deans, directors, faculty, students, and alumni to ensure that materials of historical value are collected and preserved. The University Archives will promote university-wide records management and collect material in the following categories from all administrative and academic units of the University with the exception of the Medical and Dental Centers, which maintain separate archival collections:

Official Records, Papers, and Publications of New York University

Official records encompass the records or papers generated or received by the various administrative offices of New York University in the conduct of their business. These records will include:

- Minutes, memoranda, correspondence and reports of the Board of Trustees

- Records of the Office of President, including correspondence, administrative subject files and reports

- Correspondence, subject files, and reports of the Office of Academic Affairs

- Correspondence, subject files and reports of the offices of central administration, including: Administration, External Affairs, Finance, General Counsel and Secretary of the University, Student Affairs, University Relations

- Correspondence, subject files and reports of deans, directors and administrators of the schools, colleges, divisions, programs and institutes of the University

- Minutes, memoranda and reports of all major academic and administrative commissions, councils and committees including the University Senate and its committees

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Departmental records, including: minutes, reports, correspondence, and syllabi

Accreditation reports and supporting documentation

Annual budget and audit reports

Records of the Registrar, including timetables, class schedules, enrollment reports, graduation rosters and other reports issued on a regular basis

Alumni records, including minutes of the alumni associations

Reports of the Admissions Office

Records of student organizations

All publications, newsletters and booklets distributed in the name of New York University, including catalogs, special bulletins, yearbooks, student newspapers, University directories and faculty/staff rosters, faculty and administration newsletters and publications, alumni publications and ephemeral material

Photoprints, negatives, slides, audio and video film, tapes, and reels, oral history interviews, and optical and compact discs documenting the development of the University

Security copies of microfilm reels containing vital records

Maps, prints and architectural drawings documenting the physical changes and development of the University

Reports of research projects, including grant records

Artifacts relating to the history of New York University

Electronic records.

The official administrative records of New York University (correspondence, reports and subject files) designated as archival should be inactive and no longer used in the current activities of the originating office. Records should be forwarded to the Archives according to schedule after consulting with the archivist for the orderly transfer of non-current materials. An inventory of records transferred should accompany accessioned material. The originating office may place restrictions on access to non-current records in addition to the restrictions on administrative, Board of Trustees, employee and student records described in the Access Policy statement, Appendix.

Personal and Professional Papers of New York University Faculty

The University Archives seeks to acquire, organize and provide access to the personal and professional papers of New York University faculty as a means of documenting the internal life and culture of the University community. Space and staff restraints in the University Archives and the size of the New York University faculty requires limits the volume of faculty papers that can be accessioned. In appraising and soliciting faculty papers the following criteria are suggested:

National or international reputation in a respective academic field

Record of service with New York University and contribution to its growth and development

Service on the faculty of a recognized area of excellence within New York University

Service and contribution in community, state and national affairs.

The University Archives seeks documentation of the careers of the New York University faculty in the following formats:

Correspondence: official, professional and personal.

Biographical material: resumes, bibliographies, biographical sketches, chronologies, genealogies, newspaper clippings, and personal memoirs

Photoprints and graphic materials

Tape recordings of lectures, speeches and discussions

Lecture notes and syllabi

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Research files

Departmental or committee minutes and records

Drafts and manuscripts of articles and books

Diaries, notebooks, appointment calendars and memorabilia.

The University Archives recognizes the rights of faculty and private donors to impose reasonable restrictions on materials to protect privacy and confidentiality. Restrictions on access should be for a fixed term and determined at the time of donation. The Archives encourages minimal access restrictions consistent with the legal rights of all parties.

Special Collections

The University Archives will solicit and collect records and papers which are neither official University records or faculty papers, but which relate to the history of New York University. Examples include:

Professional and personal papers of the members of the University Council/Board of Trustees if associated with University business

Professional and personal papers of eminent alumni relating their New York University experiences

Papers or records dealing with the history of Washington Square and University Heights as they relate to the growth and development of the University

Papers, records and published items on New York University and its role in the history of higher education

Papers, records and published items pertaining to New York University as a major urban institution.

Texas Tech University

Southwest Collections/Special Collections Library

Lubbock, Texas

Acquisition Policy

University records are documents created, received or accumulated during the conduct of Texas Tech University business. Records sought for the University Archives include those that demonstrate the university's activities in teaching, research, student development, cultural enrichment, and campus growth. Also collected are non-official records pertaining to the history of the university. This includes faculty papers, organizational records, and student organizational records.

The types of records deemed worthy of permanent preservation are, in part, determined by the university's records retention schedule. Routine fiscal documentation such as purchase orders and travel receipts are not accepted as they are considered short-term records. Also, student academic records are not housed in the University Archives but rather reside with the Registrar's Office.

Materials not fitting the University Archives collecting scope can either be rejected, deaccessioned or disposed. Due to limited space, only a small number of duplicate materials are kept at any time, unless the item(s) prove to be very rare and/or unique.

All University Archives materials are non-circulating and can only be used in the Holden Reading Room. Use of University Archives materials are covered under the Policies of the Reading Room.

SELECTION CRITERIA

Iowa State University

University Libraries Special Collections

Ames, Iowa

II. Criteria

The University Archives seeks to document the Iowa State University community, which includes the administration, faculty, students, alumni, and staff. In assessing records appropriate for permanent retention,

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the University Archives attempts to collect the documentation produced from the conduct of University business. There are seven functions common to the operations of most academic institutions: convey knowledge; advance knowledge; confer credentials; foster socialization; maintain and promote culture; sustain the institution; and provide public service.

[Varsity Letters: Documenting Modern Colleges and Universities, Helen Willa Samuels, The Society of American Archivists and the Scarecrow Press, Inc., 1992. pp.19–23.]