

MANTOR LIBRARY
UNIVERSITY OF MAINE AT FARMINGTON

Archives Collection Development Policy

Mission Statement

The University Archives serves as the official repository for the permanent records of the history, organization, policies, functions, and activities of the University of Maine at Farmington (University). It acquires, organizes, preserves, and provides controlled access to University records that have continuing historical, fiscal, legal, research, and administrative value. University records include, but are not limited to, papers, books, photographs, audiotapes, videotapes, films, sound recordings, drawings, architectural plans, maps, newspaper clippings, memorabilia, and other documentary materials, from students, faculty, staff, alumni, and the officers and agents of the University. The Archives also collects scholarly papers of faculty and alumni who are prominent in their fields, the files or documents of administrators and faculty that relate to their tenure at the University, book length monographs written by faculty or staff of the University, and works relating to the history of the University.

Objectives

- To promote knowledge and understanding of the history, goals, programs, and development of the University of Maine at Farmington.
- To collect, organize, and preserve all non-current, inactive records created by the University while conducting official business that are of sufficient historical, fiscal, legal, or administrative value to warrant their permanent preservation.
- To collect, organize, and preserve unofficial records and documents generated by or pertaining to the University from students, staff, faculty, administrators, and alumni.
- To make materials collected available to administrators, faculty, staff, students, alumni, and researchers, subject to and in compliance with the policies and guidelines of the Mantor Library and the University of Maine at Farmington and applicable state and federal law.

Subject Scope

The primary role of the Archives is collection and maintenance of materials that preserve the official record and history of the University of Maine at Farmington. Only records with enduring historical or administrative value will be collected and retained.

The secondary role of the Archives is selective collection and maintenance of a limited number of items that relate to the history of the geographical area near the University campus and that have relevance to the history and development of the University.

Policies

The Archives collection may include materials in any format. The items collected include, but are not limited to:

- Official documents from the offices of the President, Provost, Academic Affairs, Student Affairs, and Business Affairs.
- Catalogs, bulletins, calendars, newsletters, flyers, posters, brochures, programs, yearbooks, directories, and other publications of the University or its colleges, academic departments, or administrative offices.
- Reports, minutes, records, and other documents from the Faculty Senate, Student Senate, or other governing bodies or organizations of the University and their predecessors.
- Accreditation reports and supporting documents or materials.
- Fiscal reports and supporting documents or materials.
- Copies of the student newspaper and its predecessors.
- Historical audiovisual materials, including but not limited to, audiotapes, video recordings, films, negatives, slides, photographs, and drawings.
- Documents of historical value from alumni, the Alumni Association, and the Alumni Services Department.
- Selected records from the Admission Office, Administration/Personnel Systems Office, Financial Aid Office, Center for Student Development, Registrar's Office, Office of Public Information, Student and Community Services, Student Life Office and other campus departments or offices. Records collected and/or access to said records may be restricted as required by state and federal statutes and under University policies.
- Student work contributed by the student with a FERPA Release form, subject to FERPA.
- Artifacts and memorabilia of historical value.
- Other official or unofficial documents or materials that relate to the history, goals, programs, and development of the University.

Criteria for Acquisition

The Reference Librarian shall be responsible for the selection of materials to be included in the Archives, with the input of the Library Director and after consultation with the creator of the material(s) and/or the donating party.

Items selected for acquisition must be of enduring historical, fiscal, legal, research, or administrative value, must fall within the subject scope of the Archives, and must meet any additional criteria outlined in this policy. Items acquired can be in any format, but any item can be refused if not in suitable or stable physical condition or if it cannot be properly stored and preserved in the Archives. Materials in an electronic or digital format (such as Web pages, e-mail messages, etc.) may be copied to and stored in a digital media or be printed on acid-free paper and the paper copy added to the Archives collection.

All materials acquired by the Archives shall become the sole and permanent property of the University of Maine at Farmington. The archives reserves the right to reproduce

materials in the collection by mechanical, photographic, or electronic means for the purposes of preservation, research, or security purposes.

Procedures for Acquisitions

Archives material can be obtained through custodial transfer, as is the case with official University records, purchases, or through donations.

Transfers of Custody: Custodial transfer applies only to public University records for which legal custody is transferred from one University office to another.

Donations: Materials for the Archives can be acquired through solicitation of particular materials to add to the existing collection or through donations. All donations must fall within the subject scope of the Archives, and the Reference Librarian, as manager of the Archives, or the Library Director can accept gifts of materials with limited or marginal historical value at his/her discretion. The Reference Librarian and Library Director retain the right to sell, donate, discard, or remove any unwanted items from the Archives collection unless limiting conditions are specifically stated in writing and accompany the item when it is submitted for inclusion in the Archives collection. The Archives also reserves the right to refuse any donation that is accompanied by excessive restrictions to access or use.

A Deed of Gift form must accompany all donations, and the form must include the name, address, and telephone number of the donor, a description of the materials donated, a description of any restrictions on the use of the donation, and the signatures of the donor and the Archives representative accepting the donation. A copy of the Deed of Gift form is attached to this policy.

Purchases: Items shall not be purchased for the Archives unless the acquisition falls within the subject scope of the Archives and is of high enough value to the collection to warrant purchase.

The Archives reserve the right to refuse or dispose of any materials that do not fit within the mission and subject scope of the Archives or that are damaged or in unsuitable or unstable condition.

Maintenance and Management of the Archives Collection

The Reference Librarian shall be responsible for maintenance of and management of the Archives, including organizing and indexing the collection, integration of new acquisitions into the collection, tracking any materials borrowed from the collection, and review and weeding of the collection as necessary.

Use of Archives Materials

Materials in the Archives shall be made available upon receipt of a request made using the approved Archives Request Application and are subject to any specific restrictions or limitations placed on individual materials or the collection as a whole. All requests to use materials from the Archives are subject to the rules outlined in the Rules Governing the Use of the University of Maine at Farmington's Archives, a copy of which is attached

to the Archives Request Application. Any restrictions placed on records in the Archives shall be applied to all users in a uniform manner.

All materials in the Archives are restricted to in-library use only, and access to some materials may be restricted under the Freedom of Information and Protection of Privacy Act or the terms of any agreements between the Archives and the donors. Records that contain personal information about students or University personnel which are in the Archives collection are subject to any legal restrictions under the applicable state and federal laws and appropriate University policies.

The Archives reserves the right to charge for any reproduction costs or research services.

The Archives reserves the right to refuse to allow or provide copies if the material is fragile, in poor condition or copying the material may damage it. It also reserves the right to refuse to provide copies or allow copying of materials if ownership or copyright cannot be determined.

Any patrons failing to abide by any of the rules governing use of Archives materials will be barred from using Archives materials.

Policy Review

This policy shall be reviewed annually, but is subject to revision at any time.

Last Revised: June 5, 2019