



## **St. Edward's University University Archives Collection Development Policy**

### **Mission**

The mission of the University Archives is as follows:

1. to appraise, collect, arrange, describe, preserve, and make available primary and secondary materials relating to the history of St. Edward's University and its predecessors: St. Edward's Academy, High School, Military Academy and College
2. to provide adequate facilities for the retention, preservation and use of such records
3. to serve as a resource to stimulate creative teaching and learning through the use of primary research materials and to provide instruction in the use of those materials
4. to serve research and scholarship by making available and encouraging the use of its collections by members of the university as well as the general public
5. to disseminate research and information concerning the heritage of the university
6. to formulate policy and procedures that will ensure the collection, preservation and access of the university archival materials

### **Scope**

The University Archives collects the official non-current records of administrative and institutional offices, academic departments and programs, and student organizations of the university and its predecessors: St. Edward's Academy, High School, Military Academy and College. Official records are defined as all materials created, received, and maintained by university personnel in conducting the official business of the university. Unofficial records are also acquired when they provide documentation of university related programs and activities.

The types of official records acquired by the archives include:

Yearbooks  
Campus newspapers and publications  
University catalogs and bulletins  
Annual reports  
Agenda and minutes of meetings  
Budgets  
Committee reports  
Correspondence and memoranda  
Records of campus buildings such as blueprints and plans  
Records documenting student organizations and activities

Audio-visual materials such as photographs, films, and audio/video recordings relating to campus activities

Papers created in the course of day to day activities of the university

Brochures or ephemera regarding campus events

Oral histories of members or former members of the university community

The types of unofficial records sought by the University Archives include:

Materials collected by university alumni, former faculty and staff, and members of the Holy Cross community on campus documenting their experiences at St. Edward's such as:

- Personal photographs documenting university events, people, and buildings
- Brochures or ephemera regarding campus events and activities
- Personal reminiscences about campus people and events
- Personal and professional papers, effects, correspondence, and related items of members of the Holy Cross community on campus and of St. Edward's faculty.
- Personal artifacts relating to St. Edward's University such as class rings, uniforms, sports items (limited collection due to space considerations)

### **Acquisition of Materials by the Archives**

The Archives and Special Collections Librarian has the primary responsibility for collection development of archives material. Involvement by St. Edward's University administration, faculty, staff, alumni, and patrons is encouraged. Archives materials are normally acquired in the following manner:

1. Transfer of custody – Official University records are acquired by the Archives through custodial transfer. These records will be acquired through custodial transfer from various offices either by way of approved records retention schedules within the department or ad hoc transfer of records to the archives.
2. Donation – The archives actively solicits for and encourages donations of materials that are in keeping with the subject scope of the archives collection. Gifts of materials with mixed historical or institutional value may be accepted if the Archives and Special Collections Librarian is granted the right to discard or otherwise remove unwanted items. All donations must be represented on a Deed of Gift form which has been signed by the donor and an official representative of the University Archives. Donations that carry stringent donor restrictions may not be accepted.