

KALAMAZOO COLLEGE ARCHIVES

COLLECTION DEVELOPMENT POLICY

Mission Statement: The permanent records of Kalamazoo College document its growth and development from its founding through the present day. They serve as an informational resource for administrative decision making and for other College operations and activities, as well as provide an educational resource for students and scholars. The mission of the Kalamazoo College Archives is to collect, preserve, organize, and make available these significant non-current records of historical and/or administrative value.

Collection

It is the responsibility of the Archives to acquire and maintain the following materials:

Materials generated by the College

All publications of the College; records of administrative offices and academic departments; records of faculty, student, and other College-related organizations; and histories of the College.

These records may come in any medium or form: paper (published or unpublished); photographs, discs, architectural or landscape drawings; audio and videotapes; digital; newspapers clippings; or memorabilia.

The following is a list of records and publications which are regularly collected for the College Archives:

- All publications, newsletters, brochures, and programs distributed in the name of the College. The Archivist will determine the permanence of these items.
- Records of the Board of Trustees and the Executive Committee of the Board.
- Records of the President's Office.
- Records of the Provost's Office.
- Records and reports of other College administrative offices.
- Records of all official, permanent or ad hoc academic and administrative committees.
- Records of academic and athletic departments.
- Faculty publications, including speeches and papers delivered at meetings.
- Reports of faculty research projects.
- Records of student and College organizations.
- Audiovisual materials, such as photographs, slides, paintings, films, and audio and video tapes, which document the College history.
- Maps and blueprints which document the growth of the campus.
- Selected artifacts relating to the history of Kalamazoo College.

- Reports relating to the College which were generated by external agencies.

Materials about the College

The Archives collects materials about the college in all formats. It is the responsibility of the Archivist to identify and save articles from *The Kalamazoo Gazette*.

Materials generated by individuals connected with the College

The Archives accepts, but does not actively solicit, works created by alumni.

Responsibility for selection:

The College Archivist reserves the right to determine the usefulness of materials offered to or received for the collection. *At the time a gift is given*, a donor may indicate any restrictions imposed on access to the material and/or that any material not selected for the Archives be returned.

Specific Policies and Guidelines:

Duplicate copies: One copy of general office material is kept. Two or three copies of every publication are retained, one of which is removed from public use and stored in the Archives or off-site [currently Dewing basement] as a preservation copy. Three copies of programs are retained, which permits occasional use of one copy for display or loan. At the Archivist's discretion additional copies of publications such as *The Boiling Pot* may be kept in order to provide a supply of copies that can be given to interested alumni.

Memorabilia: Memorabilia is kept only if it is small and distinctive. Because of the restricted space in the Archives, clothing items and graduation caps and gowns usually are not retained.

Weeding: Because of the scope of the Archives collection, materials are not generally weeded. Exceptions to this would be if the material is transferred to another format (i.e. transferring cassette tapes to cds) or if a copy in better condition is available to replace a worn or damaged copy.

Binding: Two copies of *Lux Esto* and *The Index* are bound regularly. After binding, additional copies may be retained for display purposes.

Organization and Access

Organization: The Kalamazoo College Archives is arranged by Record Group numbers. A copy of the list is available in the Archives or online on the Archives website (<http://www.kzoo.edu/is/library/archives/>).

Access: The Kalamazoo College Archives is open to students, staff, alumni, and interested researchers from the community. The Archives is staffed by the Archivist and student workers a minimum of 20 hours a week while school is in session and on a limited basis during holidays and the summer. Open hours are posted outside the Archives and online at the Archives website. Arrangements must be made with the Archivist or Reference Librarian for access at other times.

Materials must be used under supervised conditions and do not circulate outside the Library.

Confidentiality: The Kalamazoo College Archives is committed to providing researchers with the material they need. However, due to the confidential nature of certain records, access to some material may be limited. Restrictions are placed on the use of records in order to protect the rights to privacy of individuals and the institution. Researchers may be required to obtain permission from the office of origin before using unpublished materials. The following materials may be consulted without restriction: Baptist Collection; Blueprints; college publications (*Index*, yearbooks, alumni magazines, catalogs, etc.); memorabilia; photographs; other published materials, videos; materials available to the general College community at the time of their original distribution.

The Archives will comply with the Family Rights and Privacy Act when providing access to material.