University Archives and Special Collections Policy

Purpose

This policy establishes the University Archives and Special Collections function within the administration of the Welder Library program. The purpose of the University Archives and Special Collections is to create a permanent, living record of the history and heritage of the University of Mary. The Director of Library Services is responsible for the University Archives and Special Collections and is designated the University Archivist. The University Archivist identifies, collects, preserves, and provides access to archival records and special collections of the University of Mary.

Policy

University Archives. The University Archives is the repository for the archival records of the University of Mary that are of enduring historical, administrative, fiscal, or legal value. Archival records document the governance, administration, academic pursuits, and history and heritage of the University, and are the permanent property of the University of Mary. The University Archives will acquire and preserve records of enduring value produced by University offices, schools, and departments; arrange and describe those records and make them accessible in accordance with established archival standards; assist researchers with access to the University Archives respecting any restrictions to access that are required; and encourage and assist the University community to recognize and make use of its institutional documentary heritage via exhibits, presentations, and published resources. Archival records may be in any physical format including but not limited to paper, microforms, photographic media, drawings, cartographic material, architectural records, motion picture film, electronic record media maintained in magnetic or optical format such as documents and databases, CDs and DVDs, videotapes and audio tapes, slides, computer tapes and discs, digital images, and memorabilia. Archival records shall not be transferred to the University Archives until all administrative and retention requirements of the office of origin are satisfied and released for transfer by the office administrator. All archival records deposited in University Archives shall be available to the office of origin for any purpose.

Special Collections. The purpose of Special Collections are to collect and preserve material of historical importance to the University, and other research areas or topics that may be relevant to the mission of the University, such as documentation of student life, academic life of faculty and leadership, historical events, or the history of Catholicism in North Dakota and the region. Special collections may consist of programs and recordings of events, selected faculty papers, oral histories, memorabilia, ephemera and artifacts, rare books, and other items in various physical formats that document both the official and informal history of the University of Mary and student life. The Director of Library Services may collect personal papers of any faculty, staff, student, or other person whose papers help to document the functions, development, or physical characteristics of the University, particularly in those subject areas or time periods in which the official University record is deficient. Special Collections items that are donated to Welder Library are accepted by the Director of Library Services as gifts to the University of Mary.