

College of the Atlantic Archives and Special Collections

Collection Development Policy

Mission Statement

The mission of the College of the Atlantic Archives is to collect, preserve, and make accessible materials documenting the history, organization, policies, people, and development of the College. The mission of the College of the Atlantic Special Collections is to collect non-college materials that are unique, valuable or fragile and relevant to the College's teaching and research interests. The Archives and Special Collections seek to serve as the ongoing institutional focal point for the documentation, study, and appreciation of the history and activities of College of the Atlantic.

College Archives

The Archives collects paper and electronic records of historical and enduring value to the College. These records contain information about the College's history, organization, policies, people, and development.

- Professional and personal papers of faculty, staff, board of trustees, and past presidents
- Academic and administrative records that help tell the story of the College
- Minutes, charters, and records of committees and groups
- Senior projects
- Graduate theses
- Student and college publications
- Maps and architectural drawings of college buildings and grounds
- Photographs and audio visual recordings of students, faculty, staff, campus, and events

Special Collections

The Special Collections contains rare books and materials of unique value supporting the core teaching and research interests of the College.

Rare Books

The rare book collection consists of non-college published books that are unique, valuable or fragile and relevant to the College's teaching and research interests. Placement in the collection is guided by criteria regarding the scarcity, research value, physical characteristics, and condition of materials.

COA Authors Collection

The COA Authors Collection is part of the COA Special Collections. It contains publications (self and professionally published) written by College of the Atlantic faculty, staff, students, and alumni. The COA Authors Collection is a non-circulating, in-library use collection. Thorndike Library will add a separate copy to the main circulating collection at the library staff's discretion, bearing in mind accepted collection development criteria. In the case of authors who are contributors to anthologies, textbooks or book compilations, the library will endeavor to acquire a copy for the general collection provided the materials fit with the Thorndike Library's collection development criteria.

What the Archives Collects

The Archives collects and maintains records in various formats including, but not limited to:

Physical formats

- paper (maps, architectural drawings, manuscripts)
- photographs
- magnetic media (VHS, cassettes)

Digital formats

- Text: PDF, Word, Excel, or OpenOffice
- Image: JPG or TIFF
- Audio: AIFF or WAV
- Video: MP4, MOV, and H2

Academic and Administrative office records

Agendas and meeting minutes

Official reports and publications created by academic or administrative office

Accreditation applications and reports

Official correspondence generated while conducting College business

Presidential and board of trustees papers

Student

Records of past and current student organizations: minutes, publications, reports, correspondence, charters

Student Publications: newspapers, newsletters, and magazines

Senior Projects

Masters Theses

Photographs

Alumni

Biographical materials

Photographs

Faculty and Staff

Biographical materials

Work done for the College: syllabi, course notes and outlines, projects

Photographs

What the Archives does not collect

Transitory records

These are records of temporary value. They are created for reference, used to prepare and finish a project, or to complete a routine task. They do not contain significant value once they have served their primary purpose. These are NOT official copies of records that contain historical value.

Duplicate materials

The Archives maintains up to 2 duplicate copies of materials in the archival collection. Duplicate materials of College and student publications are included in the COA Collection, which is accessible in the library stacks by anyone for in-library use only.

Donating Personal Papers (Deed of Gift Form must be filled out)

The Archives also encourages donations of personal papers of faculty, staff, students, and alumni. These include, but are not limited to: correspondence, curriculum and teaching materials, oral histories, published and unpublished materials, classwork, and ephemera. These donations will be handled on a case by case basis due to limited archival staff time and storage space.

Transferring of College Records (Transfer Form must be filled out)

The Archives collects, stores, and makes available Academic and Administrative office records. These include, but are not limited to: agendas and meeting minutes, official reports and publications created by academic or administrative offices, accreditation applications and reports, presidential and board of trustees papers, official correspondence generated while conducting College business.

Deaccessioning of Materials

Material that does not fit the scope of the collection policy, duplicates materials already in the collections or poses a preservation issue will be deaccessioned. These materials will be transferred to another repository, returned to the donor, sold, or destroyed.

Donated Materials

The donor or donor's heirs shall have right of first refusal of deaccessioned materials. If no such recipient exists, deaccessioned materials may be sold, donated, transferred to another academic institution, or destroyed. To avoid conflict of interest no deaccessioned materials shall be transferred to any college employee, trustee, or volunteer or their immediate family members.