



# 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.

### **Donating or Transferring Materials to the College Archives**

#### **1. Transferring Records**

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.

#### **2. Donating Materials**

- a. Faculty and Staff Papers** - The College Archives is interested in materials from faculty and teaching staff that document the academic efforts of the college. These materials are an essential part of the historical record of the college.
  - Administrative materials: documents related to work done for the college (new programs and initiatives), memos and notices about departmental policies and meetings
  - Biographical materials: CVs and resumes, interviews and oral histories, photographs, personal writings (memoirs, diaries, and journals)
  - Course materials: course proposals, course syllabi, notes and outlines, classroom materials (assignments, exams, handouts, reading lists)
  - Research materials: research proposals and planning documents, lab and field notebooks, reports of findings, manuscripts, grant applications and reports
  - Scholarly materials: lectures, presentations, speeches, talks



- b. Student Materials** - The College Archives is interested in COA-related materials from students, student organizations, and alumna that document the student experience and activities of student organizations on the COA campus.
- i. Student Papers
    - Biographical materials: CVs and resumes, interviews and oral histories, personal writings (memoirs, diaries, and journals)
    - Ephemera: pins, banners, commemorative items
    - Photographs and audiovisual materials
  - ii. Records of Student Organizations or Publications
    - Bylaws and charters
    - Minutes and notes
    - Reports of official activities
    - Publications (newspapers, newsletters, magazines)
    - Membership lists
    - Organizational histories
    - Photographs and audiovisual materials

### **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 (per Deed of Gift), sold, or destroyed.

### **What the Archives does not collect**

#### **1. 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.

#### **2. 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.