



# College of the Atlantic Archives and Special Collections Collection Development Policy

## Mission Statement

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.

## Policy Statements

The policy 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 policy 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 at the discretion of the Archivist or the Library Co-Directors.

## 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 alumni 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

## 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, when applicable. 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.

## Special Collections collecting scopes

### 1. Manuscript Collections

The Special Collections Manuscript Collections contain non-college materials that are unique, valuable or fragile and relevant to the College's teaching and research interests, and papers of individuals associated with the college, such as alumni, faculty, staff, and trustees.

### 2. Rare Books Collection

The Special Collections Rare Books Collection consists of non-college books that are unique, valuable, fragile, scarce and relevant to the College's teaching and research



interests. There is no simple way to determine the rarity of a book, but generally books achieve a degree of rarity only when demand exceeds supply. Placement in the collection is guided by criteria regarding the scarcity, research value, physical characteristics, and condition of materials.

## **2. COA Authors Collection**

The Special Collections COA Authors Collection contains publications (self and professionally published) written by College of the Atlantic faculty, staff, students, alumni, and trustees.

These materials are typically second or third copies of publications that are also available in our main library collection.

## **3. COA Collection**

The Special Collections COA Collection contains college publications, student publications, and master's theses that are accessible in the library stacks by anyone for in-library use only.

These materials are duplicate copies of publications that are also held in the College Archives.

## **4. Artists' Book Collection**

The Special Collections Artists' Book Collection contains artist books produced or collected by College of the Atlantic faculty, staff, students, and alumni.

Artists' books are produced by artists and intended as visual art objects themselves. They are often produced from unusual materials, feature novel book structures, and/or are made in small editions. Dru Colbert, Professor of Arts and Design from 2003-2024, donated her collection of artists' books and zines that she collected throughout her career. These inspired us to create both an Artists' Book and Zine Special Collection.

## **5. Zine Collection**

The Special Collections Zine Collection contains unique, fragile, or scarce zines produced or collected by College of the Atlantic faculty, staff, students, and alumni.

Zines (pronounced ZEENS) are self-published booklets that typically have a small circulation. Made by hand, they are relatively cheap to make and easy to distribute with widely varying formats and content. Dru Colbert, Professor of Arts and Design from 2003-2024, donated her collection of artists' books and zines that she collected throughout her career. These inspired us to create both an Artists' Book and Zine Special Collection.



## **Deaccessioning of Materials**

Material that does not fit the scope of the collection policy, duplicates material already in the collections, or poses a preservation issue will be deaccessioned at the discretion of the Archivist. These materials will be transferred to another repository, returned to the donor (per Deed of Gift), sold, or destroyed.