



## XAVIER UNIVERSITY

### University Archives Collection Development Policy

**Effective:** March 19, 2021

**Last updated:** January 2025

**Last reviewed:** January 2025

**Responsible University Office:** University Archives and Special Collections,  
University Library

**Responsible Executive:** Provost

**Scope:** Xavier University faculty, staff, students, alumni, and community donors

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#### A. REASON FOR POLICY

##### University Archives Vision

To transform student, faculty, and community relationships with the past by

- Providing access to resources in University Archives' care in accordance with the parameters set by the [University Archives and Special Collections Access Policy](#), which outlines issues of privacy, confidentiality, legal restrictions, university transmittal agreements, or donor restrictions that may affect access;
- Facilitating effective research, teaching, and community outreach;
- Supporting innovative scholarship and research projects; and
- Stewarding University Archives' assets into the future for discovery and re-use.

##### University Archives Mission

University Archives is the official repository for records of enduring value of Xavier University and serves as its institutional memory. As such, it identifies, acquires, maintains, preserves, and makes accessible records of enduring value that document the development of Xavier University since its founding in 1831 in support of the University's administrative, teaching, research, and service goals.

This policy establishes criteria and procedures to govern the acquisition of materials in support of the vision and mission of University Archives, Xavier University. In accordance with the policy, University Archives strives to develop its collections in a respectful and responsible manner record.

## **B. POLICY**

The Collection Development Policy identifies topics of interest and types of university-produced records that should be transferred to University Archives after the period of their active administrative use ends. It also identifies records of interest for donation produced or compiled by sources outside the scope of university employment (faculty, students, and alumni papers).

All potential acquisitions, whether through transfer, gift, bequest, or purchase, are reviewed in light of this policy and University Archives reserves the right to accept or decline materials based on these and other criteria.

### **Collecting Purpose**

As Xavier University's institutional memory, University Archives plays a critical role in preserving the University's history and documenting its current state. Xavier University's archival records provide evidence of our activities, offer accountability by documenting the process by which decisions are made and the decisions themselves, strengthen our collective memory, and foster a sense of community.

### **Collecting Scope**

University Archives collects materials with enduring historical, informational, evidential, legal or financial value that document the development and experiences of the Xavier University community, regardless of format (electronic or analog). Records may come from the offices and activities of Xavier administration, faculty, staff, students, and alumni and may relate to the academic environment, administration and governance, or campus life. Other factors considered when evaluating materials for University Archives acquisition include the inherent value of materials, conditions of ownership, material stability, requirements for long-term maintenance, and format of the materials.

University Archives is committed to increasing the diversity of voices, perspectives, and experiences found in its collections. It welcomes dialogue about new opportunities for collecting and documenting that diversify and enrich its collections, ensure a more representative historical record, and advance the mission of Xavier University.<sup>1</sup>

The following outlines specific areas of collecting interest:

#### ***Administrative Documentation***

Administrative and academic records determined to have long term administrative, evidential, legal, financial, or informational value from colleges, schools, departments, committees, and offices of the University. These official records reflect the governance, policies, operations, and program implementation of the University.

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<sup>1</sup> The work of Penn State University's Eberly Family Special Collections and its Collection Development Plan served as a resource in the revision this policy.

Examples of such records include annual and final reports, academic and university committee minutes, Board of Trustees records, and special event materials such as photographs and media.

The Office of Human Resources and the Office of the Provost and Chief Academic Officer maintain employment records for staff and faculty.

### ***Faculty, Staff, and Administrators Documentation***

Professional and personal papers of distinguished faculty, staff, or administrators who have demonstrated significant contributions to their respective field beyond the Xavier community, excellence in teaching at Xavier (e.g. winners of the Roger A. Fortin Award for Outstanding Teaching and Scholarship in the Humanities), and/or exemplary administrative service to the University. Collecting in this area is selective based on correlation to other collecting priorities as defined by the University Archives and Special Collections collection development policies. University Archives is particularly interested in connecting with University members from underrepresented groups and those based in ethnic studies, gender studies, and other related areas to document their experiences at Xavier and professional work. It welcomes biographical information including CV's from all faculty, staff, and administrators.

These papers can include teaching notes, syllabi, research files, unpublished research, and official University correspondence and files among other materials.

### ***Student and Campus Life Documentation***

Materials that reflect student learning, experiences, and activities at Xavier. Of particular interest are the records of student organizations that are currently active or were active in the 20th century. In support of Xavier's Jesuit values expressed as Solidarity and Kinship and Service Rooted in Justice and Love – and to document how the University demonstrates those values – as well as to support the University's commitment to diversity and inclusion, University Archives is especially interested in collaborating with students involved in political, economic, and social activism and with students representing historically marginalized communities to ensure the documentation of their unique experiences at Xavier.

Examples of student life documentation include student senate minutes, student organization records, campus event programs and fliers, exemplary individual or group student work, and personal photographs.

The Office of the Registrar maintains official student education records. For more information, visit the Office the Registrar's [webpage on FERPA and the maintenance of records](#).

### ***Alumni Documentation***

Materials that reflect either the historical Xavier experience of alumni or the ongoing alumni Xavier-related experience or activity as well as the papers of Xavier alumni that address the collection efforts outlined in the Special Collections Collection Development Policy.

Examples include photographs, scrapbooks, correspondence, and event programs.

The Office of Alumni Relations maintains directory information on all graduates.

### ***Xavier Publications***

Various campus entities produce published works, either in print or electronically, on a routine basis. University Archives regularly collects these publications.

Examples include university catalogs, directories, handbooks, the student newspaper, student literary magazines, and electronic newsletters.

### ***Faculty/Student/Alumni Publications***

Scholarly works published by Xavier faculty, students or alum that do not relate to university history or activities are maintained in the library's faculty publications collections. This may include works published by the University. Examples include scholarly articles, monographs, collections of literary works, or works of art.

Works published by Xavier faculty, students, or alum related to University history or activities are kept in University Archives. This may include works not published by the university.

### ***Three-Dimensional Objects***

Three-dimensional objects such as trophies and plaques are generally not accepted by University Archives due to space constraints. Images of such objects may be substituted on a case-by-case basis.

## **C. DEFINITIONS**

**Acquisition:** "Materials physically and officially transferred to a repository as a unit at a single time or the process of seeking and receiving materials from any source by transfer, donation, or purchase" (Society of American Archivists, *Dictionary of Archives Terminology*, accessed June 2020).

**Appraisal:** "In an archival context, appraisal is the process of determining whether records and other materials have permanent (archival) value. Appraisal may be done at the collection, creator, series, file, or item level. Appraisal can take place prior to donation and prior to physical transfer, at or after accessioning. The basis of appraisal decisions may include a number of factors, including the records' provenance and content, their authenticity and reliability, their order and completeness, their condition and costs to preserve them, and their intrinsic value. Appraisal often takes place within a larger institutional collecting policy and mission statement. Appraisal is distinguished from monetary appraisal, which estimates fair market value. Appraisal is distinguished from evaluation, which is typically used by records managers to indicate a preliminary assessment of value based on existing retention schedules." (Society of American Archivists, *Dictionary of Archives Terminology*, accessed June 2020).

**Archives:** "Records created or received by a person, family, or organization and preserved because of their continuing value." Specifically, archives are most often defined as "an institution's or individual's entire preserved body of interrelated and interdependent records." (Society of American Archivists, *Dictionary of Archives Terminology*, accessed June 2020).

**Collection development:** “The function within an archives or other repository that establishes policies and procedures used to select materials that the repository will acquire, typically identifying the scope of creators, subjects, formats, and other characteristics that influence the selection process. Written collection development policies are advocated as a way to ensure that collections have coherent and well-defined focus” (Society of American Archivists, *Dictionary of Archives Terminology*, accessed June 2020 and Sauer, Cynthia, “Doing the Best We Can? The Use of Collection Development Policies and Cooperative Collecting Activities at Manuscript Repositories.” *American Archivist* 64:2 (Fall/Winter 2001), p. 308–349).

**Deed of Gift:** “An agreement transferring title to property without an exchange of monetary compensation. Deeds of gift may be for real, personal, or intellectual property. In archives, deeds of gift frequently take the form of a contract establishing conditions governing the transfer of title to documents and specifying any restrictions on access and use” (Society of American Archivists, *Dictionary of Archives Terminology*, accessed June 2020).

**Donation:** “Material for which legal title is transferred from one party to another without compensation” (Society of American Archivists, *Dictionary of Archives Terminology*, accessed June 2020).

**Official records:** “A record created by, received by, sanctioned by, or proceeding from an individual acting within their designated capacity. The term is sometimes used to distinguish records from drafts, convenience files, personal papers, and other non-records” (Society of American Archivists, *Dictionary of Archives Terminology*, accessed June 2020).

**Special Collections:** “A cohesive collection of non-circulating research materials held together by provenance or by a thematic focus (Society of American Archivists, *Dictionary of Archives Terminology*, accessed June 2020).” Historically, Special Collections at Xavier has referred to the collection of valuable records, manuscripts, and rare books created by sources other than the institution itself.

**Transfer:** “The process of moving records as part of their scheduled disposition, especially from an office to a records center, or from a records center to an archives” (Society of American Archivists, *Dictionary of Archives Terminology*, accessed June 2020).

## **D. PROCEDURES**

University Archives will directly solicit transfers from specific offices or campus constituents on a routine basis to ensure documentation and representation in the archival record. University Archives encourages administrative offices to transfer materials after their active use has ended. It recommends annual or biannual transfers of routine records. University Archives also engages with Xavier community members to build sustainable partnerships that inform and collaborate on documenting.

## **Transfer of University Records**

University records considered for permanent retention in the archives must be reviewed and approved by the University Archivist and Special Collections Librarian prior to transfer acceptance. The following outlines the process of transfers to University Archives:

- Complete [University Archives Transfer Request Form](#)
- Once the request has been received, the University Archivist will contact the office to:
  - Appraise the records for historical and administrative long-term value. This can be done over email, phone, or an in-person visit.
  - Work with the office to decide the disposition of materials not to be retained by the University Archives.
  - Provide guidance on preparing materials for transfer.
  - Schedule the pickup of materials or the transfer of electronic records.

## **Donations**

University Archives welcomes donations from students, faculty, staff, and alumni that document their experiences as a member of the University community. University Archives has benefited greatly from past generous donations and future gifts will strengthen and enrich this collection.

The University Archivist and Special Collections Librarian reviews all donation offers in light of the Collection Development Policy with careful evaluation to ensure the gift is consistent with donation guidelines. Due to limited resources, gifts are accepted with the understanding that University Archives may deaccession items not needed or that falls outside of the Collection Development Policy scope.

Materials donated to University Archives require a [Deed of Gift](#) or a will that finalizes the donation and transfers unrestricted ownership rights to University Archives and Special Collections, Xavier University Library.

Prospective donors are required to contact the University Archivist and Special Collections Librarian prior to delivering or sending any materials to begin the donation process.

## **Donation Guidelines**

- Materials must be relevant to the University's history.
- Materials in a variety of formats are accepted (paper, electronic, etc.). Due to limited resources, large 3-D objects such as trophies and plaques are generally not accepted.
- Materials must be in good condition (e.g. no active or past mold damage).
- Materials must usually be original. Photocopies and facsimiles of originals will not be accepted except under special circumstances. Widely available publications are not accepted.
- Duplicate copies of items, or materials that duplicate existing holdings are not accepted. Duplicate items that exhibit compelling inscription, annotation, or provenance will be considered on a case-by-case basis.

- The donation of materials unrelated to the history of Xavier University or relating to its students, faculty, or alumni may fall under the scope of the Special Collections Collection Development Policy.

University Archives adheres to the provisions and implications of current U.S. tax regulations. Donors are encouraged to consult their tax advisors if using the gift as a tax donation. An appraisal of a gift to University Archives is the responsibility and expense of the donor. In adherence with professional best practices, and to protect its donors and itself, University Archives and Special Collections staff will not appraise gifts. University Archives will provide an official acknowledgement letter for gifts.

### **Purchase**

While donations are preferred, University Archives may occasionally acquire materials that become available only through purchase. This includes items for sale through auction or book dealers.

## **E. EXHIBITS**

N/A

## **F. History**

This policy replaces the University Archives Collection Development Policy, last updated September 2012.

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### **Other applicable policies and/or resources:**

[A Guide to Deeds of Gift](#) (Society of American Archivists, 2013)

[Office of the Registrar. Family Educational Rights and Privacy Act. Education Records and Student Records Policy](#)

[Special Collections Collection Development Policy](#) (2019)

[University Archives and Special Collections Access Policy](#) (2020)

[University Archives and Special Collections Deed of Gift](#)

[University Archives and Special Collections Guidelines for Use](#)