



UNIVERSITY ARCHIVES

ATHENS STATE UNIVERSITY

Athens State Archives Collection Development Policy

Scope

Athens State Archives accepts historical papers, materials, and artifacts which fall under the guidelines of the Archives Mission Statement. The highest priority materials are those which most clearly relate to the history, people, mission, and legacy of Athens State University. Decisions on the acquisition of donated or purchased materials are based upon their relevancy to the Archives Mission, potential or expected research value to students, faculty, and administration, rarity or connection to existing archival collections, and the archives ability to provide space, appropriate storage, and the Archives ability to provide appropriate preservation and conservation procedures to materials.

Subject Area Priorities

Administrative records

Presidential records

Faculty and staff records

Materials and histories of underrepresented groups, i.e. people of color, LGBTQ+ community

Publications and advertisements

Digital Collections

Digitization of historic collections to increase access to and visibility of the materials is a high priority. Digital collections are subject to the same scope and limitations as the physical historic collections. The process of digitization requires trained staff with the expertise to safely conduct digitization procedures without damaging historic items. Staff must also be trained to create appropriate file types, apply appropriate metadata according to nationally recognized standards that are compatible with existing cataloging and acquisition workflow.

Digital file creation must be limited to consider hosting and storage capabilities and with consideration for long term digital preservation requirements. Digital materials are at risk of degradation, loss, and obsolescence and therefore require the same, if not more, in depth considerations for long-term preservation and access.

Limitations

Due to space, funding, staffing, and community need: Athens State Archives does not actively accept or solicit material that is not directly related to Athens State University's people, history, and legacy or is not a high-priority research area. The University Archivist and Library Director reserve the discretion to limit collection development according to these limitations in addition to the limits set by Athens State University donation policies.

See: <http://www.athens.edu/policy/financial/accepting-gifts-or-donations-to-the-university/>