



# UNIVERSITY ARCHIVES

## ATHENS STATE UNIVERSITY

### Athens State Archives Preservation Policy

Preservation procedures ensure the long term viability of historic materials so that they may be accessed by Athens State students, faculty, staff, administration, researchers, and the extended community into the future. Providing access to these materials is a priority to Athens State Archives.

The preservation policy is formulated to coordinate the selection of materials, the treatment of materials, and to control the storage environment of materials for the archival collection at Athens State University.

Materials that are undergoing preservation procedures will have reduced access during that time.

#### **Priorities**

Materials that require preservation procedures will be reviewed by the designated Archives staff to determine damage level and risk of repair, cost, and long term storage and access issues.

Materials will be prioritized according to:

- Research/legacy value to the University's historic collections as determined by the Archives Mission Statement
- Institutional records and materials designated as permanent according to the Alabama State and Local Government Records Commission **See:**  
[http://www.archives.alabama.gov/officials/rdas/UniversitiesOfAlabama\\_Public.pdf](http://www.archives.alabama.gov/officials/rdas/UniversitiesOfAlabama_Public.pdf)
- Damage level
- Risk of accelerated deterioration
- Rarity
- Cost and longevity of preservation procedures

#### **Workflow**

Technical services and book repair procedures are only to be conducted on archival or rare book room materials with the knowledge and approval of the University Archivist, the Library Director, or other designated Archives staff member.

Basic and intermediate repairs can be conducted using archival quality (acid-free, buffered, pH balanced, etc.) materials conducted by trained staff. More advanced repairs or preservation procedures, such as those on paintings, certain photos, digital media or audio/visual materials will be required to receive consultations from conservation experts in those specific mediums.

*Future Planning: Digital Collections*

*Any creation of digital materials should be accompanied by the implementation of digital preservation strategies. These methods include maintenance of multiple copies of digital files*

*in separate environmentally stable storage facilities in order to establish redundancies. High quality lossless master files types should be maintained by either the University's Information Technology department or an external service provider. These entities should also provide monitoring and security of files, including calculating checksums and migrating files to the appropriate software or hardware to prevent obsolescence.*