



Saint Martin's UNIVERSITY

Collection Development Policy – Archives

Purpose

The Saint Martin's University Archives' purpose is to preserve university records, materials, and information of permanent and enduring historical, legal, and/or fiscal value; act as an educational resource for administrative and scholarly research in its collections by faculty, alumni, students, and nonaffiliate researchers; support exhibits, commemoration, and the use of archival materials in university communications; as well as support the university's educational mission.

Mission

The mission of Saint Martin's University Archives is to collect, accession, arrange, preserve, and make available records and materials of enduring historical value created or collected by Saint Martin's University for research, instructional, or administrative use.

Collecting scope

The Saint Martin's University Archives is committed to preserving the work of individuals, departments, offices, organizations, and affiliate entities associated with the university in their original formats, whether physical or born-digital. The archives will collect select inactive records of enduring value from all executive and administrative offices; records documenting program and university accreditation; select materials related to the physical development of the university's infrastructure; select faculty publications, personal papers, and unpublished scholarly works; all formal graduate theses and dissertations; all official monographic and serial publications of SMU administrative offices, departments, research groups, and student organizations.

Collecting guidelines

The SMU Archivist will identify which administrative records possess enduring value through close collaboration with the respective departments or offices; adherence to record retention schedules; as well as by comparison with the collecting practices of other academic archival institutions.

Subject coverage

The SMU Archives collects historical materials that provide insight into the individuals, departments, places, and events at Saint Martin's University. These items may include (but are not limited to the following):

- Student and campus activities: select records of individual and collective experiences of students, faculty, staff, and university affiliates
- Publications: The archives will collect published materials that describe or provide background information and historical context to the university and its role in the Pacific Northwest.
- Official University Publications: The archives will collect select published materials created by Saint Martin's University for internal and external purposes, including materials published for



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immediate public use as well as for internal university or departmental needs. Examples include, yearbooks, serial publications, newsletters, and reports.

- University documentation: The archives will collect select materials at the highest level which provide documentary evidence of the goals, activities, decisions, policies, accreditation, and strategic planning of Saint Martin's University governing bodies, administrative offices, academic departments, major committees, as well as major task forces and working groups.
- Theses and dissertations produced as a degree requirement for Saint Martin's University academic units and/or departments.
- Collected materials by individuals or organizations not officially connected with the university, but provide documentary evidence of the intellectual, cultural, administrative, and social narratives of Saint Martin's University.
- Artifacts, memorabilia, and ephemera are collected with extreme selectivity; the majority of branded Saint Martin's University products, objects, and ephemera will not be comprehensively collected.

Materials and format

The SMU Archives' collecting scope is not limited by material or format. The archives will collect both physical and digital versions of an object, material, or resource if the versions are significantly different.

Language

The SMU Archives' collecting scope is not limited by language, although the majority of its collection is in English.

Geographic coverage

The SMU Archives' collecting scope is not limited by geographic region.

Exclusions

The SMU Archives will not collect materials or resources in the following areas:

- Duplicate materials of current archival holdings.
- More than two copies of each print or digital publication.
- Materials with perpetual or long-term restrictive access, or a timeframe deemed as an unreasonable limitation by the SMU Archivist.
- Human, animal, or other biological remains.
- State, county, and municipal records that are not university records.
- Local history collections.
- Rare books.
- Plaques, awards, trophies, or commemorative memorabilia.



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- Materials or records of minors without explicit documentary and signed consent by the minor's parent and/or legal guardian.
- Employee personnel files.
- Raw electronic big research data.
- Objects or materials that possess significant damage, preservation requirements, or are extremely fragile.
- Objects or materials exposed to adverse environmental conditions; water damaged; fire damaged; smoke damaged; contain mold; or have been exposed to rodents and pests.
- Materials of short-term value; transitory value; scheduled for destruction; or not possessing enduring value.

Access and use

The Saint Martin's University Archives is committed to providing equitable and open access to its collection, while protecting the collection's restricted, regulated, and confidential information. The SMU Archives complies with all applicable federal, state, county, and municipal laws, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). All use of the Saint Martin's University Archives must comply with university policies and procedures; reproduction restrictions and guidelines; and federal, state, county, and municipal laws.

Size

The Saint Martin's University Archives is projected to remain selective, focused, and restricted in size. Physical and digital collection sizes will be limited by their adherence to collection parameters; the Archives' financial and staff limitations; as well as by the availability of physical and digital storage space suitable for the collection's preservation requirements.

Preservation

The Saint Martin's University Archives will make reasonable efforts to ensure the stewardship and preservation of all physical and digital materials held within its collection.

Deaccessioning

Any review of archival materials for deaccessioning will be guided and informed by professional best practices, the Society of American Archivists' Code of Ethics, the Rare Books and Manuscripts Section's Code of Ethics, and the Society of American Archivists' Guidelines for Reappraisal and Deaccessioning. Final deaccessioning determinations are approved by both the Saint Martin's University Archivist and the Saint Martin's University Library Director. Gifts of published, unpublished, and personal papers accepted by the Saint Martin's University Archives are typically accepted in perpetuity. However, changes in collecting scope and degradation of physical and digital materials may result in the Archivist deciding to deaccession or remove materials from the archives. All deaccessioning of gifted materials will be performed in accordance with the terms outlined in the materials respective Deed of Gift.



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Faculty Library Committee*