UNIVERSITY ARCHIVES
Collection Development Policy

**Mission:** The primary responsibility of the University Archives is to acquire, preserve and make available for use or display the non-current records of Arizona State University (ASU), its officers, faculty, staff, students and alumni having permanent or archival value. In addition, the University Archives is responsible for the administration and implementation of the records management program at Arizona State University Tempe campus.

**Selection criteria:**

**Formats:** The University Archives collects published and unpublished information in all formats. In order to efficiently apply our preservation resources, we may require submission of sustainable formats for digital materials, and we discourage offers of duplicate, damaged, infested or moldy materials that could adversely impact the health of our staff.

**Published Materials:**

**Geographic Scope:** Primarily all ASU campuses, but ASU-related materials may be produced anywhere in the world.

**Chronological Scope:** 1885-present

**Topical Scope:**

**Core/Active Collections:**

- All ASU publications (monographs and serials) issued from executive offices (e.g. President, Executive Vice President and Provost, campus provosts and college deans.)
- All publications of ASU research centers and institutes.
- Student and staff newspapers, ASU Directories
- University policy manuals and course catalogs
- Faculty monographs receiving national or international awards.
- ASU theses, dissertations, and Honors College special projects

**Peripheral Collections:**

- Select departmental newsletters bearing feature articles
- Select faculty monographs of enduring value
- Select ASU ephemera and memorabilia

**Unpublished or Archival Materials:**

**Geographic Scope:** Primarily all ASU campuses, but ASU-related materials may be produced anywhere in the world.
Chronological Scope: 1885-present

Topical Scope:

Core Collections:
- All non-current records of Arizona State University appraised by the staff of the University Archives as having archival or permanent value.
  - Records of the Departments of Theatre and Dance
- Records, correspondence, minutes and reports of University governance bodies (Academic Senate, Associated Students of Arizona State University)
- Professionally conducted oral histories with university faculty, staff, students or alumni
- Curricular materials (e.g. syllabi, readings lists, online courses)
- Personal papers of university faculty and administrators meeting one or more of the following criteria:
  - Twenty years of ASU service
  - Dean, provostial or presidential appointment
  - Research center or institute director
- Personal papers of faculty, staff or alumni meeting one or more of the following criteria:
  - National or international award winner
  - Individuals of notoriety, controversy or national interest

Peripheral Collections:
- Records of the Arizona Students Association
- Records of student organizations, especially fraternities and sororities
- Records of associated organizations (e.g. Arizona Technology Enterprises, ASU Alumni Association)

Sustainability:

Professional archival preservation and description services are a resource intensive and cumulative endeavor. In order to ensure timely and sustainable access, offers of large published or unpublished collections must be accompanied by a significant portion of the resources necessary for their care. Curatorial staff will assist potential donors in estimating the full costs of acquisition, arrangement and description, rehousing, reformatting, cataloging, encoding and/or conservation work so that resources for sustainability are identified before the materials can be accepted by the ASU Libraries. Donations of materials and the resources for their care may be tax-deductible, contact your financial advisor for details.

Legal Agreements:

Gifts of ASU-related publications or public records of the university as defined by A.R.S. 41-1350 are generally accepted without legal agreements. Gifts of unpublished, archival or mixed materials require completion of a Deed of Gift (link) that documents transfer of the physical property of the materials. Deed of Gift terms negotiated with the donor in advance of transfer specifically identify the copyright status of unpublished materials and instructions for disposition of any duplicate or unneeded items.

Deaccessioning:

Gifts of published or unpublished materials are generally accepted in perpetuity; however changes in the curricular or research directions of ASU or unavoidable degradation of physical materials could result in a curatorial decision to deaccession or remove materials from the repository. Deaccessioning may only be completed in accordance with terms of the Deed of Gift and the departmental Deaccessioning Policy (link).

rps: 4/10/2007