

ARCHIVES RESOURCE DEVELOPMENT POLICY

REGENT UNIVERSITY LIBRARY

2005

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I. MISSION STATEMENT

The mission of Regent University Archives is to collect, preserve, provide access to, and interpret resources relevant to the history of Regent University.

**II. GENERAL GUIDELINES GOVERNING THE OPERATION OF
REGENT UNIVERSITY ARCHIVES**

- All materials received are appraised with respect to the mission of University Archives.
- University personnel aware of material that should go into the archives should communicate with archives personnel.
- Materials deemed of enduring value to the university are to be sent to archives only after they are appraised by the manager of the office that created them.
- University Archives does not receive active files or files that need maintenance.
- Some materials, before they are delivered to archives, may need approval by the dean of the library.
- University Archives personnel, in conjunction with the dean of the library, make the final decision regarding retention or destruction of materials. All materials are subject to future reappraisal.
- University Archives does not guarantee the completeness of currently held or future collections.
- Reasonable efforts are made to ensure that copies of archival materials of high academic use are also available in the library general collections.
- Offices of the university that send material with special requirements, such as sensitive material, should inform archives in writing regarding those requirements.

III. ARCHIVES RESOURCE DEVELOPMENT POLICY – 2005

UNIVERSITY ARCHIVES COLLECTS	UNIVERSITY ARCHIVES DOES NOT COLLECT
<p>Office of the President</p> <ul style="list-style-type: none"> • video copy* of convocations, anniversaries, ground breakings & building dedications • Dr. Pat Robertson events related to Regent University - AV* & print materials • selected CBN materials of significant value to Regent University history – AV* & print • other selected reports, documents, & AV* of significant historical value to Regent University <p>Board of Trustees</p> <ul style="list-style-type: none"> • selected reports, documents, & AV* of significant historical value to Regent University <p>Office of the Vice President for Academic Affairs</p> <ul style="list-style-type: none"> • Regent University catalogs – print copy • university-level accreditation reports • university-level self-studies • in-active student records on microfilm from the Registrar’s Office • commencements <ul style="list-style-type: none"> ○ video copy* ○ print program • faculty forums – AV* 1 copy in Archives; 1 copy in the AV general collection • other selected reports, documents, & AV* of significant historical value to Regent University 	<ul style="list-style-type: none"> -- CBN programs, projects, or history not related to Regent University <ul style="list-style-type: none"> ○ videos & other AV ○ print materials -- school-specific accreditation reports -- school-specific newsletters, school-sponsored event materials, or school-specific marketing materials -- school-specific commissioning materials -- grade rosters -- course syllabi & course schedules -- curricula-related lectures & course materials. -- conferences, seminars, & special lectures are shelved in the library general collections; e.g., missions conferences -- enrollment materials <ul style="list-style-type: none"> ○ correspondence ○ marketing brochures & flyers

<p style="text-align: center;">UNIVERSITY ARCHIVES COLLECTS</p>	<p style="text-align: center;">UNIVERSITY ARCHIVES DOES NOT COLLECT</p>
<p>Office of the Vice President for Advancement and University Relations</p> <ul style="list-style-type: none"> • <i>Press Clippings</i> & other selected newspaper articles of significant historical value • testimonies & oral history of significant historical value – AV* and print • donated alumni monograph or AV* publications • other selected reports, documents, & AV* of significant historical value to Regent University <p>Office of the Vice President of Human Resources</p> <ul style="list-style-type: none"> • selected reports, documents, & AV* of significant historical value to Regent University <p>Office of the Vice President of Information Technology</p> <ul style="list-style-type: none"> • selected reports, documents, & AV* of significant historical value to Regent University <p>Office of the Vice President for Student Services</p> <ul style="list-style-type: none"> • selected University chapel tapes of historical worth to Regent University • other selected reports, documents, & AV* of significant historical value to Regent University 	<p>-- materials related to events located on the Regent campus but which have no value to Regent University history</p> <p>-- University, school or department personnel records</p> <p>-- school chapels, unless of significant historical value. Special lectures and forums by visiting guests are shelved in the library general AV collection; e.g., Staley lectures</p> <p>-- financial or accounting records</p>

UNIVERSITY ARCHIVES COLLECTS	UNIVERSITY ARCHIVES DOES NOT COLLECT
<p>Regent University student works</p> <ul style="list-style-type: none"> • dissertations, theses & portfolios • selected films • selected print publications, e.g., <i>Focus</i> magazine <p>Donated faculty monograph or AV* publications</p> <p>University Library</p> <ul style="list-style-type: none"> • annual reports • customer satisfaction surveys • quarterly & annual statistical reports • library special events, exhibits, etc. • other selected reports, documents, & AV* of significant historical value to Regent University 	

*Audio-visual formats collected by Archives include mini DV, DVD, VHS, 3/4 “ U-matic, beta, digital audio tape, CD, standard audiocassette, and reel-to-reel audio tape.

Digital recordings are preferred over analog; video format is preferred over audio.

Archives does not collect:

- Recordings with inadequate labels, i.e., labels with incomplete or unreadable information.
- Duplicate recordings of the same event.