

Troy University Archives & Special Collections

COLLECTION POLICY

Mission Statement

The Troy University Archives and Special Collections (TUASC) mission is to collect, preserve, and provide access to information and materials documenting and supporting the history and research interests of Troy University, its constituents, and its supporting community.

Purpose

TUASC supports the educational function of the university by providing information services to faculty, staff, students, and researchers, and it provides documentation services that support administrative and management decisions, such as: fiscal planning, legal actions, press releases, and faculty and student recruiting efforts.

The University Archives also serves a role in complying with standards mandated by the Alabama Records Disposition Authority (RDA), as issued by the State Records Commission under authority granted by the Code of Alabama 1975, Sections 41-13-5 and 41-13-20 through 21. In this capacity, the Archives serves to preserve “permanent” records of enduring value that are created by Troy University.

Moreover, TUASC draws visiting scholars to the Troy University campus and enhances the University's overall reputation as a center for scholarship.

Administrative Organization

TUASC is a component of Troy University Libraries and is under the control and authority of the Dean of Troy University Libraries.

Troy University Special Collections is a subsidiary entity to the Archives, and both are managed by the Troy University Archivist to promote the collection, preservation, and accessibility of records that retain significant and enduring administrative, educational, evidentiary, historical, legal, and/or research value.

Statement of Equity and Inclusion

TUASC is committed to establishing and maintaining a diverse and equitable repository collection that is representative of all genders, races, cultures, nationalities, and belief systems constituting a part of the university's history.

TUASC recognizes the important contributions made to the university throughout its history by individuals from under-represented and/or minority populations, and TUASC actively pursues records representing and recording these contributions.

Copyright Protection and Restricted Access

Use of materials in the TUASC is governed by applicable copyright laws. It is the responsibility of the researcher to obtain all necessary copyright permissions to quote or publish any material located in the TUASC.

TUASC will not accept materials that are closed to the public in perpetuity, but some materials accessioned into the Archives are subject to access or duplication restrictions due to security requirements, privacy concerns, or other legal or institutional requirements impacting access.

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Acquisition of Collection Materials

The University Archivist, along with designated personnel and resource specialists elsewhere within the Troy Library system, share the responsibility for the development of TUASC and will base all accession decisions upon the scope of this policy and other inherent limitations, such as (but not limited to) facility size, staffing levels, environmental controls, or safety and health considerations.

Only a small percentage of the documentation either created by or presented to the University will be determined to have long-term value and therefore eligible for inclusion within the TUASC.

Collection materials for the TUASC will be acquired through one or more of the following methods:

- *Purchase.*
- *Donation.* Gifts of materials may be accepted if the University Archivist retains the right to discard or otherwise remove unnecessary or unsuitable items. The Archivist reserves the right to decline donations which carry unnecessarily stringent or overly prohibitive donor restrictions. The Archivist will determine that the donor has, in fact, the right to make the donation, and that the donation is not encumbered by ethical or legal problems. All donations must be represented on a legally binding donor form which includes a description of the materials; name, address, and signature of donor; date of donation; description of any restrictions attached with the donation, and signature of the Archives representative accepting the donation. This document is known as a Deed of Gift or Gift Agreement.
- *Custodial Transfer.* Public records in which legal custody is transferred from one office to another with a Records Transmittal Form.
- *Archivist Generated.* Records created by the university archivist to document an event or action (e.g., oral interviews, photos, administrative records).
- *Deposit, or Contractual Loans.* Materials on deposit in the Archives must be covered in a contractual agreement between Troy University or the TUASC and the depositing donor or agency.
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Deaccession of Collection Materials

Duplicate records and materials that do not fall within the scope of this collection policy may be deaccessioned, subject to the documented terms of acquisition, Troy University regulations, state and federal laws, and established TUASC procedures. All deaccession activities will be fully documented and will be undertaken by the University Archivist only with the written approval of the Dean of University Libraries or his/her designee.

Access to Physical Holdings

Archives. Collection materials within the Troy University Archives are available for review to all adults completing a registration form and agreeing to comply with the written rules and procedures of Troy University Archives. The University Archives

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reserves the right to restrict access to all or any portion of its records to researchers based upon the scope of this collection policy. Archival materials are not circulated.

Special Collections. Materials within the Troy University Special Collections are available for review to all adult researchers, with some exceptions for rare or fragile materials that require the use of a surrogate copy. Access is obtained through the library reference desk. All use will be supervised by a staff librarian or archivist. Special Collections materials are not circulated.

Preservation

Records will be stored in a climate-controlled space that maintains appropriate levels of temperature, relative humidity, UV light levels and protection from pest infestation.

To the extent possible, and when legally allowed, photo duplication and/or the digitization of records will be completed by archive or library staff in order to promote information preservation. Digital data will be preserved through methods such as duplication, storage decentralization, and format migration.

Loans

In rare circumstances, materials may be loaned to entities outside of the Troy University Library system with the prior approval of the Dean of University Libraries. Terms governing such loans shall be clearly designated on an Outgoing Loan Agreement form that is signed by the borrower, the Dean of University Libraries, and one witness to the agreement.

Loans within the Troy University Library System (for purposes such as educational displays) require the approval of the Dean of Troy University Libraries or his/her designated representative. Notice should be provided to the University Archivist for proper handling and display instructions.

Cooperative Agreements and Understandings

The TUASC seeks to work cooperatively with all private and public organizations engaged in the identification, acquisition, and preservative of historical materials. TUASC will refer donors or potential donors with collections that do not fit within the guidelines of this collection policy to a more appropriate repository. Temporary exceptions can be made for collections of significant historical value that cannot be accepted or maintained adequately by a more appropriate repository. Such decisions will be made by the Dean of University Libraries or his/her designated representative.