

## **Policy 13.15 College Archives**

### **1.0 Scope**

College Archives are defined as all institutional records and materials of historical significance or continuing value about Brightpoint Community College. Brightpoint Community College Libraries preserves, administers, and facilitates access to the College Archive.

The collection development policy for the Brightpoint Community College Archives is based on the Society of American Archivists' Guidelines for College and University Archives.

The Archives collect, organize, preserve, and make available a documentary record of Brightpoint Community College. It aims specifically to identify, acquire, maintain, and make available for research records of historical value about the college from its inception to the present. Specific parameters are set to govern the resources collected and added to the Archives. As the Archives cannot collect everything, guidelines determine what records shall be considered for permanent retention. Records and materials are collected in most media and formats as able; materials may be print, non-print, photographic, electronic, or artifacts.

The Brightpoint Community College Archives includes records, regardless of format, which document the history and development of the college from its earliest planning and inception to the present. These materials may include official and nonofficial papers, publications, records, artifacts, and other materials of college offices, records of administrators, faculty, staff, students, alumni, and other organizations affiliated with Brightpoint Community College.

### **2.0 Responsibility**

The director of Brightpoint Community College Library is responsible for collection development. The director may delegate this responsibility to library staff members. Materials are acquired through transfer from individuals, campus offices, gifts, or donations. The director of Brightpoint Community College Library and library staff members will consider general management issues of the Archives.

### **3.0 Policy**

The College Archives will collect materials, regardless of format, based on the following criteria:

- Institutional materials of historical significance or continuing value.
- Non-institutional materials that provide contextual information about the history of Brightpoint Community College, its employees, and its relationship to the community it serves.

Items that do not clearly fall within the criteria of the Brightpoint Community College Collection Development Policy will be considered after review by the director of Brightpoint Community College Library.

#### **4.0 Collection Areas and Formats**

Collection areas can include (but are not limited to):

- Artifacts and memorabilia of historical or cultural significance to Brightpoint Community College
- Audio and visual resources produced by or about the college, its students, employees, programs, services, events, and facilities
- College event programs and promotional materials
- College records of administrative units, instructional departments, programs, services, and student activities
- Correspondence of historical significance or continuing cultural value
- Maps, blueprints, plans and deeds of the campuses and buildings
- Newspaper and magazine clippings highlighting Brightpoint Community College students, employees, programs, services, events, and facilities
- Publications created by or for the college for the purpose of marketing or information
- Records of college committees and associations, including agendas, minutes, reports, and correspondence
- Student organization records
- Other areas as determined by the director of Brightpoint Community College Library and their designee

#### **4.1 Retention and Preservation**

The director of Brightpoint Community College Library will assess the long-term historical value of all items transferred or donated to the Archives based on the criteria set forth in this document.

Preservation requires that some materials be migrated from one medium to another to ensure continued access. Digitization of selected materials housed in the Archives will be considered to provide a use copy as resources allow. As practiced by the United States National Archives and Records Administration, original materials will not be destroyed or de-accessioned if digitized for access.

#### **4.2 Guidelines for Use**

The Archive is available to students, faculty, and staff on a limited basis, on the discretion of the director. For questions pertaining to use, please contact the director of Brightpoint Community College Library.

Reference procedures will be designed to ensure the preservation of the records for future researchers. Access to the Archives will be on a time schedule determined by appointment with a designated library staff member. Archival materials do not circulate and must be used in the Archives under supervised conditions. Action relating to the recovery or repair of archival materials will be the responsibility of the director of Brightpoint Community College Library.

### **4.3 Copyright and FERPA (Family Education Rights and Privacy Act)**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other copy work of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes more than "fair use," that user may be liable for copyright infringement.

Access to some records may be restricted in compliance with the Federal Educational Rights and Privacy Act of 1974 (FERPA). Records documenting the student experience, such as club and organization activities, personal journals and social media, correspondence, course notes, yearbooks, student newspapers, and other material are not subject to such legal or policy restrictions and may be available.

### **4.4 Donations**

Donations to the archive are governed by the Library's Collection Development Policy. Individuals interested in donating to the Brightpoint Community College Archives should read and complete the Donation form on the Brightpoint Library website. The director of Brightpoint Community College Library will coordinate with the donor to establish physical transfer of archival materials.

### **Appendix**

Copyrights. 17 U.S.C § 108 (2023).

<https://uscode.house.gov/view.xhtml?path=/prelim@title17&edition=prelim>

Federal Educational Rights and Privacy Act. 20 U.S.C § 1232g (2023).

<https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title20-section1232g&num=0&edition=prelim>

Society of American Archivists. (2023, July 26). *Guidelines for College and University Archives*.

<https://www2.archivists.org/groups/college-and-university-archives-section/guidelines-for-college-and-university-archives-update>

### **Adapted From**

Blue Ridge Community College. (2023, September 27). *Blue Ridge Community College Archive*.

<https://brcc.vccs.libguides.com/archive>

Harford Community College. (2023). *Archives policy*.

<https://www.harford.edu/academics/library/about-the-library/policies/archives-policy.php>

Mountain Empire Community College. (2023). *MECC Archive*.

<https://www.mecc.edu/library/mecc-archive/>

## College Policies and Procedures

Randolph Community College. (2013, November 21). *Archives collection policy*.  
<https://www.randolph.edu/policy-manual/x-institutional-effectiveness/i-archives-collection-policy.aspx>

The University of Texas Libraries Alexander Architectural Archive. (2004, November 3). Copy Work Policy. Society of American Archivists.  
[https://www2.archivists.org/sites/all/files/aaa\\_copy-work-policy.pdf](https://www2.archivists.org/sites/all/files/aaa_copy-work-policy.pdf)