

MANUSCRIPT, ARCHIVES, AND RARE BOOK LIBRARY
EMORY UNIVERSITY

EMORY UNIVERSITY ARCHIVES COLLECTING POLICY

Mission and Scope

The Emory University Archives holds material that documents the origins, history, development, activities, and achievements of Emory University, its predecessor schools, and related organizations. The University Archives selects, preserves, and makes available materials related to Emory's founders, students, faculty, alumni, benefactors, academic departments, administrative offices and campus organizations. Materials are selected for their enduring historical, administrative, fiscal, or legal value, and include records, manuscripts, photographs, audio visual material, publications, and digital materials.

The Emory University Archives supports the teaching and research mission of Emory University. University Archives collections are available to all researchers in the Manuscript, Archives, and Rare Book Library and provide primary research material for undergraduate and graduate students, alumni, staff, and administrators, as well as genealogists, scholars, and others interested in learning more about Emory's history and its impact on American social, cultural, and intellectual life.

As the official repository for all University records of enduring significance, the University Archives:

- works with schools, departments, and administrative units to appraise the records they create and to select those that need to be preserved for future use;
- works with students, alumni, faculty, benefactors, and friends of the University to collect papers, photographs, audio-visual materials, and other items that document Emory life, culture, and history;
- promotes, supports, and sponsors programs and activities that facilitate information, interpretation, and research on Emory history.

Role of the Archives

Records and papers transferred or donated to the archives for archival retention are processed, that is, they are appraised, arranged, and described, by University Archives staff. A professional archivist appraises the records for their long-term historical value and those judged to have insufficient historical value to warrant the cost of permanent retention are removed. Archivists then arrange the remaining materials and create a finding aid for the records which consists of a biographical note about the papers' creator or a concise history of the unit as reflected in the records, a scope and content note for the records describing the extent and arrangement of the records, and a folder-level description of the records. Questions of sensitivity and privacy protection which may arise during processing are discussed with the office of origin or donor.

Historical University Records

University records consist of material created, received, or accumulated by a unit or employee of Emory University in the conduct of University business. The Emory University Archives program considers "historical records" to be those materials which are inactive and substantive in content whether in paper or electronic format. Inactive records have no current administrative use for the unit which generated them. The Emory University Archives program consults with individual units to establish a periodic transfer of inactive records to the archives. Some units may find it advantageous to deposit records at the time of an administrative change or physical relocation, or when pressing space problems would be alleviated by the removal of inactive records.

Emory University Web Archives

The Emory University Archives mission of acquiring, describing, preserving, and ensuring access to collections with enduring historical, fiscal, legal, and administrative value extends to digital materials, including websites.

Beginning in February 2012, the Emory University Libraries initiated a contract with the California Digital Library's Web Archiving Service (WAS) to document Emory University's evolving web presence and collect, preserve, and make accessible websites that reflect Emory's ever changing academic, administrative, research, and student activities and culture.

The Emory University Archives seeks to preserve websites produced by Emory's administrative offices, schools, departments, institutes, centers, and programs, as well as its faculty, student, and alumni organizations. The Emory University Archives selects websites for inclusion based upon the following criteria:

- The website falls within the Emory University Archives collecting scope as outlined above. The website is created, owned, or used by university units, faculty, or students in executing university-related business, functions, or activities.
- The website complements or has related material amongst the University Archives' manuscript and archival collections. The Emory University Archives seeks to expand upon its preexisting holdings, as well as to document previously underrepresented areas and constituencies.
- The website is of high informational/evidential value and documents significant administrative, instructional, research, creative, ceremonial, or social events at Emory University or its affiliated organizations.
- The website documents basic aspects and activities associated with university life including, administration, teaching, service, research, or student culture.
- The website is reflects significantly on alumni, organizations, individuals, or events associated with, but not officially part of Emory University.

Crawls of Emory University websites will be based upon a list of URLs, or seeds, curated and appraised by the staff in the Emory University Archives. As with other archival formats, the cost and requirements of selection, description, access, storage, and preservation will be considered in the decisions to capture websites. As part of its appraisal process, the University Archives will determine the scope and frequency of capture for university websites. Websites with frequent changes and revisions may be crawled more frequently than those sites with more static content, which will be crawled at least once a year. University Archives curators will identify and describe crawled sites and endeavor to maintain the look and feel of crawled sites.

The Emory University Archives respects the intellectual property rights of content owners. Websites will be evaluated for interactive and dynamic content and websites that are password protected will not be crawled. The web crawler used by WAS is also configured to respect exclusions in robots.txt files and will not capture pages designated as off-limits by a webmaster.

Transferring or donating records and papers to the University Archives

The Emory University Archives is eager to work with donors and university units to insure the transfer of historically significant papers, records, and materials to the University Archives in the Manuscript, Archives, and Rare Book Library. University Archives staff is happy to assist in the appraisal and preparation for the transfer/donation of papers and records, including selecting records, packing materials, and physically transferring materials to MARBL. For questions or more information about donating and transferring materials to the University Archives, please contact John Bence, University Archivist, at jbence@emory.edu.

Substantive records contain information which documents important activities of the unit, its decision-making processes, and its policies. Records commonly transferred to the Archives include, but are not limited to, the following material:

1. Reports, including annual reports, audits, and inspection reports

2. Correspondence and memoranda (incoming and outgoing), including email, reflecting substantive departmental activity (rather than routine tasks)
3. Documentation of reviews of the academic/administrative unit
4. General development files
5. Handbooks and manuals
6. Budgets
7. Meeting minutes, agendas, and background materials
8. Organizational charts
9. Official histories
10. Policy documents
11. Mission, goals, and objectives statements
12. Briefing papers and studies
13. Subject/topical/project files concerning unit activities and functions
14. Statistical documentation of departmental activities
15. Speeches and remarks
16. Historical files documenting policies, decisions, committee and task force reports, and questionnaires
17. Personal papers that relate to the University's work
18. Academic research
19. Curriculum, syllabi, and teaching materials
20. Constitutions and by-laws, minutes and proceedings, transcripts, lists of officers of University corporate bodies
21. Audio-visual materials including photographs, digital images, films, and sound and video recordings.

The University Archives collects materials regardless of format. Electronic records which fall into any of the categories listed above may, in consultation with the Archivist, be transferred to the Archives for long-term preservation.

Records which generally **should not be transferred** but scheduled for disposal after consultation with the Records Manager and/or Archivist include:

1. Correspondence and administrative files documenting routine activities such as room scheduling, travel logistics, etc.
2. Non-personally addressed correspondence such as "Deans and Directors" memoranda (except for one record copy from the issuing office)
3. Routine financial documents such as vouchers, receipts, and cancelled checks
4. Blank forms
5. Publications by other departments/units that were retained for reference purposes
6. Student records, including transcripts, applications, letters of recommendation, and graded student work
7. Non-university printed material received by the unit but not generated by the unit
8. Requests for publications or information after the requests have been filled
9. Replies to questionnaires if the results are recorded and preserved either in the Archives or in a published report.