

**St. Cloud State University Archives and Special Collections**  
**Collection Development Policy**  
**(February 2013)**

The St. Cloud State University Archives collects, preserves, and uses effectively inactive records, regardless of form, that have long-term value and are *created by St. Cloud State and its predecessor institutions*, as well as of persons and corporate bodies associated with St. Cloud State.

**University Records**

*What is a record?*

As a public institution, the following definition from Minnesota statute 138.17 defines *records* as:

Cards, correspondence, disks, maps, memoranda, microfilms, papers, photographs, recordings, reports, tapes, writings, optical disks, other data, information, or documentary material, regardless of physical form or characteristics, storage media or conditions of use, made or received by an officer or agency of the state and an officer or agency of a county, city, town, school district, municipal subdivision or corporation or other public authority or political entity within the state pursuant to state law or in connection with the transaction of public business by an officer or agency.

*Criteria for long-term preservation of records in Archives are:*

- *Administrative value:*
  1. Length of time records are needed for program management, e.g., status and trend reporting, planning, etc., to support administrative consistency and continuity
  2. Usefulness of records for the conduct of current and/or future administrative business
  
- *Fiscal value:*
  1. Length of time records are needed to document the expenditure of funds or to fulfill financial obligations
  2. Worth of records for the conduct of current or future financial business and/or as evidence thereof
  
- *Historical value:* Records which document significant aspects of the University's development, its mission, programs, significant events, personalities, societal relationships

- *Legal value:*
  1. Length of time records are needed as evidence of legal rights or obligations or to demonstrate compliance with legal and regulatory requirements
  2. Worth of records for the conduct of current or future legal business and/or as legal evidence thereof

Only those university records that are inactive (no longer used by the creating office) and have long-term value to St. Cloud State will be accepted for transfer to University Archives. The University Archivist will use the above values to determine whether or not the records have long-term value.

Specifically, the University Archivist will consider the following when an office wants to transfer records to University Archives:

*Primary office activities*

Primary office activities include *work directly related to the main responsibilities* of the office. Examples include:

- Planning and construction of a new building
- Establishing new curriculum programs
- Administering external grants
- Conducting a fundraising campaign

*Oversight/coordination activities*

Oversight and coordination activities include work necessary to *keep all the separate programs and services working* as a coherent whole. Examples include:

- Convening a task force to recommend requirements for a new athletic complex
- Planning and coordinating the university accreditation effort
- Reporting progress to supervisors

*Format*

Records are accepted, regardless of form, including paper, photographs, microfilm, and digital.

## *Space*

Quantity of records to be transferred must also be considered by University Archives. If space is an issue, the University Archives will work with the campus unit to find other viable solutions, including but not limited to reformatting, secure storage elsewhere, or keeping records in creator's space.

*Types of records to be collected include, but not limited to:*

Official records, papers, and publications of St. Cloud State University

- Records of the president's office, including correspondence, administrative subject files, and reports
- Correspondence, subject files, and reports of the chief academic affairs officer
- Correspondence, subject files, and reports of the chief administrative affairs officer
- Correspondence, subject files, and reports of the chief student services officer
- Correspondence, subject files, and reports from other central administrative offices
- Correspondence, subject files, and reports of the chief officers of university units operating with a high degree of independence such as deans, directors, and administrators of colleges, divisions, centers, departments, programs, and institutes of the university
- Minutes, memoranda, and reports of all major academic and administrative commissions, councils, and committees
- Academic departmental records including minutes, reports, correspondence, and syllabi
- Accreditation reports and supporting documentation
- Annual budget and audit reports
- Annual reports
- Records of Records and Registration, including timetables and class schedules, enrollment reports, graduation rosters, and other reports issued on a regular basis
- Alumni records, including minutes, correspondence and reports of the alumni association
- Reports of the Admission Offices and the Office of Institutional Research
- Records of academic, honorary, service and social organizations of students, faculty, administrators and staff on campus
- All publications, newsletters, booklets distributed in the name of St. Cloud State University; including catalogs, special bulletins, yearbooks, student newspapers, university directories and faculty/staff rosters, faculty and university newsletters, unit and departmental newsletters, alumni publications, and ephemeral materials
- Prints, negatives, slides, audio and video film, and tapes and reels of anything that documents the development of the university
- Reports of research projects, including grant records

- Any other records offering substantive evidence of the history and policies of St. Cloud State and its predecessors

### *Unwanted Materials*

1. Any material that is not related to St. Cloud State University

2. Other material, though created at St. Cloud State, which supports the efficient operation of an office or department. Many of these documents do not have long-term value. These may include:

- letters of transmittal
- work orders
- confirmations
- reservations
- itineraries
- receipts
- acknowledgments
- monthly budget statements
- salary distribution reports

3. Documents which were not produced by an office but distributed throughout the University. The University Archives receives the record copy from the office of origin. Examples include:

- course catalog
- faculty/staff directory
- course schedule

4. Publications or brochures from institutions outside of the University and kept by offices for reference purposes. Examples include:

- annual reports from outside grant foundations
- brochures from civic groups or professional groups
- IRS codes regarding the tax status of foreign visitors

5. Blank forms, stationery, or envelopes

## Special Collections

The University Archives seeks to acquire, organize, and provide access to the personal and professional papers of St. Cloud State faculty and administrators as a means of documenting the internal life and culture of the university community. Space and staff restraints at the University Archives limits the volume of faculty papers that will be accepted.

Personal papers of individuals associated with the university include faculty, administrators, students, alumni, and members of the community. These are distinguished from university records because they were not created in the course of employment or service to the university, but are of more personal nature and often reflect the scholarly pursuits of the individual. In appraising these papers, the following criteria are followed:

- national reputation in an academic field
- record of service to the university, including positions held, and the contribution to its growth and development
- service and contribution in community, state, and national affairs

University Archives will not generally collect (**or purchase**) non-University materials. In addition, the University Archives may consider records and papers which are neither official university records nor faculty papers, but strongly relate to St. Cloud State's history.

- papers or records regarding the history of St. Cloud State University as they relate to the growth and development of the university
- papers, records, and published items on St. Cloud State University and its role in the history of higher education
- papers, records, and published items pertaining to St. Cloud State University as a major regional institution

*Types of records to be considered include, but not limited to:*

- photographs
- correspondence: official, professional, personal
- records relating to service outside of the university including community, state, and national service
- biographical material: resumes, bibliographies, biographical sketches, chronologies, genealogies, newspapers clippings and personal memoirs
- lectures (not classroom), speeches, addresses
- records of university committees served on
- university publications

- research data, research reports
- published monographs, articles, and reprints written

*Types of records not accepted include, but not limited to:*

- proceedings of professional conferences
- class lecture notes
- grade books, student papers, examinations, and assignments
- photographs, if unidentified
- student files
- drafts, galleys, or proofs of published works by faculty, staff, or alumni; copies of the published works will be collected for the general library collection in order to ensure wide accessibility

In addition, the University Archives may consider records of organizations that are associated in some way to St. Cloud State University. University Archives is home to the records of:

- St. Cloud State Faculty Association
- Inter Faculty Organization

*Types of records to be collected include:*

- correspondence, subject files, and reports of the governing board
- correspondence, subject files, and reports of officers of the organization
- minutes of membership meetings, including committees
- publications, newsletters, booklets distributed in the name of by the organization
- proceedings and programs of the organization sponsored conferences
- photographs

The University Archives has records of groups not associated with St. Cloud State. Records from these groups already held may be accepted *only through consultation* with the University Archivist. No additional records from other groups not associated with the university will be accepted.

- Minnesota Education Media Organization (and its predecessors) (MEMO), including equipment
  - AV equipment will be no longer be accepted
- Minnesota Business Educators

### *Other Collections*

- *Don Boros Theatre Collection*: Records will continue to be accepted through gift from Don Boros
- *William Lindgren East Asian Art Collection*: Records will continue to be accepted through donation but not actively sought
- *Minnesota Authors Manuscripts Collection*: Records of authors already represented in the collection will be accepted through donation but not actively sought; materials of, about, and created by Sinclair Lewis will be considered on a case by case basis
- *Faculty/Staff/Alumni Collection of Publications*: Until a collection development policy is developed for this specific collection, print monographs only will be accepted. Normally, two copies are acquired, one for the circulating collection, the other for Archives. The first priority is for the circulating collection. If the cost is reasonable for an additional print monograph, a second copy will be purchased for University Archives.

## **Rare Books Collection Development Policy**

### *Scope of Current Collection*

St. Cloud State acquires, preserves and makes available for research those books, government documents, and other similar material which, because of their rarity, value, or significance in the building of research collections, are housed and serviced as a Rare Book collection. These objects are non-circulating.

The majority of material in Rare Books are from the St. Cloud State library's circulating collection. Other sources of Rare Books are gifts from friends, faculty, staff, and alumni.

### *Purpose of the Collection*

- Materials that support the St. Cloud State curriculum either through content (the university teaches that subject, such as surveying) or examples (examples of "book art")
- Strengthen, support, and encourage research, learning, teaching, and outreach activities
- Stimulate and encourage new research, teaching, learning, and outreach
- Provide access to materials that cannot be in the circulating collection and maintained in closed stacks

### *Criteria for Inclusion in Rare Books collection*

To be considered, one or more conditions must be considered before any material is brought into Rare Books. Form does not matter – this policy applies to materials in any print format, including maps, government documents, periodicals, or books. The decision to transfer ANY material into Rare Books rests with the University Archivist, who may ask faculty librarians with expertise for advice.

#### Curricular

- Presence of other editions or copies of the book already held by the library
- Minnesota imprints, especially those providing information of and about the 12 county Central Minnesota area (including Stearns, Sherburne, Benton, Morrison, Todd, Wright, Pope, Kandiyohi, Meeker, Isanti, Mille Lacs, and Kanabec counties), including local histories. This collection will include Minnesota imprints that may be held by other central Minnesota repositories. In general, this is the only section of the Rare Books for which there is an acquisition interest.
- Minnesota historical imprints not held or very few held by another library in Minnesota
- Central Minnesota historical imprints not held by another library in central Minnesota

#### Age

- All books in the collection before 1800
- American books in the collection printed before 1870

#### Formats and Physical Characteristics

- First editions of literary significance
- Books inscribed by persons of some significance, including those from Minnesota, are nationally prominent, or historically prominent authors
- Limited editions of 500 copies or fewer
- Books with bound or unbound plates, which are subject to potential theft or illustration of limit quantity or artistic worth
- Books with valuable maps or plates
- Items printed on unusual, noteworthy, or valuable printing surfaces (vellum, fabric, handmade paper), have an unusual physical format, or demonstrates the “history of the book”



- Condition of book, if another copy cannot be secured at a reasonable cost, there is no other copy in Minnesota, or cannot be preserved with the limited resources at LRS

#### Artifactual

- Ownership or provenance of material by significant Minnesotans or prominent national/international persons

#### Monetary Value

- Based on edition, publisher, condition, and age, a book with the value of over \$500 as established by ABE Books (<http://www.abebooks.com/>) or otherwise highly collectible
- Cost of acquisition

#### Accessibility

- There are only a few copies of the item in Minnesota

#### *How to Transfer Books to Rare Books*

Any faculty, staff, student, or the general public can recommend to University Archives the transfer of material from the circulating collection to Rare Books. In addition, those groups may contact University Archives for a possible gift of material that may be housed in Rare Books.

#### Procedures for Transfer - Gift

All possible gifts will be referred to the acquisitions librarian. If the Acquisitions librarian accepts the book and believes it should be placed in Rare Books, they will contact University Archives. Information about the book, such as the provenance (if known), title, author, value, physical characteristics and about any other conditions as noted above, will be forwarded by the donor and/or acquisitions librarian.

University Archives' staff will do additional research needed to ascertain the above conditions and make a decision whether or not the material should be placed in Rare Books. This may include checking WorldCat for location of other copies of the same book and ABE Books for an estimate to monetary worth.

If the University Archivist believes that the book does not belong in Rare Books, the University Archivist will contact the acquisitions librarian to see if book should be placed in the circulating collection.

If the book is accepted for inclusion to Rare Books, the University Archivist will bring the book to Cataloging. The bibliographic record of the material will then reflect the location in Rare Books. Once the book is returned to University Archives, it will be placed in call number order within the Rare Books collection.

University Archives' staff will notify those involved by email or phone if the book is accepted into Rare Books.

#### Procedures for Transfer – from circulating collections

Most transfers to Rare Books will be from the library's circulating collection.

Those persons requesting that the book be transferred to Rare Books should provide information about the provenance (if known), title, author, value, physical characteristics and about any other conditions as noted above.

University Archives staff will do additional research needed to ascertain the above conditions and make a decision whether or not the material should be placed in Rare Books. This may include checking WorldCat for location of other copies of the same book and ABE Books for an estimate to monetary worth.

If University Archives' staff believes that the book does not belong in Rare Books, they will notify the person or persons who made the request.

If the book is accepted for inclusion to Rare Books, University Archives staff will notify the Cataloging. The bibliographic record of the material will then reflect the location in Rare Books. The book will be placed in call number order within the Rare Books collection.

#### *Deaccession Process from Rare Books*

There may be books in the Rare Books collection that do not meet the conditions listed above that warrant the material to be included in Rare Books.

If University Archives staff, with the help of the expertise of library faculty, believe that material does not warrant inclusion in Rare Books but should be retained by the library, the University Archivist will contact the Cataloging about the change and have the books transferred to the circulating collection.

If the book to be deaccessioned from Rare Books, does not fit into the library's collection development areas and has considerable monetary value, University Archives will consider selling the book to a private buyer. Proceeds will go to the library.

## **About University Records, Special Collections, and Rare Books**

### *Conditions of Transfers / Gifts*

St. Cloud State University will hold title to inactive records of long-term upon transfer. These records will be acquired through custodial transfer from various offices either by way of approved records retention schedules or ad hoc transfer of records to the University Archives. Papers of individuals and groups will be acquired through legal donation.

All records transfers and gifts will be accepted provided that:

- there is a signed transfer form or statement of gift form that legally transfers ownership of the materials to the University Archives
- the donor does not require excessive restriction on use
- University Archives will not accept materials in which it does not have legal rights to (i.e. loans)

Every donor has the right to impose reasonable restriction up on his or her papers to protect confidentiality for a reasonable period of time. If there are any restrictions, restrictions must be negotiated at the time of donation and spelled out in the statement of gift. Any restrictions are for a fixed time – the University Archives will not accept agreements that restrict access to material for a lifetime of any person or persons or agreements that are difficult or impossible to administer.

Often donors will ask that their gifts be evaluated for the fair market value of the item so they may qualify for a deduction for income tax purposes. **The responsibility for establishing fair market value of the donated item lies entirely with the donor.**

The University Archives reserves the right to refuse a collection that exceeds its financial and material resources to care for it, or has too high a maintenance cost in proportion to the likely research benefits.

If a collection is not within the collecting scope of the St. Cloud State University Archives, the University Archivist will make an effort to help the donor find a more appropriate repository.

## *Loans*

Materials at the University Archives are non-circulating. Unprocessed materials do leave under rare circumstances to the creating/transferring office.

## *Discarding Material*

St. Cloud State University reserves the right to dispose of materials inappropriate to our collections. Options include recycling, returning materials to donors, selling items, and offering collections to other institutions (when feasible). Conditions for returning material can be negotiated at time of gift or transfer.

University Archives reserves the right to deaccession materials that do not fit the Collection Development Policy. University Archives also reserves the right to dispose of materials that have been transferred to a more archivally sound medium (for example, photocopying an acidic newspaper clipping on to acid-free paper.) The circumstances of acquisition, including any available donor information, date received, relevant correspondence and other considerations will be thoroughly examined before a decision is made to deaccession an item or a collection, and Deeds of Gift and Donor Agreements will be honored. Donors may ask to have deaccessioned materials returned to them or may choose to allow University Archives to determine the most appropriate method for disposal.

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University Archives Advisory Committee, April 5, 2012  
President's Council, February 4, 2013