

Archives Collection Management Policy

Approved by Library Team 12.18.2024

I. Introduction

a. Archives Commitment Statement

- i. The Concordia College Archives collects, organizes, describes, preserves, and provides access to materials of historical, legal, fiscal, and/or administrative value to the college. In so doing, the Concordia College Archives:
 1. strives to aid in research and scholarship by assisting and encouraging the use of our collections by members of the college community as well as the community at large;
 2. endeavors to teach students and those willing to learn about the importance of archives and the processes involved in managing an archives;
 3. encourages learning on all fronts and will work to promote knowledge and understanding of the college's origins, aims, programs, and goals;
 4. works to offer readily accessible collections, transparency of our records and the highest quality research when providing service.

b. Institutional Context

- i. The Concordia College Archives collection development policy is maintained by the College Archivist in collaboration with the Head of Collections Management & Discovery of the Carl B. Ylvisaker Library.
- ii. Library faculty and staff will refer patrons to the Concordia College Archives for access to archival materials in relation to reference and research services.

c. Supporting Documents

- i. As part of its philosophy of collection development, the Concordia College Archives supports the following statements from the American Library Association and the Society of American Archivists:
 1. Library Bill of Rights
 2. Intellectual Freedom Principles for Academic Libraries
 3. Code of Ethics of the American Library Association
 4. Core Values of Archivists
 5. Code of Ethics for Archivists

d. Brief Overview of Archives Collections

- i. The collections of the Concordia College Archives consist of approximately 2,000 linear feet housing various media, photographs, documents, maps, minutes, and reports related to Concordia College, its departments, and its constituents. These collections are divided into two sections:
 1. Reading room reference materials which include copies of all college-produced publications; published histories of the college; faculty and alumni publications; and vertical files of historical clippings, church histories, personal histories, and photographs.
 2. Archival collections that contain committee minutes, correspondence, student records, presidential papers, artifacts, and non-Concordia

collections (e.g. Carl Ben Eielson collection, Hans and Per cartoon collection).

II. Audience

- a. **Definition:** Although the primary users of the Concordia College Archives are those affiliated with the College, all community members are welcome to use its collections.
- b. **Exclusion:** Access to certain materials within the Concordia College Archives is restricted and must be approved by the College Archivist for use by Archives patrons.
- c. **Loan Restrictions:** All materials must be used in the Archives. Materials and books located in the Archives are not allowed into circulation and cannot be checked out to students, staff, faculty, or community members.

III. Scope of Collection

a. General Guidelines

- i. The Concordia College Archives collects and preserves materials that record and exhibit the history, life, and current operations of Concordia College and its students, staff, faculty and alumni.
- ii. Documents relating to the college can fall into any grouping described below under “Types of Transfer.”
- iii. Documents, artifacts or collections that fall outside of the described collecting scope will only be accepted if they support further research by the faculty, staff, or students of Concordia College. These items will be examined on a case-by-case basis.

b. Types of Transfer

- i. **Departmental Transfers:** As the official repository of college records, the Concordia College Archives actively collects materials documenting the history of Concordia College. The Archives requests departments, offices and committees to keep the records in their original order. A records transmittal form should accompany the boxes. Materials that are actively accepted by the Archives in departmental transfers include, but are not limited to:
 1. Constitutions and by-laws, minutes and proceedings, lists of officers of the college’s corporate bodies.
 2. General administrative records, especially those from the offices of the President, Vice Presidents, and Registrar. These records include correspondence, meeting minutes (especially for committees no longer in existence or for projects that have been completed), written reports, self-studies/accreditation visits, transcripts of deceased students, and subject files at least five years old and are no longer needed for reference.
 3. Minutes of the faculty senate, faculty-as-a-whole, and faculty committees/task forces.
 4. Publications and personal papers of the faculty when deposited. (Because of storage space, faculty are often asked for current vitae instead of copies of publications).
 5. Publications of the student body, its government, various student organizations, societies and clubs, and alumni groups.
 6. Publications by and about Concordia College. (e.g. programs, brochures, clippings from local newspapers, newsletters, etc.)
 7. Biographical information on administrators, faculty, staff, and alumni of the college.

8. Oral history interviews with their transcriptions.
 9. Park Region Luther College records.
 10. Photographs, slides, films, audio and video recordings, and emerging electronic media that are identified, dated, and produced by the college or related to the college.
 11. Artifacts and memorabilia related to the college's history and of a manageable physical size and condition will be accepted on a limited case-by-case basis.
- ii. **Donations:** The Concordia College Archives welcomes donations from faculty, alumni, and community members. A certificate of gift form should accompany all donations. Items of particular interest include, but are not limited to:
1. The personal papers of faculty, administrators, and alumni including:
 - a. Photographs, scrapbooks, programs, publications, and other materials that document one's time at the College.
 2. In addition, the Concordia College Archives collects non-Concordia, but related, material on a case-by-case basis that further the research of staff, faculty or students, including:
 - a. Rare books (see Rare Book Collection policy)
 - b. Local history: community, business, and family histories
 - c. Congregational histories
 - d. Primary sources that students may use in their class assignments (e.g. Civil War letters)
- c. **Limitations:** Items that will not be accessioned into the Concordia College Archives include, but are not limited to:
- i. Documents that do not have long term value, such as:
 1. Work orders
 2. Confirmations
 3. Reservations
 4. Itineraries
 5. Purchase orders and receipts
 - ii. Materials in poor condition showing evidence of mold, pests, or embrittlement;
 - iii. Student records or information protected by FERPA;
 - iv. Blank forms and stationery;
 - v. Items in which context is unknown, such as:
 1. Photographs with unknown subjects, location, or photographer
 2. Documents no longer located with parent document
- d. **Legacy Media:** The Concordia College Archives recognizes that advancements in technology lead to donors having a wide range of media types. The Archives also recognizes these outdated formats of media may contain important or sentimental materials. The Archives strives to utilize all formats of media, either through conversion of the data to a sustainable format or through the upkeep of legacy equipment. However, the Archives reserves the right to (1) refuse a donation containing legacy media, which we are unable to easily play or convert; or (2) refuse a donation containing legacy media in poor condition. Materials will be accepted on a case-by-case basis by the College Archivist. Some legacy media formats include, but are not limited to:
- i. 16 mm film
 - ii. Audiocassettes

- iii. CDs
- iv. DATs
- v. DVCs
- vi. DVDs
- vii. Phonograph Records/LPs
- viii. Reel-to-reel tapes
- ix. VHS Tapes
- x. Slides
- xi. Photographic negatives

IV. **General Archives Policies**

a. **Acquisitions/Accessions:**

- i. The Concordia College Archives is actively seeking institutional deposits and donations. The College Archivist and Archives Associate are authorized to make decisions on which collections and materials to accept. Artifacts will be accepted on a limited case-by-case basis. All potential donors will be required to fill out Certificate of Gift forms with a description of the collection, any potential restrictions and a signature prior to donations being accepted by the Archives. For more detailed information, see the Archives Collecting Scope and Deaccessioning sections.

b. **Appraisals and Authentications:**

- i. The Concordia College Archives does not perform appraisals or authentications of any kind.

c. **Code of Conduct:**

- i. The Concordia College Archives does not tolerate abuse of any kind directed at its staff or student employees. Patrons found to be in violation will be asked to leave. Non-Concordia patrons in violation of the Code of Conduct will be barred from returning. Students, faculty, or staff of Concordia College found to be in violation will be required to communicate and work with only the College Archivist in the future. Continued violations of the Code of Conduct will result in further consequences determined by the College.
- ii. Refer to the Carl B. Ylvisaker Library Code of Conduct for further information.

d. **Copyright and Ownership:**

- i. The Concordia College Archives does not assume any responsibility for infringement of the copyright held by the author or heirs pertaining to Concordia College Archives material. Researchers are responsible for determining copyright holders and obtaining permission from them. The Concordia College Archives recognizes that copyright and restriction information may be difficult to ascertain and is willing to provide any copyright information it has available upon request. Users are responsible for legal determination of copyright, which can be found by contacting the United States Copyright Office.

e. **Deaccessions:**

- i. The Concordia College Archives reserves the right to deaccession materials that have been donated to or previously accessioned by the Archives. The Archives will attempt to contact the donor institution or individual prior to deaccessioning in order to return the materials. Materials will not be retained if contact cannot be made or no prior specification for return of materials was made by the donor.

f. **Property Rights:**

- i. The Concordia College Archives retains all intellectual property rights to the items requested for reproduction, and they are to be used only for the purpose stated by potential researchers.

g. **Resources and Restrictions:**

- i. All reading room materials are open to users.
- ii. All archival collections are in closed stacks and can only be accessed in consultation with the Archives staff.
- iii. The Concordia College Archives strictly adheres to the Federal Educational Rights and Privacy Act (FERPA) in restricting student records.
- iv. Some collections are closed for a predetermined amount of time upon their donation to the Archives.

h. **Review and Revision:** The Concordia College Archives will periodically review all policies pertaining to collection development, donations and research and revise as needed. These updated policies will be made available to students, faculty, staff, administration, and the surrounding community should they be requested.