

COLLECTIONS POLICY ARCHIVES AND SPECIAL COLLECTIONS

Purpose

This document is designed to articulate the collections policy of the University of Regina Archives and Special Collections in the context of both its university and private record collecting functions.

Archives and Special Collections collects original archival materials, regardless of format, that document University of Regina operations and activities or that enhance the University's teaching and research programs. These records contribute to the academic and cultural heritage of the University and are preserved and made available, within the boundaries of the Archives and Special Collections' Access Policy, for use by faculty, staff, and students and by any interested persons outside the University.

University Records

Archives and Special Collections serves as the official repository for the records of the University of Regina and its predecessor bodies, regardless of physical form or characteristic. This includes records that were created, received, or accumulated by the governing bodies of the University, and its committees, faculties, departments and administrative and operational offices and units as well as records of student achievement including theses. The Archives collects those university records which are deemed by the University Archives' Information Management Program to have continuing administrative, fiscal, legal, or historical value.

Private Records

Archives and Special Collections may acquire by gift, bequest, loan, trade, or other means any record, regardless of physical form or characteristic, which has bearing on the history of the University, its predecessor bodies, or various collecting areas established from time to time by the University Archivist and the University Librarian. Currently these collecting areas are:

- Records documenting the University community, including teaching, research, and other personal and professional activities of prominent faculty members, staff, students and affiliates;
- Records of groups affiliated with the University and its predecessor bodies;
- Records relating to the visual arts; and
- Records relating to environmental studies and the environmental movement in Saskatchewan.

Acquisitions relating to these collecting areas are approved by the University Archivist taking into consideration the following:

- The record's relationship to strengths and weaknesses in the existing holdings;
- The authorized mandates of other archival and library institutions;
- The physical condition of the record;
- The resources required to make the material available for research purposes in a reasonable period of time;
- The extent and terms of any restrictions, legal rights, and/or requests of the donor, and
- The ability of the archives to properly store and manage the record over the long term.

De-Accessioning Archival Materials

Archival material in the possession of Archives and Special Collections may be permanently removed from its holdings in accordance with approved de-accessioning procedure.

Information about de-accessioned material will be kept by Archives and Special Collections and made available upon request.

Related Information

The following documents inform this policy and may be consulted in connection to it:

University of Regina Policies and Procedures Manual, Records and Information Management Policy
<http://www.uregina.ca/presoff/vpadmin/policymanual/general/10110.shtml>

Archives and Special Collections, Donations Policy and Procedure for Private Records
http://www.uregina.ca/library/services/archives/donate_archives.html

Special Collections, General Collection Policy
<http://uregina.libguides.com/content.php?pid=282420&sid=2339650>

Approvals

Prepared by: University Archivist and Programming and Information Management Archivist
Approved by: Library Executive Committee, 31 March 2009
Revised: Library Leadership Team, 2 April 2013