

Collection Development Policy Statement for University Archives

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I. Purpose

The University Archives serves as the collective memory of the University of Maryland, from the granting of the charter for the Maryland Agricultural College on March 6, 1856, to the present day.

[Established by the University of Maryland Libraries in 1972](#), the Archives is the official repository for all of the university's permanent records and actively gathers administrative files, university publications, photographs, audiovisual materials, faculty papers, theses & dissertations, and memorabilia that document all aspects of campus life.

The University Archives is a heavily consulted resource for the University of Maryland community and researchers across the United States and around the world, handling nearly 2,000 requests for information annually.

The functions of the University Archives are to acquire, arrange, describe, and preserve all forms of documentation of the history and administration of the University of Maryland; to provide reference assistance to University of Maryland students, faculty, and administrators and off-campus researchers; to assist campus units in determining appropriate retention periods for their records; and to disseminate information about the holdings of the University Archives through bibliographic instruction, exhibits, campus publications, and other outreach methods.

Coordination and Cooperative Information: The University Archives' collections cover all academic subject areas. Current collection strengths include: campus administration, university athletics, student life, university publications, photographs of the campus and university life, and film and video of campus events, speakers, and promotional materials. The resources of the University Archives are largely unique and rarely overlap with other archival repositories or consortia.

Diversity: The staff of the University Archives builds collections that mirror and support the diversity of the University of Maryland campus. The University Archives' collections include materials and resources that reflect a variety of political, economic, religious, social, minority and sexual issues and support intellectual freedom by providing free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.

II. Summary of Collection Scope at Current Collecting Levels

The University of Maryland Libraries established the University Archives in 1972 to capture documentation of all aspects of campus life. At present, the majority of the Archives' holdings reside in Hornbake Library, although a significant portion of the Archives' collections have been moved to off-site storage.

III. Developing the University Archives

1. Language(s): All. English is the primary language present in the collection.
2. Geographical areas: The central focus of the University Archives is on the University of Maryland. Portions of the collections may document areas outside the campus as they relate to the activities of UMD faculty, staff, and alumni. Coverage of the state of Maryland as a whole falls within the State of Maryland and Historical Collections collection group in Special Collections and University Archives.
3. Chronological periods/Imprint dates: Selection will focus on materials from the 1850s to the present.
4. Materials selected
 1. Included materials: The Archives includes the following types of materials in print, electronic, and a variety of audio and moving image formats: university publications; administrative records from UMD academic and administrative departments and student organizations; photographs; film and video and audiotape; personal papers of selected faculty members (see faculty papers collection policy); and archival copies of master's theses and doctoral dissertations. The University Archives also collects realia/memorabilia relating to the University of Maryland and selected faculty papers; additional, specific, collection policies have been developed for athletic memorabilia and faculty papers.
 2. Excluded materials: The University Archives does not collect the following:
 - a. Syllabi (unless included in faculty papers)
 - b. Textbooks
 - c. Non-permanent UMD records, as defined by the University of Maryland records retention schedule
 - d. Student academic papers, including final exams
 - e. Greek chapter composites
 - f. Terrapin spirit wear/gear, except for a sampling of spirit wear throughout UMD history
 - g. Athletic memorabilia that does not meet the criteria specified in the collection policy developed for these materials (see separate policy)
 - h. Non-UMD materials
 - i. Materials in poor condition, showing evidence of mold, mildew, pests, significant embrittlement, or other damage beyond repair
 - j. Materials to which access is restricted in perpetuity or for a period of time deemed unreasonable by the University Archives staff

See additional exclusions as outlined in the faculty papers collection policy.

IV. Additional Collection Information

1. Duplication: The University Archives does not accept known duplicate materials unless the copies currently in the collection for individual years are limited in number or in poor physical

condition. The Archives does maintain both electronic and analog copies of certain university publications and of selected film and video holdings.

2. **Gifts:** Gift items added to the University Archives are done so in conjunction with the *University of Maryland Libraries Gifts-In-Kind Policy*, particularly so that they “supplement existing collections in support of the University's teaching and research programs as well as to provide the University Libraries with special materials in which there is a scholarly interest” (<http://www.lib.umd.edu/collections/gifts/for-donors>) or otherwise document the history of the University of Maryland. The University Archives staff is ultimately responsible for deciding whether or not a gift is added to the collection.
3. **Deselection/Withdrawal:** The relevance of materials in the University Archives can and will change over time. Periodic weeding of the collection may be done to identify items which no longer fit the criteria for inclusion in the collection. Deselection and withdrawal will be done at the discretion of University Archives staff within the constraints of donor agreements.
4. **Preservation:** The University Archives staff will work with the Preservation unit at the University of Maryland Libraries when individual items are brought to their attention that need conservation/preservation.

V. Implementation and Revision Schedule

This policy has been reviewed by the Collection Development Council (lib-cdc@umd.edu) and is considered effective on the date indicated below. It will be reexamined regularly by the University Archivist and will be revised as needed to reflect new collection needs and identify new areas of study, as well as those areas that may be excluded.

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