

EASTERN UNIVERSITY
WARNER MEMORIAL LIBRARY POLICIES

DIVISION: Academic Affairs/Warner Memorial library	
SUBJECT: Archives Policy	Page 1 of 2
Policy Number: 15	Supersedes:
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Mission

The mission of the University Archives is to collect, preserve, and provide access to records that document the history, development, and functions of Eastern University. The Archives support teaching, research, administrative needs, and community engagement by ensuring long-term preservation of materials of enduring value.

Scope

The University Archives collects materials that:

- Document the governance, policies, and operations of the institution.
- Reflect the academic, administrative, social, and cultural life of the university community.
- Support institutional memory and historical research.

Materials Collected

- Administrative records
- University publications
- Academic records, selectively (Departmental histories, committee minutes, records of signature academic programs)
- Faculty papers, selectively (Papers of those who won significant awards, made exceptional scholarly contributions)
- Student organization records
- University events materials
- Theses, dissertations (as governed by library policy)

Materials Not Generally Collected

- Artifacts or objects without strong institutional relevance
- Personal papers (General papers of faculty, staff, alumni that do not directly document the relationship with or contribution to Eastern University)
- Materials that cannot be preserved given resource limitations

Acquisition and Transfer of Records

The Archives reserves the right to decline materials that fall outside the collecting scope or exceed resource capacity. Serving as the final repository for non-current records of enduring value, materials may be acquired through:

- Scheduled transfers of university records
- Donations from faculty, staff, alumni, and student organizations
- Digital deposits or shared drives coordinated with departments

Access and Use

The Archives are generally available for research by students, faculty, staff, and the public. All materials are non-circulating and must be used in the designated reading area under staff supervision. Users must follow handling guidelines and may be required to use digital or surrogate copies when originals are fragile. Records containing confidential, sensitive, or legally restricted information may be closed for a designated period. Photocopying or scanning is permitted only by Archives staff, pending the physical condition of the material. Users are responsible for adhering to all copyright laws.

Preservation & Digitization

Due to limited staffing and physical space, the Archives prioritizes basic preservation activities:

- Secure, climate-stable storage areas
- Acid-free housings and protective enclosures for key collections
- Digital preservation of born-digital files and digitized materials
- Backup storage for digital collections in accordance with University policies
- Materials requiring special conservation may be referred to external specialists

Digitization is performed to improve access and preservation. Priorities include:

- High-value or frequently accessed materials
- At-risk formats (tape, optical media, obsolete digital formats)
- Collections supporting institutional milestones or anniversaries
- Digitization is subject to copyright and resource constraints

Deaccession

Deaccessioning decisions follow professional archival standards and require documentation.

Materials may be removed from the Archives if they no longer fit the collecting scope of the Archives, are severely deteriorated and pose a risk to other materials, are deemed to have no enduring historical value after review, are discovered to be duplicate holdings, or determined that preservation costs outweigh informational value. Deaccessioned materials will be disposed of via one of the following methods, in order of preference: return to the donor, transfer to another repository, or destruction.