

# Trinity University Coates Library Special Collections and Archives Collection Development Policy

## Mission Statement

The Special Collections and Archives (SCA) division of Coates Library collects, organizes, preserves, and makes available rare books, manuscripts, other special collections, and archival material to the Trinity community and researchers at large. SCA documents the history of Trinity University and plays a central role in managing its institutional records.

## Vision Statement

SCA aims to support Trinity University's vision to become a national leader in interdisciplinary and experiential education through its commitment to the discovery, expansion, and expression of knowledge.

- 1) SCA will work to sustain Coates Library as a critical intellectual resource for the campus by selecting, managing, and providing quick and easy access to digital and physical materials that support Trinity's learning and teaching objectives. SCA prioritizes the acquisition of unique or uncommon materials.
- 2) SCA will strengthen experiential learning opportunities by developing assignments, projects, campus collaborations, co-curricular activities, and internships that will impart practical and professional insight and enhance the experience of Trinity University students.
- 3) SCA will support the management of campus documentation through the oversight of the Records Management Program, recognizing the responsibility and ethical obligation to preserve official institutional records and the fundamental value of documenting our institutional history.

## Purpose of this Document

This collection development policy establishes guidelines and best practices for building our collections. It provides guidance in the areas of collecting scope for special collections and for

university archives, appraisal and acquisition, ownership and copyright, access and use, and reappraisal and deaccessioning.

Additionally, the policy gives special attention to the development of collections that mirror and support the diversity of Trinity University. Previous collecting strategies have resulted in gaps in the collections, leading to underrepresentation of various communities, organizations, and departments. SCA will work towards documenting a more comprehensive institutional history and more diverse special collections by actively seeking, acquiring, and promoting content from underrepresented groups and perspectives. The policies laid out in this document are designed to mitigate further gaps and underrepresentation.

In the interest of broadening access, SCA will favor the acquisition of materials that can be made publicly available to all researchers, both in the reading room and on the internet, whether through permission from the copyright holder or through public domain status.

SCA will use these policies to ensure best practices that result in the holistic building of collections that support the curriculum and institutional memory of Trinity University.

## Scope of the Repository and Collection Profiles

### Special Collections

Special Collections supports the teaching and learning objectives of the Trinity University community by collecting, preserving, and providing access to primary source materials that align with the curriculum. These materials include manuscript collections, ephemera, pamphlets, periodicals and newspapers, rare books, and noteworthy editions, as well as named collections of particular distinction. Special Collections also houses library materials which are particularly fragile.

***Existing Collection Strengths:*** Special Collections has extensive holdings of Texana, and particularly of San Antonio history. Other areas of strength include American literature, archaeology, art and art history, fine printing, history of the book, Latin American history, Mesoamerican history, space exploration, and travel literature. Collections of note include the Claude & ZerNona Black Papers, the C.W. Miller Collection of Early Books and Manuscripts, the Oettinger Collection of Mesoamerican Resources, and the Beretta Texana Collections.

***Current Collecting Focuses:*** Special Collections seeks to support Trinity University's mission as a transformational liberal arts and sciences university by collecting materials that can be used across the Pathways curriculum: through the Approaches to Creation and Analysis, Core Capacities, and the Majors. Special Collections actively seeks to increase its holdings of materials related to world cultures, women's and gender studies, and twentieth-century history.

As the curriculum evolves over time, Special Collections strives to identify new resources to support the demands of changing course offerings.

## University Archives

The University Archives documents the intellectual, cultural, and organizational history of the university since its founding in 1869. Through official and non-official administrative and departmental records, faculty and alumni papers, records of alumni and student organizations, and university publications, this archives seeks to preserve the evolution of the institution, from the Tehuacana, Waxahachie, and Woodlawn campuses to the present.

Trinity University's Records Management Program is under the direction of the University Archives, with the University Archivist and Records Manager serving as the official institutional records manager. Separate Records Management Program policies and procedures have been [will be] created to address specific records retention and collection development issues. Records determined for permanent retention due to historical, evidential, and informational value are housed in the University Archives. The University Archivist also manages the capture of web pages, websites, and social media associated with Trinity. The Records Management Program is developing a workflow to capture and retain archival documents in electronic form.

The types of materials the University Archives collects include, but are not limited to:

- Reports, surveys, committee records, and minutes
- University publications, promotional materials, and catalogs
- Photographs, negatives, and slides
- Audio and video recordings
- Oral histories
- Documentation of student life, including student organizations
- Archival records of departments, offices, and centers
- Architectural drawings
- Papers of faculty and alumni
- Serials, newspapers, and newsletters
- Books published by Trinity University Press or authored by Trinity faculty
- Scrapbooks
- University websites, blogs, e-newsletters, and social media

**Existing Collecting Strengths:** The University Archives has extensive records relating to the presidential tenures of Everett, Laurie, and Calgaard. The archives permanently retains Board of Trustee meeting minutes, official Course of Study Bulletins, and Trinity publications such as the *Mirage* yearbook(date range), the *Trinitonian* newspaper (date range), *On Trinity Hill* (date

range), news releases, and the *Trinity Magazine* (date range). There is also a sizable amount of photo prints, negatives, and images from the university's communications office.

Records and papers of alumni and faculty include alumnus poet and playwright David Matias, alumnus and Board of Trustee member Walter Huntley, Professor Emeritus of Religion Dr. R. Douglas Brackenridge, Trinity University's first tenured African American professor Dr. Earl M. Lewis, and Trinity's Theater Department Director Paul Baker.

**Current Collecting Focuses:** The University Archives actively seeks to collect materials from under-documented members of the Trinity community, including women, individuals of color, and the LGBTQ community. The University Archives through the Records Management Program is developing workflows to ensure the ongoing archival transfer and retention of records identified as having permanent historical, evidential, and informational value to the Trinity community.

With very few exceptions, the University Archives is not interested in collecting personnel or student academic files, large Greek chapter composites, non-permanent Trinity records, art, large objects such as banners, alumni yearbooks and artifacts such as beanies, and material to which access is restricted in perpetuity or for a period of time deemed by the University Archivist to be beyond a reasonable limitation.

## Collecting Policies

### Appraisal and Acquisitions

Appraisal is the process of identifying materials that have enduring value to the archives. Material determined to have enduring value will be considered for acquisition by SCA staff. Other criteria that influence the appraisal of material include preservation concerns, access restrictions, material format, technology requirements, and space constraints. Material is acquired through donation, purchase, or transfer from a Trinity office or department. In cases where materials are purchased, SCA must have appropriate funds and the material must align with the collecting scope.

Special collections and rare books donations and purchases are appraised on a case-by-case basis. They are evaluated with regard to relevance to the curriculum, enduring research value, and cost to properly house and preserve the material. Priority is given to materials that support teaching and learning throughout the curriculum and that have excellent potential for use by students and faculty members today, not in the future and not in the abstract. Beyond support for teaching, the collection may also support faculty and student research through special collections acquisitions.

University records identified for permanent retention will be acquired by the University Archives. University records transfers should align with retention schedules determined by the University Archivist and the department from which they are coming. Unofficial records may still come to the University Archives by way of transfer but will be evaluated on a case-by-case basis. Personal papers and material from faculty, staff, alumni, and the Trinity community must come to the archives through donation and are subject to appraisal before or after the donation has occurred.

SCA staff, along with the donor or other personnel on campus, will formalize the donation or transfer, future access, and copyright of material by completing a Deed of Gift form or Transfer form. The handling of “abandoned” gifts (i.e., materials left without any indication of the donor’s name, contact information, and/or affiliation) will be left to the discretion of SCA staff following the guidelines stated within this policy.

## Ownership and Copyright

SCA will not accept material on loan or deposit, or in other instances where SCA does not become the sole owner of the material. Donors and sellers must show clear ownership of the material they are transferring to SCA. In addition, donors must indicate whether or not they control intellectual property rights. Intellectual property deals with the copyright, literary rights, artistic rights, or patents that may be associated with the material being donated. Donors acknowledge that upon transfer, the materials become the legal property of Trinity University’s Special Collections and Archives.

The transfer of ownership along with the transfer of copyright is preferred when material is donated. However, the transfer of ownership along with only the rights to use, reproduce, and make available is also acceptable. The display, use, maintenance, and disposition of the material are at the sole discretion of SCA staff.

## Access and use

SCA aims to provide open and equitable access to archival materials. Materials will be made available to current faculty, staff, students, and alumni of Trinity University and to outside researchers on equal terms of access. We discourage permanent closure of material, restrictions on access and use, and redactions of content. However, SCA understands that at times the donor will request restrictions based on privacy, confidentiality, or use rights. These requests by the donor are to be followed as specified in the deed of gift agreement. Further, access to university records will be restricted in accordance with FERPA or other legal restrictions when applicable.

## Reappraisal and Deaccessioning

While it is the intent of SCA to house historical materials in perpetuity, its collections must be periodically and systematically evaluated. Subject to removal are materials that no longer meet the collection development criteria; materials that have become physically unstable or pose a health risk, such as those affected by mold, water damage, pests, or other unforeseen conditions; duplicative materials; materials that require greater resources than are available to properly house and preserve them. If it is determined that SCA can no longer house a collection or certain material, it will attempt to return material to the donor or transfer it to an appropriate repository. In donating materials, the donor will need to state in the Deed of Gift form whether materials are to be returned to them, their heirs or estate, or another third party. If no provision is made, the university will use its discretion in disposing of such materials.

Last updated May 29, 2020.