Harcum College: Archives Policy
Charles H. Trout Library

The College Archives collection is meant to preserve all significant materials relating to the history, activity and accomplishments of Harcum College.

The College Archives collection will:

- Provide an historical resource about personnel, policy, activities and events.
- Serve as the College’s official memory by preserving, protecting and making accessible all relevant records
- Offer a context for the College’s current activities
- Provide the information necessary to establish continuity for future decision-making
- House all collected or donated archival material

The primary mission of the College Archives is to locate, collect, and preserve archival material, so that it can be made accessible to the appropriate persons for research purposes.

The College Archives collection will serve to:

- Identify permanently valuable records pertinent to the history of the College and arrange for their transfer to the Archive when they become inactive
- Locate, collect and preserve irreplaceable records by arranging and describing such material according to archival standards and practices
- Provide adequate storage for the protection and preservation of archival materials
- Assist colleagues who need help in identifying and maintaining archival records
- Disseminate information about the Harcum College Archives Collection to all interested parties

The College Archives collection includes but is not limited to:

1. College records in print and electronic format generated by the administrative and academic offices
   - correspondence
   - memoranda
   - minutes and agendas
   - summary financial records, including auditor’s reports
   - academic research including faculty publications
   - curriculum
   - Middle States materials and reports
   - program accreditation materials and reports
   - published materials, including catalogs and bulletins
   - biographical information about college personnel
   - policy decisions
2. Print and electronic materials that document the life of the College community. These materials should include but are not limited to:

- student publications including year books, newspapers and literary magazines
- student organization records
- press releases and other public relations materials
- news clippings
- programs, brochures, posters about special events
- manuscripts
- photographs
- films
- audio tapes
- video tapes
- artifacts and objects

3. The personal and professional papers of prominent people associated with the College, including college officers, faculty, students, alumni, and benefactors. All such donations will become part of the Archives for use in exhibits and for research by interested parties. The Archives requires that a donor agreement be executed that assigns all rights and title of such material to Harcum College, including copyright and literary rights.