

The Drake University Archives and Special Collections

Collection Policy

The Archives serve as the final repository for the historical records of Drake University. Its primary purpose is to document the history of the University and to provide source material for administrators, faculty, students, alumni, and members of the community, as well as scholars, authors, and other interested persons who seek to evaluate the impact of the University's activities.

The Archives was established in 2012 and is housed in Cowles Library. It is a secure repository where records of the University having enduring value are preserved, maintained, and made available for research and reference use. The archive contains non-current records of the University that have lasting administrative, legal, or historical value. It also houses the Political Papers Archive, which consists of the congressional papers of senators and members of the House of Representatives from Iowa as well as records documenting Iowa politics.

The Archives will collect material in the following categories:

1. Official records, papers and publications generated or received by the administrative offices of Drake University in the conduct of their business, and will include correspondence, minutes, committee files, financial records and associate papers.
2. Personal and professional papers of faculty, alumni, or staff, and will include correspondence and other records related to research, teaching, professional affiliations and personal life.
3. Papers of individuals or organizations not directly connected with Drake, but where the subject matter of the collection is particularly relevant to the history of Drake University, Des Moines, the greater Des Moines area, or Iowa, including records that document Iowa politics and the life and public service of Iowa Congressional public figures.

Cowles may not accept materials into the Archives if:

- They are in a format which requires special, outdated, or antiquated equipment to access and/or if the library does not already own such equipment and purchase of equipment would be prohibitively expensive.
- They are a size which the Library cannot accommodate.
- Their condition requires costly preservation.

Cowles Library follows the Best Practices and Guidelines of the *Society of American Archivists*. SAA defined selection procedures, as well as deaccessioning processes are Library policy.