

The Drake University Archives and Special Collections

Collection Policy

STATEMENT OF PURPOSE

The Drake University Archives & Special Collections serves 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.

COLLECTING SCOPE

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 Collection, 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 following are materials collected by the Drake University Archives:

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.

Other Archives Collecting Areas:

- Political and Social History of Iowa
- Greater Des Moines

Special Collections

Special Collections consists primarily of rare and special printed materials that hold long-term, historical research potential for academic programs. The collections support a broad range of research and teaching activities in the arts, humanities, and social sciences. Areas of collecting interest for Special Collections include:

- Faculty and Alumni Publications
- Science fiction
- Art Books
- Graphic Novels

Gifts Policy

Any collection accepted commits University Archives & Special Collections to the organization and preservation of the collection, which involves labor and costs for archival supplies. Donors are encouraged to include a monetary donation to fund the cost of processing and preserving their materials.

When a donation is accepted, a deed of gift must be signed.

Due to limited staffing, budget, and space, all donations or gifts are subject to review by the Director of Archives and Special Collections and may be declined.

Drake University Archives and Special Collections does **NOT** collect:

- Materials 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.
- Materials of a size which the Archives cannot accommodate.
- Materials that are irreparably damaged, infested by insects or mold, or require costly preservation.

DE-SELECTION CRITERIA

- Does the material fall within the scope of current collecting policies?
- Has the material deteriorated beyond usefulness?
- Do any externally imposed restrictions, such as records retention authorizations or donor agreements, apply to the material?

Material to be deaccessioned may be returned to the donor, gifted to a more appropriate repository, or discarded.

Drake University Archives & Special Collections follows the Best Practices and Guidelines of the *Society of American Archivists*.