



Barnard Archives and Special Collections
19 Lehman Hall | 3009 Broadway | New York, NY | 10027-6598
archives@barnard.edu
Telephone: 212-854-4079
Fax: 212-854-7340

COLLECTIONS DEVELOPMENT POLICY

Updated: June 1, 2016

A. Introduction

The Barnard Archives and Special Collections acts as the final repository for the historical records of Barnard College, from its founding in 1889 to the present day. As such, the Archives collects materials that reflect campus and academic life at Barnard. Its primary purpose is to document the history of the College and to provide source material to administrators, alums, students, faculty, and other members of the Barnard College and Columbia University communities, as well as to outside researchers. The Barnard Archives and Special Collections also seeks to acquire, and actively solicits, Special Collections materials that relate to broader issues of Feminism; Women's, Sexuality, and Gender Studies; and dance history.

This Collections Development Policy is based on recommendations of the Society of American Archivists' *Guidelines for College and University Archives* (2005) and the National Archives' *Archive Collection Policy Statements: Checklist of Suggested Contents* (2004).

B. Mission:

The mission of the Barnard Archives and Special Collections is as follows:

1. To collect, appraise, preserve, and make accessible documents of enduring historical, administrative, legal, and/or fiscal value to Barnard College.
2. To collect, appraise, preserve, and make accessible documents that provide evidence of the activities, people, and events associated with the College's administrative offices and academic departments, faculty, students, staff, and alums.
3. To collect, appraise, preserve, and make accessible Special Collections that reflect the mission of the College and its commitment and contributions to the higher education, advancement, and empowerment of all Barnard students. The Barnard Special Collections will speak to Barnard's historic connection to feminism and its broader project of social justice. Though the Barnard Archives and Special

Collections will not limit its collecting focus to collections that originate in New York City, it will actively seek collections that reflect New York City and its intersections with feminism and social justice.

4. To provide adequate facilities for the retention and preservation of such records, to safeguard the collection's physical security, and to conform to all legal requirements and professional standards.
5. To act as a resource that encourages creative teaching and learning, and to serve scholarship by promoting use of the Archives to members of the Barnard and Columbia communities, and to communities of researchers at large. The Barnard Archives and Special Collections collections will contribute to Barnard's liberal arts education by providing collections in all formats that inspire the exchange of ideas and the production of knowledge.
6. To promote knowledge and understanding of the mission, history, and programs of the College.
7. To provide information services that will assist the operations of the College.
8. To contribute to Barnard's academic distinctiveness by collecting materials that will attract a variety of scholars to Barnard's campus, helping to raise Barnard's profile as a site of scholarly engagement.

C. Collections Development - Formats Accepted and Areas of Emphasis

The Barnard Archives and Special Collections will collect materials in all formats, including digital formats, in any of the subsequently described categories.

C.1 Official Records and Publications of Barnard College

Official records are documents generated or received by the various administrative offices at Barnard College. The formats of these documents that the Barnard Archives and Special Collections will acquire include:

Correspondence, minutes, memoranda, and reports of the Board of Trustees

Records of the Office of President including, correspondence, administrative subject files, speeches, and program and departmental reports

Correspondence, administrative subject files and reports of offices that are central to the College administration including: Provost, College Relations, General Counsel, Finance, Campus Services, Communications, and Development

Correspondence, administrative subject files and reports of Deans, Directors, and Administrators of the divisions, services, programs, and institutes of the College

Minutes, memoranda, syllabi, and reports of all academic departments

Reports of the Admissions Office

Records of the Registrar including enrollment reports, graduation rosters, and class schedules

Minutes and records of the Alums Association

Accreditation reports and supporting documentation

Annual budgets and audit reports

Documentation of significant awards, events, and celebrations

All publications, newsletters, booklets, and other media distributed in the name of Barnard College including, but not limited to: catalogs, calendars, bulletins, yearbooks, student publications, faculty/staff/administration newsletters, and alum publications

Photographic prints, negatives, slide, film, tapes, reels, oral history interviews, and other media documenting the College. All individuals recorded in such materials transferred to the Archives from 2013 onward must have signed the College's Recording Release form.

Maps, prints, and architectural renderings that depict the development of the College

Artifacts relating to the history of Barnard College

C.2 Personal and Professional Papers of Barnard College Faculty, Staff, and Administrators

Space and size constraints restrict the volume of faculty papers that can be accessioned into the Barnard Archives and Special Collections. The Archives will selectively acquire the papers of those faculty who meet the following criteria:

Faculty who garner national or international reputation in their academic field

Faculty who are recognized for their contributions or service in community, state, national, and/or international affairs

Following the aforementioned criteria, the Archives will solicit documentation of Barnard faculty careers in the following formats:

Biographical material, including resumes, bibliographies, biographical sketches and memoirs

Correspondence, both professional and personal

Lecture notes and syllabi

Research files and drafts or manuscripts of published books and articles

Photographs, notebooks, appointment calendars, and memorabilia

Recordings of unique lectures and speeches (not including classroom instruction)

C.3 Personal and Professional Papers and Publications of Barnard Students and Alums

The Barnard Archives and Special Collections recognizes the academic, extracurricular, and professional excellence of its students and alums. The Barnard Archives and Special Collections actively seeks to acquire such materials into its collection. Examples include:

Biographical material, including scrapbooks, memoirs, diaries

Correspondence, both professional and personal

Drafts or manuscripts of published books and articles

Relevant photographs, realia, memorabilia, and ephemera

Products of research derived from material in the Archives

Records of student organizations, clubs, and activists

In keeping with the legal parameters of FERPA, the Barnard Archives and Special Collections does not collect student records. This includes student theses. The Archives recommends that students, and alums deposit their theses in the Academic Commons repository.

C.4 IMATS/Media Collections

Instructional Media and Technology Services (IMATS) supports the audiovisual needs of the College through two units, Audiovisual Technology Services (AVTS) and Instructional Media Services (IMS). In addition to supporting instruction at Barnard College, IMATS provides video production services and documentation of Barnard events including, but not limited to, performances, debates, lectures, speeches, conferences, and discussions. Barnard Archives and Special Collections seeks to acquire the historical documentation of the College that IMATS captures, within the guidelines of the aforementioned categories within the following selection criteria:

The material is valuable for research interests and supports the mission of the Barnard Archives and Special Collections

The recording documents a speech, presentation, debate, lecture, or performance that has historical significance to Barnard College

The recording is part of a set or series already maintained in the Barnard Archives and Special Collections

The original recording is unique and rare and requires that a master copy is placed within the Barnard Archives and Special Collections for preservation purposes

The material is accessible to researchers, meaning that it is in good physical condition, is not an obsolete format, and can be distributed without privacy or intellectual property limitations.

All individuals recorded in IMATS materials transferred to the Archives from 2013 onward must have signed the College's Recording Release form or have been notified of recording at an event.

C.5 Special Collections

The Barnard Archives and Special Collections will solicit and acquire collections that are not created by individuals or entities affiliated with Barnard College, but are related to issues of Feminism; Women's, Sexuality, and Gender Studies and the history of dance. Examples include, but are not limited to:

The professional and personal collections of individuals who have made significant contributions to the fields of women's rights, LGBTQ rights, and/or gender equality nationally and internationally

The institutional records of organizations that have made significant contributions to the fields of women's rights, LGBTQ rights, and/or gender equality, nationally and internationally

Papers, records, and published items that will support feminist scholarship

Additions to the Barnard Zine Library, maintained and curated by the zine librarian. The Archives and Special Collections holds preservation copies of zines, stored with other zines from the zine collection or with ephemera collections donated by zine makers

The Barnard Archives and Special Collections, in coordination with the Barnard Zine Library, will also collect zine correspondence, documents, and related ephemera created and collected by zinesters that fall within the scope of the Barnard Zine Library's collection development policy

The Barnard Archives and Special Collections does not seek personal book collections. In some cases, when the book collection is small and significant—and is tied to a simultaneous manuscripts donation—the Barnard Archives and Special Collections may consider acquiring a book collection. The Barnard Archives and Special Collections is also not actively seeking to acquire art collections.

D. Selection

It must be noted that records produced by the offices and departments of Barnard College may only be transferred to the Archives once those records are past their period of active use. Office and departmental records that have been transferred to the Archives cannot be recalled, and are subject to the same terms of use and reproduction as other collections within the Barnard Archives and Special Collections. Records that are transferred to the Barnard Archives and Special Collections that do not fit the Archives' mission will not be retained. Following the College's Records Retention Plan, any materials that are temporary, outdated records lacking archival value will not be transferred to the Archives. Materials noted as permanently restricted in section F2 of this document, "Confidentiality and Privacy," will be destroyed. The Barnard Archives and Special Collections will not accept duplicate materials. It will be the prerogative of the Associate Director of Archives and Special Collections to de-select materials deemed no longer appropriate within the guidelines of this Collections Development Policy.

The primary responsibility for identifying and proposing the purchase, or arranging the donation, of collections lies with the Dean of the Library and Academic Information Services and the Associate Director of Archives and Special Collections. A policy for the acceptance of gifts and donations is presented in section E of this document. Materials will be selected for acquisition into the Barnard Archives and Special Collections when they meet the following criteria:

The materials fit into one or more of the collecting emphasis categories noted in section C of this document

The materials are historically unique

The materials are of high research value

The materials are in good condition and lack significant need for preservation treatment

E. Gifts and Donations

Gifts and donations must meet the following guidelines and criteria:

The Barnard Archives and Special Collections encourages donations of materials within the areas of collection emphasis described in section C of this document

The Barnard Archives and Special Collections attempts to acquire collections with clear documentation of provenance, chain of custody, and authenticity

The Barnard Archives and Special Collections advises donors to maintain the original physical, analog, and/or digital format of materials to be donated to the collections. The Associate Director of Archives and Special Collections and the Digital Archivist will work with donors to oversee the transfers of all materials to the Barnard Archives and Special Collections

The Barnard Archives and Special Collections makes acquisition decisions

appropriate to present space and labor constraints

The Barnard Archives and Special Collections accepts donations of materials free of significant preservation issues. In the event that a donor presents to the Archives a opportunity to collect materials that necessitate conservation, the Associate Director will work with the donor to discuss the next best steps forward.

The Barnard Archives and Special Collections reserves the right to de-accession any or all parts of a donation; however, for objects or collections not accepted by the Barnard Archives and Special Collections, the archivist will make an effort to assist the donor in finding a proper repository for the collection

The Barnard Archives and Special Collections reserves the right to refuse collections with stringent donor restrictions

All donations must be accompanied by a Deed of Gift or a Donor Agreement in order to be accessioned. This documentation must contain the following:

- a. a description or inventory of the materials to be donated
- b. the name, address, and signature of the donor
- c. the date of the donation
- d. a description of any restrictions on the use or access to the collection
- e. the signature of the Associate Director of Archives and Special Collections, Digital Archivist, or Dean of the Library representing the acceptance of the donation into the Barnard Archives and Special Collections

F. Access and Use

F.1 Hours of Operation and Location

The Barnard Archives and Special Collections are located in room 114 of the LeFrak Center, on the first floor of Barnard Hall. They are open Monday through Friday 10am-6pm. The Archives is accessible to individuals with mobility disabilities.

The Barnard Archives and Special Collections has an open door policy for members of the Barnard and Columbia communities, but recommends that Barnard and Columbia administration, staff, faculty, students, and alums make appointments at least one week prior to visiting to ensure that records can be made available.

The Barnard Archives and Special Collections is open to outside researchers and the general public; appointments are required. The Archives also conducts remote reference requests via email at archives@barnard.edu.

F.2 Copying and Reproduction

Reproduction Requests:

All reproduction requests are handled by Archives staff, and are handled on a case-by-case basis. Reproductions are made for research purposes only, and only if the material is strong enough to withstand the reproduction process. The Archives does not reproduce entire collections or folders. We can provide reproduction in the form of

photocopying or digital imaging. We do not offer design or print services in-house. All scans are provided as TIFF, JPG, or PDF files.

Please allow two to three weeks for all digital reproductions of archival material. Rush orders may be considered on a case-by-case basis. The Barnard Archives and Special Collections reserves the right to decline to reproduce material, or to limit the amount of material that can safely be digitized.

Zine Reproductions:

Researchers may scan, photograph, or otherwise reproduce zine text and images for their own use. *Researchers may not publish zine images or substantial amounts of text in print, on the web, or in any public format*, without making every effort to secure permission from the zine creator. If the zine creator is deceased or difficult for the researcher and zine librarian to locate, discuss other options with the zine librarian. All zines are protected by copyright unless they contain an anti-copyright statement. Read and contribute other special zine copyright/fair use statements on the [Zine Libraries website](#).

Digitization of Audio-Visual Materials:

Audio-visual archival materials are considered for digitization on an individual basis. In the case that materials must be sent to a third-party vendor for digitization, patrons are responsible for all costs incurred. The Archives will be responsible for finding digitization vendors.

Use of Digital Cameras:

Patrons may use personal digital cameras in the Archives.

Copyright and Fair Use Statement:

The Archives provides researchers access to material for educational and scholarly purposes. The Barnard Archives and Special Collections does not hold the copyrights to all materials held in the Archives. The copyright law of the United States (Title 17, United States Code) governs the making of reproductions of copyrighted material. Under certain conditions specified in the law (Title 108), libraries and archives are authorized to furnish these specified conditions: that the reproduction not be “used for any purpose other than private study, scholarship, or research.” If a patron uses a reproduction in excess of fair use as stated by Title 17, without first obtaining written permission from the Barnard Archives and Special Collections, that patron may be liable for copyright infringement. Patrons agree to hold the Barnard Archives and Special Collections without blame for any violation of copyright law, invasion of privacy, or any other improper or illegal use that may arise from the use of reproductions. Requests for commercial endeavors will be assessed on a case-by-case basis. It is entirely the responsibility of the patron to obtain permission from the copyright holder.

F.3 Confidentiality and Privacy

The Barnard Archives and Special Collections is dedicated to providing equitable service to all researchers and access to all of its holdings to the fullest extent possible. We do not restrict unprocessed collections and strive to make any restrictions and the justification for these restrictions transparent to researchers. With that in mind, we also recognize any third party privacy concerns in regards to sensitive identity information. Barnard

Archives and Special Collections recognizes the rights of faculty, students, alums, and other donors to impose reasonable restrictions to protect privacy.

Records that contain sensitive personal information or other forms of protected information are restricted as outlined below.

- A. Student educational records (including grades and letters of recommendation) are governed by the Family Educational Rights and Privacy Act of 1974, as amended, and are restricted for seventy-five years from the date of creation.
- B. Personnel records relating to Barnard faculty and staff (including search, review, promotion, tenure, and disciplinary/grievance records) are restricted for seventy-five years from the date of creation.
- C. Records of the Board of Trustees and its committees (including meeting minutes) are restricted for twenty years from the date of creation.
- D. Financial records and records relating to donors and donations are closed for twenty-five years from the date of creation.
- E. Medical records, patient/client files, and any sensitive, personally-identifiable information (including social security numbers, bank account numbers, and credit card numbers) are permanently restricted and may be marked for deaccession or redaction at the discretion of the archivist.
- F. Records of the above types, even where located in otherwise unrestricted collections, are still considered closed following the same policies.

F.4 Researcher Responsibilities

Researchers are asked to adhere to the following guidelines when working with materials in the Barnard Archives and Special Collections:

Archival materials can be viewed only when Archives staff are present

Only pencils may be utilized when working with archival materials

Researchers are asked to please place their personal items—bags, jackets, etc.—in the coat closet while utilizing archival materials

Keep all archival materials in the original order in which it was found

Archival materials do not circulate. If a researcher wishes to utilize material from the Archives for exhibition or special viewing, they must request a loan and complete the appropriate Loan Agreement Form