

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

COLLECTIONS DEVELOPMENT POLICY

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A. Introduction

The Barnard Archives and Special Collections acts as a repository for the historical records of Barnard College, from its founding in 1889 to the present day. As such, the Archives collects materials that document campus and academic life at Barnard. In addition to documenting the history of the College, the mission of the Barnard Archives is pedagogical at its foundation. We seek to provide source material to students, staff, alumni, faculty, and administrators, and other members of the Barnard College and Columbia University communities, as well as to local, national, and international researchers, activists, and artists. The Barnard Archives and Special Collections also seeks to grow Special Collections that relate to histories of Feminism; Women's, Sexuality, and Gender Studies; and Dance.

The Barnard Archives and Special Collections staff aspire to a praxis of collection development that is informed by reparative and redistributive frameworks to actively confront histories of exclusion and displacement of people with marginalized identities within our collections. We are grateful to the thinking and scholarship of archivists, librarians, memory workers, and archival scholars including but not limited to Vani Natarajan, Jen Brown, Miriam Neptune, Madiha Choski, Jenna Freedman, Holly Smith, Lae'l Hughes-Watkins, Elvia Arroyo-Ramirez, Linda M. Perkins, Jarrett Drake, Bergis Jules, Michelle Caswell, and the members of We Here and Archivistas en Espanglish for shaping our work.

B. Mission:

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

1. The staff of the Barnard Archives commits to work that is equitable and anti-oppressive, and encourages and supports work which centers voices, knowledge, and memory-making practices historically excluded from the archival record.
2. The staff of the Barnard Archives commits to practices that reflect an intention to connect to, support, preserve and amplify the histories of marginalized people at Barnard College.
3. To collect, appraise, preserve, and make accessible documents of Barnard College.

4. To collect, appraise, preserve, and make accessible documentation of the activities, people, and events associated with the College's administrative offices and academic departments, faculty, students, staff, and alums.
5. To grow Special Collections that align with the ways in which Barnard students, alums, and faculty have always been at the forefront of feminist activism, theory, and scholarship. Though the staff of 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 emphasize New York City as an important geographic location for feminist and social justice work and thought.
6. To provide adequate facilities for the retention and preservation of such records, to safeguard the collection's physical security, and to conform to professional standards.
7. To act as a resource that encourages creative and critical teaching and learning, and to serve scholarship by promoting the 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 curriculum by providing collections in all formats that inspire the exchange of ideas and the production of knowledge.
8. To promote knowledge and understanding of the mission, history, and programs of the College.
9. To provide information services that aim to support archival research beyond the Barnard Archives and to support archival preservation beyond our collecting (i.e. we aspire to incorporate non-custodial models of collections growth and care, inclusive of supporting personal archiving practices for our community).

C. Collections Development - Areas of Emphasis

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

C.1 Personal and Professional Papers and Publications of Barnard Students and Alums

The Barnard Archives and Special Collections honors the academic, extracurricular, and professional excellence of its students and alums.

The staff of the Barnard Archives are especially interested in collecting materials that document the lives of marginalized students and alums, including but not exclusive to Black, Indigenous, and students/alums of color; LGBTQ students/alums; and disabled students/alums.

We will continue building relationships with Development, Alum Relations, Communications, and Student Organizations including, but not limited to, BOSS and Mujeres and share with them our values and goals around collection development.

While we collect records in all formats, examples of the formats and records-types that Barnard students and alums have donated to-date include:

Biographical material, including scrapbooks, memoirs, diaries

Correspondence, both professional and personal

Drafts and manuscripts

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 staff of Barnard Archives and Special Collections does not collect student records. This includes student theses. We recommend that students and alums deposit their theses in the [Academic Commons repository](#).

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

The Archives are especially interested in collecting materials that document the lives of marginalized faculty, staff, and administrators, including but not exclusive to Black, Indigenous, and faculty, staff, and administrators of color; LGBTQ faculty, staff, and administrators; and disabled 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 acquire papers of Barnard faculty including:

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 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, Student Life, 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 Alum 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

C.4 Special Collections

The staff of 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 histories of feminism, gender, sexuality, and dance. Within these histories, we will emphasize collection materials that document the lives of marginalized people, including but not exclusive to Black, Indigenous, and people of color; LGBTQ people, and disabled people. Examples include, but are not limited to:

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

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

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

D. Selection

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 Directors of Archives and Special Collections in consultation with subject specialists in the Library. 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.

In consultation with subject specialists in the Library, Archives staff have determined that the materials have anticipated use for scholarship, creative practices, and/or activism.

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

It is at the discretion of the staff of the Archives as to whether materials

duplicated elsewhere (i.e. available in their entirety at other archival repositories) are selected for inclusion in the Barnard Archives and Special Collection.

For all acquisitions, we do 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.

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 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 staff of the Barnard Archives will not accept duplicate materials. It will be the prerogative of the Directors of Archives and Special Collections to de-select materials deemed no longer appropriate within the guidelines of this Collections Development Policy.

E. Gifts and Donations

Gifts and donations must meet the following guidelines and criteria:

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

When materials created by third parties are known to be present in collections being donated, the staff of the Barnard Archives may ask donors for additional information about provenance and permissions.

The staff of the Barnard Archives and Special Collections does not advise donors to digitize or otherwise change the format of materials to be donated to the collections. The Directors of Archives and Special Collections will work with donors to oversee the transfers of all materials to the Barnard Archives and Special Collections.

The staff of the Barnard Archives and Special Collections makes acquisition decisions appropriate to present space and labor constraints.

The staff of 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 an opportunity to collect materials that necessitate conservation, the Directors will work with the donor to discuss the next best steps forward.

The staff of 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 staff of 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 one of the Directors of Archives and Special Collections, or Dean of the Library, representing the acceptance of the donation into the Barnard Archives and Special Collections

F. Access and Use

F.1 Commitments to Access and Accessibility

The Barnard Archives and Special Collections is open to all researchers, and the staff of the Archives strives to make our collections as accessible as possible.

- Users do not need to have an affiliation to Barnard or Columbia (or any institution).
- We do not require that users show us ID and we do not ask for their IDs.
- We do not charge for reproductions -- scans or photocopies. We do have limitations on our capacity for reproductions including:
 - We do not reproduce entire collections or folders
 - We reserve the right to not digitize an item due to it being fragile or sensitive in nature
 - In the case where materials must be sent to a third party vendor for digitization, patrons are responsible for all costs incurred.
- We welcome families of all kinds to be together in our reading room. We try to stock the desk with activities for younger visitors and offer the use of laptops for families and companions to utilize.
- Our offices are accessible to individuals with mobility disabilities.
- We have bathroom facilities available for all gender identities.

F.2 Confidentiality and Privacy

The staff of 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. We recognize 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.

F3. Copyright and Fair Use Statement:

The staff of the Barnard Archives and Special Collections provides researchers access to material for educational and scholarly purposes. Barnard College 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.