COLLECTIONS DEVELOPMENT POLICY

Updated: December 13, 2013

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, alumnae, 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; the history of the education of women and female-identified individuals in the United States; and dance history.

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 Archive’s mission will not be retained. Following the College’s Records Retention Plan, any materials that are temporary, outdated records lacking archival value, as well as any materials protected by FERPA, will be destroyed.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.

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 alumnae.

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 women and female-identified individuals. 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 the best possible on-campus, liberal arts education by providing physical and digital collections 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 assist and advise departments in implementing records management policies that will ensure the proper collection, preservation, and transfer of materials into the Archives.

9. 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 digital records (including emails, documents, photographs, websites, blogs, and wikis) on a provisional basis in any of the subsequently described categories.
It is recommended that donors hoping to transfer existing digital materials to the Archives do not alter the format, file names, directory structure, or carrier media of the materials prior to consulting with the Digital Archivist. The Digital Archivist can also provide guidance as to best practices for the creation and preservation of digital materials.

The Archives will collect digital materials as well as hard copy and analog materials—including but not limited to paper-based documents, artifacts, VHS, audio cassette, U-matic, CD, DVD, film reel, Betacam, DVCAM, Hi-8, and DV Tape—in the following 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 major academic departments
- Reports of the Admissions Office
- Records of the Registrar including enrollment reports, graduation rosters, and class schedules
- Alumnae records, including minutes of the Alumnae Association
- Accreditation reports and supporting documentation
- Annual budgets and audit reports
- Records of student organizations
- Documentation of significant awards, events, and celebrations
- All publications, newsletters, booklets, and other print media distributed in the name of Barnard College including: catalogs, calendars, bulletins, yearbooks, student publications, faculty/staff/administration newsletters, and alumni 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 Alumnae
The Barnard Archives and Special Collections recognizes the academic, extracurricular, and professional excellence of its students and alumnae. Given the achievements reached by Barnard students and alumnae, the papers, publications and other documentation they create are not only a reflection of their internal lives and experiences at Barnard, but are often high-level research materials. 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

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 alumnae 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 in the following formats:

- Audio cassettes
- VHS videocassettes
- U-matic videocassettes
- DVDs
- CDs
- MiniDV tapes
- Digital video and audio files

and within the following selection criteria:

- The material is valuable for research interests and supports to the mission of the Barnard Archives and Special Collections
- The recording documents a seminal 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 and is not an obsolete format—unless IMATS can provide sufficient support and the required equipment for viewing or listening.

All individuals recorded in IMATS materials transferred to the Archives from 2013 onward must have signed the College’s Recording Release form.

The Media Collection houses an extensive collection of CDs, DVDs, and VHS tapes. Items from the Media Collection will be transferred to the Barnard Archives and Special Collections in the following formats:

- Audio cassettes
- VHS videocassettes
- U-matic videocassettes
- DVDs
- CDs
- MiniDV tapes
- Digital video and audio files

and within the following selection criteria:

- The material is valuable for research interests and supports to the mission of the Barnard Archives and Special Collections
- The recording documents the work of an individual who is affiliated with Barnard College as a member of its administration, faculty, staff, student body, or alumnae
- The recording is a work of art produced by, created by, or conceived by, an individual who is affiliated with Barnard College as a member of its administration, faculty, staff, student body, or alumnae
- The recording documents a seminal 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 recording is unique and rare and requires that a master copy is placed within the Barnard Archives and Special Collections for preservation purposes

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; the history of the
The professional and personal collections of eminent alumni

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

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

Niche areas of collecting may include but are not limited to: women or female-identified people in law, journalism, and film; collections that emphasize prison abolition and the rights of incarcerated persons, in particular women and female-identified people; collections emphasizing the burgeoning area of girls studies; reproductive rights; and alternative religions such as Wicca and Neopaganism

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 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 accessioning a book collection. The Barnard Archives and Special Collections is also not actively seeking to acquire art collections.

**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 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 reserves the right to refuse a collection if its provenance and/or authenticity is questionable

The Barnard Archives and Special Collections reserves the right to refuse collections that exceed the present space constraints, or if materials in the collection are not well-suited to the Archives conditions

The Barnard Archives and Special Collections reserves the right to refuse collections with significant preservation issues including mildew, mold and pest infestations

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 the basement of Wollman Library, 19 Lehman Hall. They are open Monday through Friday 10am-6pm.

The Barnard Archives and Special Collections has an open door policy for members of the Barnard and Columbia communities. Though the Archives has an open door policy for Barnard and Columbia administration, staff, faculty, students, and alumni, it is
recommended that researchers contact the Barnard Archives and Special Collections at least one week prior to visiting to ensure that records can be made available.

The Barnard Archives and Special Collections is available to researcher communities outside of Barnard and Columbia by appointment only.

The Archives staff currently maintains walk in office hours for research consultations on Wednesdays, 3:30-6:00pm and Thursdays 3:00-5:00pm.

F. 2 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. In some cases, where personal privacy and institutional proprietary rights apply, there may be restrictions to access. Barnard Archives and Special Collections recognizes the rights of faculty, students, alumnae, and private donors to impose reasonable restrictions to protect privacy. The Archives does not make available student records, health records, or other restricted records.

F. 3 Copying and Reproduction
Photocopy Requests:
All photocopy requests are handled by Archives staff. Photocopies 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.

Digital Imaging Requests:
Digital reproductions of photographs and paper documents are available from Archives staff on a case-by-case basis, provided the archival material may be safely scanned or photographed. Digital photographs may be arranged for oversize photographs and documents, three-dimensional objects and material too fragile to withstand scanning. The Archives provides reproductions of original material. 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.

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 by submitting a request to Archives staff.

Copyright and Fair Use Statement:
The Barnard Archives and Special Collections is the physical rights holder of all material held within the Archives. 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. 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