

<b>Policy Number</b>	110.000
<b>Policy Title</b>	LIBRARY ARCHIVES POLICY
<b>Responsible Officers</b>	Library Director
<b>Responsible Offices</b>	Library, Development
<b>Summary</b>	This policy statement has been created to ensure a collective understanding of the material and contents held by the Columbia International University Archives.
<b>Definitions</b>	Archives - a collection of historical documents or records providing historical information about CIU Dissemination - the act of sharing information Preservation – the act of preserving documents and records to ensure accessibility to future generations Metadata – provides details and information about the resources to allow search ability
<b>Approving Body</b>	Academic Council; Administrative Council
<b>Approval Date</b>	April 3, 2017; April 10, 2017
<b>Last Revision</b>	January 26, 2017
<b>Re-evaluation Date</b>	Spring 2022
<b>Departmental Impact</b>	All CIU

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

**Policy Statement**

This is a new policy, created to ensure a collective understanding of the material and contents held by the Columbia International University Archives. It also describes the dissemination and audience who will be able to access and view areas of the archival collection.

The Columbia International University archives will serve as a collective repository telling the story of the establishment and history of Columbia Bible School to its growth into Columbia International University. The committee, established in January of 2017, has engaged in the determination of the types of material and themes the collection will maintain.

The function of the University Archives is to describe, explain, organize, preserve, and document any historically valuable information gathered or collected by any department associated to the University community. This includes all departments directly housed on the campus of Columbia International University, as well as CIU’s site in Korntal, Germany, European School of Culture and Theology (ESCT).

The Archives will be used to provide reference assistance to University students, faculty, administrators, and off-campus researchers in establishing historical records and reviewing important turning points in the University’s history. It will also be used to disseminate information about the holdings of the University Archives through bibliographic instruction and campus publications. It will also be used to provide exhibit material for University events and celebrations.

The Archives will be made up of a variety of material that helps to tell the CIU story. The specific material types will include: Audio and video files, photos and negatives, newspaper articles, print material, related paintings, and other artsy like items, artifacts and curios, bound material, and various other physical items that helped to make CIU what it is today.

The collection will be divided into specific subjects or themes: operational records, financial records, meeting notes, correspondence, historical information, news, alumni/faculty achievements, presidential libraries, program & course offerings, yearbooks, class graduations, and memorabilia.

These areas will be accessible to certain groups depending on the subject and confidentiality of the item. All operational and financial records will be restricted by password protection. A password will be provided upon request and approval by The Council of the President (TCP). The rest of the areas will be disseminated via proxy to faculty, staff, students, and alumni. Public access will be given to items that are deemed non-confidential, do not include any copyright restriction, and are pertinent in getting the historical biography of CIU into the public realm.

## **Rationale**

This policy has been created to provide guidance for the organization, preservation, and dissemination of collected documents and other material that currently are undocumented and stored in various departments across the University. It will serve as the collective gathering policy that will ensure all material imperative to the history of the University is brought together into one space and accessible when needed.

All copyrighted material added to the collection will be accompanied by the owner's permission to add, use, and disseminate as the copyright holder permits. Financial consideration of the established requirements set forth in this policy will need to be met in order to proceed in the appropriation of needed material and services before the archives can be instituted in the way outlined in the policy.

The advantage having a University archives is that it provides one location and complete reference of all materials preserved that are relevant to the historical biography of the University. The University archives will also serve as the entry point for any researcher or event planner. By organizing the archives into relevant themes and predetermining the dissemination requirements for each theme, the archives will also serve as the regulatory tool to keep confidential material from public access.

The archives will not include any motion picture or micro form material due to the media equipment needed to access items. If either of these formats contains information pertinent to completing the overarching goal of the archival collection, permission for a change in format will be sought, and if obtained, the format will be changed, at which point the item will be added to the archival collection.

## **Policy Procedures**

A University Archives selection committee will be made up of the Library Director, Marketing Director, Alumni Director, 2 faculty members, 1 alumni staff member, 1 marketing staff member, 1 library staff member, and 1 alumnus/alumna at large.

Materials will be admitted to the collection upon approval of these committee members. The Library Director will act as the first point of contact with the members consulted as needed, to ensure purpose and value of added information is in line with the criteria set. The members will use the criteria agreed upon for admittance and be processed, organized, and disseminated in accordance to the policies established and maintained accordingly. This criteria will be explained in its entirety in a handbook that will be created for this collection and distributed to all departments.

Metadata training will be provided by the Library cataloger. Document management and organizational training will be provided by a University of South Carolina certified document manager. Preservation training will be provided by the Library director.

**Hyperlinks:** [www.ciu.edu/policy](http://www.ciu.edu/policy)