

AXE LIBRARY GUIDELINES UNIVERSITY ARCHIVES

ARCHIVAL HOLDINGS

The University Archive is a legal repository of Pittsburg State University records kept as required by Kansas law and regulation and the repository of University records that have ongoing historical, evidentiary, or intrinsic value. The University Archive will maintain the institutional record of Pittsburg State University and its antecedent institutions. The various offices and administrators of Pittsburg State University will be encouraged to transfer records to the Archive as the records are no longer current or required for day-to-day consultation by the office of origin. The University Archive is maintained in the Special Collections unit of the University Library and is administered by the position designated Curator of Special Collections and University Archivist.

The University Archivist will work with the various offices and administrators of the University to develop records retention and disposition schedules for each record series and type created or received as a part of the regular activities of the University. Retention and disposition schedules will be developed in cooperation with the University offices and the Kansas State Historical Records Advisory Board. The University Archive will further assist in the storage and/or destruction of records as consistent with the legal requirements of the University and the maintenance of an adequate historical archive for the University.

Considered or required for transfer and retention in Special Collections are print and non-print materials created or received by the University and its various offices and agents including, but not limited to, newsletters, periodicals, irregular publications, news releases, legal and fiscal records, photographs, blue prints, manuscripts, correspondence, committee files, audio-visual materials, artifacts, and electronic format records. Collections of materials compiled or created by University faculty, staff, students, and alumni will be considered for

inclusion as part of the Special Collections holdings. Materials transferred to the University Archive will be inventoried and formally acknowledged to the transferring agent by the University Archivist.

ACCESS AND SECURITY

University Archive materials are kept in a secure repository in the basement area of Axe Library with appropriate temperature, humidity, lighting and storage conditions. The materials are non-circulating generally and are consulted only in the public research room under direct supervision of the Special Collections staff. Non-rare, print materials in good physical condition may be loaned to University faculty members up to two weeks upon request with the permission of the University Archivist and will be loaned to the creating office or agent if needed. Materials that will not be damaged by the process, excepting materials with access restrictions, may be photocopied, scanned, or otherwise reproduced by the Special Collections staff upon request. The staff of Special Collections and University Archives will make requested copies of the materials to the extent allowed by access restrictions. Patrons are informed of any access or publication restrictions placed upon the collections.

To aid users of the collections, the University Archivist and Special Collections staff will promptly and thoroughly answer reference questions received by regular correspondence, e-mail, telephone or personal interview. The staff will prepare and assist in the use of finding aids, indexes, shelf-lists, web pages, digital resources, and other guides to the Archive holdings. The staff will retrieve from storage any materials requested by patrons and assist in their use. University Archives will be open to the general public Monday through Friday from 8:00 to 12:00 and 1:00 to 5:00 excepting University holidays or unless otherwise posted. University Archives will be available at other than regular, posted hours if an appointment is made in sufficient time for scheduling.

PROCEDURES

University Archives shall generally follow the professional standards established by the Society of American Archivists, the American Library Association, the American Association of Museums and the guidelines of other professional organizations that bear upon the types of materials and access offered.