

Salt Lake Community College Archives

Program Policy

Revised June 2021

I. Purpose:

The Salt Lake Community College Archives Program provides open access to the College's history as well as creative and scholarly works, to foster the preservation of the works in physical (and where appropriate, digital) formats for future generations, to support Salt Lake Community College's students, faculty and staff through the creation of teaching and learning collections, and to help deepen community understanding of the value of higher education. The Salt Lake Community College Archives Program identifies and acquires materials of long-term historical, evidential, and administrative value to the College and preserves and provides access to these materials so that the Archives is a visible resource that: 1) promotes knowledge of Salt Lake Community College and 2) supports and nourishes teaching and learning at Salt Lake Community College and in the wider intellectual community.

A. Historical Archives and Institutional Repository: The Salt Lake Community College Archives Program is divided into the Historical Archives, dealing with physical records, and the Institutional Repository, dealing with digital and digitized records.

B. Note regarding official College records: The Salt Lake Community College Archives Program does not hold many official records created by the College. The Salt Lake Community College Historical Archives and Institutional Repository may contain duplicate copies of official records, but, with a few exceptions, these copies are not considered the official record for the College and are not kept for the length of time dictated by the College's Records Retention Policy.

B. Official records: Questions and requests for assistance with college official records in relation to their care, maintenance, scheduling, designation, classification, disposal or preservation, should be directed to the department Records Custodian or the College's Records Officer.

II. Mandate:

The Historical Archives at Salt Lake Community College is responsible for the appraisal, acquisition, preservation, and use of physical records created by the College, as well as records created by individuals or groups associated with the College.

The Institutional Repository is responsible for digital and digitized records pertaining to the College, its students, its faculty, or its engagement with the Community. The Institutional Repository also supports collections which may not be directly related to the College, but are relevant to the College's mission of community engagement and support.

III. Scope of Collecting:

A. Languages: The collections are primarily in English. However, materials in other languages, particularly those languages which are used in instruction and social activities on campus, which are pertinent to the collection will be considered for collection.

B. Time Period: Only materials created during the lifetime of the College (1948 to present) will be considered for the collection.

C. Geographical Considerations: Emphasis will be placed on materials pertaining to the Salt Lake area of Utah. In certain circumstances, materials which pertain to other geographical areas, but which have strong connections to the College or its students, alumni, faculty, or staff will be considered for collection.

D. Subject Areas: Records for which the subject is the College, its students, alumni, faculty, or staff will be given preference. Specific subject areas represented in the collection, and which will be prioritized in acquisition include:

- *Student life and campus events.* The student experience and student body have evolved since the College's founding in 1948. Materials which provide an insight into these evolutions will be considered for collection.
- *Campus development and facilities projects.* The College has endeavored to provide state-of-the-art facilities to faculty, staff, and students. Records pertaining to those efforts, building projects, renovations, or use of the facilities will be considered for collection.
- *Administrative papers.* Administrative teams at the College work to continuously improve the offerings at the College, the potential for students, and engagement with the community. Records of such activities, including board meetings, committee work, accreditation evaluations, and communications with the College and its community will be considered for collection.
- *Students and alumni and their impact on the community.* One of the strengths of the College is its community engagement and focus on filling the needs of the Salt Lake community. Records which demonstrate the efforts of students and alumni to do exceptional service to the community will be considered for collection.
- *Faculty and staff and their professional work.* The faculty and staff at the College take great pride in their work and providing high-end experiences for their students. Records such as publications, conference papers, or research will be considered for collection.

E. Types of Materials: The Historical Archives and Institutional Repository work together to preserve materials documenting the history of the College. Each has its own guidelines for collection. The lists below are illustrative of formats which will be considered for the collections.

- *Historical Archives*
 - Textual records, such as papers, manuscripts, or newspapers and newsletters.
 - Bound volumes, such as books or ledgers.
 - Photographs, including prints, slides, or compilation scrapbooks.
 - Audiovisual recordings, such as videocassettes, audiocassettes, or CDs.

- Artifacts, or three-dimensional objects, such as trinkets given away to students at College events.
- *Institutional Repository*
 - Born-digital photographs.
 - Digitally published newspapers or newsletters.
 - Digital audiovisual materials, such as videos or interview recordings.
 - Digitized audiovisual recordings and images of materials from Historical Archives.
 - Preferred file formats for the Institutional Repository are:

Textual Formats	File Extensions
Acrobat PDF/A	.pdf
Comma-Separated Values	.csv
EPUB	.epub
Microsoft Office Suite	.doc, .docx, .xls, .xlsx, .ppt, .pptx, .pub
Open Office Formats	.odt, .ods, .odp
Plain Text / Rich Text	.txt, .rtf
Image/Graphic Formats	File Extensions
JPEG / JPEG 2000	.jpg, .jp2
PNG	.png
Photoshop	.psd
TIFF	.tif, .tiff
Audio Formats	File Extensions
AIFF	.aif, .aiff
MPEG 3	.mp3
WAVE	.wav
Windows Media Audio	.wma
Video Formats	File Extensions
AVI (uncompressed)	.avi
Matroska	.mkv
MPEG 4	.mp4
QuickTime Video	.mov

F. Other General Considerations:

- Donation is the preferred method of acquisition.
- All donations will be assessed on their individual merits, including, but not limited to:
 - *Relevance to the existing holdings of the Historical Archives and Institutional Repository.* Materials should fit the remit of the College’s Archives Program, as outlined above.
 - *Condition of the materials.* Physical materials should be in decent condition and require minimal preservation work. Digital materials should be in one of the

accepted file formats. Exceptions will be considered for materials of great value to the Archives Program.

- *Costs associated with long-term maintenance of the materials.* Projections for such costs should be reasonable, respectful of the Archives Program's budget, and in proportion to the historical or research value of the materials.
- *Availability of space for the materials.* All donations should be able to be housed in the Archives Program facilities and Institutional Repository.
- Donations may be declined in certain cases, including, but not limited to:
 - *Incompatibility of digital file formats.* File formats which are not supported by the Institutional Repository or its systems cannot be considered.
 - *Unclear or disputed provenance.* Only materials over which the donor has clear legal ownership will be considered for collection. If any questions arise as to the donor's legal right to transfer ownership of the materials, the donation will be declined.
 - *Photocopies of original documents.* Only original documents will be considered for collection.
 - *Nature and extent of restrictions or conditions placed on the donation.* Only donations made in good faith and which abide by the donation agreement will be considered. If the donor places unreasonable conditions on the donation, such as access restrictions or display requirements, the donation will be declined.
 - *Potential conflicts of interests or trespassing on other institutions' mandates.* Only materials which fit the remit of the College Archives Program will be considered. Materials better suited to other institutions will be politely declined.

IV. Ownership of Records:

Records donated to, bequeathed to, purchased by, or otherwise deposited in the Salt Lake Community College Archives Program are property of Salt Lake Community College. Digitized items made available by the Institutional Repository are under copyright and require permission for reproduction or use.

V. Roles and Responsibilities:

The Archives Librarian is responsible for all managerial aspects of the Salt Lake Community College Historical Archives. These tasks include, but are not limited to: developing and enforcing policies and procedures; establishing priorities; maintaining infrastructure, facilities, and other support resources; and approving and accepting accruals.

The New Media and Educational Initiatives Librarian is responsible for all managerial aspects of the Salt Lake Community College Institutional Repository. These tasks include, but are not limited to: digitization efforts; online publication of digital and digitized materials; and maintenance of the Institutional Repository digital asset management system.

The Archives Librarian and New Media and Educational Initiatives Librarian are responsible to the Assistant Director for Content Services, and are therefore subject to the rules, regulations, and policies established by the Content Services department and Library Services.

VI. Associated Policies:

The Salt Lake Community College Archives Program is not responsible for records management for the College and deals primarily with historical records. For official College records, contact the Records Manager.

For a detailed description of the preservation practices, see the Salt Lake Community College Historical Archives Preservation Policy.