

Reed Library Archives and Special Collections Policies

DOCUMENT INFORMATION

| Document Title | Reed Library Archives and Special Collections Policies | | | | | | | | | | | | | | | |
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| Document Type | <input type="checkbox"/> Bylaws <input checked="" type="checkbox"/> Policy Document <input type="checkbox"/> Procedures <input type="checkbox"/> Guidelines <input type="checkbox"/> Form | | | | | | | | | | | | | | | |
| Office/Unit | | | | | | | | | | | | | | | | |
| Document Owner | | | | | | | | | | | | | | | | |
| Contact Information | <table border="1"><thead><tr><th>Office</th><th>Name</th><th>Phone</th><th>Email</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table> | Office | Name | Phone | Email | | | | | | | | | | | |
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| Review Date /Schedule | | | | | | | | | | | | | | | | |
| Revision History | | | | | | | | | | | | | | | | |

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Mission Statement

The mission of the Archives & Special Collections Department (A&SC) of the Daniel A. Reed Library at the State University of New York at Fredonia is to collect, organize, preserve, provide access to and encourage scholarly engagement with a variety of unique manuscript and archival materials in primary support of the scholarship needs of both the academic community at Fredonia and researchers around the world. The A&SC provides a vital function in enhancing Fredonia's reputation as a center for excellence in scholarship by working with faculty to integrate the use of unique manuscript and archival materials into the curriculum. To that end, the A&SC, in support of the overall mission of the university, embraces the initiatives to *educate, challenge* and *inspire* students, encouraging their development as *skilled, connected, creative* and *responsible* global citizens.

Collection Development and Donation Policies

The **University Archives** collects materials of enduring historical value and certain non-current records that document both the administrative activities of the State University of New York at Fredonia and its overall history. Decisions on collection development in this area are informed by the SUNY Records Retention and Disposition Schedule, as well as by the input of key university departments and individuals.

The **Special Collections** comprise a unique range of primary source materials in a variety of formats, as well as a small collection of rare books and other secondary sources. The manuscript collections encompass subjects of regional, national and international significance. Current collection strengths emphasize regional environmental history and activism as seen in the records of the [Coalition on West Valley Nuclear Wastes](#); the activities of the [Holland Land Company](#) in the greater Western New York region, available on microfilm and, in part, online via [New York Heritage](#); 20th-century American classical music, particularly as exemplified in the papers of preeminent classical saxophonist [Sigurd M. Raschèr](#) and Fredonia's own Walter S. Hartley; and the renowned Austrian Jewish author [Stefan Zweig](#).

The **Archives & Special Collections** (A&SC) will consider donations of the following materials, depending on their ability to meaningfully contribute to the areas of focus outlined above: manuscripts, photographs, sound recordings, audiovisual materials, rare books, ephemera and other archival records deemed to have significant intrinsic as well as informational value as defined by the Society of American Archivists. Newspaper clippings are not actively collected by the A&SC. The A&SC requires a Deed of Gift agreement for *all* donations in order to establish clear transfer of ownership to the A&SC.

The Archives & Special Collections will generally **not** accept the following:

- Materials for which the donor does not hold the clear title or in which the donor's ownership is in question or disputed
- Materials that fall outside the scope of the current collection development policy and mission in either format or content
- Photocopies or other alternate use formats of materials held by other repositories
- Photocopies or other alternate use formats in lieu of original source materials
- Duplicates of materials already held by the Archives & Special Collections
- Items in extremely poor physical condition requiring extensive conservation treatment
- Formats for which the Archives & Special Collections does not currently have either the technology or expertise to properly maintain
- Government records of permanent value or other original materials better suited to another repository

Unattended Child Policy

Pursuant to the Reed Library [Unattended Child Policy](#), minors must be accompanied at all times by a responsible adult; unattended children are not allowed in the Archives & Special Collections area based on library and university policy.

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| FAQ's | | | | | | | | | | | |
| Keywords | | | | | | | | | | | |
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