



LAWRENCE UNIVERSITY
APPLETON, WISCONSIN 54912

**Lawrence University Archives
Collection Development Policy
Updated August, 2013**

Mission

The Archives at Lawrence University collects, preserves, and makes accessible materials that document the history of both Lawrence University and Milwaukee-Downer College. In supporting the research needs of Lawrence University students, faculty, staff, alumni, and members of the wider community, the Archives helps fulfill the mission of the Seeley G. Mudd Library and the teaching and learning mission of the University.

Functions

1. Research

The Archives makes collections physically and intellectually accessible to researchers, including faculty, staff, students, and alumni of Lawrence University and Milwaukee-Downer College as well as visiting scholars and members of the general public.

2. Teaching

As a repository of unique materials on the Lawrence campus, the Archives supports creative teaching and learning by serving as a laboratory for classes working with primary research materials.

3. Preservation

Collections in the Archives are preserved in accordance with professional archival practices. Materials are stored in acid-free containers and housed in a secure environment. Archival collections do not circulate and are only available for research in the Archives with the supervision of the Archivist.

4. Outreach

Outreach activities that promote the Archives and its collections provide opportunities for the Archives to become a more visible presence in the Lawrence and Appleton communities. Outreach activities pursued by the Archives presently include: exhibits and displays, presentations pertaining to Lawrence history, use of social media, activities in conjunction with annual Reunion Weekends, and an ongoing oral history project.

5. Acquisitions

The Archives seeks to acquire materials that collectively provide documentation of Lawrence University and Milwaukee-Downer College history with breadth and depth. The Archives acquires materials primarily through transfer from University offices and departments and donations from faculty, staff, students and alumni.

Collecting priorities

The Archives currently holds about 2,000 linear feet of collections. These collections represent a wide variety of unpublished materials from both Lawrence and Milwaukee-Downer College, including presidential papers; records from University offices and departments; papers of faculty and alumni; student honors projects; and a number of scrapbooks, photographs, and artifacts. The Archives also houses collections of published materials such as yearbooks, student newspapers, and other campus publications. Collections date back as far as the founding of Lawrence in the mid-1840s, and new materials are continually acquired.

University Records

University records management is governed by the [Lawrence University Records Management Policy](#). For detailed information on retention and disposition requirements for different types of university records, including those designated for permanent retention in the Archives, please refer to the [Lawrence University General Records Retention Schedule](#).

In general, the Archives seeks to acquire departmental records that best illustrate the purpose, activities, and policies of the department. Documents that represent an "end product," such as a final report, instead of a draft, are most useful for these purposes. Records donated to the Archives should be inactive – no longer regularly used for routine business. Types of documentation that the Archives is most interested in include:

- policy documents
- substantive correspondence
- meeting minutes
- newsletters, pamphlets, or brochures
- organizational charts
- reports
- photographs
- audiovisual materials

Manuscript Collections

Collections of personal papers of faculty, staff, and alumni that document Lawrence people and events are also a vital part of the Archives' collections. Materials the Archives is most interested in obtaining include:

- correspondence
- memoirs and reminiscences
- diaries or journals
- scrapbooks and photo albums
- professional papers
- speeches and lectures
- syllabi and course materials
- photographs
- audiovisual materials

Formats of Materials Collected

The Archives collects records in all formats, including paper, audiovisual materials, electronic records, photographs, and memorabilia.

Materials Not Collected

The Archives does not collect materials that are outside the scope of this collecting plan, materials that are in such poor condition as to be unusable, photocopies of documents from other repositories, duplicates of current holdings (unless in better condition than the Archives' copy), or student records protected by the Family Educational Rights and Privacy Act.

Resource Sharing

Materials from the Archives are occasionally loaned to other repositories. When an item is loaned out to another repository, both institutions sign a written contract indicating the date the item is loaned, how it is transferred to the borrowing repository, the condition of the item when it is transported, and the date it will be returned.

De-accession

The Archives' collecting abilities are limited by space considerations. If at any time donated material is deemed to be outside the scope of the Archives' collecting plan, it may be considered for de-accession. The Archives will consider several options for de-accession: return of the material to the donor or the donor's family, transfer of the material to another University office, donation of the material to another repository, or destruction of the material. For manuscript collections, de-accession procedures will be determined based on instructions specified in the deed of gift, when applicable.

Policy Evaluation and Review

This policy will be reviewed frequently and updated as needed.