

University of The Bahamas



Established 1974

POLICY NUMBER:	2016-01-POL
TITLE OF POLICY:	Archives Collection Policy
DATE OF ADOPTION:	March 9, 2016
COUNCIL RESOLUTION NUMBER:	TBD
SUPERSEDES:	N/A (initial policy)
DATE OF IMPLEMENTATION:	March 2016
PROJECTED DATE OF REVISION:	5 years from implementation
PURPOSE OF POLICY:	This policy guides the nature, acquisition and building of the institutional archive collections for future use in research as well as teaching and learning.
REVISION NUMBER:	N/A (initial policy)
ACCOUNTABILITY:	This policy is under the responsibility of the University Librarian who is accountable with respect to its implementation.
ASSOCIATED PROCEDURES	UB Gift Acceptance Guidelines and Procedures
RELATED POLICIES:	UB Library Collection Development Policy
HISTORY:	N/A (initial policy)
APPENDICES:	<ul style="list-style-type: none"> A. Archives Deposit Agreement B. Archives Box List C. Archives Accession Form

1. Overview

1.1 University of The Bahamas (UB) Archives is the secure repository of the historical records of UB and its predecessors, created and accumulated since the inception of UB and its predecessors.

1.2 The UB Archives endeavours to collect unique, original records of enduring value (informational, administrative, educational, cultural, historical, legal, research, evidential, scientific, political and financial) which relate to the history of the University of The Bahamas, and in instances, the history of The Bahamas, for preservation, and for future use or access in research, teaching and learning by UB and extended communities.

1.3 The UB collections of archives reflect The University's functions and activities, including its decision-making, such as the Council records.

2. Purpose, Mission, Function, Remit of UB Archives

2.1. **Purpose:** The UB Archives exists primarily so that the history of institution may be permanently preserved, and so that researchers may access and make use of information about the institution and its history.

2.2 **Mission:** In congruence with the LIMS mission, the mission of the UB Archives is to connect people, expertise and archival or historical records in a physical and virtual environment that supports research and teaching and nurtures learning. The UB Archives too builds and preserves collections and facilitates the discovery and use of information resources and collections both within and beyond the physical space through responsive services and innovative technologies.

2.3 **Function:** The core function of the UB Archives is preservation of records for access or use by future generations.

2.4 **Remit:** The remit of the UB Archives is to acquire and preserve the institutional records and to encourage the use of these records by a local and academic community and the wider public.¹

3. Definitions

3.1 Archives: An archives - interchangeably used with 'an archive' - is generally known to be a public, private or individual collection of decidedly unique records and other information which have authenticity, integrity and reliability; which are deemed to have continuing value in a number of respects, and which are retained and preserved for permanence and future engagement. An archives can also mean the building/repository or structure housing these records of enduring value, or the unit comprising staff who safeguard and manage the archival material, including archivist and conservator.

3.2 Archivist: Keeper and manager of archive collections

3.3 Accession: Formal acquisition or acceptance of collection deposit

3.4 Acquisition: Process of taking in archival material via transfer, donation/gift or purchase

3.5 Appraisal: Archivist's determination of fitness of archival material for permanent preservation

3.6 Collection: Contents or particular body of archival material within an archives

¹A typical publicity/outreach piece on archives would contain words to the effect of those of Tyne & Wear's Archives & Museums brochure: 'Preserving the Past for the Future', which evokes images of value, preservation and permanence, the essence of archives.

3.7 Record: Data or information in a fixed form that is created or received in the course of individual or institutional activity and set aside (preserved) as evidence of that activity for future reference²

4. Scope of Collections

4.1 UB Archives collections are composed of records from the following:

4.1.1 UB entities at all campuses and sites, including

- 4.1.1.1 University Council
- 4.1.1.2 management, staff and faculty
- 4.1.1.3 faculty association and union
- 4.1.1.4 staff union
- 4.1.1.5 student union
- 4.1.1.4 student clubs
- 4.1.1.6 alumni association

4.1.2 Predecessor and amalgamation institutions: Bahamas Teachers' College (BTC), San Salvador Teachers' College (SSTC), C. R. Walker Technical College, Bahamas Hotel Training College (BHTC)

4.1.3 Affiliates with partnering initiatives, for example, University of the West Indies (UWI)

4.2 Collections from entities not listed above are accepted upon the discretion of the UB Archivist, for example, records of national or prominent figures, or of citizens and residents of interest.

5. Collection Content

5.1 The UB Archives seeks to routinely acquire University records up to the 20th century, for inclusion in its collections, including the following:

- 6.1.1 minutes; reports; manuscripts; administrative files; notes; syllabi; catalogues; handbooks; booklets; correspondence; speeches; membership rolls; visual images; microfilm/microfiche biographical material; maps; architectural and building plans; memorabilia; diaries; audiovisual recordings; ephemera

5.2 Archival items other than those above are accepted upon the discretion of the University Librarian and UB Archivist.

6. Exclusions

6.1 Generally, UB Archives does not accept the following:

- 6.1.1 More than two copies of distributed material (for example, catalogues)
- 6.1.2 Books or periodicals
- 6.1.3 Student papers
- 6.1.4 Dissertations or theses of University of The Bahamas faculty, staff, administrators, or students

²Also, 'a written or printed work of a legal or official nature that may be used as evidence or proof; a document; data or information that has been fixed on some medium, that has content, context, and structure, and that is used as an extension of human memory or to demonstrate accountability' (International Council on Archives, 2010a).

7. Conditions of Accession

7.1 Archival material is usually acquired or accessioned by transfer from a department/unit, or by donation/gift or bequest from an external or internal party. Loans, however, may be considered.

7.2 As with any other gift or bequest, ownership is transferred to UB.

7.3 UB Archives does not provide fiscal appraisals of collections or individual items.

7.4 Depositors are responsible for boxing/packaging and transport to the UB Archives.

7.5 The University Archivist reserves the right to reject material where the quantity is judged to outweigh the quality of the information which the records contain.

7.6 The University Archivist reserves the right to reject items or collections for which access could never be permitted for reasons of extremely poor condition and where the institution would have to spend an amount of money disproportionate to its historic value to make the item available for consultation.

7.7 Deposits which are mainly duplicates or copies of archives held elsewhere may be rejected.

8. Retention

8.1 It is the general practice of UB Archives to permanently retain material. Insofar as UB Archives is an evolving entity within an evolving institution, ongoing collection appraisals will inform what material is retained in perpetuity.

8.2 If, following appraisal, internally-transferred material is deemed not appropriate for UB Archives, it may be disposed of.

8.3 If, following appraisal, donated/gifted material is deemed not appropriate for UB Archives, it may be offered to another institution, returned to the donor, or disposed of.

9. Conditions of Access

9.1 Access to collections by internal and external parties is in keeping with procedures and stipulations formulated by UB Archives.

9.2 Data Protection and other relevant laws obtain, therefore, certain archival materials are expected to have restricted access status.

10. Storage

10.1 UB Archives currently has storage facilities for paper and photographic archives only.

10.2 Artefacts are referred to the Libraries and Instructional Media Services Special Collections and any institutional museum facility.

10.3 Similarly, Libraries and Instructional Media Services is the designated repository for published works, including rare published works.

11. Collection Development

11.1 Collection development is the responsibility of an Archives Collection Development Team, structured by the University Librarian, and with activity facilitated by the College Archivist.

11.2 UB Archives welcomes internal and external recommendations on possible sources of records to complement or build upon its existing collections. The College Archivist is the initial point of contact in that regard.

12. Exceptions to Policy

UB Archives reserves the right to make exceptions to the published Collection Policy, as appropriate, particularly when doing so supports The University's mission.

Accession number _____

Deposit Agreement

I, _____,

[name]

of

[street, postal and email address(es)]

wish to deposit

[brief description of the material, using overleaf, if necessary]

with the University of The Bahamas and its successor institutions.

1. I deposit this archival material, and any additions which may be made to it, with the University of The Bahamas. The deposit is to be permanent.
2. The material shall be available to members of the public for use from the date of this deed, subject to Data Protection legislation.
3. Requests for reproductions of material for personal or educational use will be handled by the University of The Bahamas, in compliance with Copyright legislation. The University of The Bahamas will retain any reproduction or copyright fees to offset the costs of processing the
4. requests.
Items which the University of The Bahamas deems not suitable for permanent preservation, or not appropriate for deposit at the University, shall be returned to

_____.

I agree that UB Archives may use my name to publicise this acquisition.

In full accord with the provisions of this deposit agreement, I hereunto set my hand.

.....

[Name and Signature of Depositor]

Date

Signed in the presence of _____

[Name and Signature of Witness]

For UB Archives use only

On behalf of the University of The Bahamas, I, [XYZ], Archivist, accept this deposit.

.....

[Signature]

Date

Collection Reference: ACCN [#]

Title: Papers/Records of [x]

Total Boxes:

Box Number 1

File reference	File Description	Covering Dates	Medium	Condition	Copyright	Access

ACCESSION FORM

Accession Number

Date of Acquisition

Immediate Source of Acquisition

Physical Description

Scope and Content

Dates of Creation

Access Conditions

Copyright

Notes

UB ARCHIVES - Additional Information

Academic Year

Staff Member Name & Signature with Date