



POLICY ON UNIVERSITY OF THE BAHAMAS ARCHIVES COLLECTION

POLICY NUMBER:	2018-02-POL-AS
TITLE OF THE POLICY:	University of The Bahamas Archives Collection
DATE OF ADOPTION:	March 12, 2018
SUPERSEDES:	2016-01-POL
DATE OF IMPLEMENTATION:	Spring 2018
PROJECTED DATE OF REVISION:	Spring 2020
PURPOSE OF THE POLICY:	To establish procedures which guide the nature, acquisition and building of University of The Bahamas archive collections for research as well as teaching and learning
ACCOUNTABILITY:	University Librarian
RELATED POLICIES:	None
APPENDICES:	None

1.0 Overview

- 1.1 University of The Bahamas (UB) Archives is the secure repository of the historical records of the institution and its predecessors, created and accumulated since the inception of UB and its predecessors.
- 1.2 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 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 UB Archives reflect the University's functions and activities, including its decision-making, such as Board of Trustees records.

2.0 Purpose, Mission, Function, Remit of UB Archives

- 2.1. UB Archives exists primarily so that the history of the institution may be permanently preserved and so that researchers may access and make use of information about the institution and its history.
- 2.2 UB Archives aims to connect people, expertise and archival or historical records in a physical and virtual environment that supports research and teaching and nurtures learning. UB Archives 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 UB Archives seeks the preservation of records for access or use by future generations.
- 2.4 UB Archives seeks to acquire and preserve institutional records and encourage the use of

these records by the local and academic community and the wider public.¹

3.0 Definitions

- 3.1 Archives: Interchangeably used with ‘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.
- 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 reference.²

4.0 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 Board of Trustees;
 - 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;
 - 4.1.1.6 student clubs;
 - 4.1.1.7 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), The College of The Bahamas (COB).
 - 4.1.3 Affiliates with partnering initiatives, for example, University of the West Indies.
- 4.2 Collections from entities not listed above are accepted at the discretion of the UB Archivist, for example, records of national or prominent figures, or of citizens and residents of interest.

5.0 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:
 - 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.
- 5.1 Archival items other than those above are accepted at the discretion of the University Librarian and UB Archivist.

¹ A 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.

² Also, ‘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).

6.0 Exclusions

Generally, UB Archives does not accept the following:

- 6.1. More than two copies of distributed material (for example, catalogues);
- 6.2. Books or periodicals;
- 6.3. Student papers;
- 6.4. Dissertations or theses of UB faculty, staff, administrators, or students.

7.0 Conditions of Accession

- 7.1 Archival material may be 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 shall be transferred to UB.
- 7.3 UB Archives does not provide fiscal appraisals of collections or individual items.
- 7.4 Depositors shall be responsible for boxing/packaging and transport to 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 and to reject deposits which are mainly duplicates or copies of archives held elsewhere.
- 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.

8.0 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.

9.0 Conditions of Access

- 9.1 Access to collections by internal and external parties shall be in keeping with procedures and stipulations formulated by UB Archives.
- 9.2 Data protection and other relevant laws obtain; as a result, certain archival materials shall have restricted access status.

10.0 Storage

- 10.1 UB Archives currently has storage facilities for paper and photographic archives only.
- 10.2 Artefacts are referred to the University Library Special Collections and any institutional museum facility.
- 10.3 Similarly, the University Library is the designated repository for published works, including rare published works.

11.0 Collection Development

- 11.1 Collection development shall be the responsibility of an Archives Collection Development Team, structured by the University Librarian and with activity facilitated by the University Archivist.
- 11.2 UB Archives welcomes internal and external recommendations on possible sources of records to complement or build upon its existing collections. The University Archivist shall be the initial point of contact in that regard.

12.0 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.