

Collection Development Policy  
for  
Archives and Special Collections  
of the  
Roger & Peggy Madigan Library

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## **Introduction**

The Madigan Library's Archives Collection is the final repository for the historical records of The Pennsylvania College of Technology. Its primary purpose is to document and preserve College history and to make that history accessible to administrators, faculty, staff, students, alumni and members of the community. Although the materials contained in the College Archives document the history and operation of the institution, they also provide valuable information on the history of the City of Williamsport and the history of vocational education in the Commonwealth of Pennsylvania, particularly the Depression era and the beginning of World War II.

## **Mission**

The mission of the Archives is to

- appraise, collect, organize, describe, preserve and provide access to materials which document the history of the Pennsylvania College of Technology and its predecessors, the Williamsport Area Community College and the Williamsport Technical Institute
- preserve the history of Penn College through the provision of proper facilities, storage and maintenance of archival materials
- provide reference services to assist College faculty, staff, students, alumni and others interested in using archival materials
- promote archival materials and special collections through displays, exhibits and publications

## **Collection Development**

In the absence of a systematic records management program, the Archives must rely upon the cooperation and support of administrators, faculty, staff, students and alumni to ensure that college records are acquired and preserved. At present, electronic records are not being collected

The Archives collects the following official records, papers and publications of the Pennsylvania College of Technology including

- Governance documents
- Faculty handbooks and awards
- Policies and Procedures Handbooks
- News clippings
- Publications, newsletters and booklets distributed in the name of Penn College or its predecessors including catalogs, yearbooks, course catalogs and schedules of classes
- Maps, prints and architectural drawings documenting development and physical changes of the College
- Annual reports of the College
- Papers of WTI, WACC and Penn College Presidents
- Papers of faculty, administrators and alumni who have made a significant contribution to the College, the community, their profession or area of expertise
- Photographic prints, negatives and slides
- Audio tapes of interviews and oral histories
- Video cassettes and compact disks produced by the College
- Artifact relating to the history of the College
- Documents of Academic Divisions
- Documents of Administrative Divisions

### **Gifts**

The Madigan Library accepts gifts of archival materials provided that the donor signs a Deed of Gift and does not impose excessive restriction on use.

### **Status of Academic/Administrative Records at the Time of Donation or Transfer**

Official College records must be inactive and no longer used in the current activities of the originating office.

### **Access to Archival Records**

The office or committee of origin may place restrictions on access to non-current records. The Archives also recognizes the right of donors to impose reasonable access restrictions to protect privacy and confidentiality. Restrictions should be imposed for a fixed term to be determined at the time of donation. The Archives encourages minimal restrictions on access to records.

## **Special Collections**

Special Collections houses books and other materials whose relevance to Penn College history, uniqueness, format or physical characteristics puts them at risk for damage, vandalism or theft. Examples include, but are not limited to

- pop-up books and other examples of the craft of book making
- books written by Penn College faculty, staff or alumni
- autographed books by visiting authors
- wood cut prints and other examples of graphic design
- books on local history
- books from the personal libraries of the artist John Sloan and former WACC faculty member Hugh MacMullan

## **De-accessioning**

We reserve the right to dispose of materials that fall outside the focus and scope of the collection. Archival materials will be returned to donors or offered to other institutions. Books from special collections will be transferred to the circulating or reference collections or offered in the library book sale.

TO BE ADDED TO THIS POLICY:

**“Conditions for the Use of Reproductions of Photographic Materials owned by Penn College.**

See:”<http://www.libraries.psu.edu/crsweb/speccol/spc/policies/photographic.htm>  
for PSU policy.

**Deed of Gift form:**

See PSU form: G:Archives/DEEDOF~1.doc