

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, particularly the Depression era and the beginning of World War II and also on the history of vocational education in the Commonwealth of Pennsylvania,.

## **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**

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

1. Oral histories of faculty, administrators, and alumni
2. Photographs
3. Memorabilia related to college history, provided they are in good condition and easily accommodated in existing storage space
4. Personal papers of key founding figures
5. Agenda and minutes of college governance committees

6. College news publications
7. Campus maps
8. Blueprints of campus buildings for instructional use only
9. Yearbooks of Williamsport Area Community College
10. Penn College, WACC & WTI catalogs
11. Recordings of programs produced by Penn College
12. Middle States reports
13. Long Range Planning reports
14. Student Guidebooks
15. Visiting Chef dinner menus and autographed cookbooks
16. Special events programs and memorabilia
17. Compliance Reports for PA Senate House Bills
18. Non-current Strategic Planning & Research reports not held in that office

At present, electronic records are not being collected by Archives.

### **Gifts**

The Madigan Library accepts gifts of archival materials provided that the donor signs a Deed of Gift and does not impose restriction on use. (See page 4, *Deed of Gift Agreement*.)

### **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. These items have records which can be found in our online catalog. Examples include, but are not limited to

- examples of the craft of book making
- pages which illustrate the history of print
- examples of graphic illustrations done by WTI & WACC students
- books written by Penn College faculty or staff
- 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
- VHS/DVDs created by Penn College (example: You're the Chef; Commencement Exercises; Penn College & You.)
- audio tapes of interviews and oral histories

### **De-accessioning**

Generally, materials accepted for deposit in the College Archives reside there permanently. However, the library reserves the right to dispose of materials that fall outside the focus and scope of the Archives & Special Collections. When possible, archival materials will be returned to donors or offered to other institutions. Books from special collections will be transferred to the circulating or reference collection, or offered to Better World Books, an organization which accepts donated books to distribute to literacy organizations and libraries in third world countries.

#### ***Conditions for the Use of Photographic Copies and Digital Images***

<https://www.libraries.psu.edu/psul/speccolls/help/repro.html>

# ***PENNSYLVANIA COLLEGE OF TECHNOLOGY***

## **Deed of Gift Agreement**

AND NOW, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, this Deed of Gift Agreement (the “Agreement”) sets forth and confirms the understanding and agreement between \_\_\_\_\_ (individually and if more than one person, collectively called the “Donor”) and **Pennsylvania College of Technology** (College) regarding the donation of \_\_\_\_\_ (the “Donated Items”) to the College.

### **Donation**

Donor hereby donates and unconditionally conveys, transfers, assigns, grants, delivers and sets over to the College, its successors and assigns, forever, the Donated Items and all right, title and interest in and to the Donated Items.

### **Use By College**

The Donated Items will be available to College students, faculty and staff and the public for the following purposes, in the discretion of the College:

- To be used in the educational process and research.
- To be exhibited at the College.
- Any other purpose that advances the mission of the College.

### **Ownership**

The Donor warrants that Donor is the sole and absolute owner in every respect of the Donated Items, that Donor has the right and authorization to donate the Donated Items and that the Donated Items are free and clear of any and all present and future claims, liens, demands, charges, security arrangements, judgments, and encumbrances of any kind or nature.

### **Sale**

The College reserves the right to liquidate/sell any portion of the Donated Items at any time in the future as the College deems to be in its best interest.

### **Tax Liability**

Valuing the gift for tax purposes and all tax liability associated with the donations referred to herein are the responsibilities of the Donor, their heirs, administrators, executors and assigns. The College does not give tax advice regarding donations and has not given tax advice to the Donor regarding this donation.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Pennsylvania College of Technology

Signature of Donor

By: \_\_\_\_\_

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Donor's Address: