

**Brother Edmond Drouin Library
Walsh University
Policy 15: Archives and Special Collections**

0.0 CONTENTS

- 0.1 Purpose
- 0.2 Function
- 0.3 Units
- 0.4 Responsibility to collect
- 0.5 Access restrictions
- 0.6 Revision History

1.0 PURPOSE

This document outlines the identity and authority of the Department of Archives and Special Collections and defines conditions for time-limited access to materials.

2.0 FUNCTION

The Walsh University Department of Archives and Special Collections, a unit of the Brother Edmond Drouin Library, acquires, preserves, and makes available documents and other artifacts of lasting value in two areas:

3.0 UNITS

- 3.1 Special Collections: Items which support the mission of the university but are too valuable, fragile or rare to be housed in the open stacks of the library
- 3.2 Archives: Items of lasting value created by the university or its staff or received by them.

4.0 RESPONSIBILITY TO COLLECT

The head of the Department of Archives and Special Collections is the designated agent to review university documents and determine those of sufficiently lasting value to merit acquisition, preservation and access. University staff are to cooperate with the Head of Archives and Special Collections in the performance of this responsibility.

5.0 ACCESS RESTRICTIONS

- 5.1 In general, access to archives will be available as soon as possible after an item is added to the collection.

- 5.2 If access is to be restricted, the fixed time of restriction is to be set at the time of acquisition.
- 5.3 If the Head of Archives and Special Collections accepts items bearing access restrictions until a future date, any permission for access during the restricted time is granted only by the originating authority, in writing, signed by the officer granting the authority.

6.0 REVISION HISTORY

Approved by Library Committee January 27, 2010

Approved by Instruction and Academic Policy Committee February 5, 2010

Approved by Academic Assembly February 19, 2010