

VERMONT TECHNICAL COLLEGE
MANUAL OF POLICY AND PROCEDURES

April 2012

T702 Hartness Library Archives Collection Policy

Archives Mission

The Hartness Library Archives was established to collect, organize, describe, preserve, and make available the College's records of administrative and historical value relating to the history of the College, its founders, faculty, students, administrators, staff and alumni. It facilitates the efficient management of these materials and serves as an educational resource for students and an informational resource to assist in administrative and operational decision making.

The mission of the Vermont Technical College Archives is to collect, preserve, organize, and make available these significant non-current and non-confidential records of historical and/or administrative value.

Archives Services

As part of its mission, the Archives provide facilities for the retention, preservation, and research use of its collections. The Hartness Library Archives of Vermont Technical College provides access to a range of materials that document college history, beginning with the Randolph Normal School founded in 1860 and the transition to the Vermont School of Agriculture in 1911 to the present. Some highlights of the collection include college publications (*The Normal Register*, alumni publication, *The Aggie Echoes* and *The Round Table* yearbooks; *The Pioneer* student newspaper), biographical files, over 1000 photographs, and college administrative materials.

The Archives also serves in a public relations capacity by promoting knowledge and understanding of the origins, programs and goals of Vermont Technical College, and strengthens the College's curriculum in offering primary historical sources for scholarship.

Although most of the materials are available for research, primary sources that have not been digitized may be used only within the Hartness Library. Reference assistance is available in person, by telephone, email, mail or fax. The Hartness Library reference staff are happy to

conduct tours for classes, college alumni, and other groups, and will work with faculty on special course assignments.

Duplication of materials is available, within the [Fair Use](#) provision of the U.S. Copyright Act (Title 17, U.S. Code). We are able to photocopy and digitize most materials that are not fragile, brittle, oversized, or otherwise unsuitable for duplication.

The Archives is responsible for acquisition and maintenance of the following materials:

1. Materials generated by the College: These records may come in any medium or form: paper (published or unpublished); photographs, discs, architectural or landscape drawings; audio and videotapes; newspapers clippings; or memorabilia. To create a permanent central resource, a digital archives repository will be created for the purpose of receiving and maintaining records of a digital nature. To facilitate collection of materials, some regularly posted digital materials will be automatically uploaded to the Hartness Digital Archives repository. Other digital materials will be forwarded to the Hartness Library for upload. One hardcopy of institutional documents and ceremonial brochures will be collected and retained.

The following records and publications shall be retained and forwarded to the Hartness Library to be preserved in the College Archives:

- Records/minutes of the Board of Trustees and the Executive Committee of the Board.
- Records of historical importance from the President's Office, such as speeches, annual reports, special initiatives and activities.
- Institutional records: self-studies, strategic planning materials, and accreditation reports.
- Records of academic and athletic department accreditation reports & renewals (ABET, VET TECH, etc.)
- Records of the College related to graduation and official ceremonies including audio and/or video recordings of such events.
- Records of official academic and administrative committees.
- Records of student and college organizations, such as student senate meeting minutes.
- Maps and blueprints which document the growth of the campus.

The following records and publications should be retained and forwarded to the Hartness Library to be preserved in the College Archives:

- Faculty publications, including speeches, papers delivered at meetings and reports of faculty research projects.
- Audiovisual materials, such as photographs, paintings, films, and audio and video tapes, which document the college history or demonstrate student work.
- Selected artifacts relating to the history of Vermont Technical College or any of its predecessors.
- Reports relating to the college which were generated by external agencies.
- Sampling of student life and campus culture.

2. Materials generated by individuals connected with the College: Donations from alumni that help to document the history of Vermont Technical College, particularly student life at the college, are sought by the Archives. Photographs, correspondence, publications, reminiscences, scrapbooks, and small memorabilia from an individual's college career all add to the understanding of the college and its culture.

Retention of Materials

- The Archivist or representative will determine the permanence of all items collected.
- Materials are retained in the Archives if they are unique or if they document the history of the college or demonstrate the work and purpose of an office or organization.
- Two copies of college publications are retained, one of which is removed from public use and stored in the Archives; this permits occasional use of one copy for display or loan.
- Memorabilia is kept if it is small and distinctive. Shelving and archival resource limitations mean that most clothing items (graduation caps and gowns, athletic uniforms) are not retained.