Finger Lakes Community College
Library Archives Collection Policy

I. Purpose

The principal goal of the Charles J. Meder Library Archives is to manage information resources of long-term historical value that have been created by or written about the college.

II. Selection Guidelines

a. General Guidelines

The Charles J. Meder Library Archives collects records relating to the history and culture of the college. The majority of the records collected by the archives are generated by administrative units and academic departments.

b. Record Creators

i. **Academic Departments:** The goal of archives is to document the creation, development, priorities and activities of every academic department.

ii. **Affiliated Organizations:** This category includes student organizations, alumni groups, FLCC support organizations and faculty bodies. The goal is the same as for the academic departments.

c. Types of Records Collected (but not limited to):

i. **Academic/Staff department records:** Minutes and reports from major academic and staff committees, including Academic Senate, Professional Association and CSEA.

ii. **Accreditation reports:** Middle States Reports and supporting documents

iii. **Alumni records:** Records, minutes and correspondence from the Alumni Association

iv. **Annual budgets**

v. **Audio, videotapes and films:** Documentation of cultural events and the development of the college (Commencement)

vi. **Biographical information:** Administrators, faculty, staff, students and alumni

vii. **College publications:** Catalogs, flyers, brochures, newspapers, magazines that have been created by or for the college

viii. **Correspondence** (including email)**:** Files and reports from the office of the President, Provost, Vice-Presidents…, Institutional Advancement, Institutional Research, and the Library

ix. **Electronic files:** Documentation of cultural events and the development of the college

x. **Governance and policy documents:** Constitutions and by-laws, minutes, proceedings, memoranda and reports from any college administrative or advisory boards (FLCC Board of Trustees)
xi. **Histories:** Documentation of a special event or activity
xii. **Library records:** Circulation statistics
xiii. **Maps and blueprints:** Documentation of growth of the college
xiv. **Photographic material** (including prints, negatives and slides)**:**
    1. **People:** Administration, faculty, staff, students and alumni
    2. **Buildings and grounds:** College buildings and grounds
    3. **Events and groups:** College sponsored events, including: sports events, commencement, departments, and organizations
xv. **Student Organizations:** Records from student organizations
xvi. **Other items as determined**

d. Chronological Period Covered

The Charles J. Meder Library Archives collects records from the founding of the college in 1965 to the present.

III. Selection Process

Library staff will assess the long-term historical value potential of all items transferred to the Archives. Staff will process and catalog the records and make the items available for public research. Acceptance of material to the Library Archives does not commit the Archives to retain material in perpetuity.

IV. Exclusions

- The Library Archives are not to be used a records retention location for the institution and does not accept personnel or student academic files.
- Donations requiring special housing or excessive demands on archival resources will not be accepted.
- The Archives may be digitized for preservation purposes. Original material may be kept or destroyed.
- The Archives does not accept most three-dimensional artifacts (trophies or sports equipment)
- Employees' personal belongings are not accepted

V. Exceptions

There may be exceptions to the above policies. The Library Archival Staff reserves the right to make all appraisal decisions regarding archival material.