



DATE: JANUARY 2023

CATEGORY: Policy/Procedure

SUBJECT: Access to Archival Materials

Policy on Access and Records Management in the Benedictine University Archives

The Benedictine University Archives are stored in the Archives & Special Collections facility within the Benedictine University Library ("the Library"), located in the Lower Level of the Kindlon Hall of Learning. The following policy and procedure is designed to maintain the security and integrity of these materials while providing access for their use by patrons.

POLICY

Benedictine University archival records are defined as those being assigned a permanent location in the Benedictine University Archives. The Library may seek to obtain other Benedictine University material for inclusion in the archives. Records will be delivered to the Benedictine University Library for storage in accordance with the Benedictine University policy on File Record Management. Such records will be maintained in the University Archives in perpetuity or until the mandated purge date, dependent on the type of record.

Access to archival records will be restricted to normal business hours (8:30 a.m. – 4:30 p.m.) Monday through Friday. Exceptions require approval from the Associate University Librarian or the University Librarian. Advance notice of a need for access is required in order to ensure the availability of a Library staff member to provide the requested materials.

PROCEDURE

Faculty, administrators and staff are able to view materials held in the University Archives. Students and researchers may be able to view materials held in the University Archives as well. This includes records created by Benedictine University and its departments or personnel. However, access to some records may be restricted based on their level of sensitivity (i.e. records of specific financial transactions, admissions materials, student or personnel records that contain information of a personal nature). Items of this nature that reside in the University Archives location are not available for use except by the originating department or individual.

The Benedictine University Library does not actively collect university-generated materials that would be restricted based on their high level of sensitivity. Exceptions may be made for materials that are deemed to have historical significance or are of potentially high research value.

Archival materials are classified as non-circulating and may be viewed in the Archives & Special Collections reading room. Exceptions to this policy may be made on an individual basis as determined by the Associate University Librarian or University Librarian. Patrons using the collections are required to complete a user registration form.

Once received and processed, Benedictine University records and other materials deposited in Archives & Special Collections typically cannot be returned to the originating office or individual unless the materials have been classified as “on loan” via an initial accession or deed of gift agreement. An exception to this policy would be if specific materials are selected by the Associate University Librarian for de-accessioning, in which case the materials’ creator (originating department or individual) may be contacted for return of the items.

Priorities for Collection in the University Archives

- Survey of record creators, types, and formats for campus
- Storage for electronic records (both born and made digital) that meets best practices for digital preservation and access, including digital asset management capabilities
- Establishing standard records transfer schedule and procedures from key campus offices and personnel
- Developing standard practices for ingest of born digital materials, including policy and procedures
- Processing of paper backlog into standard record series
- Institutional repository development

Record Retention in the University Archives includes:

- Records of departments, offices, individual faculty and administrators, and student organizations, including minutes, agendas, notes, legal and transactional documents, correspondence, policy and procedure, publications, course catalogs and bulletins, syllabi, event records and publicity
- Faculty research and theses
- Selected and vetted high-level student research, both undergraduate and graduate (e.g., theses, symposiums)
- Processing of paper backlog into standard record series
- Institutional repository development

Record Retention in the University Archives Does Not Include:

- Grades and registrar information
- Student work other than institutional repository/senior thesis work

ADDITIONAL ARCHIVAL POLICIES

For information regarding accessing, copying, scanning, photographing, or publishing or releasing any media regarding any item within the University Archives, please see the “About” page on the University Library’s website, <https://ben.edu/library/archives/about/>

FILE RECORD RETENTION POLICY: UNIVERSITY LIBRARY

<i>ADMINISTRATIVE UNITS CUSTODIAN</i>	RETENTION PERIOD	FINAL DISPOSITION
LIBRARY		
<i>Annual statistical reports (circ stats, ill stats, gate counts, database usage, collection expenditures, ref stats, instruction stats, holdings counts, etc.)</i>	5 years in library	Transfer to University Archives Historical Value
<i>Interlibrary Loan Photocopy Request Forms</i>	3 years in library	Copyright Compliance, after 3 years, destroy
<i>Library guides, survey summaries, selected handouts</i>	Permanent	Transfer to University Archives Historical Value
<i>Library Newsletter</i>	Permanent	Transfer to University Archives Historical Value

