

Acquisitions and Accessioning

The University of Central Arkansas Archives is committed to ensuring continuous development and honing of the archival holdings in the University of Central Arkansas Archives. The acquisition of archival materials strives to be in line with the mission, vision, values, and goals of the University of Central Arkansas. The University of Central Arkansas acquires materials with the intention to keep, preserve, and make said materials available for an indefinite amount of time.

1. The University of Central Arkansas Archives may only acquire materials under the established legal authority of the University of Central Arkansas.
2. The University of Central Arkansas Archives may only acquire materials in accordance with applicable law, professional standards, and institutional ethics.
3. The University of Central Arkansas Archives will pay special attention to the provenance of archival materials before they are acquired.
4. The University of Central Arkansas Archives must gain legal title or its equivalent before acquiring archival materials.
5. The University of Central Arkansas will not accept archival materials under a deposit agreement.
6. The University of Central Arkansas will not accept artifacts in donations of archival materials, the University of Central Arkansas Archives will work with the donor to find an appropriate home for any artifacts that the University of Central Arkansas Archives cannot accept.
7. The University of Central Arkansas archives reserves the right to survey potential donations before beginning the formal acquisition process.
8. The University of Central Arkansas archives reserves the right to refuse a donation based on the quality of materials, lack of research significance, and physical deterioration.
9. The University of Central Arkansas reserves the right to refuse a donation based on donor-imposed restrictions on the material.
10. The University of Central Arkansas may acquire archival materials through gifts, donations, purchases, exchanges, and transfers.
11. The University of Central Arkansas archives will only accept archival materials that align with the mission, vision, values, of the archive.
12. All materials must have a signed deed of gift before the University of Central Arkansas archives takes possession of the materials.
13. The University of Central Arkansas Archives is the repository for the University of Central Arkansas making archival records accessible through keeping, preserving, and making the materials available.

Deaccessioning and Disposal

The choice to deaccession or disposal of materials is not undertaken lightly by the University of Central Arkansas. Deaccessioning and disposal are part of every healthy archival program. Collection surveys and reviews are undertaken to assess the current condition of the holdings in the archival repository. The University of Central Arkansas intakes all archival materials with the intention to keep, preserve, and make them available indefinitely. The University of Central Arkansas recognizes that deaccessioning and disposal of some archival materials may be the most responsible and ethical course of action. All disposal and deaccessioning choices are made with the utmost care and consideration, all disposal and deaccession choices come after planning, data analysis, written justification, and library faculty and staff consensus.

1. The University of Central Arkansas follows all applicable laws and regulations in disposal and deaccessioning.
2. The University of Central Arkansas may dispose of or deaccession materials based on the knowledge that the University of Central Arkansas archives are not the best steward of the materials, the materials have deteriorated beyond repair and use, the materials do not adhere to the collection policy or collection areas, the materials need to be returned for ethical reasons, the materials need to be repatriated, or the materials pose a significant health hazard to researchers and staff.
3. The University of Central Arkansas reserves the right to deaccession and dispose of materials in the most appropriate manner for the situation. Methods of deaccessioning and disposal include donation, transfer, and destruction.

Preservation

The University of Central Arkansas Archives is committed to being ethical stewards of our materials. One of the critical components of being an ethical steward is having a robust preservation plan in place. Preservation involves the proper storage and housing of collections, proper control and monitoring of the archival storage environment, and handling education for all researchers and archival staff.

1. The University of Central Arkansas Archives will provide appropriate storage, housing, and education for all archival materials accepted.
2. The University of Central Arkansas Archives will make all materials available to researchers and the community within reasonable preservation limits.
3. The University of Central Arkansas Archives reserves the right to refuse a loan or exhibition request that poses a threat to the archival material.
4. The University of Central Arkansas Archives will only loan materials for exhibits with a preservation plan in place for the length of the loan.

Statement of Purpose

The University of Central Arkansas Archives strives to collect, preserve, steward, and make available the history of Conway and Faulkner County, including historically marginalized and underrepresented groups. The University of Central Arkansas fulfills this mission by collecting, preserving and making available unique primary and secondary resources, maintaining appropriate storage and building conditions, and providing access by maintaining an archival reading room where all interested persons may access and interact with the holdings of the University of Central Arkansas Archives.

Geographical Collecting

The University of Central Arkansas Archives is interested in collecting and acquiring material that primarily documents Conway, Faulkner County, or activities of residents of Conway or Faulkner County. Consideration will be given to materials documenting other parts of the state of Arkansas. Consideration will not be given to materials that do not have a prominent Arkansas connection.

Record Formats

The University of Central Arkansas Archives collects business and personal correspondence, unpublished writings, pamphlets, drawings, oral histories, Arkansas-based serials that have not been widely collected, manuscripts, diaries, legal documents, fiscal documents, administrative records, photographic prints, photographic negatives, maps, architectural drawings, and rare ephemeral materials.

The University of Central Arkansas Archives supports a post-custodial community collecting model.

Chronological Collecting

The University of Central Arkansas Archives collects materials primarily from the 19th and 20th centuries. Consideration will be given to materials that fit the collecting scope outside of the 19th and 20th centuries.

Terms

Postcustodial: relating to situations where records creators continue to maintain archival records with archivists providing management oversight even as they may also hold custody of other records

Accession: the materials physically and officially transferred to a repository as a unit at a single time; an acquisition; to take intellectual and physical custody of materials, often under legal or policy authority

Deaccession: the process by which an archives, museum, or library permanently removes accessioned materials from its holdings; to remove archival resources from intellectual and physical custody

Survey: A broad, general overview

Artifact: a three-dimensional object held in an archives

Preservation: the act of keeping from harm, injury, decay, or destruction, especially through noninvasive treatment; to take action to prevent deterioration or loss; to take action to prevent deterioration or loss

All definitions from the Society of American Archivists.

Dictionary of Archives Terminology, (Society of American Archivists), retrieved 10/03/2023, <https://dictionary.archivists.org/index.html>