

Collection Policies



**Bentley Historical Library Web Archives:
Collection Development Policy**

Nancy Deromedi and Michael Shallcross
Digital Curation

Version 2.0 (August 2, 2011)

Table of Contents

Introduction	2
Mission of the Bentley Historical Library Web Archives.....	3
Scope of the Bentley Historical Library Web Archives.....	4
Designated Community of Users	4
Roles and Responsibilities in a Subscription-Service Model	5
Bentley Historical Library:.....	5
California Digital Library:	5
Content owners:	6
Intellectual Property Rights	7
Access to the Collections	8
Collection Development Policies.....	9
University Archives and Records Program	9
Selection Criteria.....	9
Collecting Priorities.....	10
Michigan Historical Collections.....	11
Selection Criteria.....	11
Collecting Priorities.....	12
Version History.....	13
Appendix A: Sample Communication to University of Michigan faculty.....	14

Collection Development Policies

The Bentley Historical Library has articulated collection development policies for both UARP and MHC that govern the identification, appraisal, and selection of content for the respective web archives of each division. These policies are informed by the library's main collecting priorities, archival principles, professional best practices, and analyses of manuscript collections and record groups.

The Bentley Historical Library is mindful of the widespread use and significance of social media and Web 2.0 technologies at the University of Michigan and across the state. Archivists have been unable to preserve social media websites (as of August 2011) due to various technical difficulties. In addition to the challenges posed by the structure and design of social media sites, robots.txt exclusions have severely restricted the library's ability to archive such resources. Moving forward, archivists will work with content owners and the California Digital Library to develop interim solutions and also monitor the work of the [International Internet Preservation Consortium](#) (IIPC) to preserve social media sites more effectively.

University Archives and Records Program

The collection development policy for the University of Michigan Web Archives is based upon UARP's [Records Policy and Procedures Manual](#), the University of Michigan Standard Practice Guide [601.08](#), and the mandate set forth in Section [12.04](#) of the Board of Regents Bylaws.

Selection Criteria

For inclusion in the University of Michigan Web Archives, a website must meet the following criteria:

- The website falls within UARP's collecting scope as it is established by the *Records Policy and Procedures Manual*. It should be created, owned, or used by university units, faculty, or students in carrying out university-related business or functions. This guideline excludes web pages about—but not *by*—the university (such as online articles in *The Chronicle of Higher Education*).
- The website complements or has related material among manuscript collections and record groups. UARP seeks to expand upon existing holdings or develop areas that have been previously under-documented.
- The informational/evidential value of the website is made clear in its representation of administration, instruction, research, creative work, competitions, or social events at the University of Michigan. The website should contain meaningful content and adequately illustrate or promote understanding of its subject matter.

- The website and the content therein are unique.
- The website is not merely transactional or related to the delivery of routine products or services.
- The website reflects basic functions or activities associated with colleges and universities: administration, teaching, research, service, student life, and athletic competitions.

To ensure that its policy remains flexible, UARP has identified several exceptions to the above criteria. On a case-by-case basis, archivists may consider websites related to alumni or organizations, individuals, and events affiliated with (but not part of) the university. Archivists may also select a wider range of content in case of important events, breaking news, or upon special request by university units.

Collecting Priorities

The [Records Policy and Procedures Manual](#) outlines UARP's basic collecting priorities. In developing the University of Michigan Web Archives, UARP has followed these priorities in an initial two-phase process of systematic website preservation. In addition to the ongoing maintenance of existing collections and selection of newly released content, archivists may launch additional phases in response to new projects or initiatives within UARP or developments in the university's online presence.

Phase 1: July 2010 – February 2011

In this phase, UARP initially focused on its highest collecting priority: administrative and academic units, a category that includes all major administrative offices as well as the 19 schools and colleges of the main campus. Sites related to these units were analyzed for the inclusion of content related to research, instruction, and creative work within the schools and colleges. Particular emphasis was placed on collecting web pages related to faculty members from the School of Art + Design and the School of Music, Theatre & Dance, since these individuals and units have been under-documented in existing record groups and collections. This phase also involved preserving websites related to the university's centers and institutes, museums and libraries, and athletic department.

Phase 2: February 2011 -

The second phase of UARP's collection development for the University of Michigan Web Archives involves the broader selection of websites related to prominent faculty members, research projects, and student organizations. Special mention needs to be made in regards to the appraisal and preservation of faculty and student organization websites. In addition to the above-mentioned criteria, the selection of faculty member websites will depend upon:

- The faculty member's prior selection for inclusion in the University Archives.
- The faculty member's professional stature, awards, and recognition (including named chairs).

August 2, 2011

10

- Use patterns and frequency of updates for the site in question.

Archivists conducted a survey of student organization websites in 2010 and will use this information as a basis for preservation decisions. The selection of student organization sites will involve this information as well as a consideration of the following guidelines:

- The organization's prior selection for inclusion in the University Archives.
- The stature, history, and organizational viability of the group.
- Use patterns and frequency of updates for the site in question.

The preliminary survey suggested that student groups are using Facebook and Twitter more frequently than traditional websites; UARP may therefore explore the preservation of such content in the future.

Ongoing Activities (as of 2011):

Collection development for the University of Michigan Web Archives will involve the active maintenance and upkeep of archived content and the identification, appraisal, and selection of newly released content in accordance with the above-mentioned priorities. Archivists will evaluate captures and remove content that has significant technical issues and may revisit earlier appraisal decisions if the archived version of a website is missing significant content. Archivists will also review websites of the highest priority groups to ensure that they have not undergone significant changes that could impact preservation (such as changed host names/URLs). This ongoing work will require archivists to stay abreast of news reports and maintain relationships with unit webmasters to be aware of significant changes to or new releases of high-profile sites.

Michigan Historical Collections

The collections development policy for the Michigan Historical Collections Web Archives is based upon the mandate set forth in Section 12.04 of the Board of Regents Bylaws and MHC's existing collecting priorities.

Selection Criteria

Since 1986 the Michigan Historical Collections has used a process of collecting priorities to guide its acquisition of archives and manuscript collections. In selecting websites for permanent preservation, we work within our highest topical priorities, and follow these selection criteria:

- Websites of organizations and persons whose archives we are committed to preserve.
- Websites of other organizations and persons to fill gaps in our collections.

August 2, 2011

11

- Websites that are well developed with rich content documenting the work and thought of the person or organization.
- Websites that periodically incorporate new content.
- Websites with content that is not likely to be duplicated in an individual or organization's paper records.

Collecting Priorities

Based on the library's mission as established by the University of Michigan Board of Regents to document "the state, its institutions, and its social, economic, and intellectual development" and the historical collecting patterns of the library, the MHC developed a list of 19 topical collecting areas: Agriculture, Commerce and Industry, Communications, Creative Expression, Education, Ethnicity, Family, Gender and Sexuality, Labor, Leisure, Military, Natural Resources, Pioneer Michigan, Politics and public policy, Professionals, Recreation, Religion, Science and Technology, and Transportation.

Within these 21 areas, and working to document the entire state of Michigan, a set of priorities has been developed and is periodically reviewed and adjusted. The process of setting collecting priorities is described by Christine Weideman's "A New Map for Field Work: Impact of Collections Analysis on the Bentley Historical Library"² and Judith E. Endelman's "Looking Backward to Plan for the Future: Collection Analysis for Manuscript Repositories."³

² *American Archivist*, Winter 1991, Vol. 54, Issue 1, pp. 54-60.

³ *American Archivist*, Summer 1987, Vol. 50, Issue 3, pp. 340-355.

Michigan State University Archives and Historical Collections
Collection Policy **Draft: September 16, 2009**

Mission

Michigan State University Archives and Historical Collections provides records management services to the university and preserves and provides access to the institution's historical records. The University Archives also maintains historical collections that support faculty and student research and classroom instruction.

Mandate

The mandate of the Michigan State University Archives and Historical Collections is founded on a resolution of the Board of Trustees, as recorded in the minutes of November 21, 1969. This resolution claimed all records of the official activities of university officers and offices as the property of Michigan State University, and that such property could not be destroyed without the approval of the Director of Archives. The full name, "University Archives and Historical Collections," was established during a meeting of the Board of Trustees, as recorded in the minutes of September 17, 1970, to reflect the Archives' identity as a repository for historically significant collections as well as university records.

Audience

As the official repository of Michigan State University's permanent records, the Archives serves the entire University community including its administration, faculty, staff and students. The Archives supports and encourages new research by scholars from MSU and from other institutions. The Archives also provides guidance and services in records management to the University's academic and administrative units.

The staff welcome inquiries from public and local historians; publishers and producers; K-12 students, teachers, genealogists, and the general public.

University Archives

Michigan State University, the nation's first land-grant college, has been a leader in scholarship and research in fields as diverse as agriculture, medicine, law-enforcement, and nuclear science. The University established an international presence in the course of the twentieth century, and has brought its land-grant heritage and mission to Japan, Rwanda, Vietnam, Dubai, and other locations around the globe. Closer to home, the university has partnered with state and local agencies, farmers, and scholars for the benefit of social, scientific and agricultural concerns throughout the state of Michigan and the Great Lakes region.

The Archives is the official and foremost repository for records pertaining to the history of Michigan State University. The university collections are particularly strong in regard to the official records of the Board of Trustees; the Presidents and Provosts; the physical campus and grounds; student life (especially the early years of MSU); and publications both by and about students and faculty. Highlights of the collections include the nation-building "Vietnam Project" of 1954-1961; records of MSU's state cooperative extensions; film and video recordings of university sports from the 1950s to

the 1970s; and the papers of university president John Hannah; botanist William J. Beal; chemist and politician Robert C. Kedzie; and forensic scientist Ralph Turner.

Records Management

The MSU Archives is responsible for the management of the university's inactive records, including administrative records, publications, and the papers of university faculty, staff, students, and alumni. The MSU Archives assists university units in the efficient administration and management of official paper and electronic records (active and inactive) of the university. The Archives staff also provides ongoing support and training to the university community in records management, storage, and retrieval in order to ensure compliance with all relevant state and federal laws and regulations.

Historical Collections

The MSU Archives also houses collections about history, culture, nature, and life in the state of Michigan and the Great Lakes region. Among these historical collections are administrative and photographic records of the 4-H club in Michigan; the papers of Ransom E. Olds and the REO Motor Car Company; over one hundred Civil War collections concerning natives of Michigan; and the records of several prominent Michigan lumber companies. The Archives' materials are particularly strong for the community of East Lansing, including a large photograph collection, scrapbooks, diaries, and records of local organizations such as the East Lansing Planning Commission.

The Archives has an active interest in records pertaining to the state of Michigan and the Great Lakes region, with particular emphasis on materials that complement existing collections or have a relation of some kind to the university and its research specialties.

Opportunities

In addition to the topics mentioned above, the MSU Archives is intent on building its collections regarding the research, preservation and use of Michigan's environment and the development of alternative energy sources throughout the state. Areas of interest related to this focus include climate change; environmental stewardship (including operations and packaging on campus); bio-energy and alternative fuels; aquaculture; and water and land resource management. The Archives has a particular interest in research conducted by MSU faculty in fields such as economics, nuclear physics, biotechnologies, food sciences, human medicine, and genome-based studies for health and agriculture.

The MSU Archives also seeks faculty papers and research that would expand the representation of female and minority faculty in the collections and which document significant research and pedagogical achievements. University athletics, both intercollegiate and intramural, is another priority for the Archives, as is the student experience at MSU during the late twentieth and early twenty-first centuries. A valuable component of this focus includes records of student organizations, such as service groups; professional societies; special interest clubs; fraternities and sororities; and cultural and religious groups.

In the future, the Archives will strive to identify and collect material related to areas of interest to Michigan State University and its student and faculty communities.

S:\Policies and Procedures\Collection Policy\UAHC_collection_policy_16 Sept 09.docx