

Loyola University Chicago Archives and Special Collections Acquisitions Policy

Collections may be acquired for the University Archives via record transfer, gift, or bequest. It is not the policy of the Archives to purchase items although exceptions may be made on a case by case basis, for example the purchase of photographs or similar items from an antiques dealer. The acquisition process for any item or collection is guided by the following criteria:

- Relevance to the mission of the University Archives
- Size and condition of the collection/item
- Ability of the University Archives to process, store, and preserve it

University records are transferred to the archives according to the official University Records Retention policy. Departments can request individual retention schedules to be designed specifically for their offices by the University Archives. Donation inquiries of ancillary records and manuscript collections are reviewed individually based on the following criteria:

- Value of the collection/item
- Relevance to established collections
- Impact accepting the collection/item would have on organizational resources
- Legal ownership of the collection/item
- Ability of the University Archives to process, store, and preserve it

Each acquisition will become the sole and absolute property of Loyola University Chicago. Prior to acquisition of ancillary records and manuscript collections a written agreement (deed of gift) between Loyola University Chicago and the donor will be executed. This agreement will be retained as part of the permanent collection record. The deed of gift will transfer legal ownership and, in most cases, copyright to Loyola University Chicago.

The University Archives will not accept partial collections when major portions of the collection have been donated elsewhere; collections not related to the collecting areas already established at the University Archives; or collections where ownership is in question. Unsolicited donations not suitable for or related to the collection may be accepted after consultation with the Dean of Libraries. If such collections are not accepted, the donor will be referred to other more suitable repositories.

In addition, the University Archives will normally not accept items that cannot be stored, protected, and preserved under conditions that insure availability for research or exhibit purposes; items that are not intended as a permanent part of the collection; or items that come with a requirement that it will be exhibited, that require any special manner of exhibit to be followed, or that require any area of the library to be named for the donor.

Because of Internal Revenue Service regulations and conflict of interest issues, the University Archives may not appraise donated materials, provide tax advice, or interpret tax laws. The deed of gift for each collection should include a statement on the donor's wishes regarding duplicates and materials determined to be non-historical by the archivist. Donors may indicate if they prefer any such material to be returned, if possible, or discarded.

Deaccessioning policy

Occasionally it may be necessary to remove material from the collection through a process known as de-accessioning, the formal removal of materials from the custody of a

repository through return to the donor, transfer to a more appropriate institution, or destruction. The de-accession process is the only way to remove items from the collections.

The following factors are considered when evaluating an item for de-accession:

- The item can no longer be properly stored, preserved, or used.
- The item no longer retains its physical integrity, identity, or authenticity.
- The item is unnecessarily duplicated in the collections.
- The item is too costly to store, display, or maintain.
- The item no longer fits with the collecting policy.

When one or more of these factors have been met, de-accessioning of material may be initiated by the University Archivist. When a significant portion of a collection (20% or more) is considered for de-accessioning, the University Archivist will evaluate the material, determine the best procedure for handling the de-accessioned materials, make a recommendation to the Dean of Libraries, and carry out the recommendation. The University Archivist will create and maintain a permanent de-accession list.