

Loyola University Chicago Archives and Special Collections

Collecting Policy

The University Archives serves as the institutional memory of Loyola University Chicago. As such, its primary mission is to collect, preserve, organize, describe, and make available institutional records of enduring historical, legal, fiscal, and administrative value. The University Archives collects ancillary records of the University community that help promote knowledge and understanding of the origins, programs, and goals of the University. The papers and records of individuals and organizations not directly connected to Loyola University Chicago are also collected should the subject matter be relevant to the established manuscript collections at the Archives.

Institutional Collecting Priorities

1. **Official University Records** – Records of the administrative offices, colleges, schools, and departments of Loyola University Chicago with enduring historical, legal, fiscal, or administrative value. These records are transferred to the University Archives in accordance with the official University records retention schedule. In addition, the Archives is the repository for the official copy of all theses and dissertations written at the University.
2. **Ancillary Records** – Faculty papers and publications, alumni papers, and records or publications not created by Loyola University Chicago but that contain historical or administrative information about the University.
3. **Jesuit Community Records** – Records of the Jesuit community at Loyola University Chicago and papers of individual Jesuits.

Manuscript Collecting Priorities

1. **Samuel Insull** - Papers of Samuel Insull; published works relating to his life and work; records of companies owned, headed by, or affiliated with Insull; and papers of individuals who worked with Insull.
2. **Entertainment Arts** – Papers of individuals, collections, and publications relating to the entertainment arts, especially those relating to theatre.
3. **Catholic Organizations** – Records and collections of Catholic organizations, especially those with a pertinent relationship to Chicago, and the papers of individuals active in such organizations.
4. **Jesuit Educators** – papers of prominent Jesuit educators who are connected to Loyola University Chicago.

Collections acquired by the President of the University, Dean of Libraries

In addition to the University Archivist, the President of Loyola University Chicago and the Dean of Libraries have the authority to accept collections for the University Archives. Other persons contacted about potential donations to the Loyola University Chicago Archives and Special Collections must contact the University Archivist prior to accepting the gift to insure that the collection fits with the collecting policy of the Archives; that resources are available to preserve and make the collection accessible to researchers; and that the university's gift policy is followed (http://www.luc.edu/policy/gift_acceptance.shtml). The University Archivist will handle all negotiations for collections brought to her/his attention by persons other than the President of Loyola or the Dean of Libraries and which the University Archivist has determined to accept as part of the collections based on the collecting scope of the archives.

Manuscript Collections

Collections without a deed of gift transferring legal title and copyright will not be accepted. If the donor requests the return of material for which there is a legal deed of gift, the Dean of Libraries and University legal counsel will be consulted before making any decision. Donors may legally request materials be returned for which there is no deed of gift.

Loans of materials will not be accepted except in rare cases. Deposits of materials will not be accepted without the explicit agreement that such materials will be gifted to the University by the estate of the donor, or that, if such materials are not gifted to the University, the University will be reimbursed the cost of organizing and processing the materials.

Collections that are permanently closed to any or all members of the public by the donor will not be accepted; however, collections that are temporarily closed by the donor for a reasonable period of time, e.g. 10 to 15 years, will be accepted.