

**Kentucky Wesleyan College
Howard Greenwell Library**

ARCHIVES POLICY

Kentucky Wesleyan College regards as matters of official concern the collecting, preserving, and organizing of the records, documents, and reference sources relevant to its history. To insure that all archival materials of importance are retained, adequately housed, and organized for use, the College has adopted the archival policies and practices outlined below:

1. An official Archives Collection is maintained to serve as the depository of archival and historical materials for all the divisions and departments of the College. The collection will be essentially a non-current collection of the types of materials outlined in Part 2 below.

For general purposes, all copies of any material incorporated in the Archives Collection will be considered archival copies. Technically the copy properly designated “archival” must be the original document and not a copy, and to the extent possible and desirable it will be original documents that will be deposited in the Archives Collection. Copies of outgoing letters will, of course, be included.

2. The following types of materials will be included in the Archives Collection:
 - a. Charter and statutes
 - b. Resolutions, reports, and minutes from the Board of Trustees and its committees
 - c. Reports, correspondence, and related materials from the administrative officers of the College
 - d. Materials relating to the foundation, history and growth of the College
 - e. Biographies and necrologies of honorary degree recipients, trustees, alumni, faculty and former students
 - f. General catalogs and bulletins, general and special publications, including self- studies
 - g. Annual catalogs, attendance lists and registers
 - h. Handbooks and circulars of information
 - i. Bulletins and official periodicals
 - j. Commencement, inaugural, convocation, baccalaureate and other addresses
 - k. Programs, tickets and memorabilia
 - l. Publications, regulations and minutes of the faculty and its committees
 - m. Lectures and class manuals
 - n. Student compositions, term papers, orations and essays
 - o. Student periodicals, catalogs and annuals
 - p. Publications of student societies
 - q. Student miscellany (songs, class days, etc.)
 - r. Publications and reports of alumni societies and committees
 - s. Class histories and records

- t. Pictures, class albums, newspaper clippings, scrapbooks
 - u. Descriptions, plans and maps of buildings and grounds
 - v. Materials pertaining to athletics
 - w. Materials pertaining to other organizations which relate very closely with KWC.
3. The following types of materials will not be included in the Archives Collection:
 - a. Personnel records. Although biographical materials on administration, faculty, staff, students and alumni are sought and retained by the Archivist, personnel records will be retained elsewhere.
 - b. Non-current students' records of grades. These are to be retained exclusively by the Registrar.
 - c. Museum-type, three dimensional objects pertaining to the college. These are sought only to such a degree as they can be satisfactorily and safely stored.
 4. The Archives Collection shall be considered a unit of the Howard Greenwell Library and shall be housed in the Library. Facilities will be provided in the Library for the use of the person in charge of the Archives Collection. This person will be a member of the Greenwell Library staff or responsible to the Library for that part of his/her work. It will be his/her duty to maintain, organize, and service the Archives Collection. Part-time help, through the College work-study program, will be provided, if necessary. Provision will be made for supplies and equipment within the Library budget.
 5. The status, duties and responsibilities of the Archivist are as follows:
 - a. The position shall be part-time.
 - b. If a member of the faculty is appointed, his/her normal academic loan will be so adjusted, in consultation with the Academic Dean, that up to one-fourth of his/her time will be devoted to archival activities.
 - c. The Archivist shall be immediately responsible for the maintaining, organizing and servicing of the Archives Collection. The Archivist shall also be responsible for answering inquiries and otherwise making available to authorized users the contents of the Archives, in accordance with established policies.
 - d. The Archivist shall be responsible for making periodic reports to the Library Director.
 - e. Although most inquiries regarding Kentucky Wesleyan College archival matters originate within the College and are to be automatically serviced by the archivist insofar as resources permit, requests for information from outside the College are to be answered only with the permission of the President of the college.
 6. The KWC archivist will normally supervise the Archives of the Kentucky and former Louisville Annual Conferences of the United Methodist Church as far as they are housed on the Kentucky Wesleyan campus. He also answers questions of an historical or genealogical nature which pertain to this collection.