

UNIVERSITY ARCHIVES
Eastern Mennonite University
Archival Records Policy

PURPOSE

The Archives of Eastern Mennonite University exist to manage records of and about the university.

- The Archives administers processes for identifying, receiving, organizing, describing, preserving and accessing records and collections which are of archival significance and importance to the school.
- The Archives manages the physical space in which it is resident and the archival records entrusted to its care.
- The Archives collaborates with the university's Records Management Team to oversee systematic, cost-effective control of records across the University from creation to final disposition as outlined in the "Records Management Policy" approved by President's Cabinet.

The Archives of Eastern Mennonite University serves the university by enhancing

- accountability – through the preservation and accessibility of records needed for legal, institutional, and historical purposes;
- efficiency – through the orderly preservation and timely accession of needed records and the orderly and timely destruction of non-current, non-permanent materials in compliance with legal and institutional guidelines;
- stewardship – through the effective management of the resources in space, equipment and personnel which are committed to storing and servicing records;
- sustainability – by preserving and protecting records which are either vital or legally, administratively, fiscally or historically valuable.

OBJECTIVES

The University Archives is committed to fulfilling each of the following. The order in which these objectives are listed does reflect a ranking of their relative priority, even as the archives supports each as essential to its mission.

Priority #1: The Archives acquires and maintains records generated by Eastern Mennonite University, including

- publications of the university and its entities.
- records of the university's board of trustees, administrative offices, and academic departments.
- records of all administrative and academic committees.
- records of student, faculty, alumni, and other university-related organizations.
- published and unpublished histories of the university and its various entities.

Priority #2: The Archives acquires and maintains material related to Eastern Mennonite University, including

- publications describing the university, its background, or its impact.
- biographical and bibliographical information about EMU personnel and alumni.
- employment records of former members of the faculty and staff.
- professional and personal collections of faculty or staff whose lives or careers have significantly impacted EMU's history or whose papers are noteworthy sources for aspects of the university's history.
- papers of selected individual alumni recording or reporting their student days.

- papers of distinguished alumni generated after graduation, at the university's discretion.
- dissertations selected as being particularly relevant to the history of some aspect of the university.

Priority #3: The Archives acquires and maintains selected materials supporting particular research themes which are judged to meet all of the following criteria:

- Highlight implementation of the vision of the university.
- Support and enrich curricular offerings in the university.
- Enhance EMU's reputation with scholars doing research.
- Establish the Eastern Mennonite University Archives as the repository of choice for the holders of papers related to that theme.

The four research themes which are currently judged to meet the criteria for Priority #3 are:

- a. Mennonite revivalism with a focus on George R. Brunk II and Myron Augsburger.
- b. The Concern Movement in Europe following World War II and its legacy in North America.
- c. Conflict transformation and restorative justice as scholarly disciplines with attendant practices.
- d. Interfaith engagement with a focus on Anabaptist-related initiatives to Jews and Muslims.

FORMAT

The University Archives selects records and papers for acquisition according to their administrative and/or historical research value. These records or papers may come in any form: paper, unpublished or published; photographs; audio and videotapes and films; electronic records, computer tapes, disks and printouts; oral histories, newspapers, and clippings. Artifacts will be considered for their fit with this records policy on a case-by-case basis.

LANGUAGE

The University Archives assumes that the institutional records it acceptions will be in English. The Archives also assumes that most researchers will expect materials to be in English. The Archives will give consideration to the merits of accepting materials which meet the criteria under the collection priorities outlined in this policy which are in languages other than English on a case-by-case basis.

PROCUREMENT

The University Archives acceptions records from across the University as stipulated by EMU's Records Management Policy and Records Management Team.

- The University Archives accepts donations of personal papers and collections which it determines fit within the scope of its records policy.
- The Archives does not purchase papers or collections.
- In negotiating the transfer of personal papers the Archives may request an accompanying financial donation to cover the costs of processing and storage.
- All donations of papers or collections must be accompanied by a Deed of Gift formalizing the transfer of physical and intellectual ownership to Eastern Mennonite University and explicating any conditions.

RELATIONSHIPS

EMU's Hartzler Library:

- The University Archives operates as part of the broader library structure on the campus of Eastern Mennonite University.
- The most obvious dimensions of the Archives' relationship to EMU's Hartzler Library are that the archivist reports to the director of Hartzler Library and that the archives is physically located within Hartzler Library.

Menno Simons Historical Library:

- The University Archives coordinates various functions with the Menno Simons Historical Library.
- The University Archives aims for exhaustive but not exclusive intellectual control of University records. In pursuit of this objective, the Archives cites the Historical Library's holdings of EMU institutional records and research collections in its inventories of institutional records.
- The Archivist is a member of the Historical Library Committee ex-officio and can choose to consult with this committee regarding the work of the Archives.

The Virginia Mennonite Conference Archives: The University Archives and the Virginia Mennonite Conference Archives cooperate as trustees of the interwoven histories of the larger institutions they serve. During the latter decades of the twentieth century, the school operated the University Archives and the Virginia Mennonite Conference Archives as a single administrative unit. In the new century, the administration for the two archives was formally separated. Each archival unit now has its own space – both on the first floor of Hartzler Library – and its own administrative staff – accountable within its own oversight structure.

ACKNOWLEDGEMENT

The archivist consulted records policies posted to the internet by various other academic archives in drafting this document. Particularly useful was the policy of the archives at Denison University:
http://www.denison.edu/library/collections/archives_policy.html.

Responsible Party: Historical Library Committee

Policy Review: As needed

Policy Distribution: Linked to Hartzler Library website

*Reviewed by Hartzler Library Staff, March 2, 2011
Approved by Historical Library Committee, April 8, 2011
Approved by Academic Cabinet, August 24, 2011
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