

Revised Archives Mission Statement and Collecting Policy
February 3, 2016

The mission of the Baruch College Archives is to promote the collection and preservation of records that document the history, mission and the daily functioning of Baruch College, as well as materials pertaining to people, activities and events associated with the College. The archives are to serve as a resource for the Baruch College community as well as for research scholars.

Revised Collection Development Policy for the Archives

To carry out the mission of the Baruch College Archives it will:

1. Preserve records that document the activities, people and events associated with the College. Examples of this include the records of administrative and academic offices, departments, schools, student and alumni organizations.
2. Accession, preserve, and arrange and describe records that have been transferred to the archives.
3. Answer queries about the archival holdings from the Baruch College community and the general public.
4. Reach out to stakeholders in the campus and New York City communities to secure good relationships and encourage support for the mission of the archives.

Materials that should be made available for access include:

1. Non-current records of administrative, academic, and student departments and organizations. Types of records include policy statements, minutes of meetings, annual reports, correspondence, photographs, and oral histories.
2. Official College publications which include catalogs, student newspapers and magazines, yearbooks, alumni magazines, newsletters, admission and fund raising brochures and programs of events.
3. Information about campus buildings.
4. Alumni memorabilia.
5. Clippings and photographs relating to the campus, college personnel, alumni and students.
6. Ephemera such as programs of academic ceremonies, handbooks, playbills, program notes and awards.

Due to limitations in space and personnel, we are unable to accept most faculty research collections at this time.

Digital collections:

As a part of the Baruch College Archives, the digital collections will also serve to document and preserve the history, mission, and functioning of the College, as well as to provide access to these collections to Baruch and to the wider academic community.

This Policy will describe the types and formats of materials that the Baruch College Archives will focus on collecting to support this mission.

Digital information is fragile for a number of reasons. Software programs are frequently upgraded and new technologies render old technologies obsolete. Once new technologies are adopted, it can be difficult to retain access to older technologies or file formats. Also, digital information that is saved in one location only is at risk for accidental deletion or destruction due to natural or human-made disasters. It is essential, therefore, for archivists to intervene as early as possible in the lifecycle of important digital documents.

The digital collections will contain both materials that were “born digital,” such as web pages and digital photographs, as well as analog material converted to digital formats, such as film reels or printed speeches.

We will strive to comply with digital preservation standards and practices to ensure our content remains accessible, and also to maintain the integrity and provenance of files wherever possible.

Statement on born-digital materials (or materials that come to us in digital format):

Collecting Sources:

- We will do our best to work with records creators to get access to the material directly from them, thereby ensuring provenance.

Formats:

- Where possible, we will also consult with creators on devising technical specifications that both meet their needs and allow us to obtain the highest-quality and most authentic digital items for our collections.

We will collect:

- Content that falls within the archives’ collecting scope, described above, but appears in a digital format. These may include:
 - Blogs
 - Websites
 - Web exhibits
 - Social media postings
 - Any College publications appearing in digital form, including digital magazines, newsletters, brochures, event invitations and articles
 - Digital photographs or video recordings relating to the campus, college personnel, alumni, and students, as well as those documenting events sponsored by the College or produced by the College.
- Material that seems historically significant or useful to researchers in the future.

Goals and procedures:

- We will try to establish provenance wherever possible to ensure an authentic record. When we receive each item, we will use checksums and other data integrity measures to document each item and ensure data from the item are not lost during the course of their storage.
- We will migrate to sustainable file formats but prefer items to be in sustainable file formats when we get them. Our preferred file formats include:
 - PDF
 - TIFF
 - JPEG-2000
 - Other formats to be considered if and when these formats become obsolete

Statement on digitization of analog materials:

Digitization for preservation:

- Formats that are fragile and deteriorating but have strong documentary value (such as film and sound recordings) are good candidates for digitization for preservation purposes.

Digitization for access:

- Most printed materials currently in the archives collections are relatively stable, so access, rather than preservation, is the primary goal.
- We may also choose to make access and/or preservation copies of printed materials that are fragile, to reduce handling of the originals or accommodate researchers who cannot visit our facility (material may be scanned on demand for an extra fee).

Our goals and procedures:

- Ideally, whole collections should be digitized to provide access. However, many of our collections are very large, so key items may be digitized and made available along with a finding aid of the collection, so that users may see some of the most important items online while seeing what other research value a collection might have. They then can visit us in person or ask for access to more materials remotely.
- As the creation of a digital surrogate implies long-term care of that digital surrogate, we will digitize judiciously and selectively, based on past patron use and potential researcher interest, as well as our judgment.

- We will do our best only to digitize and make publicly accessible collections to which we own the copyright.
- Both born-digital and digitized materials will be subject to the same procedures of file maintenance, metadata standardization, integrity checks, long-term storage, and creation of copies in access formats for presentation on our website.

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