DEFIANCE COLLEGE ARCHIVES DONATION POLICY

The Defiance College Archives accepts donations of materials, photographs, documents, etc. related to the history of Defiance College, or the closed colleges for which Defiance College is a custodian: Schauffler and Palmer Colleges, and the Christian Biblical Institute.

We collect materials published by and about Defiance College, photographs of College-related events, personal papers of faculty/staff/students, and the like. The Defiance College Archives reserves the right to refuse materials that cannot be accommodated in our facilities due to size, format, or any other reason. The Defiance College Archives will preserve the materials according to archival principles at the levels that budgets allow.

Materials donated to Defiance College Archives but not retained may be disposed of in any way the Defiance College Archives sees fit, including offering to other institutions, recycling, or sale.

Donated materials will not be appraised by the Defiance College Archives; it is the responsibility of the donor to assign monetary value to a gift. A letter thanking the donor and describing the materials will be provided by Library staff if requested.

DEED OF GIFT

I hereby donate the collection described below to Defiance College as an unrestricted gift, and transfer to Defiance College legal title, copyright, and literary property rights to the contents in as far as I hold them, except for any limiting conditions stated below.

I agree that any materials in the collection which are not to be retained by Defiance College Archives shall be disposed of by Defiance College Archives as it sees fit.

COLLECTION DESCRIPTION:

LIMITING CONDITIONS OR RESTRICTIONS (please discuss with Archivist or Library Director first):
DONOR NAME AND ADDRESS:

__________________________________  ________________
Donor signature                      Date

Accepted by:

__________________________________  ________________
Metadata and Archives Librarian,     Date
or representative of Defiance College

DEFIANCE COLLEGE ARCHIVES
Pilgrim Library
Defiance College
201 College PL
Defiance, OH 43512-1667
419.783.2487 or 419.783.2481
bsedlock@defiance.edu, or library@defiance.edu
DEFIANCE COLLEGE ARCHIVES MISSION STATEMENT

The Defiance College Archives empowers learners to know, to understand, to lead, and to serve by fostering an appreciation of the College’s institutional past, and by making records of historical and administrative value accessible to current and future Defiance College communities, and to the public.

ARCHIVES POLICY COLLECTION STATEMENT

ACQUISITION

To acquire Defiance College records of enduring value. Records are defined as documents, regardless of form, produced or received by any agency, officer or employee of the College in the conduct of its business. Records produced or received by any agency, officer or employee of the College in the transaction of College business become College property. Records of enduring value may include but are not limited to the following:

- Founding charters, statutes, and other authorizing documents
- Documentary records (agendas, minutes and supporting records) of the governing board of control (Board of Trustees)
- General subject files (correspondence, minutes, reports) of chief executives, academic officers, and administrative policy makers
- General subject files (correspondence, minutes, reports) of faculty and student governing bodies
- Official publications of the institution (annual reports, course catalogs, publicity issuances)
- Personal papers of faculty, administrators and students
- Records of now-closed colleges for which Defiance College is a custodian: Schauffler College, Palmer College, and the Christian Biblical Institute

Records of minimal value may include but are not limited to the following types or classes of records:
- Records with no definitive relationship to the institutional memory of the College
- Records that were not produced, used or received in the conduct of College business
- Extraneous, duplicative, ephemeral materials

APPRAISAL

To assess the informational, evidential, and functional characteristics of records to determine enduring administrative, legal, research, and historical value with respect to retention, destruction, or other means of disposition.

ORGANIZATION

To arrange and describe records of enduring value through application of universal archival principles.
PRESERVATION

To prolong the life of records of enduring value through application of universal preservation/conservation principles, as far as is possible with a limited budget.

ACCESS

To provide intellectual and physical access to records of enduring value for use by the Defiance College community and beyond. Original paper records may be viewed in the Pilgrim Library. Select digitized materials may be accessed via the internet on DC Memory at: memory.defiance.edu