Governors State University Library Archives Policy

Mission Statement

Approved UL Selectors and Dean, June 8, 2015

The mission of the GSU Archives is to select, preserve, and make accessible an authentic record of the programs, people, and operations of Governors State University, as well as to provide archival management for records of external organizations and documents of individuals in support of the administrative, teaching, research, and service interests of the University.

Principles

The GSU Archives places primary emphasis on:

- Selecting those records that best document the University, thereby enabling the orderly disposal or erasure of records and information not of enduring value.
- Ensuring the integrity of the collection through maintenance of the context and order of archival records and other documents entrusted to its care.
- Creating and maintaining tools that provide intellectual and administrative control of records and collections.
- Providing a physical environment for records and collections that ensures their long-term viability and usefulness.
- Facilitating compliance with the Illinois State Records Act and the Regulations of the State Records Commission (Illinois Administrative Code, Title 44 Subtitle C, Ch. IV, Sec.4400.20).
- Responding to the needs of faculty, staff, students, and external publics for historical evidence and information.

Collection Policy

The GSU Archives is the repository for records of enduring value officially made or received by Governors State University and for other materials of historical value related to the functions of the University. The following types of materials are collected for the GSU Archives.

- Official records and publications emanating from any unit of the University, including original and copied correspondence, memoranda, and reports generated or received by the institution
- Records and monographs of individual faculty and staff created in their official capacity in the University.
- Historical papers related to the University that are worthy of preservation.
- The records and publications of University-affiliated organizations.

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• The records and publications of student organizations and groups, and the publications edited by students.
• The original or copy of any thesis or project accepted by the University in fulfillment of requirements for an advanced degree.
• Photographic material, including prints and negatives of still and motion pictures relating to the campus, buildings, faculty, students, events, and life of the University.
• Other audio-visual material, including microforms, video tapes, and discs of University events, programs, speeches, interviews.
• Cartographic material and blueprints created as part of the official function of an academic department or service unit of the University.
• Original and copied correspondence, memoranda, and reports generated or received by the institution
• Organization and committee files
• Publications created for the GSU community
• Module, Syllabi, and other historical course information
• Bulletins, event materials, and press releases
• Manuscript collections of personal, working, and professional papers including monographs, correspondence
• Unique historical documents and memorabilia related to the founding of the University
• A collection of rare books selected based on their value, rarity, or unique characteristics

**Acquisitions Policy**

Acceptance of materials is contingent upon condition of materials (mold, insects), cost of accessioning gift including transportation, preservation costs, and storage costs, and space availability.

All accepted gifts are outright and unconditional unless otherwise noted upon written agreement.

The donor relinquishes whatever physical and intellectual property rights s/he possesses to the contents, including copyright, unless otherwise noted in written agreement.

**Patron Access**

The University Archives lists accessioned material records in the Archon Discovery Tool, located on the Archives LibGuide (http://libguides.govst.edu/archives). Many popular documents have been digitized and may be viewed in the library’s Digital Repository, OPUS (http://opus.govst.edu).

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All access to materials shall be at the sole discretion of the Governors State University Library Archives.

Readers are asked to schedule an appointment by contacting Archives, University Library (library@govst.edu). Once the request has been researched, the patron will be contacted. Any archival material retrieved will be brought to the Reference Desk for reader use, unless otherwise arranged.

Archival material does not circulate. A Photo ID is required.

Please visit the University Archives LibGuide (http://libguides.govst.edu/archives) for more details.

**Submitting Material**

Individuals interested in submitting material to the GSU Archives are requested to contact the Library Archives (Library@govst.edu) or 708-235-7520 prior to bringing material to the library.