I. Statement of Purpose

The archives of Illinois Institute of Technology, as a department of the Paul V. Galvin Library, is the official repository of IIT and its predecessor institutions. Its mission is to collect, preserve and provide its users access and information services and to administer the historical records of IIT.

II. Scope of Collection

A. Content

The archives collects the closed and inactive textual and iconographic records of the university’s administrative and academic offices. The archives may also collect personal, professional and academic papers of students, faculty, staff, alumni and friends.

B. Format

The archives collects two-dimensional and electronic format materials. On special occasions, the archives collects three-dimension materials, such as artifacts and memorabilia or works of art.

C. Duplicates

The archives limits the number of duplicate items in its collections with regard to quantity and format.

III. Administration

In accordance with policies approved by the president and the university’s General Counsel’s Office, the university archivist administers the archives operations. The university archivist is assisted by students and staff members of the Galvin Library and supervised by the dean of libraries.

IV. Acquisition

The archives acquires materials through departmental transfer, field collection and donation. The archives does not normally purchase items for its collections, though exceptions, from time to time, have been approved by a university administrative officer. Records created or received in the transaction of university business are the property of the university and may not be discarded or destroyed without the
approval of the person in charge of the office of origin and the university archivist. (See Procedure No. Q-4.)

V. Processing

The archives processes its collections in accordance with professional standards, creating catalogs, finding aids, providing physical care and issuing deeds of gift as appropriate.

VI. Access and Loans

Access to collections is provided to university offices and to qualified researchers, subject to specified security and confidentiality provisions. Collection materials are to be used in Galvin Library under supervision of the library staff.

The archives loans its collections to other 501(c)(3) collecting institutions that meet acceptable environmental and security conditions.

VII. Copyright, Reproduction and Publications

IIT retains copyright privileges for all materials in the archives not covered by prior copyright privilege. No materials may be reproduced without specific written permission from the appropriate representative of the university. Appropriate financial reimbursement or compensation may be requested for reproduction and/or publications of any archives item. Credit lines and citations shall be included upon request of the university.

VIII. Conservation

The archives accepts only materials in stable condition or those for which funds are available to provide needed conservation activities. The archives attempts to meet professional standards with regard to storage materials and environmental conditions.

IX. De-accession

Collection items may be de-accessioned only for one or more of the following reasons:

1. They do not meet the scope of collection criteria;
2. They are deteriorated beyond condition of reasonable repair; or
3. They duplicate other items already in the collection.