Collection Policy

Purpose

The Clark State Community College Archives collects, preserves, and describes materials related to the history and activities of the Clark State Community College. The Archives provides source material for administrators, faculty, students, alumni, and other members of the Community College community, as well as scholars, authors, and other interested persons.

Scope of Materials

The Archives collects materials that document the college’s administration, history, and activities. Materials from the Community College, its faculty, staff, and students are accepted. Materials include records, photographic images, blueprints, graphic materials, and materials in other formats.

Transfer and Gift Policy

Records transferred from Clark State Community College units to the Archives will be done in accordance with the records retention policies of the College.

Gifts to the Clark State Community College Archives are considered outright donations to be used in the best interest of the Clark State Community College Archives. Donations become the sole and irrevocable property of the Clark State Community College Archives.

Unless otherwise restricted by copyright or by the donor and agreed to by the Clark State Community College Archives at the time of acquisition, all literary rights are conveyed to the Clark State Community College Archives. All donor access and use restrictions and conditions will be specified in the donation agreement. The Archives can assume no responsibility for abuse of literary or copyright restrictions by users of research materials.

The Archives reserves the right to reevaluate and reappraise historical material in its holdings and to deaccession them when appropriate. Deaccessioned collections and items weeded from collections during processing (due to duplication, irrelevance, limited use, lack of resources, or deterioration) will be offered to the original donor or his/her agent if so requested at the time of donation. If the donor wishes not to reclaim the material or cannot be located, the Archivist reserves the right to offer the material to other depositories or discard the items. The Archivist must approve deaccessioning of any material.

Approved 09/08/17 by Jason Wearly, Archivist, and Dr. Sterling Coleman, Director of Library Services
Donations of historical material to a public research facility may be tax deductible. However, the Clark State Community College Archives cannot appraise donations for tax purposes. For the protection of the donor, it is recommended that a disinterested third party perform such appraisals before title to the material is conveyed to the Clark State Community College Archives.

**Policy Review**

This policy will be reviewed every 5 years and revisions approved by the Archivist and Director of Library Services.