

## Archives and Special Collections Collection Development Policy

### Archives

The Archives of the University of Nebraska at Kearney selects, evaluates, organizes, and makes available the noncurrent records of the University of Nebraska at Kearney, and where appropriate of its faculty and staff, and where appropriate of the Board of Regents of the University of Nebraska. Records are chosen because of their continuing administrative, legal, historical, or research value as determined by the University Archivist. Records/materials signifies any medium which is employed to transmit information including paper, film, photographs (prints and negatives), paintings and drawings, audio and video or digital media, realia, etc.

### Scope

The scope of the Archives is:

- *Records Management*
  - Current collecting of records and documents from University of Nebraska at Kearney offices, colleges, schools, and departments is on a case by case basis, pending development and implementation of a records retention policy.
- *University of Nebraska at Kearney History and Culture*
  - The University Archives is a repository for documents, publications, images, and media of permanent historical value relating to the history of the University of Nebraska at Kearney. Materials are retained in the Archives if they are unique or if they document the history of the college or demonstrate the work and purpose of an office or organization.
  - Materials produced by professors, staff, and alumni are an important record of UNK activities and are actively collected.
- *History of Education*
  - The Archives collects materials related to the history of education, with a particular focus on rural schoolhouses and Nebraska schools. Notable collections include the One Room Schoolhouse Oral History project materials.
- *Central and Western Nebraska*
  - The Archives strives to preserve the heritage of Central and Western Nebraska by collecting materials that document local life, including materials produced by towns, businesses, community organizations, and individuals.

### Special Collections

The Library's Special Collection is a collection of about 2,400 published items, mostly books, concerning the history of Nebraska, the Plains, and the West. Some of the items are rare and many of them are irreplaceable. Items are cataloged and searchable via the library catalog.

### Scope

The scope of the Special Collections is:

- Significant works concerning Nebraska.
- Works by notable University of Nebraska Kearney and Nebraska authors.

- Materials documenting the history of education.
- Materials that support the Archives scope.
- Rare and valuable items

Other items may be added at the discretion of the Dean of the Library, the Coordinator for Collection Services, or the University Archivist.