

## **INSTITUTIONAL ARCHIVED MATERIALS COLLECTION**

The Temple College Hubert M. Dawson Library maintains an archives collection which contains material of historical significance to the College. This collection includes documents of permanent historical value such as official College publications, Temple College related papers and publications generated by the administration, academic departments, faculty, staff, and student organizations. The collection also includes Temple College related non-textual material such as photographs, videos and recordings.

The College is happy to accept donations that fall within the scope of its collection. Any material accepted commits the College to the task of organizing and preserving it, which includes expenses for labor and archival supplies. All donations or gifts are subject to review by the Division Director, Learning Resources or designee and may be declined. Due to liability, archive donations will not be accepted "on loan" to the College. Faculty and staff should contact the library prior to discarding any Temple College related material as defined above.

Patrons are encouraged to use the archives collection, but some of the material may be one-of-a-kind, irreplaceable or in fragile condition. Therefore, special care must be taken by a researcher using the archives collection. Library staff will assist patrons requesting access to archived material. Archival material must be used in the archives room under supervision of library staff. Special permission from the Division Director, Learning Resources or designee is required to remove items from the library.

---

Board Approval Date: April 20, 2015

Effective Date: March 26, 2013

Policy Manual Review Committee Revision Date – No Changes September 14, 2017