

John Brown University Archives

Acquisition policy concerning materials collected

All materials collected for the University Archives must have a direct connection to the University's function, presence, and history.

Items such as books written by alumni may be considered for acquisition on an individual basis, as they would fall under the heading of materials published by John Brown University community members. Items donated by friends of the University that have little or no connection or contribution to the history of the University will not be added to the Archives collections.

Exceptions for such items can be made based on the monetary value, the cultural value, and the historical importance of the item, as it would add to these same categories in the holdings of the University in general. Exceptions made in the past have included pieces of artwork deemed to have monetary and culturally aesthetic value, and an indenture from 1801 deemed to have significant historical value.

The following list of departments and items is not meant to be exhaustive but to represent the type and number of items the Archives Office seeks to acquire. Each item below will have one copy placed in the collection with the noted exceptions listed:

Alumni Office

- Mailings and information related to reunions and Homecoming
- Alumni directories
- Files of deceased Alumni
- Donations from Alumni (examples: scrapbooks, news clippings, etc – must have JBU historical value)
- Brown Bulletin (3 copies)
- Yearbooks (5 copies)

Academic Departments

- New and retiring faculty
- Publications and honors received by faculty members
- Departmental or location-related changes (can include photographs, documentation, etc.)
- Historical documents or artifacts
- Information on various campus academic clubs/organizations (might put under student life too)

Athletic Department

- Athletic Schedules, Media Guides and Athletic Programs (Volleyball, Soccer, Basketball, Swimming, Tennis, Rugby Club)
- Photographs
- Any relevant memorabilia

Administration Office

- Enrollment data summaries
- 11Day Reports and any university statistical data submitted to the federal and/or state government
- Board of Trustees members and information
- Relevant Retirements (documents, photographs, etc.)

Campus Safety

- Campus Safety reports

Human Resources

- Any campus-wide memos posted on the University's Intranet
- Death notices
- Information about new Faculty, Staff and Administrative hires

- Faculty Handbook
- Employee Handbook
- Faculty/Staff Directory (2 copies)
- Information about staff recognition programs

Student Life

- Brochures (3 copies)
- Lifestyle Contract and corresponding updates
- Information on residence life and administration
- Students Telephone Directories (2 copies)
- Undergraduate Student Handbook (5 copies)
- Student Drug and Alcohol policy
- Graduate Student Handbook (5 copies)

Honors Program

- Honors Program Information.
- Alpha Chi information
- International honors programs

Admissions Office

- View books and promotional material (3 copies)
- Graduate Bulletins (5 copies).
- Undergraduate Bulletins (5 copies).
- Promotional Brochures and Videos (3 copies).

Public Relations & Communications Office

- Press Releases (2 copies)
- Building Dedication brochures (3 copies)
- Building information (example: floor plans, blueprints, photographs of buildings)
- Photographs of campus events and individuals
- Pertinent video cassettes related to University activities (3)
- Internal Communications to faculty, staff, students and alumni (3 copies)
- Any print or multimedia promotional materials produced (3 copies)

Office of Christian Formation Information

- Chapel services and corresponding announcements and flyers
- Information about student activities including: orientation programs, CAUSE, etc
- Events offered by Office of Christian Formation for Staff and Faculty enrichment

Registrar's Office

- Graduation programs (5 copies)
- President's and Dean's Academic Lists
- Changes made to the catalogue of study, course procedures, graduate requirements, etc.

The archivist retains the right and responsibility of determining the appropriate number of articles to retain in the collection for each category of acquisition. The archivist can amend the preceding guidelines at any time.