

University Archives Collection Development Policy

L. Tom Perry Special Collections
Harold B. Lee Library
Brigham Young University

I. Introduction

The Brigham Young University Archives is the repository of the non-current records and publications of Brigham Young University. The Archives also collects materials that document the activities of students, faculty, and staff at the university.

The Brigham Young University Archives was established in 1956 to document the history of the university and the people affiliated with it. The records begin with the founding of the university in 1875 and continue to the present.

The University Archives exists to create an institutional memory for Brigham Young University. It supports administrative and legal reference as well as research and teaching concerning the history of Brigham Young University. It documents the role that Brigham Young University has played in the worldwide growth of The Church of Jesus Christ of Latter-day Saints.

II. Position Responsible for Collecting Decisions

The University Archivist is responsible for selecting materials to be acquired by the Brigham Young University Archives.

III. Scope and Focus of Collecting

- a. The University Archives seeks to support administrative and legal reference in the historic records of the university.
- b. The University Archives seeks to support teaching and research through the graduate level in the following major areas of emphasis:
 - i. Brigham Young Academy history
 - ii. Brigham Young University history

IV. Priorities and Limitations

- a. Priorities
 - i. Areas of Specialization
 1. Administrative history
 2. Faculty
 3. Students
 4. Relationship with The Church of Jesus Christ of Latter-day Saints
 - ii. Major Faculty Research Interests
 1. History of Brigham Young University
 2. History of campus entities

3. History of student activities on campus

b. Limitations

- i. The University Archives is the corporate archives of Brigham Young University and its primary role is documenting the administrative history of the university. This leaves limited time and resources available to document other aspects of the university's history.
- ii. Does not include independently published materials about the university or its history (see Mormon Americana collection development policy).
- iii. Does not include non-university publications by university faculty.
- iv. Does not include non-university publications by the BYU Press or other on-campus publishers.

V. General Selection Guidelines

a. Treatment of Subject Depth

- i. The University Archives collects the administrative records necessary to document the roles and responsibilities of Brigham Young University. The Archives also attempts to collect enough records to support undergraduate and graduate research into the history of Brigham Young University.

b. Specific Delimitations

i. Type

1. Archives and manuscripts of any type (e.g., constitutions, bylaws, minutes, transcripts, officer lists, administrative correspondence, memoranda, subject files, project documentation, policy documents, historical files, reports, printed ephemera, photographs, recordings, electronic records): Comprehensive level
2. Published materials:
 - a. University periodicals (e.g., catalogs, class schedules, alumni publications and magazines, student and faculty directories, yearbooks): Comprehensive level
 - b. University publications (e.g., university histories, handbooks): Comprehensive level
 - c. Departmental periodicals (e.g., college magazines, bound newsletters): Research level
 - d. Departmental publications (e.g., College or departmental histories): Research level
 - e. Student organization periodicals (e.g., student newspapers, student journals): Research level
 - f. Student organization publications (e.g., social unit histories): Research level

ii. Physical Format

1. Paper-based records: Research level
2. Photographs: Research level
3. Film and audio-visual records: Teaching level
4. Electronic records: Representative level
5. Paper-based publications: Research level
6. Audio-visual publications: Teaching level

7. Electronic publications: Teaching level

iii. Date

1. University publications are collected from the founding of Brigham Young Academy in 1875 to the present.

iv. Geographical focus

1. Materials generated at the main campus in Provo, Utah: Research level
2. Materials generated in other locations related to Brigham Young University: Teaching level

v. Subject Emphasis

1. Brigham Young Academy: Research level
2. Brigham Young University
 - a. Administration: Research level
 - b. Faculty: Teaching level
 - c. Students and student organizations: Teaching level
 - d. Campus activities (performing arts, athletics, symposia, etc.): Teaching level
 - e. Campus wards: Representative level

vi. Languages

1. Materials in English: Research level
2. Materials in other languages: Representative level

VI. Deaccessioning Guidelines

The University Archivist may present a proposal to deaccession materials to the L. Tom Perry Special Collections Board of Curators. Materials may be deaccessioned if they do not comply with the Brigham Young University Archives collecting policy or if they are duplicative of material already in the archives.

VII. Cooperation with other Institutions

Brigham Young University works cooperatively with other institutions in Utah to ensure that the history of the university is adequately documented.

VIII. Cooperation with other Curators

The Brigham Young University Archivist works cooperatively with other curators in the L. Tom Perry Special Collections and the Harold B. Library to ensure that the history of Brigham Young University is adequately documented. The University Archives works closely with the curators of Mormon Americana in the management of published materials in the University Archives.

IX. Revisions

Previous policy: Brigham Young University Archives Collection Development Policy, February 25, 2010.