

UPSTATE

MEDICAL UNIVERSITY

Archives and Special Collections Collections Policy

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I. Scope:

The Archives and Special Collections Department is comprised of three units: University Archives, Rare Books and Journals, and the Objects Collection. The University Archives are dedicated to preserving records that document the history, organization, policies, activities and people of Upstate Medical University and Hospital, and its' predecessor institutions. The Special Collections contain rare books and journals important for their contributions to the study and advancement of medicine and science and materials relating to the history of medicine and its role in the economy, culture and history of central New York. The Objects Collection contains antique medical and laboratory equipment.

II. Mission Statement:

The Upstate Medical University Archives and Special Collections preserves records that document the history, organization, policies, activities, and people of Upstate Medical University and Hospital, and its' predecessor institutions; and the history of medicine, especially in central New York, and make those records available to researchers.

III. Policy:

Materials donated to and kept by the Archives must have enduring or historical value. Records of enduring value are those that document the University or Hospital's organization, function, policies, decisions, procedures, operations, or other activities. Materials with historical value are useful or significant in understanding the history of medicine, especially as it relates to

Upstate Medical University, its' predecessor institutions, and their impact and role in the history of central New York.

Records may be in any physical format including but not limited to bound volumes, paper, microforms, photographs, drawings and other visual materials, maps and architectural plans, motion picture film and other audiovisual materials, electronic records, and 3-dimensional objects.

Archives and Special Collections hold materials that may include opposing viewpoints, including material considered offensive by some individuals. Much of the information found in our holdings may be outdated or disproven and is intended to represent the viewpoint of its relevant time and may or may not be applicable today. The department does not endorse any specific viewpoint within its holdings.

Archives and Special Collections is open to deposits from University departments, campus offices and faculty, staff and alumni. In addition, the department accepts donated gifts from the public that are relevant to our mission.

Materials selection lies with the Assistant Director and, and in staff members under the Assistant Director's supervision who are qualified due to education and training.

Categories of materials with enduring value include, but are not limited to:

A. Records of departments and academic programs

The Archives document the history, organization, policies and personnel of Upstate Medical University's departments and their academic programs.

The following are the types of records that are usually sought for preservation:

- Department Publications: newspapers, magazines, newsletters
- Materials relating to curriculum and programs: course catalogs, department brochures, recruitment materials, assessments and self-studies
- Photographs: prints, negatives, and slides related to Upstate Medical University, preferably with identifying information
- Memorabilia related to Upstate Medical University

Archival records retention schedules are available for major university units. Please contact the Assistant Director for a copy of the records retention schedule that applies to your department.

B. Records of activities and organizations

The Archives welcome records documenting the activities, organizations and extracurricular and academic life of Upstate Medical University students, faculty and staff.

The following are the types of records that are usually sought for preservation:

- Records of past and current student or faculty/staff organizations: minutes, publications, correspondence, reports

- University Publications: newspapers, magazines, newsletters
- Materials relating to student life at Upstate: memorabilia, photographs, and other documentation

C. Alumni papers and alumni organization records

The Archives accepts the papers of University Alumni if these records relate to the individual's involvement with the University or Hospital. The Archives does not have the space or resources to accept personal and family papers.

The following are the types of records that are usually sought for preservation:

- Biographical Material: resumes, vitae, bibliographies, biographical and autobiographical sketches, chronologies, newspaper clippings, memoirs
- Committee Records: correspondence, reports and other data related to work done for the University
- Student Activities: records relating to activities at the University during their time as a student or alumni, whether educational or social
- Photographs: prints, negatives, and slides related to Upstate Medical University, preferably with identifying information
- Memorabilia related to Upstate Medical University

The Archives also collects materials relating to alumni organizations, reunions and University-related events:

- Minutes
- Publications
- Correspondence
- Reports
- Photographs
- Memorabilia

D. Administrative papers

The Archives seeks to document the University and professional careers of Upstate Medical University Administrators. The Archives does not have the space or resources to accept personal and family papers.

The following are the types of records that are usually sought for preservation:

- Biographical Material: resumes, vitae, bibliographies, biographical and autobiographical sketches, chronologies, newspaper clippings, memoirs
- Correspondence: official outgoing (copies and/or drafts) and incoming letters and memoranda generated in the course of conducting University business
- Diaries, notebooks and journals reflecting work done for the University
- Research Files: outlines, research designs, notes, analyses, and reports of findings for projects worked on at the University
- Committee Records: agendas, minutes, reports, correspondence, and related material when chair of a committee or primary drafter of the report

- Unpublished Articles and monographs
- Audiovisual Material: recordings of lectures, speeches, discussions, interviews
- Photographs: prints, negatives, slides, and digital images preferably with identifying information
- Memorabilia related to Upstate Medical University

E. Faculty and staff papers

The Archives seek to document the University, Hospital and professional careers of their faculty and staff. The Archives does not have the space or resources to accept personal and family papers.

The following are the types of records that are usually sought for preservation:

- Biographical Material: resumes, vitae, bibliographies, biographical and autobiographical sketches, chronologies, newspaper clippings, memoirs
- Correspondence: official outgoing (copies and/or drafts) and incoming letters and memoranda generated in the course of conducting University or professional business
- Diaries, notebooks and journals reflecting work done for the University
- Classroom Material: lecture notes, syllabi, course outlines, reading lists, examinations, evaluations
- Research Files: outlines, research designs, notes, analyses, and reports of findings for projects worked on at the University
- Departmental or Committee Records: agendas, minutes, reports, correspondence, and related material when chair of a committee or primary drafter of the report
- Unpublished Articles and monographs
- Audiovisual Material: recordings of lectures, speeches, discussions, interviews or research
- Photographs: prints, negatives, slides, and digital images preferably with identifying information
- Memorabilia related to Upstate Medical University

F. History of Medicine

The Special Collections accepts materials of historical value related to the history of medicine. These may be specific to the history of medicine in central New York or may have a more general application. These items must be sufficiently rare to justify their retention.

- Photographs: prints, negatives, slides, and digital images, preferably with identifying information
- Publications: books, journals, articles, thesis and dissertations
- 3-Dimensional Objects: surgical instruments, laboratory equipment, others

G. Not Collected

Categories of materials Archives and Special Collections doesn't collect include, but are not limited to:

- **Transitory records**, which are those routine correspondence or other documents that have short-term value and should be destroyed after serving their purpose. Examples would be bank statements, invoices, appointment books, or reading files.
- Personal or family papers that have **no connection to the University or Hospital**.
- Books and other materials which are not rare; meaning they **can be found elsewhere**, such as a public or university library.
- Materials for which it cannot take custody due to **housing or preservation needs**.
- Materials that are considered **dangerous, toxic or unstable**.

IV. Process:

All items that are received by Archives and Special Collections during the normal course of business become the property of Upstate Medical University. Archives and Special Collections employees are responsible for managing gifted items in compliance with University policies as well as state and federal law. Gifted items will be acknowledged with a deed of gift, signed upon donation.

Archives and Special Collections complies with all IRS regulations regarding charitable donations. We cannot assess the value of donated materials; however, it can recognize the number and type of material donated. The responsibility of ascertaining the correct fiscal amount to use for income tax deduction lies with the donor.

Though financial support is not required for a materials donation, cataloging, arranging, and preserving archival collections are costly tasks. Monetary donations are always appreciated, especially in support of a particular collection or materials deposit.