

# UPSTATE

## MEDICAL UNIVERSITY

### Historical Collections Collections Policy

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#### **I. Scope:**

The Upstate Medical University Historical Collections accept records that document the history, organization, policies, activities, and people of Upstate Medical University and Hospital, and its' predecessor institutions; as well as items relating to the history of medicine and its role in the economy, culture and history of central New York.

#### **II. Mission Statement:**

The mission of the Upstate Medical University Historical Collections is to preserve 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 to make those records available to researchers.

#### **III. Policy:**

Materials donated to and kept by the Historical Collections 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.

The Historical 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 Much of the information found in our holdings may be outdated or disproven and is intended to represent the viewpoint of its relevant time and may or may not be applicable today.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 Historical Collections does not endorse any specific viewpoint within its holdings.

The Historical Collections is open to deposits from University departments, campus offices and faculty, staff and alumni. In addition, the Historical Collections accept donated gifts from the public that are relevant to our mission.

Materials selection lies with the Curator, and in staff members under the Curators' direction 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 Historical Collections 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 by the Historical Collections:

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

#### **B. Records of activities and organizations**

The Historical Collections 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 by the Historical Collections:

- 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 Upstate Medical University Historical Collections accepts the papers of University Alumni if these records relate to the individual's involvement with the University or Hospital. Although the Historical Collections does not have the space or resources to accept personal and family papers, it can assist in finding a proper home for those types of materials.

The following are the types of records that are usually sought by the Historical Collections:

- 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 Historical Collections also collects materials relating to alumni organizations, reunions and University-related events:

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

#### **D. Administrative papers**

The Library seeks to document the University and professional careers of Upstate Medical University Administrators. Although the Historical Collections does not have the space or resources to accept personal and family papers, it can assist in finding a proper home for those types of materials.

The following are the types of records that are usually sought by the Historical Collections:

- 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: agenda, minutes, reports, correspondence, and related material when chair of a committee or primary drafter of the report
- Published 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 Historical Collections seek to document the University, Hospital and professional careers of their faculty and staff. Although we do not have the space or resources to accept personal and family papers of faculty and staff, it can assist in finding a proper home for those types of materials.

The following are the types of records that are actively sought by the Historical Collections:

- 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 Syracuse 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: agenda, minutes, reports, correspondence, and related material when chair of a committee or primary drafter of the report
- Published Articles and monographs
- Audiovisual Material: recordings of lectures, speeches, discussions, interviews or research
- Photographs: prints, negatives, slides, and digital images with identifying information
- Memorabilia related to Upstate Medical University

#### F. History of Medicine

The Historical Collections also 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 the Historical Collections do not 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 library.

- Materials for which the Historical Collections believes 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 the Historical Collections during the normal course of business become the property of Upstate Medical University. Historical 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.

The Historical Collections complies with all IRS regulations regarding charitable donations. The Collections 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.