WIDENER UNIVERSITY ARCHIVES

Collection Development Policy

The Widener University Archives collects, preserves and provides access to records pertaining to the history of Widener University and its predecessor institutions. The Collection Development Policy serves to more specifically identify the types of records determined to be of permanent institutional and historical value:

- Records related to the organization and function of the University Administration
  - Administrative departmental records
  - Administrative correspondence

- Records from the Office of the President
  - Any campus-wide memos posted on the University's Intranet
  - President’s Annual Report (3 copies)
  - President’s memos
  - Strategic Planning information including: reports, list of committees and members, timelines and procedures, completed reports, etc. (3 copies)
  - Commencement materials for Main, Harrisburg and Delaware Campuses (3 copies)
    - Any campus-wide memos posted on the University's Intranet
    - Commencement Programs
    - Nightingale Ceremony programs
    - ROTC commissioning programs
    - Photographs
    - Commencement Speeches
  - President’s Speeches
  - Honorary-Degree recipient list
  - Announcements for President’s Lecture Series and copies of speeches when possible
  - Board of Trustee Minutes
  - Presidential Papers

- Records from the Office of the Provost
  - Faculty Rolls
  - Provost's Papers and correspondence
  - Provost Council Minutes
• Printed copies of all campus-wide memoranda posted on the University's Intranet

• Board of Trustee minutes

• Records related to the organization and function of the various schools and colleges
  o New academic programs
  o Departmental Newsletters
  o Changes in existing academic programs
  o Discipline specific self-study reports

• Ongoing school or college sponsored activities such as Bridge Week, student chapters of organizations, honor societies, summer camps, etc.

• Information about one-time activities such as lectures, speeches, and other presentations (including copies of speeches when possible)

• Records and minutes of various University committees.
  o Faculty meetings
  o Faculty Council meetings
  o Provost Council meetings

• Legal documents related to the University

• Evaluative Reports
  o Middle States Association reports
  o Discipline specific accreditation reports
  o Additional internal analytical reports

• Library Information
  o Any campus-wide memos posted on the University's Intranet
  o Wolfgrams
  o Library Annual Reports
  o Committee minutes
  o User Guide, handbooks, flyers, etc.
  o Library Director's Papers
  o Information about special events

• Formal published and unpublished histories of the institution

• Biographical information about faculty, administrators, Board of Trustee members, alumni and other individuals significant to the history of the institution
  o Written histories
  o Oral histories

• Papers of retired or deceased faculty, administrators and Board of Trustee Members

• University Relations records
- Any campus-wide memos posted on the University's Intranet
- Homecoming brochures
- Veteran’s Day ceremony brochures
- Honors Program Information
- Students Telephone Directories (2 copies)
- Viewbooks (3 copies)
- Graduate Bulletins (6 copies)
- Undergraduate Bulletins (6 copies)
- Undergraduate Student Handbook (6 copies)
- Graduate Student Handbook (6 copies)
- Alumni Magazine (6 copies)
- Law School Alumni Magazine (6 copies)
- Law School Bulletin (3 copies)
- Promotional Brochures and Videos
- Press Releases
- Newsmakers
- New Talent at Widener University
- Building Dedication brochures (3 copies)
- Photographs of campus events and individuals
- Information about student activities including: orientation programs, carnival, etc.
- Staff events

- Faculty Publications

- Selected audiovisual and graphic materials
  - Videotapes
  - DVDs
  - Photographs
  - Slides
  - Sound recordings

- Newspaper clippings related to the University

- Materials related to Commencement Ceremonies

- Scrapbooks

- Materials documenting student organizations, clubs and activities

- Student newspapers

- Student literary magazines

- Course Catalogs

- Yearbooks
Information from University Departments

- Alumni Office
  - Any campus-wide memos posted on the University's Intranet
  - Alumni directories.
  - Files of deceased Alumni.
  - Donations from Alumni (scrapbooks, news clippings etc).

- Athletic Department
  - Any campus-wide memos posted on the University's Intranet
  - Athletic Schedules, Media Guides and Football Programs, Basketball Programs, etc.
  - Photographs
  - Clippings

- Budget Office
  - Enrollment data
  - Budget information

- Campus Safety
  - Campus Safety reports
  - Any campus-wide memos posted on the University's Intranet

- Human Resources
  - Any campus-wide memos posted on the University's Intranet
  - Student Drug and Alcohol policy
  - Staff Drug and Alcohol policy
  - Death notices
  - Information about new Faculty, Staff and Administrative hires
  - Information about employee benefits
  - Information about employee pay raises
  - List of Holidays
  - Faculty/Staff Directory (2 copies)
  - Information about staff recognition programs

- ITS
  - Any campus-wide memos posted on the University's Intranet
  - It’s your call

- Operations
  - Building information (floor plans, blueprints, photographs of buildings)
  - Historical information about buildings on campus

Selected artifacts that document the history of the institution, including those that do not fall into the scope of the Pennsylvania Military College Museum’s Acquisitions Policy
• Other materials determined to be significant to the history of Widener University or any of its predecessor institutions, or that contribute to the goal of preserving the historical record of Widener University

Revised 2004