

The University of Northern Colorado Libraries Archives and Special Collections Collection Development Statement

The University of Northern Colorado University Libraries Archives and Special Collections' primary purpose is to serve the research needs of the University of Northern Colorado's (UNC) faculty, students, and surrounding community; and to collect materials that document the significant intellectual, cultural, administrative, and social history of UNC and its neighboring communities.

The University Libraries Archives and Special Collections Department (ASCD) supports the education and research mission of UNC and the University Libraries. ASCD strives to support intellectual discovery and to empower a diverse community of learners and researchers through collections, education, outreach, and services by acquiring, preserving and providing access to appropriate primary source materials and rare/unique items.

The ASCD has three distinct collecting areas: university archives, James A. Michener, and special collections from individuals and organizations in northeastern Colorado. This collection development statement is subject to change. Areas may be added and amended in response to evolving research needs, to augment existing collections, or in response to new academic priorities.

Acquisitions

Materials are acquired through:

- Donations, solicited and unsolicited
- Transfer from other UNC departments and offices
- Purchase
- Exchange with other repositories or collectors

Materials not accepted:

- Materials that are irreparably damaged
- Materials in which the donor's ownership is in question or disputed
- Materials that would duplicate current holdings
- Photocopies of materials donated to another repository
- Collections for which ASCD is unable to preserve and/or provide access

All potential acquisitions are reviewed by the ASCD faculty.

Primary Collecting Areas University Archives

University of Northern Colorado Records

The UNC Libraries ASCD is the repository for UNC's inactive official records and publications of lasting and historical importance generated by administrative offices, colleges, schools, departments, programs, faculty, student organizations, and other university related organizations. The State of Colorado Records Retention schedule guides the collecting of official university records. These records may document:

- Planning, growth, and development of the UNC campus, programs, units, services, and curriculum
- Faculty, staff, and student concerns
- Noteworthy events
- Campus culture and student life
- Administrative decisions and policies
- Relationships with the community, government, other institutions, or the business community
- Significant financial activities
- Diversity initiatives
- Major research initiatives/projects
- Important building issues, such as design and functions of new facilities, major renovations, destruction or repurposing of existing facilities

Types of records typically acquired include, but are not limited to:

- Constitutions and by-laws, minutes and proceedings, and reports of units and committees
- Correspondence, e-mail, and subject files of college deans, program heads, and senior administrators
- Architectural drawings, maps, and plans
- All publications, newsletters, and booklets distributed under the auspices of UNC, or its earlier incarnations, including catalogs, bulletins, yearbooks, student newspapers, directories, media guides, and alumni association publications
- Annual financial reports
- Accreditation reports and supporting documents
- Audiovisual material from campus entities, including photographic prints, slides, and motion picture films
- Artifacts and ephemera, such as posters and brochures, related to UNC or its earlier incarnations

The ASCD accepts records from all university units, but will actively collect from the following:

- Board of Trustees
- Office of the President
- Office of the Provost
- Office of the Chief Financial Officer
- Athletic Department
- Faculty senate, Student senate, Classified Staff Council, and Professional Administrative Staff Council
- Colleges, Departments and Units
- Campus Community and Climate

Student works and research

- Student research, including theses, dissertations or similar works
- Student newspapers, literary magazines and similar works
- Documentation of student organizations and activities

James A. Michener Papers and Special Collections

The James A. Michener Papers and Special Collections was created in 1978 when James Michener donated thirty-seven linear feet of his papers to UNC. The papers were primarily related to his novel *Centennial*, published in 1974. Shortly before his death in 1997, Michener designated UNC to be the official repository for his writing and publishing legacy.

The Michener Papers and Special Collections now consists of over 1,000 linear feet of materials created by James A. Michener and others, including published materials, research notes, manuscripts, galley proofs, correspondence, maps, and audiovisual materials.

ASCD collects materials produced by James A. Michener, associates, scholars, and collectors of Michenerana that will further scholarship about him, his activities, and his works. These materials include, but are not limited to, the following:

- Correspondence
- Financial records
- Research and manuscripts
- Publications about Michener
- Audiovisual materials
- Artifacts, memorabilia and ephemera

Special Collections

Materials in the special collections supports and contributes to the learning, teaching and research including UNC undergraduates, graduates, faculty, scholars, and community members. ASCD is committed to expanding collections in areas of existing strengths and to adding new collections that will support UNC's evolving needs. These include:

Regional History and Diversity

ASCD focuses on materials highlighting diversity, ethnicity, and gender identity in northern Colorado plains. ASCD collects and makes accessible the publications, records, papers, artifacts, and stories of the individuals, families and organizations representing the diverse population of the northern Colorado plains in order to preserve their legacy. ASCD's current collecting interests:

- African-American communities in the high plains, including Dearfield
- Chicano/a/x movement in northern Colorado and southeastern Wyoming plains
- UNC campus and Greeley community activism
- Immigration and immigrant populations experience
- LGBTQI experience and activism

Education

ASCD collects publications, records and papers related to the history of education and innovative educational methods developed by UNC faculty and alumni. ASCD's current collecting interests:

- K-12 textbooks that represent trends in educational theory and practice
- Northern Colorado educators and UNC alumni who made significant contributions to education.

Performing and Visual Arts

ASCD collects materials related to the arts within the community and on campus. ASCD's current collecting interests:

- Papers of northern Colorado feminist artists
- Regional theatrical companies with an emphasis on social change

Faculty Papers

ASCD collects papers of current and former faculty members who have made major contributions to:

- Their academic field
- Regional history
- The University

Alumni Papers

ASCD collects alumni papers and records related to the following areas:

- Student life and activities at UNC
- Promotion of social change
- Artistic and literary accomplishment
- Regional or national political activity