

# **Trocaire College Archives**

## **Mission and Policies Guide**

July 2013

**Table of Contents**

Mission Statement .....3

Collection Policy (see also Items Collected).....5

Use & Lending Policy.....6

Researcher Application.....7

Reading Room Rules.....8

Reading Room Call Slip.....10

Request for Duplication.....11

Duplication Order Form.....12

Items Collected.....13

Department Donation Form.....14

Donation Form.....15

## TROCAIRE COLLEGE ARCHIVES

The Trocaire College Archives has been given the responsibility of preserving the historical college records that support the College's administration, teaching, research, and services.

### MISSION STATEMENT:

The Trocaire College Archives was established in 1989 to collect and preserve material documenting the history, organization, policies, and activities of the College. The Archives include non-current materials from the founding of the school in 1958, as Sancta Maria College, up to the present time.

### **The purpose of the Archives is to:**

- Acquire and preserve documents of enduring value related to Trocaire College.
- Arrange and describe records in accordance with archival standards.
- Provide a secure repository for records that have administrative, legal and historical value.
- Provide administrative support to members of the Trocaire community.
- Make records available for scholarly and historical research.

All members of the Trocaire community: administrators, staff, faculty, students, alumni, and interested members of the public are welcome to make use of the collections.

## TROCAIRE COLLEGE ARCHIVES

### General Objectives:

1. Maintain the collection of official records and papers.
2. Continue to acquire current records as well as historical materials pertaining to Trocaire College which have permanent value.
3. Continue to arrange and describe material acquired by the Archives so that it is accessible by appropriate finding aids.
4. Continue to insure the permanent preservation of materials added to the Archives collection.
5. Continue to assist those who require access to the collection.
6. Continue to communicate with departments of the College whose official records need to be added to the Archives to submit them on a regular basis.
7. Promote knowledge and use of the Archives through reference, displays, exhibits, brochures and personal visitation to various departments of the College.

## TROCAIRE COLLEGE ARCHIVES

ARCHIVES COLLECTION POLICY

Archives acquire, preserve, and make records accessible, much like a library. These records, as a collection, attempt to tell an accurate and, hopefully, a complete story of the past. The records contained in the College Archives are information produced by our institution that reflect the mission of the school and who we are as a member of the community. It is important that all departments and offices contribute to the collective memory of the school, by donating their appropriate records so that they may be preserved for our future.

The College Archivist shall collect, review, organize, and preserve materials which are suited for inclusion in the Archives collection. Such materials include, but are not limited to:

- Faculty, staff, and student directories.
- Minutes of Board of Trustee meetings.
- Photographs of College personnel, buildings, special events, activities.
- Programs and announcements of College events, including commencements, dedications, and scholarship presentations.
- Publications covering basic institutional mission, including course catalogs, class schedules, curriculum handbooks, degree requirements, and sample syllabi.
- Publications issued by campus departments, student and faculty organizations, and administrative bodies, including scholarly journals, official reports, departmental newsletters, newspapers, and student organization announcements.
- Records and publications of student organizations.
- Records of the administrative, faculty, and student governance committees, including agendas, minutes, and significant supporting documents.
- Relevant memorabilia.
- Selected publicity materials of the College, including print newspaper clippings and online press releases.

## TROCAIRE COLLEGE ARCHIVES

USE & LENDING POLICY:

Archives' access is available to Trocaire faculty, staff and enrolled students as well as alumni and public researchers.

Requests can be made via email to the Archivist, Cindy Seitz, at SeitzC@trocaire.edu, or by phone at 716-827-2434, or in person.

As the Archives staff hours are limited, appointments are advised and encouraged.

REPRODUCTION: Requests for reproduction [scanning or photocopying] will be considered if it can be done without injury to the material, and does not violate copyright restrictions. Reproductions are made available solely for the private study, scholarship or research use of the applicant, who agrees not to transfer copies to others, further reproduce them or publish any part of them without written permission of the Trocaire College Archivist.

## RESTRICTIONS:

- Materials are not to be removed from the collection without the knowledge of the Archivist.
- Some archival material has access restrictions for reasons of confidentiality or condition.
- For the protection of its collections, the Archives also reserves the right to restrict the use of records which are unprocessed, records of exceptional value and fragile records.
- Material may be borrowed by administrators or faculty at the discretion of the Archivist. Records of all materials borrowed are kept with the date borrowed and date returned.

Trocaire College Archives  
 Rachel R. Savarino Library  
 360 Choate Avenue Buffalo, NY 14220  
Researcher Application

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Local Address: \_\_\_\_\_

Permanent Address (if different): \_\_\_\_\_

\_\_\_\_\_

E-mail address: \_\_\_\_\_

Purpose of Research: (e.g. book, dissertation, term paper, legal investigation, family history, local history, personal interest, etc.)

\_\_\_\_\_

Brief Description of topic: \_\_\_\_\_

\_\_\_\_\_

I have read and agree to abide by the Trocaire College Archives, Rachel R. Savarino Library "Reading Room Rules". I realize I am responsible for conforming to copyright, right-to-privacy, libel, slander and any other applicable statutes. I agree to indemnify and hold harmless the Trocaire College Archives, Rachel R. Savarino Library its officers, employees and agents from any and all claims resulting from the use of materials in its collection. I understand that failure to comply with these rules may result in the denial of access to the collection.

\_\_\_\_\_

Signature

Date

In the event that it appears to the Archivist that your research parallels that of another researcher, do you wish to have your name, address, e-mail and research topic released to the other researcher? \_\_\_\_\_ yes \_\_\_\_\_ no (please initial)

Identification presented: \_\_\_\_\_

Trocaire College Archives, Archivist or Library staff \_\_\_\_\_

Trocaire College Archives  
Rachel R. Savarino Library  
360 Choate Avenue Buffalo, NY 14220

### Reading Room Rules

The Trocaire College Archives has been given the responsibility of preserving the historical college records. In order to balance the preservation needs with researcher access, the following procedures have been adopted.

#### Research Registration

1. Each researcher must complete a "Researcher Application" form (see page 6) in order to establish his/her identity and produce a photographic identification card. Data from this form may be used for statistical and research topic summary reports.
2. Each researcher must sign the Researcher Log daily.
3. The researcher may bring only pencil and paper or laptop to the table in the Reading Room. Items such as notebooks, briefcases, coats or other bags are to be placed in the designated area of the reading room.

#### Obtaining Collection Materials

1. The researcher must use the prepared finding aid to determine which folder/boxes to request.
2. The Archives reserves the right to limit the amount of material a researcher can use at any one time.
3. The researcher must complete a call slip for each request from the collection.

#### Care of the Material

1. All materials must be handled with care. Marks may neither be added nor erased. Loose sheets and pages should be handled by the edges. The Library may require cotton gloves to be worn while handling photographs or fragile materials.
2. Remove only one folder from the box at a time. Do not remove materials from the folders. MAINTAIN THE EXACT ORDER OF MATERIAL IN A FOLDER



AND FOLDER WITHIN A BOX. If a mistake in arrangement is discovered, inform the staff, *but do not re-arrange the materials yourself*.

3. Ink may damage the material in the collection. Only pencils/laptops may be used for note taking.
4. Mutilation, destruction or theft of materials is subject to prosecution.
5. Smoking, eating or drinking is prohibited in the Reading Room.

#### Duplication, Citation and Publication

1. Duplication of material will be considered for limited reproduction of material when such duplication can be done without injury to the material and when duplication does not violate donor agreement. PERMISSION TO DUPLICATE DOES NOT CONSTITUTE PERMISSION TO PUBLISH.
2. Duplication request forms must be complete and submitted to the staff member on duty. If the request is approved, payment in advance is required and copies will be held for the researcher to pick up. Copies may be mailed for an additional charge.
3. Permission to publish must be requested and obtained in writing from the Archivist.
4. In citing materials, the form should be as follows:  
[item], Trocaire College Archives, Rachel R. Savarino Library, Buffalo, New York.

Trocaire College Archives  
Rachel R. Savarino Library  
360 Choate Avenue Buffalo, NY 14220

Reading Room Call Slip

Record Group Title:

---

Box \_\_\_\_\_ Folder \_\_\_\_\_

Box \_\_\_\_\_ Folder \_\_\_\_\_

Box \_\_\_\_\_ Folder \_\_\_\_\_

Box \_\_\_\_\_ Folder \_\_\_\_\_

Box \_\_\_\_\_ Folder \_\_\_\_\_

Box \_\_\_\_\_ Folder \_\_\_\_\_

Box \_\_\_\_\_ Folder \_\_\_\_\_

Box \_\_\_\_\_ Folder \_\_\_\_\_

Box \_\_\_\_\_ Folder \_\_\_\_\_

Box \_\_\_\_\_ Folder \_\_\_\_\_

I understand that permission to examine a manuscript, if granted, does not include permission to publish the contents of the manuscript or any excerpt thereof at any time and that separate written application for permission to publish must be made to the Archivist. I agree to abide by the Archivist's decision.

Print Name: \_\_\_\_\_

---

Signature

Date

Trocaire College Archives  
Rachel R. Savarino Library  
360 Choate Avenue Buffalo, NY 14220

### Request for Duplication

Photocopies of materials in the Trocaire College Archives are provided as a service to expedite research and lessen wear on documents. Duplicates are made solely for the personal use of the individual researcher requesting them. Duplicates may not be transferred to another individual or organization, deposited at another institution or replicated without prior written permission from the Archivist. DUPLICATION BY THE ARCHIVES IN NO WAY TRANSFERS EITHER COPYRIGHT OR PROPERTY RIGHT, NOR DOES IT CONSTITUTE PERMISSION TO PUBLISH OR TO DISPLAY MATERIALS. In some cases the Archives may refuse to make copies because of the physical condition of the material, the amount of staff time required to do the work, restrictions imposed on the donor, copyright law or right-to-privacy statutes.

All photocopying is done by the Library staff. The first 10 pages of photocopying are free. A fee of \$.15 cents per page is charged for any photocopying after these pages. Campus affiliated Researchers are exempt from photocopy charges.

To obtain a duplicate:

1. Place a marker (available from the Reading Room staff), in front of the item to be reproduced. Allow part of the marker to protrude from the folder so that the item can be retrieved easily. DO NOT REMOVE THE ITEM FROM THE FOLDER.
2. Complete the order form. Indicate any special instructions.
3. Give the order to the Reading Room staff. Order will be filled as staff time allows. Copies may be held for pick-up or may be mailed for an additional charge.
4. Pre-payment is required.

Trocaire College Archives  
Rachel R. Savarino Library  
360 Choate Avenue Buffalo, NY 14220

Duplication Order Form

Name: \_\_\_\_\_

Mailing Address (if mailing): \_\_\_\_\_

**Group Record Title:** \_\_\_\_\_

Box \_\_\_\_\_ Folder \_\_\_\_\_

Description of item:

Number of Pages: \_\_\_\_\_

**Group Record Title:** \_\_\_\_\_

Box \_\_\_\_\_ Folder \_\_\_\_\_

Description of item:

Number of Pages: \_\_\_\_\_

**Group Record Title:** \_\_\_\_\_

Box \_\_\_\_\_ Folder \_\_\_\_\_

Description of item:

Number of Pages: \_\_\_\_\_

Items collected by Trocaire Archives from the departments:

- Copies of the minutes from your department meetings.
- Any special handouts that your department provides for the students/faculty/staff.
- Photographs from your department that pertain to students, faculty, staff, events: These should be labeled with names, dates and event.
- Any professional material produced for publication by you or members of your department.
- Any newspaper, magazine articles related to Trocaire College, its history and/or your department.

Trocaire College Archives  
 Rachel R. Savarino Library  
 360 Choate Avenue Buffalo, NY 14220

DEPARTMENT DONATION FORM

Department: \_\_\_\_\_

Staff donating: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Items: Subject Areas *(check all that apply)*:

Correspondence       Memoirs       Publications       Diaries  
 Research       Course Materials       Speeches/lectures       Manuscripts  
 Biographical information       Other

Record Types: *(check all that apply)*:

Text/Documents       Photographs/Still Images       Video       Audio  
 Software/Multimedia       Databases/Data       Artifact  
 Electronic records       Other

COPYRIGHTED:  Yes  No      PERMISSION TO COPY:  Yes  No

The Trocaire College Archives was established in 1989 to collect and preserve material documenting the history, organization, policies, and activities of the College. The archives include non-current materials from the founding of the school in 1958, as Sancta Maria College, up to the present time. Donation of non-copyrighted items gives the Archives the right to publish and reproduce said item unless specifically requested not to, on this form. The Archives reserves the right to refuse any contribution if the item does not fit the collection policy of the Archives, and/or if the item is of questionable origin or restrictions on the item conflict with the Archives' mission statement. All items donated to and accepted by the Archives become property of the Archives and cannot be returned to the donor, their family or heirs unless specific provisions are made at the time of donation.

If the above item is not accepted by the Archives, or at a future date is deaccessioned from the Archives, the item will be forwarded to an institution or organization that collects such items.

Yes       No       Return to me       Dispose of

Restrictions on use, display or reproduction: \_\_\_\_\_

\_\_\_\_\_  
 Signature and Date

Trocaire College Archives  
 Rachel R. Savarino Library  
 360 Choate Avenue Buffalo, NY 14220

DONATION FORM

Donor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

ITEM:  Book  Document  Photograph  Artifact

COPYRIGHTED:  Yes  No PERMISSION TO COPY:  Yes  No

INFORMATION ABOUT ITEM (Names, Date, Place, Event): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The Trocaire College Archives was established in 1989 to collect and preserve material documenting the history, organization, policies, and activities of the College. The archives include non-current materials from the founding of the school in 1958, as Sancta Maria College, up to the present time. Donation of non-copyrighted items gives the Archives the right to publish and reproduce said item unless specifically requested not to on this form. The Archives reserves the right to refuse any contribution if the item does not fit the collection policy of the Archives, the item is of questionable origin or restrictions on the item conflicts with the Archives' mission statement. All items donated to and accepted by the Archives become property of the Archives and cannot be returned to the donor, their family or heirs unless specific provisions are made at the time of donation.

If the above item is not accepted by the Archives, or at a future date is deaccession from the Archives, the item will be forwarded to an institution or organization that collects such items.

Yes  No  Return to me  Dispose of  
 Restrictions on use, display or reproduction: \_\_\_\_\_  
 \_\_\_\_\_

Signature Date