



Huston-Tillotson University Archives Policy

Mission and Introduction

The Huston-Tillotson University Archives serves as the long-term repository for the institutional records of the University. **The mission of the Archives is to document the academic, administrative, social, and cultural history of Huston-Tillotson University by collecting, preserving, and providing access to materials of permanent historical value.**

The Archives aims to establish a record of the University's educational programs and administrative policies, as well as student activity and social organizations. The unique materials housed in the Archives provide tangible evidence and historical perspective of the development and growth of the University, which is essential to staff, faculty, students, alumni, and the larger Huston-Tillotson community. The Archives operates in conjunction with the Downs-Jones Library to support the curricular offerings of the University by providing access to useful and relevant primary source materials relating to the University. The Archives supports the greater mission of Huston-Tillotson University by maintaining a historical record which demonstrates a legacy of leadership and excellence in education and inspires an appreciation of the University's role in the history of American higher education by all members of the University community.

This policy is based on the standards set forth by the Society for American Archivists, including the Guidelines for College and University Archives, as well as the stated mission of the University.

Functions of the Archives

Research and Access

The University Archives provides research support and physical access to the collections for students, faculty, staff, and alumni of Huston-Tillotson University, as well as the general public. Archival collections do not circulate but are available for research in the Archives reading room under the supervision of the Archivist. Once completed, finding aids to the collections will be available in the Archives and accessible online at [Texas Archival Resources Online](#).

Outreach

Outreach activities aim to increase the visibility of the Archives within the Huston-Tillotson community. These activities may include, but are not limited to, exhibits, community events, presentations, educational workshops, collaborations with related institutions, and the use of social media. By encouraging and promoting the use of the collections, the Archives aims to stimulate a greater understanding of, and an increased engagement with, the origins, objectives, and historical context of the University. Outreach activities also strive to support the teaching and learning objectives of the University, and to highlight the value of primary source materials in the research process.

Preservation

The collection materials contained in the Archives are arranged and preserved according to professional archival standards. Archived materials are housed in acid-free containers, and are securely stored in cool, dry conditions in the Downs-Jones Library.

Acquisition

The Archives seeks to acquire inactive records and materials that, as part of a larger collection, contribute to the documentation of the history of the University. Materials accessioned into the Archives are primarily acquired through transfer from university departments, offices, and organizations, though donations may be accepted on a case-by-case basis in accordance with the collection guidelines.

Collection Guidelines

The University Archives currently contains a large volume of unprocessed materials. These collections include a wide variety of unique materials, including administrative records, presidential papers, photographs, yearbooks, newspapers, scrapbooks, audiovisual materials, and campus publications. The collections include records from Samuel Huston College, Tillotson College, and the current merged institution, Huston-Tillotson University. New materials are continually added to the collection.

The Archives seeks to continue to document the academic, social, administrative, and cultural history of the University by collecting materials from the following groups:

- University departments, offices, and committees
- Student and campus organizations
- Key alumni, faculty, and staff

The Archives is interested in collecting records which best illustrate the purpose, activities, growth, and policies of these groups. An "end product"—a final report, for example, instead of a draft, is most useful for these purposes. The Archives primarily seeks to collect related groups of materials rather than individual items; materials should be sent to the Archives in quantities of one box or more.

The following guidelines are intended to assist administrators, faculty, staff, students, and other members of the University community in identifying the portions of their records that are suitable for transfer to the Archives. This list is meant to be a guide and is not definitive. For questions regarding the types of records listed here, or about materials not included in the list, please [contact](#) the Archivist.

Materials Collected

The Archives seeks to collect the following types of materials:

Policy statements, reports, meeting minutes, substantive memoranda, correspondence, and subject files of the University's:

- Office of Institutional Planning, Research and Assessment
- Office of the President
- Major academic and administrative programs and committees

Records of academic, service, and social organizations of students on campus, including Greek Letter Organizations and other campus student groups

Records of University departments, including meeting minutes, reports, and course syllabi

All publications about or distributed in the name of Huston-Tillotson University, including:

- Books
- Posters
- Newsletters
- Magazines
- Catalogs
- Special bulletins
- Yearbooks
- Student newspapers
- Alumni magazines
- Ephemeral materials

Reports of self-studies, accreditation visits, annual budgets, and audits

Personal and professional papers of alumni, faculty, and staff who have developed a relationship with Huston-Tillotson University, and whose records have long-term research and historical value

Reports of the Office of Admissions

Records of the Office of the Registrar, including calendars, class schedules, and graduation rosters

Oral history recordings and transcripts

Special format materials which document the operation, development, activities, and culture of Huston-Tillotson, including:

- Photographs
- Slides
- Negatives
- Motion picture films
- Audio and audiovisual cassettes
- Maps
- Blueprints
- Plot plans of the campus and its buildings

Master's theses and final capstone projects

Artifacts related to the history of the University

Electronic records and descriptive aids for maintaining access to the records

Materials Not Collected

The Archives does not collect records and materials which are outside the scope of the collection guidelines, as outlined above.

Types of materials the Archives does not collect:

- **Any material without a signed Donation Accession Request Form or Transfer Request Form**
- Records and materials that are damaged beyond the point of preservation or reasonable use
- Routine financial records, such as payroll, purchase orders, receipts, accounting reports, and travel expense reports
- Drafts or copies of reports, correspondence, or any other type of file, except for major planning records where the initial draft is significantly different from the final version
- Catalogs, journals, books, and other publications not produced by, or directly related to Huston-Tillotson University
- Routine Correspondences
- Student Records

- Blank forms

Due to space constraints, materials that are transferred or donated which are found to be outside the scope of the collection policy will be deaccessioned from the Archives.

Transfer of University Records to the Archives

All records accessioned into the Archives should be inactive and no longer in use. Transfer to the Archives is considered permanent and irreversible; once records have been transferred to the Archives they cannot be returned to the originating office. The Archives has the right to dispose of any materials determined to be outside the scope of the collection policy. Offices and organizations requesting a transfer of records to the Archives are encouraged to ensure that they have no current or frequent need to access the records. After records are transferred to the Archives, they may only be accessed in the Archives reading room of the Downs-Jones Library.

When an office, department, or organization has at least one box of records that they wish to transfer to the Archives, a staff member should contact the Archivist to assess the records and the suitability of their transfer. If the records are determined to be appropriate for transfer into the Archives, the Archivist and staff members will work together to arrange for the physical transfer of the materials. **Please do not send records to the Archives without first consulting the Archivist.**

In some cases, it may be possible for the Archivist to come to the originating office to help with boxing up materials for transfer. It is important that the records be kept in their original filing order prior to, and during, the transfer of materials. If it is not possible for the Archivist to come to the office to prepare the records for transfer, the Archivist will provide instructions regarding the best methods for gathering and boxing the materials.

Prior to the transfer of records, the [transfer request form](#) should be completed by the originating office or organization. This form must accompany any records being transferred to the Archives. The form ensures the orderly transfer of materials, their correct description and attribution, and the transfer of custody to the Archives.

While the University does not have a formal records retention policy for administrative records, the Archivist is available to assist University offices and departments with developing internal records retention schedules.

Please contact the Archivist with any questions regarding the records transfer process.

Donating Materials to the Archives

The Archives collects the personal and professional papers of alumni, faculty, and staff who have developed a relationship with Huston-Tillotson University, and whose records have long-term research and historical value. These materials are accepted at the discretion of the Archivist and the President of the University.

The Archives does not provide appraisals for archival collections. Upon receipt of the donated materials, an Acceptance of Gift form will be signed by the donor and a representative from the Archives,

transferring ownership and legal rights from the donor to the University Archives. The Archives mostly accept archival collections which will remain permanently in the Archives. Donors who wish to loan their collections to the Archives may request a loan agreement to have the collection digitized and made accessible in the Digital Archive on the library's website.

If you have materials that fit within the collection guidelines and you wish to donate them to the Archives, please contact the Archivist to file a Donation Access Form Request.

Deaccessioning

Periodic reappraisal and deaccessioning of collection materials is an essential part of the development and maintenance of the Archives. Reappraisal allows for the identification of collection materials that may no longer be aligned with the mission and collecting policy of the Archives. Following a reappraisal and thorough evaluation of collection materials, the Archives may, under certain circumstances, deaccession collections from its holdings. Deaccessioning enables the Archives to better fulfill its mission by reallocating resources to preserve and make available collections and materials for the Huston-Tillotson University community.

Evaluation of Materials

Deaccessioning is considered only for materials that meet one or more of the following criteria:

- The collection does not fit within the scope of the current collecting guidelines
- The collection cannot be stored properly, preserved, or used
- The material has deteriorated beyond reasonable usefulness
- The material is duplicate, or duplicates information already held in the collections in another format
- The collection is comprised of formats not collected by the Archives
- The collection and its potential users would be better served if located at another institution

If the above conditions have been met, the Archivist may recommend deaccessioning a collection. Deaccession may only be completed with thorough evaluation and approval from the library director.

Disposition of Materials

Materials chosen for deaccession may be transferred to another institution, returned to the donor, offered for public sale, or destroyed. The Archives seeks to ensure access to deaccessioned collections which contain original material in usable condition with continued research value. As such, transfer to another repository is the preferred method of disposition when the collection materials are appropriate for such action. The disposition of materials with significant research or financial value will be governed by the following considerations:

- Collections may only be deaccessioned when the materials are owned by the University Archives. Ownership may be established in accordance with written agreements between the University and the donor, as well as by the provision of Texas Statute 6A-80.

- Reasonable attempts will be made to contact donors when materials are chosen for deaccession; material will be returned to the donor (or heirs) only if the deed of gift requires this.
- A reasonable attempt will be made by the Archivist to identify a repository to transfer the materials to. The repository must have an interest in the material, and the resources necessary to catalog, store, and make the material accessible to researchers and the public.
- In instances where deaccessioned material has significant monetary value, the Archives will attempt to offer it for sale at a discount to an appropriate repository, for the material to remain accessible to researchers.
- No materials will be given or sold to university staff, faculty, administrators, or board members, or their immediate families.
- Any proceeds from the sale of materials will be used solely to further the preservation and development of the collections in the University Archives.

Access and Use

The Archives are available for use by Huston-Tillotson University faculty, staff, students, and alumni, as well as the public.

The Archives is committed to preserving University records and making them available for research as soon as possible after receipt. However, the Archives may have a legal, institutional, or other obligation to restrict access to some collections or parts of collections.

University offices may specify whether records transferred to the Archives may be freely used by individuals or restricted in their use. The Archives will refer to requests to access restricted University records to the relevant University office.

Unprocessed archival collections are considered open for research if they are not restricted. However, the Archives may need to postpone access to unprocessed collections for a reasonable period of time to inventory the records or stabilize fragile materials.

Collection materials can be viewed in the reading room of the Archives by appointment only. Appointments should be made at least 24 hours in advance, and may be made during regular business hours, 8:00am - 5:00pm, Monday through Friday.

Upon arrival at the Archives, patrons will be asked to complete a [user registration form](#) (valid for one year) and present a valid photo ID. Patrons will also be asked to sign the Archives visitor register for each visit made to the Archives. The Archivist will offer a brief orientation to using the materials and provide access to the requested collection materials.

With the Archivist's permission, patrons are permitted to use cameras to make reproductions of most collection materials. Patrons may request photocopies or digital scans of collection materials for a fee. The Archivist will make requested scans or copies using library equipment.

To protect the collection materials, patrons should bring a pencil and loose-leaf paper, or a laptop for taking notes. The following items are not permitted in the Archives reading room: food, drinks, pens, and spiral-bound notebooks.

For additional information, please see the complete [Archives user guide](#).

Copyright

Patrons are advised to become familiar with copyright law as defined in [Title 17 of the United States Code](#). Researchers assume all responsibility for adherence to copyright laws and must be sure to clear copyrights to the material they use.

Permission to use materials and purchase photocopies from the Huston-Tillotson University Archives does not convey permission to publish, exhibit, quote beyond fair use, or otherwise reproduce materials in full or in part. Securing these permissions is the responsibility of the user, not of the University or Archives. Generally, no material written by a person still living may be quoted, paraphrased, or used in any way without the consent of the author.

Patrons who wish to quote, publish, exhibit or reproduce material from the Huston-Tillotson University Archives must request permission in writing to: University Archivist, Downs-Jones Library, 900 Chicon Street, Austin, TX 78702, or archives@htu.edu. The University can only grant permission to publish texts or images for which it is the copyright holder. The University does own the copyrights of most of the material in the University Archives, including printed materials published by the University and many records created on behalf of the University. In cases where the copyright is held elsewhere, the Archivist will try to assist patrons in identifying and locating the copyright owner.

Patrons will supply the Archives with a copy of the publication or work in which archival material is published or in which substantial information or material from the Archives is cited.

Huston-Tillotson University will be held blameless for the infringement of copyright or publication rights by others due to deliberate or negligent misuse of the permission granted to examine or copy materials in the University Archives.

Citation

The following credit line is to be used with photographic reproductions from our collections:
Title of Item. Courtesy Huston-Tillotson University, Austin, TX, USA

The citation format for unpublished materials from the University Archives is:

[Identification of item], [# and name, Box #, Folder #], Huston-Tillotson University Archives, Downs-Jones Library, Huston-Tillotson University, Austin, TX.