



Huston-Tillotson University Archive Digital Preservation Policy

Mission and Introduction

The Huston-Tillotson University Archive operates in conjunction with the Downs-Jones Library as it serves as the long-term on-site repository and digital repository for the institutional records of the University. The mission of the Archive 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 Archive 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.

The Huston-Tillotson University Archive Digital Preservation Policy is based on the digital preservation standards set forth by the Library of Congress, including the guidelines for College and University Archive, and the stated mission of the University. This commitment allows the Huston-Tillotson University Archive to provide access to useful and relevant primary source materials relating to the University in its digital collection.

Mandate

The creation of a digital preservation policy is essential for the sustaining of the University Archive and assists in carrying out the missions mentioned above. Furthermore, the policy is set in place to support research as it pertains to cultural heritage, provide access to information, and be transparent with regards to digital preservation policies through guidance.

Scope

Content Sources

The University Archive currently contains a large volume of collection materials undergoing archival processing. 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 also 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 Archive 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 Archive 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 generally most useful for these purposes. The Archive primarily seeks to collect related groups of materials rather than individual items; materials should be sent to the Archive 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 Archive. 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 University Archivist.

Content Types

The University Archive collects 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

Other materials may include:

- Personal and professional papers of alumni, faculty, and staff who have had a significant 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 University, including:

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

Principles

The following principles include the use of and plans for digital preservation:

Access and Use

The University Archive is committed to preserving University records and making them available for research as soon as possible after receipt. However, the University Archive may have a legal, institutional, or other obligation to restrict access to some collections or parts of collections. Digital collections and objects will be accessible and easily found through the digital archive database.

Community-Minded

The University Archive aims to establish and preserve digital records of the University's educational programs and administrative policies, as well as student activity and social organizations. The unique materials housed in the Archive 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 University community.

Deaccession

Digital objects may be deaccessioned from the Archive and digital collection for review and/or disposal on a needed basis based on collection development policies

Intellectual Property

The University Archive upholds intellectual property rights, privacy concerns, and security of the content in our care. Staff document actions and preserve information about digital objects' rights and privacy concerns.

Sustainability

The University Archive efficiently plans and implements digital preservation activities that best manage the current environment and sustain resources for future use.

Digital Preservation Model

The University Archive follows the digital preservation life cycle model

Creation - The first stage in the records life cycle, when records are accumulated either through creation or receipt.

Selection - the process of identifying which records to retain because of their enduring value

Integration - the process of accepting electronic content or metadata into an electronic repository or database

Metadata - the information used to describe the intellectual content as well as the technical properties of a digital asset, such as date/time of creation, subject, restrictions, equipment used, dimensions, location, title or other descriptions about the material(s).

Storage - digital resources must be stored in a manner that is consistent with accepted best practices in the digital preservation community. The University Archive uses ContentDM as its digital repository platform.

Sustainability Planning - the University Archive adopts strategies on the basis for future preservation actions with regards to migration to new formats and emulation of current software on future computer programs.

Preservation Management- the University Archive engages in the management and protection of digital information to ensure authenticity, integrity, reliability, and long-term accessibility.

Challenges

The University Archive will keep abreast with the changes and new developments with regard to the Huston-Tillotson University's community needs, digital preservation processes, technologies, and software. Staffing, equipment, storage, and training will be required throughout the lifetime of the digital archive. The University Archives' staff will maintain a strategy that ensures the full range of digital preservation and further development with the guidance of relevant standards and practices.

Roles and Responsibilities

The University Archive and its digital collection, both digitized and born-digital assets, are available for

use by Huston-Tillotson University faculty, staff, students, and alumni, as well as the general public or other organizations. All affiliates and non-affiliates of Huston-Tillotson University who use content identified stated in this digital preservation policy, currently stored in the digital archive, and posted on social media(s) are responsible for honoring applicable copyright restrictions, licensing agreements, and University Library and Archive policies.

Copyright and Terms of Use

Patrons are advised to become familiar with the 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 Archive does not convey the 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 the Archive. As a general rule, 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 Archive and its digital collection 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 to most of the material in the University Archive, including printed materials published by the University, records created on behalf of the University, digitized assets, and born-digital assets. This policy also applies to social media posts created by the University Library and Archive that showcase any archival collections which have been digitized, as well as any born-digital assets. In cases where the copyright is held elsewhere, the University Archivist will try to assist patrons in identifying and locating the copyright owner.

Patrons will supply the University Archive with a copy of the publication or work in which archival material is published or in which substantial information or material from the Archive and the digital archive 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 Archive and its digital collections.

Citation

The following citation line is to be used with photographic reproductions from our collections:

Title of Item. Courtesy of Huston-Tillotson University Archive, 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 Archive, Huston-Tillotson University, Austin, TX

Policy Review

This policy and actions mentioned above will be evaluated regularly to ensure that implemented strategies continue to support the University Library and Archives' mission and policies, the use of resources, and the adaption of evolving technology and software, and the needs of the Huston-Tillotson University community and researchers.

Glossary

Accessibility - refers to the relative ease with which digital assets are available through technological means to be accessed, shared, exchanged, and otherwise used.

Born-digital - items created and managed in a digital format.

Digital asset - content that is recorded and transferred in a digital format. It may include text, still images, moving images and sound recordings, collections that are digital (i.e., digital art, research datasets, photographs, and other types of media originally created in digital format or digitized from another format or state (i.e., a digital surrogate) that is created, stored, or maintained by an archive.

Digitization - a set of processes that converts physical resources to a digital form, or that creates materials in a digital form (born digital). These processes include digitized objects, digital assets, descriptive and technical metadata of the digital assets, to provide basic contextual information for researchers, and provides quality control of digital assets and metadata.

Preservation - the process of maintaining digital assets in a usable form across time, formats, and media.