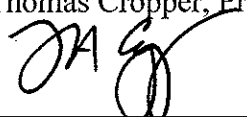


CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Campus History Collection (Library)
Policy Number:	AA 07-004
Policy Administrator:	Dean of the Library and Provost
Policy Initiator:	Rick Robison
Authority:	
Effective Date:	07/01/2012
Revised Date:	04/11/2012
Approved:	Thomas Cropper, President
Approval Signature:	

Purpose: To define the principles and priorities governing the selection, acquisition, management, and access of materials for the Library's Campus History Collection.

Scope: This policy affects all faculty, staff, students, and alumni of the California Maritime Academy.

Accountability: The Dean of the Library and the Campus History Collection Coordinator are responsible for administering this policy.

Policy: The mission of the Library's Campus History Collection (CHC) is to acquire, document, preserve, and provide access to materials and ephemera that directly relay the unique history and heritage of the California Maritime Academy.

The CHC is not an archive for the maritime industry, California State University documents, not historically significant Cal Maritime materials or any materials not related to the mission of the CHC.

Access to this non-circulating collection is available to the entire California Maritime Academy community by appointment.

Procedures for Library Campus History Collection The California Maritime Academy

Introduction

The Library's Campus History Collection (CHC) systematically collects and preserves materials, documents, artifacts, and ephemera that record the unique heritage, history, and traditions of the California Maritime Academy from its inception in 1929 to the present.

Access to the Campus History Collection

Due to the unique nature of the materials, access is by appointment only. To make an appointment, please call the CHC Coordinator at (707) 654-1089 or 654-1098 or by email at library@csum.edu.

Please note that this is a non-circulating collection unless permission is deemed necessary and granted by the CHC Coordinator.

Guidelines for the acquisition or donation of materials

In general, the Campus History Collection grows from the generous efforts of the Academy's current campus community of faculty, staff, and students as well as from alumni or other external constituents. Only materials that reflect the history of the Academy are considered and evaluated by the CHC Coordinator and librarians for their relevance and importance.

Although not a comprehensive list, the following are the types of materials, collected:

Examples from campus sources:

- Academic catalogs
- Handbooks
- Directories
- Yearbooks (Hawespipe)
- Annual reports
- Strategic planning documents
- Cruise documents
- Audio/video recordings
- Newsletters
- Student newspapers and publications
- Newspaper/magazine clippings
- Campus events documents (i.e. commencement programs, brochures, promotional materials, etc.)
- Manuscripts from faculty, staff, and students
- Artifacts (i.e. trophies, awards, plaques, gifts, works of art, etc.)
- Other ephemera (i.e. postcards, pamphlets, etc.)

Examples from alumni or other external sources:

- Uniforms
- Photo albums
- Souvenirs
- Personal papers and property
- Flags
- Operating manuals
- Equipment
- Insignia
- Blueprints
- Audio/video recordings

Online sources

The advent of the internet has made capturing and preserving of online materials exceptionally challenging. Some materials, such as photographs or stories, may be printed and preserved. Currently, the Library is developing an online Institutional Repository for the collection, preservation, access, and display of digital items.

Donations guidelines

Potential donors must call the Library's main phone number at **(707) 654-1093** and ask for the CHC Coordinator or Dean of the Library. Email inquiries to library@csu.edu are also acceptable. Please be prepared to describe in full items for donation and their significance to the California Maritime Academy's history.

The Library will not accept donations of personnel records or evaluations, student transcripts, business and accounting ledgers or other financial records.

All donations, transfers, acquisitions or gifts become the permanent property of the Library and the Campus History Collection, unless specified by the donor in writing at the time of receipt.

Based on the appraisal and judgment of the CHC Coordinator, librarians, and staff, donated materials may be disposed of, transferred, or de-accessioned at a later date if deemed redundant, duplicative, or not of enduring value to the collection.

By law, the Library is not allowed to appraise or assess a value to any donation received. Assessment of value is solely the responsibility of the donor.

Monetary donations in support of the Library and CHC are also greatly appreciated. Monetary donations should be coordinated through the Academy's Vice President for University Advancement, **(707) 654-1037**.