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# SUPER SERIOUS UNIVERSITY ARCHIVES

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Collecting Policy

2020

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# Background and Overview of SSU

Super Serious University is a regional public university that is well is well funded. It serves a diverse student population from the state in which it is located. The university's history is recent beginning in 1952 as regional branch of Big University. It later gained independence in 1958. Graduate programs began in 1984. The school has numerous degree programs, but specifically has a small but well regard program that relates to apple cultivation. The university focuses on teaching, but some faculty do publish in well-respected journals, hold patents related to agriculture, and creative works with wide reach.

## Timeline

- 1952-Established as regional campus of BU (Big University). Offers night classes and limited degree programs
- 1958-Become independent Super Serious University
- The university integrated its student body in 1967
- 1984-Graduate programs begin
- 2003-New performing arts center is dedicated

## Quick Facts

- Total enrollment 15000
- Famous alumni
  - Prince Harry
  - Johnny Appleseed III (apple baron)
  - Famous tech mogul
  - Famous Artist
- The SSU is a regional champion in football (D1)
  - Their mascot is the fight Earthworm
  - There main rival is Super Silly U in Alabama
- Collaborations with NASA and major biotech firms
- Major Name Changes
  - Central Community College
  - Super Serious College

- Super Serious University

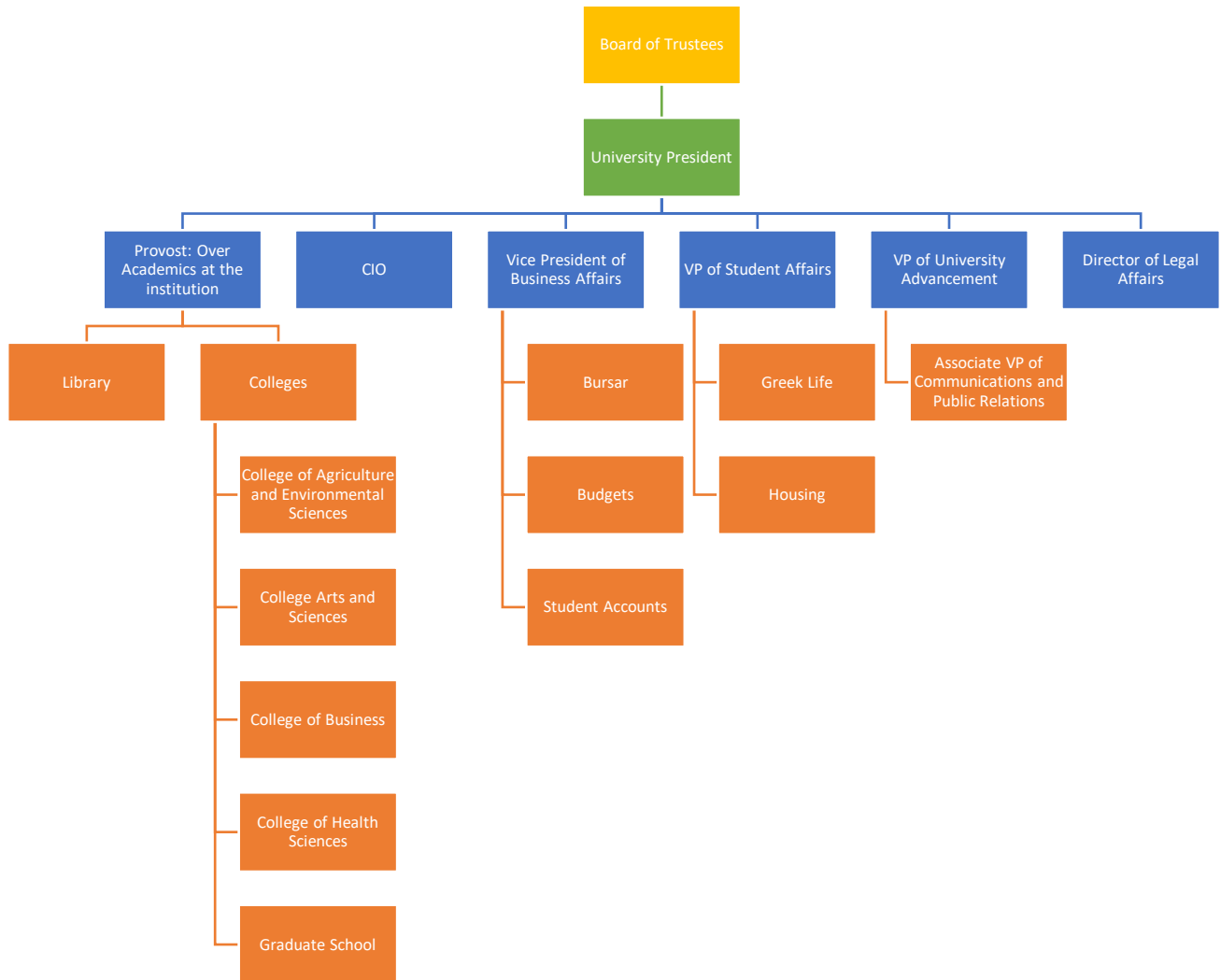
## University Goals

- To be ranked #1 among Universities with Apple Cultivation focuses.
- Increase out of state and international student population by 15% over the next 15 years.
- Maintain and develop new community partnerships to ensure the University's positive relationship with its immediate community.
- Encourage tenured faculty to publish at least a journal article every two years to increase the school's image in the scholarly community.
- Re-brand mascot to hold up to "Serious" mission statement

## Accreditation

Accreditation achieved in 1958 before it became an independent institution. The school had consistently maintained its accreditation with Nowhere Regional Accreditation Board.

# Organizational Structure



# Mission Statements

## Super Serious University Mission Statement

The primary purpose of the SSU is to provide a learning environment in which faculty, staff and students can discover, examine critically, preserve and transmit the knowledge, wisdom and values that will help ensure the survival of this and future generations and improve the quality of life for all. The university seeks to help students to develop an understanding and appreciation for the complex cultural and physical worlds in which they live and to realize their highest potential of intellectual, physical and human development.

1. Offer broad and balanced academic programs that are mutually reinforcing and emphasize high quality and creative instruction at the undergraduate, graduate, professional and postgraduate levels.
2. Generate new knowledge through a broad array of scholarly, research and creative endeavors, which provide a foundation for dealing with the immediate and long-range needs of society.
3. Achieve leadership in each discipline, strengthen interdisciplinary studies, and pioneer new fields of learning.
4. Serve society through coordinated statewide outreach programs that meet continuing educational needs in accordance with the university's designated land-grant status.
5. Strengthen cultural understanding through opportunities to study languages, cultures, the arts and the implications of social, political, economic and technological change and through encouragement of study, research and service off campus and abroad.
6. Maintain a level of excellence and standards in all programs that will give them statewide, national and international significance.

## Super Serious University Vision Statement

Our vision is an invitation to the SSU Family and those who do not yet know SSU to join us in our quest to inspire, innovate, and transform. We commit to accomplish the following over the coming years.

- National and international research prominence
- Learning experiences grounded in fundamental, transferable skills across all disciplines and in real world challenges
- Strategic risk-taking in the presence of opportunity and adversity
- Social, environmental and economic sustainability
- Meaningful connection and partnership with alumni, supporters and citizens around the globe

- A robust return on the investment in a Lehigh education
- A diverse, inclusive and financially accessible environment

## Super Serious University Archives and Special Collections Mission Statement

The Mission of SSU University Archives and Special Collections is to document the SSU Community. This includes collect, appraise, organize, preserve and interpret records of enduring value in all formats as created by administrators, faculty, students, and alumni organizations. We are also the repository for records that document the greater community surrounding SSU.

## Super Serious University Archives and Special Vision Statement

The Archives enriches people's lives by helping them to understand our community's past, to appreciate the present, and to embrace the future. We will strive to be central place for our community for people seeking inspiration, interaction, and intellectual stimulation that connects them with our history and culture. Further we hope that through interaction with the archives that SSU Students and community members will gain experiences and skills that help them address real world challenges.



## Governance

The governance board will assist the archives in setting and defining collecting priorities and areas. This body will be completely advisory and not make decisions for the archives in terms of collecting. This governance body will include the following representatives from the SSU Community.

- Representative from President's Office
- Academic Affairs Representative
- Faculty Senate Representative
- Student Government Representative
- Student Organization Representative
- Local History Society Representative
- Local Community Representative

# SSUASC Scope of Collections

## University Archives

Many of the records that the university generates are invaluable for document the culture and history of the institution. The archives seek to document these materials in order to facilitate the “generation of knowledge” through student, faculty and staff researching our institutional history. Furthermore, the archives capture records to document that SSU is being good stewards of fund and excellent educators of students. In order to accomplish this the Archives collects in three primary area: Administrative Records, Faculty and Staff Papers, Student and Alumni Records.

## Note on Documenting the Campus Community

While we have three broad scope areas of collecting that we will focus on, it should be mentioned that we will collect some general university records that document the major functions of the university. These records are the regularly created records that the university generates. These include:

- Publications, including catalogs, annual reports.
- Records that document major events, including speaker series, graduations, state of the university presentations.
- Official University photograph

## Administrative Records

The administration of a university requires many different individuals to successful accomplish its mission. Therefore, the sources of records for SSU Administration come from a variety of sources.

## Faculty and Staff

Faculty and staff papers that document their teaching, research, and work of the of SSU.

Interest will be paid to tenured faculty who have obtained distinction either on campus or in their fields. This includes

## Students and Alumni

SSUA will focus collecting on registered student organizations and important regular events run by and/or sponsored by the Office of Student Affairs.

## Community Archives/Papers/Collections

In coinciding with the mission of the university to enhancing our “cultural understanding”, the archives seek to document the community surround the campus of SSU. To accomplish our mission of creating a better cultural understand, we will document our community in by documenting farming, community festivals and events, community organizations, and businesses.

### Festival and Events

The community surrounding us has a vast history. Much of this history can be seen through the numerous festivals and event held in our region. In order to document this special cultural feature, the archives will place and emphasis on collecting records of the events and their sponsoring organizations for the SSU community.

### Farming

The history and culture of farming is important to the SSU Community. As this community was originally founded to be a farming community, the archives feel that it is important to document its agricultural history. To accomplish this the archives will collect farm records from our home county and those from the surrounding counties.

### Community Organizations

In order to best document our community, we feel that community organizational records would provide the best insight into our share culture and history. Therefore, we will emphasis collecting group records. Preference will be given to groups who are underrepresented in the current archival record. This may include

- Church records
- Community Organization records
- Other types of groups, both virtual and physical

### Business and Economic Development

For local businesses, we will focus on collecting local businesses of long standing, and representative collections for major industries found in our community. We will specifically emphasis businesses that have supported SSU through educational programs and through other means.

### What Will Not be Collected

The archives will not collect or refuse to take certain items. These include

- Things out of scope of this document
- Objects, unless they are significant for our collecting areas
- Materials without clear title or copyright status.

# Super Serious University Archives - Collecting Criteria

## University Archives

Administrative Records (Provenance/Creator), or records of the major officers of the institution and groups that create policy.

| <b>High (5)</b>   | <b>Medium High (4)</b>             | <b>Medium (3)</b>        | <b>Low (2)</b>                         | <b>Not Accepting (1)</b>         |
|---|------------------------------------|--------------------------|--|----------------------------------|
| All of university cabinet member records<br>Minutes,<br>Policies, and other records from committees | Associate VP's and associate deans | Department Chair Records | Committee drafts and working documents | Administrative Assistant records |

## Audio visual records (Format)

| <b>High (5)</b>                       | <b>Medium High (4)</b>       | <b>Medium (3)</b>                    | <b>Low (2)</b>                       | <b>Not Accepting (1)</b>  |
|---------------------------------------|------------------------------|--------------------------------------|--------------------------------------|---|
| Recordings of major university events | Audio recordings of concerts | Film such as, 8 mm and other formats | Damaged or highly degraded materials | A/V proprietary non-standard av formats such as Sony microcassettes |

### Student and Alumni (Provenance/Creator)

| <b>High (5)</b>   | <b>Medium High (3)</b>                               | <b>Medium (4)</b>                              | <b>Low (2)</b>                         | <b>Not Accepting (1)</b>                                    |
|---|--|--|--|---|
| Alumni who've achieved national recognition.<br>Official Student News Paper | Organizational records for registered student groups | Undergrad Student Thesis and Capstone Projects | Events not sponsored by the university | Non-registered Student organizations<br>Student course work |

### Faculty and Staff (Provenance/Creator)

| <b>High(5)</b>                              | <b>Medium High(3)</b>         | <b>Medium(4)</b>              | <b>Low (2)</b> | <b>Not Accepting (1)</b>          |
|---|-------------------------------|-------------------------------|----------------|-----------------------------------|
| Records of nationally known faculty members | Regionally well-known faculty | Innovative teaching practices |                | Student papers, draft assignments |

### Community Organizations

#### Records of the local economic development organization (Provenance)

| <b>High(5)</b>                              | <b>Medium High(3)</b>             | <b>Medium(4)</b> | <b>Low (2)</b> | <b>Not Accepting (1)</b> |
|---|-----------------------------------|------------------|----------------|--------------------------|
| Meeting Minutes<br>Reports of funds awarded | Major development program records | Press releases   |                | Funding contracts        |

Local Church Records and Religious Organization Records  
(Provenance/Subjects)

| <b>High (5)</b>   | <b>Medium High (4)</b>                               | <b>Medium (3)</b>  | <b>Low (2)</b> | <b>Not Accepting (1)</b>   |
|---|--|--|----------------|--|
| Records that document church membership (directories, baptismal,)<br><br>Original church administrative records (charters, financial, marketing, member documents, etc) | Weekly sermons, drafts, recordings and other formats | Form Correspondence from church requesting donations<br><br>Representative samples of bulletins<br><br>Non-official event photos taken by parishioners |                | Bible school projects<br><br>Church records outside our collecting area. |

Community Organizational Records (Provenance/Subjects)

| <b>High (5)</b>                            | <b>Medium High (3)</b>                      | <b>Medium (4)</b> | <b>Low (2)</b> | <b>Not Accepting (1)</b>                              |
|--|---|-------------------|----------------|---|
| Meeting records<br>Board<br>Correspondence | Scrapbooks<br>Photographs<br>Event Programs | Flyers for events |                | Receipts and accounting records beyond annual reports |

## Farming

Farming records for local small-scale landholders (Provenance and Uniqueness)

| <b>High (5)</b>                       | <b>Medium High (3)</b>          | <b>Medium (4)</b>                                    | <b>Low (2)</b> | <b>Not Accepting (1)</b>                |
|---------------------------------------|---------------------------------|--|----------------|---|
| Farm records including photos and A/V | Family Records from small farms | Records documenting participation in farmers markets |                | Sales records<br>Farm Equipment records |

Business records for large scale farming operations

| <b>High (5)</b> | <b>Medium High (3)</b> | <b>Medium (4)</b> | <b>Low (2)</b> | <b>Not Accepting (1)</b>           |
|-----------------|------------------------|-------------------|----------------|------------------------------------|
| Annual reports  | Marketing Materials    |                   |                | Sales records<br>Equipment Records |

## Festivals and Events

Records of Groups planning major celebrations in our community

| <b>High(5)</b>   | <b>Medium High(3)</b> | <b>Medium(4)</b>                 | <b>Low (2)</b> | <b>Not Accepting (1)</b> |
|------------------|-----------------------|----------------------------------|----------------|--------------------------|
| Planning records | Playbooks, posters    | Flyers and Promotional materials |                | Receipts, tickets.       |



### AV Records of Festivals and Events(format)

| <b>High(5)</b>  | <b>Medium High(3)</b> | <b>Medium(4)</b>                    | <b>Low (2)</b>   | <b>Not Accepting (1)</b> |
|---|-----------------------|-------------------------------------|--|--------------------------|
| Recordings and Photographs of events created by the event organizer |                       | Advertising materials for radio, tv | Personal photographs and events (only when on other record is available) |                          |

### Digital Records of Festivals and Events(format)

| <b>High(5)</b>                       | <b>Medium High(3)</b> | <b>Medium(4)</b>                       | <b>Low (2)</b> | <b>Not Accepting (1)</b> |
|--------------------------------------|-----------------------|--|----------------|--------------------------|
| Digital photographs, video and audio | Social Media records  | Final documents not available in print |                | Drafts of materials      |

## Functional Analysis SSU

| <b>Creator, functions</b>  | <b>Value (Record)</b> | <b>Level (of collecting)</b> | <b>Priority</b> | <b>Notes</b> |
|--|-----------------------|------------------------------|-----------------|--------------|
| President's Office<br>Head of university, makes decisions concerning policies and directions | 1                     | 1                            | 1               | All records  |

|   |   |   |    |   |
|---|---|---|----|---|
| President<br>Personal<br>writing/Non<br>scholarly | 3 | 4 | 12 | Includes personal correspondence to members outside the university for non-university business. |
| Department Chairs                                 | 2 | 3 | 6  | Document materials not found through other sources, specifically department specific activities |
| Development Office                                | 1 | 2 | 2  | Records documenting long term gifts, scholarships and endowments                                |
| Communications<br>Office                          | 1 | 1 | 1  | Most materials created by communications will document the work of the university               |
| Legal Affairs                                     | 2 | 2 | 4  | Some records will need to be kept permanently or for extend periods                             |
| Student Life                                      | 2 | 4 | 8  |   |
| Greek Life  | 5 | 4 | 20 | Contains student records and may violate FERPA  |
| Business Office                                   | 3 | 5 | 15 | Only annual budgets need to be kept   |
| Physical Plant                                    | 5 | 2 | 10 | Records documenting campus facilities, construction, maintenance and renovations                |

## Restrictions

In general, SSUA only collects materials in which the clear title can be determined. SSUA asks for copyright to be transferred with gifts from outside of the university, but these rights may stay with the donor after consulting with SSUA. Materials outside of this scope and policy will not be collected.

## Reappraisal

Materials are defined as deaccessioned when they are removed formally and permanently from the Special Collections and Archives department, or when there is a legal transfer of ownership or a permanent disposal. The deaccession of materials in manuscript and archival collections is governed by different principles from those for general research collections. Because of the primacy of preserving archival materials in their original format and the role of special collections and archives as repositories for cultural history, Special Collections and Archives carefully assesses all materials before accepting them to lessen the likelihood of deaccessioning. Valid reasons remain, however, for deaccessioning materials held in Special Collections and Archives.