

# CAL MARITIME

## ACADEMY POLICY MANUAL

**Policy Number:** LAA-07-004

**Policy Administrator:** Dean of the Library and Provost

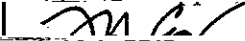
**Policy Initiator:** Rick Robinson

**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 Collections 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 describe the 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.

## Procedures for Library Campus History Collection

### 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 1920 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 7707-754-7000 or 754-7000.

These materials are not available for general access permission is granted by the CHC Coordinator.

### Guidelines for the acquisition or donation of materials

In general, the Campus History Collection grows from the personal efforts of the Academy's faculty, staff, and students as well as from alumni or other external contributors. Items for acquisition are reviewed and considered and evaluated by the CHC Coordinator and librarians for their relevance and importance.

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

### Examples from campus sources:

- Academic catalogs
- Handbooks
- Directories
- Yearbooks (Hesperian)
- 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, postals, 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 internet has made it easier to find and preserve our 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 copyright 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@csuoc.edu](mailto:library@csuoc.edu) are also acceptable.

Donors are requested to describe in full their donation and their significance to the California Maritime Academy's history.

The Library will not accept donations of personal records and information, 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.