

Collection Overview: Archive

Archive Collection Development Policy

The Archive Room is located on the main floor of the library. Materials in the Archive collection include: unique monographic materials about the history of the county and local areas, region and state. Historical materials in a variety of other formats: photos, maps and documents are located in the Archives. Finally the Archives is the home of the Charles A Johnson Northeast Oregon Ecological Collection.

Users & Programs Supported

The Archive Collection provides unique and historically important materials specific to the region for both student and community uses. The variety of both type and age of materials makes the collection valuable to our faculty and students for research and study. Specifically the materials from the Charles Johnson collection provide in depth longitudinal materials on the ecology of the region.

The collection is accessible to all patrons from 8 am to 5 pm Monday through Friday. Materials are rarely purchased specifically for this collection. Most items in the collection were received as gifts to the library.

Selection Responsibility

Ultimate responsibility for the selection, acquisition, and disposition of library materials rests with the Library Director. Continual evaluation of and selection for the collection is the responsibility of the identified department librarian under the leadership of the Director. The library will continue to selectively collect and maintain a collection in all formats and for all periods of historically significant materials on Oregon topics, appropriate for supporting both the curricular needs of Eastern Oregon University and those of the community.

Selection Criteria

- The emphasis of the Archive Collection is access to regionally important historic materials that support the curriculum and the community.
- The housing of information that is locally important in fields of study that support the mission and needs of the university, i.e., the "Ecological Collection".
- The Archive is a selective repository of significant institutional papers of historical importance.
- All formats of material will be evaluated according to the libraries ability to successfully store and maintain the material. The acceptance of gifts, which are the principal source of new additions to the Archive Collection, will follow the general rules for gifts to the library, (see Gift Policy).
- When two copies of an item are added to the collection, with one going to the Archive collection, the hard bound copy will be placed in the Archive.

Collection Scope

Binding: Books will be brought into the collection in both hard cover and paperback format, with preference given to the hardback format when available.

Level: The primary focus of the Archive Collection is important historical information about the state, region and county.

Language: Books will be collected mostly in the English language. With some materials collected in the Native American languages of the region.

Copies: The library will typically collect only one copy of a given item. Duplicate materials received as gifts may occasionally be added to other collections in the library.

Formats: The following formats are included in the archival collection: print materials (books, journals, newspapers, scrapbooks) media (films; LP audio recordings; VHS tapes; CDs; DVDs) and microformats. Materials in formats which cannot be supported by EOU or Pierce Library will not be purchased, or accepted as gifts.

Collection Arrangement

The books in the Archive Collection are arranged by Library of Congress (LC) call number classification. The files are arranged alphabetically by topic and subtopic and the photographs are arranged by accession number. The Charles Johnson Northeast Oregon Ecological Collection has its own organizational schema.

Collection Maintenance

Maintaining and preserving the Archive Collection is critical to the continued access of the historically important information. The goal the library is to ensure that materials on the shelf are preserved according to standard archival practices. The library staff will arrange for regular, ongoing preservation activities, with the goal of bringing the entire collection under strict environmental and bibliographic control.

Collection Preservation

The overall quality and preservation of the Archive Collection is the responsibility of the Collection Development Librarian. The library will endeavor to purchase the necessary tools and materials to stabilize any deterioration and to insure the existence of the collection into the foreseeable future

Collection Retention

Evaluation of the Pierce Library Archive Collection will occur on a routine and ongoing basis. The library will retain materials that meet any of the selection criteria mentioned above. Because of the unique nature of this collection, materials are very rarely withdrawn