

Archives Policy

Purpose To advise the College community that historical information of enduring value is collected and maintained in the College Library.

Policy Vancouver Community College Archives are committed to collecting and maintaining College historical records of enduring value.

The Archives are situated in the College Library.

The Archives will:

- Appraise and acquire archival materials relating to the history of the College since its inception, and to the activities of the various departments and administrative bodies.
- Arrange and describe these materials.
- Provide access both to the VCC community and to the general public to archival records.

Applies to The VCC Community.

Responsibility And Scope

- The Director, Library and Learning Resources, or designate, is responsible for identifying, acquiring, organizing, preserving and providing access to the College's records of enduring value.
- (Departments) Areas within the College will transfer permanently valuable records which are no longer required in the office of origin, to the custody of the VCC Archives.

The VCC Archives include archival materials in any format, including but not limited to print, electronic, audiovisual and ephemera with historical value.

- a) Official public records of Vancouver Community College – records created, received and accumulated by College offices and by the various governing bodies of the College.
- b) Official and un-official Vancouver Community College publications of enduring value, including monographs, serials and pamphlets that have been produced by the College and by College employees.
- c) Semi-official records of Vancouver Community College – including, but not limited to, the records of enduring value and publications of College student societies, staff, faculty and administrative associations, and programs, schedules and other printed materials referring to College events.
- d) Non-official records of Vancouver Community College – records of enduring value of groups, individuals, or activities associated with the College but not part of the College.

Definition

Archives: Archives are permanently established and dedicated to:

- Appraising, selecting and acquiring the archival records of the sponsoring institution (normally its primary goal) and/or the archival records of corporate bodies, organizations or individuals relevant to its sponsoring institution or to a defined community or thematic interest; conserving the archival records or the information accepted;
- Arranging and describing the archival records according to accepted archival principles;
- Making the archival records available for continuing use under defined conditions by the sponsoring institution and by the public.

1. Policy Sponsor Director Library and Learning Resources

2. Approvals:

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

3. Amendments

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

4. Review Date