

Maag Library Archives & Special Collections

Archive Acquisition Policy

- The Youngstown State University Archives & Special Collections will acquire records of Youngstown State University and the Mahoning Valley, as well as individuals and organizations that have made significant impact on the histories or values of the university and surrounding region.
- Acquisition will be through transfer, donation, purchase and, in exceptional circumstances, loan.
- Where an individual or organization is unable to dispose of its records or where the records are of exceptional significance to the Archive, a long term loan will be considered on a case by case basis. Any loan will be agreed in writing by the lender and the university and shall be for a fixed-term only, renewable in writing.
- All acquisitions will be by prior agreement. Youngstown State University Archives reserves the right to refuse ad hoc transfers whatever the source.
- All donations and loans will be confirmed in writing by either a deed of gift form or loan agreement as appropriate signed by both parties.
- Material offered to the Archive will be considered on its archival information value rather than its format or medium. The format of any acquired record (e.g. paper, photographic, audio-visual, electronic, etc) is bound only by the archive's professional duty of care, i.e. its responsibility to ensure adequate provision for conservation, documentation, storage and access.
- Youngstown State University Archives will take due account of the acquisition policies of other archive repositories collecting in the same or related areas and will consult with such institutions where conflicts of interest may arise or to define areas of specialization, in order to avoid unnecessary duplication and waste of resources.
- Youngstown State University Archives reserves the right to refuse any item for the collection which does not adhere to this policy.
- Acquisitions outside the stated policy will only be made in exceptional circumstances and only after proper consideration by the Archives.

- Full records of all acquisitions will be maintained.

There is a strong presumption against the disposal of any items within the Archive collection.