

# Maag Library Archives & Special Collections

## Description of the Collections

### Archives

Archives are the permanent historical records of the parent organization or institution. Examples of the YSU Archives include:

1. Official Records, Papers, and Publications of Youngstown State University

The official records encompass those records or papers generated or received by the various administrative offices of YSU in the conduct of University business which are preserved for their enduring value. Official records include:

- a. Minutes, memoranda, correspondence and reports of the Board of Trustees.
- b. Records of the President's office including official correspondence, presidential speeches, administrative subject files, commencement programs, and reports of the President's Office and the entities such as the Administrative Units and Committees reporting to the President.
- c. Correspondence, subject files, and reports of the Office of Academic Affairs.
- d. Correspondence, subject files, and reports of the offices of central administration: Administration, External Affairs, Finance, General Counsel and Secretary of the University, Student Affairs, and University Relations.
- e. Correspondence, subject files, and reports of deans, directors and administrators of the schools, colleges, divisions, programs and institutes of the University.

- f. Minutes, memoranda and reports of all major academic and administrative commissions, councils and committees including the University Senate and its committees.
- g. Departmental records: minutes, reports, correspondence, and syllabi.
- h. Accreditation reports and supporting documentation.
- i. Annual budget and audit reports.
- j. Records of the Registrar, including timetables, class schedules, enrollment reports, graduation rosters and other reports issued on a regular basis.
- k. Alumni records, including minutes of the alumni associations.
- l. Reports of the Admissions Office.
- m. Records of student organizations.
- n. All publications, newsletters and booklets distributed in the name of YSU, including catalogs, special bulletins, yearbooks, student newspapers, University directories and faculty/staff rosters, faculty and administrative newsletters and publications, alumni publications and ephemeral material.
- o. Photographs, prints, negatives, slides, audio and video film, tapes and reels, oral history interviews, and optical and compact discs documenting the development of the University.
- p. Security copies of microfilm reels containing vital records.
- q. Maps, prints and architectural drawings documenting the physical changes and development of the University.
- r. Artifacts relating to the history of YSU.
- s. Electronic records.

The official administrative records of YSU (correspondence, reports and subject files) designated as archival should be inactive and no longer used in the current activities of the originating office. Records should be forwarded to the Archives according to schedule after consulting with the Head of Archives & Special Collections for the orderly transfer of non-current materials. The originating office

may place restrictions on access to non-current records in addition to the restrictions on administrative, Board of Trustees, employee and student records described in the Access Policy statement (Appendix 1).

## 2. Professional Papers of YSU Faculty

As an important part of its mission of documenting the internal life and culture of the YSU community and placing it in a broader societal context, the Archives actively seeks to acquire, organize, and make available the professional papers of the YSU faculty. Faculty papers offer insight into the history of the operation of the University that otherwise may be lost by relying only on official administrative records. They reveal professional interests and opinions that frequently clarify matters mentioned in the official records of the University administration. Faculty papers document the academic life of the University and relate a faculty member's academic career to his or her total interests, thereby constituting an important record.

The Department is committed to preserving selected faculty papers and to making them available for research as soon as possible. At the same time, it has a certain obligation to guard against invasion of privacy and to protect the confidentiality of its records in accordance with the law. Therefore, every private donor has the right to impose reasonable restrictions upon his or her papers to protect confidentiality for a reasonable period of time as determined by mutual agreement between the donor and the Head of Archives & Special Collections. Restrictions on access are for a fixed term and are determined at the time of donation. The Archives does not accept agreements that restrict access to material for the lifetime of any person or persons or agreements that are difficult or impossible to administer. It encourages minimal access restrictions consistent with the legal rights of all concerned.

The available storage space and staff of the YSU Archives & Special Collections place limitations on the extent of collecting

faculty papers. While attempting to acquire a broad range of professional papers, the Archives must be selective. The following criteria are applied when evaluating and soliciting professional papers from the faculty:

- a. National or international reputation in one's academic field.
- b. Record of one's service with YSU and contribution to its growth and development.
- c. Service and contribution in the community, state, and national affairs.

The following types of documentation reflect and illuminate the careers of YSU faculty and are sought by the Archives:

- a. Correspondence-official and professional.
- b. Records relating to service outside the University including community, state, and national service.
- c. Biographical material-biographical sketches, resumes, bibliographies, chronologies, genealogies, newspaper clippings, and personal memoirs.
- d. Photographs and graphic materials.
- e. Audiotape or videotape recordings of lectures, speeches, and discussions.
- f. Class lecture notes and syllabi.
- g. Research files.
- h. Departmental or committee minutes and records.
- i. Drafts and manuscripts of articles and books written.
- j. Diaries, notebooks, appointment calendars, and memorabilia.

## Special Collections

Special Collections are "specialized" collections that are kept separate from the regular stock of the library because they are unique due to age, rarity, value, condition or historical importance and therefore require "special" attention. Special Collections usually consist of rare books and manuscripts. The Department will solicit and collect records and papers

which are neither official University records nor faculty papers, but which relate to the history of YSU or the geographic area of which YSU is a part. Examples include:

1. Published or unpublished materials on YSU and its role in the history of Ohio and the United States.
2. Papers of eminent alumni relating to their experiences at YSU and professional work.
3. Materials that document the lives and work of people and organizations associated with Youngstown State University.
4. Materials of a regional or national focus relating to the subject strengths of Youngstown State University that meet the educational and research needs of the University and its faculty, staff, students, and researchers
5. Records of local or regional businesses or corporations.
6. Personal papers of a regional or local individual eminent in any field of endeavor.
7. Rare books.

The following categories of rare books are collected or removed from the general stacks and deposited in the Special Collections, which are non-circulating materials:

- a. Books that have particular relevance for local history and culture, for example:
  - Signed first editions of works by local authors, artists and photographers.
  - Published works by YSU graduates and faculty.
  - All books on all aspects of life in Youngstown, Ohio, the Mahoning County, and the Mahoning Valley.
  - Historical and other works dealing with the local area and its culture.
  - Historical and other works that relate directly to YSU and its predecessor institutions.

- b. Books of such a nature that they are at risk of theft or mutilation, referred to as Closed Collections materials.
- c. Books of such monetary value that they would be impossible to replace.
- d. Books requiring special handling due to fragility, condition, or format.
- e. Books, which, due to their value as a group, need to be kept together.
- f. Books of special value that relate to the institution's curriculum.