

# The Holloway Archives

## Collection Development Policy

### I. **General Statement and Purpose:**

In 2016, the Archives received a name—The Holloway Archives—in honor and recognition of longtime Milligan Library and Archives supporter, Clinton J. (1995) and Adele Adinolfi (1996) Holloway. Founded in 1981, The Holloway Archives seeks to collect, preserve, and manage materials dealing with the College and its history in support of research, teaching and service. The Holloway Archives serves as the official repository for historical and research documents, papers, manuscripts, books, photographs, and materials produced by or about Milligan College and its administrators, faculty, staff, students, and alumni. The Holloway Archives strives to collect materials of institutional history and memory and preserves these materials for long-term access.

### II. **General Collection Guidelines:**

The Holloway Archives collects records of long-term value relating to the College and its history.

#### A. **Categories of Record Creators**

- a) Milligan administrative units and academic departments.
- b) Milligan faculty, staff, students, and alumni.
- c) Milligan-affiliated organizations.

#### B. **Material Formats Collected**

- a) Digital files and electronic records.
- b) Paper documents and manuscripts.
- c) Photographs including prints, negatives, slides, and digital files.
- d) Audio and visual media (DVDs, CDs, VCR tapes, Cassettes, Vinyl Records).
- e) Artifacts (Each artifact will be assessed by how it contributes to the knowledge and history of the College and whether the artifact can be properly preserved in the Archives).

#### C. **Types of Records Collected**

- a) Milligan audio and video recordings, including oral histories and campus recordings.
- b) Milligan publications, including yearbooks, catalogs, student newspapers, magazines, etc.
- c) Milligan news releases generated by the Public Relations Office and local news publications and media.
- d) Photographic material, including prints, negatives, slides, and digital files. Subjects include individual and group photos of Milligan students, faculty, staff,

administration and alumni; student life, activities and sports; buildings and campus scenes, etc.

- e) Records created by and representative of Milligan students, faculty and alumni.
- f) Records created by and representative of Milligan administrative units and academic departments.
- g) Historical documents of and relating to the College.

**D. Condition of Material**

The physical condition of material is assessed prior to the donation transfer. The Archivist reserves the right to reject any item(s) that reveal hazardous conditions (mold, mildew, deterioration, etc.) since these conditions are harmful in an Archive environment.

**III. MCStor**

MCStor serves as Milligan College's digital repository intended to capture, distribute, and preserve scholarly work created by faculty, staff, and students at Milligan College, as well as materials of historical value to the College. MCStor provides access to digitized materials of The Holloway Archives. By offering a central location for depositing these materials, MCStor makes them available to a wider audience and helps assure long-term preservation. The Archivist actively acquires student, faculty and archive projects to create and promote new communities and collections in MCStor.

**A. MCStor Policies** are found here: <https://mcstor.library.milligan.edu/page/policy>

**B. Materials collected in MCStor**

Student Research in the form of:

- Theses
- Dissertations
- Research Papers
- Projects

Faculty Scholarship in the form of:

- Journal articles
- Conference proceedings
- Presentations
- Book chapters
- Books

College Historical Records in the form of:

- Audio and video recordings
- Document collections and artifacts
- Photographs
- Milligan publications
- Digital exhibits

**IV. Acquisition Schedules**

The Archivist collaborates with administrative and department record creators to determine a record series which has long-term value for Archive retention. Once a record series is determined, the Archivist establishes an acquisition schedule to acquire these materials for Archive inclusion and preservation.

**V. Donation**

A completed donation transfer to The Holloway Archives requires the Donor and Archivist to sign a Donor Agreement form, which transfers all right of ownership to the Archives. The Archivist reserves the right to reject any item(s) that do not adhere to the General Collection Guidelines listed in section II.

**VI. Deaccession**

The Archivist reserves the right to reevaluate and reappraise historical materials in its holdings and to deaccession them when appropriate. Deaccessioned collections and items weeded from collections during processing, due to duplication, irrelevance, limited use, or deterioration, will be offered to the original donor or his/her agent if so requested at the time of donation. If the donor wishes not to reclaim the material or cannot be located with a reasonable search, the Archives reserves the right to offer the material to other depositories or discard the items.

For questions and inquiries, please contact:

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