
ARCHIVES POLICY

MISSION

The Waldorf University Archives at the Luise V. Hanson Library contains over a century of historical records dating back to the establishment of the University in 1903. The purpose of the archives is to organize and preserve material relating to Waldorf University and make it accessible to alumni, students, faculty, staff and the community.

GENERAL POLICY

ACCESS

Use of the archives is by appointment only. There is no charge for using the collection, however, charges are assessed for duplication and research services. Those who wish to use the archives must first schedule an appointment and be accompanied by a member of Library staff. Library staff will pull and put away materials for patrons to ensure the collection is intact and to track usage.

To maintain collection preservation and security, no food or drinks are allowed in the archives. Patrons using the archives must wash and dry their hands before handling any of the items in the collections. No pens are permitted in the archives; pencils, paper, and computers are allowed. Patrons may take photos of pieces in the collection for personal use only.

SERVICES

RESEARCH

Research services are \$10.00 per hour. These services are intended for individuals who cannot physically visit the archives and would like a librarian to locate information on their behalf. Inquiries that are brief (15 minutes or less) are free of charge. Research services for alumni, faculty, staff, and current students are provided free of charge. Copying and scanning service charges apply to all who wish to use the archives.

DUPLICATION

- Photocopies: 10¢ each
- Low resolution scans: No charge
- High resolution scans: Inquire with staff
- Digital copy of recordings (visual or audio)
 - When available, digital copies of recordings (such as choir records) may be purchased at a cost of \$10 each.

For scanned images or documents, patrons must bring their own flash drive to save the images. Limitation to the number of materials reproduced may be subject to library staff.

COLLECTION POLICY

CONTINUING ACQUISITIONS

The archive is an active repository for departmental records. Departments may submit items to the archives using the acquisition form which may be obtained by contacting the Library at library@waldorf.edu.

GIFTS

If you own items relating to the University and are interested in donating these to the archives, please contact the Library at library@waldorf.edu. All donations must be accompanied by an archives acquisition form.

DE-SELECTION

The collections within the archives are susceptible to de-selection if the item(s) does not meet the scope of the collection, are damaged beyond reasonable repair, or otherwise are not appropriate for the collection. De-selection decisions will be made by the Reference & Instruction Librarian and Library Director.

COLLECTION PROFILE

The collection will be separated into descriptive profiles for ease of use in finding materials as part of the archives reorganization plan.

COLLECTION CONTENT INCLUDES:

- Photographs
- Letters
- Yearbooks
- Choral records
- Beanies, jackets, and buttons
- Programs
- Bibles