

UW-Green Bay Archives and Area Research Center

Collection Development Policy

Last revised: February 2024

Purpose of the Collection Development Policy

The Archives Collection Development Policy's purpose is to assist the Archives staff in the selection of materials for inclusion in the collection. Furthermore, it makes transparent the principles used for selecting materials for permanent preservation.

Mission

The Archives Department has a two-fold mission: to document the history of UWGB, and to select, preserve, and make available primary source materials in a variety of formats that have long-term value for research and instruction at UWGB. The collection primarily supports academic departments and programs in the arts, humanities, and social sciences. All holdings are accessible to the general public, except those restricted by federal and state law or university policy, for preservation or privacy reasons, or as a condition of gift established by a donor.

The Archives Department administers four main categories of records: the University Archives, the UW-Green Bay Manuscripts Collections, the Green Bay Area Research Center (ARC) Collection, and the local history collection.

Goal of the Collection

The goal of the collection is to provide access to diverse, equitable, and inclusive resources that reflect the history of Northeastern Wisconsin. Materials within our vast holdings may be used for scholarly, administrative, educational research, creative endeavors, and other purposes. The collection is available to all potential patrons and offers a variety of historical perspectives. No censorship will be exercised based on content, language, or format.

We acknowledge due to past collecting practices and attitudes that our current holdings are not complete and are lacking representation and information related to underrepresented and marginalized communities. Moving forward, we are taking necessary steps and building essential relationships across Northeastern Wisconsin to ensure that voices and stories from marginalized communities are part of the area's historical record.

Collection Development Responsibility

The general responsibility for collection development belongs to the Archives Department Coordinator under the supervision of the Library Director. All final appraisal decisions are made by the Archives Department staff under the leadership of the Archives Department Coordinator. The development of the collection also includes consultation with appropriate faculty and staff, Archives staff, local historical and cultural institutions, as well as the Wisconsin Historical Society.

Acquisition

- A. Efforts are made to avoid competing with other institutions that also have an interest in acquiring historical materials pertaining to Northeastern Wisconsin. Collecting policies of local historical and cultural institutions are taken into consideration when acquiring archival

materials. When evaluating new acquisitions, existing holdings of local organizations are considered with the intent of creating collection cohesiveness.

- B. For manuscript collections, potential donors are informed of the options to donate their materials to either the UW-Green Bay Archives or the Wisconsin Historical Society.
- C. Generally, the UW-Green Bay Archives Department does not purchase collections of archival materials.
- D. All donations will be evaluated against the policy criteria set forth in this document. Further, the UW-Green Bay Archives Department staff does not provide financial appraisal regarding the financial value of archival materials.
- E. The Archives Department staff acknowledges in some instances that there may be circumstances in which access to a collection may need to be restricted or limited. To determine the nature of the potential restrictions and sunset dates, discussions will be held between the Archives Department Coordinator and the donor.
- F. Regarding local history collections and University Archives publications, the Archives Department retains limited copies of each title (one to three).
- G. Materials presented to the Archives Department without clear donor information or provenance will be added to the collections upon appraisal review of the Archives Department staff.

Collection Areas

University Archives

The UW-Green Bay University Archives consists of the non-current official records of UW-Green Bay that have continuing administrative, fiscal, legal, or historical values. It includes records from major campus administrative offices, departments, and student-related activities. The University Archives does not discriminate against format, collecting both analog and digital formats. The University Archives holdings include photographs and oral history interviews. A concerted effort is made to collect all campus publications, including those that are born-digital. The University Archives collection also contains select artifacts pertaining to University history.

Guidelines pertaining to University Archives collections are found in Wisconsin Statutes [Section 19.31](#), Wisconsin Public Records Law, and Records of State Offices [Section 16.61](#), all define public records. While these definitions are purposefully broad, the first describes the process by which people can access public records and the second provides the framework for the management of those records. Records management at the University of Wisconsin is further governed by the University of Wisconsin Board of Regents under [Policy 3-2, University of Wisconsin System Public Records Management](#).

To ensure the proper maintenance, protection, retention, and disposition of institutional records the Archives Department works collaboratively with the [UW-Green Bay Records Management Program](#). Appraisal of the University records for historical value will be done by members of the Archives Department staff.

Within the University Archives, the following are highlighted collecting areas:

- Official records generated by the University's administrative departments.
- University publications for internal and external purposes. These include both publications created for immediate public access and those created for university, school or departmental needs and not intended immediately for public access.
- Records of student activities and organizations on campus.
- Syllabi for courses offered by UW-Green Bay.
- Oral history interviews with faculty, staff, students, and community members associated with the history of UW-Green Bay.

UW-Green Bay Manuscript Collections

The UWGB Manuscript Collections consists of primary source materials acquired by UW-Green Bay and having long-term research and instructional value for its academic programs. It includes the personal papers of individuals, records of area organizations and businesses, oral history interviews, photographs, and select objects that pertain to Northeastern Wisconsin. Materials are accepted in a variety of formats, both physical and born-digital, and are added to the collection upon appraisal review by the Archives Department Coordinator.

Within the UW-Green Bay Manuscript Collection, the following are highlighted collecting areas:

- Belgian-Americans who settled in Northeastern Wisconsin
- Regional environmental history
- Economic history in the form of business records (includes Northeastern Wisconsin Economic History collections)
- Personal and family papers
- LGBTQ+ collection related to the lives of lesbian, gay, bisexual, transgender, and queer people in Northeastern Wisconsin (*Our Voices: LGBTQ+ Stories of Northeastern Wisconsin*)
- Regional arts, cultural, and social action organizations
- Collections that document historically underrepresented population groups based on ethnicity, race, gender, and sexual orientation

Green Bay Area Research Center Collection

The Area Research Center (ARC) holdings are intended to provide documentation of the history of eleven counties in Northeastern Wisconsin. Operated cooperatively with the Wisconsin Historical Society, the holdings of the Area Research Center are primarily manuscript and public records collections placed on permanent deposit at UWGB. The acquisition of Area Research Center collections is led by the collection development archivists at the Wisconsin Historical Society, in consultation with the UW-Green Bay Archives Department Coordinator. Collecting areas are outlined in the *Collection Development Policy for Wisconsin Manuscripts (2009)*. According to this policy, collecting areas include the arts, agriculture, communications, industry/business, labor, military, natural resources, politics and government, populations, recreation and leisure, religion, settlement, social organizations and activity, and transportation.

As a member of the ARC Network, the Archives is able to provide local access to the holdings of the WHS and other ARCs via the ARC transfer system.

Local History Collection

The Archives Department also includes support materials to complement the archival holdings. These consist of materials pertaining to all aspects of Wisconsin history, with an emphasis on Northeastern Wisconsin. Format types include books, periodicals, photographs, digital, video and sound recordings, maps, and microforms.

The Archives Department also oversees the Library's rare book collection. Additions are not being actively added to this collection.

Languages

English-language materials are dominant in the Archives Department collections. Materials in other languages are accepted as appropriate.

Geographic Guidelines

Most holdings pertain to the Northeastern Wisconsin area. Specifically, the collection focuses on the following counties: Brown, Calumet, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, and Shawano.

Format

A. **General**

We collect a broad variety of formats which include (but are not limited to) paper documents, electronic and born-digital records, photographic media, audio, and moving images, oral histories, print publications, maps, scrapbooks, illustrations and art, ephemeral and memorabilia materials. In addition to subject content, we also consider long term preservation needs and capabilities, as well as duplicate copies when adding materials to our holdings.

B. **Faculty publications and papers**

These are collected on a limited basis to enhance documentation of the University's academic and administrative history and to compliment official University records. Typically, these faculty papers relate to an individual's teaching, research, and university service. The Archives also collects faculty papers when topics documented in those records directly pertain to other collecting areas.

C. **Objects**

The Archives selectively acquires three-dimensional objects to support related archival collections. All object donations will be evaluated against the policy criteria set forth in this document.

D. **Born-digital**

The Archives Department collects born-digital materials related to UW-Green Bay and Northeastern Wisconsin. The Archives also accepts donations of limited born-digital materials in different formats, including DVD/CDs, external hard drives, hard drives, flash drive/memory sticks, SD card, and shared webspace (Dropbox, Box, Google Drive). On occasion, there may be types of electronic records or born-digital content that we are unable to accept. All born-digital donations will be evaluated against the policy criteria set forth in this document.

Oral history interviews are a large source of born-digital material. All interviews conducted and/or collected by the Archives are digitally recorded and processed. The audio exists both in mp3 and wav formats. Indexes and transcripts are created, stored digitally, and made publicly accessible.

As technology and stable preservation formats evolve, the Archives Department will actively monitor trends and convert our current collection to more stable formats for future accessibility.

Items Not Collected

Below are the areas and resources that the Archives Department does not collect. Please consult with Archives staff prior to donating.

- Material unrelated to our collecting areas
- Materials exhibiting mold or exposure to rodents/pests
- Severely damaged or extremely fragile items
- Human and animal remains
- Materials to which access is restricted in perpetuity or for a period of time deemed by the Archives Department staff to be beyond a reasonable limitation
- Materials are not accepted for temporary deposit
- Materials from minors without explicit written consent from a parent and/or legal guardian
- Non-university state and local public records (Wisconsin Historical Society – WHS)
- University records that have not yet met their disposition according to their approved records schedule for short-term and/or inactive storage
- Rare books - as of 2023, not actively collecting
- Raw electronic big research data files
- More than three duplicate copies of most publications and other items
- Plaques, awards, and trophies
- Oversized objects that are better suited for museum displays
- Textbooks (regardless of level)

Deaccessioning

Deaccessioning is an essential function and tool of collection development and archiving. Material selected to be deaccessioned may be returned to the donor (based on donor agreements), gifted/transferred to a more appropriate repository, or discarded. In identifying materials for deaccessioning, whether processed or not, the Archives staff considers the following:

- Do the materials under reappraisal fall within the scope of the Archives collection development policy and collecting practices?
- Have the materials deteriorated in such a way that it cannot be reproduced or is beyond useful due to its condition?
- Have the materials been subjected to poor environmental conditions, resulting in mold, water damage, fire damage, or show evidence of being exposed to rodents/pests?
- Do any established externally imposed restrictions such as records retention schedules or donor agreements apply to the materials?

Materials presented to the Archives Department without clear donor information or provenance will be subject to Wisconsin State Statutes governing abandoned property.

There are various methods the Archives Department uses to deaccession electronic and born-digital records. If archival materials are converted to digital formats, reappraisal decisions will be made on a case-by-case basis by Archives Department staff. If published materials become available electronically or digitally, reappraisal decisions will also be made on a case-by-case basis by Archives Department staff. These reappraisal decisions will be made based on content, accessibility, long-term preservation needs, and, when appropriate, space constraints.