



Policy Number: 800.6


Policy Title: Helena College Archives

Subject: Archive Collection and Preservation

Date Adopted: December 9, 2025

Date(s) Revised:

Date(s) Reviewed:

Approved by: 

Sandra J. Bauman
Dean/CEO
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POLICY STATEMENT:

College Archives are defined as all institutional records and materials of historical significance or continuing value about Helena College. Helena College Library Learning Hub Learning Hub preserves, administers, and facilitates access to the College Archive.

The collection development policy for the Helena College Archives is based on the Society of American Archivists' Guidelines for College and University Archives.

The Archives collect, organize, preserve, and make available a documentary record of Helena College. It aims specifically to identify, acquire, maintain, and make available for research records of historical value about the college from its inception to the present. Specific parameters are set to govern the resources collected and added to the Archives. As the Archives cannot collect everything, guidelines determine what records shall be considered for permanent retention. Records and materials are collected in most media and formats as able; materials may be print, non-print, photographic, electronic, or artifacts.

The Helena College Archives includes records, regardless of format, which document the history and development of the college from its earliest planning and inception to the present. These materials may include official and nonofficial papers, publications, records, artifacts, and other materials of college offices, records of administrators, faculty, staff, students, alumni, and other organizations affiliated with Helena College.

All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations and with the Board of Regents' policies and procedures.



RESPONSIBILITY:

The Director of Helena College Library Learning Hub is responsible for collection development. The Director may delegate this responsibility to library staff members. Materials are acquired through transfer from individuals, campus offices, gifts, or donations. The Director of Helena College Library Learning Hub and library staff members will consider general management issues of the Archives.

PROCEDURES:

The College Archives will collect materials, regardless of format, based on the following criteria:

- Institutional materials of historical significance or continuing value.
- Non-institutional materials that provide contextual information about the history of Helena College, its employees, and its relationship to the community it serves.

Items that do not clearly fall within the criteria of the Helena College Collection Development Policy will be considered after review by the Director of Helena College Library Learning Hub.

Each Helena College Division shall collaborate with the Library Learning Hub to identify and submit items relating to the Division for retention and preservation within the Archives.

The Helena College Archives are not intended to replace or supersede record retention procedures established and adhered to in accordance with the Montana University System Records Retention Schedule. The Archives shall supplement those records through the retention and preservation of artifacts consistent with the intent of this Policy.

COLLECTION AREAS AND FORMATS

Collection areas can include, but are not limited to:

- Artifacts and memorabilia of historical or cultural significance to Helena College
- Audio and visual resources produced by or about the college, its students, employees, programs, services, events, and facilities
- College event programs and promotional materials
- Records of the College's accreditation processes, administrative units, instructional departments, programs, services, and student activities
- Correspondence of historical significance or continuing cultural value
- Maps, blueprints, plans, and deeds of the campuses and buildings
- Newspaper and magazine clippings highlighting Helena College students, employees, programs, services, events, and facilities
- Publications created by or for the College for the purpose of marketing or information
- Records of college committees and associations, including agendas, minutes, reports, and correspondence



- Student organization records
- Other areas as determined by the Director of Helena College Library Learning Hub and their designee

RETENTION AND PRESERVATION

The Director of Helena College Library Learning Hub will assess the long-term historical value of all items transferred or donated to the Archives based on the criteria set forth in this document.

Preservation requires that some materials be migrated from one medium to another to ensure continued access. Digitization of selected materials housed in the Archives will be considered to provide a use copy as resources allow. As practiced by the United States National Archives and Records Administration, original materials will not be destroyed or de-accessioned if digitized for access.

GUIDELINES FOR USE

The Archives are available to students, faculty, and staff at the discretion of the Director. Community Patrons, as defined in the Library Learning Hub General Operations Policy, may schedule appointments with the Library Learning Hub staff to access the Archives. For questions pertaining to use, please contact the Director of the Helena College Library Learning Hub.

Procedures shall ensure the preservation of the records for future researchers. Archival materials do not circulate and must be used in the Library Learning Hub under supervised conditions. Action relating to the recovery or repair of archival materials will be the responsibility of the Director of Helena College Library Learning Hub.

COPYRIGHT AND PRIVACY

The copyright law of the United States at Title 17, United States Code, governs the making of photocopies or other copy work of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes other than "fair use," that user may be liable for copyright infringement.

Access to some records may be restricted in compliance with the Federal Educational Rights and Privacy Act of 1974. Records documenting the student experience, such as club and organization activities, personal journals and social media, correspondence, course notes, yearbooks, student newspapers, and other material, are not subject to such legal or policy restrictions and may be available within the Archives.

DONATIONS

Donations to the archive are governed by the Library's Collection Development Policy. Individuals interested in donating to the Helena College Archives should contact the Director of the Library Learning Hub. The Director will coordinate with the donor to establish the physical transfer of archival materials.