

# UNIVERSITY ARCHIVES POLICY

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For any comments, feedback, or query, please contact: [policies@aub.edu.lb](mailto:policies@aub.edu.lb).  
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## **Introduction**

The university archives are the historical records of the American University of Beirut. They are a non-circulating, permanent collection housed in the Reading Room of the Archives and Special Collections Department at Jafet Library, which is responsible for the administration of this policy.

This policy covers only access to and use of the university archives, and not other archival collections maintained by the University.

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## **Section 1 - Mission of the University Archives**

The core mission of the University Archives is:

1. To serve as an official, final repository for permanently valuable university records and materials. Permanently valuable university records and materials (university records) are those of enduring value and of historical, administrative, operational, cultural, social, or scientific informational significance to members of the university community and other interested persons.
2. To support the administrative, teaching, research, and public service needs of the University. In order to fulfill this objective, the University Archives acquires, organizes, administers, maintains, preserves, and provides access to university records in various formats.

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## **Section 2 - What Records are Housed in University Archives?**

1. University records consist mainly of official university records and university-related materials, in a variety of formats, such as minutes of meetings, periodic and special reports, correspondence, topical files, policies and procedures, manuals, and publications. Many official university records are created or received in the course of university business, or a university member's duties with the University, and in pursuance of its function, and, as such, are the property of the University.
2. University archives may also include personal and professional papers of university faculty and special collections relating to the history of the University, which may be donated to the University.
3. University records are collected and deposited in the University Archives for permanent retention, in accordance with the university archives collection development program. The University will only deposit substantive, significant specimens of official university records in the University Archives when they become inactive (no longer needed in the originating unit).
4. There are two types of university records; unrestricted and restricted.

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## **Section 3 - Access to University Archives**

### **1. Unrestricted Access**

### **2. Restricted Access**

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Access to university archives may be restricted or unrestricted, depending on the type of record and any restrictions placed by a donor.

### **1. Unrestricted Access**

Access to the following records in the University Archives is unrestricted:

- a. Records originally printed, published, or produced by the University for public distribution and use. They include, for example, publications, brochures, programs, catalogs, announcements, calendars, certain memos and reports, and clippings.
- b. Certain portions of otherwise restricted records, such as an attachment that is independent from the restricted record to which it is attached.
- c. An illustrative list of unrestricted records includes, but is not limited, to:
  - i. All materials published by the University.
  - ii. Annual and interim reports of the president to the Board of Trustees as published on the AUB website.
  - iii. Annual report of each faculty.
  - iv. Minutes of meetings of the senate and its standing committees and boards.
  - v. Minutes of meetings of the University Admissions Committee<sup>(1)</sup>.
  - vi. Institutional research reviews and surveys.
  - vii. Accreditation self-studies.
  - viii. Some donated special collections or parts of such collections, depending on donor restrictions.
- d. Once processed, unrestricted university records are open to members of the university community and to members of the general public in accordance with the policies of Jafet Library. The University makes every effort to make these records available for research and consultation as soon as possible after their deposit.
- e. In addition, with respect to records to which access is restricted, access may be unrestricted for use by authorized officers of the originating unit of those records.

### **2. Restricted Access**

- a. Access to the following records in the university archives is restricted: institutional records from the major university administrative offices and officers, such as the Board of Trustees, the president, the vice presidents, the provost, the Board of Deans, the senate records (other than minutes), and some committees.

- b. Restricted records are closed to consultation and research from the date of their creation for varying lengths of time in order to protect the rights of privacy of individuals and institutions.
- c. These records will be opened to members of the university community and members of the general public in accordance with the policies of Jafet Library, according to the following records restriction schedule:

<b>Description</b>	<b>Periods of Restriction</b> (length of time from date of creation of record)
Minutes of the Board of Trustees	25 years
Minutes of the Board of Deans	25 years
Minutes of the president's executive committees including the Cabinet and the Budget Review Committee	20 years
Minutes of the advisory committee of each faculty	20 years
Minutes of the administrative and academic committee of each faculty	10 years
Minutes of the Campus Master Plan Steering Committee	20 years
Special reports	Periods of restriction are subject to the originating unit's direction.
Oral history interviews	Periods of restriction are as agreed between the Archives administration and the interviewees.
Donated special collections	Periods of restriction are as agreed between the archives administration and the donor(s).

Restricted records are available only to the originating unit during the restriction period. Consideration shall be given to other applicants for use of restricted records after they present a written request to the Archives Department and secure a written authorization from the officer in charge of the originating unit.

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(1) The University Admissions Committee's minutes are not restricted since they discuss general policies, and not specific cases.

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## **Section 4 - Use of University Archives**

1. University archives are a non-circulating, permanent collection. They may be consulted in accordance with the access policies described above, only in the reading room of the Archives and Special Collections Department at Jafet Library. Researchers may be required to complete an application form before reviewing university archives.
2. Photocopying and other reproductions of unrestricted archives are allowed, subject to applicable copyright laws, any donor-imposed restrictions, and any applicable fees. Photocopying and other reproductions of restricted archives may be permitted on a case-by-case basis. Photocopies and other reproductions of university archives may be used for non-commercial, scholarly research purposes only, and may not be transferred, distributed, or recopied without permission. All requests for photocopying and other reproductions of university archives must be submitted on request forms supplied by the archives librarians who must approve all requests.
3. Users of university archives are expected to comply with all applicable copyright laws, including requesting permission (where necessary) to publish materials from the university archives. Permission requests should be submitted in writing to the archives librarians. Requests for permission to use university records for legal purposes are referred to university counsel for approval. The application form for consultation of AUB archives should be filled out by users prior to use of materials. A different application form is available for items required for publication.
4. The archives librarians will answer requests and questions regarding reproduction and publication of university archives and implementation of this policy by email, fax, or phone. In-person visits are welcome after arrangements are made with the department staff.

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**APPENDIX I  
APPLICATION TO CONSULT MATERIALS  
FROM ARCHIVES AND SPECIAL COLLECTIONS**

(To download this form in Word format, please [click here](#))

**Name:** \_\_\_\_\_

**Title, position, other identification:**

**Address:**

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Institution of affiliation and address:**

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Materials requested (use verso if necessary):**

\_\_\_\_\_

\_\_\_\_\_

**Purpose**

\_\_\_\_\_

\_\_\_\_\_

I, the undersigned, agree that the consultation of the above stated materials from the archives and special collections of the American University of Beirut Library is made solely for my personal use, and that the materials consulted will not be reproduced or transferred to any other person or institution, nor be used in part or totally for publication\*.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
\*Application forms to publish materials from the archives and special collections department are available at the department.

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**APPENDIX II  
APPLICATION TO PUBLISH MATERIALS  
FROM ARCHIVES AND SPECIAL COLLECTIONS**

(To download this form in Word format, please [click here](#))

**Name:** \_\_\_\_\_

**Title, position, other identification:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of institution or organization or agency of affiliation:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Identification document(s) attached::**

\_\_\_\_\_

**Materials requested (use verso if necessary):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Information about proposed publication in which the material requested is to appear:**

**Title of book or article:**

\_\_\_\_\_

**Brief description of work to be published:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Publisher or periodical title:**

\_\_\_\_\_

**Anticipated publication date:**

\_\_\_\_\_

**Regulations governing publication:**

1. Permission to publish requires proper completion, signing, and approval of this form. Until a fully executed copy of this form has been returned to the applicant, permission cannot be granted.
2. Approval of this application authorizes publication only in a single new work of the material identified above. Such an authorization is not exclusive, and the American University of Beirut does not thereby surrender its own right to publish or to grant others permission to do so.

3. The undersigned expressly assumes all responsibility for observing laws of copyright, literary property, and libel and covenants, and is therefore responsible for any copyright infringement and agrees to exonerate, indemnify, and hold the University and its officers harmless for, and on account of, any and all loss, cost damage, or expense arising out of, or in any way connected with, the use which the undersigned makes, or suffers, or permits to be made of the materials identified above.
4. The undersigned shall acknowledge in the publication the source of the material used. Credit shall be given as follows: "American University of Beirut/Library Archives".
5. The undersigned shall present free of charge two copies of the publication to the Department of Archives and Special Collections of the American University of Beirut Library, or any other location specified, as soon as it appears.
6. Fees for reproduction of materials requested by the undersigned are paid prior to reproduction.

I, the undersigned, pledge to abide by the above stated regulations.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Request to publish the above stated materials authorized by\*:**

**Title:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**\* Archives and Special Collections Librarian, or  
University Librarian, or  
University Executive Officer**

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**APPENDIX III**  
**LIST OF ITEMS FOR DEPOSIT AT UNIVERSITY ARCHIVES**  
**ACCORDING TO EVENT OR ORIGIN**

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<p><b><u>ACTIVITIES / EVENTS:</u></b>  <b>CEREMONIES, CONCERTS, CONFERENCES ,  EXHIBITIONS, LECTURES, SYMPOSIA, &amp;  WORKSHOPS</b></p> <p><b>Addresses, speeches, lectures</b>  <b>Announcements</b>  <b>Audio and video recordings</b> preferably recordings in digital form  <b>Ephemera:</b> invitation cards, stickers, labels, menus, stamps, tickets  <b>Photographs:</b> related to AUB, with identification of places, persons and dates if possible  <b>Posters</b>  <b>Proceedings</b>  <b>Programs</b></p> <p><b><u>COMMUNITY:</u></b>  <b>PROMINENT FACULTY, STAFF, &amp; ALUMNI</b></p> <p><b>Addresses, speeches, public lectures</b>  <b>Announcements</b> of activities  <b>Articles</b> and publications  <b>Awards, distinctions, &amp; prizes</b> accompanied by related information  <b>Biographies</b>  <b>Curriculum Vitae</b>  <b>Diaries, Personal papers and Scrapbooks:</b> memorabilia books, books of souvenirs of selected prominent faculty and AUBites.  <b>Photographs</b> related to AUB events with identification of places, persons and dates if possible.</p> <p><b><u>UNITS:</u></b>  <b>ACADEMIC &amp; ADMINISTRATIVE  DEPARTMENTS</b></p> <p><b>Announcements</b> of events.  <b>Audio-visual materials:</b> audio and video recordings, films, slides, microforms etc.  <b>Awards, distinctions, prizes</b> accompanied by related information.  <b>Brochures, pamphlets, leaflets, handouts</b>  <b>Bulletins</b>  <b>By-laws, constitutions</b>  <b>Calendars of events</b>  <b>Conferences, symposia, short courses, workshops:</b> addresses, contributions, proceedings in addition to any related materials such as their programs, list of participants, poster, and invitation cards, etc.</p>	<p><b><u>UNITS:</u> (continued)</b></p> <p><b>Directories:</b> telephone directories, alumni directories, etc.  <b>Ephemera:</b> invitation cards, stickers, labels, menus, stamps, tickets, pins, etc., issued by the Unit.  <b>Forms:</b> the most important forms used by the Unit in performing its function  <b>Handbooks</b>  <b>Journals, magazines, newspapers, newsletters</b>  <b>Ledgers</b>  <b>Lists of members, rosters</b>  <b>Manuals</b>  <b>Maps</b>  <b>Memorabilia:</b> commemorations, logos, medals, plates.  <b>Memoranda:</b> for internal circulation and external distribution  <b>Minutes</b> of meetings  <b>Newsletters</b>  <b>Photographs:</b> related to AUB, with identification of places, persons and dates if possible.  <b>Policies and procedures</b>  <b>Postcards</b> related to AUB  <b>Posters</b> related to AUB  <b>Press summaries</b>  <b>Proceedings</b>  <b>Publications</b> two copies.  <b>Records, correspondence, office files:</b> (<i>in consultation with the Archives Librarian</i>). Non-current or inactive records no longer required for administrative purposes. They are of enduring historical and research value and shed light on the inner working of a Unit and on major decisions instrumental in its development and achievements. Records should be transferred to the Archives as they were arranged in actual use since their organization reflects the functioning of the Unit.  <b>Releases</b>  <b>Reports:</b> interim, annual, special, restricted or wide distribution, including important general financial reports.  <b>Rules and regulations</b> governing the conduct of business of Units.  <b>Visitors' books</b> related to AUB  <b>Statistical data:</b> any statistical information which supplies quantitative knowledge on Units.  <b>Surveys</b>  <b>Yearbooks</b></p>
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