

**AMERICAN UNIVERSITY OF BEIRUT
UNIVERSITY LIBRARIES
ARCHIVES & SPECIAL COLLECTIONS DEPARTMENT**

UNIVERSITY ARCHIVES PROGRAM

*The documents of today
are the archives of tomorrow*

The University Archives are the official records depository of the University. It acquires, organizes, administers, preserves and services all written documents, oral, visual, electronic records, objects and any other reference materials of archival nature and of historical, informational, evidential, administrative, and research value which pertain to the University, its development, administration, academic and student life, related bodies and their activities, and any other aspect of its functioning.

The University Units from which archival materials are collected are all the entities to which the University Archives Program is addressed. They are the faculties, departments, centers, programs, committees (standing, ad hoc, etc.) academic and administrative offices, student societies, clubs and organizations, alumni associations, supportive bodies; or any other constituted body in, or part of, or related to the University.

The University Archives Program aims at securing comprehensive collection of relevant archival materials for retention. It operates under the authority and mandate of the President of the University. Concerted effort, strong and sustained coordination and cooperation between the University Units and the University Archives are essential for its success and effective implementation. We rely on all participants for substantial contributions.

Procedure

• Contact and Deposit

Heads of Units or their Designated Unit Coordinators are the liaison between their Units and the University Archives. They are responsible for the deposit of items issued, published, sponsored, created, produced by or related to the Unit itself. They are shown on the "List of items for deposit at University Archives" (attached p.3). This List is exhaustive, but **each Unit will deposit only those items which it creates.**

- Regular items

Heads of Units or Coordinators establish and send to University Archives a list of all regular items particular to their Unit which must be deposited regularly and routinely. All other irregular materials shall be deposited as they come into existence.

- Administrative history

Heads of Units or Coordinators provide University Archives with an administrative history of the Unit (few paragraphs or half a page), signed and dated. It includes available information on date of establishment; function; changes and alterations in name, scope, program; reporting lines; individuals in charge and key events. These histories will help establish the guidelines for the organization and classification of the Unit's archival materials.

Preparation of materials for deposit

- The original copy of materials, when available, is the copy for deposit in the University Archives.
- Do not write directly or make any extraneous signs on the materials.
- All materials should be dated whenever possible.
- Materials that are not clearly identified (by title or subject or Unit name or any other relevant information) and undated must have an attached description or identification.
- Archival materials are sorted out and organized in the Unit before deposit.
- All envelopes, packages, parcels, etc. which are sent to University Archives should clearly bear the names of the Unit and the sender.
- Kindly, consult with the Archives Librarian before disposing of unwanted backfiles and other old materials in your Unit for it may include important archival items, and before sending voluminous materials.

* The University Archives appreciates all feedback on this Program.

* Please circulate this Program in your Unit to all possible contributors.

* Kindly include "University Archives / U" on all mailing lists.

* For all information, please contact:

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

<p><u>ACTIVITIES / EVENTS:</u> CEREMONIES, CONCERTS, CONFERENCES, EXHIBITIONS, LECTURES, SYMPOSIA, AND WORKSHOPS</p> <p>Addresses, speeches, lectures Announcements Audio and video recordings, preferably recordings in digital form Ephemera: invitation cards, stickers, labels, menus, stamps, tickets Photographs: related to AUB, with identification of places, persons, and dates if possible Posters Proceedings Programs</p> <p><u>COMMUNITY:</u> PROMINENT FACULTY, STAFF, AND ALUMNI</p> <p>Addresses, speeches, public lectures Announcements of activities Articles and publications Awards, distinctions, & prizes accompanied by related information Biographies Curriculum Vitae Diaries, Personal papers, and Scrapbooks: memorabilia books, books of souvenirs of selected prominent faculty and AUBites. Photographs related to AUB events with identification of places, persons and dates if possible.</p> <p><u>UNITS:</u> ACADEMIC AND ADMINISTRATIVE DEPARTMENTS</p> <p>Announcements of events. Audio-visual materials: audio and video recordings, films, slides, microforms etc. Awards, distinctions, prizes accompanied by related information. Brochures, pamphlets, leaflets, handouts Bulletins By-laws, constitutions Calendars of events Conferences, symposia, short courses, workshops: addresses, contributions, proceedings in addition to any related materials such as their programs, list of participants, poster, and invitation cards, etc.</p>	<p><u>UNITS:</u> (continued)</p> <p>Directories: telephone directories, alumni directories, etc. Ephemera: invitation cards, stickers, labels, menus, stamps, tickets, pins, etc., issued by the Unit. Forms: the most important forms used by the Unit in performing its function Handbooks Journals, magazines, newspapers, newsletters Ledgers Lists of members, rosters Manuals Maps Memorabilia: commemorations, logos, medals, plates. Memoranda: for internal circulation and external distribution Minutes of meetings Newsletters Photographs: related to AUB, with identification of places, persons and dates if possible. Policies and procedures Postcards related to AUB Posters related to AUB Press summaries Proceedings Publications two copies. Records, correspondence, office files: (<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. Releases Reports: interim, annual, special, restricted, or wide distribution, including important general financial reports. Rules and regulations governing the conduct of business of Units. Visitors' books related to AUB Statistical data: any statistical information which supplies quantitative knowledge on Units. Surveys Yearbooks</p>
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