

# University Archives Collection Development Guidelines

Revised 3/2022

## **Introduction**

The VCUarts Qatar University Archives provides an “institutional memory” for the university – its spirit of growth and development, its active campus life, and its unique position as a branch campus of Virginia Commonwealth University located in Richmond, Virginia. Our collection begins with records relating to the Shaqab School of Design Arts, the forerunner of VCUarts Qatar, in 1998, which was the first school at Education City in Doha, Qatar. The types of materials held are programs, brochures, posters, digital photographs and media, photographs, videos, newspaper clippings, correspondence and publications. Material contained in the archives is both physical materials and digital objects. Please see the [Digital Archives Collection Development Policy](#) for further guidance on collecting digital objects.

## **Mission**

The VCUarts Qatar University Archives’ mission is as follows:

To appraise, collect, organize, describe, make accessible, and preserve the records of enduring value to VCUarts Qatar

To provide appropriate facilities for the retention and preservation of the records

To provide information services that will assist in the mission of VCUarts Qatar

To provide access to collections to the University community

To promote understanding of the founding and development of VCUarts Qatar

## **Collection Development**

VCUarts Qatar creates a large number of records. However, there is no records management program in place and therefore, the VCUarts Qatar Archives relies on the cooperation of the departments, faculty, staff and students to support the collecting efforts of the archives. This policy is a statement of what we will collect and not necessarily a representative list of actual holdings.

To support the mission of the VCUarts Qatar University Archives the archives collects the following types of material:

## 1. Virginia Commonwealth University in Qatar Records

- Records of the Office of the Dean, Office of Academic Affairs, Office of Student Affairs, Office of Research, Communications, Libraries, and Strategic Community Engagement including minutes, correspondence, reports, organizational charts
- Records relating to the founding of VCUarts Qatar
- Accreditation reports and supporting documentation
- Selected VCUarts Qatar publications including catalogs, newsletters, bulletins, programs, posters, exhibition catalogs and other selected ephemera from university events, such as university-sponsored conferences, exhibitions, lectures and workshops
- Audio-visual material of significance to the institutional memory of VCUarts Qatar including digital images, moving images, sound recordings, born-digital materials (items that never had a physical form) and photographs (prints, negatives and slides.)
- Selected news clippings and magazine articles by and about VCUarts Qatar including programs, departments, faculty, staff, students and alumni
- Published materials relating to the history of VCUarts Qatar

## 2. Student Professional Papers and Work

- Selected examples of student work (photographs or videos) relating to their time at VCUarts Qatar
- Selected Publications by students relating to their time at VCUarts Qatar
- Selected photographs and videos (both digital and analog) of students

## 3. Faculty Professional Papers and Work

- Representations (photographs or videos) of faculty, visiting artists, and artists-in-residence work relating to their time at VCUarts Qatar
- Selected photographs and videos (both digital and analog) of the faculty

- Selected publications by faculty relating to their time at VCUarts Qatar
- Correspondence, bibliographies, photographs, graphic materials, drafts and manuscripts of books and articles, recordings of lectures and speeches, diaries, notebooks, calendars and other ephemera

The VCUarts Qatar University Archives does not collect the following:

- University-wide records in general
- Emails or other transient university correspondence
- Personnel records
- Financial records
- Student records (Please contact the Registrar for these materials.)
- Original artwork of faculty, staff, students or alumni

### **Language**

VCUarts Qatar produces most of its material in English and therefore most of the archives will be in English. Some material is both in English and in Arabic. Arabic material will be collected when in direct reference to VCUarts Qatar. The most likely examples of this will be Arabic newspaper articles relating to VCUarts Qatar. Other Arabic materials will be reviewed on a case-by-case basis.

### **Donations**

The University Archivist will evaluate potential archive material offered for donation for possible inclusion in the VCUarts Qatar University Archives. University records donated or collected for the VCUarts Qatar University Archives should be inactive, meaning they are no longer being used by the originating office. VCUarts Qatar Archives will selectively digitize materials according to US and Qatari copyright laws and the VCUarts Qatar Collection Management Guidelines.