

## **University Archives and Library Special Collections - Policy & Procedures**

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### **1.0 Purpose**

- 1.1 The Archives and Special Collections Policy defines the framework and procedures for building and developing the AUIB archives and the special collections.
- 1.2 This policy aims to ensure consistency, well-formulation, and alignment with the library's mission.
- 1.3 It establishes the responsibilities and processes involved in Library Archive and Special Collections Section to promote access, accountability, and effective governance in the library.

### **2.0 Scope**

- 2.1 The scope applies to all library archived print and digital materials, including faculty publications, Memorandum of Understanding (MOU), and agreements with other academic and non-academic institutions, AUIB official correspondences from various stakeholders, Internal memorandums, AUIB press house publications, theses and dissertations, rare books, out of print books, photographs, posters, newspaper clippings, AUIB promotion videos, maps, and manuscripts.
- 2.2 This policy applies to all authorized library users including current AUIB students, faculty, staff, administrators, employees of sister companies, alumni, and guests.

### **3.0 Definitions and Acronyms**

- 3.1 Library archives - discover, acquire, organize, store, preserve, and make available materials of lasting and permanent value in any format (multimedia) which document the history of AUIB and signify its academic, research, and administrative activities. These materials may reflect the establishment, development, and achievements of AUIB faculty, students, alumni, and employees.
- 3.2 Library special collections - discover, collect, organize, store, preserve, conserve the valuable collections of the library, namely theses, dissertations, rare books, ceased periodical publications, manuscripts, maps, photographs, posters, materials of restricted nature, and other types of documents or items that have special historical value including colleges' directories and yearbooks.
- 3.3 Non-AUIB donated documents - gifted or purchased archival documents that belong to prominent Personalities from Iraq and outside, or a collection of special research value to AUIB.
- 3.4 Resource description and access (RDA) - a set of guidelines for cataloging diverse resources in libraries. It ensures consistent and user-focused metadata creation, replacing the older standard AACR2.

#### **4.0 Policy**

- 4.1 The primary goal of the university's archives and special collections is to provide faculty, students, researchers, and the broader community with access to valuable resources that support scholarly exploration, research, and learning.
- 4.2 The university recognizes its ethical responsibility to carefully curate and steward its archives and special collections in compliance with legal, ethical, and professional standards, ensuring the protection of donor and user rights.
- 4.3 The archives and special collections contribute to educational initiatives and outreach programs, enriching academic experience by facilitating interdisciplinary research, curricular integration, and public engagement.
- 4.4 The university recognizes the importance of long-term sustainability and resource allocation to preserve and make accessible its archives and special collections for future generations.
- 4.5 The university is committed to preserving its historical and cultural heritage through the responsible management, maintenance, and accessibility of its archives and special collections.
- 4.6 The library accepts gifts and donations of rare books, original manuscripts, original photographs, original maps, and all type of original documents to develop the special collections in the library.
- 4.7 The AUIB print and digital archives may be accessed by authorized users only.
- 4.8 The AUIB Special Collections may be accessed by authorized users only.
- 4.9 The AUB archives are subdivided into groups and subgroups in accordance with the university's academic and administrative structure.
- 4.10 The paper archival materials are analyzed, described, collated, listed, and stored in acid free, archival quality containers, files, or envelopes within the archival boxes.
- 4.11 Archival boxes are labeled according to a prespecified classification system.
- 4.12 Labels show the numbers of the group, subgroup, boxes, files, and the names.
- 4.13 Digital copies are to be made of all paper archival materials following the working standards and preservation formats.
- 4.14 Digital archival materials are analyzed, described, collated, and stored in cloud in parallel with their digital records created through the asset management system that can store and preserve the selected materials.
- 4.15 The paper and print archival materials in the ASC section are cleaned and housed according to standardized archival preservation practices.

- 4.16 AUIB students' theses, dissertations, graduation projects along with all AUIB conference proceedings, published books, guest lectures, AUIB faculty publications are cataloged, indexed, and preserved in the Institutional repository in accordance with copyrights and intellectual properties.
- 4.17 The manuscripts, the maps, and all other media types including photographs, posters, and archiving records are cataloged according to the latest RDA Standard using the adopted archiving system.
- 4.18 The archives section will prepare a variety of finding aids/tools to help retrieve documents and information from the archived collection.
- 4.19 The materials that are generated by AUIB colleges or departments are kept and stored together.
- 4.20 Strict archival practice of never discarding an item immediately for it may have an unforeseen importance is applied.
- 4.21 Donated and purchased collections shouldn't be dispersed. Collections should be kept as compiled by the originator.

## **5.0 Procedures**

- 5.1 The library staff is responsible for ensuring that the users of the Archives and Special Collections (ASC) materials are eligible for authorization to access and/or use the ASC resources.
- 5.2 The library staff is responsible for verifying the identification of the ASC users who are seeking to use, copy, or scan documents from.
- 5.3 The library staff is responsible for asking the ASC users to fill in the relevant request form and keep it along with a copy of the user's ID while using the document.
- 5.4 The library staff is responsible for the safety of the ASC documents while in storage and while in use for photocopy and scanning.
- 5.5 The ASC document users will be responsible for any damage caused to any ASC document while they are using them and will be charged by the library administration accordingly.
- 5.6 Library staff inspects returned documents to determine condition, before the user's ID is given back.
- 5.7 Photocopying and scanning archival materials and special collections items involve cost charges for non AUIB users.

**Related Policies and Documents**

Access to Private and Confidential Information Data Classification and Handling Policy

Data Governance Data Storage Standard Policy

Giving Policy

Information Management Intellectual Property Policy

IT Access Standards Policy

Records Retention and Management Policy

Research Ethics and Integrity Policy

Research Records Management Policy

Student Records Management Policy

Use of Copyright Materials Policy

Archives and Special Collections Request Form