PURPOSE:
To document the history of Jacksonville State University by maintaining a collection of its publications in the library.

POLICY:
In order to maintain a historical record of Jacksonville State University, Houston Cole Library is designated the depository of University publications. The Library will collect, catalog, preserve, and make available to researchers all publications of the University. In determining retention or disposal of University records, any Vice President or designee may refer to the Dean of Library Services certain unpublished records of historical interest. Such archival records, or microfilm copies of them, may be placed in the University Library; however, they must be exceptional documents rather than day-to-day records created in the running of the University.

Definitions:
UNIVERSITY PUBLICATION: A multi-page printed document published by a unit of the University or a unit directly associated with the University such as the Alumni Office or Foundation.

UNIVERSITY RECORD: A unique document generated by a unit of the University in the conduct of day-to-day business. Many records have state or federal retention and disposal requirements (e.g. student records under the Buckley Amendment).
ARCHIVAL RECORDS: Records kept for historical purposes after their retention period has expired.

**PROCEDURE:**
All departmental publications (newsletters, etc.) that are distributed campus wide via campus mail are collected and housed in file folders in the Alabama gallery. The folders are labeled according to issuing department and bibliographic records are maintained in the catalog.

Annual university publications that are distributed to the Dean of Library Services are routed to the Acquisitions Department for inclusion in the collection.

If it is discovered that a gap exists in the Library’s holdings for one of the annual university publications, the issuing department will be contacted and asked to send two copies, if available, to the Library.

**RESPONSIBILITY:**
Dean of Library Services.

**EVALUATION:**
This policy and its procedures will be reviewed biannually, beginning with the year 2010.