

# Archives Policy

## Policy Information

### Issuing Office

Jerry Falwell Library

### Last Update

1/8/2020

### Affected Parties

This policy applies to staff of the Liberty University Archives.

### Policy Language

The purpose of the Liberty University Archives is to preserve the history of Liberty University, Thomas Road Baptist Church, Jerry Falwell ministries, Moral Majority, and other affiliated organizations. This is done by gathering records of enduring value, organizing and preserving these research materials by employing appropriate and adequate methods and technologies, and making these materials available to scholars and other interested parties via either traditional or electronic access options as the material formats allow. Collections to be included in the Digital Collections will be selected at the discretion of the Jerry Falwell Library and the Archives Department. Factors that will be considered in choosing materials are the uniqueness, value, rarity, size, relevance to the Archives areas of interest, and the substantiality of the body of materials. Archive materials do not circulate and do not leave the archive facilities. Any general archive materials may be viewed by customers during the archive hours of operation. Restricted materials may only be viewed with special permissions.

### Policy Rationale

## Procedural Information

### Procedures

#### 1. Collection Development

##### 1.1 Collecting Areas

- 1.1.1. Liberty University
- 1.1.2. Thomas Road Baptist Church
- 1.1.3. Falwell Ministries
- 1.1.4. Moral Majority
- 1.1.5. Affiliated Organizations (such as Liberty Christian Academy)

##### 1.2 Methods

The archive is to collect institutional records and evaluate gifted materials on the basis of the collection policy. The Archivist will make the final decision on which materials are retained. Materials that do not fit the collection policy may be deaccessioned.

#### 2. Access of Physical Materials

Archive staff will assist customers in the use of general archive materials by making them available in the archive reading room. Customers must get written permission and approval from the Archivist in order to view restricted materials.

#### 3. Digital Collections

Collections are organized by the creating entity and should be made up of a substantial number of digital objects and their associated metadata.

The library and the Archives department are not responsible for digitizing any materials provided by outside entities. The library and the Archives have scanners that can be used by the general public, and Archives personnel are available to give advice on scanning settings and digital formats. See Appendix A.

The Jerry Falwell Library produces and hosts Liberty University's Digital Collections, online repositories which contain historical and archival items in support of the academics, scholarship, and research of the Liberty University community as well as researchers in general. This policy describes the rationales and procedures.

## Definition of Glossary Terms

**ContentDM:** ContentDM is a digital asset management software package that is used by libraries to provide access to digital versions of primary source materials. ContentDM provides a means of making a wide variety of content preserved and available online including images, journals, books, audio, video files, maps, and newspapers.

**Digital Collections:** Archival materials made available online for research, teaching and scholarship at Liberty University and to the public. This is any primary source that is obtained for historical preservation.

**Outside Entity:** Any organizations that are not part of the Jerry Falwell Library.

If a collection from an outside entity is being hosted in Digital Collections, the library expects that they will have a sufficient level of metadata and description for the collections and for the individual items. The archivist is available to consult with collection managers on acceptable levels of description.

Materials to be included in the Digital Collections should fit in with the Rights Statement of the Archives. See Appendix B.

The Jerry Falwell Library will periodically review Digital Collections for content and description quality. If collections or items do not meet the standards of the Library, the archivist will contact the collection managers concerning required improvements. Collections that consistently do not meet the standard of the Jerry Falwell Library may be removed at the discretion of the archivist and a file of the contents and metadata will be returned to the collection manager.

## APPENDIX A

Type of Item	File Format	Image Resolution (PPI)	Bit Depth	Color
Manuscripts and other rare materials	TIF or PDF	300	24	Color
Maps	TIFF	300	24	Color
Posters and oversized items	TIFF	300	24	Color
Newspapers and articles	TIFF	300	24	Color

Graphic arts prints	TIFF	300	24	C o l o r
Microfilm	TIFF	300	24	C o l o r
Drawings	TIFF	300	24	C o l o r
X-Ray Film (radiographs)	TIFF	400	16	C o l o r
Photographs	TIFF	600	24	C o l o r
Ordinary print text (no images)	TIF F o r P D F	300	24	C o l o r
Photographic transparencies (35mm to 4"x5")	TIFF	4000	16	C o l o r
Photographic transparencies (larger than 4"x5")	TIFF	4000	16	C o l o r
Photographic negatives (35mm to 4"x5")	TIFF	4000	16	C o l o r
Photographic negatives (larger than 4"x5")	TIFF	4000	16	C o l o r

## APPENDIX B

Rights statement The Jerry Falwell Library provides digital access to the Archives and Special Collections for educational and research /scholarly purposes. Items may be downloaded and printed by individuals for personal use, research, or teaching purposes, or other "fair use" as defined by U.S. Copyright Law.

When citing materials from the Archives and Special Collections, please credit the Jerry Falwell Library, Lynchburg, Virginia. For a written statement of use, or for questions, please call the External Communications Office at (434) 592-4955. Items owned by the Jerry Falwell Library and digitized at [liberty.edu/contentdm](http://liberty.edu/contentdm) are protected by copyright and/or related rights.

The Jerry Falwell Library may or may not own the rights for some of the material found in the digital archive. It is the user's obligation to determine and satisfy copyright or other use restrictions when publishing or distributing material to which the Jerry Falwell Library does not own the rights.

Concerns about copyright ownership should be addressed to the Archives Department at [archives@liberty.edu](mailto:archives@liberty.edu).

## Sanctions

None specified

## Exceptions

None