

Cypress College Library

Special Collections/Archives Collection Development Guidelines

The Cypress College Library Special Collections room is designated as the repository of materials that have historical value to the history of Cypress College.

The Library shall have the right to freely display, preserve, and where necessary, deaccession the material. The Library will not accept conditional donations and will make the final decision on additions to the collection.

The materials added to Special Collections must be relevant to the aims and objectives of the collection. The condition of the materials will be taken into consideration when the librarian reviews the acquired materials.

It is important that supporting documentation regarding the material be included with any donation. Specific information such as department/division, names, dates, and location of the event must be provided to the Library before the material can be considered for addition to the collection.

Collection Guidelines:

- Institutional Records:
 - The history of buildings, athletics, campus grounds, off campus facilities, special collections, organizations, instructional divisions, departments, administrators, faculty, staff, students, governing boards, and related organizations.

- Student Records:
 - Memorabilia of student clubs and organizations.

- Campus Publications:
 - The College Catalog, Schedule of Classes, student newspapers, student handbooks, campus literary publications, staff directories, and similar relevant materials.

- Multimedia:
 - Photographs, negatives, slides, renderings, drawings, video and sound recordings of former and current Cypress College students, faculty, staff, and campus events.

Correspondence, accounting transactions and student records of a routine nature will not be added to the collection.