

University Archives Collection Development Guidelines

Introduction

The VCUQatar University Archives provide 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 VCUQatar, in 1998, which was the first school at Education City in Doha, Qatar. The types of materials held are programs, brochures, posters, digital photographs, photographs, videos, newspaper clippings, correspondence and publications. Material contained in the archives is both physical materials and digital objects.

Mission

The VCUQatar University Archives’ mission is as follows:

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

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

To provide information services that will assist in the mission of VCUQatar

To provide access to collections to the University community

To promote understanding of the founding and development of VCUQatar

Collection Development

VCUQatar creates a large amount of records. However, there is no records management program in place and therefore, the VCUQatar 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 VCUQatar 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, including minutes, correspondence, reports, organizational charts
- Records relating to the founding of VCUQatar
- Correspondence, reports, meeting minutes, syllabi of academic departments
- Minutes, correspondence and reports of all VCUQatar Committees
- Accreditation reports and supporting documentation
- Records of student organizations
- Selected VCUQatar 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 significant to the institutional memory of VCUQatar including digital images, moving images, sounds recordings, born digital materials (items that never had a physical form) and photographs (prints, negatives and slides.)
- News clippings and magazine articles by and about VCUQatar including programs, departments, faculty, staff, students and alumni
- Published materials relating to the history of VCUQatar

2. Student Professional Papers and Work

- Representations (photographs or videos) of student work relating to their time at VCUQatar with written permissions
- Publications by students relating to their time at VCUQatar
- Digital copies of graduate student's theses
- Photographs and videos (both digital and analog) of the student with their written permission

3. Faculty Professional Papers and Work

- Representations (photographs or videos) of faculty, visiting artists, and artists-in-residence work relating to their time at VCUQatar with written permissions
- Photographs and videos (both digital and analog) of the faculty with their written permission
- Publications by faculty relating to their time at VCUQatar
- Correspondence, resumes, bibliographies, news clippings, magazine articles, photographs, graphic materials, syllabi, drafts and manuscripts of books and articles, recordings of lectures and speeches, diaries, notebooks, calendars and other ephemera

The VCUQatar 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

Donations

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