



Clayton State University Library Archives Acquisition Policy

The Clayton State University (CSU) Library Archives has been assigned the responsibility of overseeing Clayton State University's documentary heritage. In accordance with this responsibility, the CSU Library Archives program acquires documents and materials of enduring (permanent) historical value which have been created or received by the University or its designated representatives during the course of their appointed duties, and preserves, maintains and provides access to these materials on behalf of the University Community.

The CSU Library Archives program works cooperatively with both administrative and academic departments on campus to identify and preserve documents and materials of permanent historical value in accordance with this designated responsibilities. To accomplish this goal, the CSU Library Archives shall acquire files and materials, regardless of media format, which have historical value. The materials are added to the CSU Library Archives in accordance with established transfer procedures such as: departmental transfer, deed of gift, or bequest. In acquiring these materials, all decisions regarding the ultimate disposition of materials shall be transferred to the CSU Library Archives and its designated representatives.

Materials may be de-accessioned only with the approval of the University Archivist and the Clayton State University Library Archives programs. The accepted reasons for the de-accession are: poor or irreparable condition, limited space, duplication, privacy violations, or any legitimate reason within accepted archival standards and practices.

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