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## INTRODUCTION

The University Archives Collection Policy continues from the Collection Guidelines within the Mission and Scope document. The University Archives is the repository for the official records created or received in connection with the transactions of the University. The University Archives seeks and accepts transfer of legal ownership to and provides secure storage for inactive departmental or office records with permanent historical value. Following the Collection Guidelines, where the SUA Library gift agreement cannot apply, a records transfer form or archives donation agreement will be used, specifying donor access, restrictions, and conditions of use; these forms will be signed by both the donor and the University Archivist or designee.

In the absence of systematic records management, the Archives must rely on the cooperation and support of administrators, deans, directors, faculty, students, and alumni to ensure that materials of historical value are collected and preserved. The University Archives will promote university-wide records management and collect records with permanent historical value, as it relates to the mission and scope of the Archives.

## COLLECTION AREA STRENGTHS AND PRIORITIES

### *Collection of news publications related to SUA*

The University Archives collects pertinent press clippings about SUA from various news publications. The collection criterion includes selecting articles relating to Soka University of America history. *Seikyo Shimbun*, a Japanese language daily newspaper published by Seikyo Press, is one news publication which SUA actively collects. Both original and PDF scans for selected *Seikyo* articles are preserved in the original Japanese language, along with additional searchable English metadata.

### *Ikeda, Toda, and Makiguchi collections*

SUA recognizes its foundations in Soka Education and welcomes records relating to the University's founders: Tsunesaburo Makiguchi (1871-1944), Josei Toda (1900-1958), and Daisaku Ikeda (1928- ). A variety of materials will be considered for permanent storage and preservation including messages and speeches in written, audio or visual format, as well as other manuscripts, publications, photos and videos. Adjunct to the Archives' responsibility of preserving the history of the University is the collection of materials relating to the University's founders, Tsunesaburo Makiguchi (1871-1944), Josei Toda (1900-1958), and Daisaku Ikeda (1928- ).

### *SUA Departments*

Records from various departments such as course catalogs, Area Heads meeting minutes, press clippings, and more document the history of Soka University of America. Records from the Calabasas campus English learning program courses to undergraduate learning cluster work demonstrate the academic learning foci of Soka education. Additionally, SUA athletics, graduate school, and alumni relations records exemplify the breadth of SUA operations.

### *Student Life*

Soka University of America students take great initiative in student-run clubs and organizations, such as the Soka Education Student Research Project, Soka Student Union, the Student Movement for Nuclear Disarmament, and clubs for sports, arts, environment, and spirit. Memorabilia, student research, publications, and event programs from both Calabasas and Aliso Viejo campuses reflect school spirit and student-led work.

### *Campus development*

The development of SUA from Del Mar, Calabasas and Aliso Viejo is informed by planning meetings, photography, architectural reports and drawings, publications, and official tracts and contracts with the cities and counties.

### *Photo and moving image collections*

Still and moving images document campus life activities, official academic events such as commencements, and guest lectures, and SUA events organized for the local community.

***Web archiving***

With the advent of web content and publishing, the University Archives is taking a preliminary initiative in web archiving various domains that relate to SUA operations and academic activities.

**RESEARCH AND PUBLIC PROGRAMS**

Materials in the Archives' collections are available to all researchers on equal terms of access; the Archives does not grant privileged or exclusive use to any person or group. Access to and use of records, however, may be subject to restrictions placed upon them by the donor or copyrights. The Archives will make every effort to accommodate a users' need in gaining access to unprocessed materials.

Research in the Archives' collections is supported by a variety of finding aids, box lists, indices, databases, and inventory records.

The Archives may conduct a variety of programs to inform the public about the availability of its collections and to encourage and assist in the preservation of historical records. Digitization projects are implemented to assist in preservation measures, and where applicable, as a convenient access format for use. The Archives will make efforts to inform researchers on the availability of materials, including submission of finding aids to archival consortiums. Educational outreach to the SUA community in the form of demonstrations and workshops will increase "archival literacy" and a collaborative interest in preserving SUA's history. SUA Archives staff also liaise with SUA's Soka Student Union (SSU) student group focused on SUA's history to encourage transfers and donations of records to the University Archives, and to support archival education of preserving historically important records.

**ACQUISITIONS AND APPRAISAL**

Following the scope of the University Archives, the Archives collects materials . . .

. . . in the following geographic areas: Soka University campuses at Calabasas and Aliso Viejo; various SUA Study Abroad countries; worldwide Soka school system campuses; locations in which the SUA Founder and key leaders have given speeches; traveled locations pertaining to SUA work activities.

. . . of the following material types: Media in all formats with the exception of moving-image film; visual materials in varying sizes; documents, books, and manuscripts

. . . related to Soka education and its founders: Josei Toda, Tsunesaburo Makiguchi, and Daisaku Ikeda.

Furthering the scope of the University Archives, the Archives actively collects material in the following categories from all administrative and academic units:

- Records that have intrinsic value based upon the physical form of the record, its uniqueness, or other factors arising out of its creation or use
- Records reflecting SUA's functions and activities
- Records with extended and unbroken time spans offering uniform and comparable information on the operations and programs of SUA
- Records that document the formation of policy, development of programs or clubs, and administration of SUA

Following the scope of the University Archives, the Archives will not accept the following materials:

- Materials in poor condition that the Archives cannot improve or store reliably in perpetuity. i.e. mold-

contaminated items, magnetic media with sticky-shed syndrome, and moving-image film. Our repository does not have the storage capabilities for moving-image film, and will not accept it.

- Food material, and any item that includes parts that can attract rodents or insects.
- Sensitive financial statements. For example, keeping social security numbers and legally identifying personal records is not within the scope of the Archives and these items will be destroyed.
- Items of value that do not relate to the University or provide research value.
- Private papers or materials that do not take place at SUA or during SUA events, the exception being those records pertaining to Founder Daisaku Ikeda, Josei Toda, and Tsunesaburo Makiguchi.
- In-print materials and externally published materials without additional context or selection. i.e. published journals that are readily available from the publisher.

## COLLECTIONS MANAGEMENT

All records and donated materials acquired by the Archives are accessioned, arranged, described, and stored according to established professional standards, in accordance with University Archives procedures. Holdings maintenance activities such as rehousing in archival boxes and folders ensure the long-term preservation of materials in the Archives' collections.

## PROCEDURES AFFECTING COLLECTION DEVELOPMENT POLICY

### *Archival Appraisal, Acquisition, and Processing*

Archival collection development begins with selection and appraisal. Processing occurs in order of project priorities (see definitions). The appraisal process is based upon accepted professional archival appraisal criteria, follows SUA procedures, and may involve the input of all professional staff members.

### *Restrictions on Access and Use*

Use of materials in the Archives may be restricted to approved individuals with clearance to confidential records, or to SUA personnel only. Any donor-imposed restrictions on access or use are taken into consideration. The Archives shall provide access and reference services to researchers for all other archival materials with prior approval and scheduled appointments.

Materials transferred or donated to the Archives may not be removed from the physical repository and reading room. Researchers using the materials will be supplied copies upon request of any items in the collection, in accordance with the policies of the University Archives, unless such reproduction is specifically prohibited or would be detrimental to the collection.

### *Deaccessioning and Disposition of Materials*

Recommendations for disposition of accessioned public records may be made as a result of archive re-appraisal. Reappraisal will be done systematically and infrequently. Any disposition of archival records will be made only after prior approval of the originating agency (as witnessed on records transfer or donor agreements) and with the authorization of the Director of the Department, in accordance with our disposition and reappraisal procedures.

Manuscripts and other records that are determined to have no permanent value or historical interest will be returned to the donor or department, or otherwise disposed of according to the records transfer or donor forms. If no provision is made, the Archives will use its discretion in disposition of unwanted materials. The Archives does not sell unwanted materials as means of disposition.

Individual records weeded, sampled, or otherwise removed from the Archives' collections because they have been reappraised as having no permanent archival value will be disposed of in accordance with archival policies.

***Loans to the Archives, Loans of Archival Materials***

At this time, the University Archives does not accept material on loan for any purpose. Future consideration of accepting the loan of materials will be made only with the approval with the Department Director and must have a date of termination. If materials of interest are within the scope of the Archives and cannot be donated or transferred to the Archives, the Archives shall request permission to make copies of and maintain these records in accordance with University Archives policies.

The Archives will not loan original materials from its collections for any purpose except those authorized by the Division Director. Copies of original materials may be created in response to loan requests for SUA exhibits, displays, and library reference or circulation access.

***Referrals***

Best efforts will be made to refer donors to other archives, if materials unaccepted into our repository are believed to be records of enduring value.

***Donations to the University Archives***

Soka University of America is a 501(c)3 not for profit public benefit corporation. Donations of items and records that support the SUA Archive's mission and scope are welcome. Donors that are interested in receiving a tax benefit for pre-appraised items should contact Linda Kennedy, Director of Philanthropy, at 949-480-4072 or [lkennedy@soka.edu](mailto:lkennedy@soka.edu).

Since the University is considered an interested party in the transaction, it cannot appraise donated materials to determine their fair market value. Such evaluations do not meet the IRS definition of "qualified appraisal." To qualify as acceptable for income tax use, the appraisal must be performed by an objective, qualified appraiser, unconnected with either the donor or the institution, hired for this purpose by the donor. Donors interested in monetary appraisal of their items may contact the American Society of Appraisers (<http://www.appraisers.org>) to help locate appraisers in their area.

The Archives cannot provide tax advice or interpretation of the tax laws to answer individual questions. Donors should consult their tax advisor or attorney for answers to specific questions on the use of gifts of property for charitable contribution deductions.

***Copyright***

Internally transferred records from SUA Departments and student groups become the sole and absolute property of the University Archives. All rights, title, and interest in and to these materials, together with all literary property rights that the donor(s) hold are transferred to the University Archives, unless otherwise noted. Similarly, as stated on the University Archives Gift Agreement, donors transfer any and all rights that they hold to the Archives. Records accepted into the Archives with known copyrights and use limitations shall be preserved and maintained but closed for all but acceptable use.

It is the responsibility of the University Archives to keep rights information for each item as complete as possible, and include applicable contact information in the case of educational and research use that requires reproduction. It is the responsibility of the researcher to determine the status of copyright in the records he or she uses. The researcher is liable for any copyright infringement in his or her use of materials. Researchers are encouraged to confer with the Archives' professional staff on any questions of property rights.

**DEFINITIONS AND REFERENCES**

**Definitions**

Appraisal: m. ~1. The process of identifying materials offered to an archives that have sufficient value to be accessioned. 2. The process of determining the length of time records should be retained, based on their

current and potential usefulness.

Archival processing: n. ~ 1. The arrangement, description, and housing of archival materials for storage and use by patrons.

Deaccessioning: n. ~ The process by which an archives, museum, or library permanently removes accessioned materials from its holdings.

Disposition: n. ~ 1. Materials' final destruction or transfer to an archives as determined by their appraisal.

Selection: n. ~ 1. The process of identifying materials to be preserved because of their enduring value, especially those materials to be physically transferred to an archives. 2. The process of choosing materials for exhibition, publication, reformatting.

## References

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