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| <b>Policy Number</b>        | 110.000  |
| <b>Policy Title</b>         | LIBRARY ARCHIVES POLICY  |
| <b>Responsible Officers</b> | Library Director   |
| <b>Responsible Offices</b>  | Library, Development   |
| <b>Summary</b>              | This policy statement has been created to ensure a collective understanding of the material and contents held by the Columbia International University Archives.   |
| <b>Definitions</b>          | Archives - a collection of historical documents or records providing historical information about CIU<br>Dissemination - the act of sharing information<br>Preservation the act of preserving documents and records to ensure accessibility to future generations<br>Metadata provides details and information about the resources to allow search ability |
| <b>Approving Body</b>       | Academic Council; Administrative Council   |
| <b>Approval Date</b>        | April 3, 2017; April 10, 2017  |
| <b>Last Revision</b>        | January 26, 2017   |
| <b>Re-evaluation Date</b>   | Spring 2022  |
| <b>Departmental Impact</b>  | All CIU  |

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

#### **Policy Statement**

This is a new policy, created to ensure a collective understanding of the material and contents held by the Columbia International University Archives. It also describes the dissemination and audience who will be able to access and view

**Rationale**

This policy has been created to provide guidance for the organization, preservation, and dissemination of collected