



# FORT HAYS STATE UNIVERSITY

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## FORSYTH LIBRARY

*Forward thinking. World ready.*

## University Archives Collections and Gifts Policy

### **Purpose**

The goal of the University Archives is to collect, preserve, and provide access to research materials that document the historical, cultural and intellectual experiences of Fort Hays State University. The University Archives also exist to collect and preserve University records in compliance with the state and university records retention schedule. The University Archives' primary responsibility is to serve as a research oriented repository but our collections are also used for exhibits, publications and other appropriate purposes.

### **Scope of Collections**

The Fort Hays State University Archives collects publications, photographs, programs, film, audio visual materials, digital or born digital materials, memorabilia, university records and other materials that document the intellectual, cultural and administrative aspects of Fort Hays State University from 1902 to the present.

### **Materials Collected**

The University Archives selects materials based on their fit within the scope of collections and major areas of collecting. Duplicate materials and those not fitting the scope of collections for the University Archives will not be accepted. Major areas of collecting include:

- University publications.
- The professional papers of faculty and staff.
- Documents and items related to research conducted by faculty at Fort Hays State University.
- Documents and items related to the history of teaching at Fort Hays State University.
- Documents and items related to clubs, social groups, university organizations, university events or that otherwise portraying campus life.
- Documents and items related to the history and culture of sports and athletics at Fort Hays State University.
- Memorabilia related to campus life and FHSU community events.
- Significant and unique records that were generated or received by various campus offices.
- Significant student works may also be considered.

## Acceptance of Gifts

Gifts, whether of funds or materials, provide a valuable opportunity to enhance the University Archives and are welcomed. These principles guide our decisions regarding acceptance of gifts:

- Gifts are selected based on their fit within the scope of collections and major areas of collecting for Fort Hays State University Archives.
- Gifts are accepted without formal conditions concerning the shelving, housing, processing, access, or final disposition of gifts, unless a specific agreement is made between the Dean of the Library and the donor.
- Gifts become the property of the Forsyth Library upon receipt.
- For materials where the donor holds unrestricted copyright the donor agrees to grant Fort Hays State University Archives an irrevocable, non-exclusive right to reproduce, translate and/or distribute the work worldwide, in any format or medium for non-commercial, academic purposes only.

If you are interested in donating materials for University Archives, please contact David Obermayer, University Archivist, at [deobermayer@fhsu.edu](mailto:deobermayer@fhsu.edu) or (785) 628-5282. Forsyth Library works with the FHSU Foundation to ensure the fullest recognition of donors.

## Appraisal of Gifts

Forsyth Library and the University Archives do not appraise gifts for monetary value. The IRS requires an independent appraisal if a donor plans to claim a charitable deduction above a certain value. Information on gift appraisals for tax purposes is available on the IRS web site.

Approvals:

David Obermayer                      8/10/2018  
University Archivist                      Date

Deborah M. Ludwig                      8/10/2018  
Dean of the Library                      Date