

Archives and Special Collections Department

Collection Development

The Charles Evans Inniss Memorial Library Archives and Special Collections (ASPC) is the repository for the rare and unique material in the Medgar Evers College Library, offering patrons access to primary sources documenting the history of the College and the community. The collections of manuscripts, books, photographs and other formats are non-circulating and shelved in closed stacks. We promote the use of our collections through collaborative efforts with teaching faculty in various departments, the creation of exhibits from our holdings, and other forms of outreach. Our collections are open to students, staff and faculty at Medgar Evers College and CUNY, as well as local community and other researchers.

Mission

The mission of ASPC is to acquire, preserve, and provide access to the original records of enduring value that document the Medgar Evers College community, central Brooklyn, as well as the papers and ephemera of individuals and organizations of national and social importance.

Additions to the Collections

Most collections are acquired through donations (solicited and unsolicited) and transfers from College departments and offices. Acquisitions that do not fall into existing collecting areas sometimes are made depending on their value.

A responsible level of collecting is maintained by staying within the constraints of available storage space, processing ability, and ability to provide for the care and preservation of, and access to, the material.

Subject Areas We Collect

Records that document the history of Medgar Evers College beginning with the campaign to found a college for the Central Brooklyn community (late 1960s) and the establishment of the college in 1970. This group includes photographs, official reports and publications, student newspapers, yearbooks, audio-visual material (unique, non-commercial recordings and raw tape/files), artifacts and documents from academic departments and offices, including the President and Provost.

Records that document the history of the Crown Heights neighborhood and the Central Brooklyn community.

Records and artifacts produced by prominent movements.

Papers of prominent social and political figures (e.g., Charles Evans Inniss).

Accession Procedures

All items permanently added to ASPC will be assigned an accession number and catalogued when appropriate.

Gifts

The College Archivist may accept donations of individual manuscripts, photographs, maps, collections, or other items for immediate accession into the collections if they are within our collecting areas. The College Archivist may reject any items that are not within ASC collecting areas, duplicate items already in the collections, are in poor condition, or have little historic interest.

Records Retention policy:

<https://policy.cuny.edu/schedule/>

Reappraisal and De-accessioning

Reappraisal of collections is an accepted and necessary activity that permits archives to identify material that would not be accepted under current standards or no longer fall within the scope of the Archives' mission or collection development policy. De-accessioning (the official removal of items from our collections) does not apply to items removed or discarded in the course of regular archival appraisal and processing of incoming collections. The decision to dispose of material must be made only after full and scrupulous consideration of the public interest and the needs of researchers. Mandatory restrictions on disposition which accompanied a donation will be observed unless it can be shown clearly by appropriate legal procedures that adherence to them is impossible or substantially detrimental to Medgar Evers College.

Items from Archives and Special Collections may be de-accessioned when they duplicate other material in the collections which are in equally good or better condition; are of marginal use to ASPC; are outside the scope of our collection policy; or would be more appropriately housed at another institution.

Modeled on the Vanderbilt University Special Collections policy.