

POLICY & PROCEDURES MANUAL

WAYLAND BAPTIST UNIVERSITY

Classification Number: 7.8.2

Revised: January 10, 2024

SUBJECT: THE UNIVERSITY ARCHIVES

Name - The official depository for materials relating to the history of the university shall be the Wayland Baptist University Archives.

Definition - The archival collection is the official memory of the institution. It consists of documents produced in carrying on the work of a given office or agency that are of enduring value and which reflect the institution in all its goals, functions, activities and

of library services. Select material may be digitized and made available for public access online as determined by the archivist.

Location - The WBU archives shall be located in the J.E. and L.E. Mabee Learning Resources Center.

Archives other than University Archives - Archives of other agencies, organizations, or the personal papers entrusted to the custody of the university shall be governed and administered in accordance with usual archival practice.

Contact for Interpretation: President

This policy statement supersedes all previous policy statements on this subject.

Revisions:

- 01/10/2024 – Revisions
- 08/14/2017 – Revision-title change
- 02/03/2014 - Revision-rewording of Definition section
- 04/11/2007 - Revision-title change
- 04/11/2007 - Review
- 10/15/2004 - Revision-title change
- 09/15/2001 - Reissue as 7.8.2
- 09/28/1995 - Inception as policy 7.9.3.1