

Archive Policy for the Library, DkIT

Purpose of the Document

The purpose of this document is to clarify and aid the development of the DkIT College archive.

Mission of the Archive

The aim of the Dundalk Institute of Technology Library Archives is to identify, collect and preserve Institute records and information of permanent historical value.

Scope of the Archive Policy

The archive is focused on acquiring and preserving material relevant to the history of DkIT and worthy of permanent preservation. The focus of the Archive is on collecting and maintaining pertinent items relevant to this history. Items may include paper documents, 3D, media in different formats and photographs.

The potential users of the archive include researchers, DkIT and the community.

Purpose of the Archive

The purpose of the DkIT Archive is to acquire, preserve and make accessible archival collections on DkIT and Dundalk held by DkIT Library.

Acquisitions

The focus of acquisitions is:

- papers and material relevant to the history of DkIT
- documents which have played a significant role in the life and development of DkIT
- examples of specific DkIT documents
- academic and research papers
- visual and audio recordings relevant to the DkIT
- material that can be preserved and maintained
- material that can be made accessible

The archive is limited in the technologies and formats it stores and in the care and preservation it can provide. Memorabilia and objects will be considered but not necessarily accepted.

General Principles Covering Acquisitions

The donor must be the legal owner or have authority to make a donation

All material will be acquired through donations and will be covered by an agreement which will outline conditions of transfer of material to the archive. Whereby material will be appraised and recommended for retention

Material should comply with the purpose and scope of the archive

Material should be in reasonable condition

Material will either become the property of DkIT or its responsibility to be administered in accordance with the policies and procedures

Donated materials may be displayed physically by the DkIT archive

Material may be disposed from time to time following evaluation

Disaster Management

DkIT archives are housed in a secure environment

Preventative measures are in place in the event of a disaster

Continual risk assessments are carried out on a regular basis

Cataloguing and Accessibility

Cataloguing of the archives online provides a searchable structure so that items held in the archive may be located and accessed.

All catalogued archival records when viewed online will contain a brief abstract of the material.

All archival records are classed under their own unique number

Full viewing of archival material is by appointment only

Contact Information

Lorraine Mulligan
DkIT Archive
DkIT Library
Dundalk Institute of Technology
Dublin Road
Dundalk
Co Louth

Telephone: 042 9370310 - Fax: 0429370311

Email: archives@dkit.ie