

MISSION & FUNCTION

College Archives & Special Collections (CASPC) serves as the [designated repository](#) for records of Columbia College Chicago and collections of select rare books, publications, and manuscripts which support College curricula in a student-centered environment, document and disseminate the narrative legacy of the College, and weave the College into the culture of the city and the world. CASPC provides a welcoming interactive environment to discover, evaluate, and integrate primary and secondary resources of enduring value to a diverse community.

CASPC actively collects these materials for research, teaching, and creative study; some may be used for exhibition, publication, or other purposes.

STATEMENT OF RESPONSIBLE COLLECTING

CASPC maintains a responsible level of collection development and reserves the right to augment the collections according to professional standards and College needs. CASPC collects institutional records, special collections, and curated collections that fit within the scope of our collecting policy and can be reasonably processed, preserved, and accessed, and whose rights are ethically and legally transferable.

In addition, CASPC considers best placement of special and curated collections before final acquisition. In consultation with the [College Archives Advisory Group](#), collections are evaluated for relevance to our holdings and primary research community. If materials are not deemed appropriate within CASPC collections, donors may be directed to additional repositories to the best of our abilities.

DEFINED ACQUISITION METHODS

Donation: accepting solicited and unsolicited material, including title, without compensation

Transfer: scheduling of regular transfers of records from College units

Purchase: designating funding from the CASPC budget

COLLECTING AREAS

INSTITUTIONAL RECORDS

Institutional records are official and non-official records produced by the College and its community in both physical and digital formats which document the history and activities of the College, its units, and departments. The records include, but are not limited to, material reflecting administrative, academic, fiscal, legal, social, environmental, and cultural aspects of Columbia College Chicago from its founding to the present. Creators of these records often include administrative and executive offices, campus units, departments, centers, committees and task forces, and student groups.

The collections maintained in CASPC include records from these broad categories which are classified into the following record groups (RG):

RG 1 - Origins & Governance	RG 9 - Affiliated Programs
RG 2 - Board of Trustees	RG 10 - Campus Buildings
RG 3 - Office of the President	RG 11 - College Publications
RG 4 - Office of the Provost	RG 12 - Student Activities
RG 5 - Offices of the Vice Presidents	RG 13 - Alumni
RG 6 - College Offices	RG 14 - Campus Wide Initiatives
RG 7 - Campus Life	RG 15 - Faculty Senate
RG 8 - Schools of the College	RG 16 - Faculty/Staff Organizations

In accordance with the [Board of Trustees' Records Authority Statement](#), CASPC collects institutional records that are no longer in active use.

CASPC seeks to collect these materials in their original format to help preserve their artifactual integrity. When items are acquired as born digital objects, CASPC may transfer or migrate these materials in accordance with our Digital Preservation Policy using accepted industry standards and technologies to ensure that the content is accessible in the future.

Acquisition Method: Donation; Transfer, Purchase

Retention: in perpetuity

SPECIAL COLLECTIONS

Special Collections are rare and unique materials in physical and digital formats such as personal papers, drafts and working papers, rare books, and publications, which serve as original evidence. Their value is primarily determined by the research topics, information needs, and the creative endeavors of the Columbia College Chicago community. Created by individuals, families, or organizations, these collections document the artistic, historical, political, and/or cultural work of the people involved in the collection's creation, offering insight into their creative processes. Such collections offer contemporary evidence for a historical event or time period, thus serving as primary sources.

A list of [processed special collections](#) demonstrates the collecting scope of the unit, that is focused on curricula and disciplines taught at the College including: activism, journalism, photography, oration, fashion, advertising, composition, acoustics, music, production, film, editorial cartoons, and illustration among others.

Decisions about acquiring Special Collections are made in tandem with the [College Archives Advisory Group](#), the consultative body who assists CASPC about appropriateness of donations and material gifts for curricular relevance.

Acquisition Method: Donation

Retention: in perpetuity

CURATED COLLECTIONS

Materials, generally physical objects, that have been intentionally gathered to form a collection focused on a specific topic which have been selected by Columbia College Chicago faculty or staff members in support of curricular, informative, or educational purposes. Curated Collections fall into three categories:

1. Topical Collections
2. Columbia College Chicago Faculty and Staff Work
3. Focused Collections Book Room

Topical Collections include such material as typography books, early photographic images and publications, design books, and paper manufacturing samples. These collections were intentionally formed, generally by Columbia College Chicago faculty or staff, into topical collections of objects meant for educational use. They do not contain notes, class notes, syllabi, papers, or other explanatory materials, as do traditional special collections whose material is created by the donor. Decisions about acquiring Topical Collections are made in tandem with the [College Archives Advisory Group](#), the consultative body who assists CASPC about appropriateness of donations and material gifts for curricular relevance.

Acquisition Method: Donation, Transfer

Retention: dependent on curricular relevance

College Faculty/Staff Works: [Published works](#) authored or edited by individuals employed at Columbia College Chicago at the time of publication.

Acquisition Method: Donation or Purchase

Retention: in perpetuity if acquired in an open access format*

Focused Collections Book Room: features printed contemporary and research rare* works in published and serial formats in three collecting areas, defined as:

Typography

- Typographers: individuals' work on typefaces and fonts
- ABC/123: interpretations of alphabet letters and numbers

Photography:

- Limited edition* publications
- Photography artists' books* publications

Design: examples of innovative ways to create visual identity focusing on:

- Promotional design: to create public awareness of services or products
- Book as Art: works of art in book form

Acquisition Method: Donation or Purchase

Retention: evaluated regularly for curricular relevance; materials deemed research rare are generally kept

*** Definitions:**

Research Rare: scarcity of research material availability in local, city, or state holdings

Photography Artist Books: publications by a photographer or photographers intentionally and conceptually created both as a cohesive artwork and a means of exhibition and dissemination of photographic work. They center around a specific theme or idea and feature the photographic image as the leading artistic medium.

Limited Editions: publications where the number of copies has been determined prior to its printing and no further print runs are issued after the first printing has sold out.

Open Access: free and open availability of scholarly content not dependent on format, device, or platform.

ARTIST BOOK COLLECTION DEVELOPMENT STATEMENT

Definition: Artist Books are works of art published in book form, generally produced in small press runs and limited editions. Unlike photographic artists books, artist books may contain photographic images, but these are not the focus of the work.

Research Needs: the artist books are located in two areas to illustrate the form and serve to:

- Support the curricular needs of the College
- Meet the research needs of Columbia College Chicago undergraduate and graduate students and faculty
- Encourage research from outside researchers interested in the creation of artist books

History: Artist books reside in two separate College Archives & Special Collections areas: the Institutional Records and the Focused Collections Book Room. The Institutional Records contain material, including numerous artist books, from the College's Center for Book, Paper and Print (formerly the Center for Book and Paper Arts) which holds artist books produced by students, visiting artists, faculty, and team projects all of which were created at the College. The Focused Collections Book Room contains published artist books to be used as inspiration for researchers' own work.

Access: Due to the fragility and rarity of such items, artist books are kept in the College Archives & Special Collections department and are available through appointment. Information about the history and creation of artist books can be found in the Library's main book stacks, database and media holdings. The Library catalog holds a record of the artist books held in the Focused Collections Book Room and the CASPC website offers a finding aid to the Center for Book, Paper, and Print collection to view the processed artist book holdings.

Acquisition: Selection of artist books to add to the Focused Collections Book Room will be made by CASPC staff. Artist books created on campus will be transferred to the Institutional Records collection area when the materials are no longer actively used by the creating department. Artist books destined for the Focused Collections Book Room will be purchased from the artist or from artist book distributors and some books may be added to the collection through donation.

Collection Growth: in the Focused Collections Book Room is dependent on curricular needs and research use, therefore, acquisition of new materials to this collection will remain slow and considered. Growth in the Institutional Records will be collected as materials are produced on campus.

FOCUSED COLLECTIONS BOOK ROOM COLLECTION DEVELOPMENT STATEMENT

Definition: The Typography, Photography, and Design materials that reside in the Focused Collections Book Room are comprised of contemporary, limited run, and rare items chosen dependent on Columbia College Chicago research needs.

Research Needs: These books, located in the Focused Collections Book Room, part of the College Archives and Special Collections, serve to:

- Support the curricular needs of the College
- Meet the research needs of Columbia College Chicago undergraduate and graduate students and faculty
- Encourage research from outside researchers interested in the focused topics material

History: Focused Collections at Columbia College Chicago was established in the 1980s as Special Collections with a mission to provide access to library materials deemed rare, fragile, or whose format required special handling and monitored research use. During this time, the collection policy focused on format, price, value of materials and books susceptible to damage or theft. Focused Collections also served as the de facto college archives until this separate unit was formed in 2005. In 2014, Special Collections merged with College Archives to form the College Archives & Special Collections department. With a mature collection at hand, the Focused Collections development policy was refined in 2017 to meet the specific needs of the campus community and College curriculum.

Access: The typography, photography, and design books are kept in the Focused Collections Book Room and are available by appointment. Further information about these subjects can be found in the Library's main book stacks, database and media holdings. The Library catalog holds a record of the publications held in the Focused Collections Book Room.

Acquisition: Selection of books in this area to add to the Focused Collections Book Room will be made by CASPC staff in tandem with faculty and other campus partners.

Collection Growth: Entirely dependent on College curricular needs and campus research use. Materials that are research rare will remain in the collection while books in the other areas will be reviewed every two years for curricular relevance and research potential.

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