Archives Collection Development Policy

Mission statement

The Logan University Archives strives to identify, preserve, and make accessible primary source material relating to the history of the university and to the history of chiropractic in accordance with accepted archival principles. Its primary purpose is to document the history of Logan University and the general history of the field of chiropractic. Contents of the archives shall provide source material for administrators, faculty, students, alumni, scholars, authors and other interested members of the chiropractic community. These materials include records generated by Logan University such as newsletters, promotional materials, and catalogs. They also include items that have been donated by other chiropractic agencies or individuals and have historical significance to either Logan University or the chiropractic profession.

Scope and focus of the Collection:

In selecting records for the Logan University Archives, priority is given to materials that meet at least one of the following criteria:

1. The record documents the development and growth of the campus.
2. The record reflects the development and activities of campus offices and committees that formulate and implement campus-wide policy.
3. The record reflects a significant event or contribution to the chiropractic community.
4. The record does not duplicate other records or artifacts held by the Archives.

Records appropriate for inclusion in the Logan University Archive include:

OFFICIAL RECORDS, PAPERS, ARTIFACTS, AND PUBLICATIONS OF LOGAN COLLEGE OF CHIROPRACTIC

a. Minutes, memoranda, correspondence, and reports of the governing body of the campus.
b. Administrator records including correspondence and reports.
c. Minutes, memoranda, and reports of all major academic and administrative committees including the faculty senate and its committees.
d. Accreditation reports and supporting documentation.
e. Annual budgets and audit reports.
f. Departmental/division records, including minutes and reports.
g. Admissions Department records including class schedules, enrollment reports, graduation rosters, commencement programs, college promotional publications, and other reports issued on a regular basis.
h. Faculty publications, including scholarly articles, books, conference sessions, demonstration videos, and lectures.
i. Alumni records, including minutes of the alumni association and papers, correspondence, and publications by prominent alumni.
j. Student government records and the records of other student body organizations.
k. Records of Logan-affiliated schools and their respective alumni organizations including Carver College of Chiropractic and the Missouri College of Chiropractic.
l. All publications, newsletters, or booklets distributed in the name of Logan University including: catalogs, special bulletins, yearbooks, post-graduate workshop promotions, student publications, university directories, faculty/staff rosters, alumni magazines, and scholarly journals published by Logan.
m. Audiovisual materials documenting the development of the institution and of the field of chiropractic such as still photographs, negatives, slides, videos, oral histories, lectures, and demonstrations.
n. Maps, blueprints, and plot plans documenting physical growth and development.
o. Artifacts relating to the history of Logan University.
p. Artifacts that document the history of chiropractic in general.
q. Press releases pertaining to Logan University.
r. News articles concerning Logan University or chiropractic in general.
s. Programs for ceremonies and awards.

Records not appropriate for inclusion in the Logan University Archive include:

a. Duplicates of records already maintained by the Archives.
b. Records of specific financial transactions.
c. Routine letters of transmittal and acknowledgement.
d. Non-personally addressed correspondence (i.e. Dear Doctor) except for one record copy from the issuing office.
e. Requests for publications or information.
f. Replies to questionnaires if the results are recorded and preserved in the Archives or in a published report.

PERSONAL AND PROFESSIONAL PAPERS OF LOGAN UNIVERSITY FACULTY

The Logan University Archives seeks the personal and professional papers of its faculty as a means of documenting the internal life and culture of the school community. Lack of space and staff limit the volume of faculty papers that can be accessioned. The following records are appropriate for inclusion in the Logan University Archives:

a. Records of service documenting a contribution to chiropractic on a community, state, national, or international level.
   a. Correspondence: official, professional, and personal.
   b. Diaries, notebooks, appointment calendars, and memorabilia.
   c. Biographical materials: resumes, bibliographies, biographical sketches, chronologies, genealogies, newspaper clippings, and personal memoirs.
   d. Artifacts that do not duplicate the holdings of the Logan University Archives.
   e. Photographs and graphic materials.
   f. Research files.
g. Drafts of manuscripts of articles and books.
b. Records of service to Logan University and contribution to its growth and development.
   a. Audio and visual recordings of lectures, speeches, and discussions.
   b. Lecture notes and syllabi.
   c. Departmental or committee minutes and records not already held by the Logan University Archives.

SPECIAL COLLECTIONS

The Logan University Archives contains a special collection of historically significant books and textbooks related to the field of chiropractic. They are appraised on their historic contribution to the field, their value as a seminal work in the field, and their overall relationship to the field of chiropractic.