

## COLLECTION POLICY FOR ARCHIVES & PERSONAL PAPERS<sup>1</sup>

The ASCSA Archives collect, preserve, and provide public access to records and personal papers that support the School's overall vision and philosophy as a leading center for the study of the Greek world from antiquity to the present day.

The Collection Policy helps the School determine the appropriateness of a proposed donation and communicates to prospective donors the criteria used for accepting donations.

The collection policy should be revisited and assessed every 5-7 years so that it remains up to date.

### 1. SCOPE

In addition to preserving records that document the institutional history of the ASCSA, our collecting interests are based on:

- a. The strength of our holdings.
- b. Collecting strengths of other institutions.
- c. The intellectual trends and changing nature of historical research.
- d. The availability of archival materials.

### 2. RESPONSIBLE COLLECTING

A responsible level of collecting should be maintained by staying within the constraints of available storage space, ability to process material within a reasonable amount of time, and ability to provide for the care and preservation of and access to the material. Endorsing inter-institutional cooperation is essential to balance human, intellectual and budget resources.

### 3. SUBJECT AREAS WE COLLECT

- a. **Administrative Records** concerning the mission and function of the ASCSA.
- b. **Personal papers of ASCSA students, members, and staff.**
- c. In exceptional circumstances, **excavation and survey records of affiliated projects.** The School would consider accepting such records:
  - If the project undertook to defray the cost of processing and preservation.
  - If a clear need arose, such as damage or potential loss of records.
- d. **Modern Greek Literature**, namely, personal papers of people who contributed with their intellectual work to the advancement of Modern Greece.

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<sup>1</sup> Having followed all the necessary procedures with respect to the Managing Committee (Libraries, Archives, and Digital Resources Committee - cf. email of approval by Director Bonna Wescoat, May 3, 2025), the Collection Policy is posted on the Archives web page.

- e. **Political and Socioeconomic History**, namely, personal papers of people whose political actions shaped the course of Greece's modern history.

#### 4. WE DO NOT COLLECT

- a. Material that is widely held at other archival repositories or is readily available elsewhere, such as photocopies of original documents housed at other libraries or archives.
- b. Additions to an existing collection belonging to another Library or Archives (unless the donor has been dissatisfied with his/her previous donation and bearing in mind the need not to disturb inter-institutional cooperation).
- c. Material in formats for which we cannot provide access or proper storage.
- d. Material deposited anonymously for which there is no donor contact information.
- e. Material that poses major preservation hazards or is afflicted by mold or mildew (unless preservation funding is provided by the donor, and the material is sent directly to a professional conservator).
- f. Large museum-type pieces (artifacts or equipment) or works of art, unless they are part of an individual's personal papers or are related to the School's institutional history.
- g. Collections specializing on audio-visual material (unless they are complementary to a collection of personal papers, such as tapes with interviews of an author or videos related to a novelist's life, etc.).

#### 5. ACQUISITION PROCEDURES

- a. The Director of Archives assisted by the archivists should have the discretion of accepting collections, the processing and housing of which falls within the Collection Policy and the Department's operational budget.
- b. For acceptance of collections either on the margin of the Collection Policy or with requirements (human, financial, and spatial) exceeding the operational budget, the Director of Archives will submit to the Archives Committee **a proposal** concerning the significance of the collection and its relevance to the ASCSA collection policy, as well as a cost-benefit analysis referring to expenses of processing, storage, possible conservation, and digitization.
- c. Donations are formalized by **a deed of gift**, prepared by the School's legal counselor and signed by the ASCSA director and the donor. Restrictions of access should be clearly defined in the deed of gift; however, unreasonable restrictions should be avoided, and all restrictions should have a termination date. The deed should specify what actions will be taken concerning unwanted material (e.g., deaccessioning, destroy, return to the donor, sale, or transfer to a more appropriate repository).

- d. Purchase of collections may be permitted with the approval of the Archives Committee, provided that funding has been secured.
- e. The School will not accept a collection on deposit or loan.
- f. When possible, the School should solicit the donor's financial support regarding expenses of processing and preservation.
- g. Concerning tax deductible gifts (primarily for U.S. citizens), donors must obtain their own tax valuations by qualified appraisers.
- h. Sale of archival material should be allowed only if a collection has been purchased, or if such a clause is included in the deed of gift.
- i. New acquisitions should be mentioned in the Archivist's Annual Report.

## **6. THE ARCHIVES COMMITTEE**

The Archives Committee, which has been in place since 1999, is an *ad hoc* committee charged with making decisions for acquisitions only. It consists of a) ASCSA Director; b) Director of Archives; c) Director of Gennadius Library; d) Chair of the Managing Committee; e) Chair of Libraries, Archives, and Digital Resources; f) Trustee and GL Overseer with appropriate background.

## **7. FUTURE COLLECTING AREAS FOR CONSIDERATION**

- Music Archives. With the exception of the Dimitri Mitropoulos papers (gift of 1963, when the School did not have a collection policy) and the Dimitry Levidis Papers, we have largely not collected music papers: first, because there are institutions in Athens (e.g., Megaron Mousikis, Athens Odeum, and ERT) specializing in this area; second, because conversion from analog to digital sound is expensive; and third, administration of music archives is complicated (e.g., copyright issues) and requires specific expertise.
- Oral History. We could be a repository of oral history associated with the ASCSA institutional history, accepting unedited recordings and footage.
- Expansion of the policy to include Excavation and Survey Records of Affiliated Projects.