

Collection Development Policy (as of July 21, 2015)

The Archives' focus is the history of the College and records the activities of the administration, academic departments, faculty, staff, students, and related organizations of the Bronx Community College and its predecessor institutions. The Special Collections concentrates on the history of Bronx political culture and public policy discourse.

The collecting mission of the Archives & Special Collections is twofold:

1. To preserve the official records of administrators and administrative offices; academic programs and courses of instruction; and academic departments and committees, insofar as they have permanent historical value.
2. To acquire, preserve, and provide access to a wide range of primary research materials in their original formats, including books, manuscripts, archives, audio-visual materials, objects, realia, as well as born digital formats, and other items in support of the educational and research activities of BCC faculty and students.

The following are intended as guidelines to help inform the process of collection development:

1. Collections must relate to the mission, which is to document all aspects of Bronx Community College history and make it freely available to the BCC community.
2. Collections must be mostly original, authentic, and reflect the people and surrounding communities that Bronx Community College serves.
3. Collections may be in all formats and may be created by individuals as well as organizations.
4. Collections are generally received by donations, that is, as gifts.

Currently, the repository for the College include records from 1957 to present; Board of Trustees minutes, yearbooks, college catalogs, blueprints, photographs, correspondence and office files relevant to the history of the College. The collection also contains the Records of the Hall of Fame of Great Americans, as well as BCC faculty papers.