

WARD M. CANADAY CENTER FOR SPECIAL COLLECTIONS APPRAISAL METHODOLOGY AND COLLECTING POLICIES

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Appraisal Methodology and Criteria

Canaday Center archivists follow certain guidelines when assessing materials for preservation in the repository, otherwise known as archival appraisal. Note that archival appraisal differs from monetary appraisal. The former assigns value based on research use (historical, legal, political, administrative, etc. usefulness). The latter, in a commercial setting, assigns fair market or auction value to material. Canaday Center archivists are neither trained nor, as the recipient of your donation and thus an interested party, ethically permitted to estimate the economic value of your gift.

Guidelines used to determine inclusion in the Canaday Center are as follows:

- Materials must fit within the current collecting scope of the Center's collections (see Collecting Policies below).
- Materials will be assessed by a set of criteria which include:
 - Provenance;
 - Authenticity and reliability;
 - Order and completeness;
 - Significance and quality;
 - Context and relation to other materials in the collection;
 - Access or use limitations
- Materials will also be assessed for evidential value (how and why they were created), research value (content such as people, places, things), and artifactual value (unique characteristics of the physical item).
- Physical format, condition, and unique preservation needs will be assessed to determine if the Canaday Center has the resources needed to adequately care for the materials. Materials may be declined if the resources necessary to process, preserve, and make the materials accessible to researchers are beyond the Center's capacity, or if the cost acquiring said resources outweighs the potential research value of the materials.
- Materials must be free of legal encumbrances and undue restrictions.

- The University of Toledo is a public institution and as a result, the University Archives is governed by the State of Ohio's Public Records Act, which defines the types of records that may be restricted.
- For Manuscripts collections, a signed Deed of Gift is required to define the status of any copyrighted materials, confirm any conditions imposed, and transfer ownership of those materials.
- The Canaday Center cannot and will not make promises regarding the processing, exhibition, digitization, publication, or other use of donated materials.
- The donor gives consent to the Canaday Center to process, preserve, and use materials according to its needs. In some cases, this may include digitally reformatting materials or migrating existing digital content to new formats or environments.

Materials may be accepted or declined based on the archivists' assessment. In some cases, the archivists may suggest another repository that may be a more appropriate home for the materials.

Collecting Policies

No institution has either the resources or the physical space to collect every historical record. As a result, archives develop collecting policies to define what type of records to accept. The focus of our collecting policies is to give clear guidance to archive donors about the kind of material that the Canaday Center seeks to acquire, the methods by which it does so, and how the collections are managed and accessed.

The University of Toledo Archives

The University of Toledo Archives serves as the institutional memory of the university. By collecting, preserving, and making available the historical records that document the university from its founding in 1872 to the present day, the archives serves students, faculty, staff, alumni, administrators, and community members. Collections include office files, personal papers of University of Toledo faculty members, publications of the university, files on student organizations, photographs, and theses and dissertations by University of Toledo graduate students. Most of the collections are available to researchers under the provisions of Ohio's public record laws.

CORE MISSION

To collect, preserve, and make available rare and unique materials that support the curricular and research needs of University of Toledo students and faculty and the greater scholarly community. The Center's collections include rare books, manuscripts, and the University of Toledo archives. The Center's exhibitions display and interpret aspects of the collections in ways that contribute to the university's educational mission.

COLLECTION DEVELOPMENT

The University of Toledo Archives preserves University records for the purposes of:

- maintaining a clear account of University life and achievements, administrative policy and actions, and educational programs; and
- providing access to a body of records useful for student, scholarly, and community research across many disciplines.

The University of Toledo Archives relies on the cooperation and support of administrators, faculty, students, and alumni to ensure that materials of historical value are collected and preserved. The University of Toledo Archives will collect material in the following categories from the administrative and academic units of the University, *in both paper and electronic format*:

OFFICIAL RECORDS, PAPERS, AND PUBLICATIONS OF THE UNIVERSITY OF TOLEDO

Official records encompass the records or papers generated or received by the various administrative offices of the University of Toledo in the course of their business. These records include:

- Minutes, memoranda, correspondence and reports of the Board of Trustees
- Records of the Office of President, including correspondence, administrative subject files* and reports
- Correspondence, subject files, and reports of the Office of Academic Affairs
- Correspondence, subject files and reports of the offices of central administration, including: Administration, External Affairs, Finance, Legal Affairs, Student Affairs, Government Relations
- Correspondence, subject files and reports of deans, directors and administrators of the schools, colleges, divisions, programs and institutes of the University
- Minutes, memoranda and reports of all major academic and administrative commissions, councils and committees including the Faculty Senate and its committees

- Departmental records, including: minutes, reports, correspondence, and syllabi
- Accreditation reports and supporting documentation
- Annual budget and audit reports
- Records of the Registrar, including timetables, class schedules, enrollment reports, graduation rosters and other reports issued on a regular basis
- Alumni records, including minutes of the alumni associations
- Reports of the Admissions Office
- All publications, newsletters and booklets distributed in the name of the University of Toledo, including catalogs, special bulletins, yearbooks, student newspapers, University directories and faculty/staff rosters, faculty and administration newsletters and publications, alumni publications and ephemeral material
- Photo prints, negatives, slides, audio and video film, tapes, and reels, oral history interviews, and optical and compact discs documenting the development of the University
- Security copies of microfilm reels containing vital records
- Maps, prints and architectural drawings documenting the physical changes and development of the University
- Reports of research projects, including grant records
- Artifacts relating to the history of the University of Toledo

The official administrative records of the University of Toledo (correspondence, reports and subject files) designated as archival should be inactive and no longer used in the current activities of the originating office. Records should be forwarded to the Archives according to schedule after consulting with the archivist for the orderly transfer of non-current materials. An inventory of records transferred should accompany accessioned material. The originating office may place restrictions on access to non-current records so long as they are not required by Ohio Public Records Law to be made available for public review, in addition to the restrictions on administrative, Board of Trustees, employee and student records described in the Access Policy statement at the end of this document.

PERSONAL AND PROFESSIONAL PAPERS OF UNIVERSITY OF TOLEDO FACULTY AND STUDENT ORGANIZATIONS

The University Archives seeks to acquire, organize and provide access to the personal and professional papers of University of Toledo faculty and student organizations as a means of documenting the internal life and culture of the University community. Space and staff restraints in the University Archives limits the volume of faculty and student organization papers that can be

accessioned. Specifically in regard to faculty papers the following criteria are suggested:

- National or international reputation in a respective academic field
- Record of service with the University of Toledo and contribution to its growth and development
- Service on the faculty of a recognized area of excellence within the University of Toledo
- Service and contribution in community, state and national affairs.
- Aligns with the Ward M. Canaday Center's other collecting areas.

The University of Toledo Archives seeks documentation of the careers of the University of Toledo faculty in the areas of teaching, research, professional and university service in the following record types:

- Correspondence: official, professional and personal.
- Biographical material: resumes, bibliographies, biographical sketches, chronologies, genealogies, newspaper clippings, and personal memoirs
- Photo prints and graphic materials
- Tape recordings of lectures, speeches and discussions
- Lecture notes and syllabi
- Research files of grant-supported research
- Departmental or committee minutes and records
- Drafts and manuscripts of articles and books
- Diaries, notebooks, and memorabilia.

The University of Toledo Archives seeks documentation of the history and activities of student organizations of the following record types:

- Constitutions, by-laws, and policy manuals
- Meeting minutes
- Historical background of the organization
- Member handbooks
- Photo prints and graphic materials
- Correspondence
- Artifacts pertaining to the organization's activities

The University Archives recognizes the rights of faculty and private donors to impose reasonable restrictions on materials to protect privacy and confidentiality. Restrictions on access should be for a fixed term and determined at the time of donation. The Archives encourages minimal access restrictions consistent with the legal rights of all parties.

SPECIAL COLLECTION

The University Archives will solicit and collect records and papers which are neither official University records nor faculty/student organization papers, but which relate to the history of the University of Toledo. Examples include:

- Professional and personal papers of the members of the University Board of Trustees if associated with University business
- Professional and personal papers of eminent alumni relating their University of Toledo experiences
- Papers, records and published items pertaining to the University of Toledo

**Subject files* are defined as “a file that consists of letters, memorandums, attachments, reports and other related documents. Relates to any topic such as an action, event, person, place or other subject. Arranged by subject, gathered together to support current or potential business task, function or decision.

Manuscripts Collections (2014 statement)

The Manuscripts Collection of the Ward M. Canaday Center seeks to augment strengths of its present holdings through the acquisition of personal papers, literary manuscripts, organizational records, photographs, scrapbooks, ephemeral materials, audio recordings, film and videos, oral interviews, selected electronic media, and printed materials.

The emphasis for collecting is placed on acquiring 20th century materials, mainly because of the availability of these materials. Our geographic collecting focus is primarily but not exclusively Toledo and Northwest Ohio. Finally, our mission is to support the research interests and curriculum of students and faculty of The University of Toledo.

Manuscripts Collecting emphasis is currently focused on several areas:

1) **Disability.** We wish to document the history of disability in the region. Therefore we seek to collect the records of individuals and organizations involved with the disability community in this area. We also seek to collect the papers of individuals involved in the disability rights movement on both regional and national levels. Materials of interest include administrative records, correspondence, photographs, printed material, and biographical or historical material.

2) **Business, Industry, Politics, and Law.** Our present holdings provide a strong foundation of 19th and 20th century commercial and industrial, and political activities in Toledo. We would like to build on this foundation by focusing our collecting efforts on the records of businesses and industries unique to Toledo or with a long history in this community such as glass manufacturing, the automobile industry, the railroads, and shipping. We also seek professional and personal papers of leaders in these and other businesses and industries. Further, we aim to build on our collection of Toledo Mayoral and City Council papers by collecting the papers of other individuals involved in politics in this region including senators and members of congress representing Toledo, as well as judges, and elected and appointed officials in various local and state offices. These materials include organizational, administrative, and financial records, printed materials, correspondence, diaries, photographs, and ephemeral materials.

3) **History of Medicine.** The Center is interested in collecting records relating to the history of medicine in northwest Ohio, in particular, materials leading up to the founding of the Medical College of Ohio. That history can be traced back to the establishment of the Lucas County Poor Farm in 1838 (later known as the Lucas County Infirmary), and continued with the establishment of the Toledo State Hospital, and Maumee Valley Hospital. Materials of interest include administrative records, correspondence, photographs, printed material, architectural and survey drawings, and biographical or historical material.

4) **Women.** With the goal of developing a significant repository for women's studies and women's history resources, we seek to expand our existing holdings by collecting materials relating to the personal and professional lives of women in all areas of life. Therefore we want to acquire the correspondence, diaries, journals, scrapbooks, memorabilia, literary manuscripts, oral interviews, newsletters and other printed materials, meeting minutes, ledgers and other administrative records of women and the organizations they formed and lead, with a particular focus on northwest Ohio.

5) **Minorities, Cultural Groups, and Religious Organizations.** The City of Toledo and its environs have a large and diverse population of people who were born in Europe, the Middle East, Asia, and Africa, or whose parents or grandparents came here from other countries. These individuals and communities play an important role in the culture and history of the city. Consequently, we wish to document the ethnic communities in Toledo and Northwest Ohio in general, but particularly as they relate to other collection strengths and strategies such as literature, politics, civic and social welfare activities, and political activity. We are

interested in the personal papers of European, Asian, Arab and African-American men and women and the organizational records of groups which are comprised or headed by these individuals or whose agendas focus on issues that affect ethnic communities in Toledo and Northwest Ohio. The Center is also interested in the influence of religious organizations on the culture of this region.

6) **Social Welfare, Politics, and Counter Culture.** One of our collecting strengths historically has been the papers and records of individuals and organizations involved in improving the community through non-profit, charitable and/or government funded efforts ranging from city beautification to providing housing and healthcare to transient women and children. We seek to expand our holdings in this area by collecting the papers of community activists and other leaders along with the records of civic groups and social welfare agencies in Toledo and Northwest Ohio. We are interested in acquiring personal and professional papers as well as organizational records, oral interviews, photographs, printed materials and ephemeral items.

In addition, the Canaday Center aims to create a repository for materials related to individuals and organizations involved in urban liberalism and social reform. The city of Toledo played a significant role in the Progressive Movement in the early part of the 20th century. In order to document this important period in our history, we seek to build on existing holdings with materials related to political and social movements such as the Labor Movement, the Peace Movement and other anti-war activities, the Progressive Education Movement, and Woman Suffrage. This collection would not be complete without documentation of more recent movements including the Civil Rights Movement, the Women's Movement, and the Lesbian, Gay, and Bisexual Rights Movement.. We are also interested in collecting materials related other reform movements that document various forms of radicalism in Toledo and Northwest Ohio, as well as papers of politicians, activists, and leaders of grass roots political organizations, political parties, and advocacy organizations.

7) **Sports and Recreation.** Exploring the ways in which people in Toledo and Northwest Ohio have spent their leisure time is an excellent way to better understand the culture as a whole. To this end, we are interested in preserving the records of clubs and organizations formed as a result of a collective interest in an activity such as photography, athletics, or glass collecting. We would like to see our holdings grow with the addition of collections not only from existing clubs, but also materials from groups that are no longer active. These materials consist of

organizational documents, membership materials, meeting minutes, printed materials, photographs, posters and other ephemera.

8) **Literature, Publishing and Journalism.** We wish to document the lives, literary and professional development, and publishing history of authors, journalists, and publishers, with a particular focus on those from northwest Ohio or those related to our existing rare book collection. Therefore we want to acquire the personal papers, literary manuscripts, publisher's correspondence, press records, oral interviews, and a complete run of printed materials by those writers and presses we document comprehensively.

9) **Art, Music, Cinema and Theater.** The Center also seeks to document individuals and groups involved in fine arts in our region. These materials are similar to literary manuscripts and include published and unpublished sheet music, stage and screenplays, scripts, and two dimensional art forms such as photographs, drawings and lithographs, research notes generated as a part of these creative efforts, correspondence, diaries, journals, teaching materials, printed materials, and ephemera amassed by amateur and professional individuals and groups in this category.

10) **Veterans and War.** Military history continues to be a popular area of research for students and scholars as well as the general public. Therefore, we are interested in acquiring materials documenting America's wars. Materials of particular interest to the Canaday Center in this category include correspondence, diaries, journals, maps, drawings, and ephemeral materials of soldiers and other participants in war from northwest Ohio. Also of interest are materials that document organized groups such as regiments, nursing corps, or veteran's organizations.

11) **University of Toledo People.** A vitally important component of the Manuscripts Collection is the papers of individuals associated with the University. Many of our existing holdings have been donated by individuals in some way connected to the University of Toledo. We, therefore, encourage alumni, faculty, staff, and their families to consider the Canaday Center as a repository for their personal or professional papers.

Rare Books Collection

The Canaday Center boasts a rich collection of over 35,000 rare books. Included are works by Modernist poets, Southern writers, black authors, and other works of 19th and 20th century literature. Other collection strengths are Victorian social history and women's history.

The Center is actively collecting rare books in the following subject areas:

Women

The Canaday Center has a rich collection of books relating to Victorian women on topics ranging from domesticity and manners to suffrage and sexual health. We have a much smaller number of items related to later women's history and would like to build our women's collection to include Second-Wave Feminism and 20th century materials in general.

Disability

We currently hold a small collection of books related to disability, primarily Victorian biographies and autobiographies as well as some 20th century secondary sources. Our disability manuscript collections are some of our most significant, and our rare books can complement that archive. We would like to grow our rare books to include more disability primary and secondary sources, particularly for the 20th and 21st century and addressing a wider concept of "disability" (including mental illness and chronic illness).

LGBTQ

The Center holds a very small number of titles relating to LGBTQ history. We have been building a collection of LGBTQ manuscripts, and we would like to complement these holdings with primary source books on LGBTQ history.

African Americans

The Canaday Center also holds a large collection of African American literature, biographies, and other primary sources, mostly dating from the Victorian period through Harlem Renaissance. We would like to develop the collection further by adding more modern works – especially non-fiction – from the later 20th and 21st centuries.

Northwest Ohio and Toledo

We have a small collection of sources related to the history of Northwest Ohio and the Toledo region and will continue to collect primary and secondary sources in this area.

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