



Archives & Special Collections

Elizabeth M. Cudahy Memorial Library

Acquisitions Policy

Updated November 2023

Introduction

Loyola University Chicago is a private Jesuit institution with a strong history of liberal arts and professional programs. The Loyola University Chicago Archives & Special Collections (LUCASC) develops and maintains collections that support current and future teaching, learning, and research. This collection supports the scholarly initiatives of our students, faculty, staff, the wider Loyola community, and researchers from outside Loyola.

Archivists use their expertise in collection management to ensure the health, balance, and cost effectiveness of our collections. We strive to maintain active collections; this involves the acquisition and preservation of resources to better support research and learning needs.

In selecting materials for our collections, our actions are based on the belief in the essential importance of intellectual curiosity, knowledge acquisition, and the human desire to create, and we endeavor to fully support these pursuits. We affirm the value of academic freedom and the free exploration of knowledge, consistent with the liberal arts foundations of Jesuit educational practices. We strive to build collections that support research and learning and that represent a multitude of perspectives. Informed by the University's commitment to social justice, we take particular care to lift voices, communities, histories, and perspectives that have been historically diminished, marginalized and/or underrepresented in archives when they are encountered in our collections and/or when we seek to fill gaps in our collections.

Our collecting practices are based on our established collecting policy, which guides us in collecting with an eye toward offering a breadth and depth of materials that can sustain a wide variety of intellectual inquiries and pursuits.

Acquisitions Policy

How collections are acquired:

- University Archives: records transferred by departments according to the University Records Retention Schedule
- Special Collections: gifted by individuals and organizations
- Congressional Archives: gifted by individuals
- Rare Book Collections: gifted by individuals, purchase

It is not the policy of the LUCASC to purchase archival collections. Exceptions may apply to this policy, for example the purchase of a Loyola class photograph or comparable items from a

reputable antiques dealer. Purchases to enhance the Rare Book Collection are made with established funding lines. All rare book or manuscript leaf purchases are made from reputable antiquarian booksellers. Purchases are not made from individuals.

The following criteria guide acquisition decisions for LUCASC:

- Relevance and importance to the mission of LUCASC.
- Fits one or more collecting areas.
- Fills gaps in existing records/collections.
- Includes voices, communities, histories, and perspectives that have been historically underrepresented in the collections.
- Size and condition of the collection/item.
- Intellectual and historical value of the collection/item.
- Impact on organizational resources.
- Legal ownership of the collection/item.

Following are examples of what LUCASC does not accept:

- Partial collections when the major portion of the collection is in another archives.
- Collections not related to established collecting areas.
- Items with questionable legal ownership.
- Permanently closed collections.
- Collections that cannot be stored, protected, and preserved by LUCASC.
- Collections that come with an exhibition or digitization requirement.
- Collections that require any area of the library or campus to be named for the donor.
- Collections requiring significant organizational resources.

Unsolicited donations not related to the established collections will be refused unless, in the opinion of the Dean of Libraries, refusal might cause adverse publicity or unwarranted offense to the individuals involved.

Acquisitions become the property of Loyola University Chicago per the deed of gift agreement or purchase receipt for rare books. The deed of gift, executed by the Office of the General Counsel, transfers legal ownership and intellectual property rights (copyright) to Loyola University Chicago.

Because of Internal Revenue Service regulations and conflict of interest issues, LUCASC staff will not appraise donated materials, provide tax advice, or interpret tax laws. Donors wishing an appraisal of materials are referred to [appraisal resources](https://www.newberry.org/collection/research-guide/appraisal-resources) maintained by the Newberry Library at <https://www.newberry.org/collection/research-guide/appraisal-resources> .