



The Archives and Special Collections Department of Monterey Peninsula College Library

Mission Statement:

The Archives and Special Collections Department of Monterey Peninsula College Library (the Archives) supports the mission of the College and the Library by collecting, preserving, administering, and providing access to its holdings. The Archives strives to enhance instruction through presentation and use of archival materials in classroom or other institutional settings. The Archives strives to inform and educate the larger community through exhibits and presentations that expand public awareness of the value of preserving our cultural memory.

Access and Use Statement:

The Archives houses non-circulating materials requiring care and control that cannot be provided in the open stacks. Materials in these collections are available for use by interested users on an appointment-only basis. No material may be removed from the Archives' reading room except by designated Library staff members. Please see "Access and Use Policy" document for more detailed guidelines.

Collection Development Policy:

This policy document serves as a practical guide to ensure that activities related to selection, acquiring, managing, and discarding the Archives' materials are in keeping with the Department's mission and support Library and institutional activities.

Responsibility for Selection

The Technical Services librarian coordinates the selection and maintenance of the Archives' collections.

Types of Material Collected

Archival holdings include non-current institutional records of historic value, college publications, photographs and other items important to documenting the social and cultural heritage of the college. Special Collections houses a variety of material, including art and books, selected to help preserve the cultural heritage of the Monterey Peninsula.

Donation Policies

The collections have been richly enhanced by the donations of materials to the library and we welcome future donations that are in keeping with our collection's scope as specified in the Archives' mission statement. Specifically, we are interested in materials that document the history of Monterey Peninsula College and the cultural heritage of the Monterey Peninsula. A determination of whether an item or collection will be appropriately placed at the Archives requires careful review, as we consider its provenance or history, and its potential for use by our faculty, students, and community. Due to physical and budget restraints, the Archives may be unable to accept all suitable donations.

The Future of the Archives

Further development of the Archives to allow for the proper care, preservation and digital access of its records will be dependent upon budget considerations and donations.