

Mission Statement: Archives and Special Collections Department of Dickinson College

The Archives and Special Collections Department of Dickinson College serves variously as an educational, cultural, and institutional resource, providing access to an array of research materials while at the same time offering exhibitions of select holdings. The department houses valuable collections of rare books, personal papers, photographs, artifacts, and college records. Materials range as far back as the Medieval Period, though the bulk of the materials date from 1780 through to the present.

Formally established in 1975 as the repository for the official records of Dickinson College, the Archives and Special Collections Department recognizes its mission in support of the institution to include the following goals and objectives:

1) To support the ongoing administration of the college through the proper and efficient management of the official institutional record.

The Archives and Special Collections Department shall be responsible for identifying, collecting, organizing, and preserving the official documentary record of Dickinson College in the interest of maintaining institutional continuity, of ensuring compliance with all pertinent legal and financial regulations, of promoting general administrative efficiency, and of offering sufficient material for research. The Archives and Special Collections staff shall assist the operation of the college by providing guidance to administrative and academic departments regarding the management of their college records.

2) To support the educational function of the college by preserving and making available for research various materials of a rare and unique nature.

The Archives and Special Collections Department shall be responsible for acquiring rare books, personal papers, photographs, and artifacts which support the institutional curriculum and the research interests of the faculty, students, and administrators of the college. Such acquisitions are intended to foster creative teaching and learning thereby stimulating the intellectual atmosphere of the Dickinson community. The faculty and administration shall be responsible for identifying specific educational and research needs pertaining to rare and unique materials for potential acquisition and to make recommendations regarding such needs to the College Archivist or the Special Collections Librarian.

3) To support the educational and research efforts of members of the local community, the Dickinson College community, and the scholarly community at large.

The Archives and Special Collections staff shall be responsible for providing appropriate levels of assistance to all researchers interested in making use of the materials maintained within the department. The Archives and Special Collections Department shall collect books, personal papers, photographs, and artifacts which reflect the history of Dickinson College, its personalities, and its related communities. These materials, in turn, support research efforts of local, national, and international import, given the significant role that Dickinson personalities have played in political, social, educational, and scientific endeavors since the founding of the institution. The Archives and Special Collections Department also serves research and scholarship more generally by publicizing the content, value, and various uses of the archival collections to the entire research community.

**Approved by the Committee on Archives and Special Collections, 18 October, 2000.
Updated and Approved by the Library Management Team, 3 April 2013.**