

Policy Number	110.000
Policy Title	LIBRARY ARCHIVES POLICY
Responsible Officers	Library Director
Responsible Offices	Library, Development
Summary	This policy statement has been created to ensure a collective understanding of the material and contents held by the Columbia International University Archives.
Definitions	Archives - a collection of historical documents or records providing historical information about CIU Dissemination - the act of sharing information Preservation the act of preserving documents and records to ensure accessibility to future generations Metadata provides details and information about the resources to allow search ability
Approving Body	Academic Council; Administrative Council
Approval Date	April 3, 2017; April 10, 2017
Last Revision	January 26, 2017
Re-evaluation Date	Spring 2022
Departmental Impact	All CIU

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Policy Statement

This is a new policy, created to ensure a collective understanding of the material and contents held by the Columbia International University Archives. It also describes the dissemination and audience who will be able to access and view

Rationale

This policy has been created to provide guidance for the organization, preservation, and dissemination of collected