

Regis University Archives and Special Collections

1. Gifts-in-kind [memorabilia, books, papers, institutional records, etc., not cash] to the Regis University Archives and Special Collections shall be accepted if they provide material that documents the institutional history, life, and culture, of Regis University, its predecessor institutions, and Loretto Heights College, and/or augments the educational resources pertinent to the academic programs of the university.
2. Acceptance of gifts-in-kind housed in the Regis University Archives and Special Collections will be determined by the Dean of the Library and/or the Archivist.
3. Substantial gifts-in-kind requiring special acknowledgment and receipting for tax purposes to Regis University Archives and Special Collections [gifts over \$5,000.00] will be handled by the Dean of the Library and the Archivist in concert with University Advancement.
4. Gifts-in-kind accepted by the Dean of the Library and/or the Archivist will be acknowledged by a Gift-in-Kind Receipt.
5. The Archives and Special Collections will provide a secure and stable environment for the materials and will house, organize, describe, and maintain them in accordance with accepted archival principles and procedures to ensure both preservation and accessibility to researchers, faculty, students, and alumni. All archival materials and collections are preserved in a climate-controlled environment.
6. All archival collections will be available to all qualified researchers on equal terms of access. Any restrictions on access requested by the donor for reasons of confidentiality must be noted on the Gift-in-Kind Receipt and agreed to by the Dean of the Library and/or the Archivist.
7. The Archives and Special Collections will dispose of any materials which are determined to have no permanent value, or historical interest, or are surplus to the needs of Regis University.