

## COLLECTION DEVELOPMENT POLICY

**Statement of Purpose:** To collect the official records and publications of The Sage Colleges, as well as manuscripts, faculty publications, photographs, audiovisual material, memorabilia, artifacts, and other unique items pertaining to the colleges.

### Collecting Areas

- **Institutional Records** from college administrative offices, departments, committees, faculty, and campus organizations. Types of records include:
  - Organizational documents
  - Policy statements
  - Reports
  - Correspondence
  - Meeting minutes
  - Memoranda
  - Correspondence and email
  - Self-study and accreditation reports
  - Faculty vitae
  - Maps and blueprints
- **Campus Publications:** newspapers, newsletters, magazines, catalogs, bulletins, programs, yearbooks, posters, directories, and other ephemera
- **Personal Papers** of faculty, administrators, alumnae, and students
- **Publications and Academic Work** of faculty, administrators, alumni, and students
- **Artifacts and Realia** related to college life at TSC
- **Subject Files** on The Sage Colleges, administrators, faculty, students, alumni, and athletics
- **Student Artwork and Scrapbooks**

### Formats and Types of Material

- **Audio and Audiovisual material**, in analog and digital formats
- **Digital Records**
- **Paper-based Records and Manuscripts**
- **Books**
- **Photographic material**, including negatives, prints, slides, and digital images
- **Maps, Plans, and Blueprints** of the college campuses in Troy and Albany

### Accepted Digital Formats

- **Text** ASCII Text, Unicode Text, ODF, PDF/A-1, PDF/A-2, DOC, DOCX
- **Text, scanned** TIFF, JP2, PNG, PDF/A
- **Presentation Formats** ODP, PDF/A-1, PPT, PPTX
- **Structured Data** CSV, ODS, ASCII Text, JSON, XML, XLXS, XLS
- **Email** Individual: EML, MBOX, XML, MSG; Aggregated: PST, MBOX

- **Images** TIFF, JPEG, JP2, PNG, JFIF, DNG
- **Audio** FLAC, MP3, WAV
- **Video** AVI, MOV, MPEG-4, WMV, MPEG-2,
- **Computer Aided Design (CAD)** X3D, STEP

**Chronological Guidelines:** No limitations.

**Language Guidelines:** No Limitations.

**Geographical Guidelines:** Content pertaining to Troy, NY may be accepted when relevant to Russell Sage College.