



Collection Policy for University Archives
Tennessee Tech University Angelo and Jennette Volpe
Library Room 100
1100 N. Peachtree Avenue, Cookeville, TN 38501
Phone: 931-372-3537 Email: archives@tntech.edu

Tennessee Tech University Archives collects materials of legal, fiscal, and historical significance to the University and documents the University's personnel, administration, programs, and operations. These are records and materials of permanent historical value that document the programs, people, and decisions made at the University. The archives collects materials from the academic departments, offices, research centers, and campus-wide initiatives of the University based on the University's [Records Retention Policy](#). It also collects University publications including newsletters and newspapers, serials and journals published by the University, University histories, scrapbooks, administrative and academic committee files, blogs, websites, and e-newsletters managed by the University. Archives collects University promotional materials and ephemera such as programs, tickets, fliers, announcements, posters, and post cards and memorabilia.

Tennessee Tech University Archives collects materials documenting student life and social events, as well as life on the campus, including materials of clubs and intellectual and cultural events. This includes the student body, theaters, and organizations affiliated with the University. These records include club records such as minutes and bylaws, photographs, printed materials, correspondences, scrapbooks, ephemera such as programs, tickets, fliers, journals, announcements, posters, social media, blogs, websites, and e-newsletters. Alumni papers are included in the archives on a case-by-case basis.

Faculty papers included in records collection are lecture notes, reading lists, handouts, classroom materials, correspondence, committee and community service records, grant proposals reports, curriculum vitae, photographs, lab notebooks, research notes, policy documents, multi-media, and publication lists.

It does not collect research collections found in other libraries and archives (copies of original materials held elsewhere), published works that would be in the general library collection, large, museum items, materials suffering from mold or extreme damage, student records, equipment, plaques, and trophies. It also does not collect federal records held by the National Archives or any federal government entity. Archives does not collect reference copies of publications from other departments or drafts where a final version exists. We do not collect over three copies of any materials.

For questions regarding the collection policy or to donate your materials, contact the archives at archives@tntech.edu