

## Collection Policy for COVID-19 archive

### PURPOSE

The COVID-19 archive exists to chronicle the experience of the Villanova community during the coronavirus pandemic. The COVID-19 pandemic has affected every part of Villanova and the collection is an opportunity for future generations to learn about this unprecedented time from every facet that makes up the Villanova community. The collection includes the events from January 2020 to the aftermath of the pandemic. The community includes student, faculty, staff, and alumni. The collection scope includes:

- Events and decision-making of campus administration and departments
- Faculty experience, response, and research
- Student experience on-and-off campus
- Affects on courses, employment, and family

Unlike traditional transfer and donation practices to the archives, the pandemic collecting process is spontaneous and crisis collecting, meaning collecting activities are occurring simultaneously as events unfold. The policies and scope are based on Villanova University Archives collecting policy and best practices developed by the Tragedy Response Initiative of Society of American Archivists.

### POLICY

Acquisition of materials is based on the preservation and digital archivist actively collecting campus records, other COVID-19 collecting projects, and accepting donations from the community. All of Villanova community is eligible to donate. All donations will require a permissions form acknowledgement or signed prior to acquisition. The preservation and digital archivist is the authoritative body to select and deaccession materials for the collection based on existing collection policies.

Due to the nature of the crisis all collecting will include a request that submissions do not include materials restricted under FERPA, HIPAA, and other privacy concerns. Additional restrictions will be evaluated after acquisition.

All materials collected will be arranged and description in the form of a finding aids made accessible by University Archives. Restrictions based on copyright or privacy will be noted in the finding aid and restrict immediate public access. All materials collected are subject to future research, digitization, and access.

### SCOPE

The materials to collect for the COVID-19 archives include but are not limited to:

- Artistic responses
  - Zines, artwork, journals, etc.

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- Accepted file formats: .doc, .xlst, .tiff, .jpeg, .flac, .gif, .mov, .mp3, .mp4, .txt, .wav
- Written accounts (analog and digital)
- Audio recordings
  - Accepted file formats: .flac, .gif, .mov, .mp3, .mp4, .wav
- Correspondence (digital and analog)
  - Emails and text messages included: .pdf, .mbox, .msg
- AV footage
  - news coverage, home movies, witness recordings, etc.
  - Accepted file formats: .flac, .gif, .mov, .mp3, .mp4, .wav
- Memorabilia (digital and analog)
- Memorial programs and artifacts
- Newspaper clippings (analog)
- Oral or video histories
  - Accepted file formats: .flac, .gif, .mov, .mp3, .mp4, .wav
- Organizational records of associated response and/or aftermath groups
- Photographs
  - Accepted file formats: .tiff, .jpeg, .pdf
- Publications
- Reports and legislation
- Scrapbooks
- Social media (Twitter, Instagram, Facebook, Snapchat, Tiktok)
  - Official Villanova accounts
  - Single posts (no accounts in entirety)
  - Accepted file formats: .flac, .gif, .mov, .mp3, .mp4, .wav
- Tributes left at spontaneous, temporary, or public areas on campus
- Websites
  - Official Villanova urls
  - Faculty/Staff/Alumni/Student personal websites or blog posts (with documented permission or submission)

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