



**University Archives and Special Collections  
Colorado Chicano Movement Archives  
Collection Policy**

**1. Introduction**

The Colorado State University Pueblo's University Archives and Special Collections (UASC) is a part of the University Library System. Its mission is:

- To collect, preserve and make accessible materials that document all aspects of the University community.
- To collect, preserve and make accessible materials that document local and regional history, particularly materials related to historically underrepresented groups.

**2. Mission and purpose**

The mission of the Archives is as follows:

- To appraise, collect, organize, preserve, and provide access to archival materials which document the history of Colorado State University Pueblo and the ethnic heritage and diversity of Southern Colorado
- To provide appropriate conditions and facilities for the retention, protection, and preservation of such records.
- To provide regular reference services and access to individuals, organizations, or other groups interested in the collections.
- To encourage the use of the collection and to increase the public awareness and appreciation of said archival materials through the website, educational programming, publications, exhibitions and a variety of other outreach programs.

**3. Subject Scope**

The department collects, preserves and makes available for research unique primary source material relating to the Colorado Chicano Movement. Exceptions to this policy are made on a case by case basis by the University Archivist in

consultation with the Colorado Chicano Movement Advocates Advisory Board, as necessary.

**A. *Subjects/types of materials collected:***

The primary focus will be on collecting *primary sources* relating to all aspects of the Colorado Chicano Movement.

*Primary sources* of information provide first-hand accounts of events, practices, or social conditions of a specific time in history. In general, these are documents that were created by the eyewitnesses or first recorders of these events at about the time they occurred.

Types of materials collected include, but are not limited to the following types of materials:

- Correspondence
- Diaries
- Official Records
- Printed Material
- Financial Documents
- Scrapbooks and Scrapbook Material
- Maps, Charts, Diagrams, Graphs, Lists
- Architectural Drawings
- Literary Productions
- Legal Documents
- Audio and Video Recordings
- Photographic Material
- Digital Records

Note: See the appendix for an expanded description of the categories of materials listed above.

**B. *Geographic Areas of Collecting:***

The primary focus will be Colorado, with emphasis on Southern Colorado. Other regions will be considered depending upon their relevance to the scope of the primary area.

**C. *Chronological Periods Collected:***

20<sup>th</sup> and 21<sup>st</sup> centuries.

***Forms of Material Collected:***

The University Archives and Special Collections contains, and will acquire, materials in all formats, including archives, maps, photographs, films and videos, sound recordings, digital files and printed matter.

The archives may also collect artworks and artifacts on a case-by-case basis, as determined by the collecting areas stated above.

#### ***D. Oral History Program:***

The archives, with the assistance of the Chicano community and CSU-Pueblo students conduct video and/or audio interviews with Chicano activists and others who have first-hand experience of the Chicano movement.

Narrators are chosen by the Colorado Chicano Movement Archives Advocates Advisory Board and the University Archivist.

The department collects, preserves and disseminates the interviews conducted by community members, students and faculty according to accepted archival standards.

#### ***E. Exclusions:***

The University Archives and Special Collections will generally not accept material outside the collection guidelines.

#### **4. Clientele**

The Archives will make materials available to all researchers on equal terms, subject to the Colorado State University Pueblo University Archives and Special Collections Access and Use Policy.

#### **5. Authenticity, Integrity and Security**

The university archivist and library staff strive to preserve and protect the authenticity of records and collections in their holdings by documenting their use in hard copy and electronic formats. The archives has a fundamental obligation to preserve the intellectual and physical integrity of said collections. CSU Pueblo staff will not alter, manipulate, or destroy data or records to conceal facts or distort evidence. Furthermore, the CSU Pueblo staff will protect all materials for which they are responsible and guard against defacement, physical damage, deterioration, and theft. The staff of CSU Pueblo will cooperate with colleagues and law enforcement agencies to apprehend and prosecute thieves and vandals and will uphold all federal, state, and local laws.

#### **6. Separations**

In the course of arranging and describing the materials donated, the archives will retain substantive materials of enduring historic value and separate out those materials that are duplicative or outside the collecting scope of the repository.

Options include shredding out-of-scope materials, transferring them to another repository, or returning them directly to the donor.

The deed of gift transferring ownership of a collection asks donors to specify their wishes concerning materials not retained by the Archives.

No personal gain resulting from separated material is to be realized by any individual having any affiliation with CSU Pueblo.

**7. Cooperative Collection Development Efforts**

CSU Pueblo will seek to work with other institutions involved in similar efforts, as appropriate.

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## Types of Materials We Collect

### CORRESPONDENCE

- Letters
- Greeting cards
- Telegrams
- Letter books

### OFFICIAL RECORDS

- Minutes
- Annual reports
- Convention proceedings
- Conference proceedings
- Committee minutes and records
- Publicity files

### PRINTED MATERIAL

- Awards
- Pamphlets
- Brochures
- Proofs
- Circulars
- Flyers
- Newspapers/Newspaper clippings
- Posters and broadsides
- Programs
- Newsletters
- First editions

### FINANCIAL DOCUMENTS

- Ledgers
- Journals

### SCRAPBOOKS/SCRAPBOOK MATERIAL

MAPS, CHARTS, DIAGRAMS,  
GRAPHS, LISTS

### ARCHITECTURAL DRAWINGS

### LITERARY PRODUCTIONS

- Research notes
- Manuscripts
- Reminiscences
- Memoirs
- Reports
- Speeches
- Sermons

### LEGAL DOCUMENTS

- Contracts
- Petitions
- Agreements
- Briefs
- Depositions
- Wills

### AUDIO/VIDEO RECORDINGS

- Cassette tapes
- CDs
- DVDs
- Reel to reel audiotape
- Videocassettes
- 8, Super 8 and 16 mm film
- Professional quality videotape – Beta, Umatic, etc.

### DIGITAL RECORDS

- Diskettes
- Zip disks
- Flash drives