



Connie Henke Yarbro Oncology Nursing History Center Collection Development Procedures

I. Definitions

- a. Acquisition: the process of seeking and receiving materials from any source by transfer, donation, or purchase; materials physically and officially transferred to a repository as a unit at a single time¹
- b. Appraisal: is the process of determining whether records and other materials have permanent (archival) value²
- c. Born analog: originating in nondigital format³ (e.g., film photographs and negatives; paper correspondence; newspaper clippings)
- d. Born digital: originating in a computer environment⁴ (e.g., digital photographs, audio and video recordings; electronic correspondence, newsletters and publications)
- e. Deed of gift: a contract establishing conditions governing the transfer of ownership to archival resources and specifying any restrictions on access and use. Deeds of gift may also apply to intellectual property⁵
- f. Enterprise records and personal papers:
 - i. Enterprise records are created by the Oncology Nursing Society, Oncology Nursing Foundation, and Oncology Nursing Certification Corporation throughout their regular course of business.
 - ii. Personal papers are collected by an individual or family who is not a staff member.

II. Purpose

The purpose of these procedures is to describe the process for identification of potential materials, appraising historical and research value and the cost to maintain them, selection of materials, and acquiring materials for archiving in the Connie Henke Yarbro Oncology Nursing History Center.

¹ from SAA Dictionary - <https://dictionary.archivists.org/entry/acquisition.html>

² from Society of American Archivists (SAA) Dictionary - <https://dictionary.archivists.org/entry/appraisal.html>

³ from SAA Dictionary - <https://dictionary.archivists.org/entry/born-analog.html>

⁴ from SAA Dictionary - <https://dictionary.archivists.org/entry/born-digital.html>

⁵ from SAA Dictionary - <https://dictionary.archivists.org/entry/deed-of-gift.html>

III. Audience, purpose, and use of materials

Collection development decisions are based on the research use and needs, both current and future, of our audience, as outlined below:

- Staff
 - Oncology Nursing Society
 - Oncology Nursing Foundation
 - Oncology Nursing Certification Corporation
- ONS Membership
 - Board of Directors
 - Leadership Development Committee
 - Chapters
 - Member nurses
 - Nonmember nurses
 - Volunteers
- Researchers
- Students
- The broader oncology community
 - Patients
 - Caregivers
 - Other non-nursing oncology professionals

- **Collection Scope**

The Connie Henke Yarbro Oncology Nursing History Center is comprised of three main Collections:

- **Enterprise Archives**
 - Records created by the:
 - Oncology Nursing Society (inclusive of chapters, committees and other appointed groups)
 - Oncology Nursing Foundation
 - Oncology Nursing Certification Corporation

- **Special Collections**
 - Personal papers donated by members of the oncology profession, including oral and video histories, memorabilia, and other materials relating to the profession.

- **Rare Books**

- Relevant works by staff, members, volunteers, and others within the oncology nursing profession that are out-of-print or otherwise difficult to obtain.

Materials outside this scope may be evaluated on a case-by-case basis by Center staff to determine their value to the Center goals.

Materials in the Center's existing collections include, but are not limited to, photographs, audio and video recordings, born-digital records, textiles, 3D objects, ephemera, and paper documents.

Materials exhibiting the following characteristics are not collected:

- Materials exhibiting mold or exposure to rodents or pests
- Severely damaged or extremely fragile items

For any donations outside of that scope, Center staff may assist the donor in finding another repository that would be a better fit for their materials.

V. Acquisition methods

The Center acquires materials through donation and internal transfer from corporate departments as is required by the Record Retention Policy and Schedule. The decision to acquire materials is based on appraisal by the Center Director to assess the historic and/or research value of the materials as well as the cost to process, preserve, store, and maintain the materials. Collecting responsibilities ultimately reside with the Center Director with input from appropriate stakeholders.

- a. Internal transfer of organizational records
 - i. Following the Records Retention Schedule and Policy, internal departments will transfer custody of records that have historical value to the Center after the end of their legal retention period.
 - ii. Staff should refer to the document "Records Management Best Practices" for guidance.
- b. Donations
 - i. Transfer of donations that fall within the collection scope will be arranged with Center staff. Potential donors will be supplied with a Deed of Gift form and a worksheet for preparing their materials for transfer to the Center.
 - ii. It is preferable that materials be donated without access restrictions. If a donor requires restricting or limiting access or use or if materials are to be embargoed for a stated period of time, such language must be stated in

the signed Deed of Gift form. The Center will honor those restrictions designated by the donor. The director oversees noncommercial rights management for permissions to use images, oral and video histories, and documents under copyrights and other intellectual property rights held by the Center.

VI. Deaccessioning

Care and consideration will be given to the deaccessioning of any items already in the Center collections. Materials that are redundant, deteriorated, have no provenance or supporting documentation, or are outside the Center's collections scope will be considered for deaccessioning. The director may consider other materials to be deaccessioned as the current collection is processed. The disposal of these items will be made on a case-by-case basis and will be documented thoroughly. Care in this process will be taken because of the sensitivity surrounding this action.

VII. Other considerations

a. Duplicates

Duplicates of materials already owned by the Center will not be collected except in extraordinary circumstances.

b. Language

The Center will collect materials primarily in the English language; however, materials in other languages will be considered on a case-by-case basis.

Revised March 2024