



Long Island Studies Institute Collections Policy

I. Core Mission

The Long Island Studies Institute serves as a repository for unpublished, organizational records and personal papers that document the history of Long Island. Through its collections and services, the Institute supports the mission of Hofstra University's instruction and scholarship, as well as, the broader scholarly activities of researchers.

II. Primary Functions

1. Appraise, collect, organize, describe, make available, and preserve primary and secondary resource materials emphasizing the documentation of Long Island history.
2. Provide adequate facilities for the retention and preservation of such records.
3. Serve as a resource and laboratory to stimulate and nourish creative teaching and learning through the use of primary research materials and provide instruction in the use of those materials.
4. Serve research and scholarship by making available and encouraging the use of its collections by members of the university and the public at large.
5. Disseminate research and information concerning the documentary heritage of the university and Long Island.

III. Geographic Scope

The Archives' collecting area is comprised of Nassau and Suffolk counties that make up the region known as Long Island.

IV. Subject Scope

A fundamental goal of the Archives is to acquire strong primary source collections that document regional life and the development of Long Island. These collections should address the historical research needs of the general public, students, and scholars. The Archives maintains visual images (photographs, postcards and digital images) as well as diaries, correspondence and other documents. In order to maximize the Archives' limited resources, collection activities will focus on the following subjects:

1. The history of the development of Long Island from an agrarian to a suburban center:

Agriculture represents an historical human activity that has defined the development of Long Island. Consequently, the Archives seeks to collect primary source material created by individuals, organizations, and businesses that document the history of agriculture in Nassau and Suffolk, as well as those that led to the eventual suburbanization of Long Island.

2. The history of politics and government:

The Archives seeks to collect primary source material created by individuals, civic and political organizations, and government, that document the history of politics and government in Nassau and Suffolk.

3. The history of religion and religious organizations:

Immigration to Nassau and Suffolk from other countries, as well as from New York City, in the early twentieth century had a significant impact on the social, cultural, and political development of Long Island. Immigrants brought with them their religious ideals and institutions, making this activity a significant component of the region's historical development. Consequently, the Archives seeks to collect primary source material that documents religious institutions and organizations.

4. The history of environmental conservation and preservation:

The tension between the built environment and the natural environment became an important component of the history of Nassau and Suffolk beginning in the latter half of the twentieth century and continuing into the twenty-first century. The Archives seeks to document this historical development through the collection of primary source material created by individuals, organizations, business, and government that document the history of environmental conservation and preservation.

5. The history of the maritime industry:

Long Island has many different ties to the maritime industry whether through pleasure boating or through the work of the bay men, fisherman or those that work on our shores. The Archives seeks to document the work of these individuals through the collection of documents that pertain to their history.

6. The great estates and hotels of Long Island:

The great estates and hotels that dotted both the North and South shores of Long Island have been disappearing year after year. It is important to document through photographs, documents and ephemera the estates and hotels that were once so prevalent on Long Island.

7. Family history including the families of immigrant groups:

The family history of Long Island is both varied and important. The Archives documents that history through scrapbooks, diaries, correspondence and memorabilia.

V. Acquisition of Historical Materials

1. The archivist has the primary responsibility for Archives collection development.
2. The archivist encourages involvement of Hofstra University administration, Axinn Library faculty and staff, History Department faculty, Hofstra University community, regional community, and archives patrons in collection development efforts.
3. Archives materials are normally acquired in the following manner:

Donation – Donation of materials is both an active process of soliciting for particular materials and a passive process of accepting materials which are brought into the Archives. The Archives both encourages donation of materials which are brought into the Archives and actively solicits for particular materials. It is Archives policy to encourage donation of materials which are in keeping with the subject scope of the Archives collection. Gifts of materials with mixed historical values may be accepted if the Archivist has the right to discard or otherwise remove unwanted items. The Archivist reserves the right to decline donations which carry stringent donor restrictions. The Archivist will determine that the donor has, in fact, the right to make the donation, and that the donation is not encumbered by ethical and legal problems. All donations must be represented on a legal donor form which includes a description of the materials; name, address, and signature of donor; date of donation; description of any restrictions attached with the donation, and signature of Archives representative accepting the donation.

VI. Access to Collections

The Archives will provide complete and universal access to all historical manuscript collections and University records. Exceptions will be made for historical manuscript material identified as closed to public access as stipulated in the donor agreement.

VII. Cooperative Agreements and Understandings

The Archives seeks to work cooperatively with all private and public organizations engaged in the identification, acquisition, and preservation of historical primary sources. The Archives will refer donors or potential donors with collections that do not fit within the guidelines of this collection policy to a more appropriate repository. Exceptions will be made for collections of significant historical value that cannot be accepted or maintained adequately by a more appropriate repository. This decision will be made jointly by the archivist and a representative of the alternate repository.

VIII. Deaccessioning

Recognizing that the Archives may face future resource and space limitations, the Archivist will periodically review all acquisitions to determine whether or not they should remain within the

Archives' regional historical collections. Should the Archivist determine that a particular collection warrants deaccessioning, the Archivist will make every effort to transfer custody and ownership to another repository, the donor, or the donor's heirs prior to the collection's destruction.