

Policy Number:
Current Status: Active
Publication: Library Handbook

**BLESSING-RIEMAN COLLEGE OF NURSING AND HEALTH SCIENCES
POLICIES AND PROCEDURES
BLESSING HEALTH PROFESSIONS LIBRARY**

TITLE OF POLICY: Archives

ORIGINAL DATE: March 2014

SOURCE: Curriculum Committee

LAST APPROVED BY COLLEGE SENATE: October 2016

LAST REVIEWED/REVISED BY BOARD POLICY COMMITTEE: February 2018

LAST APPROVED BY BOARD OF TRUSTEES: March 2018

Purpose: The purpose of the policy is to define and guide the collection in use at the archives at the Blessing-Rieman College of Nursing & Health Science's Library.

Policy: Blessing Health Professions Library serves as the archival repository for Blessing Health System to assemble, preserve, and make accessible historical records of Blessing Health System, Blessing-Rieman College of Nursing and Health Sciences, The Alumni Association of Blessing Hospital, St. Mary Hospital and School*, and The Adams County Medical Society.

*In 2014, The Archives of St. Mary Hospital and School were sent to the Franciscan Sisters of the Poor Archives., St. Clare Convent, 60 Compton Road, Cincinnati, OH 45215: (513) 761-9040 x106

Procedure:

Archival Use

The Archives are managed for preservation and access and organized by archival standards. Online access to the collection is available at the Illinois Digital Archives which is linked on the library website. The current collection relies on a print finding aid. The collection is open for research to all members of the health system community, visiting scholars, and the scholarly public under the following guidelines:

- The researcher must contact the library before using any materials. It is best for the researcher to speak with library staff to determine what materials they want to view.
- The researcher must make an appointment to view any part of the collection when the professional staff is available.
- A sign-in archival log is kept. The researcher signs-in with date, time, their name, address, phone, email, etc.
- To protect the materials from damage:
 - The researcher must use only pencil and paper to take notes, or may use a laptop computer.
 - No scanning, photocopying, flash photography, or other reproduction of documents is allowed without permission from the staff
 - No eating, drinking in the archival room or while using any archived material
 - Because of staff and space limitations, only one researcher at a time may be accommodated in the archives.

Collection Development

As the final repository of the intellectual record of Blessing Health System, Blessing-Rieman College of Nursing and Health Sciences, The Alumni Association of Blessing Hospital, and The Adams County Medical Society, information documenting this record is collected in many formats. The records include but not limited to are:

- The founding charter and/or legislative documents of the Charitable Aid and Hospital Association, Blessing Hospital, Blessing Hospital Training School for Nurses, Blessing Nurses Alumni Association, and the Adams County Medical Society.

- Agendas, minutes, and supporting documents for meetings of the governing board/s.
- Correspondence, office records, and annual reports.
- Student academic records deemed historical.
- Summary budgets and financial reports.
- Publications such as catalogs, class schedules, curriculum, and student handbooks.
- Faculty, staff, student, and alumni directories.
- Publications of faculty, student, and alumni organizations and activities, including the student newspaper, and alumni bulletin.
- Publications stemming from individual faculty and staff, their organizations and activities.
- Public relations materials including news releases, newsletters, brochures, posters, etc.
- Photographs, audio, video tapes, or digital copies of activities and personalities.
- Memorabilia or any item containing logos or created for some health system event or organization.

Deed of Gift Agreements

The Archives accepts gifts pertinent to the mission of the collection. The gift must be historically valuable and appropriate for this repository before acceptance. Signed and acknowledged gift forms (see attached) are processed at time of receipt, with one copy for the giver and one copy for the Archives. Blessing Foundation is notified of all gifts and assigns value of the gift. The Archives staff reserves the right to curate the collection as needed relying on archival standards and staff expertise.

Privacy

The archival staff complies with the applicable ethical, legal, and regulatory codes for protecting the rights of privacy of individuals who are represented in the archival collections and follows the record retention policies of Blessing Health System and Blessing-Rieman College of Nursing and Health Sciences. HIPAA, The Health Insurance Portability and Accountability Act of 2003 preempts state law. As the law places no time limits on the confidentiality or privacy of records, significant challenges are created for special collections in libraries, although realistically HIPAA protects information from 2003 to the present. FERPA, the Family Educational Rights and Privacy Act of 1974, pertains to the release of and access to educational records. Student files are closed to researchers for the life of the student plus 50 years or for 100 years from the date of creation, whichever comes first. The categories of materials protected by law include: patient records and identifiable health information, records of research involving human subjects, student records and information, intellectual property, and copyright material.



**Blessing-Rieman College of Nursing & Health Sciences
Gift Form**

I, _____, hereby donate and convey to Blessing-Rieman College of Nursing and Health Sciences, all title and interest that I possess in the following materials.

Dates Material Received _____

Donor Name _____

Donor Address _____

Donor Phone Number _____

Donor Email Address _____

Items Donated: (include notes on condition)

Signature _____

Received by _____
Blessing Health Professions Library
Blessing-Rieman College of Nursing & Health Sciences
Broadway at 11th St.
P O Box 7005
Quincy, IL 62305-7005