

OHSU Historical Collections & Archives

Collection Development Policy

OHSU Historical Collections & Archives acquires publications, archival collections, visual materials, digital objects, and artifacts that support the research, teaching, and outreach programs of OHSU. Emphasis is placed on unique or rare materials of enduring cultural value. Materials are collected in all formats.

The department's collecting activities focus on building existing collection strengths and prioritize the needs of OHSU faculty, students, and staff. Priority collecting areas are: OHSU and its predecessor institutions; health sciences in the Pacific Northwest; and rare books on the health sciences in general.

Collections are selected for acquisition by the Head of Historical Collections & Archives and/or the University Archivist. HC&A works with the Library's Collection Development Committee to ensure alignment with overall collecting policies in the library.

Below are collecting policies specific to major HC&A collections:

Rare Book Collections

Rare books are acquired by purchase or donation. Collecting emphasizes items that are significant to the history of the health sciences, and items not held in other libraries in the Pacific Northwest. Materials in wide circulation in other libraries, and duplicates of items already held in the library, are generally not accepted.

Local Publications

Local publications, including books, periodicals, and other published materials, are acquired by purchase or donation. HC&A is committed to serving as a permanent repository for health sciences-related materials published by Pacific Northwest authors or organizations, as well as publications with a focus on health sciences in the Pacific Northwest. Duplicates of items already held in HC&A are generally not accepted.

University Archives

The university archives consist of the permanent documentary record of OHSU and its predecessor institutions. OHSU's Records Retention Policy designates HC&A as the official repository for institutional records of permanent value. Collections include administrative records, research materials, and personal materials of OHSU employees and students. Collections are acquired by donation or administrative transfer. Materials are collected in all analog and digital formats. HC&A complies with HIPAA and all other legal requirements in collecting and managing patient records and other sensitive materials.

Manuscript Collections

Manuscript collections consist of unpublished materials, with an emphasis on the history of the health sciences in the Pacific Northwest. HC&A is committed to serving as permanent repository for health sciences-related materials generated by organizations and individuals in the Pacific Northwest, particularly when no other appropriate repository can be identified. Like the university archives, the collections may consist of administrative records, research materials, and personal materials. However, manuscript collections may not pertain closely to the history of OHSU, but rather to health sciences in the region in general. Materials are acquired by donation. Collections may be declined if another repository appears to be a more appropriate destination, or if HC&A is unable to support a collection due to its size, preservation needs, or access requirements. HC&A complies with HIPAA and all other legal requirements in collecting and managing patient records and other sensitive materials.

Artifact Collections

HC&A's artifact collections consist of museum objects, with an emphasis on the history of health sciences in the Pacific Northwest. Collections include equipment, supplies, specimens, instruments, and other artifacts that may be interpreted for research and teaching. Items may be declined if they lack historic value or duplicate items already held in collections. Items may also be declined if another repository appears to be a more appropriate destination, or if HC&A is unable to support a collection due to its size, preservation needs, or access requirements. Materials are acquired by donation.