

University Archives Collection Policy  
2021

The High Point University Archives serves as the repository for the historical records of High Point University. Its primary purpose is to document the history of the University. The Archives collects, preserves, and makes available analog, digitized, and born-digital historical records and memorabilia documenting the history of High Point College and High Point University and the early history of the United Methodist Church in North Carolina.

High Point University collects and maintains:

- The official records, papers, and publications of High Point University.
- Artifacts and memorabilia relating to the history of Yadkin College, High Point College, and High Point University.
- Personal and professional papers of persons involved in the founding and growth of High Point University.
- Photo prints, negatives, slides, audio and video film, tapes, and reels, oral history interviews, and compact discs documenting the development of the University.
- Maps, prints, and architectural drawings documenting the physical changes and development of the University.
- Official records, papers, and publications of the United Methodist and the Methodist Protestant Church of the Western North Carolina Conference.

The Archives maintains an online digital collection of yearbooks, student publications, and various other collections of documents and photographs. These collections are available for viewing by going to the [HPU Archives](#) website.

Materials may be acquired by gift or bequest, or any other transaction that passes title of the materials to High Point University Archives. Those wishing to donate are asked to contact the Library Director before filling out a Deed of Gift form.

Deaccessions: Due to limited space and resources, High Point University Archives reserves the right to decline gifts. Multiple copies of documents and publications will be weeded and removed from the collection with the approval of the Library Director.

High Point University Archives does not collect or maintain:

- Student records such as transcripts, registration records, grades, etc.
- Staff and faculty personnel files.
- Records of transitory value which are scheduled for destruction.
- Materials with significant permanent access restrictions.
- Materials exhibiting mold.
- Materials unrelated to the University, Colleges, or Church outside of our collecting area.
- Materials more closely related to the local history of High Point as a whole. For donations of this type, please contact the High Point Museum.

- Artifacts will be selectively curated. The vast majority of mass-produced University branded products and memorabilia will not be comprehensively collected.

Items housed in the University Archives will be loaned out only on the approval of the Library Director and only for use or display on University property. Most materials held by the archives are currently not in condition to be displayed. Access to the archives can be obtained by contacting the High Point University Smith Library Director or the Smith Library Archives Assistant.