

Lake Washington Institute of Technology – Archive

MISSION

The primary mission of the archive is to preserve the history of Lake Washington Institute of Technology through the collection of materials unique to the Institute. The archive seeks to collect materials that reflect the diversity of student experiences, the breadth of education programs offered, and the excellence of our staff and students.

GOALS

- To ensure the long-term preservation and storage of historical records pertaining to Lake Washington Institute of Technology.
- To efficiently manage these collections.
- To continually improve access to and encourage the use of collections by students and faculty of LWTech, the community, and interested researchers.

SCOPE

Our archive strives to identify and collect materials which document the dynamic history of LWTech. Items collected by the LWTech archive include, but are not limited to:

- Materials related to accreditation, including past accreditation documents, self-study, and market research reports
- LWTech publications, which may include those published by academic departments and those published by student groups, associations, and clubs
- Course catalogs and student handbooks
- Associated Student Government materials
- Faculty and student projects or publications
- Press releases and media items chronicling the college and its activities
- College ephemera such as programs, posters, catalogs of exhibitions, photographs, and memorabilia
- Materials related to significant accomplishments of LWTech alumni
- Materials related to the architectural history of LWTech
- Materials related to under-represented groups and their current and historic relationships to LWTech

We do not collect:

- Financial transaction records
- Payroll records
- Course syllabi or evaluations
- Personnel records
- Student transcripts
- Routine administrative records

- Duplicated material, or materials collected for reference purposes only
- Classroom aids, posters, books, or other materials used for classroom instruction

COLLECTION DEVELOPMENT POLICY

Donated materials are accepted primarily from within the LWTech community as space allows, at the discretion of the librarians. **Any donation that is accepted for the archive becomes property of LWTech, and the rights to reproduce, use, exhibit, display, broadcast and distribute and create derivative works of these images and recordings in any media now known or later developed is transferred to LWTech.** The donor recognizes that donated materials may be digitized and made available to the public. All donated items and collections are to be used solely at the discretion of the archive. Consideration of acceptance may also be contingent upon financial support from the donor for archival processing and cataloging expenses and for the purchase of appropriate archival document boxes, folders, and other preservation and housing materials.

Gifts from the general public will be considered if they are germane to LWTech history and/or the history of the college's academic disciplines, the college's relationship to the community of Kirkland, as well as other related areas that the library deems to be of value to the archive.

LWTech reserves the right to make final decisions about the appropriateness of materials included in the archive and can revise its collection development guidelines at any time.

The library welcomes inquiries about donations of archival materials but cannot accept everything. Prospective donors should NOT send the item(s), but instead, contact the library using our Gift Offer form, available [here](#).