

Ploughshares Archive Acquisitions Policy

The primary goal of the Ploughshares Archive is to preserve and provide access to the physical and electronic records that document *Ploughshare's* institutional history and administration.

Scope of Materials

The following materials will be collected by the Emerson College Archives:

- Correspondence and associated materials between the staff, guest editors, and contributors that relate to the central operations of the journal.
- Correspondence, minutes, and materials related to the meetings and actions of the Board of Trustees or other governing bodies.
- Legal documents, financial records, and associated materials that document the administration and operation of the journal, including grant application materials.
- Publicity materials for the journal and related benefits, readings, and workshops. Materials include fliers, promotional materials, photographs, video, and audio recordings.
- Two physical copies of the *Ploughshares* literary journal and one copy of the journal in electronic format.
- Any publications created by or for *Ploughshares*, including newsletters, related anthologies, and social media.

Excluded Materials

The following materials will not be collected by the Emerson College Archives:

- Materials not related to the subject and mission of *Ploughshares*.
- Transactional correspondence that does not relate to the central operations of *Ploughshares*.
- Transitory financial documents, including invoices, purchase orders, receipts, etc.
- Any publications not created by or for *Ploughshares*, including catalogues, reviews, and unassociated journals and magazines.
- Materials that run on obsolete software platforms or those not supported by Emerson College. [See <http://www.emerson.edu/academics/academic-services/library/archives/records-management/records-policies>]

Transfer Guidelines

Ploughshares will adhere to the Archival Transfer Guidelines, as available on the Library and Archives website:

<http://www.emerson.edu/academics/academic-services/library/archives/archives-services/archival-transfer-guidelines>

Procedures for the transfer of electronic records will be developed at a later time and posted on the Records Management web pages.