



Collecting Policy – University Archives

Overview and Scope of Collections

The Georgia State University Archives serves as the official repository of permanent records for Georgia State University and former Georgia Perimeter College campuses. The University archives collects documentation of high-profile university events, student life, alumni relations, athletics, campus planning and development, government and community relations, publications, photographs, artifacts, and documentation related to changes and growth of the University.

The primary focus of the archive is to collect high-level administrative records exhaustively for all time periods from 1913 to present. Records relating to public relations, deliberative bodies, and dean's level administration will be collected comprehensively. Only highly selective records documenting students and faculty will be collected. Selection is based on historical significance to the University.

Other records to be collected under this policy will be dictated by the University System of Georgia records schedule which designates specific record groups that shall be acquired by the University Archives for permanent retention.

Individual Collections and Research Strengths

The collection is strong in high-level administrative records (presidential and vice-presidential records); publications, such as yearbooks, student newspapers, course catalogs, and reports. The collection also contains photographs, audio, video, and artifacts.

Chronological Periods Collected

1913 to Present

Geographical Areas Collected

Primarily Atlanta, GA and extended campus locations in Alpharetta, GA; Decatur, GA; Dunwoody, GA; Clarkston, GA and Covington, GA

Oral Histories

The University Archives has some legacy oral histories and plans to conduct short form oral histories at specified events. An oral history program for the documentation of the former Georgia Perimeter College campuses, including *The Chattahoochee Review* has been established. Consideration will also be given to interviewing high level officials upon their departure from GSU.

Formats

All information regardless of media that provides historical documentation of a person, place or event which falls within this collection scope, including, but not limited to, paper and electronic documents, and any and all other recordings such as audio cassette tapes, digital still images, digital or cassette videos, microfilm, fiche, emails, etc. that meet this definition will be considered. Historical documentation created, received, or maintained in a non-tangible, electronic format that requires hardware and software to read may include, but is not limited to, documents, spreadsheets, databases, HTML documents, scanned or imaged documents, and any other type of file warehoused online (aka: cloud storage such as GoogleDocs or Microsoft OneDrive), on a mainframe, on a computer hard drive, or on any external storage medium, including disks and thumb drives, handheld computers (ex: Blackberry), and cell phones.

Donating Collections

Georgia State University is happy to accept donations that fall within its collection scope. Any collection accepted commits us to the task of organizing and preserving it, which involves hand labor and costs for archival supplies. Donors external to the University are encouraged to include a monetary donation to fund the cost of processing and preserving their materials.

Due to limited staffing, budget and space, all collection donations are subject to review by the University Archivist, Head of Special Collections and Archives, or the Dean of Libraries and may be declined. Partial collections are discouraged but may be reviewed at the discretion of the University Archivist.

When a donation is accepted, a deed of gift or internal transfer form must be signed by the donor/department specifying the materials to be donated. This deed of gift or transfer form will be negotiated between the donor/department and Georgia State University. Special conditions may be specified by the donor, but GSU Special Collections and Archives may refuse any donation in which it deems the conditions of use overly restrictive.

The GSU Special Collection and Archives discourages:

- Materials that are irreparably damaged or infested by insects or mold.
- Materials in which the donor's ownership is in question or disputed.
- Duplicate materials due to lack of space.
- Collections that contain materials that do not fit within the scope of our collection areas.
- Copies, digital or physical, of materials donated to another repository.
- Collections for which the Archives is unable to provide sufficient support to preserve and provide access to archival records.
- Collections for which the Archives is unable to provide suitable space, staffing, supplies, and equipment.
- Material placed on permanent loan, and will not assume liability for materials not owned by Georgia State University.

While any one of the above attributes does not constitute a compelling reason for refusing a collection, the acquisition of a collection with one or more of these deficiencies may be refused or temporarily delayed. During periods of severe deficiency in resources, the GSU Special Collections and Archives will

give priority to new accessions of University records whenever possible.

Donors may make arrangements to examine the material they have donated and can be given a copy of any inventories, finding aids, or other research materials produced by Special Collections and Archives about the donated material.

Georgia State University is a nonprofit organization and has been granted tax-exempt status by the IRS. Donations may qualify as tax-deductible. This, however, does not permit the archives staff to appraise gifts. Under IRS regulations, no library, archive, or museum can perform an appraisal. A list of qualified appraisers will be provided upon request.

Access and Use

All collections will be made accessible to researchers through finding aids, databases, digital collections, and our website as appropriate. Some collections may not be disseminated publicly via the web due to copyright restrictions. Those collections will only be accessible onsite during our regular reading room hours.

Some collections may be used for public exhibits on Georgia State University campuses, however, we will not commit to specific exhibition requests from donors. Exhibits will be created and disseminated at the discretion of the collection archivist.

Cooperative Agreements

Georgia State University Special Collections and Archives will not collect material that is related to a specific person or institution that is already comprehensively covered by another archival institution. Wherever possible, we will work cooperate and collaborate with institutions maintaining complementary collections.

Guidelines Review

This Collection Policy will be reviewed and evaluated every 5 years to ensure that the mission of the GSU Special Collections and Archives is being met.