



## Collecting Policy – Rare Book Collection

### **Overview and Scope of Collections**

The Rare Book Collection at Georgia State University was established with a donation from Georgia Tech of several hundred titles once owned by distinguished Atlanta collector Julius Brown, and augmented in 1951 by a significant acquisition from Walter James Mason. For many years, the library's "Treasure Collection" of rare books was kept under lock and key, but after the establishment of Special Collections & Archives, it was transferred to the department for preservation and access. Researchers can now freely access these collections in our dedicated reading room. Over time the library has acquired additional titles through transfer from the general stacks, donations, and a few acquisitions. Today the Rare Book Collection contains over 1,500 titles.

Our main collecting focus includes monograph and periodical titles by authors born or residing in the Southeastern United States, especially Georgia as well as Confederate imprints, Native American imprints and publications, as well as materials printed in Georgia before 1877. We also collect some British and European literature as it relates to course curriculum, however, our collecting of British and European literature is limited.

### **Individual Collections and Research Strengths**

Our Rare Book collections focus primarily on the urban South and Southeastern United States and includes a significant collection of Eudora Welty and Joel Chandler Harris titles. There is also a modest collection of British Literature.

### **Chronological Periods Collected**

1400 - 1950

### **Geographical Areas Collected**

Primarily the U.S. Southeast and a limited amount of British and European literature.

### **Formats**

Monograph, periodical, newsprint, parchment, and other print mediums only.

### **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 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 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 Archives.

When a donation is accepted, a deed of gift must be signed by the donor specifying the materials to be donated. This deed of gift will be negotiated between the donor 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.