



## Collecting Policy – Southern Labor Archives

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

Established in 1971, the Southern Labor Archives documents the lives of working men and women and their unions in the Southeast from the late 19th century to the present across all industries.

As a major research center for the study of labor history, the Archives seeks to continue to collect on a comprehensive level, materials that pertain to labor history in the Southern United States, and that of workers and unions with ties to the region, including machinery and aerospace workers throughout the United States and Canada.

Especially relevant are records and papers that fill in gaps in the collection and provide insight into the labor movement as it pertains to politics, civil rights, women's rights, and industries, trades, and skills that are heretofore documented.

The Archives collects from unions, labor organizations, and individuals the following document types: manuscripts, printed materials, audiovisual materials, materials generated by oral history projects, and artifacts.

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

The Southern Labor Archives has heavily collected in the following areas:

- Aviation and transportation, with particular emphasis on Eastern Air Lines, Professional Air Traffic Controller Organization (PATCO) and rail
- Communication Workers of America (CWA)
- Construction and building trades
- Labor leaders and activists
- Labor organizations, such as the AFL-CIO and local labor councils
- International Association of Machinists and Aerospace Workers (IAMAW)
- Nursing
- Politics, education, and activism
- Public employees
- Textile and clothing workers

### **Chronological Periods Collected**

1888 to present

## Geographical Areas Collected

Primarily the Southeast of the United States with several areas collecting nationally.

## Oral Histories

Special Collections and Archives actively collect oral histories related to the Southeast labor movement. Active Oral History Projects administered by the department are The Voices of Labor, Grady School of Nursing, and IAMAW. For information about contributing an oral history, please contact the Southern Labor Archivist.

## Highly Desired Documentation and Historical Materials

These examples are meant to provide guidance and are not exhaustive. We are looking to collect material that documents the work of an individual or organization.

- Annual budget/audit/union reports
- Membership applications and lists
- Correspondence
  - General/office
  - Officers'
  - Correspondence with union employers
- By-laws/constitutions/charters/ incorporation records
- Conference proceedings/program information
- Meeting minutes and agendas (national/regional/local)
- Contracts/contract negotiations/memoranda of understanding
- Files for committees, councils, regionals, field staff
- Grievances/arbitration/legal files\*
- Contracts and agreements
- Director's and officer's files, also those of staff with policy and project responsibilities
- Events/ program/union activities files
- Elections/legislative information
- Press releases, articles, newsletters related to local union activity
- Strike and organizing materials
- Identified photographs/scrapbooks
- Transcripts, testimonials, speeches, and speech notes
- News clippings/ video and DVD copies of local union activities
- Artifacts (buttons, t-shirts, strike signs, promotional materials)

\* Due to the substantial number of ***grievance and arbitration files*** created in even the smallest office, we now have a strict policy of keeping only a sampling of these documents. Our guideline is 5 linear feet or 5%, whichever is less. This allows us to maintain a record of the types of grievances encountered by your union or office without repetition or redundancy. If you know of any important grievances, or groups of grievances, that should be kept, you should discuss them with the archivist before sending your records.

## **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 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 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.
- The Southern Labor Archive does not accept the following formats:

- Plaques
- Awards
- Routine financial information such as check stubs
- Routine office management, such as time cards
- Information available elsewhere, such as books

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.