



## Collecting Policy – Women’s Collections

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

The Women's Collections were established in 1995, to collect, preserve, and make available the documentary heritage of women and girls in Georgia and the South. The collections include materials from the early twentieth century to the present, and are comprised of personal papers, records of organizations, photographs, textiles, artifacts, video and sound recordings, and oral history interviews.

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

The Donna Novak Coles Georgia Women's Movement Archives documents second wave feminism, and in particular, efforts to ratify the Equal Rights Amendment in Georgia.

The Lucy Hargrett Draper Archives on Women's Rights, Advocacy and the Law documents state and national efforts to achieve equality for women.

The Archives for Research on Women documents the experiences of women and men participating in women-centered activist and advocacy activities in Georgia and the Southeast. It also documents the experience of women at Georgia State University.

### **Chronological Periods Collected**

20<sup>th</sup> and 21<sup>st</sup> centuries.

### **Geographical Areas Collected**

Atlanta, Georgia the Southeast and the United States.

### **Oral Histories**

The Georgia Women's Movement Oral History Project documents second wave feminism, and in particular, efforts to ratify the Equal Rights Amendment in Georgia.

The Activist Women Oral History Oral History Project is broad in scope, and the subject matter includes domestic violence, women's health and reproductive justice, politics, policy making and the law, child sex trafficking, philanthropy, community activism, art and culture, equality in the workplace, civil rights, and LGBTQ activism.

Other oral history projects have been established encourage and enable groups and organizations to document their own histories through peer interviews. Included is the Karuna Counseling Oral History Project.

Women-focused oral histories that have been created by researchers or donors are also welcome.

### **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 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.
- Plaques, trophies, books, artwork, and objects.
- 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.