



Collecting Policy – Atlanta Civic & Neighborhood History

Overview and Scope of Collections

The Atlanta Civic & Neighborhood History (ACNH) collecting area, established in 2009 as the Social Change Collection, documents the modern political, social, and economic history of Atlanta, focusing on Atlanta neighborhoods; civic, nonprofit, and neighborhood organizations; and citizens, activists, and civic leaders. Materials in the collections describe community-building efforts and civic engagement in Atlanta neighborhoods, activities of nonprofit and civic organizations working on social issues, and activism related to issues such as the environment, education, housing, and the death penalty. Alternative newspapers from the Metro Atlanta area also form a significant part of the collections.

Materials related to activism and social change in the areas of women's rights, gender and sexuality, labor, and the African American civil rights movement are typically not acquired for Atlanta Civic & Neighborhood History due to the strong focus on these topics at neighboring repositories and in other Special Collections and Archives collecting areas.

Individual Collections and Research Strengths

A particular strength of the Atlanta Civic & Neighborhood History curatorial area is the modern political and social history of Atlanta, as seen in several oral histories and manuscript collections from individuals involved in local government and activist organizations. Prominent Atlanta nonprofits and civic organizations, such as the Atlanta Action Forum and Central Atlanta Progress, are well documented in the collections. Increasingly, the collections document not only Atlanta's formal government and civic institutions but also changing neighborhoods, grassroots social movements, and immigrant communities in and around the city. A notable recent addition to ACNH is the Atlanta Preservation Center Archives, which document the APC's efforts to preserve Atlanta's built environment and neighborhoods.

The Georgia Government Documentation Project details the state's political and social history and includes interviews with former governors, legislators, political activists, civil rights leaders, media figures, lawyers, judges, and social crusaders. *The Great Speckled Bird* Collection, which highlights radical and progressive perspectives on various issues in the South during the 1960s and 1970s, contains a full run of the eponymous alternative newspaper as well as oral histories with its creators. Also available in the collections is the most complete run available of the alternative weekly newspaper, *Creative Loafing*, beginning with the first issue from June 1972 up until the present. The paper documents music, the arts, and recreational activities in addition to social and political issues of the time period.

Chronological Periods Collected

1900 to present

Geographical Areas Collected

Primarily the Atlanta metro area and surrounding communities in Georgia. Inclusion of material from the wider southeastern United States is considered, only if applicable.

Oral Histories

Special Collections and Archives actively collect oral histories related to the ACNH collections. Active oral history programs administered by the department are the *Great Speckled Bird* Oral History Project and the South Asian Oral History Project. Atlanta Civic & Neighborhood History is also actively partnering with We Love Buford Highway in a project collecting oral histories of residents of the Buford Highway area. ACNH also routinely becomes the home for oral histories collected by community and campus partners and other donors. For information about contributing an oral history, please contact the Atlanta Civic & Neighborhood History Archivist.

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 recording formats 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 (e.g., cloud storage such as GoogleDocs or Microsoft OneDrive), on a mainframe, a computer hard drive, or 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 Special Collections and Archives may refuse any donation in which it deems the conditions of use overly restrictive.

Special Collection and Archives discourages:

- Plaques, trophies, books, objects, and artwork
- 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. The Archives 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, 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 the 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 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

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 cooperate and collaborate with institutions maintaining complementary collections.

Guidelines Review

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