

SCSU Historical Collection

Processing Manual

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CHAPTER 1: INTRODUCTION TO THE MANUAL

The purpose of this manual is to bring consistent practices to the SCSU Historical Collection. Consistency will not only make access easier for researchers, but it will also make all processes within the SCSU Historical Collection much more efficient. This manual will serve as a training tool and reference source for the SCSU Historical Collection's staff, student workers, and any future volunteers or interns. As technology changes and archival practices evolve, so, too, will this manual. This manual is designed as a guide. It cannot possibly answer every question. Questions and/or situations not discussed in this manual should be discussed with the Archivist/Coordinator and/or members of the archival community. For questions dealing with the PastPerfect collection management system, please refer to the User Manual and/or website.

This manual is based upon manuals created by several other repositories and adapted for specific use in the SCSU Historical Collection:

- “Archival Processing Manual,” Beinecke Rare Book and Manuscript Library, Yale University, 1997.
(<http://www.library.yale.edu/beinecke/manuscript/process/>)
- “Archives and Manuscripts Processing Manual,” by Jane Boley, Marcelle Hull, Shirley Rodnitzky, and Gerald D. Saxon, Special Collections Division, the University of Texas at Arlington Libraries, 2001, Fourth Edition. (<http://libraries.uta.edu/SpecColl/processman/title1.htm>)
- “Colorado State University Archives Manual,” by John Newman, revised by Linda McGehee, Colorado State University Libraries, Publication Number 30, Sixth Edition, Fort Collins, Colorado, August 2000.
(<http://manta.library.colostate.edu/archives/manual.pdf>)
- “A Procedure Manual: A Guide to Managing an Institutional Archive Utilizing Process Flow Charts,” by the Staff of the Pennsylvania State University Archives, University Library, distributed by the Society of American Archivists, February 1996.
- “Processing Manual,” Mount Saint Mary's Archives and Department of Special Collections.
(http://members.jenzabar.com/Rebecca_Fitzgerald/msm_processing_manual.htm)
- “Staff Policy and Procedure Manual,” University of Missouri-Columbia Archives, compiled and edited by Sandra R. File, 22 February 2002.
(<http://www.system.missouri.edu/archives/man-toc.html>)

Other resources used in the creation of this manual include:

- Ellis, Judith, ed. *Keeping Archives*, 2nd edition. Port Melbourne, Victoria, Australia: The Australian Society of Archivists Inc., 1993.
- Hunter, Gregory S. *Developing and Maintaining Practical Archives*. New York: Neal-Schuman Publishers, Inc., 1997.

CHAPTER 2: THE SCSU HISTORICAL COLLECTION MISSION, HISTORY, AND HOLDINGS

The South Carolina State University Historical Collection is part of the Miller F. Whittaker Library. The primary mission of the Miller F. Whittaker Library is “to provide access to and delivery of information resources to support research methodology and critical thinking, instruction, self-development, lifelong learning skills, and the mission of the University. . . .” The role of the SCSU Historical Collection in accomplishing this mission is to collect, organize, preserve, and make accessible primary source materials relating to the history of the University and the local community, in accordance with accepted archival principles. In keeping with the library’s commitment to serve students, faculty, and the community, the SCSU Historical Collection promotes the use of these materials by the SCSU community, scholars, and the public.

The SCSU Historical Collection began as a project in 1975, under the administration of the Miller F. Whittaker Library staff. The SCSU Historical Committee was appointed by the Dean of Library and Information Services, and members of the library staff served on the committee. The committee organized materials and a staff member was assigned to work in the collection when time permitted. The first archivist, Lela J. Sewell, was hired in 1997 and remained until 1998. The second archivist, Aimee Berry James, was hired in 1999 and remained until 2005.

The SCSU Historical Collection’s holdings consists of both university and non-university collections. University records are those created by the University or one of its component parts. University record groups include: Office of the President, 1890 Research and Extension, Athletics, Finance and Management, Academic Affairs, Student Services, Publications, Theses and Dissertations, and Audio-Visual Materials. Non-university collections consist of records created by entities other than the University, such as local residents and alumni. However, these collections all relate to the history of the university or local community or document SCSU alumni serving in exemplary roles. These collections include: various collections of personal papers, organizational records, the Orangeburg Massacre Collection, several book collections, several library-created/vertical file collections, architectural drawings, local history collections, a black newspaper collection, and several scrapbooks. The *Collection Guide*, compiled in November 2001 and updated in May 2002, contains a listing of collections, but this is not the most up-to-date information. Collection information can also be accessed through bibliographic records in the library’s online catalog (MIL-LINE) and OCLC and finding aids located on the SCSU Historical Collection’s website. The finding aids binder located in the Historical Collection Reading Room/Office (Archives I) and the PastPerfect database contain the most complete listings of current collections.

CHAPTER 3: GLOSSARY OF SELECTED TERMS

ACCESS. Right, opportunity, or means of finding, using, or approaching documents and/or information.

ACCESSION. 1. The act and procedures involved in taking records or papers into physical and legal custody by an archival agency or manuscript repository and the recording of such act. The purpose is to extend basic control over a collection as quickly as possible to prevent its being confused or mixed with other material in custody. 2. The materials involved in such a transfer of custody.

ACCESSION NUMBER. The unique number assigned serially to an accession.

ACCESSION REGISTER. The document in which accessions are recorded, usually in chronological order by date of receipt, and giving the source and other identifying information for each accession.

ACCRUAL. An acquisition additional to series already held. An accrual is also called an accretion.

ACID. A substance capable of forming hydrogen ions when dissolved in water. Acids can weaken cellulose in paper, board, and cloth, leading to embrittlement. Acids may be introduced in the manufacture of library or archival material. Acids may also be introduced by migration from other materials or from atmospheric pollution.

ACID-FREE. Materials that have a pH of 7.0 or higher. Such materials may be produced from virtually any cellulose fiber source, if measures are taken during manufacture to eliminate the active acid from the pulp. However free of acid a paper or board may be immediately after manufacture, over time the presence of residual chlorine from bleaching, aluminum sulfate from sizing, or pollutants in the atmosphere may lead to the formation of acid unless the paper or board has been buffered with an alkaline substance.

ACID MIGRATION. The movement of acid from an acidic material to material of lesser or no acidity, either from direct contact or through exposure to acidic vapors in the surrounding environment.

ACQUISITION. An addition to the holdings of a records center, archives, or manuscript repository, whether received by transfer under an established and legally based procedure, by deposit, purchase, gift, or bequest.

ACQUISITION POLICY. An official statement issued by an archives or manuscript repository identifying the kinds of materials it accepts and the conditions or terms which affect their acquisition. It serves as the basic document for the guidance of archival staff

and organizations and persons interested in depositing their records or papers. It is also referred to as a Collecting Policy or Collection Development Policy.

ALKALINE BUFFER. Alkaline substances, which have a pH of over 7.0, may be added to materials to neutralize acids or as an alkaline reserve or buffer for the purpose of counteracting acids that may form in the future. A buffer may be added during manufacture or during the process of de-acidification. A number of chemicals may be used as buffers, but the most common are magnesium carbonate and calcium carbonate.

ANGLO-AMERICAN CATALOGING RULES (AACR). Standards and rules adopted by the library profession for the description of materials.

APPRAISAL. The process of determining the value and thus the disposition of records based upon their current administrative, legal, and fiscal use; their evidential and informational or research value; their arrangement; and their relationship to other records.

ARCHIVES. 1. The non-current records of an organization or institution preserved because of their continuing value; also referred to, in this sense, as archival materials or archival holdings. 2. The building or part of a building where archival materials are located.

ARCHIVES, PERSONAL PAPERS, AND MANUSCRIPTS (APPM). A manual for archival cataloging, particularly at the collection, record group, or fonds level, endorsed by the Society of American Archivists. The manual is a modification of the standards/guidelines in AACR2.

ARCHIVIST. A person professionally educated, trained, experienced, and engaged in the administration of archival materials, including the following activities: appraisal and disposition, acquisition, preservation, arrangement and description, reference service, and outreach.

ARRANGEMENT. The process and results of organizing archives, records, and manuscripts in accordance with accepted archival principles, particularly provenance and original order, at as many as necessary of the following levels: repository; record group, collection, or comparable control unit; subgroup(s); series; file unit; and document. The process usually includes rehousing, labeling, and shelving of archives, records, and manuscripts and is intended to achieve physical or intellectual control and basic identification of the holdings.

BIBLIOGRAPHIC DESCRIPTION. A written representation that characterizes a unit of description by means of data elements (such as creator, dates, and content) that are organized according to the provisions of a standard and treated as a logical unit. A bibliographic description acts as a surrogate for the unit it describes. A MARC record is a bibliographic description.

BIOGRAPHICAL SKETCH/NOTE. That part of a finding aid which records the highlights of the life and activities of a person or family that generated the documents described therein.

BULK DATES. Dates of those documents that constitute the largest part of a collection, record group, subgroup, or series. Bulk dates are used to inform researchers of the chronological or period strength of archival materials, particularly when inclusive dates are misleading.

CHRONOLOGY. That part of a finding aid that lists important dates and events in the life of the individual or organization in chronological order.

COLLECTION. 1. A body of manuscripts, papers, or records, including associated or printed or other materials having a common source. If formed by or around an individual or family, such materials are more properly termed personal papers. If the accumulation is that of a corporate entity, it is more properly termed records. 2. An artificial accumulation of manuscripts or documents brought together on the basis of some common characteristic or devoted to a single theme, person, event, or type of record. 3. In a singular or plural form, the total holdings--accessions and deposits--of a repository.

CONSERVATION. The treatment of library or archival materials, works of art, or museum objects to stabilize them chemically or strengthen them physically, sustaining their survival as long as possible in their original form.

CONSERVATOR. A professional trained in the arts and sciences relating to the theoretical and practical aspects of preserving materials.

CONTAINER LIST. A listing of materials by container, meant to facilitate retrieval. A container list usually includes the title of the series or file, the portion of the file contained in each container, and the inclusive dates of the materials contained therein. A container list may also include shelf locations for each container.

COPYRIGHT. The right vested by law in the author of a document and his/her heirs or assignees to publish or reproduce the document or to authorize publication or reproduction thereof.

CORRESPONDENCE. Letters, postcards, memoranda, notes, printed e-mail, and any other form of addressed, written communications sent and received. **Note that the word “correspondence” can be both singular and plural—never put an “s” on the end of it.**

CREATOR. The person or organization that creates or receives and accumulates documents.

CUBIC FOOT. An archival term used to describe the quantity/volume of a collection. A bankers box, or records center carton, holds one cubic foot.

DEACCESSION. The process of removing material from the care and custody of an archives, either because the material has been reappraised and found to be unsuitable for the archives, or because the legal owner has requested its return, or because it has been agreed to transfer it to another repository. Deaccessioning is a serious matter which requires careful consideration and documentation because of legal ramifications and possible donor reaction.

DEED OF GIFT. A signed, written legal instrument containing a voluntary transfer of title to real or personal property without a monetary consideration. Deeds of gift to archives or manuscript repositories usually take the form of a contract establishing conditions governing the transfer of title to documents and specifying any restrictions on access or use. A deed of gift is also referred to as a donor agreement form.

DEHUMIDIFICATION. The reduction of the relative humidity of the atmosphere by the use of chemical or mechanical methods.

DESCRIPTION. 1. The process of analyzing, organizing, and recording information that serves to identify, manage, locate, and explain the holding of archives and manuscript repositories and the contexts and records systems from which those holdings were selected. 2. The written representation or products of the above process. 3. The process of establishing intellectual control over holdings through the preparation of finding aids.

DESCRIPTIVE STANDARD. A rule or specification that guides description.

DISASTER PLAN. The policies and procedures intended to prevent or minimize damage to archival materials resulting from disasters.

DISPLAY CASE. Protective equipment with transparent surfaces for exhibiting documents.

DISPOSAL/DISPOSITION. The actions taken with regard to non-current records as determined by their appraisal pursuant to legislation, regulation, or administrative procedure. Actions include transfer to another repository, removal of an item, or items, in a collection, or destruction.

DOCUMENT. 1. Recorded information regardless of medium or characteristics. 2. A single item.

DONATION. A voluntary deposit of records involving the transfer of legal ownership, as well as custody, to the archives.

DONOR. A person or organization who has given documents to an archives or manuscript repository.

ELECTRONIC RECORDS. Records on electronic storage media.

ENCAPSULATION. A protective enclosure for papers and other flat materials that involves placing the item between two sheets of transparent polyester film that are then sealed around all the edges. The object is physically supported and protected from the atmosphere, although it may continue to deteriorate within the capsule. It can be removed easily from the capsule by cutting one or more of the edges of the polyester.

ENCODED ARCHIVAL DESCRIPTION (EAD). EAD is a nonproprietary encoding standard for machine-readable finding aids.

ENVIRONMENTAL CONTROL. The creation and maintenance of a storage environment for archival holdings conducive to their long-term preservation. Environmental control encompasses temperature, relative humidity, air quality, lighting, freedom from biological infestation, housekeeping procedures, security, and protection from fire and water damage.

FAIR USE. A concept in copyright law that provides for certain exceptions to the exclusive rights of copyright owners in cases relating to teaching, research, scholarship, and news reporting.

FILE. 1. An organized unit (folder, volume, etc.) of documents grouped together either for current use or in the process of archival arrangement. 2. A series of files.

FINDING AIDS. The descriptive tools, published and unpublished, created to establish physical, administrative, and intellectual control over records, papers, and collections. Basic finding aids include local, regional, or national descriptive databases (such as MIL-LINE and OCLC), guides, inventories, registers, location registers, catalogs, special lists, shelf and container lists, indexes, and calendars.

FOLDER/CONTENTS LIST. A list prepared by the records creator or an archives or manuscript repository detailing the titles of folders contained in one or more records center cartons/containers or archives boxes/containers.

GUIDE. A descriptive list of a repository's holdings.

HOLDINGS. The totality of documents in the custody of a records center, archives, or manuscript repository.

HYGROTHERMOGRAPH. A device used to measure and record both relative humidity and temperature.

INCLUSIVE DATES. The beginning and ending dates of the materials being described.

INTELLECTUAL CONTROL. The acquisition and creation of documentation required to access the informational content of records.

LIGNIN. A component of the cell walls of plants that occurs naturally, along with cellulose. It is largely responsible for the strength and rigidity of plants, but its presence in paper and board is believed to contribute to chemical degradation. It can be, to a large extent, removed during manufacture.

LINEAR FEET. 1. A measurement for descriptive and control purposes of shelf space occupied by archives, records, or manuscripts. For vertical files (records filed on edge), the total length of drawers, shelves, or other equipment occupied is calculated; in the case of material filed horizontally (flat or piled up), the total vertical thickness is used. Linear feet, except for card indexes, may be equated with cubic feet on a one-to-one basis for descriptions of textual records. 2. A measurement for descriptive and control purposes of length of film, tape, or microfilm. (Usually expressed as feet.)

MANUSCRIPT. A handwritten, typed, or electronically reproduced document or communication.

MARC FORMATS. The Library of Congress developed the MARC formats in the late 1960s for communication of bibliographic information in machine-readable form. These MARC (for Machine-Readable cataloging) formats identify bibliographic data for computer recognition and manipulation. In the mid-1970s as variations were developed, the formats used by the Library of Congress became known as "LC-MARC formats." Since the early 1980s, however, LC-MARC formats have come to be referred to as "USMARC formats" because they are standards for MARC records in the United States.

NEUTRAL. Having a pH of 7; neither acid nor alkaline.

NON-CURRENT RECORDS. Records no longer needed by their creator to conduct current business.

OCLC (Online Computer Library Center), Inc. OCLC is a not-for-profit computer library service and research organization, which provides centralized and local turnkey systems to libraries. The OCLC Online Union Catalog is a database of bibliographic information. Each record in the Online Union Catalog contains location information. Records are included for the following types of materials: books, serials, audiovisual media, special instructional materials and kits, archives/manuscripts, maps, music scores, sound recordings, and machine-readable data files. Each institution participating in the OCLC Cataloging Subsystem may contribute to bibliographic records for items not already cataloged in the Online Union Catalog.

ORAL HISTORY. The products of planned oral interviews with individuals, usually in the form of sound recordings or transcripts thereof, intended for research use.

ORAL HISTORY DEED OF GIFT. A legal document transferring ownership of a taped interview from the interviewee to repository. The deed of gift must be signed and dated by both the donor (interviewee) and the interviewer and by a university representative. Restrictions may be placed by the donor on the use of the interview.

ORIGINAL ORDER. The order in which records and archives were kept when in active use. The principle of original order requires that this order be preserved or reconstructed, unless it is clear that there was no order, that the records had been accumulated haphazardly, or that the original order has been destroyed beyond reconstruction.

PAPERS. 1. A natural accumulation of personal and family materials, as distinct from records. 2. A general term used to designate more than one type of manuscript material.

PERSONAL PAPERS. The documents accumulated by an individual or a family.

POLYESTER. A common name for the plastic polyethylene terephthalate. Its characteristics include transparency, colorlessness, and high tensile strength. Polyester is useful in preservation because it is chemically stable. Commonly used in sheet or roll form to make folders, encapsulations, and book jackets. Its thickness is measured in mils. The most common trade name is Mellinex by ICI.

PRESERVATION. Activities associated with maintaining library, archival, or museum materials for use, either in their original physical form or in some other format. Preservation is considered a broader term than conservation.

PROCESSING. The activities of accessioning, arranging, describing, and properly storing archival materials.

PROVENANCE. 1. The history of the ownership and custody of a particular manuscript or collection. 2. In general archival and manuscript usage, the "office of origin" of records, i.e., the entity that created or received and accumulated the records in the conduct of its business. Also the person, family, firm, or other source of personal papers and manuscript collections. 3. In archival theory, the principle that archives of a given records creator must not be intermingled with those of other records creators.

RECORD. A document, regardless of media or characteristics, made or received and maintained by an organization or institution in pursuance of its legal obligations or in the transaction of its business.

RECORD GROUP. A body of organizationally related records established on the basis of provenance by an archives for control purposes.

RECORDS MANAGEMENT. A field of management responsible for the systematic control of the creation, maintenance, use, and disposition of records.

RECORDS RETENTION SCHEDULE. A document describing records of an agency, organization, or administrative unit, establishing a timetable for their life cycle, and providing authorization for their disposition.

REFERENCE SERVICE. The range of activities involved in assisting researchers using archival materials.

SCANNER. A device which converts an image of a document to electronic form for processing and storage.

SCOPE AND CONTENT NOTE. In description, a narrative statement summarizing information on the characteristics of the described materials, including function and use as well as the kinds and types of information contained therein.

SEPARATION SHEET. A form used to document the removal of one or more items from its/their original storage place. The separation sheet is filed in place of the removed item(s).

SERIES. File units or documents arranged in accordance with a filing system or maintained as a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or use. Also known as a record series.

SERIES DESCRIPTION. A written analysis describing a series, usually including such elements as the series title, scope and content notes, size or volume, inclusive dates, and/or bulk dates of the material, arrangement, and subjects dealt with by the series.

SHELF LIST. A list of the holdings in a records center, archives, or manuscript repository arranged in the order of the contents of each shelf.

SORTING. The process by which manuscripts are physically divided into appropriate alphabetical, chronological, numerical, subject, or other groups. Less frequently used with archives, except when restoring them to their original or intended order.

SUBSERIES. An aggregate of file units within a record series readily separable in terms of physical class, type, form, subject, or filing arrangement.

TEXTUAL RECORDS. The term usually applied to manuscript or typescript, as distinct from cartographic, audiovisual, and machine-readable records and archives.

TRANSFER. The act involved in a change of physical custody of records/archives with or without change of legal title.

WEEDING. The removal of individual documents or files lacking continuing value from a series.

CHAPTER 4: ACQUISITIONS

In accordance with its mission statement and collecting policy (see Appendix A), the SCSU Historical Collection collects materials relating to the history of the University and the local community, particularly the local African-American community. The SCSU Historical Collection also seeks collections that document alumni serving in exemplary roles.

Materials are acquired by the SCSU Historical Collection through several methods. SCSU Historical Collection staff actively solicit materials from both the university and local communities through a variety of means, including correspondence, news articles, and other promotional activities. Areas in the collection that have been identified as particularly lacking, such as the Law School, are specifically targeted for solicitation of materials. University offices are reminded of the general records retention schedules and the kinds of materials that should be transferred to the archives. Sometimes collections are offered to the SCSU Historical Collection without solicitation. With the recent transitions and restructuring that have occurred on the campus, many campus offices have been and are in the process of transferring records to the Historical Collection.

When an individual or organization not affiliated with the University (meaning not currently working at the University), such as alumni or retirees, donates materials to the SCSU Historical Collection, or a current employee donates personal materials, certain procedures must be followed in order to ensure that the donors receive proper credit and that the SCSU Historical Collection receives legal ownership of the materials. First, the collection is appraised (**for archival value**) in relationship to the SCSU Historical Collection mission statement and Collection Development/Acquisition Policy. If it is determined that the materials fall within the policy, the materials can be accepted into the collection. However, general resource issues (financial cost, resource implications), physical format considerations (storage, environmental conditions, technology requirements), and issues relating to use (demand, research interest, access) must also be considered before a collection is accepted.

If the materials do not fall within the collecting policy, it is the ethical responsibility of the SCSU Historical Collection staff to refuse the collection. However, the donor should be given contact information for other suitable repositories that do collect the kinds of materials in question. It does not make sense for the SCSU Historical Collection to accept a collection of materials on Wyoming history, for example, no matter how valuable the collection may be. No one will come to the SCSU Historical Collection looking for such information; therefore, the collection would not be used, and the time and money invested in it would be wasted. However, if the donor were referred to a repository that does collect Wyoming history materials, the collection is much more likely to be used. **Use of archival materials is the ultimate goal of all of the archival processes and functions.**

A Donation Checklist (see Appendix B) should be completed for each donation and the steps thereon followed. At this time, preferably while the donor is handing over the materials, a Donor Agreement Form (see Appendix C) transferring legal ownership of the materials needs to be signed by the donor, the Archivist/Coordinator, and the Dean. If it is not signed at this time, it must be signed as soon as possible through whatever means necessary—mailing it to the donor to be returned, taking it to the donor, etc. The form should be explained to the donor thoroughly. They must understand that they are transferring legal ownership and copyright to the University, although they can specify that they retain copyright. They must also be told that they can place restrictions on the collection, although they should be encouraged not to do so. Excessive restrictions may mean that a collection needs to be refused—if no one can use the collection, there is no point wasting time or money on it. **The SCSU Historical Collection cannot appraise a collection for income tax purposes or assign a monetary value to any items. If such an appraisal is desired, it is the responsibility of the donor to obtain it at his/her own expense.** Once legal ownership has been established, the collection can be taken to the next archival level. Donors will be acknowledged with a formal letter accompanied by a copy of the signed Donor Agreement Form for their records and a list of the materials donated. The list of materials is usually provided via the Accession Form produced by the PastPerfect system. Copies of this correspondence will be given to the Dean, who may also send an acknowledgement letter. At this time, if additional information about the collection and/or donor is needed for cataloging purposes or general context, such as biographical or historical background, a request for more information is included in the letter to the donor. Any information received in response will be placed in the Collection Control File, a collection of files documenting donations and collections, along with the Donor Agreement Form and any finding aids created.

When a current University employee or office donates materials (other than their personal papers), a Donor Agreement Form is not necessary. The materials are already the property of the University—the only thing that is changing is the physical location of the materials. A Transmittal Form (see Appendix D) may be filled out instead, or the materials may simply be accessioned via PastPerfect and an Accession Form generated that will substitute for the Transmittal Form. The South Carolina Department of Archives and History has developed a *General Records Retention Schedule for State Colleges and Universities* (<http://www.state.sc.us/scdah/GSCU.PDF>) that specifies what kinds of records are to be transferred to the SCSU Historical Collection. A formal acknowledgement letter, along with a copy of the Transmittal or Accession Form, will be sent to the donor/transmitter.

Collection development strategies change over time. Reappraisal and deaccessioning are issues that should be addressed at the time of donation. Donors should be informed that some or all of their materials may be discarded, and they should be given the option of being offered these materials back in such a case. They should also be informed that the SCSU Historical Collection reserves the right to offer materials to other repositories or destroy them. All of these issues are covered in the SCSU Historical Collection Collection Development/Acquisition Policy. All donors should be given a copy of this policy to read before they sign the Donor Agreement Form.

Upon acceptance of a collection, a folder is made for the collection under the donor's name and placed in the Collection Control File. This folder will contain the signed Donor Agreement Form, copies of any correspondence with the donor, and any finding aids or background information on the collection. The Collection Control File is vital to maintaining accurate records of ownership of collections and contact information for donors.

CHAPTER 5: PROCESSING

A. ACCESSIONING

Once a collection is physically transferred to the SCSU Historical Collection, it must be accessioned. This process allows us to get basic intellectual control over the materials. An Accession Form (see Appendix E) is filled out for each collection/donation, regardless of format. This step may be performed electronically via the PastPerfect system. This form records such information as the date, a brief description of the collection and importance (relationship/significance to the university), contents, format, donor information, location information, and the accession number. Each collection/donation is given a unique accession number. The accession number consists of the four-digit year, followed by a period, the two-digit month, followed by another period, and the next three-digit consecutive number of the accession for that month. For example, 2002.05.004 signifies that the collection was the fourth collection to be accessioned during the month of May during the year 2002. Sometimes each item will be given a number—this will be added to the accession number. For example, 2002.05.004.019 signifies the nineteenth item in the fourth collection that was accessioned during the month of May during the year 2002.

If the donation consists of a collection or body of materials rather than single items, the collection should be given a title at this stage. The title will usually consist of the name of the person/family/organization that created the records, followed by either "papers," "collection," or "records." The term "Papers" designates a body of documents accumulated naturally by a person or family, such as that person or family's own correspondence. The term "Collection" designates materials acquired from various sources and grouped together by an outside collector or by the library according to artificial criteria (such as person, subject, etc.). The term "Records" designates the official papers of an organization or an institution; it is not used for individuals' personal collections. If the collection is entirely made up of only one document type, it can be titled more specifically, such as "photographs," "correspondence," etc.

At the time the Accession Form is created, a preliminary contents/folder/item list (depending upon the size of the collection/donation) is created. Both this list and the Accession Form will be added to the Accession Register notebook, and a copy should be made and placed in the collection's Collection Control File, which is organized by donor name.

It is at this time that the decision is made whether to keep a donation together as a separate collection or to disperse the items among pre-existing collections. If a donation consists of personal papers or organizational records, it is always kept as a separate collection. If the donation consists merely of programs from University events, funeral programs, campus publications, and other ephemera for which collections already exist and there are no personal materials, the donation can be dispersed. However, the accession number should be lightly penciled in on the back right-hand corner of each item. These items will then be filed by the Archives Assistant(s) and Student Worker(s) into their appropriate collections.

When filing materials, it is important that the materials be filed in the most appropriate collection. This usually means that the item(s) will go in the collection of the creating entity. Materials ARE NOT filed simply according to format. For example, a newsletter produced by the Office of Sponsored Programs would NOT go in a newsletters collection—it would go in the Office of Sponsored Programs' collection.

As the Accession record and the preliminary list are being created in PastPerfect, the collection should be examined for preservation problems. Rehousing in acid-free folders and/or boxes can be done at this time. However, if the collection is large (more than 1 cubic foot), this can be postponed until full processing takes place. If any other preservation problems exist, such as mold, water damage, or insect infestation, this should be noted in the Accession record. The collection can then be shelved (or the items filed) in Archives II or III, noting the location on the Accession record.

The majority of collections held by the SCSU Historical Collection, especially those acquired prior to 1999, do not have accession numbers, were never officially accessioned, have no signed Donor Agreement Forms, and have no Collection Control File. These collections are accessioned, when time permits, just like a new collection, noting in the Accession record that it is a pre-existing collection. Whenever possible, if a donor can be identified, they should be contacted and asked to sign a Donor Agreement Form. Whatever material is found relating to the collection, such as correspondence between the library Dean and a donor regarding the collection, should be copied and put in a Collection Control File for that donor.

B. ARRANGEMENT

Arrangement involves the physical organization of materials in accordance with the accepted archival principles of provenance and original order. There are several steps involved in the arrangement process: research on the collection and its creator, survey of records to insure that all components of the collection have been identified, development of a processing plan, physical arrangement, processing, rehousing, and labeling. These processes are outlined on the Processing Checklist (see Appendix F).

The principle of provenance has to do with a collection's origins--the organization, office, or person that created the records. According to this principle, collections with different provenances should NOT be combined. For example, you would not combine the collections of John Doe and John Smith, even if they both contained materials about the same subject, because they were created by two different people.

Physical arrangement of materials does not occur until AFTER intellectual arrangement has been established. This means that the collection must first be examined in order to determine if there is an original order and to make sure that all of the components of the collection have been identified. Maintaining original order means keeping the materials in the order in which they were originally kept when in active use. Original order must be preserved unless it is absolutely clear that there was no original order and/or the material has been assembled haphazardly. The original order does not have to make sense in order to be retained. If original order is destroyed, part of the collection's meaning is also destroyed because original order is evidence of the way in which a particular activity was performed by an agency or person.

If there is an original order in the materials, this arrangement is preserved, and the materials are simply re-folded, re-boxed, and shelved using the same labels/categories. For large collections, this involves the identification of series, which is a group of records filed and maintained together and having a similar function. Examples of series include: items arranged in accordance with a filing system (for example, correspondence arranged alphabetically); items grouped together because of a similar function (for example, cash books); items grouped together because of similar content (for example, subject files, case files); and items grouped together because of similar format (for example, photographs). Series can also be broken down into smaller units called sub-series. Small collections may only need to be arranged chronologically.

Both the principles of provenance and original order make it necessary to do research on the collection creator BEFORE arrangement is undertaken. This background information will help to provide context for the materials in the collection. Important dates, functions, names, and significant events should be recorded. This information can be found in the collection's control file and/or secondary sources and will provide the basis for the collection's description. When secondary sources are unavailable, information can be obtained from the collection itself.

While the initial examination of the collection is underway, other information besides the original order should be noted and recorded. This information includes: any preservation problems noted (for example, water damage); any confidential information (such as social security numbers); background information on the collection creator within the collection itself; types of formats of materials included in the collection (photographs, correspondence, etc.); and date range. For small collections, this information can be recorded during the accessioning process.

If there is no identifiable original order, artificial series may need to be created. The creation of these artificial series must be made clear in the collection control file. Depending upon the size of the collection, series can be created chronologically, alphabetically, by format, by function, or by subject. Materials will also need to be arranged within series (usually, chronologically or alphabetically). Once an arrangement has been decided upon, it is outlined ON PAPER in the Archival Processing Plan (see Appendix G) in order to assure that everything makes sense. It is much easier to rearrange things on paper than after they have already been physically arranged. The proposed arrangement should include an overview of the collection's size, formats included, significant problems, provenance information, and an outline of proposed series and sub-series. **Once the proposed arrangement is approved by the Coordinator of the SCSU Historical Collection and absolutely determined, then the materials can be arrangement according to the proposed plan.**

To summarize the information presented in this section, Gregory S. Hunter, in *Developing and Maintaining Practical Archives*, has outlined nine steps to arranging a collection:

1. Prepare to process the collection.
2. Review the accession register and other acquisitions documents.
3. Go through the entire collection without rearranging anything.
4. Develop the processing plan.
5. Sort the collection into series.
6. Process each series to the filing unit level.
7. Proceed to the item level.
8. Lock in the final arrangement.
9. Prepare a rough box and folder listing.

Regardless of whether the arrangement is based on original order or artificial series, once the collection has been arranged, the collection will need to be re-housed if this was not done during the accessioning stage. Collections will be re-housed in acid-free, buffered file folders and document cases or records storage boxes. Fill boxes full enough so that materials stand or lay straight rather than allowing them to sag or fold, but do not overfill the container. If there is a significant amount of space left in the box, use a spacer and adjust it to the proper size. Oversize items will be stored flat in either oversize boxes or the flat file cabinet. Do not place materials in a folder that is smaller than the item. The folder must be large enough to completely cover the item. (This means do not put a legal sized piece of paper in a letter sized folder.) All folders in a box should be the same size—do not mix legal sized and letter sized folders in the same box. If there are legal sized materials in the collection (which will be determined during the examination phase), then all materials should be housed in legal sized folders. If every item in a collection is letter size, letter size folders and boxes may be used. File folders will be labeled using only a #2 pencil and should conform to the following standard convention:

Collection Name: Series: Sub-Series
Number of items, date range

Accession #
File folder #

See Appendix H for common descriptive abbreviations used to describe items.

When materials are being re-housed, basic preservation activities should also occur. These include removing metal and rubber fasteners, photocopying newspaper clippings, removing materials from binders, flattening folded documents, and putting photographs into polyester sleeves. (See the Preservation Section for more information.) Also during this phase, some materials can be discarded, such as duplicates and junk mail.

Each file folder will have a sequential number assigned to it. File folder numbering continues sequentially throughout the entire collection. DO NOT start over with the number “1” each time there is a new series or a new container. All labeling will be in print form and not cursive hand. Do not overfill a file folder. If possible, do not fill folders beyond one inch. If necessary, divide the contents among two or more folders, being careful to label each one, e.g. “1 of 2.”

Each box will be identified with a label. These labels will contain the accession number, the name of the collection, the collection’s date range, and the box number within the collection. Once the collection has been re-housed, the creation of the container list and further description can begin.

C. DESCRIPTION

Whereas arrangement involves establishing physical control over a collection, description is the process of establishing intellectual control over a collection. This basically means making the collection accessible. This is accomplished through the creation of various types of finding aids, including container lists, inventories, and MARC records.

Finding aids are intended to be useful to a wide variety of researchers and should be clear, concise, and consistent. The type of finding aid created depends upon the collection’s size and the historical importance of its content. Finding aids for SCSU Historical Collection materials are placed in a notebook in the reading room and on the website.

For most small collections (less than 1 cubic foot), a container list is a sufficient finding aid. A container list is basically what the name implies—a list of what is in the container. Depending upon the size of the collection, the collection may be at the folder or item level. For example, if a collection consists of only a few folders, each item can be listed. However, the general rule is that if the collection consists of .5 cubic feet or more, the contents should be listed at the folder level. If a small collection is deemed highly significant, with high research value, then the contents can be listed by item to

make the collection more accessible. The list should include the name/format of the item or the folder title, the date range, the number of items, and the folder number.

Inventories are created for collections that are 1 cubic foot and larger. An inventory consists of the container list and accompanying background and arrangement information. The components of an inventory include: a title page, a table of contents, a chronology of significant events, a biographical or historical sketch, a scope and content note, description of series, and a container list. Examples can be found in the Finding Aids notebook.

The components of an inventory should be written in a professional tone without value judgments, personal bias, or professional jargon. The title page should include the name and dates of the collection, amount of material in cubic feet, restrictions (if any), accession number, name of processor, and the date of the preparation of the finding aid. The biographical/historical sketch should give a brief, general introduction to the person or organization that created the collection. Books or articles about the person or organization consulted for the sketch should be cited in the proper bibliographic format. The scope and content note introduces the arrangement of the collection and provides information about the contents of each series. It should contain sufficient detail to give a researcher a good idea about the collection's general characteristics, strengths, and weaknesses. It may also include a statement about the original order and a summary of the processing and preservation decisions. The document types, subjects represented, inclusive dates, and primary correspondents should be included, when applicable, in each series' description. The description of series contains, in a very concise format, the following elements: series title, inclusive dates, quantity in cubic feet, box and folder numbers, and arrangement.

For all collections, a MARC record is created for inclusion in OCLC's bibliographic database and the library's online catalog following the standards set forth in AACR2, APPM, and the LCSH. The information for the MARC record can be taken from the inventory, if applicable. Otherwise, a Cataloging Worksheet (see Appendix I) should be completed recording the relevant data. The information will then be typed in the proper format using OCLC's Connexion program, saved in the local save file, and exported. Once the record is exported, the item record will be attached to the bibliographic record in Millennium Cataloging.

Once a finding aid has been created, it is submitted to the Coordinator of the SCSU Historical Collection for review.

D. PRESERVATION

Preservation activities occur at many different stages during the processing and subsequent storage and use of collections. These activities can be either preventative or

reactive. Preventative activities are intended to insure that preservation problems, such as water damage, do not occur. Reactive activities are undertaken after the problems have occurred. At the SCSU Historical Collection, preservation activities for the most part are preventative.

There are several activities undertaken at the repository level to help insure the preservation of all of the collections. The temperature and relative humidity are monitored daily. If the temperature gets above 75 degrees Fahrenheit, a call is made to alert the secretary, who will in turn alert Facilities Management to try to remedy the problem. Fans can be used to try to keep the air circulating. If the relative humidity rises above 65%, the dehumidifier should be used. While using the dehumidifier, the door must be closed in order not to overwork the machine, and it must be monitored regularly to insure that the container does not spill over when full. The collection bin should be emptied regularly. An attempt is also made to control the light level in the collection areas. Where there are windows, blinds are in place and should remain closed. Collections should be placed as far as possible away from the windows. When there is no one in the stack areas, the lights should be turned off.

Pest control is another activity undertaken at the repository level. The library is sprayed for pests on a monthly basis. However, if there is no one in the SCSU Historical Collection area and the doors are locked, they will not come in to spray. Generally, pest problems in the Historical Collection area have been minimal. Prohibiting eating and drinking in these areas helps to keep pests away. Lady bugs have been a problem in recent years, but they do not harm the materials.

Many actions are taken at the collection level to help preserve materials:

- The folders and boxes used to house materials are acid- and lignin-free;
- The polyester sleeves used to house photographs, negatives, and slides are “archival” quality and have passed the Photo Activity Test (PAT);
- Folded materials are flattened if possible;
- Metal fasteners, such as staples and paper clips, are removed using a microspatula (plastic clips can be used, but only when absolutely necessary);
- Extremely fragile materials or items on highly acidic paper (newspaper clippings, construction paper, telegrams, carbon copies, thermofax) are photocopied onto acid free paper;
- Special care is taken during the handling of materials, such as the requirement that patrons and staff wear white cotton gloves when using photographs;
- Materials placed on exhibit are preferably reproductions or duplicate copies;
- Any organic material included in the collection, such as pressed flowers, is removed;
- Framed items are removed from their frames;
- Binders are removed from items when possible;
- Oversize items are removed from the collection and stored either in an oversize box or in the flat file cabinet. A Removal Form/Separation Sheet (see Appendix J) should be completed for each removed/separated item.

CHAPTER 6: SPECIAL FORMATS

There are several categories of special format materials held in the SCSU Historical Collection that require special consideration and pose preservation problems different from those of traditional paper materials. These special formats include: scrapbooks and photo albums, photographs, negatives, slides, magnetic media (audiotape, videotape, film), artifacts/objects, architectural drawings, posters, art works, and electronic records.

Scrapbooks and Photo Albums. Each scrapbook or album and its contents must be evaluated individually. Scrapbooks usually contain highly acidic paper, and photo albums generally contain pages made from harmful chemicals. The method of preserving these items depends upon the degree of deterioration and the historical value of the contents. Scrapbooks and albums can be photographed or photocopied page by page to maintain a record of the original historical arrangement and descriptions. The reproductions can then be presented to patrons as the use copy. The individual items can then be removed and stored in separate folders. Scrapbook pages can be interleaved with acid-free paper or tissue (unbuffered if it will come in contact with photographs), but this can make the contents too bulky for the binding. In this case, the item can be disbound and the individual sheets foldered and boxed. If possible, photographs should be removed from albums made of non-archival quality materials and stored in polyester sleeves. Non-archival quality album materials are very harmful to the photographs and will eventually make them impossible to remove.

Photographs, Negatives, and Slides. The SCSU Historical Collection contains more than 20,000 photographs, negatives, and slides dating from ca. the 1890s to the present. When handling photographic materials, both patrons and staff will wear white cotton gloves to prevent body oils from coming into contact with the items. In general, photographs are housed in polyester, polyethylene, or polypropylene sleeves. Negatives are housed in negative pages designed for the particular size and format, while slides are housed in pages made specifically for slides or in slide boxes. Photographic materials should be removed from frames. If a collection contains a significant amount of photographs, negatives, or slides (more than 10), they should be separated from the paper part of the collection and stored in separate folders, series, or document boxes so that their unique formats may be accommodated. Photographs 8"x10" and smaller can be accommodated by either legal or letter size folders in normal size boxes. Larger photographic materials should be stored flat in oversized boxes. Rolled photographs should be stored rolled—do not attempt to flatten them as this may crack the emulsion. Do not store negatives and photographs in the same envelope, sleeve, or folder, although they can be stored in the same box. Never put any kind of adhesive label on photographic materials. If label information must be written on the photograph, do so with a light pencil along an edge. The most preferable way of labeling the photographs, negatives, and slides in the SCSU Historical Collection is to use a special film marking pen to write on the outside of the sleeve. Photographic materials should not be excessively reproduced—if materials are popular scan them to a CD for future prints.

The way that the SCSU Historical Collection's photographs, negatives, and slides are arranged and described depends upon their provenance. Materials that are part of collections are arranged and described as such. However, loose, individual photographs of unknown provenance are generally filed in the vertical file cabinet according to subject.

Magnetic Media. Magnetic media includes audiotape, videotape, and film. Audio- and videotapes should be stored away from any magnetic fields and in the played position. Tapes should only be rewound before the next use. Film should be stored on reels and placed separately in canisters. Many of these materials date from as early as the 1970s and some of them are so badly deteriorated that they cannot be replayed. The SCSU Historical Collection has no means of viewing film; however, the Athletics department does have a film projector. Efforts should be made to create a duplicate/use copy of these materials.

Objects/Artifacts. Objects should be stored separately from the rest of a collection and housed in an appropriately sized container.

Architectural Drawings. Rolled architectural drawings should be stored rolled. If flat, the drawings can be stored in the flat file cabinets.

Posters. Posters, if unrolled, should be stored flat in the flat file cabinets. Posters can be flattened by placing them between two pieces of folder stock and applying weights.

Artwork. The SCSU Historical Collection does not contain a large collection of artwork. In general, most artwork should remain framed.

Electronic Records. In general, the SCSU Historical Collection is not in a position to begin acquiring a significant amount of electronic records. Records in electronic form should be converted to hard copy and then handled as usual. Email is rapidly becoming the most popular means of disseminating information across the campus—therefore, relevant email should be printed and then handled appropriately.

CHAPTER 7. REFERENCE SERVICES

The SCSU Historical Collection receives reference requests from individuals, both on- and off-campus, via mail, email, phone, and in-person visits. The SCSU Historical Collection espouses equal, professional, and courteous access to materials. Reference services offered include providing information about and from holdings, assisting with research visits, and providing or making duplicates.

All reference requests should be answered in a reasonable amount of time. **Regardless of the medium of the request, the Daily Reference Request Form (see Appendix K) should be completed.** This form, along with the Monthly and Annual Statistical Sheets (see Appendices L and M), allows us to document the number of researchers and their various classifications and the types of materials being used most frequently.

Special attention to detail should be given to phone requests. Staff and student workers share the responsibility of answering the telephone, and it imperative that information be recorded accurately. The patron's name, number, location, and request must be recorded accurately so that the return call can be made without wasting time and money with several follow-up calls. If the request can be ascertained in the first call, the question can be answered in the second.

Some patrons may ask that research be done for them; in limited situations, such as checking to see if someone was a student at the institution in a certain year, this can be done. However, providing a patron with everything in the holdings relating to education is a bit much. For large requests, they must come and do the research themselves or hire a researcher. We can offer extended hours if necessary, but we cannot do their research for them. There are, of course, exceptions to this rule—the President, the Board of Trustees, senior administrators, and the library dean, etc.

When patrons come in person to do research, they are asked to complete the Patron Information Form, which also contains the Rules for Use of SCSU Historical Collection Materials (see Appendix N). Patrons only complete this form on their first visit. The information needs of the patron are assessed, and the relevant materials are pulled from the stacks by staff. Patrons should be encouraged to utilize available finding aids, both online and in the repository, to narrow their searches. Patrons are never left alone with the materials and are reminded, if necessary, about the rules for use. Any duplicates, whether photocopies or scanned copies, are made by staff in accordance with our Reproduction Policies and Fees (see Appendix O) and our Copyright Policy (see Appendix P). Most reproductions will be made while the patron waits; for large duplication orders, a Photocopy/Photo Duplication Request Form (see Appendix Q) should be completed, and requests may be mailed for a shipping and handling fee. If payment for services is not made up-front, an invoice will be sent for services rendered (see Appendix R).

Materials are non-circulating. The only time that collections can be charged out is if another University office needs the materials for official University business. In this case, a Charged Out Collection Form (see Appendix S) is completed, and the rules outlined thereon are adhered to. Offices will forfeit their charge-out privileges if they do not comply with the rules. Ultimately, charge-out decisions are made by the Archivist.

If an individual wishes to publish any SCSU Historical Collection materials, the SCSU Historical Collection's Publication Policy (see Appendix T) must be followed, the Publication Agreement Form (see Appendix U) must be completed, and the appropriate use fee paid. The agreement grants one-time usage, and patrons are responsible for complying with copyright regulations.

If it is determined that the SCSU Historical Collection does not contain material relevant to a patron's request, all effort is made to direct them to another repository that may help them. Contact information for SC repositories can be found in Jeanette Bergeron's *Directory of Historical Records Repositories in South Carolina*.

APPENDICES

Appendix A

SCSU Historical Collection Collection Development/Acquisition Policy

I. Mission and Overview of the SCSU Historical Collection

- A. Mission Statement:** The South Carolina State University Historical Collection is part of the Miller F. Whittaker Library. The primary mission of the Miller F. Whittaker Library is “to provide access to and delivery of information resources to support research methodology and critical thinking, instruction, self-development, lifelong learning skills, and the mission of the University....” The role of the SCSU Historical Collection in accomplishing this mission is to collect, organize, preserve, and make accessible primary source materials relating to the history of the University and the local community, in accordance with accepted archival principles. In keeping with the library’s commitment to serve students, faculty, and the community, the SCSU Historical Collection promotes the use of these materials by the SCSU community, scholars, and the public.
- B. History:** The SCSU Historical Collection began as a project in 1975, under the administration of the Miller F. Whittaker Library staff. The SCSU Historical Committee was appointed by the Dean of Library and Information Services, and members of the library staff served on the committee. The committee organized materials and a staff member was assigned to work in the collection when time permitted. The archivist position was created in 1997.

II. Types of Programs Supported by the Collection

- A. Research:** The collection supports undergraduate-level, graduate-level, and scholarly work in the following areas: the history of South Carolina State University; local history; the history of the Palmetto Medical, Dental and Pharmaceutical Association; and the Orangeburg Massacre. Holdings also provide important supporting resources for research into African-American education and culture. Types of projects include books, articles, undergraduate and graduate papers, news reporting, historical preservation, and film documentaries.
- B. Outreach:** The collections provide the foundation for outreach activities by which the SCSU Historical Collection furthers the awareness, development, and use of its materials. This outreach program has included lectures, workshops, brochures, websites, and publications. It has also included presentations to historical research methods classes and other groups on the use of primary research materials as well as specific holdings information. Onsite and portable exhibits are also prepared.

C. Curriculum Support: The collections support both undergraduate and graduate curricula and programs in South Carolina State University's Schools of Arts and Humanities and Education. The graduate degrees and majors most strongly supported by the holdings include programs in Communication and Languages, Political Science and History, and Education.

III. Clientele Served by the Collections

Regular clientele include scholars, faculty, students, South Carolina State University administrators and staff, donors, journalists, and the general public. Persons wishing to use collections must register and present identification.

IV. Priorities and Limitations of the Collections

All archival collecting activity involves the evaluation and selection of documentary materials determined to be of enduring value. Four specific terms are used to describe levels of collecting activity:

- exhaustive—to collect all of the documentation relating to a field;
- comprehensive—to collect much of the documentation relating to a field;
- complementary—to collect at a level that fills gaps in the existing documentary record and supplements resources available elsewhere; and
- selective—to collect only minimally.

Exhaustive, comprehensive, and complementary collecting support graduate-level research and scholarship; selective collecting does not.

- A. Present Collection Strengths:** The holdings are strongest in twentieth century materials relating to South Carolina State University and the Orangeburg Massacre.
- B. Present Collecting Levels:** Materials relating to the university and the Orangeburg Massacre are collected on a comprehensive level. Photographs and organizational records are collected on a complementary level. Books are collected on a selective level.
- C. Present Identified Limitations:** The SCSU Historical Collection is weak in resources on the local African-American community and alumni. University documentation is incomplete. There are significant gaps in the time periods covered by the holdings.
- D. Desired Levels of Collecting:** The SCSU Historical Collection wishes to continue collection of materials pertaining to the history of the university and the Orangeburg Massacre on a comprehensive level. The SCSU Historical Collection wishes to collect materials pertaining to the administrative functions of South Carolina State University, including records generated by University deans, deliberative bodies, and public

relations units on a comprehensive level. The Historical Collection wishes to collect materials relating to the history of the local community and alumni, especially those alumni serving in exemplary roles on a comprehensive level. The Historical Collection wishes to continue collecting organizational records and photographs on a complementary level and books on a selective level.

- E. Chronological Periods Collected:** The SCSU Historical Collection acquires primarily late-nineteenth and twentieth century material.
- F. Forms of Material Collected:** The SCSU Historical Collection accepts documentation in all of the common modern formats, including photographs, audio-visual materials, and published and non-published documents. Electronic records and three-dimensional artifacts are accepted on a limited basis due to equipment, financial, and space constraints.
- G. Exclusions:** The SCSU Historical Collection does not collect materials unrelated to the history of the university or the local community or which does not reflect the experiences of alumni. Material may also be unacceptable due to its physical condition.

V. Cooperative Agreements

The SCSU Historical Collection frequently cooperates with other repositories, organizations, and other units at South Carolina State University.

VI. Resource Sharing

Under appropriate terms and conditions, the SCSU Historical Collection shares resources with other departments and institutions when such sharing is beneficial to researchers and when material will not be damaged. All such sharing must be in accordance with the terms of the relevant donor agreement(s). A donor may specify which departments or institutions items may be shared with and/or that no items may be shared. Materials may be loaned temporarily or permanently transferred to another institution. Resources shared may include duplicate and extraneous materials from collections (if acceptable under the terms of the donor agreement); copies of materials from collections; hard-copy finding aids; electronic versions of finding aids, collections, and items; and facilities.

VII. Statement of Deaccessioning Policy

The SCSU Historical Collection may deaccession materials that do not reflect its collecting areas, that duplicate existing holdings, that relate to subjects that are no longer a priority of the Historical Collection, or that are judged not to be of enduring value. The relevant donor agreement(s) will determine the disposition

of materials in a collection. In general, the options for deaccessioned material included a) offering material back to the donor or heirs, b) transferring material to another area in the Miller F. Whittaker Library (e.g., circulating collection), or c) offering it to another appropriate library or archival institution (which may be specified in the donor agreement). All disposition of archival materials will be in accordance with state and federal laws.

VIII. Procedures Affecting the Collecting Policy and Its Implementation

- A. Deed of Gift:** The SCSU Historical Collection does not accept materials without a legal transfer of title, deed of gift, or other official acknowledgement.
- B. Loans and Deposits:** Materials loaned to or deposited with the SCSU Historical Collection are accepted when the conditions for acceptance are favorable to the Historical Collection. All such items are covered by a written agreement.
- C. Closed Collections:** The SCSU Historical Collection does not accept collections that are closed in perpetuity. Restrictions regarding access to and use of collections are accepted only when mutually agreeable to the donor and the Historical Collection.
- D. Deaccessioning:** The SCSU Historical Collection reserves the right to deaccession any materials within its holdings, as long as the disposition is in accordance with relevant donor agreements and state regulations.
- E. Exhibitions:** The SCSU Historical Collection reserves the right to include unrestricted materials in exhibitions, in accordance with standard archival principles and practices.
- F. Revision of Policies:** The SCSU Historical Collection reserves the right to change the preceding policies as necessary, in accordance with recognized professional standards and principles of archival management. Revisions will not, however, revoke previously negotiated donor agreements.

IX. Procedures for Monitoring Development and Reviewing Collection Development Guidelines

This policy will be reviewed at least every five years for effectiveness and appropriateness. All revisions will be consistent with professional archival standards and principles and will not revoke previously negotiated donor agreements.

Appendix B

SCSU Historical Collection Donation Checklist

Accession Number
Donor Name
<input type="checkbox"/> Initial Letter/ E-mail/ Call or Donation Received From Donor On _____
<input type="checkbox"/> Response Sent to Donor <ul style="list-style-type: none"> <input type="checkbox"/> For Clarification of Letter <input type="checkbox"/> Accepting Donation <input type="checkbox"/> Declining Donation Notes:
<input type="checkbox"/> Further Correspondence <ul style="list-style-type: none"> <input type="checkbox"/> Sample Deed of Gift Sent on _____ <input type="checkbox"/> Request for Further Information (i.e., Biographical Material) Notes:
<input type="checkbox"/> Waiting to Receive Items <input type="checkbox"/> Items Received on _____
Upon Receipt of Material: <ul style="list-style-type: none"> <input type="checkbox"/> Deed of Gift with Thank-you Letter Sent on _____ <input type="checkbox"/> Accession Number Assigned # _____ <input type="checkbox"/> Waiting for Return of Deed of Gift <input type="checkbox"/> Signed Deed of Gift Received <input type="checkbox"/> Donor File Created, With Copies of Correspondence and Deed of Gift <input type="checkbox"/> Donor Added to Donor List <input type="checkbox"/> Accession Form Completed <input type="checkbox"/> Processing Plan Completed <input type="checkbox"/> Materials Processed <input type="checkbox"/> Item(s) Cataloged—MARC, OCLC <input type="checkbox"/> Item(s) Shelved <input type="checkbox"/> Item(s) Deaccessioned
Notes:

1 November 2002

Appendix C

South Carolina State University Historical Collection

Miller F. Whittaker Library
South Carolina State University
P.O. Box 7491
Orangeburg, SC 29117-0001

Phone: (803) 536-8627
Fax: (803) 516-4726
Email: aimeeberry@scsu.edu

Deed of Gift

I _____ (hereinafter referred to as the Donor), hereby give, donate, and convey to South Carolina State University for deposit in the South Carolina State University Historical Collection (hereinafter referred to as the SCSU Historical Collection), as a gift, papers and other historical materials (hereinafter referred to as materials) as described below.

Description and Conditions of Donated Material:

The Donor hereby gives and assigns to South Carolina State University all property and copyrights therein, **unless otherwise specified in an amendment to this document.** It is understood and agreed by and between the Donor and South Carolina State University that the gift will be cared for in a manner that will, in the judgment of the staff of the SCSU Historical Collection, best provide for its physical preservation and at the same time make it most readily available to researchers. The material will be available for research, display, educational and publication purposes, subject to standard archival practices.

In the event that portions of such materials are not appropriate to the SCSU Historical Collection's Collection Development Policy, the SCSU Historical Collection has the right to determine their proper disposition. **If the Donor would like weeded materials (those materials deemed inappropriate by the standards of the Collection Development Policy) returned or transferred to a particular institution, this should be indicated in an amendment to this document.**

In the event that the Donor or donating organization may from time to time hereafter, give, donate, and convey to South Carolina State University for deposit in the SCSU Historical Collection additional papers and other historical materials, title shall pass to South Carolina State University upon their delivery and this instrument shall be applicable to all additional materials.

The Donor is responsible for having an official appraisal conducted by a certified appraiser if he/she deems the materials being donated to South Carolina State University to be of monetary value. A copy of the appraisal shall be attached to this agreement, and a letter of acknowledgement will be sent to the Donor.

Donor

Phone

Address

Date

Authorized SCSU Historical Collection Representative

Date

Dean of Library and Information Services

Date

South Carolina State University Historical Collection

Miller F. Whittaker Library
South Carolina State University
P.O. Box 7491
Orangeburg, SC 29117-0001

Phone: (803) 536-8627
Fax: (803) 516-4726
Email: aimeeberry@scsu.edu

Deed of Gift—Amendment Form

I, _____, hereinafter referred to as the Donor, set forth the following conditions and restrictions upon my gift of papers and/or other historical materials:

- 1.
- 2.
- 3.
- 4.

Donor

Phone

Address

Date

Authorized SCSU Historical Collection Representative

Date

Dean of Library and Information Services

Date

Appendix E

SCSU Historical Collection Accession Form

Date Received	Accession No.	New Collection or Addition?																																																
Official Name of Collection																																																		
Office of Origin/Source																																																		
Donor Name/Address																																																		
Restrictions	Location	Acquisition Type																																																
Condition of Material		Date																																																
General Description of Material		Total Size																																																
<p>Specific Description of Material:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>Type</u></th> <th style="text-align: left;"><u>Size</u></th> <th style="text-align: left;"><u>Type</u></th> <th style="text-align: left;"><u>Size</u></th> <th style="text-align: left;"><u>Type</u></th> <th style="text-align: left;"><u>Size</u></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Audio Recordings</td> <td>_____</td> <td><input type="checkbox"/> Memorabilia</td> <td>_____</td> <td><input type="checkbox"/> Photocopies</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Correspondence</td> <td>_____</td> <td><input type="checkbox"/> Microfilm</td> <td>_____</td> <td><input type="checkbox"/> Printed Materials</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Diaries/Manuscripts</td> <td>_____</td> <td><input type="checkbox"/> Movie Film</td> <td>_____</td> <td><input type="checkbox"/> Publications</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Financial Records</td> <td>_____</td> <td><input type="checkbox"/> Newspapers</td> <td>_____</td> <td><input type="checkbox"/> Reports</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Legal Documents</td> <td>_____</td> <td><input type="checkbox"/> Photographs</td> <td>_____</td> <td><input type="checkbox"/> Research Materials</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Maps/Charts</td> <td>_____</td> <td><input type="checkbox"/> Scrapbooks</td> <td>_____</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td>_____</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			<u>Type</u>	<u>Size</u>	<u>Type</u>	<u>Size</u>	<u>Type</u>	<u>Size</u>	<input type="checkbox"/> Audio Recordings	_____	<input type="checkbox"/> Memorabilia	_____	<input type="checkbox"/> Photocopies	_____	<input type="checkbox"/> Correspondence	_____	<input type="checkbox"/> Microfilm	_____	<input type="checkbox"/> Printed Materials	_____	<input type="checkbox"/> Diaries/Manuscripts	_____	<input type="checkbox"/> Movie Film	_____	<input type="checkbox"/> Publications	_____	<input type="checkbox"/> Financial Records	_____	<input type="checkbox"/> Newspapers	_____	<input type="checkbox"/> Reports	_____	<input type="checkbox"/> Legal Documents	_____	<input type="checkbox"/> Photographs	_____	<input type="checkbox"/> Research Materials	_____	<input type="checkbox"/> Maps/Charts	_____	<input type="checkbox"/> Scrapbooks	_____			<input type="checkbox"/> Other	_____				
<u>Type</u>	<u>Size</u>	<u>Type</u>	<u>Size</u>	<u>Type</u>	<u>Size</u>																																													
<input type="checkbox"/> Audio Recordings	_____	<input type="checkbox"/> Memorabilia	_____	<input type="checkbox"/> Photocopies	_____																																													
<input type="checkbox"/> Correspondence	_____	<input type="checkbox"/> Microfilm	_____	<input type="checkbox"/> Printed Materials	_____																																													
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<input type="checkbox"/> Financial Records	_____	<input type="checkbox"/> Newspapers	_____	<input type="checkbox"/> Reports	_____																																													
<input type="checkbox"/> Legal Documents	_____	<input type="checkbox"/> Photographs	_____	<input type="checkbox"/> Research Materials	_____																																													
<input type="checkbox"/> Maps/Charts	_____	<input type="checkbox"/> Scrapbooks	_____																																															
<input type="checkbox"/> Other	_____																																																	
<p>Arrangement of Material:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Alphabetic</td> <td><input type="checkbox"/> Chronologic</td> <td><input type="checkbox"/> Numeric</td> </tr> <tr> <td><input type="checkbox"/> Topical (Subject)</td> <td><input type="checkbox"/> Not Arranged</td> <td><input type="checkbox"/> Other _____</td> </tr> </table>			<input type="checkbox"/> Alphabetic	<input type="checkbox"/> Chronologic	<input type="checkbox"/> Numeric	<input type="checkbox"/> Topical (Subject)	<input type="checkbox"/> Not Arranged	<input type="checkbox"/> Other _____																																										
<input type="checkbox"/> Alphabetic	<input type="checkbox"/> Chronologic	<input type="checkbox"/> Numeric																																																
<input type="checkbox"/> Topical (Subject)	<input type="checkbox"/> Not Arranged	<input type="checkbox"/> Other _____																																																
Approximate Inclusive Dates	Inventoried By	Date																																																
Additional Comments																																																		

1 November 2002

Appendix H Descriptive Abbreviations

L	letter	An unsigned letter in the hand of a clerk or person other than the author.
LS	letter signed	A letter in the hand of a person other than the author, but signed by the author.
AL	autograph letter	A letter in the hand of the author, but not signed
ALS	autograph letter signed	A letter in the hand of and signed by the author.
TL	typed letter	Any mechanically reproduced letter, such as mimeograph, offset, ditto, or diazo. Printed letters would more logically be cataloged as broadsides. Include here letters signed with rubber stamp, mimeograph, or any other artificial means of reproducing the author's signature.
TLS	typed letter signed	A typed letter signed by the author
D	document	Any paper of legal or official nature such as an indenture, deed, certificate, receipt, etc. Include here printed documents of the type described above with manuscript additions. Also include documents signed by a clerk or other person in the name of the author.
DS	document signed	A document written by another person, but signed by the author.
AD	autograph document	A document written by the author, but not signed.
ADS	autograph document signed	A document written and signed by the author.
TD	typed document	Typed or other mechanically reproduced (except printed) document.
TDS	typed document signed	Typed document signed by the author.
MS	manuscript	Unsigned manuscript, nonlegal or nonofficial, in hand of a person other than the author. (Older records may have the variant Ms.)
AM	autograph manuscript	Nonlegal or nonofficial papers such as speeches, biographical sketches, sermons, reminiscences, writings, and other items of a generally narrative nature, in the hand of the author but unsigned.
AMS	autograph manuscript	Manuscript in the hand of and signed by the author. (Older records may have the variant AMsS.)

	signed	
TMs	typed manuscript	Typed manuscript not signed by the author.
TMsS	typed manuscript signed	Typed manuscript signed by the author.
C	card	Postcard, picture postcard, or greeting card.
AC	autograph card	Unsigned handwritten card or message on a printed greeting card.
ACS	autograph card signed	Any card with a handwritten message by the author and signed.
TC	typed card	An unsigned typed postcard or printed greeting card.
TCS	typed card signed	Entire card, or a message, typed and signed by the author.
AN	autograph note	Any unsigned fragment. This designation is rarely used, and then only to identify a manuscript in the hand of a famous person.
ANS	autograph note signed	A line or two, at most a page, or any fragment that could not be classified as AMsS, such as signed memorandum.
TN	typed note	Any unsigned typescript fragment
TNS	typed note signed	A signed typescript fragment
MP	published item	An item that has been published, such as a newspaper clipping, newsletter, etc.
R	reproduction	A reproduced item (not the original), such as a photocopy or duplicate copy of a photograph.

Appendix I

SCSU Historical Collection Cataloging Worksheet

Fields marked with an * must be entered. Fields in bold type must be entered if available. Data in bold type must be entered exactly as it appears.

Type: _____ BLvl: _____ Srce: d _____ Lang: _____

Form: _____ Elvl: I _____ Ctry: _____

Desc: a MRec: _____ DtSt: _____ Dates: _____, _____

Ctrl: a

007 h\$b _____ \$c _____ \$d _____ \$e _____

040* bb

041 b_

(Languages, if more than one.)

099* b9

(Accession number)

049* bb

1__ _b

(Name)

\$d

(Dates of Birth)

245* 00

(Title/May Be Form or Genre Term)

\$k _____ \$f

=

(Optional Form/Genre)

(Dates)

\$g (bulk _____)
(Optional Bulk Dates)

300* bb

(Cubic ft. (No. Containers) or (No. Items))

340 bb

(Recording and Reproduction Characteristics)

351 bb

(Series Description) or (\$bAlphabetic/Chronologic)

CODES		
Type:		
p	mixed (no format dominates, use workform wfmp)	
t	manuscript (textual materials only, use workform wfm)	
BLvl:		
c	collection	
m	manuscript	
d	subunit	
Lang:	eng	
Form:		
a	microfilm	
b	microfiche	
r	regular print	
Ctry:		
xxu	state (see codes)	
MRec:		
DtSt:		
i	inclusive dates	
s	single date	
q	questionable	
k	bulk dates	
n	unknown dates	
Dates		
Ctrl:		
b	no specific type of control	
a	under archival control	
007:	Microform	
041:	Language	
<i>Indicator 1:</i>		
0	is not a translation	
1	is a translation	
099:	Accession No.	
1xx:	Main Entry	
100:	Personal Name	
<i>Indicator 1:</i>		
1	single surname	
2	multiple surnames	
3	name of family	
0	forename only	
<i>Subfields:</i>		
a	name	q
	fuller form	
c	titles	d
	dates	
e	relator	
110:	Corporate Name	
<i>Indicator 1:</i>		
2	name	
1	place plus name	
<i>Subfields:</i>		
a	name	b
	division	
c	place	d
	date	
111:	Conference Name	
130:	Uniform Title	
245:	Title	
300:	Volume	
340:	Recording and Reproduction Characteristics	
\$3	for parts of collection	
\$a	medium	
\$b	dimensions and production rate/ratio	
\$f	speed	
351:	Arrangement	

Cataloging Worksheet page 2

530	bb	(Additional Forms Available)
533	bb	(Holds Copies Only)
535	1b	(Location of Originals)
545	bb	(Biography/History)
520*	_b	(Scope and Content Note)

CODES	
530:	Additional Forms
533:	Reproductions
535:	Location of Originals
545:	Biography/History
520:	Content Note
	<i>Indicator 1:</i>
b	"Summary:" will print
8	"Summary:" will not print

Cataloging Worksheet page 4

600 _0
 (Subjct Added Entry – Personal Name)

610 _0
 (Subjct Added Entry – Corporate Name)

611 _0
 (Subjct Added Entry – Conference)

630 _0
 (Subjct Added Entry – Uniform Title)

CODES	
6xx: Subject Added Entries	
600: Personal Names	
<i>Indicator 1:</i>	
1	single surname
2	multiple surnames
3	name of family
0	forename only
<i>Subfields:</i>	
a	name
q	fuller form
c	titles
d	dates
610: Corporate Names	
<i>Indicator 1:</i>	
2	name
1	place plus name
<i>Subfields:</i>	
a	name
b	divisions
c	place
d	date
x	topic subdivision
611: Conference Name	
<i>Subfields:</i>	
a	name
n	number
d	date
c	place
630: Uniform Title	
<i>Indicator 1:</i>	
0-9 nonfiling characters	
<i>Subfields:</i>	
a	title
f	date

Cataloging Worksheet page 6

700 _b_ (Added Entry – Personal Name)

710 b_ (Added Entry – Corporate Name)

711 2b (Added Entry – Conference Name)

730 b (Added Entry – Uniform Title)

CODES	
7xx: Added Entries	
700: Personal Name	
<i>Indicator 1:</i>	
1	single surname
2	multiple surname
3	name of family
0	forename only
<i>Indicator 2:</i>	
b	
<i>Subfields:</i>	
a	name
q	fuller form
c	titles
d	dates
t	title of work
f	date of work
710: Corporate Name	
<i>Indicator 1:</i>	
1	jurisdiction name
2	name in direct order
<i>Indicator 2:</i>	
b	
<i>Subfields:</i>	
a	name
b	division
c	place
d	date
711: Conference Name	
<i>Subfields:</i>	
a	name
n	number
d	date
c	place
730: Uniform Title	
<i>Indicator 1:</i>	
0-9 nonfiling characters	
<i>Indicator 2:</i>	
b	
<i>Subfields:</i>	
a	title
f	date
851	

Prepared By _____ Date _____
 Input By _____ Save No. _____ Date _____
 OCLC No. _____ Date _____
 Control No. _____ Barcode No. _____ Date _____

Appendix J

SCSU Historical Collection Removal Form/Separation Sheet

Use one form for each item removed/separated from collection.

Date of Removal/Separation:

Removed By:

Removed To:

Collection Name/Number:

Series Name/Number:

Box Number: _____

Folder Title/Number:

Describe Item:

Type of Item: _____

Date:

Purpose of Removal/Separation:

Photography

Research

Conservation

Exhibit (Title)

Loan

Separate Storage Due to Format/Size

Other

Returned By:

Date of Return:

Multiple copies of this form should be made to place with the item removed, in the folder from which it was removed, and in a master file of separation or removal records.

1 November 2002

Appendix K

South Carolina State University Historical Collection Daily Reference Request Record

Date:			Search Conducted By:			
Type of Inquiry:	<input type="checkbox"/> Mail	<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> In-person	<input type="checkbox"/> Public	<input type="checkbox"/> In-house
Name of Inquirer:						
Phone:		Fax:		Email:		
Address:						
Search Topic:						
Sources Consulted:						
Results of Search:						
Form of Answer:						
<input type="checkbox"/> Advised by phone		<input type="checkbox"/> Delivered by:		<input type="checkbox"/> Sent in-house mail		
<input type="checkbox"/> Sent Postal Service		<input type="checkbox"/> Used in Archives		<input type="checkbox"/> Request for more info.		
<input type="checkbox"/> Other:						
Date:			Search Conducted By:			
Type of Inquiry:	<input type="checkbox"/> Mail	<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> In-person	<input type="checkbox"/> Public	<input type="checkbox"/> In-house
Name of Inquirer:						
Phone:		Fax:		Email:		
Address:						
Search Topic:						
Sources Consulted:						
Results of Search:						
Form of Answer:						
<input type="checkbox"/> Advised by phone		<input type="checkbox"/> Delivered by:		<input type="checkbox"/> Sent in-house mail		
<input type="checkbox"/> Sent Postal Service		<input type="checkbox"/> Used in Archives		<input type="checkbox"/> Request for more info.		
<input type="checkbox"/> Other:						

Appendix L
SCSU Historical Collection Monthly Statistical Sheet
Month _____

Requests Received:	
E-mail:	_____
Fax:	_____
Letters:	_____
Phone:	_____
In-person:	_____
Request Classification:	
Preservation/Conservation Questions:	_____
General (hours/fees/other departments):	_____
Permissions to Publish:	_____
Photocopy/Photo Duplication:	_____
Potential Donors:	_____
Research Questions:	_____
Other _____:	_____
Patron Classification:	
Public:	_____
In-House:	_____
SCSU Students:	_____
SCSU Faculty/Staff:	_____
Other _____:	_____
Outside Scholars:	_____
Community:	_____
Other Students:	_____
Genealogists:	_____
Other _____:	_____
Response Data:	
Used in Archives:	_____
E-mail:	_____
Faxed:	_____
Mailed:	_____
Referred:	_____
Advised by Phone:	_____
Charged Out Collections:	_____
Photocopies Made:	_____
Request for more info.:	_____
No information found:	_____
Curatorial Activity:	
Collections Processed:	_____
New Accessions:	_____
Professional Education or Outreach:	_____
Finding Aids / Box Lists Prepared:	_____
Collections Cataloged:	_____

1 November 2002

Appendix M
SCSU Historical Collection Annual Statistical Sheet
Year _____

Requests Received:	
E-mail:	_____
Fax:	_____
Letters:	_____
Phone:	_____
In-person:	_____
Request Classification:	
Preservation/Conservation Questions:	_____
General (hours/fees/other departments):	_____
Permissions to Publish:	_____
Photocopy/Photo Duplication:	_____
Potential Donors:	_____
Research Questions:	_____
Other _____:	_____
Patron Classification:	
Public:	_____
In-House:	_____
SCSU Students:	_____
SCSU Faculty/Staff:	_____
Other _____:	_____
Outside Scholars:	_____
Community:	_____
Other Students:	_____
Genealogists:	_____
Other _____:	_____
Response Data:	
Used in Archives:	_____
E-mail:	_____
Faxed:	_____
Mailed:	_____
Referred:	_____
Advised by Phone:	_____
Charged Out Collections:	_____
Photocopies Made:	_____
Request for more info.:	_____
No information found:	_____
Curatorial Activity:	
Collections Processed:	_____
New Accessions:	_____
Professional Education or Outreach:	_____
Finding Aids / Box Lists Prepared:	_____
Collections Cataloged:	_____

1 November 2002

Appendix N

SOUTH CAROLINA STATE UNIVERSITY HISTORICAL COLLECTION

USER REGISTRATION FORM

Name:

Last

First

Middle Initial

--

Permanent Address:

Street

City

State

Zip

--

Permanent Phone:

--

Local Address:

Street

City

State

Zip

--

Local Phone:

--

Fax:

--

Email:

--

Academic Status:

Student

Faculty

Staff

Other _____

Nature of Research:

Research Paper

Local History

Administrative

Other

Research Topic:

--

I have read and understand the rules for use of SCSU Historical Collection materials located on the reverse side of the this form.

Signature

Date

--

RULES FOR USE OF SCSU HISTORICAL COLLECTION MATERIALS

To safeguard the valuable and unique materials housed within the SCSU Historical Collection, researchers are requested to abide by the following rules:

Because the materials housed within the SCSU Historical Collection include rare and unique items, all materials must be used in the SCSU Historical Collection reading room. Materials are non-circulating, except under certain conditions. University faculty, staff, or students requesting materials for official university business (for example, to be used in a university publication) may be allowed to borrow materials for up to thirty days. The borrower must provide for the security of the materials against loss or damage while they are out of the SCSU Historical Collection and is required to use the materials with the same care and consideration that is practiced in the SCSU Historical Collection. A "Charged Out Collections" form will be completed by SCSU Historical Collection staff and signed by the borrower. All materials are maintained in closed stacks that are not open to patron access.

Patrons may not eat, drink, or smoke in the SCSU Historical Collection.

All patrons must register to use materials.

All briefcases, purses, coats, and other personal articles are to be placed under the tables.

Only notebooks and/or laptops and pencils may be used in the research area. **THE USE OF INK IS PROHIBITED!**

All papers and materials should be handled carefully, maintaining the established order in individual folders. In the case of unprocessed collections, materials are still to be returned in the order presented to the researcher(s).

Manuscripts and other materials may not be leaned on, written on, folded, traced, fastened with rubber bands, staples, or metal clips, or handled in any way likely to damage them.

Requests for a reasonable amount of photocopying may be made. Title 17, United States Code (Copyright Law) states that photocopies are not to be refused for any purpose other than private study, scholarship, or research."

Photographic reproductions can be arranged through outside commercial photographers. All reproductions will be made at the discretion of the archivist. (See our Reproduction Policies and Fees)

Citations of manuscripts and other materials should include: the name or type of item and "SCSU Historical Collection, Miller F. Whittaker Library, South Carolina State University, Orangeburg, S.C."

Copyright: Provisions of the Copyright Act (PL94-553), effective 1 January 1978, provide statutory protection for all writings from the dates of their creation whether or not they are formally copyrighted. Anyone contemplating publication of unpublished materials must obtain permission from the author or owner of copyright. The researcher is advised that the SCSU Historical Collection does not necessarily hold the copyright to the materials in its collections and that it is the researcher's responsibility to secure those rights when needed. If permission is granted, the researcher must also give appropriate credit to the SCSU Historical Collection. For published materials, see copyright laws. The SCSU Historical Collection assumes no responsibility in cases of infringement. (See our Publication Policy and Copyright Policy)

According to the South Carolina Public Records Act (Section 30-I-30), "unlawful removing, defacing, or destroying a public record constitutes a misdemeanor offense with a fine of not less than five hundred dollars nor more than five thousand dollars or imprisonment for not more than thirty days. Magistrates and municipal courts have jurisdiction to try violations."

Appendix O
SCSU HISTORICAL COLLECTION
REPRODUCTION POLICIES AND FEES

(NOTE: THIS POLICY IS SUBJECT TO REVISION WITHOUT NOTICE.)

In order to facilitate scholarly and official use of its collections, the SCSU Historical Collection provides reproduction services. Conservation concerns, however, dictate that some methods of duplication are inappropriate for some types of materials. The final decision as to whether or not an item is too fragile to be copied will be made by the archivist.

All photocopying is performed by SCSU Historical Collection staff. Therefore, all orders are subject to the availability of staff. Most orders will be filled at the time of the request, although larger orders may require longer turn-around. Photocopying will only be done if it is determined that such duplication can be done without injury to materials. The researcher assumes full responsibility for conforming to copyright laws.

Payment for reproductions must be received at the time of the request. In special cases, payment is requested after duplication through an invoice.

Photocopying Fees

No photocopying fees will be charged to University offices or individuals who have donated materials to the SCSU Historical Collection.

Fees for non-donors

Each photocopy, 10 copies or less: free

Each photocopy over 10 copies: \$.25 per page

By mail:

There is a \$5.00 minimum charge for postage and handling, plus \$1.00 per 50 pages above the first 100 pages. The postage and handling fees will be included in the pre-payment amount.

Faxed copies: first 10 copies free; \$.25 per page for additional pages. *(This fee covers faxing only—if a patron also desires a copy to be mailed, the above photocopying fees and postage charge apply.)*

Photographic Reproduction Fees

Photographic reproductions can be provided by one of two means: through local commercial photographers or by the SCSU Historical Collection staff using a scanner and photo printer. Therefore, prices may vary.

Photographic reproduction by outside photographer: per photographer's charge. In addition, there is a \$1.00 per image charge for handling. This helps cover staff time and travel required to transport the images to the photographer for duplication.

Scanning and saving to disk: no charge.

Scanning and printing on photo paper: \$5.00 per page, regardless of the number of images per pages (for example, one 8x10 or two 5x7 images will fit on a single page).

Postage: There is a \$5.00 minimum charge for postage.

Use Fees

No use fee will be charged for use in publications produced by University offices. All others desirous of using SCSU Historical Collection materials in a publication must first seek permission by signing a Publication Agreement Form. (See our Publication Policy.)

Non-University publication: There is a \$25.00 fee for one-time use of SCSU Historical Collection materials. Anyone wishing to re-use materials must reapply for permission and submit another use fee.

Revised July 2002

Appendix P

SCSU HISTORICAL COLLECTION

COPYRIGHT POLICY

As a repository of original research materials, the SCSU Historical Collection is committed to preserving these materials and making them available for research. In order to facilitate research, the SCSU Historical Collection staff and researchers will abide by the following guidelines.

- SCSU Historical Collection staff will provide reproductions of a reasonable amount of material from its collections, provided that such copying is consistent with donor instruction and copyright law.
- The SCSU Historical Collection staff will perform all photocopying. Photocopying of materials is generally permitted for specific educational research or reference.
- SCSU Historical Collection staff reserve the right to limit or prohibit reproduction due to the condition of the materials, security reasons, or possible violation of copyright laws.
- It is the researcher's obligation to satisfy copyright regulations when copying or using materials found in the collection.
- The person requesting the reproduction assumes all responsibility for infraction of copyright and of any use exceeding fair use.
- Any commercial application of copyrighted materials is not fair use and always requires the consent of the copyright holder.
- Permission to reproduce is separate from and does not constitute permission to publish. A separate Publication Agreement must be signed, and a publication fee of \$25.00 paid. If the SCSU Historical Collection is not the copyright owner, permission to publish is required from both the owner of the copyright and the SCSU Historical Collection as owner of the physical property. The SCSU Historical Collection Publication Agreement Form states that permission is granted for "one time only use of the requested materials for publication." Photographs may not be reused without the written permission of the SCSU Historical Collection. (See our Publication Policy)
- As set forth in Section 202 of U.S. Code Title 17, ownership of copyright does not automatically accompany ownership of the physical property. The SCSU Historical Collection Donor Agreement Form specifies that "The Donor hereby gives and assigns to South Carolina State University all property and copyrights therein, unless otherwise specified in an amendment to this document." Many of the materials held by the SCSU Historical Collection have no corresponding Donor Agreement Forms, which means that copyright or other information about restrictions may be difficult or even impossible to determine. In such cases, it is solely the responsibility of the researcher to determine and satisfy copyright and other use restrictions.
- Reproductions of any item must contain a complete citation to the original.
- Books, manuscripts, and plays as literary works are protected by copyright; reproduction is governed by standards of fair use. Non-book materials, including audio and video recordings, architectural drawings, artwork, maps, and photographs, are also covered by fair use provisions set forth in Section 107 of U.S. Code Title 17.
- Complete copyrighted works or substantial portions thereof will not be duplicated unless they are out of print or are no longer available at a fair price.
- Portions of commercially acquired copyrighted works may be copied for instructional purposes, but the amount and substantiality of the portion used in relation to the copyrighted work as a whole must be considered in determining whether the use of the excerpt constitutes fair use.
- As provided in Section 108 of U.S. Code Title 17, the SCSU Historical Collection reserves the right to reproduce materials within its holdings for preservation purposes. This includes digital reproduction.

Revised July 2002

Appendix Q
SCSU Historical Collection
Photocopy/Photo Duplication Order Form

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Materials to be reproduced:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Number of items/pages: _____

Cost per item/page: _____

Total Charges: _____

Form Completed By: _____ Date: _____

Appendix S
SCSU Historical Collection
Charged Out Collection Form

Date Charge Out: _____ Expected Return Date: _____

Materials Charged to:

Name/Dept.: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Materials Charged Out:

Reason for Charge Out: _____

Materials will only be charge out to University personnel for official University purposes. Materials WILL NOT be charged out for or by former or retired employees or the general public. No materials will be charged out from the SCSU Historical Collection without permission from one of the following: Archivist, Dean. This form MUST be completed for ALL charge-outs. A grace period of 30 days beyond the expected return date will be given before materials are formally requested to be returned. If materials are not returned, the individual who charged them out, and /or in some cases, the borrowing office or department, will no longer be given charge-out privileges until materials have either been returned or replaced. Privileges may also be denied if materials are not returned to the SCSU Historical Collection in the same condition as when they were charged out. These regulations are not for the inconvenience of individuals but rather the preservation of SCSU's history.

I have read and understand the regulations regarding charging out materials from the SCSU Historical Collection.

Signature of Patron

Authorized Signature

Appendix T
SCSU HISTORICAL COLLECTION
PUBLICATION* POLICY

The SCSU Historical Collection, in accordance with the copyright law of the United States (Title 17 U.S. Code), which governs the making of photocopies or other reproductions of copyrighted materials, does not support or condone any activities which will violate the law or intellectual integrity of its collections.

Individuals wishing to acquire permission to publish materials from the SCSU Historical Collection must sign a "Publication Agreement" form. This agreement permits the one-time only use of the requested materials for publication. The SCSU Historical Collection affixes a \$25.00 per image fee for use of its materials in non-University publications. Photographs may not be reused without the written permission of the SCSU Historical Collection and the submission of another use fee. This material may be protected by copyright law (Title 17 U.S. Code). In authorizing the use of this material, the SCSU Historical Collection does not surrender its own right to use it, or to grant permission to others to do so.

Signing the "Publication Agreement" form deems the signer responsible for any infringement of copyright or publication rights (Title 17 U.S. Code) and grants permission for one-time publication use.

*For SCSU Historical Collection purposes, publication means the reproduction of the exact image held by the SCSU Historical Collection in a book, magazine, etc. It does not mean the use of SCSU Historical Collection images for artistic inspiration.

Revised July 2002

Appendix U
SCSU Historical Collection
Publication Agreement Form

The SCSU Historical Collection, in accordance with the copyright law of the United States (Title 17 U.S. Code), which governs the making of photocopies or other reproductions of copyrighted materials, does not support or condone any activities which will violate the law or intellectual integrity of its collections.

This agreement permits one-time only use of the requested materials for publication. The SCSU Historical Collection affixes a \$25.00 per item/image fee for use of its materials in non-University publications. Photographs/items may not be reused without the written permission of the SCSU Historical Collection and the submission of another use fee. This material may be protected by copyright law (Title 17 U.S. Code). In authorizing the use of this material, the SCSU Historical Collection does not surrender its own right to use it, or to grant permission to others to do so.

The following application of signature deems the signer responsible for any infringement of copyright or publication rights (Title 17 U.S. Code) and grants permission for one-time publication use.

Signature Date

Please return this signed document to the following address:

SCSU Historical Collection
Miller F. Whittaker Library
S.C. State University
P.O. Box 7491
Orangeburg, SC 29117

Revised 6 November 2002