UNIVERSITY ARCHIVES AND SPECIAL COLLECTIONS
THE UNIVERSITY OF THE SOUTH
COLLECTION DEVELOPMENT POLICY

I. Introduction

University Archives and Special Collections at The University of the South is comprised of the following divisions: University Archives, the Personal Papers Collection, the Book Collections, Museum Collection, and the Episcopal Church Dioceses of Tennessee Records.

A. University Archives

University Archives serves as the official repository for the records of the University of the South. The term record is defined in the broadest manner, "any items, regardless of physical form" including photographs, maps, blueprints, videos, digital recordings, among other formats.

The Archives collects non-current records of research, legal, fiscal, or administrative value to the University of the South. Records produced by an employee in the course of University business are the property of the University. The appraisal, acquisition, and retention of records of enduring value is based on the archives' mission statement, which reflects the university’s mission. The non-current records with long-term administrative, legal, fiscal, and research value are selected for permanent retention.

Records in University Archives document the university's decision-making processes, culture, policies, events, employees, and alumni. Records of departments, individuals, groups, or programs which significantly influence the university’s development or reputation may also be retained. The retention, preservation, and accessibility of these materials support the university’s commitment to instruction, research, and community service.

We collect the following materials in University Archives:

1. Any record of historical, legal, fiscal, or administrative value to The University of the South that is not currently in use in the office in which it originated.

2. Legal or constituting documents, policy statements, reports (along with their supporting documents), minutes, substantive memoranda, and correspondence for the Board of Trustees and
Board of Regents, the Vice-Chancellor, Provost, Dean of the College and the Dean of the School of Theology, and records of administrative departments in whatever format the records originated.

3. Legal or constituting documents (e.g., charters, constitutions, by-laws), policy statements, and reports (along with their supporting documents), minutes, substantive memoranda, correspondence, and subject files of the university's major academic and administrative committees, including the College Faculty meetings.

4. Reports of self-studies and accreditation; budgets and audits; records from the offices of admissions, institutional research, marketing and public relations and advancement and final grant reports.

5. Publications created by or under the authority of The University of the South including audio, audiovisual and multi-media productions, photographs, slides, and negatives, films. (two copies, if practical and possible).

6. Materials documenting the operation and development of the university such as oral history interviews and transcriptions as well as maps, blueprints, and plot plans of the campus and its buildings.

7. Student publications including yearbooks, newspapers, and literary publications (two copies, if possible).

8. Records of student and faculty organizations including minutes of their meetings, if available.

9. Student papers and presentations regarding The University of the South created in internships or showcased in Scholarship Sewanee and M.A. and Honors theses.

10. Faculty publications for which an employee is an author or an editor. These materials will be catalogued and added to the Archives Book Faculty Collection, which is a non-circulating book collection (designated Archives Faculty plus the LC call number). The collection period will coincide with the employee’s tenure at the University of the South. Faculty publications before or after employment at the University of the South will not be actively collected.

11. Publications by members of the Board of Trustees and Board of
Regents as they are discovered. The collection period will coincide with the board member’s tenure at the University of the South. Publications before or after involvement with the University of the South may not be actively collected; collections in which the member is an editor will also not be actively collected.

12. Publications of Honorary degree recipients at the discretion of the University Archivist in consultation with the Head of Acquisitions.

13. Any and all alumni publications.

14. Course syllabi.

15. Artifacts related to the university as space permits.

**B. Archives Book Collection**

The Archives Book Collection will consist of any publications about the University of the South, any books written by anyone employed by the University of the South, any books about St. Andrew’s, St. Mary’s, Sewanee Military Academy, St. Andrews Sewanee (and any combination thereof), and any books about the town of Sewanee.

**C. Personal Papers Collection**

We collect the following materials in the Manuscript Collection:

1. Materials on the history of University of the South.

2. Materials on the history of St. Andrew’s, St. Mary’s, Sewanee Military Academy, St. Andrew’s Sewanee (and any combination thereof).

3. Materials about the town of Sewanee.

4. Materials depicting student life at The University of the South, St. Andrew’s, St. Mary’s, and the Sewanee Military Academy.

5. Personal and professional papers of faculty members who have met any of the following criteria: longevity of service, significant scholarship, or considerable contribution to the University of the South.
6. Materials on the personal and professional lives of prominent University of the South, St. Andrew’s, St. Mary’s, and the Sewanee Military Academy alumni/alumnae.

7. Materials of noteworthy organizations on the Domain, in Sewanee, and on the Cumberland Plateau which include in its membership University of the South employees or alumni/alumnae.

8. Materials pertaining to the history and residents of the Domain, Sewanee and the Cumberland Plateau.

9. Papers and manuscripts associated with authors active on the Domain and in Sewanee

10. Papers and manuscripts associated with authors, playwrights, editors and others involved with *The Sewanee Review*.

11. Papers and manuscripts associated with students, authors, playwrights and others involved with the Sewanee School of Letters.

12. Papers and manuscripts associated with authors, poets, playwrights, faculty and alumni/alumnae involved with the Sewanee Writers’ Conference.

13. Materials which support The University of the South’s programs.

**D. Special Collections Book Collection**

These materials will be catalogued and added to the Special Collections Book Collection, which is a non-circulating book collection.

1. A book shall be considered rare if it was printed or published in America, Europe, Asia, Africa or the South Pacific before 1850.

2. A book may be considered rare if it has special features
   a. Limited editions of 300 copies or fewer
   b. Autographed and/or association copies of prominent individuals
   c. First and other important editions of authors of prominence
   d. Books from private or fine presses
e. Books with fine bindings
f. Books with significant illustrations (especially hand colored engravings, chromolithographs, steel or copper engravings), prints, maps and photographs
g. Books with other features such as fore-edge paintings or book with early original manuscript or printed leaves (leaf books).
h. Books that are historically or socially dated i.e. contain archaic subjects

3. A book may be considered rare if it is of a non-standard format
   a. Miniature books (usually height 3” or under)
   b. Portfolios containing expensive plates
   c. Other materials requiring non-standard storage facilities and/or supervised use: broadsides, manuscripts, maps, early original newspapers, rare or historic prints, etc.

4. A book may be deemed scarce if it is found in 5 or fewer libraries, based on OCLC/WorldCat.

5. A book may be deemed valuable because of auction price realized or dealer’s offered price of $100 or more.

6. A book may be considered rare if it is likely to be stolen or damaged or if it is a replacement copy of a book which has been damaged or stolen.

7. Additions to the Special Bindings and Artists’ Collections are considered rare.

8. Books, including reference materials, with connections to manuscript, rare book and archival holdings may be catalogued as Spec Coll.

9. Non-Episcopal religious and theological works may be considered rare books.

10. First editions and published works by authors active in Sewanee or the Cumberland Plateau and not connected to The University of the South may be considered rare.

11. First editions and published works by any member of the Fugitive and Agrarian movement culminating in the Southern Renaissance of the 1920s and 1930s may be considered rare.

12. Books and other published materials about the state of
Tennessee and its citizens, including local and regional history and genealogy.

12. Serials
   a. Serials shall be considered rare if all issues published fall within the date limitations noted for books.
   b. Individual volumes of serials may be considered rare because of content (e.g. first published report of an important scientific breakthrough, the first printing of an important piece of literature, etc.).
   c. Early volumes of long running serials may be considered rare.

E. Episcopal Church Dioceses of Tennessee Records

University Archives and Special Collections holds official records for the Diocese of Tennessee. This designation includes materials when the “Diocese of Tennessee” represented the entire state and the current designation of the “Diocese of Tennessee” as the regional diocese for Middle Tennessee.

The Episcopal collection includes the following materials:

1. Published histories of churches in Tennessee.

2. Monographs as well as biographical materials regarding Episcopal leaders, clergy, and lay personnel.

3. Materials which support the already established church histories and archives.


5. Episcopal hymnals and other early hymnals.