

GENERAL POLICIES AND PROCEDURES FOR VALDOSTA STATE UNIVERSITY ARCHIVES

Mission:

The mission of the Valdosta State University Archives is to support the University's commitment to scholarly and creative work to enhance instructional effectiveness, to encourage faculty scholarly pursuits, and to support research in selective areas of institutional strength focused on regional need by collecting, preserving, and providing access to records of enduring historical value documenting the history and development of VSU and the surrounding South Georgia region.

Collection Policy:

As defined by its Mission Statement, the Valdosta State University Archives is charged with the collection and maintenance of those University records possessing enduring administrative and historical value. Determination of the status of a University record is based upon an informed appraisal of the record's value by the University Records Management Officer and the University Archivist.

The decision to select and preserve records of historical value is the responsibility of the University Archivist. The purpose of collecting such records is to provide documentation of the development and growth of the University, particularly of its primary functions of teaching and research, its role in southwest Georgia and in the community at large, the activities of its student body and alumni, and the development of its physical plant and grounds. Priority is given to those records that reflect the activities of University officers and committees which formulate or approve University or division-wide policy, as well as faculty and administrative involvement in these activities.

In addition, the University Archives accepts the personal papers of faculty, students, alumni, and other South Georgia citizens interested in donating material. Material must be of lasting historical value and be related to the history of VSU and the surrounding region. The VSU Archives will collect only materials that can be cared for fiscally, physically, and in accordance with appropriate standards. If the Archives is unable to accept a collection, every effort will be made to assist the donor with finding an appropriate repository.

Acquisitions:

Archives materials are acquired primarily through donation, and on rare occasions, loan and deposit. Donations of materials are essential to maintaining and developing the collection.

Donor Agreements:

Archives will accept donated records and manuscripts with several stipulations. The donor's papers, records, or manuscripts must first be relevant to our collection policy. Second, the donor is asked not to place restrictions upon the ultimate disposition of the collection. Donors will be asked to sign a Donor Agreement Form to transfer the ownership of the materials from himself/herself to the University Archives.

Due to ethical and legal constraints, the Archives Staff is not permitted to offer a monetary appraisal to donors or potential donors of material gifts. The Archives librarian may however, point out to interested parties where such information is likely to be found. For internal purposes, such as annual gift statistics, the librarian may furnish to library administrators or to appropriate university departments a volume count of material gifts.

Access:

The Valdosta State University Archives is open to all who need to use the collection (please note that unprocessed collections are not usually available for research).

The Archives is located on the fourth floor of the Odum Library. Current hours are: Monday-Thursday, 9 a.m-4 p.m.; Friday, 9 a.m.-3 p.m, depending on staff availability. If these hours are not convenient, patrons are urged to call ahead and make an appointment for another time. Please see our usage policies for our rules of handling materials and our off-site reference policy.

The Archives also presents programs, classes, and displays for the University and the surrounding community by request.

Reference Service:

Archives provides reference service during hours of operation, by mail, by e-mail, by phone, and by fax. Please send questions to:

Archives	Phone (229) 259-7756
Odum Library	Phone (229) 333-7150
Valdosta State University	Fax (229) 333-5862
Valdosta, GA 31698	E-mail: archives@library.valdosta.edu

Related Collections:

Rare Books: The Library has a small collection of items that are designated as rare either because of their physical condition or historical significance. Rare Books are cataloged and may be found by searching the online catalog. Rare books are available upon request in the Archives and these materials are to be used under the same restrictions as Archives Materials.

Special Collections: Special Collections includes copies of theses, copies of student newspapers, books by Georgia authors, county histories, and information on the history of South Georgia and the Civil War. Items in Special Collections are cataloged and may be found by searching the online catalog. Special Collection materials are available upon request in the Archives. Some of these materials may circulate; some are for in-house use only.

Outside Resources: Historical information on South Georgia, Lowndes County, and Valdosta State University may also be found at the Lowndes County Historical Society and South Georgia Regional Library.

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