

Hargrett Rare Book and Manuscript Library Collection Development Policy

1. Mission Statement

The Hargrett Rare Book and Manuscript Library advances the research, instructional, and public service mission of the University of Georgia by collecting, preserving, and providing access to the published and unpublished works that document the evolving history and culture of Georgia and its peoples. The Hargrett Library documents the state's literary, cultural, social, and economic legacy; and it builds collections of distinction in other areas, including natural history, ecology and environmentalism, history of the book, performing arts, women's history, journalism and print media, and University history.

2. Types of Programs Supported by the Collection

A. Research

The holdings of the Hargrett Library further the research of University students, faculty, staff, scholars, and the general public by providing access to original and published materials.

B. Preservation and Security

The preservation of research materials held by the Hargrett Library is crucial to the mission of the University of Georgia Special Collections Libraries. Materials are stored in a state-of-the-art, climate-controlled vault for optimal preservation of archival and published collections. To ensure the security of the Hargrett Library holdings, the collection is non-circulating and may only be viewed in the Montgomery Reading Room at the Special Collections Libraries.

C. Exhibitions

The Hargrett Library develops exhibits featuring and interpreting materials from the collection for display in Library's exhibit galleries. Exhibits are curated by Hargrett staff and University students and faculty; however, on rare occasion the Library hosts travelling exhibits from other institutions.

D. Outreach and Public Programming

The Hargrett Library furthers the use and development of the collections through an outreach and public program designed to increase public awareness of the nature and relevance of the collections. This effort includes exhibitions, tours and presentations, public programs, teaching and supporting University courses, fieldtrips, digitizing collections, and publications.

E. Acquisitions

The Hargrett Library acquires materials through donation, transfer, and purchase. The Hargrett Library does not accept materials on permanent or temporary loan.

3. Clientele Served by the Collection

The Hargrett Library is open to the University of Georgia community as well as the general public for research. The clientele served by the collection includes graduate and undergraduate students; university faculty and staff; independent scholars; K-12 students; general public; and donors.

4. Strengths of the Collection

Below are the major strengths of the Hargrett Library; additionally, the Library supports five major Centers of instruction and research enumerated in section 5. For current collecting priorities, see section 6.

A. Georgiana Collection

Printed materials about Georgia, by and about Georgians, or published by Georgia printers/publishers.

B. University Archives

The University of Georgia Archives preserve over two centuries of the University's history in the form of official records, images, plans, publications, and artifacts.

C. Civil War, Institution of Slavery, and Reconstruction in Georgia

A comprehensive collection of confederate imprints published by the Confederate States along with manuscripts, correspondence, diaries, photographs, and artifacts documenting Georgians during and after the Civil War.

D. Colonial Georgia, Revolutionary War, and New Republic

Official records of the Trustees, papers of the colonial governors, land grants, correspondence, maps, and accounting records document the development of the colony.

E. Ecology and Environmental Sciences

The papers of Eugene Odum and Frank Golley; institutional records of the Ecological Society of America and the Institute of Ecology; records of the Georgia Academy of Science and the Georgia Sierra Club; and the Savannah River Ecology Lab.

F. Natural History

A variety of formats including rare books, prints, original renderings, and manuscripts documenting the State's natural history, including materials by Mark Catesby, William Curtis, Pierre Joseph Redoute, John Abbot, and John Eaton LeConte.

G. Private Press and Fine Printing

Built upon the formidable Elmore H. Mundell collection from over 1,200 different private printers, the private press and fine printing collection includes artists' books, specimens of contemporary fine printing, and a selection of books on papermaking and typesetting.

H. Georgia Music Culture

Built upon the Georgia Music Hall of Fame Collection, the music collections document the evolution and importance of Georgia's music industry and legacy.

I. Historic Maps

While not limited to a single geographic subject, the collection heavily emphasizes Georgia as colony and state, along with its surrounding region. The collection dates from the 16th century through the early 20th century.

J. British and American Literature

Donald Windham, Calder Willingham, Corra Harris, and Lillian Smith are chief among the authors represented by collections of manuscript materials and rare editions of their works. Other authors for whom the Hargrett Library has author collections include James Agee, Conrad Aiken, Stephen Vincent Benet, Michael Bishop, Truman Capote, James Dickey, Erskine Caldwell, John Fowles, Julian Green, Kate Greenaway, Carson McCullers, Don Marquis, Flannery O'Connor, Katherine Ann Porter, Robert Louis Stevenson, James Styron, Robert Penn Warren, Eudora Welty, Tennessee Williams, and Stuart Woods.

5. Centers for Research and Instruction

The Hargrett Library supports six centers of research and instruction focused on natural history; water history, law, and policy; history of women's rights; performing arts; print media and journalism; and Georgia culture and folkways. The Centers support building collections, research, public programming and outreach, instruction, K-12 education, and exhibition in their areas of distinction.

A. James W. Woodruff, Sr. Center for Natural History in Georgia

The Center encompasses books, maps, manuscripts, and other significant materials related to the natural history of the state.

B. Stephen Elliot Draper Center and Archives for the Waters of Georgia in History, Law, and Policy

The Center acquires, preserves, and makes accessible historic collections of materials of the rivers, aquifers, and wetlands of the State of Georgia. The Center houses the Stephen Elliot Draper Collections in British and American Waterways. The archives contain significant collections of Georgia scholars, authors, individuals, organizations, institutions, and initiatives in the public and private sectors whose work has been instrumental in the development of water policy in Georgia.

C. Lucy Hargrett Draper Center and Archives for the Study of the Rights of Women in History and Law

The purpose of the Center is to acquire, preserve, and provide access for scholarly research to historic materials related to rights of women. The collection is comprised of primary and secondary materials in a variety of formats with an emphasis on documenting women's rights, especially the United States and British Women's Suffrage Movements (1840-1920).

D. Freddy Wittop Center for the Study of Performing Arts

Established to honor the work and lifetime achievements of internationally acclaimed costume designer, Freddy Wittop (1911-2001), the Center is particularly strong in set and costume design

with the Paris Music Hall and Wittop collections, supplemented by collections of 19th-century theatrical cartes de visite, cabinet photographs, theatrical postcards, playbills, souvenir albums, European toy theaters, actors' scrapbooks, British music hall programs, and engravings and original costume and set renderings.

E. George Horace Lorimer Center for Print Media

Named in honor of George Horace Lorimer (1868-1937), who served as editor of *The Saturday Evening Post*, the Center focuses on acquiring the papers of writers, editors, and cartoonists who contributed to newspapers or magazines.

F. Georgia Cultures and Folkways

Supported by the Alvermann Georgia Cultures and Folkways Endowment the Center documents the evolving culture and folkways of the peoples of Georgia with special emphasis on underrepresented groups and rural communities.

6. Current Collecting Priorities

In addition to building upon existing strengths, the Hargrett Library is actively building collections in these areas to support the instruction and research mission of the University:

- A. Georgia music and popular culture
- B. Agriculture, water management, and environmental history
- C. Built environment, city planning, and historic preservation
- D. Religious and civic organizations
- E. Institution of slavery and lives of the enslaved
- F. Children's history in Georgia
- G. LGBTQ Experience in Georgia

7. Formats and Physical Characteristics

The Hargrett Library actively seeks correspondence, diaries, scrapbooks, photographs, original audiovisual recordings, ephemera, artifacts, speeches, reports, minutes, ledgers, and published materials documenting its collecting areas.

The Library also accepts electronic records pertaining to its collecting areas. These are records created in digital formats such as word processing documents, digital photographs, emails, databases, or web pages. As with the collecting of any format, the Library must take space and resources into consideration when making an acquisition decision for electronic records.

8. Exclusions and Duplicates

The Hargrett Library does not accept photocopies of materials held by private individuals or in other repositories, nor does it accept digital surrogates (e.g., scanned documents and photographs) created by donors or outside parties. The Library also does not accept electronic records for which a preexisting analogue equivalent is available. Additionally, the Library generally does not accept donations of furniture, plaques, jewelry, published audio or video recordings, portraits, clothing, microfilm, general publications and newspapers, or financial or legal documents with private and sensitive information. The Library adheres to state and federal laws regarding privacy concerns, including HIPPA and FERPA laws.

Due to limited space and resources the Library does not accept duplicate copies unless an item is very rare or unique in nature. This includes research files that primarily consist of photocopies of monographs, serials, archival materials from other repositories, and printouts from the web. Additionally, the Library no longer accepts large slide, negative, or photograph collections, but will accept a small selection of identified photographic materials related to collection strengths and priorities.

9. Deaccession Policy

Duplicates and materials which do not reflect the collecting areas of the Hargrett Library may be deaccessioned, subject to the terms of acquisition, university regulations, or state and federal law. Such materials may be offered to other more appropriate institutions or the donor.

10. Policies and Procedures for Collecting

A. Deed of Gift

For materials that are donated to the Hargrett Library, a deed of gift or instrument of donation is required. Donations become the permanent property of the University of Georgia. The deed of gift outlines the intellectual rights or licenses inherent in the collection and documents any restrictions to the collection regarding access and use.

B. Loans and Deposits

The Hargrett Library does not accept collections on permanent or temporary loan. Some collections may be placed on deposit with the Library prior to the donation. Deposits are only accepted when it is the donor's intention to eventually give the materials to the Library and a letter of intent has been completed documenting that desire. Any materials placed on deposit will be handled according to the Library's policies and procedures and may be used for research, educational, and exhibition purposes. The Library will not perform any preservation or conservation actions to materials on deposit.

C. Restricted Collections

The Hargrett Library does not accept any collections that are restricted or closed to researchers in perpetuity. Collections may be closed for research for a limited period according to the donor's wishes. The agreement regarding access restrictions for a collection is documented in the deed of gift.

11. Cooperative Agreements Affecting the Collecting Policy

The Hargrett Library recognizes that other institutions collect in the same or overlapping areas and will seek similar unique resources for their own collections. The Hargrett Library also recognizes that other institutions may have prior claim on such materials or be a more appropriate repository to house them. In cases where collecting interests of the Hargrett Library and another repository directly conflict, the Library will use the best interest of the scholarly community as a criterion in pursuing a resolution.