



ASBURY THEOLOGICAL SEMINARY

## B.L. Fisher Library Policies

### **Special Collections Development Policy**

Revised: January 14, 2019

#### **Objective:**

The mission of the Special Collections of Asbury Theological Seminary is to collect, arrange, preserve, and make available materials reflecting our Wesleyan heritage, especially from the Pentecostal-Holiness tradition, for research and instructional use.

#### **Scope:**

The scope of the Special Collections includes:

- Materials related to the historic denominations or associated movements that claim a link with the Methodist movement of John and Charles Wesley. This includes material from the United Methodist Church, the Wesleyan Church, the Free Methodist Church, the African Methodist Episcopal Church, etc., but is not limited to these specific organizations.
- Pentecostal-Holiness Material.
- Rare and Exceptional Collections, including personal papers of significant religious figures in the Methodist and Pentecostal-Holiness traditions.

#### **Types of Materials:**

- Seminary Publications
- Faculty Publications
- Graduate Theses
- Photographs
- Personal Diaries and Letters
- Manuscripts
- Rare Books

- Pamphlets
- Maps
- Scrapbooks
- Selected Three-Dimensional Artifacts
- Audio-Visual Material in Various Formats

### **Acquisition:**

The archivist has primary responsibility for identifying and locating materials for collection development in consultation with the collection development team. The archivist encourages members of the seminary, local community, and archives patrons to be involved in helping identify important items for possible collection development. Special Collections materials are usually acquired through the following ways:

- A. Gifts - Donation of material to the archives may occur through solicitation or accepting unsolicited gifts. Gifts of material in keeping with the scope of this collection development policy are highly encouraged, and the archive maintains the right to decline donations which do not fit the scope of this policy, or which carry unreasonably strict donor restrictions. Donations of mixed collections may be accepted if the archivist has the right to discard unwanted items. In the case of each donation, the archivist will determine that the donor has the right to make the gift, and that the gift is not subject to legal or ethical concerns. All donors will complete a legal donor form recording any restrictions, before the material can be accepted.
- B. Loans - In rare, exceptional cases, material may be accepted for temporary loan. In such cases, clear terms will be discussed and put into writing to be signed by both parties.
- C. Deposit - Collections useful to the archives and within the scope of this collection policy may be placed on deposit with the archives. Such agreements must be covered by a contract agreed upon by the archives and the depositing agency.
- D. Purchases - Collections may be purchased with consultation with the collection development team. The library director must approve purchases over \$1000.00.

### **Access:**

- Materials in the Special Collections of Asbury Theological Seminary are open to all faculty, staff, students, community residents, and outside researchers. Some materials may be closed due to restrictions by law, institutional policy, or donor requests.
- All materials can only be used in the archival reading room under archival supervision.
- Special Collections material can be scanned by archival library staff if requested and preservation of the material is not at risk.
- All photographs used in publications by researchers should cite Asbury Theological Seminary Special Collections in the photo credits. There may be a cost associated with

this service.

- Asbury Theological Seminary reserves the right to restrict access to material to any researcher.
- The researcher is solely responsible for obtaining any copyright permission needed to publish material from the archival collections.

### **Preservation:**

As much as possible, but with preservation as a priority, material will be made available for duplication and scanning. Digitization projects will be ongoing, as funding and demand permits, with a goal of making these collections more broadly available for future research. Following the laws of copyright and the guidelines found in the Library's Aged Format Policy, archival media may be transferred to newer formats for preservation purposes.

### **Deaccession:**

Given the potential concern of space and resources, the archivist at Asbury Theological Seminary, in consultation with the Scholarly Communications Librarian, will periodically review the collections, and reserves the right to dispose of materials considered inappropriate to our collection. Should the archivist make such a determination, every effort will be made to return items to the original donors or their heirs, or transfer custody to another repository, before selling or destroying deaccessioned items.

### **Cooperative Agreements:**

The Special Collections of Asbury Theological Seminary is committed to working with all organizations dedicated to the preservation of archival records. Whenever possible, the archives will seek to direct donors with collections that do not fit the collection development policy to other relevant institutions. Details will be worked out between the archivist of Asbury Theological Seminary and the Director of the Library with other organizations on a case-by-case basis.