

Ouachita Baptist University
Riley-Hickingbotham Library | Archives and Special Collections
Collection Development Policy

Mission

Archives and Special Collections, a special library and research center, adds to the University and general Library Mission Statements its own mission to collect, preserve, and provide access to materials documenting the history, heritage and culture of Ouachita Baptist University, its geographical region, and the Baptists with which it is affiliated in the service of the scholarly and public communities.

Core Values

Archives and Special Collections strives to provide:

- Exceptional patron service for University community users, as well as scholarly users and the general public, regardless of location
- Outstanding collections of enduring value¹
- Faithful and conscientious stewardship of collections for donors, including University records.

History

Archives and Special Collections was established as a department of Riley-Hickingbotham Library in 1984 to combine the religious history collections of Drs. L. C. Tedford and George T. Blackmon, the Clark County Historical Association's holdings, the political papers of Senator John L. McClellan, and the University's own holdings of its records and assembled research material. That combination gave coherence to a disparate set of materials in the Library's care and provided preservation to them, assurance to donors, and access to users.

Archives and Special Collections is the official repository for Ouachita Baptist University, retaining all institutional records and publications that have enduring value, and serves the same function for the Arkansas Baptist State Convention and the Clark County Historical Association. That status enhances the University's research collections (i.e., political, social, cultural) and offers researchers access to rich depth of materials with ties to the area, state, region, and unexpected places around the world. It also strengthens our vital partnerships with Arkansas Baptists and the county in which the institution is located.

Materials collected by Archives and Special Collection are primary and secondary source materials regardless of format in the nature of manuscripts, diaries, scrapbooks, photographs, books, audio-visual materials, sheet music, maps, and select three-dimensional objects. Collections will, to the extent possible, anticipate future research needs.

¹ The Society of American Archivists defines "enduring value" as "the usefulness or significance of records based on the information they contain that justifies their permanent or ongoing preservation." See SAA Glossary at <https://www2.archivists.org/glossary>

Size

Archives and Special Collections has grown steadily over the last three decades, making it a significant research collection. The print collection consists of 10,539 volumes and the archival collection is in excess of 6,400 cubic feet as of 2020.

Major Collecting Areas

Archives and Special Collections collects primary and secondary source materials regardless of format in the nature of manuscripts, diaries, yearbooks, photographs, books, audiovisual materials (including oral histories), sheet music, maps, digital files, and select three-dimensional objects. The ASC's primary focus in time (1812-present) and geography (county, area, state, and region) is not meant to limit its chronological and geographical holdings, but requires clear connections between broader ancillary and primary interests.

Within that scope, Archives and Special Collections arranges its collection activities and holdings into five major areas:

Rare Books Collection

The University's curriculum and Library budget militate against aggressively collecting rare books. Despite these limitations, the University has acquired a small collection of books that are rare in the traditional sense (i.e., scarce, and hence valuable) as well as rare in the sense of requiring special handling due to physical condition to preserve the information contained therein. Archives and Special Collections has the responsibility for that collection. The Library acquires and accepts, but does not actively pursue rare books.

University Archives

The University Archives document the major activities and development of Ouachita by collecting materials with historical significance. These materials provide primary sources to promote understanding and explication of the heritage of the University, understanding of its past, and examining its impact on educational, religious, and cultural history within the state and beyond. The University Archives also holds manuscript materials that undergird the University's curriculum, particularly in the Social Sciences and Humanities, but especially in graduate programs. Archives actively collects from University offices and departments as well as individuals in this area.

Clark County Historical Collection

The goals of this collection are to tell the story of Clark County from its establishment in 1818 to the present – its history, heritage, and people; to create a repository for papers, oral histories, photographs, books, videos, and artifacts; and to collect, preserve, catalog, and exhibit materials related to the history of the region in cooperation with the Clark County Historical Association and the Clark County Historical Museum.

Arkansas Baptist Collection

The Arkansas Baptist Collection is a repository of official and unofficial publications (including periodicals and minutes), documents, photographs, and manuscripts documenting the thoughts, lives, and events involving denominational leaders and servants, pastors, and home and foreign missionaries; churches; associations; conventions; alliances; and institutions. It seeks to

document as fully as possible the story of Baptists in the state and hence touches the Baptist story worldwide as well as the story of religion in general in the state, casting a broad net. Archives and Special Collections actively collects from entities and individuals in this area.

Arkansas Politics Collection

The Arkansas Politics Collection includes the papers of individuals having local, national and statewide significance, all of whom have connections to Ouachita Baptist University or the south Arkansas region. Included in this collection are the gubernatorial and personal papers of alumnus Mike Huckabee, the U.S. Senatorial papers of John L. McClellan, the U. S. Congressional papers of Mike Ross and Jay Dickey, and the State Senatorial papers of Steve Faris. The papers of Rex Nelson, Huckabee policy and communications director and head of the Delta Commission, are also part of this collection.

Strengths of the Collection

Archives and Special Collections has numerous strengths for research due to well-developed topical collecting areas, the assistance of crucial partnerships, and the breadth of its political collections.

Particular strengths include, but are not limited to:

- Ouachita Baptist University history
- Arkansas Baptist history
- Southern Baptist history
- Clark County history
- 20th century Arkansas and national politics
- Oral histories with a broad range of subjects
- Genealogy

Current Collecting Interests

Ouachita Baptist University

- History
- Administration Records
- Culture
- Departments
- Publications²
- Photographs
- Media
- Promotional Materials
- Presidential Collections
- Faculty, Staff and Alumni papers
- Oral histories

² Archives and Special Collections has a large collection of University yearbooks, the *Ouachitonian*. While we accept all donations gladly, unscribed yearbooks become part of the library's duplicate copy collection, which become available for sale to the general public.

Clark County:

- Family histories
- Personal papers
- Organizational records
- Postcards and photographs
- African American history
- Business and industry records
- Maps
- Community histories
- Oral histories
- Educational records
- Environment (timber industry, rivers, lakes, dams)

Arkansas Baptists:

- Church records
- Church histories
- Photographs
- Pastoral papers
- Missionary papers
- Oral histories
- Associational minutes
- Publications

Gifts and Donation Policy

Archives and Special Collections benefits from the generosity of alumni, faculty, and friends whose gifts enhance the quality and scope of our collection. We welcome and encourage gifts of selected materials that support our mission. Due to space limitations and the cost associated with processing acquisitions, we reserve the right to decline an offer of materials that duplicate items already in our collection, are in poor condition (especially if they exhibit signs of mold or mildew), carry restrictions on access, or fall outside the scope of our collection. Materials that require considerable restoration or conservation, or unique storage can only be accepted if funds to support that activity accompany the gift.

Archives and Special Collections generally does not accept loaned materials, preferring for materials to be gifted outright to the University. However, loan offers will be considered on a case-by-case basis by the Archivist and University Library Director.

Archives & Special Collections is generally unable to purchase archival materials.

Official records from departments and offices at Ouachita Baptist University are acquired by transfer from those offices, and should be accompanied by a folder-level inventory for such records. Offices and departments wishing to transfer records having long-term value (“archival”) should consult in advance with the Archivist before bringing materials to the Library.

Archives and Special Collections also reserves the right to dispose appropriately of any materials that, after receipt, are deemed unsuited to the collection or contain sensitive information such as social security numbers or financial documents with active accounts.

Once donated, gifts become the property of Ouachita Baptist University.

Potential donors should contact the University Archivist. They may also wish to consult the Society of American Archivists publications for further information:

- Donating Your Personal or Family Papers to a Repository
<https://www2.archivists.org/publications/brochures/donating-familyrecs>
- Donating Your Organization's Records to a Repository
<https://www2.archivists.org/publications/brochures/donating-orgrecs>

Acknowledgment

Donations to Archives and Special Collections will be formally acknowledged in writing, and a record of the acknowledgement letter is maintained in our files. All donations not accompanied by a Deed of Gift will be considered tentative until a Deed of Gift can be executed.

Copyright

Since the mission of Archives and Special Collections includes preserving and providing access to its collections, staff will create finding aids and frequently digitize materials, which will be made available on the Internet. Therefore, whenever possible, a donor who holds the copyright to original materials should assign non-exclusive rights to Ouachita Baptist University. Donors who hold copyright include photographers, composers, authors of manuscripts, letters and diaries, performers, and the like.

Archives and Special Collections is not liable for infringement of copyright by patrons using our materials.

Valuation of Donations

It is the responsibility of the donor to keep accurate records describing the individual items donated and the value attached to each item. Archives and Special Collections neither provides itemized lists of donations, nor do we appraise gifts for monetary value. The American Society of Appraisers may be helpful in locating certified appraisers in your area:
<https://www.appraisers.org/>.

The IRS requires an independent appraisal if a donor plans to claim a charitable deduction above a certain value. Donors are encouraged to consult knowledgeable tax experts regarding current IRS regulations. IRS Publication 561, Determining the Value of Donated Property, may be useful to consult: <https://www.irs.gov/pub/irs-pdf/p561.pdf>.

Deaccession Policy

Deaccessioning is the process of permanently removing items from the collection after they have been assessed and determined that they no longer fulfill the needs of the institution. Different principles govern deaccessioning in Archives and Special Collections than govern those in a library because of the materials' unique nature.

When considering deaccessioning, the following criteria must be met as reflected in these questions:

1. Is this item of enduring value to the research needs of the patrons of Archives and Special Collections?
2. If so, are those research needs best served by preserving this item in its current condition in perpetuity?
3. Does this item fall within the scope of current collection policies?
4. Is this item a duplicate or does it contain duplicate information found in another format?
5. Has the item deteriorated beyond repair and usefulness?
6. Does this item pose a preservation hazard to other materials (e.g., active mold, insects, water damage, etc.) or a health hazard to staff or researchers?
7. If damaged, can another copy of the same edition in better condition be acquired, or can the material be reformatted (i.e., digitized or microfilmed) so that the content can be preserved, if not the original item?

Guidelines for the Deaccessioning of Materials

In deaccessioning rare books and manuscripts, Archives and Special Collections will weigh carefully the interests of the public for which it holds the book or collection in trust, the interests of the scholarly and cultural communities, the interests of the donor(s), and the mission of Archives and Special Collections at Ouachita Baptist University.

Procedures for deaccessioning materials will be followed only after full and scrupulous consideration of public interest and researcher needs. The deaccessioning process will be carried out in as open and public a manner as possible, including notification of donor(s) or heir(s).

Archives and Special Collections will consider any legal restrictions, including possession of a valid title, as well as donor intent in its broadest sense.

Documented donor disposition restrictions will be observed unless appropriate legal procedures find that adherence is impossible or substantially detrimental to Archives and Special Collections. Accompanying statements of donor preferences will be carefully considered and negotiated with donor(s) or heir(s) or settled by appropriate legal procedures.

In preparing for and accomplishing any deaccession, Archives and Special Collections will carefully define and publicly state the deaccession's purpose and specify the use of monetary or other proceeds from the deaccession to avoid any impression of impropriety which may detract from the institution's reputation for honesty and responsible conduct, and carry out the entire process in a way that will not detract from public perception of its responsible stewardship.

Archives and Special Collections will ensure that the method of deaccession will result in furthering the deaccession's advertised purpose, whether monetary gain or more appropriate placement of scholarly resources.

To the fullest extent possible, Archives and Special Collections will make public information about and reasons for the disposition of deaccessioned materials.

Due consideration will be given to the library and archival communities in general when disposing of items. Sales to, and exchanges between, institutions will be the first avenue of disposal for deaccessioned materials.

Archives and Special Collections will disclose to any potential new owner or intermediary agent any action, such as the existence and/or retention of a photocopy of the material, which may affect the material's monetary or scholarly value.

Archives and Special Collections will not allow Ouachita Baptist University employees or volunteers to acquire privately any materials from its collections, though such individuals are not barred from acquiring any such materials sold publicly and with complete disclosure of their history.

Exhibition Loan Policy

Archives and Special Collections may lend materials from its collections to recognized institutions, such as libraries and museums, with professional staff that are proficient in exhibiting the materials requested, subject to the conditions listed below. In addition, approval for each loan will depend on the condition of the materials, the physical nature, the scarcity, and the research value of the requested material, as well as the duration of the loan and other factors involving scholarship and preservation.

Loans are limited to three months or less. Materials are not loaned for traveling exhibitions.

1. The borrower will sign a Loan Agreement prior to the delivery of the requested material to the borrower.
2. The borrower will receive, store and display the items in a secure, environmentally sound area.
3. The borrower will assume all expenses for transporting the materials to and from the exhibition site.
4. The borrower will insure the loaned items for their collective value. Coverage will begin upon removal of the materials from OBU's Library and end upon their return there. Proof of insurance must be provided prior to the delivery of the requested material to the borrower.
5. The borrower will apply accepted archival practice in the handling and installation of materials. Installation must follow reversible techniques. Borrowed items must be displayed and returned in the same condition in which they were received and packaged in the same or similar housing. The borrower agrees to pay all costs associated with restoration of items returned in damaged condition.
6. The borrower will not duplicate, or permit others to duplicate, borrowed material without the explicit permission of Archives & Special Collections and of copyright holders. This stipulation applied to photographing exhibited materials on display or to preparing or broadcasting images for promotion or publicity. Such permission must be sought in writing.
7. The borrower will give full credit to OBU's Archives and Special Collections in all publicity concerning the exhibition, including labels, catalogs, press releases, and promotional broadcasts, and will provide the lender with a complimentary copy of any catalogs or publicity materials created for the exhibition.

Requests to borrow material must be submitted in writing to the Archivist at least three months prior to shipment. The written request should indicate the scope, duration and audience of the exhibition; list the items to be considered for loan; provide a brief description of the institution and its clientele; and include a facilities report outlining the security and environmental controls in place.