

### **1. Statement of Purpose**

The Clayton State University (CSU) Library Archives is charged with the responsibility of appraising, collecting, organizing, describing, preserving, and making available for research and reference use, those official University records of the University community of sufficient historical value that reflect the activities and history of the University to warrant permanent preservation. "Official University records" include any and all documentation in any form produced or received by any employee of Clayton State University while engaged in the conduct of official University business. "University community" includes individual and collective members of the faculty, staff, administration, student body, alumni and retirees of the University as well as any other individuals and organizations whose activities have relevance for the University.

The CSU Library Archives strives to provide adequate facilities for the retention and preservation of official University records. In collecting these materials, the CSU Library Archives undertakes to recognize and honor matters of privilege and confidentiality.

The CSU Library Archives promotes knowledge and understanding of the origins, aims, programs, and goals of the University, and of the development of these aims, programs, and goals. The CSU Library Archives provides information services that will assist the operation of the University in addition to serving research and scholarship by making available and encouraging use of its collections by members of the community at large. Furthermore, the CSU Library Archives serves as a resource and laboratory to stimulate and nourish creative teaching and learning.

The University Library Archives also appraises, collects, organizes and describes, preserves, and makes available for research and reference use records of individuals and organizations not directly connected with Clayton State University should the subject matter of the collection be particularly relevant to the collecting interests and strength developed by the staff of the CSU Library Archives.

### **2. The following programs are supported by the CSU Library Archives' collections:**

- Preservation of CSU history and memory
- Research
- Outreach (community programs)
- Exhibits
- Publications
- Career Services
- Academics

### **3. Clientele served by the CSU Library Archives collections:**

- Students and Alumni
- Faculty and Staff and Retirees
- Administration
- Scholars
- General Public/Community

## Collection Development Policy Continued

### 4. **Priorities and limitations of the collections:**

- Present identified Strengths: Photographs and slides; University publications (Campus review, Laker Lines, Bent Tree, academic catalogs, manuals, handbooks, reports, press releases and news clippings, videos, Fact Books, Deans' Lists, etc.)
- Present Collecting Level: 10 years.
- Present Identified Weaknesses: Backlog of new acquisitions, backlog of processing, and no full-time help.
- Geographical areas collected: Clayton State University: Morrow, GA, McDonough, GA, and Peachtree City, GA.
- Chronological Periods Collected: 1965 to the present: from the beginning of Clayton Junior College to Clayton State University.
- Subject Area Collected: Permanent historical materials related to the history of Clayton State University.
- Languages, other than English, collected: Other languages as they pertain to the history of Clayton State University.
- Forms of Materials, other than manuscripts, collected: Photographs, videos, CDs, DVDs, slides, architectural drawings, artwork, books, reports, publications, mascot costumes, objects and artifacts, etc.
- Exclusions: Student records, payroll records, disciplinary records and reports, etc.

5. **Cooperative agreements affecting the collection policy**: None at this time.

6. **Statement of resources sharing policy**: None at this time.

7. **Statement of de-accessioning policy**: De-accessioning is approved only by the Archivist. Considerations for de-accessioning are: poor condition, duplicate copies, does not pertain to the history of CSU, its students, alumni, faculty, staff or retirees.

8. **Procedures affecting collecting policy and its expedition**: None at this time.

9. **Procedure for monitoring development reviewing collection development guidelines**: None at this time.