



# Library Archives Mission and Procedures

## Mission

The Elva Bell McLin Archives exists to identify, organize, preserve, and make available records and papers of enduring value. The Archives mission is twofold: 1) to collect and maintain records of enduring value created or received by the University and its employees; and 2) to collect and maintain records and papers of special interest to the University.

The focus of the collections is on materials pertinent to the history of the University and the surrounding community. The Archives collects such materials in any physical format.

Archives activities include: collecting, organizing, and preserving University publications, archival memorabilia, and faculty publications; conducting interviews for the University's Oral History Project; adding portraits to the Wall of University Presidents; organizing and preserving the University collection of antiquarian and rare books; cataloging and indexing all archival material; assisting patrons with information requests; digitizing archival collections; maintaining the Archives web page; and promoting the Archives through public relations and extending its funding base.

## Special Collections

Collections of note include:

Art Collection - Contains portrait collection of University presidents dating 1821 to present, artworks by Mrs. Eunice McDonald Meadows including sketches of Founders Hall Chapel carvings, and a mélange of artworks by various artists

Delmore Brothers Collection – Collection of material from the musical career of the Delmore Brothers, including their Grammy Hall of Fame medallions, plaques, photographs, records, posters, programs, sheet music, and newspaper articles about the brothers

Fiddlers Convention Collection - Contains photographs, news clippings, and other memorabilia (1966 – present) relative to the annual Fiddlers Convention held on campus

Historic District Collection - Collection of documents related to historic districts of Athens: Athens State University Historic District, Robert Beaty Historic District, and George S. Houston Historic District

McLin Collection - Contains research material and documentation of Dr. Elva McLin's publications concerning the history of Athens State University: [Athens State College: A Definitive History 1821-1991](#), [Athens State College 1821-1994](#), [Madame Childs: The Lady and The Legend](#), and [Mollie](#)

Photographic Collection - Contains photographs of local interest, including University buildings, group portraits, individual portraits, and historic district photographs  
Post Card Collection - Collection contains post cards mainly relating to Athens State University historic buildings (some dated early 1900's), and other post cards that contain Athens and Limestone County sites and buildings

Presidential Collection – Correspondence, photographs, speeches from former Athens State University presidents (1904 – present)

Rare Book Collection – Over 1,000 items dating from the 1700s through the early 20<sup>th</sup> century, including many first and limited editions and magazines from the American Civil War period

Sports Collection – Located in the Carter Gymnasium, this collection honors student athletes, cheerleaders, and boosters of various sports programs back to the 1930s. This extensive collection includes photographs, uniforms, and a broad range of various sports items, with a special display honoring Coach Oba Belcher and Coach Harold Murrell

University Collection - Collection of newspaper clippings, yearbooks, bulletins, catalogs, administrative records, student organization records, athletic press guides, and various alumni records

Cleo Lovin Collection - Contains Athens College memorabilia from 1922, including “Memory Book of School Days”, correspondence, and various writings by Miss Cleo Lovin

Faye Axford Collection - Collection of books authored by Mrs. Axford containing historical and genealogical material for Limestone County, and additional topics

James Croley Smith Collection - Collection of photos and drawings of buildings and other landmarks in and around Limestone County, 1895-2004

## **Access and Use**

Athens State University wishes to preserve materials and, at the same time, make materials available to the fullest extent possible. Currently, the following limitations apply:

- Access to Archives is limited to specific posted hours with prior reservations preferred.
- Archives patrons will be required to sign the Archives Guest Registration Book and state the focus of the intended research.
- Archives patrons will be allowed writing materials of paper and pencils only. Other materials, including personal items, must be left in an Archives Locker provided for that purpose. The Archives Staff may review notes before the patron leaves the Archives, with the understanding that review may be requested prior to potential publication. In addition, limitation or prohibition may be imposed against quotation or publication.
- Copies of archival materials are to be made only by specified personnel and at the discretion of the Archivist.
- Access will be consistent with the principles of scholarly inquiry, freedom of information, and the individual's right of privacy.

- Restrictions may be imposed by law for certain records, or by agreement between the Archivist and the office of origin or donor.
- The Access/Use Policy will be available for Archives patrons to read at all times.

### **Policies Governing the Use & Consultation of Manuscript Collections**

Any student or researcher may make written application to the Archivist for permission to examine manuscript materials. Permission, subject to any general restrictions on access imposed by the writer, the donor, or the Library, may be granted at the discretion of the Archivist or Library Director to properly accredited persons whose purposes are acceptable.

Manuscript material may be used only within the Athens State University Elva Bell McLin Archives Room. Manuscript users are required to conform to the regulations governing handling which are specified by the Archivist. Inks are considered potentially damaging to original documents and thus are not to be used during note taking.

### **Publication of Manuscript Materials**

Permission to examine or to copy a document does not convey the right or permission to publish or otherwise produce the material. Publication privileges may be secured only upon the authorization of the Athens State University Library provided that:

- The applicant appears competent to deal with the physical condition of the materials in question.
- The contemplated research project meets the commonly accepted standards of scholarship.
- Prior publication permission for the material has not been previously reserved for another scholar; and
- Written permission for the specific use intended has been secured from the holder of the literary rights.

Where permission to publish is granted, the applicant agrees:

- To indicate in the published work that the original document is located in the Athens State University Library Archives Collection; and
- To assume full and complete responsibility for any infringement of copyright of literary rights that might grow out of publication of the material.

### **Duplication Services**

Reproductions are limited to such material in the collections as the Archivist considers suitable for duplication. The Archivist reserves the right to deny permission to make duplicate copies, especially when such reproduction cannot be done without potential injury to the material. The Athens State University Library does not sell reproductions, but provides the service of copying for the personal use of the applicant, and the fee is paid exclusively for such service. Reproductions are made solely for the purpose of study and research, and in lieu of loan of the material.

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The applicant assumes all responsibility for possible infringement of copyright and or literary property rights in the act of copying or subsequent use of the materials copied. Proper acknowledgement shall be given to the Athens State University Library for all materials used. A record of written permission documents will be maintained in the office of the Library Director. It is understood that photocopies are for research purposes only and that they are not to be reproduced, published or placed in another institution without written permission from Athens State University and the proper copyright owner.