

## ***Thomaston-Upson Archives***

### **Collecting Policy: Non-government materials**

A collecting policy is meant to make the acquisition of new materials easier for both donors and staff. It is a clear set of guidelines for materials which **do** and **do not** fit within the collecting scope. The mission of the Thomaston-Upson Archives is to preserve, manage, and maximize access to local history, thus, the policy will seek to fulfill this mission with emphasis on *local history*.

While this policy attempts to give a comprehensive list of the specific records we do or do not collect, please note that there are exceptions from time to time. (See below) If you are unsure of whether your collection fits the criteria, contact us. We are happy to assess any possible donations. Even the most seemingly ephemeral material which may, for instance, document a business that has ceased operation can fall under this policy.

If for any reason your material does not fit within the collecting scope, we would still like to offer options. Representatives from the local museum, the Pettigrew-White-Stamps Home, will be contacted for possible donation and the Archives staff will attempt to provide other repositories which may be more appropriate.

Materials within collecting scope:

**Records of enduring historical value which document activities, subjects, and events that have shaped the identity of Thomaston & Upson County such as the following:**

**Civic Leaders**

**Schools/Educators**

**Families**

**Historical homes/Buildings**

**Businesses**

**Churches**

**Militia Districts**

**Mills**

**Cultural Identities/Traditions**

**Local reaction regarding historical events such as Wilson's Raid, WWI, Civil Rights, etc.**

Types of records accepted:

- Family or individual papers such as letters, diaries, legal documents, account books, memoirs, speeches, scrapbooks usually no larger than 12" x 14", textiles, etc.
- Organizational records of volunteer, professional, civic, and non-profit groups; churches, and businesses. This may include but is not limited to minute books, charters, lists of stockholders, correspondence, charts, annual reports, ephemera, etc.
- Photographic materials, preferably with identifications and dates
- Certain types of at risk material such as slides or magnetic media (VHS tapes) may be accepted if individuals or locations can be identified
- Audiovisual materials such as interviews, oral histories, locally made films, CD's containing relevant searchable information, and microfilm
- Blueprints, maps, plats, diagrams, etc.

Types of records typically not accepted:

- Due to space limitations, duplicates of pre-existing holdings will not be accepted; no more than two of a certain record
- Oversized materials such as: posters, large frames, furniture, etc.
- Mass produced records such as books, periodicals, or catalogs (See special cases)
- Deposits -commonly referred to as items on loan- will not be accepted due to the cost of preservation materials used for storage as well as space limitations which may pre-empt storage of other permanent donations.

#### Special Cases

- Generally, archives collect one of a kind records. Certain mass-produced materials such as books may be accepted if they contain information relevant to local history. Also, the Archives has a local authors section, thus donations of said material are always welcome.
- The archives will request any framed portraits, maps, etc. to be removed from frame due to size limitations as well as preservation concerns; however framed items may be accepted if removing the encasement would result in damaging the image.

\* A note on deaccessioning- From time to time, materials may be removed from the archives holdings, mainly due to an evolving mission.

It does not mean the records have lost their historical significance, rather, they may be more suited in a repository which collects based on different subjects and geographical location. The two most favorable forms of deaccession are return to donor and transfer to another repository.

These two methods will always be considered first when a deaccession must occur \*