

ATHENS STATE UNIVERSITY ARCHIVES POLICY

Mission

The Elva Bell McLin Archives exists to identify, organize, preserve, and make available records and papers of enduring value. Its 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:

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

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

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

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

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

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

Faye Axford Collection - Collection of books containing historical and genealogical material for Limestone County

Post Card Collection - Collection contains mainly post cards 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

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

Debby Delmore 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

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 hours: Thursday and Friday, 9:00 a.m. to 4:00 p.m., 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 personal laptop computers and 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 reproduce 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 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

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