

## Archives Special Collections Policy

A sense of cultural stewardship is an essential characteristic of a liberally educated person. The materials maintained by the Berry College Archives support and foster intellectual curiosity. Access to archival materials provides an opportunity to develop rhetorical and critical thinking skills and an appreciation of primary source materials through their use. While tied to the mission of Berry College and the Memorial Library, archival materials are a resource for an enlightened citizenry and a symbol of high regard for the humanities.

Materials collected by the Berry College Archives serves to advance scholarship and to further teaching, research, and service by acquiring, arranging, describing, preserving, exhibiting, promoting, and providing access to the College's unique and rare materials. The Archives serves a broad range of users, including students, faculty, staff, alumni, and scholars and researchers outside the Berry community. Special collections materials within the Archives are preserved due to their uniqueness and research value.

Special collections materials are acquired through donations and purchases. Donations are welcomed and purchases are financed by funds allocated by the Memorial Library. Purchases of substantial cost shall be considered by the library's collection development committee and purchases of modest expense may be submitted by the archivist to the acquisitions coordinator.

In the event that a potential donation falls outside the collecting scope, the archivist may offer the donor alternative, more appropriate repositories as possible recipients or decline the donation.

The Archives endeavors to collect selected materials written by speakers, benefactors, and other visitors to the college, Berry family members, and members of the Board of Trustees and Board of Visitors. Faculty publications are included in the Memorial Library's collecting policy.

Other materials collected by the Archives include subjects that relate to the interests of Martha Berry and the mission of the college such as: community service, nature, philanthropy, spiritual growth, and student work. The materials collected are contemporary with Martha Berry's reading (published prior to 1943) which would have served to inform her thinking and decision-making and also support the school's motto, "Not to be ministered onto, but to minister." Descriptions of subject areas collected include:

- Community Service – materials collected include works that relate to community-based learning initiatives and promote community service/building, volunteering, civic engagement/responsibility (citizenship), social awareness/justice, and community/civic betterment.

- Nature – materials collected include works that relate to the appreciation of the natural environment and use of natural resources.
- Philanthropy – materials collected include works that discuss collectively the various policies, programs, services, and facilities that meet basic human needs relating to the quality of life, such as education and health and welfare.
- Spiritual Growth – materials collected include works that express the development of the whole person with an intentional focus on one's own spiritual life and practices, interactions with others, and a sense of vocation.
- Student Work – materials collected include works that relate to employment experiences involving students while enrolled in a program of academic study such as, developing good work habits and moral character and also developing a sense of citizenship, leadership, and teamwork – all to produce quality work.