

**COLLECTION POLICY  
SPECIAL COLLECTIONS AND ARCHIVES  
WRIGHT STATE UNIVERSITY LIBRARIES**

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**I. University Archives**

Special Collections and Archives in the Wright State University Libraries was established as the University Archives by the Wright State University Board of Trustees on July 31, 1974. Resolution 75-3 authorizes the University Archives to serve as the depository for records in all formats which document the history of Wright State University. Records that have historical, legal, evidential, and informational value will be preserved. *Records Retention for Public Colleges and Universities in Ohio: A Manual*, published by the Inter-University Council of Ohio, and Wright Way Policy 2501, will be followed in determining records of historical significance which require permanent retention together with these basic guidelines:

- The record should reflect the development and activities of university offices that reach across departmental and college divisions, and which formulate or approve university-wide or division-wide policy: Board of Trustees, President's Office, University Council, Faculty Senate, College Deans offices, and various faculty and administrative committees at the Presidential level.
- The record should reflect the development of any program, project, or policy that has University-wide or Division-wide application or significance.
- A publication, periodical or newsletter issued by the University or one of the offices or organizations indicated above.

**Records for Permanent Retention:**

1. All publications, newsletters, or booklets which are distributed on a University-wide basis including: catalogs, class schedules, special bulletins, yearbooks, student newspapers, directories, rosters, newsletters, alumni magazines, and commencement bulletins.
2. Faculty governance records including the following: minutes, memoranda, and reports of the entire faculty and its committees; minutes, memoranda, and reports of the University Council and its committees.
2. Minutes, memoranda, and reports of all administrative committees operating at or above the departmental level.
4. Records of the President's Office, including correspondence, administrative subject files, and reports.
5. Correspondence, subject files, and reports of the office of the chief student affairs officer.
6. Correspondence, subject files, and reports of the Office of the Provost.

7. Accreditation reports and supporting documentation.
  8. Annual budget and audit reports.
  9. Alumni records including minutes of the alumni association and alumni office, correspondence and subject files.
  10. Records of the offices of the registrar, admissions, research and development, and physical plant after appropriate appraisal has been completed.
- \*Note: Refer to Wright Way Policy 2501 for a detailed outline of university records of permanent historical value.

Evaluation of records not listed in the above guidelines, but which have historical value for the history of the university may be added with the approval of the University Archivist.

## **II. Special Collections/Manuscripts**

### **A. Aviation History and Aviation Related Technology**

Special Collections and Archives collects manuscript material on early aviation history, with a natural emphasis on the lives and work of Wilbur and Orville Wright, the inventors of powered flight. Wright State University, named for these two Dayton natives, serves as a research center for the Wrights' life and work. Special Collections also serves as a research center for the history of aviation and aviation technology in general.

The history of aviation will be documented by collecting materials from the earliest balloon and glider flights to the present. Manuscripts related to both civil and military aviation will be collected.

Special Collections and Archives also collects manuscript material on aerospace medicine and human factors engineering. These collections support the School of Medicine's Aerospace Medicine Residency Program and complement the overall aviation history focus of Special Collections and Archives.

\*All material pertaining to aviation history, aviation technology, aerospace medicine and human factors engineering will be collected regardless of date and will not be limited by the geographic boundaries of the Ohio Network of American History Research Centers.

Additions may be made by donation or purchase.

### **B. Local and Regional History: Ohio Network of American History Research Centers**

\*Special Collections and Archives is a member of the Ohio Network of American History Research Centers, established in 1970 to aid in the collection, preservation, and accessibility of research materials related to Ohio history. As a member of the network, Special Collections and Archives is the designated

repository for local government records and manuscript materials from an eleven-county area of central southwestern Ohio.

\*Collecting is limited to the Special Collections Network Area consisting of the following counties: Auglaize, Champaign, Clark, Darke, Greene, Logan, Mercer, Miami, Montgomery, Preble, and Shelby Counties.

\*Types of material collected: local government records, individual and family papers, business, labor union, and transportation records, papers of civic, cultural and fraternal organizations, churches, women's organizations, political figures, ethnic groups settling in the Miami Valley, and local medical history including the papers of physicians and other health personnel who have made significant contributions to the medical history of the Miami Valley. These may include individual and family papers and the records of organizations such as medical societies and associations.

\*Patient records will not be collected due to confidentiality laws. Exceptions may be made for nineteenth century patient records at the discretion of the Head of Special Collections and Archives, but only after legal counsel has determined that they do not fall under any legal constraint.

### **III. Special Collections/Books and Journals**

Special Collections and Archives actively collects books and periodicals related to aviation history, and local and regional history. These secondary materials are housed in the Special Collections and Archives reading room. These materials may be purchased or donated, following these guidelines:

#### **\*Aviation History.**

This collection will consist of books, pamphlets, and periodicals on aviation history with an emphasis on the lives and careers of Wilbur and Orville Wright, and the history of aviation and aviation technology to the present.

#### **\*Local and Regional History.**

This collection will consist of works relating to the history of the Miami Valley in Ohio, and the Old Northwest. Only books concerning the history of the eleven county region assigned to Wright State University as a member of the Ohio Network of American History Research Centers will be actively collected. Emphasis will be given to the acquisition of materials of basic primary source interest including, but not limited to county histories, plat books and atlases, and scholarly works on aspects of Ohio history such as education, politics, government, transportation, agriculture, religion and business.

Donations of county histories outside Wright State University's assigned region may be accepted as donations, but will not be actively purchased.

#### **\*Genealogy/Family History**

This collection will consist of published and unpublished family histories, and

genealogical journals related to the Ohio Network of American History Research Centers geographic area.

**\*Aviation Children's Literature Collection.**

This collection contains aviation fiction titles for children. Due to their importance to aviation history, purchases as well as donations are acceptable at the discretion of the Head of Special Collections and Archives.

**\*Lester L. Cecil Lincoln Collection.** This collection contains books donated by Judge Lester L. Cecil on the life and career of Abraham Lincoln. The wishes of the donor dictate that the collection will be kept intact and not separated. This collection will be maintained as it exists. No additions will be made.

**\*History of Medicine.** January 2012 Revision: Special Collections and Archives will no longer collect rare books on the history of medicine, unless related to local history and to the geographic area defined by the Ohio Network of American History Research Centers. SC&A will not collect books on medical jurisprudence. Existing collection will be weeded and disposed of as appropriate according to the de-accession policy. The Thelma Fordham Pruett Fund, previously used to purchase rare medical history books, has been redirected by the University Libraries to support other medical history related projects.

**\*Medical Jurisprudence.** See History of Medicine January 2012 Revision.

**\*Rare Books.** The collection of rare books will conform to the collection policy subject areas outlined above. Rare books will not be collected simply because of some element of rarity, value, interest, uniqueness, or condition.

#### **IV. Medical Instrument Collection**

The medical instrument collection contains medical equipment and supplies collected to support the study of the History of Medicine and the School of Medicine. No additions will be accepted to this collection. The collection is under review for deaccessioning. (May 2013)

#### **V. Policy for Deaccessioning Materials**

**Special Collections and Archives may sell, exchange, or otherwise dispose of duplicate materials or materials that do not fall under its collecting policy. Material to be deaccessioned may be transferred to other scholarly institutions, returned to the donor, offered for public sale or destroyed.**

**Materials under consideration for deaccessioning will be evaluated according to the following:**

- Does the material fall within the scope of the current collection policy?
- Is the material a duplicate or does it duplicate information already held in collections in another format?

- Has the material deteriorated beyond usefulness?
- Do any externally imposed restrictions such as donor agreements or government depository arrangements apply to the material?
- How would deaccessioning the material affect public access to information?

**The disposition of materials will be governed by the following:**

- Materials must be free of all legal impediments. There will be no deaccessioning of material when this action is contrary to any written agreement between Special Collections and Archives and the donor. Reasonable attempts will be made to consult donors when materials are considered for deaccessioning.
- No private sales or gifts of material will be made to the staff or any Friends of the Library board members of the University Libraries.
- The method of disposition will be determined by the Head of Special Collections and Archives in consultation with Special Collections and Archives staff and the University Librarian.
- All proceeds from the sale of materials will benefit Special Collections and Archives.