



Special Collections and Archives

Collection Development Framework

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Mission

The mission of Clemson University Libraries' Special Collections and Archives (SCA) is to collect, arrange, preserve, and make accessible materials relating to the history of Clemson University and of South Carolina – including the Upstate region – that are of regional, national, and international importance. SCA inspires the work of the university and its students, staff, and faculty by cultivating knowledge, advancing research and discovery, and preserving the wider cultural heritage of the state. Our endeavors help create a dynamic environment where Clemson University and the broader community elevate their contributions to the regions, the state, and beyond.

Scope

SCA consciously builds distinctive collections based on the research needs and uses of current and future students, faculty, visiting researchers, alumni, Clemson University administrative units, as well as community members outside of the academy.

To continue building distinctive collections of long-term research value, we will identify and assess potential donations and we will appraise their historical and research value. Selecting and acquiring appropriate materials will be accomplished through the generosity of our donors and through select purchases when funding is available.



Collecting Areas

Special Collections and Archives at Clemson University consists of University Archives, rare books, and manuscript collections. Materials within the collections consist of formats including, but not limited to, textual, cartographic, audio visual, photographic, artifacts, and ephemera.

To meet the research needs of our users, we are committed to collecting in the areas listed below.

We aim to align our collections with Clemson Libraries strategic priorities as well as Clemson Elevate, the university's strategic plan. Special Collections and Archives is truly grateful for the generosity of our donors who help us build collections from the past, for the future. Our materials support experiential learning, and they help build world-class research infrastructure.

This collection development framework will evolve and change over time in line with the research needs of our community, both internal and external to Clemson University.



Agriculture and Forestry

What we collect:

Collections that highlight local and state-wide agriculture and forestry efforts, including materials about botany and gardening in the Upstate. We are also continuing to collect materials related to the National Parks Service.

Examples of existing collections:

- Mss 281, Marlin H. Bruner Papers
- Mss 165, Wofford Benjamin Camp Papers
- Mss 50, Farmers' State Alliance of South Carolina
- Mss 38, Patrons of Husbandry Records
- Mss 74, George B. Hartzog Papers

Architecture and Design

What we collect:

Collections that highlight local and state-wide architects, architectural firms, and designers, especially if they originate from Clemson Alumni.

Examples of existing collections:

- Mss 350, Harold N. Cooledge, Jr. Papers
- Mss 360, George C. Means Papers



Athletics

What we collect:

Collections that document Clemson's rich athletic heritage such as the papers of athletics administrators, coaches, and athletes.

Examples of existing collections:

- Mss 302, Joseph L. Abrena IPTAY Oral History Collection
- Mss 34, Rupert Howard Fike Papers

Local Community History

What we collect:

Collections that document the histories of all communities in Upstate South Carolina.

Examples of existing collections:

- Mss 282, Black Heritage in the Upper Piedmont of South Carolina Collection
- Mss 353, Mary Stevenson Collection
- Mss 279, Town of Calhoun, South Carolina Oral History Collection



Military

What we collect:

Collections that document the lived experiences of veterans from all conflicts and military experience, especially post-World War II.

Examples of existing collections:

- Mss 221, Richard Franklin Simpson papers (Civil War)
- Mss 365, Thomas S. Buie Papers (WWI)
- Mss 404, William E. Cline Papers (WWII)
- Mss 375, Rudolph Anderson Collection (Cold War)
- Mss 257, Randolph Scott Papers (Vietnam War)

Political

What we collect:

Collections that document politics at the state, national, and international level.

Examples of existing collections:

- Mss 90, James F. Byrnes Papers
- Mss 100, Stom Thurmond Collection
- Mss 200, John C. Calhoun Papers



Science, Engineering, and Technology

What we collect:

Collections relating to the University's disciplinary fields such as automotive science. In addition, SCA will develop history of science collections.

Examples of existing collections:

- Mss 240, Bernard A. Behrend Collection

Textile Industry / Material Science / Packaging Science

What we collect:

Collections relating to both material and packaging science, as well as collections that support the history of the textile industry that long dominated Clemson's and the State's economy.

Examples of existing collections:

- Mss 136, Clifton Manufacturing Company Records
- Mss 151, Marian Satré Textile History Collection
- Mss 362, Spartan Mills Records
- Mss 83, James and Marjorie Young Papers



Clemson University

What we collect:

Collections that document the lives and work of prominent alumni and the student experience at Clemson. In addition, we actively collect materials that document the research and discovery outputs of administrators, staff, and faculty. This area complements the University Archives.

Examples of existing collections:

- Mss 296, Clemson Chronology Collection
- Mss 325, Joseph C. Eilers Collection
- Mss 68, J.C. Littlejohn Collection
- Mss 127, Visions Photograph Collection

University Archives

What we collect:

SCA gathers, maintains, and makes accessible the University Archives. Working with our Records Management office, SCA ensures the timely transfer and permanent retention of university materials according to state records schedules. SCA also actively seeks to collect the records of student organizations officially affiliated with the university.

Examples of existing collections:

- Series 100 - Digital Collections



Oral Histories

What we collect:

Our oral history work supplements and complements all our active collecting areas. The priority areas include military history, Clemson University history, as well as our local constituent communities history.

Examples of existing collections:

- Mss 282, Black Heritage in the Upper Piedmont of South Carolina Collection
- Mss 279, Town of Calhoun, South Carolina Oral History Collection
- Clemson University: The African American Experience
- 45 Years of Computer Science at Clemson University

Rare Books

What we collect:

SCA seeks to expand our rare book collection by adding more items that support and complement our university archives and manuscript collecting areas, as well as the history of the Upstate and South Carolina. We will also collect books for teaching the history of the book in the South as well as University publications, including books published by Clemson University Press.

Examples of existing collections:

- Copernicus
- Galileo
- Audubon



Artifacts

What we collect:

SCA seeks to expand its collection of artifacts by adding unique materials that support and complement our university archives and manuscript collecting areas, as well as our exhibition program. Priority will be given to those artifacts that provide a distinctive viewpoint on or story relating to the collection or collecting area it relates to.



New Collecting Areas

We are keen to develop collections that document the work undertaken at Clemson, as well as across South Carolina in the following area:

Veterinary Medicine

Donating to Special Collection and Archives

Donations are welcome, especially in the areas listed above. Donors will be asked to complete and sign a deed of gift agreement. Please note that we are unable to provide monetary appraisals for your donation.

If you have a potential donation that you would like to discuss with us, please contact Nick Richbell, Head, Special Collections and Archives at nrichbe@clermson.edu or contact us by completing the donations form on our website.

Acquisition Methods

Special Collections and Archives (SCA) acquires materials through a variety of means including donation, transfer of materials from university departments, a transfer from the libraries' general collections, and purchase when funds are available. The decision to acquire materials will be based on an appraisal by Special Collections and Archives professional faculty and staff who will assess the historic and/or research value of the materials, as well as whether the materials align closely with the stated mission of SCA, its collecting strategies, and the cost to process, preserve, store, and maintain the materials. SCA ultimately decides on acquisition of materials with vital input from the appropriate stakeholders.



Financial Donations

Financial donations are also most welcome. The generosity of our donors is appreciated as it helps us to continue to collect, preserve, and provide access to our distinctive collection for future generations to come. [Financial donations can be made online](#) by selecting “Special Collections Acquisitions” in the designation drop down list. Alternatively, please contact Nick Richbell, Head of Special Collections at nrichbe@clemson.edu or Brian Sisco, Libraires Development Officer, at bsisco@clemson.edu to discuss other giving priorities.

Transfer from University Departments

Clemson University departments who have materials believed to be of long-term historical value should consult the university’s [records retention schedules](#) for assistance in determining whether and when the records become archival. The University Records Manager can help. Departments must contact the Special Collections and Archives’ University Archivist and/or Department Head prior to transferring records to us. Note that we welcome records from all across the University and everyone is strongly encouraged to contact us before they dispose of any materials.

Special Collections and Archives is always interested in talking with the campus community and learning what materials they have. We encourage our colleagues to connect with us before any decisions to dispose of records are made. The [University Records Management team](#) is also a useful resource for your inquiries.

Transfer from General Collections

Occasionally materials from the library’s general collections will be transferred to Special Collections and Archives if they are deemed to be of historical value. The Department Head should be consulted before any transfers are made.

Purchases

Special Collections and Archives will buy rare book or archival materials when funds are available.



Other Considerations

Born Digital Materials

This area is to be developed as Special Collections and Archives adds staff with specialized knowledge to the team.

Original Materials

Special Collections and Archives collects original materials. We will consider accepting copies or scans if the materials have strong relevance to our collections and the originals are unavailable.

Time Periods

The department collects from all eras, unless otherwise stated, as long as the materials fit the collection development framework.

Geography

Priority is given to materials with a strong focus on South Carolina, particularly the Upstate region. However, materials are collected from all geographic areas if they otherwise fit the collection development framework.

Cooperative Collecting and Archiving

If we are offered a donation that is out of our collecting scope, we will try to refer the donor to another institution with a more relevant collecting focus. We also welcome referrals of materials from other institutions. We make efforts to ensure that our collecting areas do not overlap extensively with other institutions in South Carolina.

Furthermore, Special Collections and Archives staff and faculty recognize the importance of communities being able to maintain their own archives and heritage collections. We will actively work with local communities through sharing workshops for best practices in archiving community collections.



Duplicates

The department does not typically collect duplicate materials that are already in our collections, unless they are an example of an interesting provenance or have other distinguishing characteristics.

Language

Emphasis is placed on collecting materials that are primarily in English. However, materials in all languages will be considered and collected if those materials coincide with the collection development framework.

Loans and Deposits

Special Collections and Archives does not normally accept materials on loan or deposit unless the loan is for an exhibition.

Restrictions

Special Collections may impose restrictions on some materials as needed, based on departmental processing and preservation policies. Restrictions may also be applied owing to legal reasons. Donors may discuss additional desired restrictions with the department head. However, materials with permanent restrictions or restrictions that greatly inhibit use for teaching, learning, and scholarship will not be collected.

Deaccessioning

Special Collections and Archives reserves the right to deaccession materials which are extremely damaged or hazardous, are believed to have insufficient enduring historical value, are out of the scope of the collection development framework, cannot be taken care of according to best practices, or room or resources are lacking in comparison to the collection's size. When applicable, the terms of the gift agreement will be followed.