



Elizabethtown College

Church of the Brethren Collection Development Policy

Earl H. and Anita F. Hess Archives and Special Collections

The Hess Archives and Special Collections is dependent on the generosity of our donors to help us build and maintain a strong archival and rare book collection that enriches our understanding of Anabaptist and Pietist history and documents the dynamic history of Elizabethtown College.

Priority will be given to Church of the Brethren materials from the Atlantic Northeast and Southern Pennsylvania Districts and their historically associated congregations. The Hess Archives and Special Collections is the designated repository for these local districts.

The High Library and Hess Archives will accept from the District offices, one copy of:

- District Conference booklets
- District Conference minutes
- District newsletters

From the congregations within these Districts, one copy of:

- Church Council and Board minutes
- Membership lists (including births and deaths if available)
- Notices of important events, such as dedication of a new building, receiving a new minister, etc.

In most cases, the Hess Archives will not accept weekly bulletins, financial reports, directories, or monthly newsletters from the congregations.

Current books and other materials produced by the Church of the Brethren or about the Church of the Brethren will be considered as recommended by the staff of the Young Center and the High Library. Priority will be given to materials that support or enhance the college curriculum.

Congregations are encouraged to contact the Archivist to discuss stewardship of their records. We accept materials in both print and electronic format. For more information on Hess Archives donations and transfers as well as our collecting strengths, please see <https://www.etown.edu/library/archives/donations.aspx>.

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