

Collection Management Policy
Elizabethtown College
Earl H. and Anita F. Hess Archives and Special Collections
June 2022

I. Introduction

This document outlines collecting goals for the Hess Archives and Special Collections housed in the High Library at Elizabethtown College and serves as a guide for both the acquisition of new materials and the deaccessioning of existing collections.

II. Archives Mission

The Hess Archives and Special Collections collects, preserves, and makes available archival and rare book collections that enrich our understanding of Anabaptist and Pietist history and document the dynamic history of Elizabethtown College.

The Hess Archives supports the [mission of the High Library](#) and the [Young Center for Anabaptist and Pietist Studies](#). We affirm the [SAA Core Values Statement and Code of Ethics](#).

III. Selection and Evaluation Responsibility

Primary responsibility:

Archivist in consultation with the Director of the High Library, the Collection Development Librarian, and the Director of the Young Center for Anabaptist and Pietist Studies

IV. Collection Strengths and Subject Priorities

- College History with an emphasis on:
 - Board of Trustees
 - College Presidents
 - Accreditation
 - Faculty Assembly
 - Select departmental records
 - Select faculty papers
 - Athletics
 - Student and alumni perspectives
- Anabaptism and Pietism with an emphasis on:
 - Amish life and culture
 - Global Anabaptism
 - Ephrata
 - Peace, reconciliation, and experiences of war
 - Select personal papers of Anabaptist and Pietist scholars
 - Church of the Brethren with priority given to materials from the Atlantic Northeast and Southern Pennsylvania Districts and their historically associated congregations and institutions. The Hess Archives and Special Collections is the designated repository for these local districts. See [Church of the Brethren Collection Development Policy](#).

Within these categories, priority will be given to materials that support or enhance the college curriculum. Outside of these areas, we will consider on a limited basis collections with a strong curricular connection and potential for classroom use.

V. Formats

- The Hess Archives collects rare books, small press periodicals, manuscripts, institutional records, college and church publications, photographs, audiovisual materials, and oral histories. We collect materials in both print/analog and electronic formats.
- Artifacts are collected on a limited basis and primarily to support the Young Center's Bowers Interpretive Gallery.

VI. Materials and Subject Matter Not Collected

- We do not retain materials, which due to size, format, or condition, cannot be safely housed in the Hess Archives.
- Duplicate materials will not be added or retained unless there is a demonstrable need within the collection.
- In most cases, the Hess Archives will not accept weekly bulletins, financial reports, directories, or monthly newsletters from the congregations. See [Church of the Brethren Collection Development Policy](#).
- Anabaptist and Pietist materials with limited relevance to the research and interpretation work of the Young Center for Anabaptist and Pietist Studies and/or local congregations will be referred to partner institutions, including the [Brethren Historical Library and Archives \(BHLA\)](#).

VII. Methods of Acquisition

- Transfer
All transfers of internal college records must be accompanied by an inventory or documentation of the contents and contact information from the transferring department or congregation.
- Donation
 - All accepted donations must be accompanied by a signed [Deed of Gift](#).
 - Gifts to the Hess Archives coordinated by another college department must be accompanied by a [Gift Delivery Record](#) and are subject to refusal by the Hess Archives.
 - Any oral history interview added to the Hess Archives and Special Collections must be accompanied by an [Oral History Deed of Gift and Release Agreement](#) or an equivalent release signed by the interviewer(s) and interviewee(s).
 - Institutional Advancement can provide a gift-in-kind receipt for any donation to the Hess Archives. Elizabethtown College cannot, however, make monetary appraisals or give tax advice.
- Purchase
Materials will be considered for purchase on a limited basis subject to stated collecting priorities.

VIII. Reformatting of Materials

Digitization can improve accessibility and reduce handling of fragile originals. In most cases, digitized originals will be retained for long-term preservation.

Materials will be digitized based on the following criteria:

- Frequency of research use
- Rarity
- Condition

IX. Removal of Materials from the Collection (Deaccessioning)

- Duplicates and materials that do not reflect the Hess Archives' collecting areas or do not possess sufficient archival value may be deaccessioned, subject to the documented terms of acquisition.
- Deaccessioned materials may be transferred to another repository, returned to the donor if applicable, sold, donated, or destroyed as appropriate.