

University Libraries Archives & Special Collections Collection Development Policy

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Archives Collection Development Policy

Records, publications, and other materials in the Radford University Archives are donated by various university offices, administrators, faculty, staff, students, and alumni. The University Archivist and Head of Archives & Special Collections administers and manages the Archives & Special Collections, receives and/or solicits donations of materials, and determines how materials will be arranged and described according to standard archival practices.

Collection Rationale

Archives & Special Collections acquires materials that support teaching and research at Radford University, including Radford University Carilion. The Archives & Special Collections Collection Development Policy is designed to enhance existing collections, while also actively seeking new initiatives and new collections in anticipation of changing academic needs and potential research interests. Archives & Special Collections is also committed to developing unique and distinctive collections of materials that have minimal coverage elsewhere.

Archives & Special Collections Collection Development Policy

The University Archivist and Head of Archives & Special Collections actively seeks materials and collections that meet the above Collection Rationale, either through donations or with funds specifically designated for Archives & Special Collections collection development. A base budget for Special Collections materials is part of the Library Materials allocation, and additional funding may be approved in consultation with the University Librarian and the Collection Management Librarian. Funds designated for Archives & Special Collections collection development are administered by the University Archivist and Head of Archives & Special Collections under the supervision of the University Librarian.

Selection and Deaccession of Materials

The University Archivist and Head of Archives & Special Collections is responsible for selecting all materials for Archives & Special Collections, including accepting donations, purchasing materials, soliciting materials, and deaccessioning materials. Materials will be deaccessioned according to stipulations of the donor agreement, if one exists. Deaccessioned materials without a donor agreement, specifically books, will be given to the Collection Management Librarian and appropriate liaisons for possible relocation to the main collection or weeding.

Radford University Archives

The Archives contain official institutional records, publications, and related materials created by or related to Radford University. Holdings in the Archives consist of records that document activities of the students, faculty, and administrators of the University. Materials include records of the Board of Visitors, university presidents, administrators, university departments, official Radford publications, student publications, photographs and images, audio/visual materials, and other similar materials that document Radford University.

The Archives are divided into several groups that reflect the administrative structure of Radford University:

- Group 1: Radford University Board of Visitors Records
- Group 2: President's Office Records
- Group 3: Academic Affairs Records
- Group 4: Student Affairs Records
- Group 5: Business Affairs Records
- Group 6: University Advancement Records
- Group 7: University Governance Records
- Group 8: Miscellaneous Collections
- Group 9: Intercollegiate Athletics
- Group 10: Departmental Records

Radford University Heritage Collections

Special Collections

Collection Descriptions

Special Collections consist of Rare Books, the Appalachian Collection, and other Special Collections.

Rare Books contain older and valuable books that are either published prior to 1915 or that have an intrinsic worth as determined by the University Archivist and Head of Archives & Special

Collections. Collection strengths include Appalachian and Virginia literature, Virginia and regional history, 19th Century history and literature, and religion and theatre.

The Appalachian Collection consists of manuscripts and other primary and secondary materials that document the history and culture of the New River Valley, Southwest Virginia, and the Appalachian region.

Special Collections contain manuscript collections and other collections that are not part of the Appalachian Collection or Rare Books.

Archives and Special Collections Collection Areas

- Anything related to Radford University, including Radford University Carilion.
- **Regional History** - Includes manuscripts, diaries, personal papers, company and store records, photographs, newspapers, and other materials from Southwest Virginia and Southern Appalachia. Examples include the Radford Iron Company Records and the Chumbley & Harper Company Ledger.
- **Appalachian and Virginia Literature** - Includes books, manuscripts, and other materials related to writers and literature of Southwest Virginia, Appalachia, and Virginia. Examples include the Highland Summer Conference Collection and the Parks Lanier Appalachian Literature Collection.
- **Coal Mining, Labor, and Environmental Action** - Includes manuscripts, documents, company records, and collections related to environmental and coal mining issues in Southwest Virginia and Appalachia. Examples include the William Blizzard When Miners March Coal and Labor Collection, the Virginia Iron, Coal, and Coke Company Collection, and the New River Valley Environmental Coalition Collection.
- **Theatre and Religion Collection** - Includes books, manuscripts, and other materials related to religion and theatre, building on the Charles L. Hayes Theatre and Religion Collection.
- **Other potential collection areas include:**
 - Appalachian music, and other traditional regional music
 - Mental health, health care, nursing, and social work in Virginia and Appalachia
 - Sports and recreation in Virginia and Appalachia
 - World War II and Virginians

- 18th and 19th century literature and history books related to Virginia and the American South
- COVID research and the COVID response from Radford University

Collection Development policies and archival administration are based on standards and guidelines developed by the Rare Books and Manuscripts Division of the Association of College & Research Libraries, the Society of American Archivists, and the Association of Research Libraries.

Policy updated August 2025 by University Archivist/Head, Archives & Special Collections, Ashley Palazzo.