

Special Collections

Personal Papers Donation Policy

The Archives and Manuscripts Department of Pitts Theology Library is the repository for the non-current records of the Candler School of Theology and the personal papers of faculty and staff. The Archives preserves and makes these documents available to aid in research on the history of the institution and on the development of programs and academic disciplines. The personal papers of faculty and staff provide a rich source for historical research. The following guidelines will assist faculty and staff in identifying those portions of their files that are appropriate for the Archives.

Items likely to be of historical interest include:

- Biographical information: resumes, vitae, bibliographies, memoirs, genealogies, and published or manuscript biographical sketches.
- Official University correspondence and files: outgoing and incoming letters and memoranda relating to departmental and University business, committee minutes, reports, and files.
- Professional correspondence (outgoing and incoming) with colleagues, publishers, professional organizations, and former students.
- Teaching material: one copy of lecture notes, syllabi, course outlines, reading lists, examinations, and correspondence with students.
- Publications: one copy of all articles, books, reviews, or works of art.
- Audio-visuals: photographs, films, and sound or video recordings.
- Personal and family correspondence, diaries, and photographs.

Consult with the Head of Special Collections before donating these items:

- Detailed financial records, canceled checks, and receipts.
- Routine correspondence, especially non-personally addressed mail and routine letters of transmittal and acknowledgment.
- Grade books and class rosters.
- Duplicates and multiple copies of publications, course materials; all other duplicate material: keep only the original and heavily annotated copies.
- Typescripts, drafts, and galleys of publications and speeches, unless the final publication or presentation copy is unavailable.
- Books, research papers, journal articles, and reprints written by another person.
- Research notes, data (if a summary of the data is included with your papers), bibliographic notes, and notes on reading. Because of wide variations in the nature of research data, it is best to consult with the Head of Special Collections before discarding research notes and data.

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- Artifacts and memorabilia. The Archives does not collect non-documentary objects except in cases of great importance and manageable physical size and condition. Please call the Head of Special Collections to discuss options for preservation of such objects.

Materials should be transferred in the order in which you maintained them. A deed of gift identifying the materials and describing the activity to which they relate must accompany the transfer. (The Head of Special Collections will provide you with a deed of gift form to complete.)

This list is intended as a general guide. Because personal papers vary widely, you are strongly encouraged to consult with the Head of Special Collections to determine how these guidelines apply to your files. For more information, contact the Head of Special Collections at (404) 727-1222.

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