



THE UNIVERSITY OF AKRON
UNIVERSITY LIBRARIES
ARCHIVES AND SPECIAL COLLECTIONS

COLLECTION DEVELOPMENT POLICY

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by

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I. Introduction

This document is a supplement to The University of Akron University Libraries Collection Policy. Archives and Special Collections (formerly Archival Services), including University Archives, Special Collections, and Records Management play an integral role within the University Libraries and aims to support the operational needs and teaching and research mission of The University of Akron, including undergraduate and graduate curricula. The collection development policy was written to offer guidance to the University Archivist and Head of Archives and Special Collections in making decisions about whether or not material is appropriate for the collection. It is based on professional library and archival standards, including the Society of American Archivists “Guidelines for College and University Archives”

(2005) and the Association of College and Research Libraries “Guidelines on the Selection and Transfer of Materials from General Collections to Special Collections” (Third Edition).

II. Mission

The University Libraries provides state-of-the-art access to broad and diverse scholarly resources and innovative technologies to empower users to evaluate their information needs, identify and access reliable sources, and successfully transform information into knowledge.

Archives and Special Collections, a division of University Libraries, collects, preserves, and provides access to primary and secondary source materials that document the history of The University of Akron and the region, as well as select materials requiring special care and handling. Materials are collected in order to support the operational needs of the institution and the teaching and research activities at the University and in the wider intellectual community.

III. Subject Scope

A. Collecting Focus Overview

Archives and Special Collections includes University Archives, Special Collections, and Records Management. University Archives serves as the official memory of The University of Akron and its predecessor institutions from its founding in 1870 to the present. University Archives includes the official records of the University that have lasting historical value (also known as archival value) and unofficial records, papers, and publications having historical value that pertain to The University of Akron by affiliated individuals and organizations (See Appendix A for collecting guidelines for University Archives). Records Management assists the University Archives in identifying those official University records that have archival value and transferring them to University Archives for permanent retention and preservation.

Special Collections serves as a collecting repository that documents the history of the region and preserves rare and valuable materials from University Libraries. Special Collections consists of manuscripts, rare books, and local government records. Manuscript collections include personal and professional papers of local individuals eminent in various fields and organizational records of important local businesses and civic, religious, and cultural organizations. The collections focus on materials that document the history of the rubber and polymer industry and the related industry of lighter-than-air flight, particularly in the Akron/Summit County area. (See Appendix

B for collecting guidelines for Special Collections.) Special Collections is also home to the University Libraries Rare Book Collection, including the Muehlstein Collection with notable examples of early printed books and important printings of the works of Shakespeare, Dickens, and others. (See Appendix C for collecting guidelines for rare books and other printed matter.) As a member of the Ohio Network of American History Research (ONAH) Centers and as part of the State of Ohio's Local Government Records Program (LGRP) administered by the Ohio History Connection (formerly the Ohio Historical Society), Special Collections also serves as a repository of local government records for a nine-county region in northeastern Ohio. Local government records include the official records from local governments such as courts, schools, cities and townships that have lasting historical value. (See Appendix D for collecting guidelines for local government records.)

B. Primary Collecting Focus

Archives and Special Collections collects primarily in the following areas:

1. University of Akron history
2. Local history (Akron and Summit County)
3. History of the rubber and polymer industry
4. History of lighter-than-air flight (airships, balloons, blimps, and dirigibles)

C. Secondary Collecting Focus

In addition to the subjects listed above, Archives and Special Collections collects secondarily in the following areas:

1. Ohio Canals, particularly local canals including the Ohio & Erie Canal and the Pennsylvania & Ohio Canal
2. Regional history (see Geographical Coverage below)
3. Rare Books
4. Local Government Records (see Geographical Coverage below)
5. B-26 Marauder and Ninth Air Force materials (see guidelines for collecting in Appendix E)

D. Geographical Coverage

Local history, especially The University of Akron, the City of Akron, and Summit County, is the principle collecting area of Archives and Special Collections. As a member of ONAHR, Archives and Special Collections is the official repository for local government records from a nine-county region in northeast Ohio. Local government records holdings include Summit, Ashland, Holmes, Coshocton, Portage, Richland, Stark, Tuscarawas, and Wayne counties. In addition to local government records, Archives and Special Collections also collects manuscripts from this nine-county region. Priority in local government records and manuscripts will be given to materials relating to Summit County history with a second priority given to the contiguous counties of Portage, Stark, and Wayne. The book collection covers several continents, but is strongest in American and European literature and history. The collecting focus of nearby institutions is considered when evaluating materials for transfer, deposit, donation, or purchase, especially in relation to local history.

E. Language

The primary language represented in the collection is overwhelmingly English. However, the rare book holdings include books in Latin, Greek, and several Western European languages including French, German, Spanish, Portuguese, and Italian. Lighter-than-air collections include books and archival materials in German, French, and Russian.

F. Period Coverage

Archives and Special Collections houses books spanning more than 500 years, from incunabula (books printed before 1501 CE) to recently published monographs on local history, current faculty publications, and works from The University of Akron Press. Manuscript and archival collections date to the Civil War and the founding of Buchtel College (The University of Akron's predecessor institution), respectively. Local Government Records date back to the early 1800s.

IV. Curriculum and Users Served

Archives and Special Collections primarily supports the curricular and research needs of the students, faculty, staff, alumni, and community of The University of Akron. The collection is also open to the general public including regional, national, and international scholars and researchers. Materials are made available in accordance with the "ALA/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries." Researchers must adhere to the Archives and Special Collections Reading Room Policy.

V. Acquisition of Materials

The University Archivist and Head of Archives and Special Collections, with the assistance of department and library faculty and staff, will evaluate and identify University archives, manuscripts, books, and other archival materials for inclusion in Archives and Special Collections. Archives and Special Collections materials are usually acquired in the following manner:

A. Donation

Donation of materials is both an active process of soliciting for particular materials and a passive process of accepting materials that are brought into the Archives. Archives and Special Collections both encourages donation of materials to the repository and actively solicits for particular materials. It is policy to encourage donation of materials that are in keeping with the subject scope of Archives and Special Collections.

All donations must be represented on a legal donor form (also known as a Deed of Gift), which includes a description of the materials; name and signature of donor; date of donation; description of any restrictions on the use of the donation; and signature of the Dean of University Libraries, Senior Vice President and Provost, and a representative from the Office of General Counsel.

Donations that carry stringent donor restrictions may not be accepted. The University Archivist and Head of Archives and Special Collections will determine that the donor has, in fact, the right to make the donation, and that the donation is not encumbered by ethical and legal problems such as authenticity.

B. Transfer of Custody

Custodial transfer is the means by which Archives and Special Collections acquires most official University records. Custodial transfer applies only to public records in which legal custody has transferred from one office to another. In addition, books, periodicals, maps, and audio/visual materials may be acquired through from the University Libraries' circulating or reference collections after review and selection by the University Archivist and Head of Archives and Special Collections for inclusion in either University Archives or Special Collections.

C. Purchase

Purchase of manuscript and archival materials is normally discouraged. If a significant collection becomes available only through purchase, such an acquisition must be considered on its own merits. It is important to note that

purchase of such materials tends to discourage donations by other potential donors. If more than one institution is involved in bidding for materials, the needs of the patrons may be subverted. For these reasons, purchase of materials is generally limited to commercially published materials only.

D. Deposit

Donations in the form of an outright gift are strongly encouraged and are greatly preferred over deposits. New incoming materials on deposit in Archives and Special Collections are generally discouraged and will only be initiated under special circumstances. All deposits must be covered in a contractual agreement between the University and the depositing agency. Collections may be deposited in Archives and Special Collections only if a contractual deposit agreement has been established and approved by the University Archivist and Head of Archives and Special Collections. Any such collections must be useful to the University and region within the repository's collection scope. Except in extraordinary circumstances, deposited materials will be made available for use by the general public.

VI. Appraisal

Appraisal is the basis for selecting records and papers that are to be retained within Archives and Special Collections. Archival appraisal is the process of evaluating actual or potential acquisitions to determine if they have sufficient long-term research value to warrant the expense of processing and preserving the collection by the repository. Careful appraisal of potential collections is of primary importance in eliminating unwanted materials and ensuring unnecessary growth. Before materials are accepted into Archives and Special Collections, the designated The University Archivist and Head of Archives and Special Collections or department staff will conduct a careful appraisal of the materials as a whole. Preliminary and subsequent weeding of a record or manuscript group occurs as the materials are being processed. Processing involves further appraisal/weeding, arrangement, description, storage and conservation.

VII. Materials Generally Not Accepted by Archives and Special Collections

This is only a general and not an exhaustive list. More specific lists per collecting area are further defined in the appendices. Unsuitable materials may be discussed with donors, depositors, or transferring offices at the time of donation, deposit, or transfer.

1. Archives and Special Collections usually only collects original materials. Photocopies and facsimiles of materials will not be accepted except under special

- circumstances (i.e. the original materials are no longer in existence or are damaged beyond repair). Archives and Special Collections will not consider or accept copies of materials that are held at another collecting institution.
2. Portions of manuscript groups where the majority of materials have been donated to another institution will typically not be accepted. Archives and Special Collections will strongly encourage the donor to donate their material to that institution in order to maintain the integrity of the records and for the convenience of the researcher.
 3. Archives and Special Collections does not typically collect non-documentary materials such as artifacts and memorabilia with the exception of University Archives, especially if the artifacts are particularly large and unmanageable. Smaller artifacts may be considered if they have historical value and are part of a larger collection of records or papers.
 4. All materials donated, transferred, or deposited with Archives and Special Collections must be inactive (also known as non-current) as Archives and Special Collections does not collect active records. Inactive or non-current records are defined by the Society of American Archivists as “records that are no longer used in the day-to-day course of business.”
 5. Plaques, awards, and trophies are usually not accepted. A list of awards and honors will suffice or should be documented in the organizational history or on the individual’s resume or curriculum vitae.
 6. Duplicate copies (usually more than two) of any material will typically either not be accepted or will be weeded at the time of appraisal, re-appraisal, or processing.
 7. Most financial records including cancelled checks, receipts, and bank statements (annual financial reports are typically the only financial records of historical value).
 8. Donations that carry stringent donor restrictions may not be accepted.
 9. Materials that are damaged beyond repair or exhibit mold growth or insect/rodent infestation will not be accepted.
 10. Acquisition decisions may be limited by space restrictions or because of the state of the collection. Materials with marginal historical value that are completely disorganized or are too large may not be accepted.
 11. Items without historical value, which will be determined by the University Archivist and Head of Archives and Special Collections, will not be accepted. Examples include junk mail; telephone messages; blank forms and envelopes; and routine correspondence, especially non-personally addressed mail and routine letters of transmittal and acknowledgment.

VIII. Collecting Guidelines Overview

Guidelines for various collections are covered in the appendices to this document. The Collection Guidelines only provide general guidelines for selection criteria, with the ultimate collection decisions being made by the University Archivist and Head of Archives and Special Collections. Acquisitions decisions will be based on professional appraisal standards. Acquired materials will be made open and available

to the public, except in extraordinary circumstances. Every effort will be made to provide basic description of materials that have been donated or transferred to Archives and Special Collections. Arrangement and further description of these materials will be completed on a priority basis as set by the University Archivist and Head of Archives and Special Collections.

APPENDIX A

Collecting Guidelines for University Archives

The University Archives serves as the institutional memory of The University of Akron and is the largest and most comprehensive source of information about the history of the University and its predecessor institutions. University Archives contains official records of the institution that have historical value as well as unofficial records and papers of faculty, staff, students, alumni, affiliated organizations, and others that document the history of the University.

While these guidelines strive to be comprehensive they are by no means exhaustive and are meant to give general guidance to campus offices and the University Archivist. Collecting in University Archives is guided—but not always determined—by The University of Akron Records Retention Schedule (<https://www.uakron.edu/ogc/legal-policies-and-procedures/records/Records%20Retention%20Schedule%20updated%2011-29-2021.pdf>), which is based on the Inter-University Council of Ohio (IUC) *Records Retention for Public Colleges and Universities in Ohio: A Manual* (May 2009 Revision). The schedule and the University Archivist should be consulted before sending records to University Archives. The University Archivist has final determination whether records have archival value and should be transferred to Archives and Special Collections for permanent retention and preservation.

The official administrative records of the University designated as archival should be inactive and no longer used in the day-to-day activities of the originating office. The originating office may place restrictions on access to non-current records, in consultation with the University Archivist, University Records Manager, and Records Compliance Officer in the Office of General Counsel.

Examples of records sought by the University Archives include:

1. Official Records, Papers, and Publications of The University of Akron and its predecessor institutions

The official records encompass those records or papers produced or received by the various administrative offices and colleges, schools, academic departments, and institutes of The University of Akron in the conduct of its business which are preserved for their enduring value. Official records, papers and publications include:

- a. Minutes, memoranda, correspondence, and reports of the Board of Trustees and predecessor bodies
- b. Records of the President's office including official correspondence, presidential speeches, administrative subject files, commencement

programs, and reports of the President's Office and the entities such as the Administrative Units and Committees reporting to the President

- c. Correspondence, subject files, and reports of the Office of Academic Affairs and the offices of central administration, including: Administration, External Affairs, Finance, General Counsel and Secretary of the University, Student Affairs, and University Relations
- d. Correspondence, subject files, and reports of vice presidents, deans, directors, chairs and administrators of the schools, colleges, divisions, programs, and institutes of the University
- e. Minutes, memoranda and reports of all major academic and administrative commissions, councils, and committees including the University Senate and its committees
- f. Departmental records, including minutes, reports, correspondence, and syllabi
- g. Accreditation reports and supporting documentation
- h. Organizational charts
- i. Collective bargaining agreements
- j. Annual institutional budget and external audit reports (Note: internal audit reports are not collected by University Archives as they are not considered to have archival value. See the UA Records Retention Schedule at <https://www.uakron.edu/ogc/legal-policies-and-procedures/records/Records%20Retention%20Schedule%20updated%2011-29-2021.pdf>).
- k. Records of the Registrar, including timetables, schedule of classes, enrollment reports, graduation rosters and other reports issued on a regular basis
- l. Alumni records, including minutes of the alumni associations, alumni magazines, and alumni directories
- m. Reports of the Admissions Office
- n. Records of the Athletics Office including posters, handbooks, programs, rosters, news clippings, photographs, film, and scrapbooks of all athletic teams and offices

- o. Records of student organizations such as founding documents, meeting minutes, reports, publications, photographs, and scrapbooks
- p. All publications distributed in the name of the University, including catalogs, special bulletins, yearbooks, student newspapers, University directories and faculty/staff rosters, newsletters, news releases, advertisements, and ephemeral material
- q. Recruitment materials including videos, publications, posters, advertisements, viewbooks, etc. used to recruit students
- r. Photographs, prints, negatives, slides, audio and video film, tapes and reels, oral history interviews, and optical and compact discs documenting the development of the University and the people, places, and events at the University
- s. Patents and trademark registrations
- t. Real estate records including copies of deeds, leases, purchase agreements, appraisals, etc. documenting real property purchased or leased by the University
- u. Biographical information of University employees, especially full-time tenured faculty and long-time administrators and staff. Biographical files should include a dated head shot photograph, a dated copy of curriculum vitae, any additional information as to scholarly interests and pursuits, an obituary, and newspaper clippings or press releases documenting important events and accomplishments in the person's life
- v. Security copies of microfilm reels containing vital records (also known as essential records). Vital or essential records in this sense are defined as "emergency-operating records immediately necessary to begin recovery of operations after a disaster, and rights-and-interests records necessary to protect the assets, obligations, and resources of the organization, as well as its employees and customers or citizens. Essential or vital records typically document delegation of authority and line of succession, and include legal documents and contracts, financial records, and other rights-and-interests records" (Society of American Archivists *Glossary of Archival and Records Terminology*).
- w. Maps, prints and architectural drawings documenting the physical changes and development of the University.
- x. All books published by The University of Akron Press as well as promotional materials, but not drafts or proofs.

- y. Brochures and ephemera relating to campus events such as concerts, art exhibits, plays, etc.
- z. Artifacts and memorabilia relating to the history of The University of Akron, especially those of great importance and manageable physical size and condition. Due to severe space constraints, University Archives usually only collects small items such as buttons, pennants, and memorabilia (larger artifacts will be considered depending on significance). Most trophies and plaques are no longer accepted except in special circumstances.

2. Unofficial Records, Papers, and Publications pertaining to The University of Akron

The unofficial records encompass those records, papers, and publications generated or received by individuals and organizations that are usually in some way affiliated with The University of Akron. Unofficial records, papers, and publications include:

- a. Non-current records of University of Akron affiliated organizations

This category includes faculty bodies, student organizations (clubs, sororities, fraternities, and social groups), alumni groups, retiree groups, bargaining units, and UA support organizations.

Types of materials sought from UA-affiliated groups include:

- i. Founding documents (charters, constitutions, bylaws)
- ii. Meeting minutes
- iii. Correspondence
- iv. Publications (newsletters, brochures, magazines, etc.)
- v. Photographs
- vi. Scrapbooks

In addition to the materials listed above, records documenting the employer-employee relationship at The University of Akron sought by University Archives including union materials such as contracts and union newsletters.

- b. Publications of University of Akron Faculty, Staff, Students, and Alumni

Monographs authored or co-authored by University of Akron faculty during their tenure at the University are actively sought by University Archives. Due to severe limitations in storage space, an increase in the number of faculty at the University in recent years, and the incredible scholarly output of faculty members today, University Archives no longer accepts journal articles and similar publications from recent faculty members. However, these publications may be included in faculty papers if the papers warrant inclusion in University Archives (see criteria below in c.). Older faculty journal articles and similar publications that are already a part of University Archives will be maintained with the Faculty Publications Collection.

University Archives does not actively collect publications of University of Akron alumni and staff. However, University Archives will consider monographs authored by UA alumni and staff if donated and depending on the prominence of the alumnus or staff member and the importance of the publication. Alumni are defined as graduated individuals with earned degrees from The University of Akron or its predecessor institutions. Self-published materials will usually not be considered for inclusion in University Archives. Due to severe limitations in storage space, University Archives does not collect journal articles and similar publications authored by UA alumni and staff. However, these publications may be included in alumni or staff papers if the papers warrant inclusion in University Archives (see criteria below in c.).

Publications of University of Akron students including official copies of all theses and dissertations are actively collected by University Archives. These are non-circulating archival copies that are available for use in Archives and Special Collections; circulating copies are available at Bierce Library and the Science & Technology Library.

c. Personal and Professional Papers of University of Akron Faculty, Staff, Students, and Alumni

As an important part of its mission of documenting the internal life and culture of the University community and placing it in a broader societal context, the Archives seeks to acquire, organize, and make available the personal and professional papers of selected University of Akron faculty, staff, students, and alumni. Faculty and staff papers offer insight into the history of the operation of the University that otherwise may be lost by relying only on official administrative records. They reveal professional interests and opinions that frequently clarify matters mentioned in the official records of the University. Alumni papers document the contributions of University of Akron alumni to society and offer insight into the quality and application of the education at The University of

Akron. Student papers document the life of students while enrolled at The University of Akron and offer a view into the social and cultural experiences of the University through the eyes and experiences of its students.

Personal papers may contain sensitive information relating to privacy and confidentiality. Donors may choose to impose reasonable restrictions upon his or her papers for a reasonable period as determined by mutual agreement between the donor and the University Archivist. Restrictions on access are for a fixed term and are determined at the time of donation. The Archives does not usually accept agreements that restrict access to material for the lifetime of any person or persons or agreements that are difficult or impossible to administer. It encourages minimal access restrictions consistent with the legal rights of all concerned.

The available storage space and staffing at Archives and Special Collections place limitations on the extent of collecting faculty, staff, student, and alumni papers. While attempting to acquire a broad range of personal and professional papers, the Archives must be selective.

The following criteria are applied when evaluating and soliciting professional papers from the faculty:

- i. National or international reputation in one's academic field
- ii. Record of one's service with the University and contribution to its growth and development
- iii. Service and contribution in the community, state, and national affairs
- iv. The scholarly and research contributions of the faculty member and their academic rank, such as faculty members who have achieved Full Professor or Distinguished Rank status at UA
- v. Major awards, quality of publications, election to prestigious societies, appointment to prestigious national or international advisory committees

The following types of documentation reflect and illuminate the careers of the University faculty and are sought by the archives:

- i. Correspondence—official and professional
- ii. Records relating to service outside the University including community, state, and national service

- iii. Biographical material—biographical sketches, resumes, bibliographies, chronologies, genealogies, newspaper clippings, and personal memoirs
- iv. Photographs and graphic materials
- v. Audiotape or videotape recordings of lectures, speeches, and discussions.
- vi. Class lecture notes and syllabi
- vii. Research files
- viii. Departmental or committee minutes and records
- ix. Drafts and manuscripts of articles and books written. University Archives may also consider original visual and moving image materials and music scores or theatrical productions of which faculty are the main creators
- x. Diaries and personal reminiscences.

The University Archives collects the professional and personal papers of eminent alumni relating to their experiences at The University of Akron or alumni with a distinguished or outstanding record in research and service. Alumni are defined as graduated with earned degrees from The University of Akron or its predecessor institutions. As with faculty papers, the University Archives collects selectively in this area. The following criteria are applied when evaluating and soliciting personal and professional papers from alumni:

- i. The overall contributions of the alumnus to his or her profession; alumni who have received major awards in their fields are obvious choices
- ii. Whether the papers reflect upon the history and culture of UA; for example, a noteworthy professional photographer who has created images of the UA campus and events over time
- iii. Whether the papers reflect upon and contribute to the understanding of a particular research strength of UA; for example, a prominent alumnus who worked in the rubber or polymer industry

The following types of documentation reflect and illuminate the careers of the University alumni and are sought by the archives:

- i. Professional correspondence
- ii. Photographs
- iii. Diaries and personal reminiscences
- iv. Oral histories
- v. Biographical information—biographical sketches, resumes, bibliographies, chronologies, genealogies, newspaper clippings, and personal memoirs.
- vi. Drafts and manuscripts of articles and books written.
University Archives may also consider original visual and moving image materials and music scores and theatrical productions of which alumni are the main creators

University Archives seeks to collect materials that describe or document student life at The University of Akron. Items sought include:

- i. Scrapbooks
 - ii. Diaries and personal reminiscences
 - iii. Letters documenting student life on and off campus
 - iv. Oral histories of former students documenting their experiences on campus
 - v. Personal photographs of campus and student life
 - vi. Personal artifacts including pins, uniforms, and sports items may be considered
 - vii. Materials that document social activities and campus events such as dances, club activities, etc.
- d. Records, Papers, and publications documenting the history of The University of Akron generated or collected by organizations and individuals not associated in any way with The University of Akron. This category may include, but is not limited to:

- i. Published books and articles on some aspect of University history
- ii. Theses and dissertations on an aspect of University of Akron history written to fulfill degree requirements at other colleges and universities
- iii. Reports and studies of The University of Akron conducted and created by outside organizations

3. Items not typically collected by University Archives:

In addition to the materials listed above in VII, the following types of materials are typically not accepted from campus offices and UA-affiliated organizations and individuals:

- a. Records pertaining to other individuals or family members or other organizations including other individuals' or organization's personnel records (including search committee material); note that personnel records have very specific retention and disposition according to the UA Records Retention Schedule
- b. Reference material (articles, books, etc. written by other people and organizations)
- c. Duplicates and multiple copies of publications, course materials, class handouts, etc. Generally only the original and heavily annotated copies are of value
- d. Research notes and data, bibliographic notes and notes on readings
- e. Records of students taught (grade books, class rosters, exams, term papers, etc.); note that student records have very specific retention and disposition according to the UA Records Retention Schedule
- f. Student tests and test results
- g. Student term papers (unless they document some aspect of University or local history that is not captured in the repository)
- h. Diplomas (unless of a significant alumnus, first or early graduate, etc.)
- i. Large artifacts and three-dimensional objects such as desks, chairs, building components (doors, windows, architectural elements, etc.—a brick or two or small architectural fragments from a historic campus building may be acceptable), statues, gifts, etc.

- j. Draft copies of plans and reports
- k. Student papers other than theses or dissertations are usually not collected
- l. Student academic records, which are administered and maintained by the Registrar's Office.

APPENDIX B

Collecting Guidelines for Special Collections

Special Collections collects archival materials in the following areas:

1. Personal and professional papers of notable individuals and families of Akron and the surrounding region (especially those from underrepresented groups) eminent in any field including:
 - a. Personal and professional correspondence
 - b. Publications and writings
 - c. Speeches
 - d. Research notes and notebooks
 - e. Journals or diaries
 - f. Newspaper clippings documenting their life and accomplishments, especially obituaries
 - g. Photographs, slides, and negatives
 - h. Audio and video, especially oral histories
 - i. Scrapbooks
 - j. Original artwork and compositions
2. Non-current records of important businesses and corporations and significant civic, cultural, religious, and labor organizations, with special emphasis on the rubber and polymer industry and lighter-than-air flight including:
 - a. Founding documents such as charters, constitutions, and bylaws
 - b. Meeting minutes
 - c. Correspondence
 - d. Publications and publicity materials such as brochures, reports, newsletters, and news releases
 - e. Membership lists
 - f. Photographs, slides, and negatives
 - g. Audio and video
 - h. Architectural drawings
 - i. Newspaper clippings
 - j. Scrapbooks
3. Collections of materials intentionally assembled by an individual or group (referred to as an artificial collection) that include any of the materials listed above documenting any aspect of the following subjects:
 - a. The rubber and polymer industry
 - b. Lighter-than-air flight
 - c. Local or regional history
 - d. Ohio canals

APPENDIX C

Collecting Guidelines for Books and Printed Matter

Books are collected within Archives and Special Collections within three areas: Rare Books, Special Collections, and University Archives.

1. Works of high market value (generally over \$1,000 per volume)
2. Early imprints issued **prior** to the dates indicated below:
 - a. English language imprints from any location: **1825**
 - b. United States (including Ohio) and Possessions: **1851**, except
- Alaska 1901 Arizona 1891 Arkansas 1871 Boston 1821
California 1876 Chicago 1872 Colorado 1877 Florida 1861
Hawaii 1861 Idaho 1891 Iowa 1861 Kansas 1876
Minnesota 1866 Montana 1891 Nebraska 1876 Nevada 1891
New Mexico 1876 New York City 1821 North Dakota 1891 Oklahoma 1871
Oregon 1876 Philadelphia 1821 South Dakota 1891 Texas 1861
Utah 1891 Washington 1876 Wyoming 1891
- c. Items published in the Confederate States of America (CSA): **1860-1865**
- d. Europe: **1825**
- e. Africa: **1851**
- f. Asia: **1825**
- g. Australia: **1851**
- h. Canada: **1851**, except

Alberta 1901 British Columbia 1901 Manitoba 1901 Saskatchewan 1901

- i. Latin America: **1851**
3. Items about Akron or Summit County, Ohio; secondary regional collecting areas include Ashland, Holmes, Coshocton, Portage, Richland, Stark, Tuscarawas, and Wayne counties with emphasis being given to the contiguous counties of Portage, Stark, and Wayne
4. Books written by notable authors from or having resided in Akron or Summit County, Ohio
5. Works printed in editions of 100 copies or less
6. Fine press books, artists' books, superfine facsimiles, private press publications
7. Ephemeral works of notable importance (e.g. broadsides, rare pamphlets, etc.)

8. Delicate works whose storage or use requires special care or handling, including books of special importance with movable parts (e.g. volvelles, fold-out maps, etc.)
9. Children's books printed before 1920
10. Travel books published prior to 1900
11. Works with important associations or provenance (Contemporary and modern autographed books will rarely be added if the autograph is the only noteworthy feature.)
12. An archival copy of all University of Akron Press publications, University theses and dissertations, and publications of current and former faculty during their tenure at The University of Akron

APPENDIX D

Collecting Guidelines for Local Government Records

Archives and Special Collections is one of six (originally nine) members of the Ohio Network of American History Research (ONAHR) Centers and therefore is the official repository for Ohio local government records. ONAHR was organized in 1970 by the Ohio Historical Society (now the Ohio History Connection or OHC) to provide for the preservation of historically valuable local government records (for more information see <https://www.ohiohistory.org/research/local-government-records-program/>). The Local Government Records Program (LGRP) is administered by the State Archives at OHC in Columbus, Ohio. The retention schedules used by the LGRP determine the disposition of local government records. Local governments should contact OHC, not Archives and Special Collections regarding all local government records questions and issues including disposition, destruction, and transfers of local government records. Likewise, all LGRP forms (more commonly referred to as RC forms) should be sent to OHC, not Archives and Special Collections. OHC will decide which records have historical value and will contact Archives and Special Collections regarding transfers of local government records with historical value. Archives and Special Collections reserves the right to refuse the transfer of local government records based on space restrictions and the Collection Development Policy. Archives and Special Collections houses on deposit local government records from a nine-county region in northeast Ohio that includes the following counties:

1. Summit
2. Ashland
3. Holmes
4. Coshocton
5. Portage
6. Richland
7. Stark
8. Tuscarawas
9. Wayne

While the volume and type of local government records held vary by county, they generally include the records of the following local government offices:

1. County Auditor
2. County Coroner
3. County Engineer
4. Board of Education
5. Board of Elections
6. Children's Home
7. Clerk of Courts
8. County Home or Infirmary
9. Park District
10. Probate Court
11. Sheriff

12. Township, municipalities, school districts, and town/city

Local government records include, but are not limited to the following types of records in various formats:

1. Vital records including birth, death, and marriage records
2. Civil and criminal dockets
3. Naturalization records
4. Land deeds and land records
5. Will records
6. Meeting minutes
7. Maps
8. Tax Duplicates
9. Burial Records
10. Annual Reports

APPENDIX E

Collecting Guidelines for B-26 Marauder and Ninth Air Force Materials

Archives and Special Collections collects materials that document the special role played by the B-26 Marauder and Ninth Air Force during World War II. Although not necessarily local in scope, the collections do have a local connection. Large portions of the B-26 Marauder were manufactured by the Goodyear Tire & Rubber Company in Akron, Ohio during World War II. The Ninth Air Force flew B-26 Marauders in the Second World War and therefore the collections are strongly related. In addition, some of the records and personal papers and memorabilia in the two collections were created or collected by local veterans or local individuals. Materials are strongest in and have focused on the Second World War, especially the European Theater of Operations; however, a few materials document the B-26 Marauder and the Ninth Air Force during the Korean conflict and the Pacific Theater of Operations during World War II. Additional materials in these areas may be considered.

Archives and Special Collections collects the following materials relating to these subjects:

1. Mission reports
2. Crew lists
3. Journals, diaries, and correspondence that document war experiences
4. Oral histories documenting war experiences
5. Audio and video materials documenting the war
6. Records of reunion associations including:
 - a. Founding documents including charter, constitution, and bylaws
 - b. Publications such as brochures and newsletters
 - c. Meeting minutes
 - d. Photographs of reunions, events, and other activities
7. Photographs of B-26 Marauders, missions, crews, air bases, and life of Marauder crew and members of the Ninth Air Force during World War II and the Korean conflict
8. Records of bombardment groups and squadrons
9. Scrapbooks of bombardment groups and squadrons, missions, and crew members
10. Newspaper clippings documenting the B-26 Marauder, Ninth Air Force, and missions and crew members during the war
11. Architectural drawings and schematics of B-26 Marauders
12. Books and publications specifically about or that have large portions dedicated to the B-26 Marauder and Ninth Air Force (general World War II histories or books that only briefly mention the B-26 Marauder and Ninth Air Force are not usually accepted) such as the planes, crews, missions, squadrons and groups

B-26 Marauder and Ninth Air Force Items that are generally not accepted:

1. Munitions such as grenades and ammunition, which are health and safety hazards
2. Books and publications that are not specifically about the B-26 Marauder or the Ninth Air Force

3. Materials documenting civilian life or those not directly related to the war
4. Large three-dimensional objects that are difficult to store