

**Georgia Tech Design Archives
Collection Development Policy
Georgia Tech Archives**

Mission:

The Georgia Tech Design Archives (GTDA) collects, preserves, and provides access to materials related to architectural design in the southeast. The Archives' acquisition of the Heffernan Design Archives (HDA) Collection serves as the foundation for expanding the architectural collecting area to include locations outside of Georgia Tech proper, specifically focusing on the design and development of the modern South.

The architectural work and personal documents of P.M. Heffernan, former director of the Georgia Tech College of Architecture, comprise the nucleus of the GTDA Collection. After the College of Architecture (COA) acquired the Heffernan House and materials in 1995, the collection grew significantly under the auspices of the late COA Dean Thomas D. Galloway. The collection now includes a substantial body of faculty, student, and alumni work.

Georgia Tech Design Archives Advisory Committee:

In recognition of the ongoing collaboration necessary for the GTDA to thrive, the Archives established the GTDA Advisory Committee which includes members from both the COA and the Library Archives. The purpose of the GTDA Advisory Committee is to create an official connection between the Archives and the COA for matters regarding the GTDA. This committee consists of 7 members (For current list of members, see Appendix B): Assistant Dean (COA), Associate Dean (COA), Dean (COA), Department Head-Archives (Library), 2 Historians/Professors (COA), Visual Materials Archivist (Library). One responsibility of committee members is to identify potential collections for the GTDA—this is a particularly important role for members from COA. As members of the architectural community, they have invaluable information about projects and initiatives in their field of study. Members may serve as a contact person for introductions to potential donors. Members will also encourage use of the GTDA for academic curriculum and research among faculty, students, and architectural firms. Additionally, members may help solicit financial resources to sustain and enhance the GTDA.

Solicitation:

Gift solicitation is the process of seeking gifts from donors. One responsibility of the GTDA Advisory Committee is to assist in identifying potential materials for the Archives. The Head of the Archives and/or the Visual Materials Archivist should be

apprised of a committee member's intent to approach potential donors of materials but especially before collections arrive at the Archives.

Nomination:

A nomination procedure may be used to determine collections to pursue actively. Any member of the GTDA Advisory Committee can nominate a person or organization whose materials are deemed appropriate for the archive. The nomination should include a rationale for how the resources correspond with the GTDA's purpose and how it is anticipated that they will enhance the historical value of the collection.

Archival Donations:

The donation and receipt of a gift entails generosity and communication on the part of the donor, responsibility and obligation by the Archives. Prospective donors are encouraged to discuss proposed gifts with the Head of the Archives and/or the Visual Materials Archivist when donating large collections. This preliminary discussion can help ensure a good match between the suitability of the gift and the goals and resources of the Archives.

A potential donor should contact the Archives to discuss the material, the process of making a donation, and the issues involved.

Financial Support:

The Archives asks for monetary support to help with the costly processing and preservation of these records for future scholarship. Please consider a gift of support with your donation. Donations of appropriate storage such as archival quality flat files cabinets are also welcome. It may be possible to take a tax deduction for the donation of equipment and furniture. New initiatives in technology, proper housing, care, metadata documentation, subject indexing, and preservation of collections are generally dependent upon receipt of supplemental funding.

Deed of Gift:

A signed Deed of Gift [Appendix A] should accompany each donation, no matter how small or large. This officially transfers the materials to the Archives and may address copyright. It is necessary for the Archives to have a signed Deed of Gift on file before a collection can be organized and described beyond an accession (donor) record.

Appraisal:

Neither the Institute nor the Archives appraise gifts; however, the Archives can provide a list of appraisers who have worked with the archivists in the past. It is best to have a gift appraised before it is donated, with a copy of the appraisal accompanying the gift.

Types of Materials Accepted:

The Library Archives will accept collections relating to the Southeast; however all collections are up for review by the Head of the Archives and/or the Visual Materials Archivist.

Policies:

Access to donated records is governed by written policies regarding availability, research use, and reproduction.

The Archives prefers the transfer of copyright at the time the records are physically transferred. This makes it easier for the Archives to respond to requests from researchers to use the documents.

Trained staff process collections by rehousing material into archival quality storage, by arranging material if it has no predetermined order, and by describing material in a way that users may find it. This description is called a "Finding Aid."

Access to processed collections can be found through finding aids, registers, or inventories for each collection.

An archive generally does not allow the public to view unprocessed collections.

An archive never allows browsing of collection material (i.e. "in the stacks").

An archive generally does not allow their material to circulate, unless for exhibit (always subject to condition of materials and condition of exhibit space).

Restrictions/Conditions of Gift:

- Disposition of surplus materials: Return to donor _____ Dispose _____
- Relationship of donor to creator of the Gift:

Donor Information:

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____

Email _____

In witness whereof, I/we sign this Deed of Gift on (date) _____

(Signature of Donor)

Archives & Records Management office use only below this box

Date accepted and received _____

Name of Agent for the Institute _____

Signature _____

Appendix B

List of current GTDA Advisory Committee members:

Doug Allen (COA)

Alan Balfour (COA)

Rob Craig (COA)

Betty Dowling (COA)

Mandi Johnson (Library Archives)

Leslie Sharp (COA)

Jody Thompson (Library Archives)