

COLLECTION DEVELOPMENT POLICY

Mission:

In support of the Library's mission to catalyze the discovery and creation of knowledge, the Archives, Records Management and Digital Curation Department defines sustainable strategy and services for the acquisition, preservation, and delivery of the Library's unique physical and digital collections that empower innovation in learning and research.

Collecting areas:

Research and scholarly content:

Scholarly content (the published or otherwise publicly presented outputs, created by individuals or units within Georgia Tech in the course of their scholarly or professional work that represents the research, education, and academic endeavor of the institute, and may have enduring value. This content is subdivided into the following categories: Traditionally published/submitted scholarship, theses and dissertations, gray literature, and research data.

Traditionally Published or submitted scholarship: This category will include submitted versions (as sent to journals for peer-review), accepted versions (author's final peer-reviewed drafts), published versions (publisher-created files of the final peer reviewed article). Typically, these works are created to be published as journal articles, conference papers, book chapters, and the like. Must be authored by a Georgia Tech faculty member, researcher, or graduate student or undergraduate student.

Graduate and undergraduate theses and dissertations: The Doctoral and Masters theses and dissertations that are submitted to the graduate office as a requirement and approved by the graduate office as having passed committee review and are approved for graduation. Also includes undergraduate theses as submitted to and approved by the Undergraduate Research Option Program Office.

Gray literature: A broad category which can include any Georgia Tech scholarly content which does not explicitly fit into the other categories. Items in this category can include:

- Technical reports
- Non-thesis graduate projects
- Non-submitted research papers
- Non-peer reviewed Conference papers
- Scholarly posters
- Conference Presentation slides
- Computer Programs
- Visualizations, simulations, and other models
- Multimedia publications
- Books
- Bibliographic datasets
- Images
- Audio files

Video files

Faculty course-related output primarily of scholarly interest

Learning objects representing substantive scholarly work

Any other form of research/scholarly output that can be technically loaded to the repository.

Research data and software: The digital information, structured by a formal methodology, for the purpose of creating new research or scholarship and which are commonly accepted in the scientific community as necessary to validate research findings.

University Archives:

Collections document Georgia Tech's origins, history, and development. They show evidence of the traditions and creative output of Georgia Tech administrators, faculty, staff, students, and alumni. Collections in this area contain the records of Georgia Tech's administrative offices, educational programs, standing bodies of the faculty, staff and student, extracurricular organizations, and more. Using the retention schedule published by the University System of Georgia's (USG) Board of Regents (BOR), the Georgia Tech Archives maintains the official records of the Institute as required by law. Additional records created by Georgia Tech administrators, faculty, staff, and students and not adjudicated for in the USG/BOR retention schedule are collected to adequately show the functions of the Institute and provide broader context.

Special Collections

Science Fiction Collection: The collection contains over 10,000 science fiction and fantasy novels and anthologies, and more than 1,000 magazines and fanzines. It also contains manuscripts from science fiction authors and records documenting the fandom of science fiction, fantasy, comics, and affiliated genres.

Textile Industry Records: The collection contains collections about the textile mill industry in the southeast. These records document the religious, social, political, and economic issues of nineteenth and twentieth century mills, particularly in Atlanta. It also illustrates the historical connection the textile industry has to Georgia Tech from the development of the Textile Engineering program in 1897 to the current School of Materials Science Engineering.

Georgia Tech Design Archives: The collections contain materials related to architectural design in the southeast. This collection holds the works of Georgia Tech alumni and faculty, such as Francis Palmer Smith and Joseph Amisano, as well as prominent architects like Neel Reid.

Science and Technology Rare books: The collection houses the library's rare book collection, which focuses on the history of science and technology. With special strengths in Newtoniana, the library owns a copy of each of the first three editions of the Principia Mathematica (1687, 1713, and 1726).

Records Management:

It maintains the operational business records for the Institute per University System of Georgia Board of Regents policy. A business record is recorded information in any form, including data in computer

systems, made or received by a department or business unit in the transaction of business, pursuit of legal obligations, or operation of official activities.

Content guidelines:

Research and scholarly content:

Traditionally Published or submitted scholarship: Accepting items that have been submitted to, or published by, an academic publication such as a peer reviewed journal, a peer reviewed conference, or a chapter in a monograph.

Graduate and undergraduate theses and dissertations: Accepting only items as approved and released by the Graduate Office or UROP.

Gray literature: Accepting work of intellectual/scholarly value created by Georgia Tech faculty/staff/students. See list in collecting areas. NOT accepted: "Working" documents (must be final), items that violate copyrights, items that are libelous, items with personal/sensitive information.

Research data: Accepting research data as defined above. Data must be created or developed in the support of research activities of GT faculty, students and staff.

University Archives:

The paper-based, artifacts, digitized or born-digital items must be created by Georgia Tech administrators, faculty, students, staff and alumni and available for research. Acquisitions to the University Archives will be appraised against the functions of the Institute in conjunction with the institutional documentation plan. Core functions of Georgia Tech include conferring credentials, fostering socialization, conducting research, sustaining the institution, providing public service, and promoting culture. Working with the Records Management program and BOR retention schedule, the University Archives will collect the materials of Georgia Tech administrative offices, academic colleges and schools, student organizations, and special programs. The official administrative records are not considered a full and adequate record that comprehensively or equitably document all functions. Additional materials may be sought from individuals and groups with connections to Georgia Tech programs and policies.

retroTECH: The service entails a highly curated combination of classic, vintage hardware and software and modern tools for digital archiving and emulation, all designed to be accessed and used. retroTECH aims to inspire a cultural mindset that emphasizes the importance of personal archives, open access to digital heritage, and long-term thinking.

https://library.gatech.edu/sites/default/files/2019-01/retroTECH_Collection_Development_Policy_20160716.pdf

Special Collections:

Collects records in a variety of formats including paper-based files, born-digital files, microfilm, audio or video recordings, photographs, maps, films, and architectural drawings.

Records Management:

Accepts all business records from Georgia Tech departments, colleges, and business units. The various types of records accepted are described in the USG Board of Regents Retention Schedule. Records

Management does not accept items that are not business records subject to the USG Board of Regents Retention Schedule or that are not created by/for Georgia Tech departments, colleges, or business units.

Submissions & Acquisition:

Research and scholarly content:

Traditionally Published or submitted scholarship: Eligible population are Faculty, student or staff of GT who have submitted or had accepted scholarly content (as defined above). Item comes into collection via submission form, including bitstream(s) and associated metadata.

Graduate and undergraduate theses and dissertations: Officially enrolled graduate students that meet the criteria and approval of Graduate Office or the Undergraduate Research Opportunities Program (UROP). Item comes into collection via SWORD deposit with bitstreams and metadata pulled from Vireo submission system.

Gray Literature: Currently all faculty, staff, students are eligible. Workflow is via SMARTech submission form.

Research data: Georgia Tech faculty, staff, and students allowed to submit. Submission via online submission form, with additional options to share large files via Dropbox or other shared drive.

University Archives:

Records of permanent and historical value created by administrators, faculty, students and staff should be deposited within the Archives in order to tell a complete history of the Institute. Designated record coordinator of Georgia Tech's administrative offices and student organizations should consult the records transfer page and fill out the transfer form. For other donations, please contact an archivist about depositing items within the collection. <https://library.gatech.edu/records-request>

Special Collections:

Please contact an archivist about donating materials within the collection.

<https://www.library.gatech.edu/contact-archives>

Records Management:

Records should be submitted by a department's or business unit's designated Records Coordinator. The Records Coordinator will submit a Transfer Request through the Records Management website.

Withdrawals & Deaccessions:

Research and scholarly content:

Traditionally Published or submitted scholarship: In general, no removals. Exceptions include: Item contains retracted research. Item is found to be in violation of copyright. Removed at request of author. Removed at discretion of GT or GT library. Removed for legal issues.

Document removals by leaving digital “tombstone” and document removal in repository records. Retention policy: Permanent preservation unless removed.

Graduate and undergraduate theses and dissertations: Removal at direction of Graduate Office and UROP only. Process for withdrawal: If Grad Office or UROP determine that the item should be withdrawn, that office will contact repository administrators to proceed. Removals should leave digital “tombstone” and document removal in repository records. Retention policy: Permanent unless removed

Gray literature: No removals except under same exceptions as listed under Traditionally Published or Submitted Scholarship.

Research data: All research data collected or generated as part of a government sponsored program should be retained for a minimum of 3 years from the end of the project, in order to comply with potential FOIA requests. If you collect data about humans, animals, or agricultural products, you must retain your data in accordance with the Georgia Board of Regents Records Retention Schedule. The policy specifies the retention periods for many research related records, in addition to certain types of research data, and should be reviewed by everyone involved in a research project. For more information see <https://library.gatech.edu/data-plan>.

University Archives:

No item can be removed once deposited to the collection.

Special Collections:

No item can be removed once donated to the collection.

Records Management:

Items may be checked out by authorized users from the originating department or business unit. All records maintained by Records Management or created by Georgia Tech are subject to the USG Board of Regents Retention Schedule.

Formats:

Research and scholarly content:

Traditionally Published or submitted scholarship: This section will reference input from preservation subgroup (coming soon). In general, submission will allow a wide range of digital file formats, encouraging open and non-proprietary.

Graduate and undergraduate theses and dissertations: This section will reference input from preservation subgroup (coming soon). Graduate Office and UROP policy is to submit a pdf of the thesis document. Supplementary materials in a wide variety of formats.

Gray literature: This section will reference input from preservation subgroup (coming soon). In general, submission will allow a wide range of digital file formats, encouraging open and non-proprietary.

Research data: This section will reference input from preservation subgroup (coming soon). In general, submission will allow a wide range of digital file formats, encouraging open and non-proprietary.

University Archives:

Collects records in a variety of formats including paper-based files, artifacts, born-digital files, microfilm, audio or video recordings, photographs, maps, films, architectural drawings, textiles websites and social media outlets.

Special Collections:

Collects records in a variety of formats including paper-based files, born-digital files, microfilm, audio or video recordings, photographs, maps, films, and architectural drawings.

Records Management:

Currently accepts physical formats such as paper, microfiche, and microfilm. Other formats can be accepted upon consultation. All records are to be preserved and maintained according to the USG Board of Regents Retention Schedule regardless of format. If Records Management cannot accept a specific format at this time, Records Management recommends that the originating department maintain the record in place or convert the record to a format that Records Management is equipped to maintain.

Metadata:

Research and scholarly content: coming soon

University Archives: coming soon

Special Collections: coming soon

Records Management: coming soon

Preservation:

Research and scholarly content: coming soon

University Archives: coming soon

Special Collections: coming soon

Records Management: coming soon

Copyright:

Research and scholarly content:

Traditionally Published or submitted scholarship: GT makes no claims on copyright. Submitters agree to non-exclusive license as crafted by GT Legal.

Graduate and undergraduate theses and dissertations: GT makes no claims on copyright.

Submitters agree to non-exclusive license as crafted by GT Legal.

Gray literature: No claims on copyright. GT makes no claims on copyright. Submitters agree to non-exclusive license as crafted by GT Legal.

Research data: No claims on copyright. GT makes no claims on copyright. Submitters agree to non-exclusive license as crafted by GT Legal.

<https://smartech.gatech.edu/page/terms>

University Archives:

Georgia Tech and/or the creator own copyright and no restrictions will be placed on the materials at time of acquisition. However, if materials contain any FERPA, HIPA, or PII, they will not be accepted or returned to donor or creator. The copyright and related rights status of the items in this collection have not been evaluated. Please refer to the individual items in this collection for more information about the rights holder. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use. Notices: Unless expressly stated otherwise, the Georgia Institute of Technology Archives makes no warranties about the Item and cannot guarantee the accuracy of this Rights Statement. You are responsible for your own use. You may find additional information about the copyright status of the Item on the Item itself. You may need to obtain other permissions for your intended use. For example, other rights such as publicity, privacy or moral rights may limit how you may use the material.

Special Collections:

For copyright information and questions, please contact Head of Archives, Records Management and Digital Curation. All records are accessible and available for research.

Records Management:

All records maintained by Records Management remain the property of the originating department or business unit. Any access to records by those who are not in the originating department or business unit must request access through the originating department or the Georgia Open Records Act

Access and use

Research and Scholarly content

Traditionally Published or submitted scholarship: Access should be open (after any embargoes are lapsed). No restricted access.

Graduate and undergraduate theses and dissertations: Access should be open (after any embargoes have lapsed). No restricted access. Historical electronic theses and dissertations that have been digitized may be restricted in absence of copyright permission from author.

Gray literature: Access is generally open. Some restricted material submitted before this policy took effect may be “grandfathered” in.

Research data: Access should be open (after any embargoes are lapsed).

University Archives:

Georgia Tech and/or the creator own copyright and no restrictions will be placed on the materials at time of acquisition. However, if materials contain any FERPA, HIPA, or PII, they will not be accepted or returned to donor or creator. The copyright and related rights status of the items in this collection have not been evaluated. Please refer to the individual items in this collection for more information about the rights holder. You are free to use this Item in any way that is permitted by the copyright and related

rights legislation that applies to your use. Notices: Unless expressly stated otherwise, the Georgia Institute of Technology Archives makes no warranties about the Item and cannot guarantee the accuracy of this Rights Statement. You are responsible for your own use. You may find additional information about the copyright status of the Item on the Item itself. You may need to obtain other permissions for your intended use. For example, other rights such as publicity, privacy or moral rights may limit how you may use the material.

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