Collection Development Policy: Belk Library Archives and Special Collections, Elon University

Mission Statement

Statement of Purpose

Collecting Guidelines and Selection Criteria

Note: Materials and/or records are acquired primarily by donations and non-cash gifts. In some instances, materials will be purchased. The Archives and Special Collections staff, along with the donor and other personnel on campus, will formalize the transfer of property, access, and copyright by completing a Deed of Gift form. The handling of “abandoned” gifts (i.e. materials left without any indication of the donor’s name, contact information, and/or affiliation) will be left to the discretion of the Archivist and Special Collections Librarian following the guidelines stated within this policy.

General Scope:

The Belk Library Archives and Special Collections actively collects primary and secondary resource materials that reflect the culture and history of Elon University and local region. Materials will be collected under the authority of the Archives and Special Collections staff, the Dean and University Librarian, and/or other personnel on campus in order to become a permanent part of the Archives and Special Collections. Primary and secondary resources can be found in multiple media formats including photographic, paper, audio, moving image, artifact, and digital. The formats in which the records may be presented include (but not limited to): correspondeces, minutes, reports, photographs, newsletters, pamphlets, scrapbooks, published and unpublished printed materials, or digital content. The relevancy of the content to the scope of the collection and the condition of the materials being donated will be considered and evaluated before acceptance. All records and materials are arranged, described, and made available according to current archival standards and practices.

Collection Categories for University Archives:

1. University Records: any record(s) created and/or distributed by employees and students of Elon University during the regular course of operation of the University and is deemed to have permanent historical value to the institution. This collection also includes records and/or materials that have been produced by individuals or groups associated with a particular organization and records that support the curriculum of the University.

2. Manuscript Collections: materials and/or collections including personal papers of individuals associated with the University (administrators, faculty, staff, students, alumni, trustees, and members of the community) that reflect a more personal and often scholarly nature of the individual(s). In addition, manuscript collections can be materials and/or records from families and individuals from the local region that document the history of the culture and people in relation to Elon University. Belk Library serves as the official repository for the American artist, Joseph Wallace King, and currently has a manuscript collection that includes his personal
papers. On a case by case basis, we will consider accepting documents and other personal papers relating to his life. Belk Library also actively collects personal papers relating to the Service-Learning movement in the United States. Currently, we have two manuscript collections from pioneers in the movement, Robert Sigmon and William R. Ramsay. On a case by case basis, we will consider accepting documents and other personal papers relating the Service-Learning movement.

3. **Faculty Papers Collection:** Faculty papers contain significant information on teaching, research, and professional activities, areas through which researchers can gain a valuable perspective on the intellectual culture of the university community. Elon University has a strong tradition of faculty governance and an understanding that documenting the work of faculty members in all facets of the university is essential. Collecting materials created or accumulated during a faculty member’s career, faculty papers documenting teaching, research, and academic professional service have permanent historical value to the Archives and Special Collections.

4. **Other Collections:** a variety of other materials are actively collected for the University Archives. These materials can include (but are not limited to): photographic items, audio-video items, items with digital content, scrapbooks, published and unpublished printed materials, and artifacts.

**Collection Categories for Special Collections:**

1. **Johnson Signed Book Collection:** the core books of this collection are by southern authors assembled by Ruth Johnson who owned a bookstore in Raleigh, NC for many years. Currently, any signed publications received by the library and representative publications of speakers who have spoken on campus are added to this collection.

2. **Elon Author’s Book Collection:** this collection contains books that Elon faculty, staff, students and alumni have contributed to.

3. **Hubert McLendon Civil War Collection:** the books in this collection were donated to Elon by Hubert McLendon, a long-time supporter of the library and a noted Civil War historian. The majority of the books in the collection are about the Civil War from the Confederate viewpoint. Items are continually added to this collection based on relevance and need.

4. **Jane Belk Moncure Children’s Book Collection:** this collection contains a complete set of the published works of Jane Belk Moncure, a noted children’s book author and educator. Many of the books in the collection have been translated into other languages including British English, Spanish, French, Chinese, and Malay. Books are no longer being added to this collection.

5. **Church History Collection:** the collection contains materials relating to the Christian Church (founded by James O’Kelly in 1794 in North Carolina and Virginia), the Congregational Church (founded in 1620), Congregational Christian Churches (formed in 1931), Evangelical and Reformed Churches (formed in 1934), and the United Church of Christ (formed in 1957). Additionally, this collection has items pertaining to the Southern Conference of the United Church of Christ and all conferences predating the Southern Conference. The collection consists of individual church histories, biographies of ministers and notable people, meeting minutes from various conferences, photographs, audio-visual materials, African Americans churches and
conferences, prominent church periodicals and newspapers, and other published and unpublished documents relating to the subjects previously mentioned. The majority of the materials pre-date 1957, the time when the Congregational Christian Church merged with the Evangelical and Reformed Church to form the United Church of Christ. Items are continually added to this collection based on relevance and need.

6. Williams-Honeycutt Rare Books Collection: this collection of first-edition books from the 18th and 19th centuries was donated to the library by Elon faculty member Earl Honeycutt and his wife, Laura. The first-edition books were in Laura Williams Honeycutt’s family for over 150 years. Notable books include an 1854 copy of *Walden; Or, Life in the Woods* by Henry David Thoreau, an 1897 copy of *Following the Equator* by Mark Twain, and a set of books by Jules Verne dated from 1869 to 1924. The collection represents an important part of Belk Library’s collection of first-edition books. Items are continually added to this collection based on relevance and need.

7. Bible Collection: this collection consists of important Bibles Belk Library has received from a variety of different donors and locations. Please refer to the brief descriptions below regarding the various collections.

i. William Sloan Bible Collection: this collection of rare and unique Bibles was donated to the library in 1988. William Sloan was a professor of Bible and Religious Education at Elon College from 1947 to 1972. After leaving Elon, Mr. Sloan and his wife, Bessie Pickett Sloan, travelled to various areas in the world such as Russia, Africa, and Europe-collecting Bibles along the way. About 50 books make up the collection, including New Testaments printed in languages such as Swahili and Icelandic.

ii. Pulpit Bible Collection: this collection contains oversized Holy Bibles that were used as pulpit Bibles at Christian and Congregational Churches in North Carolina and Virginia.

iii. Miscellaneous Bibles: this collection includes a Bible used by James O’Kelly, family Bibles, a 1599 Geneva Bible, and a 1613 King James Bible.

Materials Not Collected:

Generally, the Belk Library Archives and Special Collections does not actively collect the following: records from other cities, counties, and/or states that do not relate directly to the history of Elon University and the Town of Elon; published material that does not directly pertain to Elon’s regional history; textbooks and periodicals; duplicate copies of monographs that already exist in the Special Collections or the general circulating collection (signed books and 1st editions may be considered). Some materials may not be accepted based on possible restrictions and condition.

Donors and Donating Materials: What to expect?

Research Guidelines

1. All patrons who intend to use any materials from the Archives and Special Collections are required to fill out a Registration Form, thereby indicating an understanding of the guidelines and agreeing to honor the guidelines.
2. Materials are available to patrons upon request, some restrictions may apply. The ‘office of origin’ of any materials and/or records reserves the right to place restrictions upon the use of some or all of its records. Restrictions will be honored by library staff.

3. Materials will be used in the Belk Library Archives and Special Collections Reading Room. Materials do not circulate, however the ‘office of origin’ may borrow any records for an agreed upon amount of time.

4. Patrons can use one box at a time and the established order is to be maintained while conducting research and using materials. All materials need to be handled with care, and only pencils are to be used.

5. Photocopies and digital scans of materials can be made, however some restrictions may apply based on the condition of the item. Please consult with the Archives and Special Collections staff for more details regarding reproductions and permissions. Patrons may bring a laptop to use while conducting research.

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