

## Historical Collections and Archives Collection Guidelines

### I. Mission Statement

The Historical Collections and Archives (HCA) of the Robert B. Greenblatt, M.D. Library is committed to acquiring, organizing, preserving, and making available historical collections related to the Augusta University Health Sciences Campus and the history of the health sciences. Historical Collections and Archives is dedicated to delivering quality service in support of historical and institutional research to Augusta University affiliates, health science professionals, and the community.

### II. Types of Programs Supported by the Collections

**Research:** Historical Collections and Archives includes manuscripts, books, printed materials, visual art materials, and miscellaneous items. The Archive Collections seek to provide a comprehensive level of information on the history of the Augusta University Health Sciences Campus. Coverage includes materials from 1828 to the present, which reflects the social, economic, and educational growth of the institution, and includes printed materials and photographs covering a wide variety of topics concerning the history of the campus. The Rare book and Journals Collections encompass a research level of information to the following subject areas: 19th century medicine, early 20th century medicine, United States Civil War medicine, medical illustration atlases, and the history of health professions including Medicine, Dentistry, Nursing, and Allied Health. The Museum Collections include paintings, anatomical models, medical equipment, and specimens relating to the history of the Augusta University.

**Outreach:** The collections provide the foundation for outreach activities to promote awareness, development, and use of its collections. This outreach program includes presentations, tours, exhibits, and brochures.

**Publication:** For the purpose of collection development, Historical Collections and Archives will provide brochures and web sites about the collections. The Curator contributes articles for the Library newsletter and promotes collections through campus media.

### III. Clientele served by the Collections

Regular clientele include scholars, faculty, students, Augusta University administrators and staff, donors and the general public. Persons wishing to use collections must complete the [researcher form](#) and present identification.

### IV. Acquisitions

Material will be acquired through internal transfer or donation and must be documented with a legal transfer of title, deed of gift, or other official acknowledgement. Decisions about what to



acquire reside with the Curator. HCA reserves the rights to refuse gifts which are not within the scope of the collection or are beyond HCA's means to adequately preserve. Unless otherwise arranged and documented, all materials acquired for HCA will be considered donations and the sole property of the Augusta University.

Criteria for Selection:

- Fits within the general scope of the Historical Collections and Archives
- Historical significance
- Age
- Special edition
- Autographed copies
- Intrinsic characteristics (special binding, format)
- Provenance
- Condition (unless particularly significant, items in poor condition are not accepted)
- Inclusion in well-known bibliographies or other sources

Items donated will be placed in the following categories:

- **Rare Books and Journals** – Rare or unique books and journals on a variety of health science subjects. Books and journals published in the 19th and early 20th Centuries (up to 1950).
- **Archives** - Manuscripts, letters, memos, photographs, scrapbooks, original institutional records, ledgers, audio-visual, university publications, pamphlets, or other published/printed materials, etc.
- **Museum** - Any medical or non-medical artifacts acquired from the Augusta University Colleges located on the Health Sciences Campus: Medical, Dental Medicine, Nursing, Allied Health Sciences, and Graduate Studies, and is relevant to the history of Augusta University. Artifacts such as surgical/medical instruments; laboratory apparatus; pathological specimens; anatomical models and figurines; prosthetic devices; medicines, medicine bottles, medical trade cards, and advertisements; all promotional material that was designed originally to supplement and inform; a three dimensional object or objects for which they were created. Other non-medical artifacts include class rings, portraits, diplomas, awards, pins, class notebooks, caps, medical uniforms, graduation memorabilia, etc.

## V. Priorities and Limitations of the Collections

Materials are collected as considered pertinent to the history of the health sciences. With priority holdings in medicine, a specific goal is to collect materials relating to Georgia and Southern health sciences. Other interests include the development of medicine and its allied health professions at the local, state, and regional levels.



### **Collections Strengths**

The strengths of the collections are in nineteenth and early twentieth century medical and surgical books.

### **Areas of collection development**

Needs of the collection are in the areas of nineteenth and twentieth century history relating to allied health science professions, dentistry, and nursing.

### **Subject areas collected and level of collecting**

Exhaustive-to collect all of the documentation relating to the field

Complementary- to collect at a level to complement existing documentation

- History of Medical College of Georgia/Georgia Health Sciences University/Augusta University Health Sciences Campus (exhaustive)
- History of US Medicine prior to 1950 (complementary)
- History of Dentistry (complementary)
- History of Nursing (complementary)
- History of Allied Health Sciences (complementary)
- Augusta Medical Professions (complementary)
- Georgia Health Professions (complementary)

### **Chronological Periods Collected**

Primarily 19th and 20th century

### **Geographic Areas Collected**

Georgia and United States Southeast

### **Languages Collected**

Primarily English Language

### **Forms of Materials Collected**

Historical Collections and Archives accept documentation in all of the common 20th century formats, including photographs, audio-visual materials, print documents, electronic records, and three-dimensional artifacts.

### **Exclusions**

Historical Collections and Archives do not collect academic transcripts, student records, and patient records. Biological/anatomical items not related to or used in the Augusta University curriculum are not collected.

### **Rare Book and Journal Collections:**



**Rare Books:** The collection consists mostly of books found in the original 19th century library at MCG. The collection is strongest in British and American medical literature, and includes the *Southern Medical and Surgical Journal* published by the Medical College of Georgia faculty from 1836 to 1867. The collection also has about 600 foreign medical books, mostly in French, from the 19th century, as well as books published up to 1950 that focus on the health sciences, including nursing, dentistry, and medicine.

**Landmark in Modern Medicine:** The collection is comprised of out-of-print classics from the late 19th and early 20th centuries that were significant in the development of modern medicine.

**Faculty Authors:** The collection contains books written or composed by Augusta University Health Sciences Campus Faculty and the campus' legacy institutions.

**Theses and Dissertations:** One print copy of students' theses is kept in the permanent archival collection.

### **Archives:**

Historical Collections & Archives houses Augusta University Health Sciences Campus archives, which includes official records, images, correspondences, plans, publications, artifacts and other materials relating to the history of the university from the founding of Medical College of Georgia in 1828 to the present.

University records includes (but is not all-inclusive): departmental, the five colleges and campus wide meeting minutes and reports, organization reports, school events and programs. The publications include administrative, alumni, student, and institutional ones as well as photographs.

The manuscript collections consist of the personal papers and records of former Medical College of Georgia faculty and Augusta, Georgia health care professionals. These individual collections contain letters, corporate and organizational papers, scrapbooks, and photographs.

### **Museum:**

The museum collection is comprised of medical and surgical artifacts as well as non-medical artifacts related to the history of the health sciences and the Augusta University Health Sciences Campus.

## **VI. Cooperative Agreements**

Other collecting institutions in the Augusta community are recognized and respected through appropriate referrals.



## **VII. Resource Sharing**

Historical Collections and Archives participates in resource sharing with other institutions when sharing benefits researchers and when the terms and circumstances are favorable to Historical Collections and Archives. Resources shared may include duplicate and extraneous materials from collections; copies of materials from collections; and electronic versions of finding aids, collections, and artifacts.

## **VIII. Statement of Deaccessioning Guidelines**

Materials that do not reflect the Historical Collections and Archives collecting areas, duplicates of existing holdings, subjects that are no longer a priority of Historical Collections and Archives, or judged to be of no enduring value may be deaccessioned.

Deaccessioned materials may be offered to the donor or donor's family, offered to other more appropriate institutions, transferred to other departments of Augusta University Health Sciences Campus, or disposed of in accordance with state and federal law.

## **IX. Procedures Affecting Collection Guidelines**

**Deed of Gift:** Historical Collections and Archives do not accept materials without a legal transfer of title, deed of gift, or other official acknowledgement.

**Loans and Deposits:** Materials loaned to or deposited with Historical Collections and Archives are accepted when conditions for acceptance are favorable to Historical Collections and Archives and a deed of deposit will be executed for each arrangement.

**Closed Collections:** Historical Collections and Archives do not accept collections that are closed in perpetuity. Restrictions regarding access to and use of collections are accepted only when mutually agreeable to the donor and Historical Collections and Archives. Pursuant to Georgia state law (s) pertaining to public records, collections may not be closed for more than 75 years.

**Deaccessioning:** Historical Collections and Archives reserve the right to deaccession any materials within its collections, subject to the terms of the acquisition and the notification of the donor or his/her heirs and in accordance with state regulations.

**Appraisal:** Because of legal restrictions, no faculty or staff may appraise or otherwise estimate the monetary value of any donation for tax purposes. Those donors wanting such appraisal are encouraged to have a professional appraisal done before donating the materials.

## **X. Procedures for Reviewing the Collecting Guidelines**

These guidelines will be reviewed by the Augusta University Librarian, Chair of Content Management (Greenblatt Library), and the Curator as necessary to update and revise.