



Collection Policy Archives and Special Collections

Goal

Our main goal is to preserve LeMoyne-Owen College materials that reflect biographical, educational, and historical importance. We also aim to serve as a resource for scholarly research and to provide access to our digital and print collections.

Scope

LeMoyne-Owen College archives is committed to preserving the work and dedication of individuals, departments, organizations and other entities associated with LeMoyne-Owen College (as well as the individual colleges prior to the merger,) in their original formats both analog and digital. We aim to serve the research needs of LeMoyne-Owen College faculty, staff, students and alumni. Therefore, we actively seek to collect materials from these constituencies as well as document academic departments, programs and events in order to expand and build upon our present collection and aid in the further research and preservation of these records for future generations. Documents and other materials within our archive are meant to be used for scholarly, administrative and educational purposes.

Collecting Areas

Official Tennessee State Records
Official City of Memphis Records
Tennessee Public Radio and Tennessee Public Television
Memphis Public Radio and Memphis Public Television
Historical Materials of Tennessee or Memphis
University Publications and Student Newspapers
Distinguished faculty, staff, alumni personal and professional materials directly tied to or in congruence with LOC
Organizational Records
Oral Histories

What We Do Not Collect

Non LeMoyne-Owen College, Non-LeMoyne College or Non-Owen College records
Local histories (unless tied to or in congruence with LeMoyne-Owen, LeMoyne, Owen, alumni,

faculty, staff, current students or trustees)

Materials from minors without explicit written consent from a parent and/or legal guardian

Deaccessioning

- Does the material in question fall within the scope of our collection development policy and collecting practices?
- Has the material deteriorated in such a way that it cannot be reproduced or is beyond being useful due to its condition?
- Have the materials been subjected to poor environmental conditions, resulting in mold, water damage, fire damage, or show evidence of being exposed to rodents/pests?
- Do any established externally imposed restrictions such as records retention schedules, disposition authorizations, or donor agreements apply to the material?