

Richard B. Russell Library for Political Research and Studies Collection Development Policy

1. Statement of Purpose: The University of Georgia Libraries acquired the Richard B. Russell Memorial Library in 1973 through the combined efforts of the Richard B. Russell Foundation, Inc., the Georgia General Assembly, and the University System of Georgia. Dedicated in 1974, the Russell Library housed the late Senator Russell's papers and those of Georgia congressional representatives contemporary to the senator and his career. In 1982, the Library's collection policy formally acknowledged the acquisition of the papers of twentieth-century and future Georgia politicians, elected officials, federal appointees, and political parties and groups. Holdings support research and study of politics and policy in Georgia and the nation. In December 1994, the library became the Richard B. Russell Library for Political Research and Studies. In January 2013, the library assumed responsibility for the administration and management of Georgia Capitol Museum.

The Richard B. Russell Library for Political Research and Studies serves as a center for research and study of the modern American political system, with particular emphasis on the role of Georgia and that of the U. S. Congress. The Russell Library seeks to document fully the dynamic relationship of politics, policy, and culture—where public interest intersects with the three branches of government at the local, state, regional, national, and international levels—through the papers, archival records, and material culture of individuals, groups, and organizations. The Russell Library is also dedicated to developing and presenting public programming and educational materials that facilitate and encourage research, raise public awareness of the Library and its collections and services, and provide learning opportunities for the communities it serves.

The Russell Library pursues alliances and opportunities for collaboration with individuals and organizations that advance its mission. The Russell Library is a founding member of the Association of Centers for the Study of Congress and is a primary partner and official repository for the Foot Soldier Project for Civil Rights Studies, a collaborative project dedicated to documenting and chronicling the experiences and perspectives of lesser known participants in the civil rights movement in Georgia. The Russell Library also partners with GALEO (Georgia Association of Latino Elected Officials), the *Georgia Asian Times*, and the Georgia Disability History Alliance to document the critical role they and their constituencies play in shaping politics and policy in Georgia.

A department within the University of Georgia Libraries, the Russell Library is administratively under the Associate University Librarian for Special Collections (effective 2024). The Russell Foundation provides supplemental financial and advisory support to the Library. The University Librarian is an ex-officio member of the Foundation's Board of Trustees, and the Russell Library Director makes an annual report to the Foundation.

2. Statement of Inclusive Excellence: The Russell Library supports the University's core values with respect to diversity and inclusion. The staff strives to create an environment of acceptance and respect in which all students, faculty, staff, and visitors feel welcomed and included at the Special Collections Libraries. In support of the UGA Libraries Diversity and Inclusive Excellence Plan, the staff seeks to build a more diverse and inclusive collection through identifying weaknesses in holdings, prioritizing current collecting activities to increase diversity, actively soliciting collections from underrepresented groups, and focusing on equity of voices and experiences in exhibits and public programming.

3.Types of Programs Supported by the Collection:

Research – The Russell Library collects manuscripts, records, and oral histories that further research by scholars, students, and the public on politics, policy, and public life on the local, state, national, and international levels. The Russell Library seeks to provide sources on twentieth and twenty-first century political history of Georgia and the United States Congress, activities of individual congressional members, other political figures, and participants in the process, as well as materials that build on current strengths.

Formats and Physical Characteristics - The Russell Library actively seeks office and administrative files, correspondence, diaries, scrapbooks, speeches, reports, minutes, ledgers, photographs, original audiovisual materials, ephemera, artifacts, and published materials documenting its collecting areas. The Library administers its own oral history program. The Library also accepts electronic records pertaining to its collecting areas. These are records created in digital formats such as word processing documents, digital photographs, emails, databases, or web pages. As with the collecting of any format, the Library must take space and resources into consideration when deciding to acquire decision for electronic records.

Preservation and Security - Crucial to the ongoing operation of the Russell Library program is the preservation of research materials. The holdings maintenance program at the Russell Library for at-risk materials includes: rehousing of manuscripts, encapsulation, and preservation photocopying. Fragile or at-risk documents also may be identified for conservation work.

Materials held in the Russell Library are non-circulating (see Access Policy for details). Inorganic materials are maintained in a closed high-density storage vault that is environmentally sound for paper and other records. Security measures include restricted access, camera monitoring, and a fire-suppression system. Organic materials are stored in a designated Main Library space that has restricted access and appropriate environmental conditions.

Exhibitions - The Russell Library mounts exhibitions on a rotating basis featuring and interpreting materials from the collections. The exhibit galleries consist of free-standing display boards, exhibit cases, and an office re-creation. Exhibits are prepared by the Exhibits and Programs Team, in consultation with the director of the Russell Library. The Russell Library may loan unrestricted materials and facsimiles for exhibition to other research institutions when the policies and facilities of those institutions meet acceptable standards and proper credit is given to the Russell Library. The Russell Library may borrow material from individuals and institutions that complement or enhance Russell Library materials on display. Additionally, the Russell Library hosts exhibits from other institutions or commercial firms that align and reflect the subject strengths of the Library. On occasion, the Russell Library's Exhibits and Programs Team representatives produce traveling exhibits.

Outreach - The Russell Library furthers the use and development of the collections through an outreach program that increases public awareness of the nature and relevance of the collections. This program includes exhibitions (see II. C), tours of the Russell Library and Special Collections Libraries, and presentations by the director, staff, and SCL docents; public programs that engage scholars, policymakers, students and the general public; and print and Web publications such as brochures, social media outlets, and the library's web site. Awareness of the collections among the

scholarly community is fostered by publicizing acquisitions in professional publications and national databases and through announcements on the library's web site.

Programming and events are based on exhibit topics, collection strengths, timely issues, and partnerships. The Exhibits and Programs Team manages Russell Library public programming and events in consultation and planning with the Russell director and other appropriate staff.

Staff members give distinct emphasis to encourage research use by undergraduate classes through instruction, presentations, and special research projects that explore the practical and theoretical foundation of archives-centered research hand learning and explore the broad range of formats, sources, and uses of archival materials. Staff also collaborate with teaching faculty to develop archives-centered learning techniques and approaches. The Russell Library seeks and maintains partnerships and collaborations with organizations and groups, both on and off the University of Georgia campus, whose interests, resources, and goals complement and are consonant with the goals and interests of the Russell Library (See Statement of Purpose).

Acquisitions - The Russell Library acquires materials through donation and purchase; temporary loan or deposit of materials is on a selective basis. Donations of materials and funds are essential to maintaining and developing the collections. Grant funding for special projects is sought when such projects do not diminish the level of care and service of the collections, and when they can contribute substantially to the acquisition, preservation, arrangement and description, or servicing of the collections. A small select reference collection is purchased to supplement management and research of the collections.

4. Clientele served by the Collection:

Scholars - University faculty and staff, faculty from other universities and others involved in original research are encouraged to use the collection after proper identification and registration.

Graduate and Undergraduate students - The above applies to graduate and undergraduate students as well.

Pre-college students - Pre-college students are granted use of the Russell Library with proper identification and registration. Users fifteen years of age or younger must be accompanied by an adult.

General Public - Members of the general public are welcome to use the Russell Library with proper identification and registration.

5. Priorities and Limitations of the Collection:

Present Collection Strengths - The Russell Library is strongest in twentieth-century Georgia politics and policymaking as well as public infrastructure development, land use and environmental issues, social relations issues and trends (ethnicity, gender, disability, class), economic development issues, civil rights, national defense, Kennedy and Johnson Administrations, and international relations and foreign policy.

Present Collecting Level - The Russell Library covers the history and politics of Georgia and the United States from 1900 through the present day with emphasis on Georgia elected and appointed officials, political parties, and political activists; civic, lobbying, and policymaking organizations; observers (journalists, scholars, and editorial cartoonists). The Russell Library also covers the history, politics, and policy of Georgia through documentation of relevant issues and events. Initiatives include the Georgia Disability History Archive, Georgia LatinX Public Policy Documentation Project, Georgia Asian-American and Pacific Islander (AAPI) Public Policy Documentation Project; diplomatic and international affairs, with emphasis on the global economy as it intersects with Georgia business; and the changing demographics and ethnicity in Georgia communities.

The Russell Library's oral history collections document the voices and intersections of politics, public policy, government, society, and culture. Collection strengths and focuses include modern Georgia politics, policy, and biography, disability rights, U.S. foreign service, experiences of Georgia's African-American, LatinX, and AAPI communities, Student Veterans, and Athens, Georgia, music history.

Present identified Limitations - The Russell Library research needs include further development of subject material relating to ethnicity, gender, and religious trends and issues on a state, national, and international level and topics related to the environment and the impact of climate change in Georgia. The Russell Library research needs also include expanded documentation of political party trends in Georgia and the U. S., and specifically changing demographics and grassroots issues.

Desired level of Collecting - As a major research center on Georgia political and policymaking history, the Russell Library will exhaustively and aggressively collect materials that pertain to the political history and public policy development of Georgia, as specified in present collecting levels including material written by and about Georgia's elected and appointed officials, grassroots, civic and lobbying organizations, political activists and observers, and relevant issues.

The Russell Library will also actively seek materials relevant to areas where it seeks to expand its holdings such as material relating to ethnicity, gender, and religious trends and issues, the environment and impact of climate change, as well as materials relating to changing demographics and grassroots issues.

For documentation of congressional collections, the Russell Library follows guidelines recommended in *The Documentation of Congress: Report of the Congressional Archivists Roundtable Taskforce on Congressional Documentation* (Washington S. Pub. 102-20, 1992).

Geographical areas Collected – Georgia, although collections of Georgians involved nationally and internationally includes materials related to other areas. Acquisition of the Atlanta Consular Corps Records opens other geographical areas for collecting. Latin America is prominent in diplomatic and scholarly collection holdings.

Chronological periods Collected - Late Nineteenth, Twentieth, and Twenty-first century.

Subject areas Collected - The Russell Library collects in all subject areas, as specified in present and desired levels of collecting, with particular emphasis to political history and public policy development.

Collecting Priorities - In addition to building upon existing strengths, the Russell Library is actively building collections in these areas:

- LatinX and Asian-American and Pacific Islander politics and public policy
- Evolving Georgia Demographics and Grassroot Activity
- Women in politics and public policy
- Blacks in politics and public policy
- Georgia Disability History
- Georgia in the Global Economy
- Politics, policy, and activism related to the modern Georgia carceral system and to criminal justice issues and policy in the U.S. more broadly
- Public Health policy and politics on the local, state, and national levels with a specific focus on LGBT health care politics, reproductive rights
- Social movements, social justice, civil and human rights with a specific focus on Civil Liberties as in free speech, freedom of assembly, and censorship
- Environmental politics, policy, activism, and industry with a specific focus on trends and issues such as green technology, climate change, infrastructure development, disaster policy and management on the state level with attention to Georgia's role in these issues on the national and global levels.

Exclusions and Duplicates - The Russell Library will not generally accept the following: Materials that reflect the political history of another region or state or partial manuscripts, unless those materials are created by a Georgian or significantly relate to subject strengths in the collections, nor archival collections when major portions have already been deposited in another repository.

The Russell Library does not accept photocopies of materials held by private individuals or in other repositories, nor does it accept digital surrogates (e.g., scanned documents and photographs) created by donors or outside parties. The Library also does not accept electronic records for which a preexisting analogue equivalent is available nor does it collect certain older media formats. Additionally, the Library generally does not accept donations of furniture, plaques, jewelry, published audio or video recordings, portraits, clothing, microfilm, general publications and newspapers, or financial or legal documents with private and sensitive information. The Library adheres to state and federal laws regarding privacy concerns, including HIPPA and FERPA laws. Due to limited space and resources the Library does not accept duplicate copies unless an item is very rare or unique in nature.

6. Cooperative Agreements Affecting the Collecting Policy: The Russell Library recognizes that other institutions collect in the same or overlapping areas, and will seek similar unique resources for their own collections. The Russell Library also recognizes that other institutions may have prior claim on such materials or be a more appropriate repository to house them. In cases where legitimate collecting interests of the Russell Library and another repository directly conflict, the Russell Library will use the best interest of the scholarly community as a criterion in pursuing a resolution.

7. Statement of Deaccessioning Policy: Duplicates and materials that do not reflect the collecting areas of the Russell Library may be deaccessioned, subject to the terms of acquisitions, and state and federal laws, and offered to other more appropriate institutions or the donor or donor's family.

8. Procedures Affecting Collecting Policy and Its Expedition:

Deed of Gift - The Russell Library does not accept materials without a legal transfer of title, deed of gift, or other official acknowledgment, unless the donor provides a letter of intent or there is good faith that the donor will follow through with donation.

Loans and Deposits - Materials loaned to or deposited with the Russell Library are accepted when the conditions for acceptance are favorable to the UGA Libraries.

Closed Collections - The Russell Library does not accept manuscript collections that are closed for perpetuity.

Deaccessioning - The Russell Library reserves the right to deaccession any materials within its collections, subject to the terms of acquisition and the notification of the donor or his/her heirs.

Exhibitions - The Russell Library reserves the right to include unrestricted materials in exhibitions, in accordance with normally accepted archival principles and practices.

Revision of Policies - The Russell Library reserves the right to change the preceding policies.

9. Procedures for Monitoring Development and Reviewing Collection Development Guidelines: This collecting policy is designed to meet the goals of the UGA Libraries and the Russell Library. In order to determine the effectiveness of the collecting policy, the staff will review the acquisitions, user records, and deaccessions occurring under these Policies to detect any needed changes. Every five years the policy should be re-evaluated and changed as needed to meet the continuing goals of the UGA Libraries and the Russell Library.

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