



Archives & Records Management
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Georgia Tech Archives and Records Management Collection Development Policy

Mission

The Georgia Institute of Technology Archives & Special Collections collects, preserves, exhibits, and makes available for research institutional archives, manuscripts, personal papers, organizational records, visual materials, rare books, theses, dissertations, sponsored research, and memorabilia. These materials primarily document the history of Georgia Tech and the activities of its faculty, staff, students, and alumni. The department also promotes research and scholarship through collections relating to the academic curriculum provides a research experience for students in the use of primary sources and preserves the legal and administrative documents of the Institute. In the latter role, the Georgia Tech Archives administers the Records Management program for the Institute. The Archives & Special Collections always seeks to augment its holdings, through transfer or donation.

Collecting Areas

Institutional Archives/Personal Papers/Organizational Records

The Archives & Special Collections houses the official records of Georgia Tech, which document administrative, research, student and staff activities on campus from its establishment in 1885 to the present. The holdings of the Archives include institutional archives, manuscript collections, organizational records, correspondence, monographs, serials, and meeting minutes.

Papers of faculty members are a particular collecting strength, and include those of physicist Joseph Ford, historian Melvin Kranzberg, chemical engineering professor Helen Grenga, and sculptor Julian Harris. Papers of staff members, including those of Dean George Griffin and former librarian and novelist Frances Newman, form another important component of the collection. The activities of students are documented in organizational records such as those of the ANAK Society and Drama Tech Theatre, as well as in personal papers such as those of Harold A. "Dutch" Faisst and Lowell Terrell. Papers of administrators, especially those of the Institute's Presidents, feature valuable information on the development of Georgia Tech from its beginnings in 1885 to the present day.

The Archives also maintains subject files and personality files, composed primarily of newspaper clippings, which provide ready reference on a multitude of Georgia Tech subjects.

Visual Materials

The Georgia Tech Photograph Collection, composed of images depicting the campus, faculty, and sports, is the centerpiece of the visual collection. Georgia Tech sports history is well documented through film and video collections of football and basketball games. The Visual Materials Collection also includes architectural drawings for some campus buildings and visual collections related to manuscript collections.

Two significant collections of architectural drawings are the Fulton Bag and Cotton Mill Collection and the Aaron French Textile Building Collection.

Notable collections of personal photographs include the Dean George Griffin Photograph Collection, William Anderson Alexander Photograph Collection, and Robert Lee (Bobby) Dodd Photograph Collection, all of which document campus and athletic activities in the twentieth century. Harold Bush-Brown, former Georgia Tech professor, administrator, and architect, also served as district officer for the Historic American Buildings Survey (United States Department of the Interior, National Park Service) in the 1930s; his collection of photographs documents the Historic American Building Survey (HABS).

Digital Collections

In conjunction with the library's Digital Initiatives department, the Archives' digital collections provide access to cultural and historical resources of Georgia Tech. The collections support the instruction, research, and mission of the library and the Institute through collaboration with university faculty, students, and staff. Notable digital collections include "A Photographic Atlas of Selected Regions of the Milky Way," by E.E. Barnard; "Georgia Tech Advertisements"; and "A Thousand Wheels are Set in Motion."

Also, in support of the Library's instructional mission, the Archives developed the campus E-Publication program in 2004. The Archives is responsible for identifying and collecting archival materials including campus e-publications, born digital materials, and other archival collections, some of which are selected for digital conversion and web access via the Institutional Repository, SMARTech. Some of the current e-publications are the *Whistle*, *North Avenue Review*, and *Connexus*.

Science and Technology

Representing a relatively new collecting initiative for the Archives, collections documenting the impact of Georgia Tech on the greater Atlanta community are actively being solicited.

A recently acquired collection, the Joseph F. and Vary T. Coates Papers (MS #175), documents science and technology and its potential impact on public policy, especially the activities of the U.S. Congressional Office of Technology Assessment.

Southeastern Textile Industry Records

Graduates of Georgia Tech's School of Textile and Fiber Engineering operated and supported mills throughout the Southeast. Consequently, the Archives houses strong collections pertaining to the textile industry, including the Fulton Bag & Cotton Mill Records, Chipman-Union Mill Records, and the Louis Magid Papers. Related to these records are collections documenting instruction in textile engineering at Georgia Tech, including the Charles A. Jones Papers, and a set of architectural drawings of the A. French Textile Building at Georgia Tech, featured as one of the digital collections of the archives.

The Archives actively collects materials documenting this important southeastern industry.

Memorabilia

Rat caps, buttons, belt buckles, tickets, cheerleading uniforms, and Buzz bedroom shoes are examples of the treasures found in the Georgia Tech three-dimensional collection. Recent acquisitions include gloves and class rings from early women graduates.

Theses and Dissertations

All theses and dissertations submitted after Fall 2004 are stored electronically in the electronic theses and dissertation collection (ETDs) maintained by the Library's Digital Initiatives Department. The program increases access to theses and dissertations by making them available over the Internet without regard to geography or time of day. ETDs also provide valuable Institutional records in digital format linked through the Library's catalog.

The Archives continues to maintain one copy of all student theses and dissertations from the early years of Georgia Tech until 2004.

Rare Books

The rare books collection supports and complements Georgia Tech's academic curriculum, with subjects including the history of science and technology, cartography, architecture, and science fiction. Rare book collecting began in 1958 with the acquisition of the first edition of Sir Isaac Newton's *Principia Mathematica* (1687). With this as a cornerstone, the collection was enhanced over the years by the acquisition of the second and third editions of the *Principia*, published in 1713 and 1726. In addition to the *Principia*, the library owns early editions of several other works by Newton, notably *Opticks* (1704), *Universal Arithmetick* (editions published in 1720 and 1769), and *The Method of Fluxions and Infinite Series*, published in 1736. A number of works by such

contemporaries of Newton as Pemberton, Keill, and MacLaurin, as well as additional Newtoniana, round out this special collection.

Another subject of special strength is the theory of probability, including works by Gataker, Simpson, Fermat, Pascal, Huygens, the Bernoullis, de Moivre, Laplace, Montmort, Poisson, Quetelet, Bertrand, Pearson, Boole, De Morgan, Condorcet, and others. This collection is of significant breadth and depth, and includes works from the seventeenth through the twentieth centuries.

The collection is especially strong in physics and chemistry, including the works of such scientists as Boyle, Kelvin, the Curies, Tait, Gravesande, Gerlach, Mach, Tyndall, Watts, and Faraday. Darwin is also well represented. Early engineering works are featured with Jacques Besson's *Il Theatro de Gi'instrumenti & Machine* (1582); Schramm's 1735 *Historischer Schauplatz*; and Mandey's *Mechanick-powers*, published about 1696. Collections in all branches of engineering are strong from the discipline's beginnings to date, and holdings of early periodicals are extensive, especially trade journals of the nineteenth century.

Books from the personal working library of Professor Melvin Kranzberg, historian of science and technology, form a collection that affords a glimpse of the research interests of an important Georgia Tech faculty member and internationally known scholar.

The Library owns the nine-volume Dutch edition of Joan Blaeu's *Grooten Atlas*, or *Atlas Major*, published in Amsterdam in 1664-1665. Seventeenth-century Dutch exploration and commerce culminated in this atlas, one of the most sumptuous cartographic collections ever published. The Library also maintains a supporting collection of works about this atlas and cartography of the era.

Two very early architecture handbooks, Philibert Delorme's *Le Premier Tome de L'Architecture* (1567) and Sebastiano Serlio's *De Architecture Libri Quinque* (1568-1569), along with other rare architecture books, form a historical collection that enhances the programs of the College of Architecture.

Science Fiction

Forming the basis of the Bud Foote Science Fiction Center is a comprehensive collection of books and periodicals in this genre donated to the library by Professor Irving (Bud) Foote. This 5,000 volume collection has been augmented by an additional 5,000 works of science fiction donated by friends of the library. In addition, noted science fiction writers David Brin and Patrick Malone have donated many of their works to this collection.

Faculty Publications

The Archives & Special Collections collects one copy of faculty publications, which are among the most heavily used of the department's holdings. For electronic faculty publications, please see Georgia Tech's Institutional Repository, SMARTech <http://smartech.gatech.edu>.

Records Management

The Records Management Division stores inactive departmental records the retention of which is required to meet legal and/or fiscal directives. All records created by Georgia Tech are assigned a retention schedule in accordance with the University System of Georgia's Records Retention Guidelines.

Sponsored Research

Sponsored research reports are cataloged and retained in the archives.

Languages Collected and Excluded

English by far predominates, but materials in foreign languages are not excluded.

Donations to the Archives & Special Collections

The Georgia Tech Archives & Special Collections accepts donations from academic departments, faculty, staff, students, and alumni, as well as outside organizations and individuals. The department's archivists review items offered for donation for their relevance to the collection, preservation and maintenance concerns, and uniqueness. The size, organization, and physical condition of materials are a major consideration in acquisition, because each involves resource commitments. Due to space restrictions, the Archives cannot accept everything it is offered, nor can the Department make guarantees about exhibition or digitization of materials.

The Archives always seeks additional materials related to its current holdings. As the Archives has a very limited budget for purchasing materials, almost all such acquisitions are by gift.