

**COLLECTION POLICY  
SPECIAL COLLECTIONS AND ARCHIVES  
WRIGHT STATE UNIVERSITY LIBRARIES**

**June 20, 2025**

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## Mission Statement

*To support Wright State University's mission of educational excellence, Special Collections and Archives: collects, preserves, and provides access to primary sources that document the history of aviation, the legacy of the Wright Brothers for which the university is named, the local and regional history of the Miami Valley, and the history of Wright State University; collects and makes available the scholarly output of faculty, staff, and students for open access and worldwide exposure to Wright State's unique research and collections; and provides guidance to university offices through the university records management program. Special Collections and Archives encourages and promotes the use of these primary sources and the university's scholarly output for teaching, learning, research, and public service.*

## Appraisal and Acquisition Policy

### Appraisal

All potential acquisitions are subject to appraisal by Special Collections and Archives staff and the University Libraries administration. This helps to balance the research potential of and overall access to collections with the resources necessary for their care and preservation.

This type of appraisal *does not* include placing a monetary value upon the materials.

Criteria to be considered during this appraisal may include (but are not limited to):

- Relevance to the scope (collecting areas) described in the current collecting policy;
- Uniqueness or existing availability (including in other formats or at other institutions);
- Anticipated research use by and/or interest from Wright State faculty, students, and other relevant research communities served by Special Collections and Archives;
- Research value and significance to the relevant topic or area of scholarship;
- Physical condition, format, and quantity;
- Clarity of provenance, ownership, title, or intellectual property rights;
- Resources estimated to be required for appropriate management, preservation, and use;
- Representation of experiences that fit the current collecting scope but are missing or limited within the collection holdings, thus filling a gap in the historical record.

The following lists several examples of materials that SCA is unlikely to accept, as well as specific materials that SCA does not accept.

Special Collections and Archives is **unlikely to accept** materials that are:

- Outside the scope of the current collecting areas, even if they are rare;
- Not unique, archival, or the copy of record;
- Anticipated to receive little or no research interest from Wright State students, faculty, or community;
- Highly restricted in terms of access or use, for such reasons as privacy, confidentiality, security, intellectual property rights, or the law, whether in perpetuity or for a period of time deemed by the archives staff to be beyond a reasonable limitation;
- Transactional or transient records with little or no long-term research value;
- A danger to staff, users, or other collections, such as those showing signs of mold, rodent/pest infestation, or dangerous substances (e.g., nitrate or mercury);
- Permanently inaccessible due to obsolescence or physical degradation;
- Expected to require more resources than is reasonably warranted by their anticipated research or use value;
- Better served elsewhere in terms of materials or user;
- Formats not currently collected by Special Collections and Archives;
- Artifacts (objects), especially those with little research value (e.g., plaques and trophies);
- Widely available in other formats (e.g., online) and/or at other institutions;
- Duplicates (in excess of two copies) of materials already held by SCA.

Special Collections and Archives **does not accept**:

- Newspaper and magazine clipping subject files, or subject files consisting primarily of reproductions of secondary sources;
- Collections consisting primarily of copies or reproductions of archival materials held by other institutions;
- Financial donation records listing donor names, amounts, and payment details;
- Collections of copyrighted artwork that cannot be reproduced or licensed by SCA;
- Grievance files of labor unions;
- Medical patient records less than 150 years old;

- Audiovisual recordings of routine meetings or services, in excess of four (4) per year;
- Technical reports produced outside of the Miami Valley;
- Aircraft manuals produced outside of the Miami Valley;
- Training manuals with no direct relevance to the collection;
- Unpublished family histories and genealogies.

Additionally, collections containing large quantities of similar materials may be subject to sampling (retaining and/or preserving only a representative portion for researcher use).

All Special Collections and Archives holdings are subject to periodic review and reappraisal to ensure that the materials fit the current collection policy. For more information about this process, see the Reappraisal and Deaccessioning Policy section of this document.

## **Acquisition**

All manuscript acquisitions must be approved by the appropriate signature authority.

## **Collecting Areas**

### **I. University Archives**

Special Collections and Archives in the Wright State University Libraries was established as the University Archives by the Wright State University Board of Trustees on July 31, 1974.

Resolution 75-3 authorizes the University Archives to serve as the depository for records in all formats which document the history of Wright State University. Records that have historical, legal, evidential, and informational value will be preserved. Guidelines published by the records retention task force of the Inter-University Council of Ohio, and Wright State Policy 12220, will be followed in identifying records of historical significance which require permanent retention together with these basic guidelines:

- The record should reflect the development and activities of university offices that reach across departmental and college divisions, and which formulate or approve university-wide or division-wide policy: Board of Trustees, President's Office, University Council, Faculty Senate, College Deans offices, and various faculty and administrative committees at the Presidential level.
- The record should reflect the development of any program, project, or policy that has University-wide or Division-wide application or significance.
- A publication, periodical, or newsletter issued by the University or one of the offices or organizations indicated above.

## **Records for Permanent Retention:**

- Meeting minutes of the Board of Trustees
- Administrative records of the President's Office, Provost's Office, and the offices of university vice-presidents
- Select administrative records of upper administrative level offices
- Meeting minutes, memoranda, and reports of administrative committees operating at or above the departmental level
- Meeting minutes, correspondence, and reports of the faculty and its committees and faculty governance records and the Faculty Senate and its committees
- Meeting minutes, correspondence, and subject files of the Office of Alumni Relations and the Alumni Association
- Administrative records of the Office of Student Affairs and student activities offices
- Newsletters, booklets, catalogs, class schedules, yearbooks, alumni magazines, and other publications distributed on a university-wide basis
- Accreditation reports and supporting documents
- Annual budget and audit reports
- University marketing materials
- Films, audio and video recordings, or photographs of university faculty, staff, groups, or events

Note: Refer to Wright State Policy 12220 for specific guidelines regarding the disposition of university records and/or the transfer of university records of permanent historical value to the archives.

Evaluation of records not listed in the above guidelines, but which have historical value for the university community- such as papers of university faculty or materials donated by alumni related to WSU student life- may be added with the approval of the University Archivist.

## **II: Institutional Online Repository (CORE Scholar)**

CORE Scholar, Wright State University's institutional repository, is an online digital repository for providing open, electronic access to:

- the scholarly output of Wright State's faculty, staff, and students. These materials may be about any subject or discipline and are not confined to the collecting areas (topics) described elsewhere in this collection policy.

- selected digitized and/or born-digital content from Special Collections and Archives. These materials are subject to the collecting areas (topics) described in their respective sections of this collection policy.

Examples of materials and formats that are appropriate for CORE Scholar include (but may not be limited to):

- Scholarly articles
- Open Educational Resources (OER)
- Images
- Presentations
- Books
- Oral histories
- Data sets
- Local journals
- Theses and dissertations
- Music performances
- Student papers, posters, and presentations
- University records

### **III. Special Collections**

#### **A. Aviation History and Aviation Related Technology**

Special Collections and Archives collects manuscript material on aviation history, with a natural emphasis on the lives and work of Wilbur and Orville Wright, the inventors of powered flight. Wright State University, named for these two Dayton natives, serves as a research center for the Wrights' life and work. Special Collections and Archives also serves as a research center for the history of aviation and aviation technology in general, with particular geographic emphasis on aviation innovation and history in Ohio and the Miami Valley, home of the Wright Brothers.

Special Collections and Archives also collects books, pamphlets, and periodicals on aviation history with an emphasis on the lives and careers of Wilbur and Orville Wright, and the history of aviation and aviation technology to the present.

#### **B. Local and Regional History**

Special Collections and Archives collects manuscript materials on the local and regional history of the Miami Valley area, documenting the history of the communities, institutions, and social mores that gave rise to the Wright Brothers and to Wright State University.

Types of manuscript material collected may include but are not limited to: individual and family papers; business records; transportation records; records of civic, cultural, and religious organizations; papers of political figures; and records documenting ethnic groups settling in the Miami Valley.

Special Collections and Archives also collects published works relating to the history of the Miami Valley in Ohio. Emphasis will be given to the acquisition of materials of basic primary

source interest including, but not limited to county histories, plat books and atlases, and scholarly works on aspects of Ohio history such as education, politics, government, transportation, agriculture, religion, and business.

## **Policies Regarding Financial Aspects of Collections Acquisitions<sup>1</sup>**

### **Monetary Appraisals for Tax Deductions**

In certain circumstances, it may be possible for a donor to take a tax deduction for the donation of a collection to a repository. Donors should speak with a tax accountant or attorney about this possibility. Archivists cannot give tax advice nor are they permitted to appraise the monetary value of a collection that is under consideration for donation to their repository. Special Collections and Archives may be able to provide the donor with a list of local manuscript appraisers who can (for a fee) make monetary appraisals. It is up to the donor to arrange and pay for any such appraisal.

### **Monetary Donations**

Most archival repositories are not-for-profit institutions. Preparing materials for use by researchers is the most expensive operation in a repository. It involves arrangement, preservation, rehousing, and description. Monetary support is not a prerequisite for the acceptance of a collection; however, donors and organizations are encouraged to assist the repository by providing funds to help defray the costs of processing of their records. An estimate of processing costs will be provided to the donor.

## **Reappraisal and Deaccessioning Policy**

### **Reappraisal**

Special Collections and Archives may periodically conduct reappraisal of any materials in its holdings in order to achieve one or more archivally appropriate collection management objective(s), such as to:

- Comply with current institutional collecting policies and retention schedules;
- Better fulfill the mission of Special Collections and Archives, the University Libraries, or Wright State University;

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<sup>1</sup> The text of this section (Policies Regarding Financial Aspects of Collections Acquisitions) has been adapted, under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/), from text originally created by the Society of American Archivists, available online at <https://www2.archivists.org/publications/brochures/donating-orgrecs> and <https://www2.archivists.org/publications/brochures/donating-familyrecs>

- Improve overall access to materials;
- Make split collections whole;
- Correct faulty appraisal from the time of acquisition;
- Better balance research potential of collections with the necessary allocation of resources (space, staff, time, and conservation resources).

Special care must be taken in reevaluating the appropriateness of a collection that has already been accepted into our custody and which may have already been made available to researchers. Factors to be taken into consideration when conducting a reappraisal include but are not limited to:

- Any and all criteria listed in the Appraisal and Acquisition Policy;
- Statistics (actual or estimated) of prior use in research, scholarship, exhibits, outreach, or publications (if applicable);
- Resources already expended upon the collection and source(s) of funding;
- Risk of damage to relationships with existing donors, users, or other stakeholders or to the university's reputation;
- Effect upon public access to the information;
- Existence and terms of any externally imposed restrictions, such as donor agreements or government depository arrangements.

## **Deaccessioning**

If after a careful and structured reappraisal process, it is found to no longer be appropriate, desirable, or feasible for the materials to remain in the holdings of Special Collections and Archives, then the materials will be considered for deaccessioning.

Any materials considered for deaccessioning will be governed by the following:

- Materials must be free of all legal impediments. There will be no deaccessioning of material when this action is contrary to any written agreement between Special Collections and Archives and the donor. However, Special Collections and Archives may contact the donor to request a revision to or replacement of the existing agreement, to allow for deaccessioning.
- Deaccessioning will be conducted in accordance with applicable Ohio laws, such as [Chapter 3385 of the Ohio Revised Code](#).
- Reasonable attempts will be made to consult donors when materials are considered for deaccessioning.



- A recommended disposition will be determined by the Head of Special Collections and Archives in consultation with the University Librarian and may include one or more of the following:
  - return to donor
  - transfer to other cultural heritage institution
  - public sale
  - donation to second-hand retailer (e.g., Better World Books)
  - destruction
- No private sales or gifts of material will be made to any Wright State University employee, Wright State University board member, or Wright State University Friends of the Libraries board member.
- If materials are sold, all proceeds from the sale will benefit Special Collections and Archives.
- All manuscript deaccessions must be approved by the appropriate signature authority.