

# **VTS Archives Policy Manual**

Approved: 06/26/2023

## **Mission**

The mission of the Virginia Theological Seminary Archives is to serve the seminary community by collecting, preserving, and making available: the institutional records of Virginia Theological Seminary and Bishop Payne Divinity School; the papers of prominent individuals of the two organizations; and the holdings of the African American Episcopal Historical Collection (AAEHC), a joint project of VTS and the Historical Society of the Episcopal Church.

## **General Scope**

The Seminary Archivist, in consultation with the Head Librarian, has the primary responsibility for building and maintaining the archival collections. Institutional records of enduring value are acquired through transfer to the Archives from the various Seminary departments. Student records are governed by the VTS Educational Records Retention Policy; they are digitized for long-term preservation and then transferred to archives ten years after graduation or withdrawal. These student records are maintained in perpetuity by the Seminary Archivist. Access to student records and/or information therein can be obtained with the permission of the VTS Administration and in accordance with FERPA regulations. Manuscript collections and personal papers are solicited by the Seminary Archivist. Collections for inclusion in the AAEHC are determined by the AAEHC staff and the Seminary Archivist often in consultation with the Head Librarian, and the AAEHC Steering Committee.

Emphasis is placed on collecting original, unique, unpublished materials not held by other repositories, including but not limited to personal papers, correspondence, photographs, documents, oral histories, and organizational records. All donations must be accompanied and governed by an executed Deed of Gift. Recommendations for collections to be acquired are encouraged from members of the Seminary community, but the decision to solicit collections and the retention of unsolicited collections and non-archival material is at the discretion of the Seminary Archivist and Head Librarian.

## **Purpose and History**

Bishop Payne Library's purpose is to instruct and empower seminary patrons to utilize a curated print and digital research collection, to offer an inviting environment for scholarship, and to conserve the seminary's archival record. Reflecting its motto, "Seek the Truth," Bishop Payne Library enhances the curricular mission of the seminary by inspiring student/faculty engagement with the church's theological heritage and contemporary witness, from diverse perspectives.

The seminary's library dates from the seminary's founding in 1823. Francis Scott Key Hall (now Bicentennial Hall) was built as the first separate library building in 1855 for a collection of 7,000 volumes. The Bishop Payne Library building was built in 1957 to hold 100,000 volumes, doubled in size in 1980, and completely renovated in 2020-2021. In 1973 the library was named to honor the Bishop Payne Divinity School, the separate Episcopal seminary for African Americans during segregation that merged into VTS in 1953.

## **Collecting Areas**

The sections below represent the main collecting areas of the Seminary Archives. We collect a broad variety of formats which include (but are not limited to) paper documents, electronic and born-digital records, photographic media, audio, and moving images. In addition to subject content, we also consider long term preservation needs and capabilities, as well as duplicate copies when adding materials to our holdings.

### **VTS Records**

The VTS Archives preserves the official records and documents related to the trustees, deans, faculty, faculty committees, offices, administrators, and student organizations of Virginia Theological Seminary. These records span the entire history of VTS from before its founding in 1823 to the present time; they include institutional publications, photographs, sound recordings, film, and video.

### **VTS Personal Papers**

The VTS Archives contains personal papers and collections of prominent members of the VTS community. Other manuscript collections document the Episcopal Church at the national, regional, diocesan, and/or local level. Subject areas of depth include VTS professors of the second half of the 20th century, 19th-century Virginia Episcopal sermons, 19th-century Virginia clergymen, and Episcopal Church liturgical development during the 20th century.

### **Bishop Payne Divinity School**

Bishop Payne Divinity School (BPDS) was founded in Petersburg, Virginia, in 1878, to prepare Black men for ministry in the Episcopal Church. BPDS closed in 1949 but later merged with Virginia Theological Seminary in 1951. At that time, VTS inherited its records and the responsibility to preserve its history. The VTS Archives is the official repository for the records of Bishop Payne Divinity School and collects the papers of its alumni, faculty, as well as individuals and information important to its history. Bishop Payne Divinity School was named in honor of the Rt. Rev. John Payne (VTS 1836), first Missionary Bishop to Liberia. Bishop Payne Library is named in honor of the Divinity School to keep alive its memory and heritage.

### **AAEHC**

The mission of the African American Episcopal Historical Collection (AAEHC), a joint project of VTS and the, is to collect and preserve the stories, experiences, and perspectives of Black Episcopalians. The AAEHC gathers letters, journals, photographs, sermons, oral histories, writings, records, and similar materials from Black individuals and organizations and others working with people of African descent in the Episcopal Church. To support and encourage use of the collection, the AAEHC offers travel grants annually.

## **Acceptance of Gifts:**

The Seminary Archives accept gifts that fall within the Collecting Areas, which entail the full and permanent transfer of the title to the Seminary.

The transfer of title from the donor to the Seminary Archives shall be accomplished by a Deed of Gift.

Gifts and donations to the Seminary Archives should be unencumbered by conditions and restriction, but reasonable limitations may be allowed with the approval of the Seminary Archivist or Head Librarian. All such restrictions must be included in the Deed of Gift. (See Appendix A)

Any collection larger than 5 cubic feet requires the written approval of the Seminary Archivist and the Head Librarian. (See Appendix J)

No collection shall be accepted with prior consultation and appointment with the Seminary Archivist, or in their absence, the Head Librarian.

All gifts accepted shall conform to the collecting policy of the Seminary Archives, and the Bishop Payne Library.

The Archives reserve the right to refuse the acceptance of any gift, particularly ones that place undue administrative, financial, or legal burdens, or which are contrary to good standard archival practice.

Any deviation from this policy shall only be with written permission from the Head Librarian or the Dean of the Seminary.

### **Interdepartmental Transfers:**

Interdepartmental transfers must conform to the Seminary Retention Policy and the Collection Policy of the Bishop Payne Library.

Transfers shall also be done in accordance with the following policies:

General transfer procedures:

- Please schedule with the Seminary Archivist prior to transfer
- Please include signed copy of transmittal form with transfer AND email a completed copy to the Seminary Archivist (See Appendix L)
- Only official records – records that are created in the normal course VTS business.
- Only retired records – records that are no longer in use by your department; if you anticipate needing ready or frequent access, do not transfer.
- Only what is lawful – some agencies (IRS, ATS, etc) prescribe requirements of records retention: what records and how they should be kept. It is your department's responsibility to ensure that you are keeping records lawfully.

For the following situations, please contact the archivist first:

- When transferring non-official records
- When transferring objects
- When you are not sure what to do with something

## **Items We Collect**

Articles/essays of individual authorship (with copyright permission)  
Minutes/reports (relevant to collection with specificity and identification)  
Photographs (with subjects and locations identified)  
Awards/certificates (related to work)  
Memoirs/reminiscences  
Unpublished diaries/blogs  
Genealogical information  
Professional papers  
Letters/email (related to work)  
Unpublished speeches/lectures  
Subject files (related to work)  
(See Appendix B)

## **What We Do Not Collect**

Local history collections  
State Records  
Legal Records  
Student Papers and Grades  
More than 2 duplicate copies of any material without approval of Seminary Archivist  
Vestments, Linens, or Holy Vessels  
Jewelry or Clothing  
Prayer Beads or Rosaries  
Plaques, awards, frames, and trophies  
Materials from minors without explicit written consent from a parent and/or legal guardian  
Items that are better suited for museum displays (Icons, Statues, Art, or Furniture)  
Materials exhibiting mold or exposure to rodents/pests  
Severely damaged or extremely fragile items  
Material unrelated to the Seminary outside of our collecting areas  
Published material

Routine financial records (banking, cheques, receipts, etc.)

Routine correspondence (payments, tax assessments, etc.)

Invoices or interoffice memos

Photos with little to no identification

Non-relevant newspaper clippings

Travel documents

Unused items (files, questionnaire, forms, etc.)

Scrap or scribbled notes without context.

Reproductions along with original (except for a preservation copy when needed)

Brochures, Flyers, Catalogs, and Leaflets

Records that belong in Diocesan or National Church repositories (Convention Records, Committee Minutes, Conference Printouts)

(See Appendix B)

### **Deaccessioning**

Deaccessioning is an essential function and tool of collection development and curation. Material selected to be deaccessioned may be returned to the donor (based on donor agreements), gifted/transferred to a more appropriate repository, or discarded. In identifying materials for deaccessioning (whether organized and described or not) the Archives staff considers the following:

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?

VTS Institutional Records will be deaccessioned according to the VTS Educational Records Retention Policy approved at the Policy Administration Meeting on Feb 6, 2019. (See Appendix C) All other records will be deaccessioned in consultation between the Seminary Archivist and Head Librarian and according to the Bishop Payne Libraries De-Acquisition Policy fully adopted on April 20<sup>th</sup>, 2021. (See Appendix K)

## Access

The Seminary Archives preserve collections for use by researchers. Access is provided in accordance with statutory authority, institutional mandate, the Code of Ethics for Archivists, the Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collections Librarians, and this policy document. The Archives does not deny access to materials to any researcher, nor grant privileged or exclusive use of materials to any researcher, nor conceal the existence of any body of material from any researcher, unless required to do so by statutory authority, institutional mandate, or donor or purchase stipulation.

The Seminary Archives are committed to preserving manuscript and archival materials and to making them available for research as soon as possible. At the same time, it is recognized that a repository may have legal and institutional obligations to protect confidentiality in its collections, and that private donors have the right to impose reasonable restrictions upon their papers to protect privacy or confidentiality for a reasonable period.

- The Seminary Archivist will inform researchers of the restrictions which apply to collections.
- The Seminary Archivist will periodically evaluate restricted material and work toward the removal of restrictions when they are no longer required.

The Seminary Archivist may limit use of fragile or unusually valuable materials, but will try to provide suitable reproductions to researchers in lieu of the originals.

The Seminary Archivist may limit access to unprocessed materials.

The Seminary Archives may, under special circumstances, loan or place on deposit with another repository part or all of a collection. This will require the written consent of the Head Librarian and Dean of the Seminary.

The Seminary Archivist may refuse access to an individual researcher who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the material, or to a researcher who has violated the policies and regulations of the repository. Such restriction will be made in consultation with the Head Librarian, and kept on file in the Seminary Archivist Office, and the Library Circulation desk.

To protect its collections, the Seminary Archives may, in accordance with statutory authority and institutional mandate, require acceptable identification of any individual wishing to use its materials, as well as a signature verifying the individual has read a statement defining the policies and regulations of the repository.

It is the researcher's obligation to satisfy copyright regulations when copying or using materials found in collections.

All archival materials shall be used within the Archives Room reading area under the supervision of the Seminary Archivist or their representative. The Archives is normally open the seminary community on weekdays 9:00 A.M. - 4:00 P.M., and to outside researchers by appointment at the discretion of the Seminary Archivist. During the Fall Semester of the 2022/2023 academic year the Archives will be closed on Thursdays. The archives collection stack areas are closed to all researchers. An archives staffer will locate materials for researchers and deliver them to the reading room. Materials are to be returned directly to the Archives staff by the researcher after use. Request to access files must be made in writing via direct correspondence with the Seminary Archivist or by submitting a Request for Archives Use Form. (See Appendix D)

The Seminary Archives collections are open to researchers unless one of the following restrictions applies:

Institutional Records may be closed as designated by the office of origin in consultation with the Seminary Archivist. During the restriction period, the office of origin may view these materials, and other Seminary offices may request permission in writing from the director of the office of origin if they require access for business purposes. (See Appendix G) Institutional records that were published by the records' creator (e.g., speeches; publications; policies) are open for research immediately upon transfer to the Seminary Archives.

Student Academic Files are restricted during the lifetime of the student, subject to the provisions of the Federal Family Education and Privacy Rights Acts (FERPA) of 1974. Student academic files include our collection of Alumni Files, but may be present in other collections. Records that contain FERPA-protected information such as a student's credentials, grade sheets, correspondence, reports, notes, applications, and disciplinary files, when found in other Seminary Archives collections are restricted for the lifetime of the student, subject to the provisions of FERPA. Per Seminary policy, student files are closed for 50 years after the death of the individual, unless the request comes from a direct family relation.

Board and Faculty Meeting Records are the official records of the Seminary. These are closed until 99 years after the creation of the document, and will only be accessible to members of the Board and the Dean of the Seminary. Faculty Minutes may be accessed by faculty that served during the years the files were created, or with written permission by the Dean of the Seminary. (See Appendix H and I) Faculty and Staff records outside this series that contain similar information (e.g., personnel matters, performance evaluation, medical issues, requests for anonymity, and departmental changes based on personnel matters) are also governed by this policy.

Records created by student organizations may be restricted at the discretion of the organization in consultation with the Seminary Archivist for an approved limited period to protect personal information or privacy. The restriction will be recorded in the finding aid.

Records donated by individuals or organizations may be restricted at the discretion of the donor for an approved limited period to protect personal information or privacy. The restriction will be made in consultation with the Seminary Archivist and will be recorded in the finding aid.

### **Archives Reading Room**

Before commencement of research, the researcher shall complete a Request for Archives Use form and provide proof of identity with a photo ID. This form and a photocopy of the ID will be kept on file by the Seminary Archivist.

Researchers are required to sign the daily register upon entering the Archives.

All archival materials are housed in locked stack areas. Readers must request materials via a Request Form, and the materials will be delivered to the Researcher by the Seminary Archivist one container, folder, or item at a time at the Seminary Archivist's discretion.

Only pencils or a researcher's own laptop computer may be used for taking notes. Ink pens are not allowed in the Archives. Scanners or digital cameras may be used after consultation with the Seminary Archivist.

All archival materials will be used in the Archives Reading Room, or in a place determined by the Seminary Archivist with appropriate supervision.

Researchers are responsible for safeguarding all materials made available to them. Materials used by the researcher are to be kept in the original order in which they were received and not rearranged. Archival materials may not be leaned on, written on, folded, or handled in any way that might cause damage.

Eating, drinking, smoking is prohibited in the Reading Room.

Requests for materials and photocopies must be made before 3:30 P.M.

The Archives staff shall inspect all personal items brought into the Archives by researchers, including but not limited to briefcases, laptops, purses, and coats.

The Archives retains full rights to all reproductions under its ownership. No materials from the collection may be reproduced in any form for public or commercial use without prior written permission from the Seminary Archivist. Supplying of a photocopy or digital image is not an authorization to publish or post.

In citing materials from archival and manuscript collections located in this repository, the form should be as follows (after identification of the item and title of collection): Virginia Theological Seminary Archives, Bishop Payne Library, Alexandria, VA.

Materials cited from the AAEHC should use the following form: African American Episcopal Church Historical Collection, a joint project of Virginia Theological Seminary and the Historical Society of the Episcopal Church, curated at Bishop Payne Library.

### **Photo Use Policy**

All images provided/created remain the property of the Virginia Theological Seminary (VTS), and may not be published, exhibited, broadcast, posted on the Internet, sold, traded, shared, or deposited with another library or archives, or used in any way not specified in this agreement without the written permission of VTS.

The user will pay a \$50 reproduction rights fee for commercial use of an image. There is no charge for personal, not-for-profit, or educational use. The Seminary Archives reserve the right to waive fees, on an individual basis, at the discretion of either the Seminary Archivist or Head Librarian.

Permission is granted for one-time use only. Permission is not exclusive and is not transferable. Permission to publish is contingent on the receipt of the Photo Use form and the fee. (See Appendix F)

The user will supply the Seminary Archives or Bishop Payne Library with one complimentary copy of any printed or published work (including film or video) in which one or more images appear.

Credit must be given to the VTS, in any and all formats, with the following credit line: Courtesy of the Virginia Theological Seminary Archives, Bishop Payne Library.

Images may not be substantially altered other than copying or enhancement of definition. Part of the images or any elements (e.g., people, signs, etc.) may not be digitally removed or added. Cropping and/or enlargement to enhance portions of the image(s) is permissible.

The Seminary Archives does not claim to control all rights of reproduction for all materials in its collections. The publishing party assumes all responsibility for clearing reproduction rights and for compliance with the U.S. Copyright Law, U.S. Code, Title 17.

The user will not permit others to reproduce the image(s) or place the image(s) in another institution, repository, or collection, public or private



The user will defend, indemnify, save, and hold harmless VTS, its employees, officers or designated, from any and all costs, damage and liability arising because of any claim whatsoever which may be presented by anyone for loss or damage or other relief occasioned or caused by the release of a reproduction of an item from the Seminary Archives' collections or their use in any manner, including their inspection, publication, reproduction, broadcast, duplication, or printing by anyone for any purpose whatsoever; the user is solely responsible for all issues of invasion of privacy, libel and/or slander that may result from use of these materials.

The Seminary Archives reserves the right to refuse permission to publishers and individuals who have not complied with its policies.

Images should not be presented or described in any way that does not accurately describe the content, time period, or geographic location of the subject of the image(s).

VTS in no way surrenders its own right to publish, post, or otherwise use the image(s), or to grant permission for others to do so. VTS reserves the right to make exceptions or additions to the conditions stated herein.

Use of reproductions of materials from the Seminary Archives' collections does not imply that the Seminary Archives, or Virginia Theological Seminary at large, endorses any product, enterprise, expressed opinions, or confirms the accuracy of any content in any publication, production, broadcast, website, or any other product in which such reproductions are used.



Appendix B

**The Bishop Payne Library**  
**Guidelines for Archival Material**

Thank you for your interest in donating to the Bishop Payne Library Archives. Please use the following guidelines to curate your collection.

- Firstly, our archive only stores non-copyrighted material, unless written agreement is made between the Head Librarian and the copyright holder. Copyrighted material can only be stored in the archives if significant alterations have been made to the record, which transforms the record into an artifact (i.e., journal article with notes attached).
- Secondly, if possible, please remove all metal objects from records (i.e., staples, and paperclips), as this ensures the collection can be processed in a timely manner.
- Third, sort the record into the manner you wish researchers to view the collection (i.e., invitation to create a conference followed by a copy of the conference program).

Below you find a list of potential archival materials and items that should not be donated. **Please note: these are general guidelines. ALL potential archive donations must be discussed with a VTS Seminary Archivist. All accepted donations require a signed deed of gift.**

Potential Material	Items Not to Be Donated
<ul style="list-style-type: none"><li>● Articles/essays of your authorship (with copyright permission)</li><li>● Minutes/reports (relevant to collection with specificity and identification)</li><li>● Photographs (with subjects and locations identified)</li><li>● Awards/certificates (related to work)</li><li>● Memoirs/reminiscences</li><li>● Unpublished diaries/blogs</li><li>● Genealogical information</li><li>● Professional papers</li><li>● Letters/email (related to work)</li><li>● Unpublished speeches/lectures</li><li>● Subject files (related to work)</li></ul>	<ul style="list-style-type: none"><li>● Published material</li><li>● Routine financial records (banking, cheques, receipts, etc.)</li><li>● Routine correspondence (payments, tax assessments, etc.)</li><li>● Invoices or interoffice memos</li><li>● Photos with little to no identification</li><li>● Plaques or mounted items</li><li>● Frames</li><li>● Non-relevant newspaper clippings</li><li>● Travel documents</li><li>● Unused items (i.e., files, questionnaire, forms)</li><li>● Scrap or scribbled notes without context.</li><li>● More than two copies of each item</li><li>● Reproductions along with original</li></ul>

## Appendix C

### **VTS Educational Records Retention Policy** *approved by Policy Administration Meeting Feb 6, 2019*

The Registrar's office serves as the custodian of student academic files from the time of matriculation through when they are moved to archives 10 years following graduation or withdrawal. Files are securely kept and must be signed out through the Registrar's office. They cannot not leave the Aspinwall building, and can only be viewed in the Registrar's office or in another room in the building. The Registrar, Associate Dean of Student, and Vice President of Academic Affairs control the items that go into the academic file.

Documents relating to Contextual Ministry (which include, but are not limited to Learning Covenants, reports, and evaluations) will be retained by the Contextual Ministry department in a secure manner until graduation or withdrawal. Critical incident reports about matters that would, as a matter of common practice be forwarded to a Title IV intake officer for consideration in cases of ordained persons, shall be retained in the academic file.

After 10 years, relevant portions of academic files will be transferred to VTS Archives and securely stored. The Seminary Archivist (or, in his or her absence, the Head Librarian) will have sole access to these files. Permission to access a file or parts thereof will only be released for official seminary business to entities such as the Dean's Office, Academic Affairs and Student Life, and the Faculty, upon approval of the Seminary Archivist. Upon the individual's death, the academic file can be released to the individual's family. Permission for any other request will be granted according to FERPA regulations and in consultation with the Seminary Archivist and the VP for Academic Affairs.

#### 1. Items removed from academic files upon graduation or withdrawal

- Add/drop forms
- Letters of recommendation and admission materials not removed by admissions
- Correspondence not related to academic progress or FERPA disclosure
- Personal data update requests (race, ethnicity, marital status, change of address, etc....)
- Credit/no credit, audit, pass/fail forms

#### 2. Items retained in academic files for ten years after graduation or date of last attendance include all items listed in #3, as well as:

- Acceptance letter
- International travel documents
- Application for admission or readmission
- Military documents/VA Certifications
- Financial aid documents
- Requirement/course waivers/substitutions
- Waivers for rights to access to view letters of recommendation
- Degree audits
- Transcripts from other colleges
- Requests for withdrawal
- Academic actions unrelated to academic honesty
- International student documents (I-20, employment authorization, copy of passport, I-94, statement of financial responsibility, statement of educational costs). If a student wishes, they may be returned to him/her.
- Grievance/Complaint by student including grade appeals
- Enrollment verifications
- Change of program requests
- CPE Evaluations
- Incident reports that would be forwarded to a Title IV intake officer if the person were ordained.
- 

#### 3. Items retained permanently in academic files

- Final transcript
- Information pertaining to academic honesty or violations of academic honesty policy
- Grade change forms if in student record
- Transfer credit requests and results
- Correspondence related to FERPA disclosures or student consent for disclosure including transcript requests
- Academic records other than transcripts (canonical evaluations, endorsements, certificates)
- Name change authorizations
- Holds on records (non-payment, etc...)

#### 4. Information and reports retained permanently in the aggregate

- Class Lists
- Grades
- Graduation lists
- Enrollment statistics
- Degree statistics
- Commencement programs
- Schedules of classes
- Catalogues
-

Appendix D

VIRGINIA THEOLOGICAL SEMINARY ARCHIVES

**Request for Archives Use**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Institution \_\_\_\_\_

Faculty \_\_\_ Student \_\_\_ Alumni \_\_\_ Independent Researcher \_\_\_\_\_

Research Topic \_\_\_\_\_

\_\_\_\_\_

Materials Desired (if known) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated time needed for research: \_\_\_\_\_

If it appears to the Seminary Archivist that your research parallels that of another researcher, do you wish to have your name, address, and research topic released to another researcher? \_\_\_Yes \_\_\_No

All images provided/created remain the property of the Virginia Theological Seminary (VTS), and may not be published, exhibited, broadcast, posted on the Internet, sold, traded, shared, or deposited with another library or archives, or used in any way not specified in this agreement without the written permission of VTS.

I hereby apply to consult the collections of the Virginia Theological Seminary Archives. I have read the policies and rules of the Archives on the Reverse of this form on the agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## Access

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All archival materials shall be used within the Archives Room reading area under the supervision of the Seminary Archivist or their representative. The Archives is normally open the seminary community on weekdays 9:00 A.M. - 4:00 P.M., and to outside researchers by appointment at the discretion of the Seminary Archivist. During the Fall Semester of the 2022/2023 academic year the Archives will be closed on Thursdays. The archives collection stack areas are closed to all researchers. An archives staffer will locate materials for researchers and deliver them to the reading room. Materials are to be returned directly to the Archives staff by the researcher after use. Request to access files must be made in writing via direct correspondence with the Seminary Archivist or by submitting a Request for Archives Use Form. (See Appendix D)

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Records created by student organizations may be restricted at the discretion of the organization in consultation with the Seminary Archivist for an approved limited period to protect personal information or privacy. The restriction will be recorded in the finding aid.

Records donated by individuals or organizations may be restricted at the discretion of the donor for an approved limited period to protect personal information or privacy. The restriction will be made in consultation with the Seminary Archivist and will be recorded in the finding aid.

Appendix E

VIRGINIA THEOLOGICAL SEMINARY ARCHIVES

**Request for Scans**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Institution \_\_\_\_\_

Faculty \_\_\_ Student \_\_\_ Alumni \_\_\_ Independent Researcher \_\_\_\_\_

Materials Desired to be Copied: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Needed by: \_\_\_\_\_

I understand that all images provided/created remain the property of the Virginia Theological Seminary (VTS), and may not be published, exhibited, broadcast, posted on the Internet, sold, traded, shared, or deposited with another library or archives, or used in any way not specified in this agreement without the written permission of VTS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix F

VIRGINIA THEOLOGICAL SEMINARY ARCHIVES

**Photo Use Form**

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Name

---

Address

---

Email

---

Telephone

Type of Use:  For-profit  Not for-profit  Personal  Other: \_\_\_\_\_

Describe project: \_\_\_\_\_

---

Date of Publication: \_\_\_\_\_

Image(s) requested:

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Date

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Signature

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Date



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Appendix G

VIRGINIA THEOLOGICAL SEMINARY ARCHIVES

**Request for Institutional Files Use**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Institution \_\_\_\_\_

Faculty \_\_\_ Student \_\_\_ Alumni \_\_\_ Independent Researcher \_\_\_\_\_

Research Topic \_\_\_\_\_

\_\_\_\_\_

Materials Desired (if known) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby apply to consult the collections of the Virginia Theological Seminary Archives.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Department: \_\_\_\_\_

Appendix H

VIRGINIA THEOLOGICAL SEMINARY ARCHIVES

**Request for Dean's Approval of Use**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Institution \_\_\_\_\_

Faculty \_\_\_ Student \_\_\_ Alumni \_\_\_ Independent Researcher \_\_\_\_\_

Research Topic \_\_\_\_\_  
\_\_\_\_\_

Materials Desired (if known) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby apply to consult the collections of the Virginia Theological Seminary Archives.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Researcher

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Head Librarian

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean and President of Virginia Theological Seminary

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Seminary Archivist

Appendix I

VIRGINIA THEOLOGICAL SEMINARY ARCHIVES

**Request for Faculty Minutes Use**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Years When On Faculty: \_\_\_\_\_

Research Topic \_\_\_\_\_

\_\_\_\_\_

Materials Desired (if known) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby apply to consult the collections of the Virginia Theological Seminary Archives.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix J

VIRGINIA THEOLOGICAL SEMINARY ARCHIVES

**Approval of Large Collection**

This document certifies the Seminary Archivist to accept the Deed of Gift for the following collection:

Doner: \_\_\_\_\_

Scope of Collection:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Size of Collection (Linear Feet): \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Head Librarian

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Seminary Archivist

## Appendix K

### VIRGINIA THEOLOGICAL SEMINARY ARCHIVES

#### **De-Acquisition**

De-selection policy: The library implemented a deselection and de-duping program starting in 2019. The library is committed to collection curation practices that are careful, conservative, and collaborative with faculty. OCLC's Greenglass Collection Curation program was utilized to inform the deselection process. Criteria for de-selection include:

- Unneeded duplicate copies
- Currency: outdated materials, superseded editions
- Collection scope: no longer in collection scope, unnecessary ancillary areas
- Uniqueness or scarcity in peer library holdings
- Physical condition: damaged or deteriorated materials deemed unsalvageable
- Relevance to denominational tradition
- Relevance to curriculum/research needs
- Collection balance in subject area
- Usage: no or low and dated circulation data
- E-alternatives: availability of stable, secure, long-term full-text digital surrogate available and preserved for the future, such as HathiTrust Digital Library
- Availability for interlibrary loan
- For the Journal collection, the primary criterion is availability of secure, long-term full-text digital surrogate, such as JSTOR, ATLAS, or HathiTrust. Secondary criteria are: relevance to denominational tradition, relevance to curriculum/research needs, and incomplete runs.

Appendix L

VIRGINIA THEOLOGICAL SEMINARY ARCHIVES

**Records Transmittal Form**

Date: \_\_\_\_\_

Transmitting Department: \_\_\_\_\_

Transmitting Office: \_\_\_\_\_

Creator of Records: \_\_\_\_\_

Person Preparing Transmittal: \_\_\_\_\_

General Description of Records: \_\_\_\_\_

\_\_\_\_\_

Total Number of Boxes: \_\_\_\_\_ Restrictions on Records: yes no

If yes, explain \_\_\_\_\_

\_\_\_\_\_

Box Number	No. of Files	File Titles/Description

Signature of Transmitter: \_\_\_\_\_ Date: \_\_\_\_\_

SEND SIGNED FORM TO ARCHIVES WITH RECORDS TRANSMITTED

For Archives Use Only

Date Received:	Received by:	# of boxes:	Condition:	Delivered by:
Temp. Location:	RG:	Series:	Inventory Date:	Discrepancies: