

Collection Development Policy

McKay Archives Center
Florida Southern College

The McKay Archives Center serves as a repository where documents and collections of enduring administrative or historical value for Florida Southern College are preserved. The center also houses collections of the Ruth K. and Charles T. Thrift, Jr., Florida United Methodist Heritage Center; the Lawton M. Chiles Center for Florida History; the Florida Citrus Archives; and the Florida Citrus Hall of Fame. Together the collections tell a comprehensive story of the spiritual, academic, cultural, social, and economic history and development of the college and the state of Florida.

The center is open to the public, with access governed by the *Registration Form and Use Policy*. Publication of images and other material from the archival collections is governed by the *Photo Archives Digital Image Service* policy.

Florida Southern College Archives

The archives features college records from 1883 onward; administrative files from 1925 to 1995; college produced publications; information about student organizations; records of faculty committees; photographic images; select memorabilia; biographical information about faculty, administrators, staff, and alumni; material related to the buildings of Frank Lloyd Wright and other architects at Florida Southern College; and other items of lasting value to the college in all formats.

Generally, the archives does not collect books or periodicals, more than two (2) copies of distributed material (e.g., catalogs and bulletins), or copies of speeches or presentations delivered at Florida Southern College by persons not affiliated with the institution.

Archival material is acquired by transfer from college departments or by gift or bequest, with ownership of material transferred to Florida Southern College. Additions to the collection are made on a case-by-case basis. Access restrictions on donated material are discouraged. See the *Deed of Gift* form.

Florida United Methodist Heritage Center

The Ruth K. and Charles T. Thrift, Jr., Florida United Methodist Heritage Center is the official repository for archival materials owned by the Florida Conference of the United Methodist Church. Its mission is to collect, preserve, and make available materials that document the historical development of the United Methodist Church and its predecessor denominations in Florida from 1822 to the present.

Collection development policies for this collection are established and administered by the conference archivist and the Florida Conference Commission on Archives and History.

Lawton M. Chiles Center for Florida History

Based in the McKay Archives Center, the Center for Florida History sponsors a noted lecture series, offers training in Florida history for public and private school teachers, advises historical associations in the collection and preservation of historical artifacts, and holds symposia on special topics in Florida history. In support of those activities the center collaborates with the Florida Southern College Archives in the administration of archival collections related the history of Florida: James A. Haley congressional papers, Andy Ireland congressional papers, Florida Bandmasters Association collection, and photographic and visual archives of Cypress Gardens. Additions to the collection are made on a case-by-case basis. The center and archives also collaborates on oral history interviews of renowned Florida residents; the interviews are transcribed and maintained on DVD.

Florida Citrus Archives

The State of Florida Citrus Archives was established in 2001 at Florida Southern College. The mission of the archives is to collect and preserve historical data, writings and publications, photographs, maps, and other citrus memorabilia of significance to the State of Florida. Additions to the collection are made on a case-by-case basis.

Florida Citrus Hall of Fame

A small collection of records of the Florida Citrus Hall of Fame is maintained at the McKay Archives Center. Material is received directly from the organization and serves to document industry contributions of Hall of Fame honorees. Additions to the collection are made on a case-by-case basis.

Digital Collections

The McKay Archives Center develops and maintains digital collections to support the mission of the center and Florida Southern College. Priority is given to developing digital collections that offer the greatest potential benefit to scholars and other researchers. These collections maximize visibility and utility of physical resources and are made internationally accessible through OCLC's WorldCat Digital Collection Gateway.

While the vast majority of digitally-reproduced resources are from the college's archival collections, collaborative projects with partner organizations may provide unique opportunities to digitize materials on loan to the center. In those instances the center secures written permission from the object owner to create and distribute digital images of original items. See the *Copyright Authority for Digitization* form.

Archives Policy Committee

The McKay Archives Center *Collection Development Policy* is administered by the Florida Southern College Archives Policy Committee, which is composed of the Director of the Library (chair), College Archivist, chair of the Library and Archives Committee,

Provost, and Vice President for Advancement. Donations appraised or estimated at more than \$10,000 in value will be reviewed by the committee prior to acquisition by the McKay Archives Center, as will collections exceeding ten (10) cubic feet in volume. Donations must meet the defined criteria of the collections housed within the McKay Archives Center, however, the Archives Policy Committee reserves the right to decline acceptance of materials unsuitable for the physical infrastructure of the Center.

The McKay Archives Center does not provide fiscal appraisals of collections or individual items to donors, but does periodically have the collections appraised.

Retention

It is the general practice of the McKay Archives Center to retain material in perpetuity. However, insofar as the archives is an evolving entity within an evolving institution, future collection appraisals may limit what material is retained. If, in the judgment of the Archives Policy Committee, donated material is not appropriate for the McKay Archives Center, it may be offered to another institution, returned to the donor, or disposed of in another manner.

Registration Form and Use Policy

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Florida Southern College

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For general inquiries about the McKay Archives Center please contact the College Archivist at 863-680-4994 or archives@flsouthern.edu.

- The McKay Archives Center is available for students, faculty, visiting researchers, and public use
- Registration is required on initial visit; subsequent visits require date and signature
- Food and drink are not permitted
- Materials do not circulate and must remain in the designated research area
- Patrons are required to use only pencils when taking notes, laptops are allowed
- Personal belongings will be stored in locked cabinets on site
- Please handle all materials with care and return items to proper folders or boxes
- Some materials may be fragile and when necessary cotton gloves will be provided
- Records which include personal information may be restricted upon review
- Photocopying and photographic reproduction (see policy) are available for a fee
- Some materials may NOT be reproduced as noted by restrictions
- Researchers wishing to publish using archive materials agree to obtain permission prior to publication and accept full responsibility for complying with established copyright laws
- The archives reserves the right to refuse access to archival materials for failure to abide by rules

By signing this form the user acknowledges responsibility to observe these guidelines.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ e-mail: _____

Affiliation: _____

Research Interests: _____

Signature: _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Photo Archives Digital Image Service

McKay Archives Center
Florida Southern College

Digital files of select archives holdings are available for research and publication conforming to the United States copyright law (Title 17, US Code). Payment for imaging must be made in US dollars to "Florida Southern College" and must accompany your order. The Archives does not accept credit card payments.

Your order form must include the image number and description of each photograph. Contact the College Archivist for assistance in completing this form. Copyright, donor restrictions, conservation concerns, and availability of staff are taken into consideration when a digital image request is received. The archives reserves the right to refuse a digital image request. Approved orders are processed by archives staff. Please allow up to three (3) weeks for orders to be processed and mailed. Rush service is (usually) available for an additional fee. No refunds for services are rendered.

This fee schedule is effective for requests received after February 1, 2009 and is subject to change without notice.

Digital Image Fees

300 dpi .tif image shipped on CD-R / DVD-R	\$15.00
600 dpi .tif image shipped on CD-R / DVD-R	15.00
Each additional image on the same CD-R / DVD-R	10.00
Each additional CD-R / DVD-R	5.00
Postage & handling, insured USPS first class	10.00
International shipment	15.00
Express shipping service is available using the customer's account	
E-mail delivery is available at no additional cost	

Rush Orders

Double the cost of each image ordered
2-3 days delivery on CD-R, via e-mail, local pickup, or via US mail
Express shipping service is available using the customer's account
Rush service is not always available

Non-profit Rate

A discount of 25% off total digital image fees is available to documented non-profit organizations. Non-profit status must be submitted with order; 501(c)(3) document preferred.

Publication Permission and Conditions

Written permission to reproduce/publish images must be secured from the McKay Archives at Florida Southern College prior to publication. The College Archivist will confirm your request with a Letter of Agreement and invoice. Payment must be made in

US dollars at the time of publication to “Florida Southern College.” The Archives does not accept credit card payments.

Permission is granted for one-time, one edition use only. All rights, including those of further reproduction and/or publication, are reserved in full by Florida Southern College.

Proper credit for each image is mandatory. Reproductions must be credited as follows: Name of photographer (if known), “Courtesy Florida Southern College Archives,” collection name, image number.

Publishers shall furnish the Florida Southern College Archives without charge one copy of each publication where reproduction appears.

Florida Southern College gives no exclusive right to any publisher, author, or photographer and assumes no responsibility for duplication of subjects by others and no responsibility for claims by third parties.

Publication Fees

These fees are per image, and do not include digital image fees.

Books	
under 2,000 pcs	\$15.00
2,001-9,999 pcs	40.00
over 10,000 pcs	75.00
Book jacket	100.00
Periodicals	
under 1,000 circ	no fee
1,001-49,999 circ	40.00
over 50,000 circ	75.00
Exhibition	15.00
Website	50.00
Motion picture, television, video, film, DVD, CD-ROM	100.00
Calendars, postcards, posters, greeting cards, etc.	
under 1,000 pcs	100.00
1,001-4,999 pcs	250.00
over 5,000 pcs	500.00

Non-profit Rate

A discount of 25% off total publication fees is available to documented non-profit organizations. Non-profit status must be submitted with order; 501(c)(3) document preferred.

Florida Southern College Students, Faculty, and Staff

Students, faculty, and staff presently affiliated with Florida Southern College are exempt from digital image, exhibition, and publication fees.

**Transfer of Materials Agreement
Deed of Gift**

McKay Archives Center
Florida Southern College

Donor Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ e-mail: _____

I, the undersigned, do hereby make a gift of the material specified in the attached inventory to the McKay Archives Center and its successor organizations. Being the sole owner of the material, I give this material and any additions which I may make to it unencumbered to the McKay Archives Center and do declare that I made the gift of my own free will and without influence.

Any copyrights such as I may possess in this material or in any other property in the custody of the McKay Archives Center are hereby assigned to the McKay Archives Center.

The material specified below shall be made available to members of public for use from the date of this deed, with the exception of the items indicated on the inventory, which shall be restricted from public use until _____.

Items not retained by the McKay Archives Center may be discarded or given to other institutions at the discretion of the Archives Policy Committee of the McKay Archives Center with the exception of _____

Indicating full agreement with the provisions set forth in this deed, I sign my name:

Donor (print name): _____

Signature: _____

Date: _____

FSC Representative (print name): _____

Signature: _____

Date: _____

**Transfer of Materials Agreement
Copyright Authority for Digitization**

McKay Archives Center
Florida Southern College

Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ e-mail: _____

Loan Date: _____ Return Date: _____

The above listed owner agrees to loan the items specified below to the Florida Southern College Archives for the purpose of conversion to a digital format. These original materials will be returned to the owner after digitization.

The owner agrees to transfer digital authority to Florida Southern College (FSC) Library and Archives, meaning FSC may reproduce the works in copies, prepare derivatives of the work, distribute copies of the work to the public, display the copyrighted work publicly and hold overall authority over the digital aspect of the materials. Florida Southern College does not hold authority of the original items unless ownership of the items is transferred permanently to the McKay Archives Center.

Item(s): _____

Type: _____

Notes and Condition: _____

Owner (print name): _____

Signature: _____

Date: _____

FSC Representative (print name): _____

Signature: _____

Date: _____

Ruth K. and Charles T. Thrift, Jr.
Florida United Methodist Heritage Center
McKay Archives Center
Florida Southern College

Mission

The mission of the Florida United Methodist Heritage Center, the official repository for archival materials owned by the Florida Conference of The United Methodist Church, is

To identify, collect, organize, describe, preserve, interpret, and promote the use of materials that document the historical development of The United Methodist Church and its predecessor denominations in Florida

Purpose

As a ministry of the Florida Conference of The United Methodist Church, the Heritage Center, under the direction of the Florida Conference Commission on Archives and History, shall

- encourage and assist local church historians in gathering and preserving their records, compiling their histories, and celebrating their heritage;
- assist the Florida Conference Commission on Archives and History in interpreting United Methodist history to the conference, to local churches, and to individuals;
- provide primary and secondary resources for those researching the history of Methodism in Florida;
- provide a unique resource for study at Florida Southern College, one accommodating students pursuing studies in fields related to areas covered by the collection;
- assist those pursuing genealogical studies of families whose ancestors include Methodist clergy serving in Florida;
- Provide – through exhibits, special presentations, and outreach activities – educational programs for those seeking to learn about Methodism in Florida.

Policies

The Commission on Archives and History shall be the official custodian of the archives of the Florida Conference and shall oversee the operation of the Florida Conference Heritage Center, which is located in the Sarah D. and L. Kirk McKay, Jr., Archives Center at Florida Southern College. It shall adhere to the *Agreement* between the college and the conference.

There shall be a Heritage Center Committee composed of the chairperson of the Commission on Archives and History, two members of the commission, and the conference archivist.

This committee shall act on behalf of the commission to oversee the operation of the Center and to make recommendations concerning the policies of the Center.

Collections Policies

The 2008 *Book of Discipline* (par. 641.1) directs the annual conference Commission on Archives and History

- to collect, preserve, and make accessible the historically significant records of the conference and its agencies, including data relating to the origin and history of the conference and its antecedents;
- to provide for the permanent safekeeping of the historical records of abandoned or discontinued churches in the bounds of the annual conference and its antecedents;
- to maintain a fire-safe historical and archival depository and to see that all items that obviously will have value for future history are properly preserved therein;
- to provide for the ownership of real property and to receive gifts and bequests.

Archives are defined in the 2008 *Book of Discipline* (par. 1711.1) as “documents, minutes, journals, diaries, reports, pamphlets, letters, papers, manuscripts, maps, photographs, books, audiovisuals, sound recordings, magnetic or other tapes, electronic data processing records, artifacts, or any other documentary material, regardless of physical form or characteristics.”

The following materials relating to Methodism and specifically to the Florida Annual Conference and its predecessor conferences shall be placed in the Heritage Center:

Annual Conference Collection

- Journals of the Florida Conference and all predecessor conferences;
- Official records of conference boards, commissions, agencies, offices, and committees, deposited in accordance with the retention schedule;
- Conference workbooks;
- Periodicals:
 - Florida Christian Advocate, Florida Methodist Bulletin, Florida Methodist, Florida Sun (EUB), Florida Edition of United Methodist Reporter/Review, Florida News Edition of Together Magazine;*
- Personal papers: manuscripts, diaries, notebooks of Florida Conference clergy and missionaries;
- Histories of the conference;
- Biographical files of clergy and prominent lay people;
- Annual conference pictorial directories;
- Identified photographs of clergy, prominent lay people, and sites and events of significance to the conference;
- Records of districts no longer in existence.

Local Church Collection

- Histories
- Photographs
- Special events programs, news articles

- Records of closed or abandoned churches as specified in the 2008 *Discipline* (par. 2548.4), to include the following: membership records, audit reports, bequest and estate papers, deeds, property files, real estate surveys, and the contents of the cornerstone;
- Active local churches and districts have the responsibility of maintaining and safeguarding their permanent records. No church may give away, sell, or otherwise dispose of its permanent records. The Heritage Center will provide guidance to churches in determining what records should be kept.
- The archives and records of merged churches are to become the responsibility of the successor church, as provided in the 2008 *Discipline* (par. 2545.5).

Conference Authors Collection

- Books by and about episcopal leaders, clergy, and lay members of the Florida Conference and its predecessors

Artifact Collection

- Commemorative plates of Florida Conference churches
- Postcards of Florida Conference churches
- Museum objects and memorabilia depicting the history of Methodism in Florida
- Other items useful for displays

Audio-Visual Collection

- Recordings of significant speeches and events related to the Florida Conference

Methodist History Collection

- Books on John Wesley and other early Methodist leaders
- General church studies: history, doctrine, and polity of Methodism
- Biographies of prominent Methodists
- Hymnals

General Church Collection

- Books of Discipline, General Conference Journals, Daily Christian Advocates, General Minutes and Yearbooks
- Periodicals
- Historical: *Arminian Magazine*, *Methodist Review*, *Methodist Quarterly Review*, *Christian Advocate*, *Evangelical Messenger* (UB), *Religious Telescope* (EA), *Methodist Recorder* (MPC), *Motive*, *Together*, *Methodist Woman*
- Current: *United Methodist Reporter*, *Interpreter*, *Methodist History*, *Quarterly Review*

Jurisdictional Collection

- Records of the Southeastern Jurisdiction
Jurisdictional Conference Journals
Daily Christian Advocates
- *Southern Christian Advocate*
- Histories of other conferences in the jurisdiction

Donations Policies

- The Heritage Center welcomes gifts appropriate to its collection, as stated in the Collections Policies.
- Whenever possible, when an item cannot be accepted, the donor will be directed to another depository.
- A donation will be treated as a gift outright, and the donor will sign a donor agreement form.
- The Heritage Center houses only materials owned by the Florida Conference. It does not store materials belonging to other entities.
- The Heritage Center does not provide monetary appraisals.
- The Heritage Center generally does not accept loans, although exceptions may be made for items of unusual importance that may be displayed. If after proper notice, a loan remains unclaimed for 90 days, it is to become automatically the property of the Heritage Center.
- Rarely, when records contain information of a confidential nature, restrictions may be placed on their use at the time they are deposited.
- The Heritage Center is generally unable to accept the following:
 - Duplicates of materials already in the collection
 - Bibles
 - Titles not dealing specifically with the Florida Conference or of the history and development of Methodism, such as books on theology and items primarily of interest to other geographical regions of Methodism
 - Bulletins and newsletters
 - Routine correspondence and general reference files
 - Scrapbooks
 - Plaques
- The Commission on Archives and History shall maintain a policy of deaccession of materials no longer relevant and useful

General Use Policies

Approved by the Commission on Archives and History, January 21, 2009.

- The Heritage Center is open to all who wish to make use of the collections and services. It serves particularly local churches and conference agencies. Persons interested in historical, genealogical, and scholarly research are welcomed.
- Although archival materials are stored in closed-access stacks, all records in the depository, subject to any restrictions placed upon them, shall be available for research in accordance with the rules of the depository.
- The staff is ready to assist with in-house research and to respond to requests by telephone, letter, e-mail, or personal inquiry.
- The use of archival materials will be supervised by staff in a designated area. Researchers are permitted to use only pencil and loose-leaf paper while in the Center. Food and drink are not allowed.
- Access is limited to those times when archives staff are available.
- Researchers will be asked to fill out a research request form and may be interviewed briefly.
- Materials are available for use in the Center but do not circulate.
- Extensive research on family history by the staff may require a small fee.