

# The Helsabeck Archives of the Stone-Campbell Movement Emmanuel Christian Seminary at Milligan Library Milligan University **COLLECTION DEVELOPMENT POLICY**

## **I. General Statement and Purpose:**

Established in 1973, and named in 2012 in honor of former Milligan University and Emmanuel Christian Seminary (ECS) professor Dennis and Eleanor “Cookie” Helsabeck, the Helsabeck Archives of the Stone-Campbell Movement (SCM) is a research facility for the examination of past and present aspects of the Stone-Campbell tradition.

The Helsabeck Archives preserves both the history of the Stone-Campbell Movement, specifically the Christian Churches/Churches of Christ (also known as the Four C’s or the Independent Christian Churches) as well as the history of the Emmanuel Christian Seminary at Milligan. The Helsabeck Archives provides access to primary source materials produced or about ECS and its administrators, faculty, staff, students, and alumni as well as Stone-Campbell Movement luminaries. The Helsabeck Archives strives to collect materials of ECS history and of the Stone-Campbell Movement and preserves these materials for long-term access.

## **II. General Collection Guidelines:**

The Helsabeck Archives collects records of long-term, intrinsic value relating to ECS and its history as well as the history of the Stone-Campbell Movement.

### **A. Categories of Record Creators**

- a) ECS administrative units and academic departments.
- b) ECS faculty, staff, students, and alumni.
- c) ECS-affiliated organizations.
- d) SCM luminaries, as individuals, churches, or church affiliated societies (e.g. Missionary Societies and conferences).

### **B. Material Formats Collected**

- a) Digital files and electronic records.
- b) Paper documents, books, journals, and manuscripts.
- c) Photographs including prints, negatives, slides, and digital files.
- d) Audio and visual media (DVDs, CDs, VCR tapes, Cassettes, Vinyl Records).
- e) Artifacts (Each artifact will be assessed by how it contributes to the knowledge and history of the ECS and the SCM and whether the artifact can be properly preserved in the Archives).

### **C. Types of Records Collected**

- a) ECS and SCM audio and video recordings, including sermons, oral histories and campus recordings.

- b) ECS and SCM publications, including, books, yearbooks, catalogs, student newspapers, magazines, etc.
- c) ECS and SCM news releases generated by the Public Relations Office and local news publications and media.
- d) Photographic material, including prints, negatives, slides, and digital files. Subjects include individual and group photos of ECS students, faculty, staff, as well as SCM luminaries,
- e) Administration and alumni; student life, activities and sports; buildings and campus scenes, etc.
- f) Records created by and representative of ECS students, faculty and alumni.
- g) Records created by and representative of ECS administrative units and academic departments.
- h) Historical documents of and relating to ECS.

**D. Condition of Material**

The physical condition of material is assessed prior to the donation transfer. The Archivist and Theological Librarian reserve the right to reject any item(s) that reveal hazardous conditions (mold, mildew, deterioration, etc.) since these conditions are harmful in an Archive environment.

**III. Milligan DigitalRepository (MDR)**

Milligan DigitalRepository serves as Milligan University’s and ECS’s digital repository intended to capture, distribute, and preserve scholarly work created by faculty, staff, and students at Milligan University, as well as materials of historical value to the University and the Stone-Campbell Movement. Milligan DigitalRepository provides access to digitized materials of The Helsabeck Archives. By offering a central location for depositing these materials, Milligan DigitalRepository makes them available to a wider audience and helps assure long-term preservation. The Archivist actively acquires student, faculty and archive projects to create and promote new communities and collections in Milligan DigitalRepository.

**A. Milligan DigitalRepository Policies** are found here:

<https://mcstor.library.milligan.edu/page/policy>

**B. Materials collected in Milligan DigitalRepository**

Student Research in the form of:

- Theses
- Dissertations
- Research Papers
- Projects

Faculty Scholarship in the form of:

- Journal articles
- Conference proceedings
- Presentations
- Book chapters
- Books

College Historical Records in the form of:  
Audio and video recordings  
Document collections and artifacts  
Photographs  
Milligan publications  
Digital exhibits  
SCM Books and Media  
Gospel Tracts  
Sermons  
Monographs

**IV. Acquisition Schedules**

The Archivist collaborates with administrative and department record creators to determine a record series which has long-term value for Archive retention. Once a record series is determined, the Archivist establishes an acquisition schedule to acquire these materials for Archive inclusion and preservation.

**V. Donation**

A completed donation transfer to The Helsabeck Archives requires the Donor and Archivist to sign a Donor Agreement form, which transfers all right of ownership to the Archives. The Theological Librarian in consultation with the Archivist reserves the right to reject any item(s) that do not adhere to the General Collection Guidelines listed in section II.

**VI. Deaccession**

The Theological Librarian in consultation with the Archivist reserves the right to reevaluate and reappraise historical materials in its holdings and to deaccession them when appropriate. Deaccessioned collections and items weeded from collections during processing, due to duplication, irrelevance, limited use, or deterioration, will be offered to the original donor or his/her agent if so requested at the time of donation. If the donor wishes not to reclaim the material or cannot be located with a reasonable search, the Archives reserves the right to offer the material to other depositories or discard the items.

For questions and inquiries, please contact:

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