



Rowan University Archives and Special Collections (UASC) Gifts and Donations Policy

Statement

Donations are important to support Rowan University Archives and Special Collections and its mission to support the research, teaching, and service aspects of the university. The department accepts gifts that will enhance existing collections, contribute to original scholarship conducted by the University and wider community, and that further develop the richness of resources used by Campbell Library's patrons. The department reserves the right to accept donations without restrictions, to turn away gifts prior to donation, and to appropriately dispose of materials that, after receipt, are deemed unsuitable to the collection. The first step in offering a gift to UASC is to speak with the University Archivist. Please note that UASC only accepts gifts which have first been evaluated by the University Archivist and approved by the Director of Campbell Library.

The term "University" used throughout this document also refers to all of Rowan University's historical antecedents, such as Glassboro State Normal School, New Jersey State Teachers College at Glassboro, Glassboro State Teachers College, Glassboro State College, and Rowan College of New Jersey.

Types of Donations Desired

Correspondence, diaries, and manuscripts (preferably original documents), logbooks, ledgers, memorabilia, photographs, drawings, and other records of historical importance to the mission of UASC and that support existing collections.

Published works that support the manuscript and archival collections and the research aspects of the University are of particular interest. Current active areas of interest include the American colonial period; local and regional history which includes southern New Jersey and to a lesser extent all of New Jersey; 18th and 19th century children's literature; and industrial and engineering history of the region; civil rights movements in southern New Jersey; and television history. Published works by Rowan University faculty are also of interest.

Because of the unique nature of materials housed in UASC, financial support is important to sustain their viability. Financial contributions would be used, for example, to purchase acid free enclosures for photographs and fragile documents, hire student assistants to help with processing collections; for shipment of collections to the library; and for specialized digitization projects.

Items we do not accept include:

- Duplicates of existing publications which includes monographs, yearbooks and other university publications;
- Newspaper clippings unless the author is the donor;
- Glass collections;
- Obsolete audio visual materials;
- Collections documenting topics which are currently collected at other nearby repositories;
- Personal genealogy or family bibles;
- Collections containing confidential data, including but not limited to information protected under HIPAA, FERPA, PCI-DSS, or other regulations governing personally identifiable information (PII) and sensitive institutional records;
- Artifacts, works of art, and other three dimensional objects are reviewed on a case-by-case basis.

All donations will be reviewed by the Archivist and a deed of gift drawn up at time of deposit with transfer of applicable copyrights as necessary.