SUBER ARCHIVES COLLECTION-DEVELOPMENT POLICY

The Suber Archives documents the historical development of LaGrange College (LC) by collecting materials and official documents produced by LC. These records, in all formats, are broadly defined as having enduring historical, evidential, legal, fiscal, and administrative value to the institution.

The following list of record types is identified as important to the preservation of LC’s institutional history. This list is not exhaustive or prescriptive. At this time, the transfer of LC records and additions to the collection is ultimately dependent upon staff and faculty cooperation to comply with the mission of the Suber Archives.

A. Administrative records including but not limited to:
   - Correspondence of administrators and Board of Trustees
   - Legal or constituting documents (constitutions, charters, deeds, by-laws)
   - Annual budgets and audits
   - Reports (annual, departmental, committee, ad hoc, programmatic)
   - Minutes (departmental, committees, organizations, programs)
   - Policy statements and related documents
   - Materials documenting organizational development, structural changes, name changes
   - Planning documents
   - Curriculum development and implementation
   - Digital recordings produced within the administration

B. Materials which document the life of the LC community:
   - Histories (departmental and administrative)
   - Alumni Association activities
   - Calendars, class schedules
   - Curricular, organizational, or departmental documentation (program development)
   - Publications (internally and externally directed) directories, special bulletins, catalogs, yearbooks, student publications and other ephemeral materials including memorabilia produced to highlight a special event
   - Special format materials (photographs, audio visual, multi-media, slides, oral histories, maps, blueprints, plot plans)
   - Digital records including official communication and correspondence in electronic form, online LC publications, cultural events, lectures, and announcements
   - Photographs of administration, faculty, staff, and students as well as photographs which document physical changes of the campus
   - Press releases
   - Departmental and school-wide events programs and photographs

C. Personal papers, presentations, and other publications of prominent people associated with LC including officers, board of trustees, alumni, faculty, students, and benefactors of LC.
SPECIAL COLLECTIONS DEVELOPMENT POLICY

Special Collections is housed in the Suber Archives but its collections are separate. The collections include original, unofficial records; material and artifacts not necessarily created by LaGrange College (LC) but with which there is an association. There are several existing Special Collections including the Wesley and Lafayette Collections and LC will continue to acquire additional artifacts in these areas as well as beginning new collections in the following topics that reflect the history of LC and LaGrange, Georgia, as well as for support of specified curriculum.

The materials in the Suber Archives are non-circulating and can include but are not limited to:

A. Selected collections, such as the Wesleyana Collection, show the importance of the Methodist Church in the history of LC and in student life. Additional items on Methodism will add to the collection.

B. The Lafayette Collection, compiled by past LC President Waights G. Henry, established the persona of the Marquis de Lafayette as important not only to LC but to the city of LaGrange, Georgia. This collection helps give context not only to the history of LC but to the statue of Lafayette erected in the city square for the Bicentennial celebration in 1976.

C. LC began its history as an all-female Academy in 1831 and while it became co-educational in 1959, certain areas of the curriculum have begun to place greater emphasis on the contributions of women who are alumnae of LC or who have an association with LC and contributed to its history and development.

D. Frank Lewis was the first African-American library director at LC. He and his wife, Laura, were also active in the LaGrange African-American community and Mr. Lewis was one of the founding members of Alpha Phi Alpha fraternity in 1964. As of 2015, approximately 25% of LC students are African-American. With the organization of the Black Students Union on campus, this presents an opportunity for outreach as well as a special collections area of focus.

E. Published books by LC faculty, staff, and alumni; as well as books relating to LC and its history.