

Ronald V. Mitchell Archives Mission Statement and Policy

Story Library

Central Baptist College

Revised – 9/13/2016 by Rachel Whittingham and Crystal Long

Presented for approval to the Library Committee by a sub-committee consisting of: Rachel Whittingham, Latasha Smith, and Oscar Gomez (2011).

Mission Statement

The mission of the Ronald V. Mitchell Archives is to identify, acquire and preserve archival material that document the history of Central Baptist College, the Baptist Missionary Association, and Arkansas Baptist history as it pertains to the Baptist Missionary Association and Central Baptist College.

Policy Statement

Central Baptist College is committed to preserving its history and that of the Baptist Missionary Association in the Ronald V. Mitchell Archives under the direction of the Story Library. The mission of the Story Library is to maintain a collection that furthers the purpose and the mission of Central Baptist College; to provide convenient and effective access to high quality library services; to train and prepare students in conducting quality research; and to encourage spiritual and intellectual growth.

Materials

Archival material acquired by the Ronald V. Mitchell Archives shall become the permanent property of the Mitchell Archives, the Story Library and Central Baptist College. Story Librarians will determine whether content is preservation worthy. All items accepted into the Archives must be historically related to the BMA and CBC and support the mission of the Mitchell Archives. The Archives will accept historical material of formats including but not limited to, photographs, audio and visual recordings, biographical information, church history and records, meeting minutes, yearbooks, digital material and published material.

The Library does not have the capability to play analog AV material, such as eight tracks or VHS tapes and certain film reels (super 8, 8 mm, and 16 mm), and will not accept these types of material into the Archives. If someone has CBC or BMA-related material preserved in an analog format, they should also consider donating the technology with which to view or play the item.

Lending

The Mitchell Archives will not lend material to individuals. Archival material may leave the Archive room at the discretion of library staff, but may not leave the Story Library. Photocopying of the material may be possible under the supervision and discretion of the library. All photocopies are subject to Central Baptist College rates (BW - .10/page; color - .20/page), and U.S. Copyright Law. Duplication requests must be made by filling

out the *Duplication Request Form* available from the library's website. Persons requesting duplicate copies are encouraged to bring their own method of storage (such as a thumb drive or CD). The library may have storage devices or CDs available for purchase at the time of duplication.

Digitization

The library will only digitize items that have a direct historical significance to CBC and/or BMA. Items could include, photographs, negatives, other images, cassette tapes, reel-to-reel tapes, VHS, vinyl records, and born digital media (CDs, 3.5 floppy disks, DVDs). Also pre-1990 yearbooks, BMA publications, and documents. Anything printed pre-1923 is considered public domain and may be considered for digitization.

The library will not digitize items for personal use by CBC students, faculty, staff or a member of the community.

Access and Security

Public access, as defined by library staff, means that external researchers, scholars, and members of the CBC community will be able to view materials freely or with few restrictions. No physical materials may leave the library, however, duplication requests can be made for a digital or physical copy, and where permissible through CBC's copyright policy and to be determined by the condition of the materials.

Where appropriate, access to the physical collection will be made available via appointment or by contacting a librarian. External researchers and scholars outside of current CBC employees and students who need access to the physical collection must submit a written request for access ahead of time so preparations for their visit can be made. Request for access forms are available from the library's website. Physical access to the Archives is restricted and monitored due to the sensitivity of materials and because conservation of archived materials is a priority for library staff.

Users of the archives shall adhere to the following rules and regulations for access:

- All material will be signed out and signed back in.
- Researchers will be asked to produce photo identification (student ID or a driver's license.)
- Researchers may not bring paper, pens, or other materials into the archives, without first informing Library staff. Writing and paper materials should be archival where appropriate.
- Laptop computers will be allowed.
- No food or drink is allowed in the archives.

All personal articles and belongings such as carrying cases and handbags are subject to search when a patron leaves the Mitchell Archives. Patrons shall adhere to the campus safety rules set forth in the Central Baptist College handbook which can be found online at www.cbc.edu.