

# Archives Collection Policies

## Description:

The United Library Archives and Manuscripts Department is the designated repository for the records of Garrett-Evangelical Theological Seminary – including Garrett Biblical Institute, Evangelical Theological Seminary, and Chicago Training School – and the Northern Illinois Conference of the United Methodist Church. Its major collections include the Seminary archives, faculty publications, personal papers and sermons, records of organizations, and non-textual materials related to the history of the Seminary.

## Mission:

The mission of the Archives and Manuscripts Department is to identify, acquire, organize, preserve, and make accessible records and papers of enduring value in accordance with the mission of the library.

## Collecting Policy:

The collecting policy of the Archives and Manuscripts Department covers five major areas:

### 1. Official Seminary Archives

- The department holds the bulk of the official records of Garrett-Evangelical Theological Seminary as well as Garrett Biblical Institute/Garrett Theological Seminary, Evangelical Theological Seminary, and Chicago Training School which were merged into Garrett-Evangelical.
- The department also collects the Seminary's unofficial records including newsletters, magazines, reports, program brochures, directories, bulletins and catalogs, as well as audiovisual materials such as photographs, audiotapes, and video recordings.
- The department keeps two physical copies of every item or record, if possible.

### 2. Faculty Publications

- The department collects all the publications by the faculty members of the Seminary, including the current faculty members as well as the former faculty members who left or retired from the Seminary.
- The department gathers any kinds of publications which the faculty members authored, edited, or contributed, including books, articles, reviews, or works of art.
- The department keeps at least one physical copy of every item available in addition to the duplicates in the circulating stacks.

### 3. Personal Papers

- The department collects the papers and manuscripts of the Seminary faculty members and the United Methodist bishops and ministers.
- The papers of other individuals who have made noteworthy contributions to the Seminary, United Methodism, or to the field of religion in general are accepted on an individual basis.
- Items to be of historical interest may include:
  - Biographical information: CVs, memoirs, bibliographies, and genealogies
  - Professional correspondence, both incoming and outgoing
  - Teaching materials: class notes, syllabi, reading lists, course outlines, examinations, and correspondence with students
  - Manuscripts for sermons and public lectures
  - Non-textual materials: photographs, films, and audio and video recordings

### 4. Institutional and Congregational Records of the United Methodist Church Northern Illinois Conference in collaboration with the United Methodist Church Northern Illinois Conference

- In collaboration with the United Methodist Church Northern Illinois Conference, the department houses the historical records of the closed churches as well as the institutional records of the Northern Illinois Conference.

### 5. Records of Other Religious Institutions

- The records of other religious institutions are accepted on an individual basis, considering their relationships with the Seminary or their contributions to the field of religion in general. One example which the department currently houses is the collection of the newsletters from First United Methodist Church in Evanston, Illinois.