

**REGENT UNIVERSITY LIBRARY
SPECIAL COLLECTIONS & ARCHIVES
RESOURCE DEVELOPMENT POLICY**

2003

I. INTRODUCTION

The mission of the Special Collections & Archives Department is to collect, preserve, provide access to, and interpret resources relevant to Regent University's history, culture, curriculum, and special interests. This policy outlines priorities and limitations governing these resources and supplements the Library's general resource development policy.

Special collections/Archives resources are collected to complement other collections in Regent University Library. The Department's current areas of collection strength are described below in Section VIII. These resources serve the research, teaching, and exhibit needs of Regent University faculty, staff, and students. They also support the research of outside scholars with on-campus visits and reference queries.

Resources originate from a variety of sources; a few were purchased, such as the Clark Hymnology collection. Most Special Collections/Archives resources are gifts either from Regent University or outside donors.

Archives comprises the records of the University, University-wide publications, chapel recordings, and student and faculty works. Special Collections includes all other resource areas, namely the Clark Hymnology Collection, Film Collection, M. G. "Pat" Robertson Collection, CBN Information File, Pentecostal/Charismatic History Collection, the Christian Cartooning Collection, the Matthews Collection, the Biblical Studies Collection, and the Scott Ross Cultural Collection.

The Library automated catalog is the key access point for information about resources held in the Special Collections and Archives Department. Records for cataloged resources display a call number, status, and location area, i.e., "Archives," "Special Collections," or "Film Research Center." A number of specialized lists and finding aids enhance access to the collections. These include *With a Voice of Singing: a Selective Bibliography of Master Works from the Clark Hymnology Collection* by Jack Ralston, the *Film Research Center List of Holdings*, 1996, and the *Americans for Robertson Archives*, December 2001.

The *Scott Ross Cultural Collection Database* on the Library World-Wide-Web homepage provides keyword searching as a finding aid for materials donated to the library by Scott Ross.

The Department values the strengths of the other special collections maintained by public and academic libraries in Hampton Roads. Patrons looking for Tidewater or Virginia history are best served by a visit to one of the local public libraries or Old Dominion University Library. The Sargeant Memorial Room at the Kirm Norfolk Public Library is an excellent place for local history or genealogy research. The College of William and Mary maintains a significant collection of twentieth century political leaders representing a wide spectrum of political thought. Hampton University and Norfolk State University libraries both maintain significant collections in African American studies, Black literature and Black history.

II. SUBJECTS EXCLUDED

- A. Old Bibles, with the exception of those with exhibit or research value
- B. Antiquarian reference works, dictionaries, encyclopedias
- C. Literature

III. LANGUAGES COLLECTED

English is the primary language although there are a few student theses and dissertations in Korean and some European languages are represented in the Clark Hymnology collection, notably German, Dutch, and Middle English.

IV. FORMATS COLLECTED

Monographs, manuscripts, periodicals, pamphlets/brochures/fliers, motion picture film and other audiovisual formats, photographs, drawings, correspondence, and memorabilia.

V. GEOGRAPHICAL LIMITS

Holdings are largely American with the exception of some European works in the Clark Hymnology Collection.

VI. CHRONOLOGICAL LIMITS

Resources are generally limited to the twentieth century. Exceptions are the Clark Hymnology and Biblical Studies collections.

VII. LEVELS OF COLLECTING INTENSITY

For purposes of this policy statement, levels of collection intensity for acquiring Special Collections and Archives resources will be the same as outlined in the Library's general resource development policy. These levels originate from the American Library Association's *Guide for Written Collection Policy Statements*, 1996. Descriptions for these five levels outlined below apply to all library collections. Text description elements that best apply to Regent University Special Collections and Archives are highlighted in bold.

Level One: Minimal Level – A collection of **very basic resources** for which only the most general information is needed.

Level Two: Basic level – A **highly selective collection** that serves to introduce and define subject areas not represented directly in the university curricula. It includes basic works of recognized writers, selections of basic texts in all subject fields, major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies and a few major periodicals in the field.

Level Three: Study level – A **large well-developed collection** that provides at least minimally adequate support for a Master's program in the subject. It includes a wide range of basic monographs, complete collections of the works of important writers, a selection of representative journals, and the reference tools and fundamental bibliographic apparatus pertaining to the subject.

Level Four: Research Level – A collection that includes the **major published source materials** required for portfolios, theses, dissertations and independent research. It includes materials containing research reporting, legal opinions, new findings and experimental results, and other information useful to researchers. It also includes all important reference works and **a wide selection of specialized titles**, as well as an extensive collection of journals and major online indexing and abstracting databases in the fields.

Level Five: Comprehensive Level – A collection in which a **library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collection intensity is one that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness.**

VIII. RESOURCE AREAS

Future gifts and any purchased resources will be added according to the levels assigned below for each collection. Levels are determined by the curriculums, projected programs, and interests of Regent University and the Library. Assigned levels apply to future collection intent, not the extent of already-held collections. For example, the Clark Hymnology Collection is a research collection but the Library is currently not adding significantly to this collection; therefore, it has a Level One.

The Department is committed to developing unique and distinctive collections. An effort is made to collect original works whenever possible.

A. REGENT UNIVERSITY ARCHIVES.

1.) Records of the University.

Level 4

Archives collects, organizes, and maintains representative resources by and about Regent University, its schools and departments. These resources function as the official archives of the University and include paper, microfilm, and electronic records, administrative files, correspondence, mailings, newspaper clippings, press releases, and course syllabi.

The Department regularly receives a duplicate microfilm copy of student records from the University Registrar.

Decisions about records to add are made by the Special Collections Librarian and the office of origin, with the assistance of the Special Collections/Archives Assistant Supervisor. An office of origin may place restrictions upon the use of some or all of its records. The Dean of Libraries has final say about all materials added to the Archives.

2.) University-wide Publications.

Level 5

The Department collects Regent administrative and student University-wide publications such as the *University Catalog*, *Focus Magazine*, selected Regent University Web homepages, *The Paper*, and *The Regent Times*.

Archives does not collect school-specific publications such as alumni newsletters, promotional brochures, or flyers.

3.) Chapels and Special Events Recordings.

Level 4

Audio and video recordings of University chapel services are added to the Archives approximately every six months. The Department holds a number of video and audiocassettes of Regent University-wide special events. These include convocations, anniversaries, groundbreaking, faculty retreats and other special events.

Recordings of workshops, seminars, and classroom lectures sponsored by individual Regent University schools are not collected.

4.) Student Theses, Dissertations, and Other Works.

Level 5

Archives keeps one copy of all student works including theses, dissertations, portfolios, and other works. Published alumni works are sometimes added.

5.) Faculty Dissertations and Other Works.

Level 4

Archives collects a copy of all faculty works including books, dissertations, journal articles, conference papers, faculty research award papers, and faculty forum presentations.

6.) Regent University Films.

Level 5

Films produced by Regent University students and faculty are of primary archival value. Students and faculty have produced over 150 films since the first film classes were held in 1978. Films vary in length: some are less than a minute, others over an hour. In addition to summer film projects, a film is often a major component of a student's master portfolio. Several times a year the Library receives copies of student films and preprint film material from the School of Communication and the Arts cinema department.

A variety of formats are collected: 16mm, VHS, Beta, and ¾ inch U-Matic. An effort is made to collect copies in formats that are most useable to our patrons. The Collection includes some answer print and lo-con

copies. The Department keeps some pre-release material for which the Library does not have a finished copy.

B. M. G. “PAT” ROBERTSON COLLECTION.

1.) Works by and About Rev. Robertson. Level 4

The Library collects Pat Robertson’s works including his books, teachings, sermons, and brochures. Biographical works, newspaper clippings, and press releases about Pat Robertson are also collected. Collecting interests for works by and about Rev. Robertson overlap with Regent University Archives since Pat Robertson is the University founder and chancellor.

Currently held titles by Dr. Robertson include *Shout It From the Housetops, My Prayer for You, Answers to 200 of Life’s Most Probing Questions, Don’t Ask Me, Ask God, America’s Dates With Destiny, Beyond Reason: How Miracles Can Change Your Life, The Plan, The Secret Kingdom, The New World Order*, and others.

2.) Robertson Political Activity and Campaign Materials. Level 1

Special Collections & Archives holds a sizeable collection of materials relating to Pat Robertson’s political activity, especially his 1988 campaign for Republican presidential nomination. The collection comprises position papers, brochures, press releases, records, newspaper and journal articles, speech transcripts, and memorabilia.

The *Americans for Robertson Archives* notebook, 2001, serves as a finding aid for this collection.

C. CBN INFORMATION FILE. Level 2

The Department holds a limited collection of works by and about the Christian Broadcasting Network. Files include publications such as *The Good Report, FrontLines, CBN WorldReach News Bulletins*, press releases, flyers, brochures, directories, and newspaper clippings.

D. KEITH C. CLARK HYMNOLOGY COLLECTION. Level 1

Acquired in 1982 from Keith C. Clark, a retired Army musician, the Clark Hymnology Collection comprises more than 9,000 volumes. At the time of purchase it was the largest private hymnology collection in the United States. The collection includes hymnbooks, psalters, oblong tune books, liturgies, split hymnals, camp meeting and Gospel songbooks, Afro-American spirituals, biographies, reference works, histories, and periodicals. Over twenty-one different denominations are represented, including Methodist, Baptist, Episcopal, Brethren, Nazarene, and Pentecostal, among others. Over one hundred American, British, German, and Dutch miniature hymnals dating back into the first half of the 19th century are of special interest.

With a Voice of Singing, compiled by former curator Jack Ralston in 1989, is a select bibliography of pre-1801 master works from the collection. Of particular note are two items: the first a composite volume, five titles bound into one, *The Booke of Common Prayer and Administration of the Sacraments* (n.d.), *The Bible Translated according to the Ebrew and Greeke* (1608), *The New Testament of our Lord Jesus Christ* (1608), *Two Right Profitable and Fruitful Concordances* (1608), and *The Whole Booke of Psalmes*, (1602); the second, a *Book of Common Prayer* (1745) bound with, *A Prayer to be Used Every Day Next After the Prayer in Time of War and Tumults* (1779).

The Library received from Mr. Clark an extensive collection of topical bibliographies that serve as finding aids to the collection. Bibliography topics include books on psalms, school song books, biographies of individual hymn writers, oblong tune books, gospel songbooks, Isaac Watts – Psalms, Lutheran hymnals, Methodist hymnals, ancient and modern hymns, Sankey Gospel hymns, and temperance & camp meetings, among others.

E. FILM COLLECTION.

Special Collections currently has over 5,000 films in 16mm, videotape, DVD, and laser disk formats. Most of these films are 16mm format and are shelved in the Film Research Center on the fourth floor of the Library. These collections primarily serve the teaching and research needs of the Department of Cinema Arts at the School of Communication and the Arts. Access is by special permission from a film professor and the Assistant Supervisor of Special Collections/Archives.

With the exception of Baptista Films, the Library does not hold intellectual copyright to these films. The Department cannot therefore duplicate them.

The Department also maintains lists of uncataloged films including the *Regent University Library Film Research Center List of Holdings*. Location of these films is according to the subcategories below.

1.) Christian Film Collection...Level 4

The Christian Film Collection comprises over 3,000 16mm films, videotapes, DVDs, and pre-release prints that are of special value due to their Christian content and sometimes rare availability. These films date back into the 1940s, 50s, 60s, and 70s and include producers such as Cathedral Films, Moody Bible Institute, Johnson-Nyquist, Mars Hill, Concordia, Ken Anderson Films, and World-Wide Pictures. The Library generally holds up to three copies of these films.

Over 1,800 16mm films of this collection were received in March 2002 from a retired distributor of Christian films in northern California, Mr. Dan Jantz. Many of these films are Christian teaching with teachers such as James Dobson, Francis Schaeffer, Tony Campolo, David Hocking, Tim LaHaye, Josh McDowell, Keith Miller, and Chuck Swindoll.

2.) C. O. Baptista Film Collection & Archives. Level 4

The C.O. Baptista Film Collection represents the work of one of the major pioneers of Christian films in the United States, the C.O. Baptista Film Mission of Wheaton, Illinois. The Mission utilized the medium of motion picture, live and animation, to spread the gospel message. The substance of the collection comprises approximately 125 original 16mm films dating from the 1940's.

The collection also includes a Baptista "Miracle Projector," promotional material, archival papers and correspondence from 1946 to 1965.

3.) Animated Films. Level 4

The Library holds approximately 1,200 16mm animated films, both secular and Christian. These materials support School of Communication and the Arts courses in animation film production and history. Dr. Terry Lindvall, College of Communication and the Arts professor, donated many of these films to the University. Producers of these films include Warner Brothers, Hanna-Barbera, and Walt Disney, among others. The library owns a copy of *Steamboat Willie*, the first animated film to use sound, produced in 1928 by Walt Disney.

4.) Documentary Films. Level 3

The Library holds over 130 16mm documentary films many of which were donated by the Virginia State Library. These include such titles as, *Bonhoeffer: A Life of Challenge*, *Eleanor Roosevelt*, *The Great Radio Comedians*, *Unknown Chaplin*, *Will Rogers' 1920s*, and *World War II: Prologue U.S.A.*, among others.

5.) Fiction and Feature Films. Level 1

This collection numbers approximately 150 16mm films mostly donated by the Virginia State Library.

These include comedy shorts, films and series for television, and feature films. Among these are several Laurel & Hardy films, *Our Gang* films, and two copies of Alex Haley's *Roots*, the television series, in 16mm.

6.) Silent Films. Level 3

The Library holds over 300 silent films in 16mm, 8mm, and videotape format. Some of these were donated by the Norfolk Public Library and Virginia State Library. Titles include *Ben Hur*, *The Chaplin Mutuals*, *The Great Train Robbery*, *The Hunchback of Notre Dame*, *The Kid Brother*, *Pool Sharks*, *The Revenge of the Kinematograph Cameraman*, *The Tramp*, and *You're Darn Tootin*, among others.

7.) Non-fiction Films. Level 1

The Library holds approximately 35 16mm instructional or non-fiction films.

8.) Electronic Press Kits and Commercials. Level 1

Most of this collection is related to feature films and comprises over 300 ¾ inch videocassettes, 35mm trailers, 16mm films, and some print material.

F. PENTECOSTAL/CHARISMATIC HISTORY COLLECTION. Level 4

The Pentecostal/Charismatic History collection had its inception with the purchase of a private collection from Rev. Talmadge McNabb, a retired military chaplain of New Lisbon, New Jersey, in 1997. The collection comprises approximately 1,500 items including monographs, directories, pamphlets, and some periodicals. Of particular note is a selection of photographs, pamphlets, and other materials from the Shakarian family honoring their parents, Mr. & Mrs. Demos Shakarian, founders of the Full Gospel Businessmen's Association International.

Other holdings include William Branham sermons from 1955 to 1965 on audiocassette, Kathryn Kuhlman radio messages from 1963 to 1967, a complete set of the publications of T. L. and Daisy Osborne, papers and correspondence of School of Divinity professor Dr. J. Rodman Williams, and the complete works of Evangelist A. A. Allen.

G. CHRISTIAN CARTOONING COLLECTION. Level 2

The Christian Cartooning Collection comprises chiefly a selection of Christian cartoons drawn by Professor John Lawing of the Regent University College of Communication and the Arts. Professor Lawing is a founding faculty of Regent University and for seventeen years contributed the "What if..." series of cartoons to *Christianity Today* magazine. These cartoons put contemporary theological foibles against a background of biblical or church historical scenes. Mr. Lawing also contributed cartoons to the *National Courier* newspaper during its brief lifetime. For ten years he was a freelance editorial cartoonist for the *Virginian Pilot* newspaper.

The Department has, on loan from the School of Communication and the Arts, eight original cartoon works by Bill Keane, creator of "Family Circus."

H. MATTHEWS COLLECTION. Level 1

The Matthews Collection comprises 300 pamphlets, brochures, newsletters, newspaper articles, and tracts focusing on prevailing political and social issues in the United States from 1930 to 1960, especially the work and interests of Senator Joe McCarthy.

Topics include American-Soviet friendship, the American Civil Liberties Union, the Americans for Democratic Action, the American Legion, Communism, disarmament, China, Cuba, Eastern Europe, the Korea Anti-Communist League, race relations, trade unions, the United Nations, and Viet Nam.

I. SCOTT ROSS CULTURAL COLLECTION.

Level 1

Donated by Mr. Scott Ross of CBN, the Scott Ross Cultural Collection comprises a rich selection of Christian music, commentary and celebrity interviews with Scott Ross as host. Some of the earliest items in the collection include approximately 500 reel-to-reel audiotapes of Scott Ross' Christian radio program, "The Scott Ross Show," that began broadcasting in the early 1970s. Aimed at commercial radio stations, this pioneer weekly program aired contemporary Christian music, commentary, and a talk show.

Celebrity interviews on the 700 Club constitute a significant part of the collection. Celebrities include Amy Grant, Alex Haley, Andrae Crouch, Debbie Boone, John Michael Talbot, Johnny Cash, James Brown, Michael Landon, Paul Stookey, Leon Patillo, Steven Spielberg, Reba McEntire, Sandi Patti, Ricky Scaggs, David Berkowitz, and Willie Nelson, among others.

The collection includes videotapes of Scott's daily talk show on the Family Channel, "Scott Ross Straight Talk." A recipient of five Angel awards for excellence in television and nominated for two Ace Awards, Scott's work provides a microcosm of American culture and opinion. Shows focus on such topics as crime, homelessness, drugs, AIDS, and Israeli/Palestine relations.

The entire collection can be searched by keyword using the *Scott Ross Cultural Collection Database* on the Special Collections and Archives World-Wide-Web homepages. Currently, the collection is shelved on the fourth floor of the Library and is accessed by special permission.

J. BIBLICAL STUDIES COLLECTION.

Level 1

This collection comprises over 100 Bibles, Bible dictionaries, lectures, sermons, expositions, and commentaries. Most of these items were purchased from Evangelist Dick Mills.

The earliest imprint in Special Collections/Archives is a 1570 edition, in German, of The Rev. Timothy Kirchner's *A Collection of the Chief Writing and Articles of the Christian, Catholic, Apostolic Teaching and Beliefs of the Highly Learned, Widely-known, and Precious Person – Dr. Martin Luther*.

A facsimile reprint of the Mazarin Library Gutenberg Bible purchased by the Library in 1986 is on permanent exhibit in a special display case in the Special Collections/Archives Reading Room.

K. GIFTS TO THE UNIVERSITY

A number of gifts have come to the University over the years some of which are on permanent display in the Special Collections/Archives Reading Room. These include: "The Last Supper" a porcelain by Cortese Germano, a lithograph copy of the Israel Freedom Document illustrated by Arthur Szyk, a Chinese vase of the Ming Dynasty, and a limited issue copy of Salvador Dali's, "Crucifixion" marble cross sculpture.

IX. CRITERIA FOR RECEIVING FUTURE ADDITIONS TO THE COLLECTIONS

A. All gifts received are owned by Regent University Library. The Library reserves the right to use all donated materials as the staff shall determine. The Library reserves the right to dispose of any materials which are not appropriate to the Library collections.

B. For proposed new collections, there must be adequate funds and space available to insure that acquired resources can be maintained.

C. There should be some relationship or potential relationship between the subject matter of resources acquired and the mission of Special Collections/Archives.

X. WORKS CONSULTED

- American Library Association. (1996). *Guide for Written Collection Policy Statements*.
- Association of College & Research Libraries. Rare Books and Manuscripts Section. (1999). *Guidelines on the Selection of General Collection Materials for Transfer to Special Collections*. Retrieved November 6, 2002 from the World Wide Web: <http://www.ala.org/acrl/guides/sel-tran.html>.
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