



## GUIDELINES FOR SPECIAL COLLECTIONS AND ARCHIVES

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### 1. Overview and Purpose

Special Collections and Archives of VCU Libraries supports learning, teaching, research, health care, and public service at Virginia Commonwealth University by:

- selecting, acquiring, organizing, and preserving information and recorded knowledge in analog and digital formats;
- facilitating access to materials available at Virginia Commonwealth University;
- instructing and assisting users to identify, locate, and use its resources.

### 2. General Collection Guidelines

#### A. University Archives

The University Archives acquires institutional records of administrative, legal, fiscal, and historical value, in support of the University's mission to advance knowledge, inspire creativity, and improve human health. This includes records and publications in analog and electronic formats generated by schools, departments, divisions, centers, programs, faculty, staff, and students of Virginia Commonwealth University. Special Collections and VCU Libraries actively collects historical materials related to VCU predecessors including the Medical College of Virginia, the Richmond Professional Institute, and the University College of Medicine.

## **B. Manuscripts and Organizational Records**

James Branch Cabell Library's Special Collections and Archives collects primary source materials in all formats documenting the history of twenty and twenty-first century Richmond and Central Virginia including:

- African American, LGBTQIA+, and women's history
- Civil rights and social justice
- Urban planning and civic engagement
- Visual, literary, and performing arts

Health Sciences Library's Special Collections and Archives collects primary source materials in all formats documenting the history of the health sciences and the health care professions in Virginia including:

- Personal papers of Virginia health care practitioners
- Records of professional health care organizations

## **C. Special Collections**

James Branch Cabell Library's Special Collections and Archives collects:

- Book arts including artists' books, photobooks, and moveable books
- Comic arts including comic books, graphic novels, original art, and supporting titles
- Richmond history from the late 19th century to the present
- Alternative and underground publications in subject areas related to manuscripts and other collections.

Health Sciences Library's Special Collections and Archives collects:

- 19th-century American medical imprints including dentistry, nursing, and pharmacy
- Health sciences history focused on Virginia and the South
- Physiatry
- Medical artifacts