



Collection Policy for Special Collections
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Tennessee Tech University Special Collections collects rare and original materials that support researchers and users utilizing primary source materials and rare books that relate to the Upper Cumberland Region, especially materials pertaining to Cookeville, TN, Tennessee Tech University, and prominent alumni. It acquires materials relating to the Upper Cumberland region focusing on businesses, organizations, groups, clubs, politics, churches, cultural history, politics, social life, arts, nature, and medical history. It collects the papers of individuals working and living in the Upper Cumberland Region including politicians, civic leaders, activists, philanthropists, naturalists, artists, photographers, media personalities, scholars, and alumni. The collections include all formats including manuscripts, sound recordings, oral histories, photographs, digital records, films, and rare books.

It does not collect research collections found in other libraries and archives (copies of original materials held elsewhere), published works that would be in the general library collection, large, museum items, materials suffering from mold or extreme damage, equipment, plaques, and trophies. It also does not collect federal records held by the National Archives or any federal government agency. We do not collect over three copies of any materials. We do not accession materials with extensive access restrictions.

The current facility's temperature and humidity are monitored and controlled and the materials are non-circulating and maintained in secure stacks. Materials for which we do not have the means or required resources to care for and maintain them in their format will not be accessioned.

If your or your affiliates' records fit within the standards of the collection policy or have a question regarding the policy, contact the archives at archives@tntech.edu

Note: We collect all the above materials regardless of file format, including digital records.