

The Archives contain official institutional records, publications, and related materials created by or related to Radford University. Holdings in the Archives consist of records that document activities of the students, faculty, and administrators of the University. Materials include records of the Board of Visitors, university presidents, administrators, university departments, official Radford publications, student publications, photographs and images, audio/visual materials, and other similar materials that document Radford University.

The Archives are divided into nine groups that reflect the administrative structure of Radford University:

- Group 1: Board of Visitors
- Group 2: President's Office
- Group 3: Academic Affairs
- Group 4: Student Affairs
- Group 5: Business Affairs
- Group 6: University Advancement and Public Relations
- Group 7: Internal Governance
- Group 8: Miscellaneous Records
- Group 9: Intercollegiate Athletics

Records, publications, and other materials in the Radford University Archives are donated by various university offices, administrators, faculty, staff, students, and alumni. The Archivist/Special Collections Librarian administers and manages the Archives, receives and/or solicits donations of materials, and determines how materials will be arranged and described according to standard archival practices.

and other Special Collections.

contain older and valuable books that are either published prior to 1915 or that have an intrinsic worth as determined by the Archivist/Special Collections Librarian. Collection strengths include Appalachian and Virginia literature, Virginia and regional history, 19th Century history and literature, and religion and theatre.

consists of manuscripts and other primary and secondary materials that document the history and culture of the New River Valley, Southwest Virginia, and the Appalachian region.

contain manuscript collections and other collections that are not part of the Appalachian Collection or Rare Books.

Special Collections acquires materials that support teaching and research at Radford University. The Special Collections Collection Development Policy is designed to enhance existing collections, while also actively seeking new initiatives and new collections in anticipation of changing academic needs and potential research interests. Special Collections is also committed to developing unique and distinctive collections of materials that have minimal coverage elsewhere.

The Archivist/Special Collections Librarian actively seeks materials and collections that meet the above Collection Rationale, either through donations or with funds specifically designated for Special Collections collection development. A base budget for Special Collections materials is part of the Library Materials allocation, and additional funding may be approved in consultation with the Dean of the Library and the Collection Management Librarian. Funds designated for Special Collections collection development are administered by the Archivist/Special Collections Librarian under the supervision of the Dean of the Library.

The Archivist/Special Collections Librarian is responsible for selecting all

purchasing materials, soliciting materials, and deaccessioning materials. Materials will be deaccessioned according to stipulations of the donor agreement, if one exists. Deaccessioned materials without a donor agreement, specifically books, will be given to the Collection Management Librarian and appropriate liaisons for possible relocation to the main collection or weeding.

- Includes manuscripts, diaries, personal papers, company and store records, photographs, newspapers, and other materials from Southwest Virginia and Southern Appalachia. Examples include the Radford Iron Company Records and the Chumbley & Harper Company Ledger.

