

Statement of Purpose: As a center for the study of twentieth and twenty-first century American politics, The Richard B. Russell Library for Political Research and Studies supports the research, instruction, and public service missions of the University of Georgia. The Russell Library seeks to document the dynamic relationship between politics, public policy, culture through the historical records and oral histories of individuals, groups, and organizations. The Russell Library develops public programming, exhibitions, and educational resources exploring the political and policy facets of historical events and contemporary society to encourage scholarship and lifelong learning.

As a department of the University of Georgia Libraries, the Russell Library reports to the Associate University Librarian for Special Collections. The Richard B. Russell Foundation, Inc., assists the mission of the Russell Library through supplemental financing and advisory support. The University Librarian and Associate Provost serves as an ex officio member of the Russell Foundation Board of Trustees, and the Russell Library Director makes an annual report to the Foundation.

Programs Supported by the Collection:

- **Research:** The Russell Library collects manuscripts, records, artifacts, and oral histories that advance research by scholars, students, and the public on topics related to politics, public policy, and society at the local, state, national, and international levels. Specifically, the Library provides resources on the political history of Georgia from 1900-present, the United States Congress, and the work of activists, elected officials, and other political and social actors. The Russell Library actively seeks new materials to build on these strengths.
- **Exhibitions:** The Russell Library stages exhibitions on a rotating basis featuring items from its holdings. The Russell Library may loan facsimiles of nonrestricted documents to other institutions and museums for exhibition purposes. The Library may purchase or borrow materials from individuals and other institutions that compliment or enhance the Library's mission. The Library may also host exhibits from other institutions, commercial firms, or nonprofit organizations.
- **Outreach and Public Programming:** The Russell Library promotes the use and development of its holdings through a program of exhibits, tours, presentations, field trips, public events, and instructional support.
- **Acquisitions:** The Russell Library acquires new collections through donation, transfer, and purchase. Donations of materials and funds are both essential to

maintaining and expanding the Library's collections and mission.

- **Audiences Served by the Russell Library:** The Library's collections are open to all. Patrons include both undergraduate and graduate students, researchers from UGA and other institutions, and members of the public.
- **Strengths of the Collection:** The Russell Library's core strength lies in the development of modern Georgia—civil rights, economic growth and modernization, and environmental conservation; as well as national and international policy issues, particularly national security and international affairs as well as Georgia role in the United State Congress.
- **Collection Development Priorities:** In addition to building upon its existing strengths, the Russell Library is actively collecting in these related areas:
 - Economic development and tourism, land use, and population growth; the history of disability, behavioral, and mental health policy and activism
 - Criminal justice policy and reform of the carceral system; drug policy and capital punishment
 - Environmental policy, advocacy, and activism
 - Political media, including editorial cartoons and journalism
 - International affairs; global trade, diplomacy; international law, national security, nuclear arms control and counterterrorism
 - Local and state government in Georgia
- **Preservation and Security:** Preservation of historical records held by the Russell Library is of paramount importance. All collections held by the Russell Library are stored in a secure, climate-controlled environment on UGA's Main Campus and administered by the UGA Libraries. The Library's holdings are non-circulating and may only be viewed at the Russell Building, Special Collections Libraries. Selected records are also available in digital format through the Digital Library of Georgia and other online portals.
- **Exclusions and Duplicates:** The Russell Library adheres to state and federal laws regarding individual privacy, including FERPA and HIPPA. Generally, the Library will not accept the following categories of records or items:
 - Materials that reflect the history of another state or region
 - Partial collections or those that have already been deposited, in part or whole, in another repository.

- The Russell Library also does not accept copies or duplicates of materials already available in another repository.
 - Research files consisting primarily of photographs, monographs, serials, or copies of archival materials from another repository.
 - Electronic records for which a preexisting analogue equivalent is available, when such can be determined before donation.
 - Three-dimensional objects such as:
 - Works of art
 - Portraiture
 - Furniture
 - Plaques
 - Trophies or other awards
 - Jewelry
 - Commercially published audiovisual recordings and microfilm
 - Mass-market publications, periodicals, series, and newspapers
 - Personnel records, financial, and/or legal documents containing sensitive information, or documents still under seal or covered by attorney-client privilege unless clear and obvious proof exists demonstrating that the records have been unsealed or should otherwise be made public by an individual or organization with the authority to do so.
 - Records that, by law or statute, must be retained by another repository.
 - Large slide, negative, or photograph collections. The Russell Library will accept identified photographic materials related to collection strengths.
 - Firearms, explosives, hazardous materials, and expired food and/or drugs
 - Taxidermy and/or items whose components are derived from species protected by the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES); art, artifacts, and other cultural items protected by the Native American Graves Protection and Repatriation Act (NAGPRA) or the 1970 United Nations Educational, Scientific and Cultural Organization (UNESCO) Convention.
- **Cooperative Agreements Affecting the Collecting Policy:** The Russell Library recognizes that other institutions collect in areas that overlap with the Library's focus. The Library also acknowledges that other institutions may have pre-existing claims on such collections, or that it may be more appropriate for another repository to house certain materials and records. In cases where the collecting interests of the Russell Library and another repository conflict, the Library will consider the best resolution for the scholarly community and accessibility of the

collections as criteria in its decision-making process.

- **Statement of Deaccessioning Policy:** Items and records that do not reflect the collecting interests of the Russell Library, including duplicate records, items possessing no permanent historical value, and materials that present an undue burden on the Library's staff and resources may be removed from its holdings subject to the terms of acquisition and applicable state and federal laws.
- **Collecting Policies and Procedures:**
 - **Gift Agreement:** The Russell Library does not accept materials without legal transfer of title, deed of gift, or instrument of donation.
 - **Loans and Deposits:** Generally, the Russell Library does not accept collections on permanent or temporary loan. Deposits of records and manuscripts may be accepted only when accompanied by a formal memorandum of understanding from the donor that title to the collection will pass to the Russell Library on a specific date and under conditions agreed to by the Russell Library and the donor. The Library will not perform any preservation, conservation, or rehousing actions to collections on deposit.
 - **Restricted Collections:** Collections may be closed for a specified period. Any agreement regarding access restrictions shall be documented in the gift agreement. The Russell Library does not accept collections that are closed or restricted in perpetuity, or that may be accessed only with the permission from the donor or the donor's assignees.
 - **Revision of Policies:** The Russell Library reserves the right to amend the preceding as necessary.
- **Procedures for Reviewing Collection Development Guidelines:** These policies are established to fulfill the missions of the University of Georgia, UGA Libraries, and the Russell Library. Collection development policies will be periodically reviewed and amended as necessary to fulfill those missions.

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Updated: April 1994, March 1996, June 2004, August 2015, December 2024, August 2025, October 2026