



Policy: Payne Theological Seminary accepts donations of materials appropriate to the historical mission and scope of the Archives, as outlined in the Archives Collection Development Policy and determined by the Seminary Archivist. The Archives at the Bishop Reverdy C. Ransom Memorial Library welcomes gifts appropriate to its collection, such donations include books of importance to the history of Payne Theological Seminary, the African Methodist Episcopal Church and its conferences and departments.

Procedure:

The Archives will not accept any gift unless the donor signs a Deed of Gift agreement.

Some donors may be able to claim tax deductions for the value of their gifts. In such cases donors will need to obtain an independent appraisal. The Archives staff at the Reverdy C. Ransom Memorial Library cannot give tax advice, nor are they permitted to appraise the monetary value of a collection that is under consideration for donation to their repository. The archivist may be able to provide you with a list of local manuscript appraisers who can (for a fee) make monetary appraisals. It is up to the donor, to arrange and pay for any such appraisal. Materials donated to the Archives are arranged and indexed for patron accessibility. The Archives prefers to receive materials as gifts, although, under special circumstances, loans may be arranged, primarily for exhibition and public programs. All donations will become part of the Archives at Reverdy C. Ransom Memorial Library Archives for use in exhibits and for research. The Archives requires that a Deed of Gift agreement be executed assigning all right and title to Payne Theological Seminary, including copyright, literary, and digitization (Creative Commons Licensing) rights. Archival holdings are open to interested users. Therefore, the donor should discuss any sensitive material with the archivist at the time of the donation. Should the donor wish to reserve certain rights or place conditions on the gift, he or she should discuss terms of the donation with the Archivist prior to signing a Deed of Gift agreement. Some records may be restricted by law, by Payne Theological Seminary policy, or by request of the donor.

No gifts are to be left anonymously at the Archives.

Due to space and staff limitations the Archives is not able to accept the following:

- Bibles
- Sermon notes, except selections from those before 1900
- Religious books not related to the history of the Black Church and Spirituality of African Diaspora peoples, or African Methodist Episcopal Church unless volumes are rare biblical, ecclesiastical, historical and theological materials predating the 1900s
- Books that duplicate those in the collection
- Scrapbooks containing unidentified photographs or unattributed newspaper clippings
- Payne Theological Seminary does not accept furniture due to space concerns
- Selection for additions to the Archives Collections, including gifts, will be based on collections scope as defined by this policy. The Archives welcome inquiries regarding gifts to the Archives Collections. For further information please contact the Seminary Archivist.