**Center for the Study of Oneness Pentecostalism**

**Collection Policy**

 The mission of the Center for the Study of Oneness Pentecostalism is to collect, preserve, and make accessible, for research and display, documents and artifacts related to the Oneness Pentecostal movement. No materials circulate. Gifts to the Center for the Study of Oneness Pentecostalism are considered outright and unrestricted donations to be used in the best interests of the Center. We believe in the necessity of preserving the past for use in the future.

 The Center for the Study of Oneness Pentecostalism collects primary and secondary source materials and artifacts for the purpose of preserving and interpreting the history of the Oneness Pentecostal movement.

 Materials will be accepted in any language, as long as the content relates to the Oneness Pentecostal movement.

The Center for the Study of Oneness Pentecostalism collects:

* Records of churches
* Records of missionaries, evangelists, preachers, pastors,
* Oral histories

 Records as defined here include manuscripts, printed records and other written or printed material (including books, monographs, pamphlets, documents, etc), photographs, photographic negatives and other visual materials, maps, audio and visual tapes, recordings and other oral history materials, and artifacts of significance to the Oneness Pentecostal movement.

The Center for the Study of Oneness Pentecostalism will NOT accept:

* Restricted collections
* Items outside the scope of the Oneness Pentecostal movement
* Duplicates of materials already in its holdings, depending on the condition of the materials accessioned
* Papers on microfilm
* Books not directly relating to Oneness Pentecostalism
* Items too large to be accommodated in the facility
* Items that are in such poor condition that they either tax the capabilities of the archives to preserve them, or which threaten the stability of other materials within the Center
* Any other item that has no historical value or permanent interest, or does not enhance the collection as determined by the archivist

 Materials already in the collection which do not reflect the collection areas of the Center for the Study of Oneness Pentecostalism may be deaccessioned or offered to more appropriate institutions, or to the donor depending upon the requirements in the Deed of Gift. Funds generated from the disposition of inventoried items must be used to benefit the collections. Expendable materials include surplus, duplicate, non-relevant materials, and materials not contemporary with the time they depict, as well as materials in poor or deteriorated condition. Any material declared expendable by the archivist must be approved by the archives committee and will be disposed of or destroyed in a secure and confidential manner.

 Donations may be tax deductible. However, the Center for the Study of Oneness Pentecostalism cannot appraise donations for tax purposes. For the protection of the donor, a qualified tax accountant should be consulted and any necessary appraisals completed before title to the materials is conveyed to the Center for the Study of Oneness Pentecostalism.

 All acquisitions must be recorded on the Deed of Gifts forms, signed by the donor and authorized by an official of the archives. Both the donor and the archives will receive signed copies of the Deed of Gift form(s) for their files. Accepted items will be inventoried and made available to the public for research.

The identity of all donors shall remain confidential.