

## Collection Development Policy Statement for Collections in Labor and Workplace Studies

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### I. Purpose

The purpose of Collections in Labor History & Workplace Studies is to acquire, arrange, describe, and preserve historical records and documentation within the following scope:

- History and administration of the AFL-CIO, organizations allied with AFL-CIO, constituent groups and programs of the AFL-CIO.
- National and international labor unions and organizations with headquarters in the D.C. metro area, with a focus on local unions and labor history in the state of Maryland.
- North American 20th-century labor movements, union organizations, and trades departments.
- Papers of individuals that were officers in labor unions or organizations that directly relate to existing archival collections at University of Maryland. Papers of individual members will be considered in accordance with the collecting scope.

Collections in Labor History & Workplace Studies will provide reference assistance to the University of Maryland community and researchers world-wide; and disseminate information about the archival holdings of Collections in Labor History & Workplace Studies through outreach activities, including instruction, exhibits, and publications.

#### a. History

For over 50 years, the University of Maryland Libraries has collected special collections of labor history material. By 1965, local labor leaders and the director of the UMD Libraries' special collections, formed a Labor Archives Advisory Committee which concentrated on bringing in labor collections related to Maryland, including oral history interviews. The first collections to arrive were the Works Projects Administration in Maryland and the Baltimore Federation of Labor Archives. UMD Professor Stuart Kauffman from the Department of History was influential in the 1980s, increasing the number of collections and highlighting the importance of labor history as a discipline of study within the Department of History. He was also an integral supporter as Director of Archives at the George Meany Memorial Archive in the 1990s, formerly located at the National Labor College in Silver Spring, MD. By the 1990s, the UMD Libraries had established a major labor archives and continued to collect labor union and associated collections, including the Bakery, Confectionary, Tobacco Workers, and Grain Millers International Union (BCTGM), the Industrial Union of Marine and Shipbuilding Workers of America (IUMSWA), and the United Brotherhood of Carpenters and Joiners of America (UBCJA).

In the summer of 2013, the AFL-CIO donated the entire library and archive of the George Meany Memorial Archive to the University of Maryland Libraries. This was the largest accession ever made to the Libraries, increasing Special Collections holdings by 30%. The University of Maryland is now the official repository for records of the American Federation of Labor (AFL), selected records of the Congress of Industrial Organizations (CIO), and the merged American Federation of Labor and Congress of Industrial Organizations (AFL-CIO), including administrative and staff departments. These records date from the establishment of the AFL (1881), and offer almost complete records from the founding of the AFL-CIO (1955).

The George Meany Memorial Archive was conceptualized by Samuel Gompers, the first president of the AF of L, when he wrote in his 1925 autobiography "Seventy Years of Life and Labor" of his deep concern for historical records of the AF of L and recognized that future generations must have original records to use so the American labor movement would be given proper credit for its contributions to raising the standards of the American worker. His successors also recognized this and at the 3rd Constitutional Convention of the AFL-CIO, in 1959, the AFL-CIO approved Resolution Number 134 to create a "Labor Union Archives." A library at the AFL-CIO headquarters in downtown Washington DC began establishing some archival functions.

In 1976, the AFL-CIO Executive Council recommended that the Board of Trustees of the George Meany Center for Labor Studies consider establishing an archival project on its campus and George Meany appointed a feasibility study committee to collect data and report back to the Executive Council. The committee strongly supported the archives and laid out its recommendations for funding, operating costs, design and function of the building, and purpose of statement for the archive.

In 1980, the George Meany Memorial Archives was created by action of the AFL-CIO Executive Council. Seven years later in 1987, the George Meany Memorial Archive building was opened, and all library and archival materials were moved to the National Labor College campus.

Special Collections and University Archives' expanded labor collections include institutional records of the AFL-CIO, Trade Department records, international union records, union programs, allied organizations, AFL-CIO affiliates and non-affiliates, personal papers of union leaders, as well as U.S. labor union activities and strikes, labor education, healthcare, Medicare, workplace environment, and international labor union activities. In addition, over 20,000 photographs, graphic images, over 10,000 audio tapes, several hundred films and videotapes, and over 2,000 artifacts are available for research and study. Our collections also include local businesses and labor history in the State of Maryland.

**b. Use of Collection**

The collections are primarily used by over 100 scholars and union members annually. Scholars originate from national and international academic institutions. The information is used for institutional history and legal research, presentations, papers, articles, books, television broadcast, family history. Members of union members often contact Special Collections for genealogical research.

#### **Coordination and Cooperative Information:**

Collections in Labor History & Workplace Studies cover topics that intersect with disciplines in the fields of History (specifically labor history), Government and Politics, Business, Economics, Education, International studies, Sociology, and Workplace environment studies. The resources are largely unique but sometimes overlap with other archival repositories with specialized labor history archives.

#### **Diversity:**

The staff of Collections in Labor History & Workplace Studies endeavor to build collections that mirror and support the diversity of the labor union movement and workforce. The Labor collections include materials and resources that reflect a variety of political, economic, religious, social, minority and sexual issues and support intellectual freedom by providing free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.

### **II. Summary of Collection Scope at Current Collecting Levels**

Collections in Labor History and Workplace Studies was established as an official collecting area in 2014 after the acquisition of the George Meany Memorial AFL-CIO Archive in 2013. Related labor collections existing at University of Maryland prior to 2014 were managed and developed under the State of Maryland and Historical Manuscripts collecting area. All collections and associated work are being integrated. Collection materials are located in Hornbake Library (14%), McKeldin Library (18%), and offsite storage (68%).

### **III. Developing the Labor Collection**

1. Language(s): The emphasis is on English language materials in the collection, but relevant archival records may be accepted in other languages if translation can be provided by librarians or donor.
2. Geographical areas:
  - Organizations allied with AFL-CIO, constituent groups and programs of the AFL-CIO regardless of geographic location.
  - National and international labor unions and organizations with headquarters in the D.C. metro area with a focus on local unions and labor history in the state of Maryland.
  - North American 20<sup>th</sup> and 21<sup>st</sup> century labor movements, union organizations, and trades departments.
  - International records which relate to existing labor collections

3. Chronological periods/Imprint dates:

Selection will include materials from the 1880s to the present, with a focus on the late 20<sup>th</sup> Century and early 21<sup>st</sup> Century.

4. Materials selected

1. Included materials:

The Archives includes the following types of materials in print, electronic, and a variety of audio and moving image formats:

- Administrative records
- AFL-CIO publications and promotional material
- Audio tapes
- Bylaws
- Committee Records
- Constitutions
- Convention proceedings
- Correspondence (including e-mail)
- Election records
- Executive Committee Records
- Health and Safety Reports
- Institutional records (including e-mail, databases, spreadsheets)
- Memorabilia (posters, fliers, etc.)
- Minutes of Executive Council
- Minutes of Meetings
- Oral Histories
- Photographs
- Presidential office files
- Publications related to existing labor collections;
- Reference Files
- Reports
- Secretary Treasurer records
- Subject files
- Union journals
- Union newsletters
- Union printed pamphlets and leaflets
- Video tapes and films

2. Excluded materials:

Special Collections in Labor History & Workplace Studies does not collect the following:

- a. Related local union records unless they are also located in the D.C. metro area, refer local unions in other regions to local repositories.
- b. Non-permanent institutional records
- c. Materials in poor condition, showing evidence of mold, mildew, pests, significant embrittlement, or otherwise damaged beyond repair

- d. Materials to which access is restricted in perpetuity or for a period of time deemed by the Archives staff to be beyond a reasonable limitation

#### IV. Additional Collection Information

##### 1. Duplication:

Collections in Labor History & Workplace Studies does not accept duplicate copies, however some exceptions may be made in consultation with archives staff. The Archives may maintain both electronic and analog copies of certain publications and of selected film and video holdings.

2. Gifts: Gift items added to Collections in Labor History & Workplace Studies are done so in conjunction with the *University of Maryland Libraries Gifts-In-Kind Policy*, particularly so that they “supplement existing collections in support of the University’s teaching and research programs as well as to provide the University Libraries with special materials in which there is a scholarly interest” (<http://www.lib.umd.edu/collections/gifts/for-donors>) or otherwise document the AFL-CIO and/or labor organizations in our existing collections. The Labor Archivist is ultimately responsible for deciding whether or not a gift is added to the collection.

3. Deselection/Withdrawal: The relevance of materials in Collections in Labor History & Workplace Studies can and will change over time. Periodic weeding of the collection may be done to identify items which no longer fit the criteria for inclusion in the collection.

4. Preservation: The Labor Archivist will work with the Preservation unit at the University of Maryland Libraries when individual titles are brought to their attention that need conservation/preservation.

**Implementation and Revision Schedule:** This policy has been reviewed by the Collection Development Council ([lib-cdc@umd.edu](mailto:lib-cdc@umd.edu)) and is considered effective on the date indicated below. It will be reexamined regularly by the Labor Archivist and will be revised as needed to reflect new collection needs and identify new areas of study, as well as those areas that may be excluded.

**Date:** January 23, 2015; created by Jen Eidson; Revised 6/8/15; Reviewed by Jen Eidson and Blake, 8/30/2016.

CDC 9/25/18