LETTER OF INTENT

Between
The Board of Regents of the University System of Georgia by and on behalf of the
University of Georgia, University of Georgia Libraries, Richard B. Russell Library for
Political Research and Studies
And
Mary Frances Early
Regarding
Intent to Donate Miss Early’s Papers and other Historical Materials
As Part of the Foot Soldier Project Collection in the
Richard B. Russell Library for Political Research and Studies
At the University of Georgia

PURPOSE: The purpose of this letter of intent is to summarize the mutual interest of
Miss Mary Frances Early of Decatur, Georgia, and the Richard B. Russell Library for
Political Research and Studies of the University of Georgia Libraries (“Russell Library,”
“UGA Libraries”) in transferring ownership to the UGA Libraries of Miss Early’s papers
and other historical materials (“the Materials”) pertaining to his research, writings and
publications, and his career in journalism as a news reporter and, later, editor of Reader’s
Digest.

BACKGROUND:
The Richard B. Russell Library for Political Research and Studies
The Richard B. Russell Library for Political Research and Studies at the University of
Georgia Libraries was established in 1974 through the efforts of the Richard B. Russell
Foundation, Inc., the Georgia General Assembly, and the University System of Georgia
Board of Regents. The Library’s original mission was to collect and preserve materials
that document the life and career of the late Richard B. Russell, United States Senator
from Georgia from 1933 to 1971; however, in the years since its founding, the Library’s
mission has expanded tremendously. Serving as a center for research and study of the
modern American political system, with particular emphasis on the role of Georgia and
the U. S. Congress, the Russell Library focuses on the dynamic relationship of politics,
policy, and culture—generated wherever public interest intersects with government. The
breadth and depth of the Library’s collections provide an interconnected framework of
perspectives and experiences for understanding the increasingly diverse people, events,
and ideas shaping Georgia’s modern political landscape.
The Russell Library pursues alliances and opportunities for collaboration with individuals and organizations that advance its mission. The Library is a primary partner and official repository for the Foot Soldier Project for Civil Rights Studies, a collaborative project dedicated to documenting and chronicling lesser known participants in the civil rights movement in Georgia, and is a founding member of the Association of Centers for the Study of Congress. The Russell Library is also dedicated to developing and presenting public programming and educational materials that facilitate and encourage research, raise public awareness of the Library and its collections and services, and provide learning opportunities for the communities it serves. Through its Russell Forum for Civic Life in Georgia civic engagement program, the Russell Library hosts deliberative community forums on tough public issues like health care, immigration, and the economy in communities around the state. The Russell Forum also provides training in framing community issues for discussion and in moderating deliberative community dialogues on a regular basis.

Collections held by the Russell Library
In the space of nearly four decades, the holdings of the Russell Library have expanded to include more than 300 collections of papers of post-1900 elected officials, political appointees, and individuals and groups representing, persuading, or observing the political and public policy processes in Georgia and the nation. These include the personal papers of numerous federal and state appointees, members of Congress, governors, state legislators, judges, elected officials, political activists and observers, and the records of the state Democratic and Republican parties, the Georgia Public Policy Foundation, Leadership Georgia, the ACLU Chapter of Georgia, and the Athens-Clarke County League of Women Voters.

Some of the more significant holdings, in addition to the Richard B. Russell collection, include the papers of:

- Secretary of State Dean Rusk, Ambassadors W. Tapley Bennett, Jr. and Martin J. Hillenbrand, and Undersecretary of Agriculture J. Phil Campbell, Jr.;
- U. S. Senators Max Cleland, Zell Miller, Saxby Chambliss, Johnny Isakson, Herman E. Talmadge, Mack Mattingly, David Gambrell, Hoke Smith, Thomas W. Hardwick, and William J. Harris;
- Governors Sonny Perdue, Joe Frank Harris, George Busbee, Carl Sanders, S. Ernest Vandiver Jr., Ellis Arnall, Dr. Lamartine G. Hardman, and Joseph M. Terrell;
- State and local legislators such as Louise McBee, Eric Johnson, Peg Bitch, Larry Walker, Paul Broun, Janet S. Merritt, Roy V. Harris, George L. Smith II, Rodney M. Cook, and Sidney Marcus;
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- Activists such as Hetty and Donald West, The Reverend John B. Morris, Eunice Mixon, Maxine Goldstein, and Melba Williams;
- Judges such as Anthony A. Alaimo, Lewis R. Morgan, Braswell Deen Jr., Harold Clarke, Harold Hawkins; and of
- State officials such as Labor Commissioner Michael Thurmond, Agriculture Commissioner Tommy Irvin, and Comptroller General James L. Bentley; and
- Political commentators and journalists such as Charlayne Hunter-Gault, Eugene Methvin, and Bill Shipp, and editorial cartoonists Gene Basset and Clifford H. "Baldy" Baldowski
- Program partnerships that include the records of the Foot Soldier Project for Civil Rights Studies and the Center for International Trade and Security.

Items in the collections supplement coursework in history, social sciences education, sociology, African American studies, gender studies, political science, law, speech communications, journalism, and environmental studies. The Russell Library’s collections are highly regarded and widely used by local, national, and international researchers.

New Special Collections Libraries Building
The University of Georgia has constructed a new facility for its three Special Collections Libraries—Hargrett Rare Book and Manuscript Library, Walter J. Brown Media Archives and Peabody Awards Collection, and Richard B. Russell Library for Political Research and Studies—which are departments of the University Libraries. The new Special Collections Libraries building is a $45M project that encompasses over 110,000 square feet. The University Libraries raised one-third of the cost privately. Final exhibit design is completed; the three special collections libraries have moved; and the building was dedicated on February 17, 2012. The Special Collections Libraries building provides space for rapid growth of collections, for state-of-the-art conservation environment, and for constantly expanding programming in a vibrant university setting.

Growth of the Collections
The Russell Library collects actively in the area of post-1900 Georgia political history and public policy. Its collecting policy follows that set forth for public policy research centers by the 1992 U. S. Senate publication The Documentation of Congress. Based on past collecting performance and its new facility, continued growth for the Russell Library as an important research repository for political and public policy papers is anticipated. The Library seeks collections that provide rich research material for future generations of scholars and are worthy of preservation for their informational and evidential value.

Research, Exhibits, and Programming
Already the Russell Library is a vital center for the study of Georgia’s public policy and cultural history. Scholars from around the world come to conduct research in one of the richest collections of its kind in the Southeast. Students come to learn about the process of doing research and to experience the thrill of discovering a tangible piece of history. Scholars, students, as well as the general public come to the Russell Library to participate
in classes and public programs, and to enjoy thematic exhibits. In its new setting, the Russell Library can expand dramatically the scope of these primary activities, making it a premier center for political research and a destination for cultural tourism.

The Russell Library is committed to developing and presenting exhibits and public programs that educate and inspire visitors about the ways in which Georgia and its citizens have shaped the political life of their communities, the state, their nation, and the world. The Russell Library welcomes on average over 2500 visitors annually to its exhibits and public programs. Generally, the Russell Library mounts one large thematic exhibit every year as well as several smaller exhibits designed to present current issues and ideas. The Library’s most recent large exhibit included a traveling exhibit from Associated Press: *Measuring Deliberate Speed: Georgians Face School Desegregation* and *With All Deliberate Speed: The AP in Little Rock.*

*Measuring Deliberate Speed* was the culmination of a year of research and planning by staff at the Russell Library. The exhibit was created to showcase materials from the collections that illuminate and explain the tactics, rhetoric, and reactions of Georgians to federal school desegregation mandates. Using text panels, artifacts, and selected audio and film clips, the display examined the landmark federal and state legal decisions that led to the desegregation of public schools in Georgia between 1950 and 1961. *With All Deliberate Speed: The AP in Little Rock,* created by the Associated Press Corporate Archives, served as a companion exhibit that explored how the news agency prepared for and covered Little Rock and its reverberations throughout the South. The AP had never faced a more difficult test of its mission to serve all members equally with objective, timely reporting than it did covering desegregation in Little Rock. Using news clippings, photographs, and correspondence, this exhibit captured a moment in time and demonstrated the legacy Little Rock created for journalists everywhere. In related programming, Russell Library presented a lecture by Douglas Blackmon, Atlanta Bureau Chief of the *Wall Street Journal* and 2008 recipient of the Pulitzer Prize for his book, *Slavery by Another Name: The Re-Enslavement of Black People in America from the Civil War to World War II.* The lecture was cosponsored by the University of Georgia Libraries, the Office of Institutional Diversity, the Civil Rights Digital Library, Department of History, and the Institute for African American Studies. The Russell Library followed this event with a film series and guided tours of the gallery. The Library’s current major exhibit looks at the history of political campaigns in Georgia. Entitled “On the Stump! What Does it Take to Get Elected in Georgia?” this exhibit debuted in the feature gallery of the new Russell galleries. A full slate of programs will follow.

With the opening of the new Special Collections Libraries building, this ambitious exhibits program is housed in greatly expanded space, encompassing several galleries. All of the galleries share the stories of Georgia’s modern political history with visitors from a variety of perspectives and with a wide range of formats and approaches. Oral histories, film, and video, which play such a vital part of modern history, are the focus of the Willson Gallery. This space showcases multimedia resources from the Foot Soldier
Project and other collections, as well as houses a fully equipped, oral history studio where Russell staff and their colleagues can conduct interviews. The central gallery features a mural by artist Art Rosenbaum and examples of some of the most unique materials in the Russell’s collections related to its six main collecting areas, the politics of social relations, politics of the public good, politics of the environment, politics of the economy, politics of peace and war, and the politics of politics. The feature gallery gives the Russell Library an opportunity to treat an event or theme from one of these six areas in greater detail. A re-creation of Senator Russell’s office reflects the daily routines and tough decisions that he and other Georgia congressmen faced as well as the process of representative democracy. Finally, the Reflections Zone offers visitors a chance to reflect on what they have discovered and share their own experiences.

Recently, the Russell Library established the Russell Forum for Civic Life in Georgia, a Center for Civic Life in the National Issues Forums national network. The Russell Forum works in association with the Kettering Foundation to develop and study initiatives that foster vibrant civil participation and dialogue among citizens. The Russell Forum offers not only continuing education and development of instructional and facilitation skills, but also encouragement of civic engagement in a learning environment that brings together faculty, students, public servants, and others in the community to deliberate some of the more critical issues of our time. This civic engagement program is the cornerstone of the Russell Library’s outreach program and an enduring part of the Library’s overarching mission of service.

**Staff**

The Russell Library has a professionally trained staff experienced in managing archival and manuscript materials, especially political and legislative papers or collections of a potentially sensitive nature. There are six professional archivists, two support staff, and student assistants. Duties and responsibilities fall under units of 1) Acquisitions and Development, 2) Arrangement and Description and Preservation, 3) Access and Outreach, and 4) Media and Oral History. No other library in the state or the Southeast devotes this level of staffing to political and public policy papers. Staff members have expertise in special fields such as museum studies, oral history, audiovisual and photographic materials management, electronic records, web design, and secondary education. The staff is also knowledgeable about the broader universe of political holdings at other repositories and has professional working relationships with other political collections repositories as well as the U. S. House of Representatives Office of Art and Archives, the U. S. Senate Historical Office, and the Center for Legislative Archives at the National Archives.

Ms. Sheryl Vogt is the Director of the Russell Library. She has been in that position since 1979 and worked in the Russell Library since its founding. She is well known nationally by professionals administering political and public policy collections. She is president of the Association of Centers for the Study of Congress and a former chair of the Congressional Papers Roundtable of the Society of American Archivists. She currently holds appointments to the Advisory Committee on the Records of Congress and the
Georgia Historical Records Advisory Board and serves on faculty of the Foot Soldier Project for Civil Rights Studies. Other Russell archivists are engaged in professional activities at the state and national levels as well.

Civil Rights and the Foot Soldier Project at the Russell Library
At the Russell Library, over 300 collections support scholarly research in post-1900 political history. Russell Library holdings document civil rights experiences in their many disparate manifestations. The papers of Georgia's representatives to the General Assembly and to the U. S. Congress are filled with legislation and letters from constituents that express a long struggle towards civil rights and social justice. Pre-World War II collections include family and business correspondence that reflect relationships defined and redefined by notions of race as the state and the region moved from Old South to New South. From Jim Crow legislation to the Atlanta riot of 1906 and the reemergence of the Klan in the 1920s, papers from this period reveal the racial climate that spurred the development of the organized Civil Rights Movement of the 1950s. Efforts to overturn racial segregation as well as to maintain it are well documented in the Russell Library collections. One can trace the treatment of African Americans in the military, the struggle for fair employment practices in the federal government in postwar America, the intersection of the Cold War and the Civil Rights Movement of the 1950s and 60s, and the extended efforts to desegregate school systems through busing and affirmative action. In the last quarter of the century, civil rights as a subject in Russell collections has expanded to include a broader range of issues such as gender rights and civil liberties protected by the ACLU as well as the changing demographics of the population.

The Foot Soldier Project for Civil Rights Studies supports scholarship and contributes to discourse on diversity and equity. As an interdisciplinary venture, the project has many opportunities to bring scholars, archivists, and the community together in the common goal of documenting and presenting the role of the unsung foot soldier in Georgia's rich civil rights history. Produced by the Foot Soldier Project, documentaries on Judge Horace Ward, Donald Hollowell, Hamilton Earl Holmes, including the research generated by the productions, are preserved at the Richard B. Russell Library, so that future generations will have contextualized portraits, achieved through first person narratives, of the struggle to desegregate the University of Georgia.

Mary Frances Early Papers at the Russell Library
A native of Atlanta, Georgia, Mary Frances Early was the daughter of Ruth and John II. Early. Her father, a restaurant owner and an amateur singer encouraged Early to learn to play the piano while her mother, a public school teacher in Monroe, motivated her daughter toward lifelong learning. The Early family was part of a burgeoning black middle class community in the then segregated South. In that relative security, she was not brought up to talk about racial or gender superiority even though she grew up in segregated Atlanta. She says, "It wasn't in our vocabulary to think that people were good or bad because of their skin color, so I was just sort of taken aback that it became a big issue later in my life."
Early attended Atlanta’s Turner High School and went on to graduate from Clark College (later Clark Atlanta University) with a bachelor’s degree in Music Education in 1957. She then pursued her post graduate studies at the University of Michigan in the summer months, while she taught in Georgia during the school year. Appalled by the treatment of Charlayne Hunter and Hamilton Holmes upon their desegregation of the University of Georgia in January 1961, Early decided to apply to UGA to finish her master’s degree. Although her family was reticent about her wish to transfer, she felt sustained by lessons learned from her parents and her faith. "I was taught that I was as good as anyone else, and that I could accomplish anything in life." Nearly five months later, Early received her acceptance letter and arrived on the UGA campus in summer 1961. "When Char returned to school that summer, I was her roommate in Center Myers (a dormitory). We were separated from everyone else, placed in what was the counselor’s office. This was our suite," she said.

Although Early was aware of an investigation into her background preceding admission, she was not aware to what extent she would be greeted by a steady barrage of questions regarding her background and character. Recalling the stares from students who wanted to keep their distance, she noted that most of them ignored her. As the first African-American to join the university choir, she received a less than gracious greeting. Since no one wanted to share their folder, she had her own. She also recalls how her classmates would embrace female students from India, with darker skin, more than they would her, a native Georgian. "I just found it strange that taxpayers, people from their own state, were not as welcome as people from other countries." Another painful memory was the disturbing discovery of the word "nigger" painted in red on the side of her white Ford Falcon, a prized possession she purchased while working as an elementary teacher in Atlanta. Her tires were also slashed. "I just had it painted, got new tires, and kept going. These were juvenile things, and I was there to get an education," she said. More than these types of situations, she was hurt that her mother was not allowed to see her perform in the chorus at Georgia. "My dean told me that the university was integrated only for students."

Fortunately, Early can remember the encouragement and kindness that she also received from strangers, black and white. Students at the Presbyterian Center helped her celebrate her 25th birthday with a cake in her honor. "It seems like such a simple thing, but it meant so much." Graduation day also was a different story. "There was a convoy of about seventy-six black people from Atlanta who came to see me graduate." Early received her master’s in music education in 1962 – the first degree awarded to an African-American. She returned to UGA in 1964 for an Ed.S. degree in music education which was awarded in 1967.

After obtaining her master’s, Early studied abroad in Brazil and Africa. She received leadership certification from Georgia State University. Her distinguished career includes work as an adjunct professor at Morehouse and Spelman colleges and as a music coordinator and supervisor of Atlanta Public Schools. She would break another color barrier, becoming the first African-American president of the Georgia Music Educators Association in 1981. Early has also affiliated with the Music Educators National
Conference, College Music Society, and National Association of Schools of Music, among other organizations. After she retired from the Atlanta Public Schools in 1994, she taught music courses at Spelman and Morehouse Colleges, and later spent several years as the Chair of the Music Department at her alma mater, Clark Atlanta University.

Before 1997, Early received little recognition from the University of Georgia. That year, while conducting research for his book and documentary on the history of UGA’s desegregation, Maurice Daniels was encouraged by civil rights leaders Donald L. Hollowell and Jesse Hill, Jr. to chronicle the struggle and brilliant achievements of Mary Frances Early related to the desegregation of the University. As commencement speaker for the University of Georgia Graduate School spring exercises, Early observed, “I returned to campus the summer of 1964 to work toward a Specialist degree because there were still very few African-Americans on campus. I received that degree in 1967. After that time, I heard nothing from the University of Georgia. It was as though I had never attended. In 1997, I was contacted by Dr. Maurice Daniels, then professor in the School of Social Work – now Dean of the School of Social Work. Dr. Daniels was doing research for his outstanding documentary and book: “Foot Soldier for Equal Justice – the story of Horace T. Ward,” who was the first African American to apply for admission to UGA in 1950. He was denied. Attorney Donald Hollowell had told Dr. Daniels that I was the first African American graduate of UGA. Dr. Daniels interviewed me, continued his meticulous research and completed his documentary and book. After thirty years of feeling like an invisible alumna as far as UGA was concerned – I had been discovered.”

“Holmes and Hunter-Gault are rightly held in the highest esteem,” said Daniels. “However, the contributions and achievements of unsung or lesser known foot soldiers such as Mary Frances Early are equally significant in the civil rights struggle. Early played a pivotal role in the desegregation of the University of Georgia and it is important to recognize her contributions in helping to bring about positive social change.”

One of the University’s main desegregation questions was: “Could African-Americans make it at a place like this?” according to President Michael Adams. “One of the reasons Georgia said they were not accepting black students is they said they weren’t prepared and they weren’t intelligent enough to go to school,” Early has said. Her successful completion of two graduate degrees from the University made a clear statement. “She not only proved that they could make it, but that they could succeed at a very high level,” Adams said.

In 2000, prompted by Early’s appearance in the documentary titled Foot Soldier for Equal Justice, the UGA Graduate and Professional Scholars (GAPS) invited Early to give a speech about her time at UGA. The following year, GAPS established the Mary Frances Early Annual Lecture Series, which brings distinguished scholars to the University to "speak on awareness and issues affecting African-Americans in current society." She also has served on the Graduate Education Advancement Board and the UGA Alumni Board. Early’s awards include the STAR Teacher Award, Coan Middle School, 1972; Benjamin E. Mays Black Music Heritage Award, 1995; University of Georgia Outstanding Alumna
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Award, 2000; and the Foot Soldier for Equal Justice (University of Georgia) Award. In 2004, Georgia Power established an endowment to fund the Mary Frances Early Teacher Education Professorship in the College of Education at UGA. She retired from Clark Atlanta University in 2005.

During her 2007 UGA Graduate School commencement address, Early told the graduates that "Education also embraces the understanding and acceptance of, and respect for, all people," and how through "time and the tremendous efforts by many people here...I now feel a part of UGA, and am happy to count myself among the many thousand active alumni."

(from The New Encyclopedia of Georgia article, “Mary Frances Early” by Joy Griffin, University of Georgia, May 15, 2005; Red & Black article by Marona Graham-Bailey, April 15, 2009; and Mary Frances Early page on the Unseen Foot Soldiers Project website)

In sum, Mary Frances Early’s legacy of courage, achievement, and dedication and her unique perspective as a teacher and musician will provide important documentation and understanding of a people and region historically challenged by injustice and prejudice. As an interconnected framework of perspectives and experiences of the increasingly diverse people, events, and ideas shaping the political landscape of Georgia and the nation, the Russell Library can also provide a contextual structure for the Early Papers few other archives might match. By the same token, the Early Papers will expand the fabric of historical context the library can offer its researchers and students, detailing Early’s life as an educational foot soldier, as a platform for the discussion of current and historical civil rights issues, and as a window into the views and opinions of the many who participated in the civil rights movement.

- Issues such as social relations, education reform, civil rights, and most recently, reconciliation and healing, and multiracial community directly mesh with research, programming, and exhibit themes central to the Russell Library for Political Research and Studies.
- Early’s experiences will enrich an exhibition on the modern history of American civil rights and changing demographics, documenting the ways in which Americans seek to meet the challenges of inclusive racial justice
- Early’s sponsorship and support for the university’s efforts to address inequities in public education and to bring prominent African Americans to campus to speak on timely issues directly relate to current scholarly interests and trends, and provide greater understanding of the African-American experience.
- Efforts made by Early to address the problems of race and region would support exhibits and programs investigating the ways in which America has endeavored to engage and assimilate its minorities.
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The Mary Frances Early Papers and the Foot Soldier Project Collection
As part of the Foot Soldier Project Collection at the Russell Library, the Early Papers will amplify the rich documentation of the other groups of papers in the collection and will be managed by Russell archivists with benefit of regular consultation and advice from the FSP directors. The FSP will collaborate with Ms. Early and Russell Library staff in identifying any potentially sensitive materials in the collection that may require restriction for a certain period of time. The FSP may also provide student interns to assist with arranging and describing the collection for research. The FSP will partner with Ms. Early, Russell Library staff, and interdisciplinary researchers and scholars to develop relevant programming and classroom instruction that showcase and use the collection. Projects may include symposia and/or lecture series with appropriate exhibits and classroom assignments. Projects will be designed to facilitate an increased knowledge and recognition of Ms. Early’s legacy, to illuminate her contributions to the civil rights movement, and to contextualize her achievements within civil rights history.

Likewise, FSP will collaborate to plan and develop a possible digital project based on the Early Papers. FSP may also provide student assistants to assist with the preparation of collection materials for digitization. A digital project will provide worldwide access to the collection and an understanding Ms. Early’s role as a foot soldier in the civil rights movement.

Guiding Principles for Donation: Mary Frances Early, the Foot Soldier Project for Civil Rights Studies, and the Russell Library (the parties) will agree to the following guiding principles regarding the donation of the Materials:

(1) Ownership: Mary Frances Early, owner of the Materials, will donate the Materials to the UGA Libraries for deposit in the Richard B. Russell Library for Political Research and Studies to become its permanent property as part of the Foot Soldier Project for Civil Rights Studies collections. Russell Library issues a press release on the donation.

(2) Preparation and Physical Transfer: The Materials will be held as a part of the Richard B. Russell Library for Political Research and Studies' Foot Soldier Project for Civil Rights Studies collections and may be transferred to the Russell at a mutually convenient time. Russell staff will be available to assist in preparing and packing materials for transfer to the library. They will also pick up and deliver the materials to the library. Russell Library will accession the collection and provide a complete copy of the preliminary inventory and, later, the finding aid to Ms. Early when each is completed to document what comprises the collection.

(3) Housing, Storage, and Security: On the whole, the Mary Frances Early papers will remain an integrated collection physically and intellectually within the Foot Soldier Project for Civil Rights collections. If necessary, materials will be transferred to Russell Library’s preferred-size archival box according to format or preservation needs. They will be shelved according to archival standards, which may require at risk materials to be
separated for preservation measures or security. Folders will be exchanged for archival ones according to procedure.

In Fall 2011, the Russell Library relocated to a new, state-of-the-art Special Collections Libraries building, where all of its materials are housed together in an environmentally controlled, secure vault and it have an additional vault for special security in the staff work area. Security cameras are located in the vault. Patrons request boxes or items using a state-of-the-art online retrieval system where vault staff will retrieve and track materials using an online barcode system. Only Russell permanent staff will have access to the additional vault.

(3) Arrangement and Description: Russell Library will arrange and describe the Materials for research in accordance with professional, archival standards and the repository's best practices, applying additional preservation measures as deemed necessary, and preparing a finding aid for the collection to facilitate its use. The collection will be entered in the Libraries' online catalog and the national bibliographic database, OCLC, as well as the Library of Congress' National Union Catalog of Manuscript Collections available through WorldCat. The finding aid will appear in its entirety as an encoded archival description document on the Russell Library Web site, where it will be searchable through a finding aid database. The publications will be cataloged as part of the collection and also entered individually in the Libraries online catalog and OCLC. They will not circulate but will be available for use in the Russell research room. Collection descriptions will provide links to related collections in this repository and to related collections in other repositories. Announcements will be made to the scholarly community and interested others on the occasion of the collection opening for research.

(4) Access: At any time, the donor (or her heirs, representatives or assigns) shall be permitted freely to examine any materials during the regular working hours of the Russell Library. For use of any material from Russell Library collections, the patron must be registered with the Library as a researcher, which includes completing two forms: the Research Application and the Use Policy/Copyright Agreement. The forms are also available on the Russell Library web site as an Adobe pdf file (Adobe Acrobat Reader required to view/print). Patrons acknowledge legal responsibilities, privacy rights, and copyrights by signing the library's reproduction and use agreement form.

The records of the Richard B. Russell Library will be made available in accordance with the rules and regulations of the Russell Library and the University of Georgia Libraries. Appropriate federal and state laws govern the University in its policy. In the absence of specific restrictions, and within the established guidelines, all materials in the Russell Library will be opened to researchers on a non-discriminatory basis. Any restrictions the donor imposes on the records are specified in the gift agreement. These restrictions are noted on the accession record and in the research finding aid and catalog record.
Only registered researchers are given access to the Russell research room and original materials. Research patrons are escorted to the research room and met by attending staff. At a researcher’s first on-site visit, photograph identification is checked, and its number is verified on the application. Only laptops and research notes may be taken into the reading room, and these may be checked by staff when the researcher leaves. Library pencils and paper are provided for note taking. Researchers request materials from finding aid information and may use one box at a time, retrieving one folder at a time from the box for table top use. The Russell research room is monitored by its staff at all times original materials are being used, and the reading room has camera monitors. Russell staff makes copies of any reproduction requests. Patrons are informed of associated costs in advance. Each reproduction carries a statement or stamp stating that it is a copy, its origin, and copyright notice as appropriate. Reproduction request and Materials (or box pull) request forms are retained as part of a patron’s file.

(5) Reproduction and Use: The parties will negotiate the question of whether copyright (intellectual property rights and interests) will transfer as a part of the gift, as well as the terms of any licenses for reproduction and use. The final deed of gift will reflect the resulting arrangement.

The parties agree to the following guiding principles, however:

a) Once the Materials are open to research, Russell Library will provide unrestricted public access to the Materials under staff supervision in its reading room to support educational use and public enjoyment of the collection.

b) Ms. Early and her heirs, representatives or assigns, may have access to the Materials during regular open hours for the Russell Library;

c) Russell Library will exhibit the Materials (on-site or at other locations) and provide relevant programming independently or as part of a larger theme to promote instruction and knowledge and generate awareness of the collection. The Foot Soldier Project may suggest or provide relevant programming for projects it has initiated.

d) Russell Library, in consultation with the directors of the Foot Soldier Project, may act as Fair Use agent for the collection to reproduce Materials to support research, personal study and enjoyment, and publication;

e) Russell Library may reproduce the Materials as desired to provide for preservation of collection content and to promote use of the collection by exhibit and via its Web site and other communications;

f) limitations on reproduction or public use for specific items may be arranged where there is a compelling need; and
g) exclusions will be provided for items for which copyright is held by a third party.

(6) **At Risk Materials:** Russell Library will provide additional security measures for Ms. Early’s materials of intrinsic value, such as papers with presidential or high-value signatures, which are considered at risk from outside parties. The originals will be pulled from the collection, photocopied or scanned, and stored in the additional vault; the reproductions will replace the originals in the files to be used by the patron. The original files will be stabilized for preservation. Each folder will have an item count. Each item will be stamped for ownership.

(7) **Instrument of Gift:** Upon receipt of the Materials, the Russell Library will provide Ms. Early with a draft Instrument of Gift that, once complete, will constitute the final agreement and establish the effective date of the gift. Certain materials may be restricted for a specified period of time.

(8) **Monetary Appraisals for Tax Deductions:** In certain circumstances, it may be possible for a donor to take a tax deduction for the donation of a manuscript collection to a repository. Donors are encouraged to speak with their tax accountants or attorneys about this possibility. Archivists cannot give tax advice, nor are they permitted to appraise the monetary value of a collection. The archivist may be able to provide donors with a list of local manuscript appraisers who can (for a fee) make monetary appraisals for the donor. It is up to the donor to arrange for and bear the cost of any such appraisal, although the repository will make the collection available to an appraiser hired by the donor. (SAA brochure, 2002)
EFFECTIVE DATE: The letter of intent agreement goes into effect on 6 August, 2012.

IN RECOGNITION OF THE MUTUAL INTENTIONS DISCUSSED HEREIN; THE PARTIES HERETO AFFIX THEIR SIGNATURES ON THIS __ DAY OF __________, 2012.

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