

## **Special Collections/University Archives Collection Development Policy**

### ***Introduction***

Special Collections/University Archives is the repository within the Bertrand Library responsible for collecting, preserving, and making accessible three distinct collections: rare and unique materials (primarily in book form), manuscript collections, and University Archives. This collecting policy is intended to guide curatorial decisions regarding the appraisal, selection, and acquisition of appropriate materials for Special Collections/University Archives while it serves as a statement to users and potential donors to communicate the principles by which Special Collections/University Archives strategically develops and manages its collections. It is important that this policy be read in conjunction with other collection development policies endorsed by the Bertrand Library.

### ***Mission and goal***

The mission and goal of Special Collections/University Archives is to acquire, preserve, and provide access to primary, original resources and rare and unique materials supporting the academic mission, curriculum, and the research efforts of Bucknell University's faculty, staff, and students while it is responsible for preserving the historical records of the university. Special Collections/University Archives focuses the building of its collections on materials that provide lasting research value with the intent to preserve these collections in perpetuity.

Special Collections/University Archives adheres to the broad collecting goals as outlined in the *Ellen Clarke Bertrand Library Collection Development Policy* (December 1, 2008) setting the general direction for the library's acquisition and management of collections in all formats. Within these goals, Special Collections/University Archives is expected to serve a greater role in meeting the library's goals with regard to documenting the university's history and preserve cultural heritage.

### ***Access***

The Bertrand Library's Special Collections/University Archives makes collections accessible to researchers in accordance with the *ACRL/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries*

<http://www.ala.org/ala/mgrps/divs/acrl/standards/jointstatement.cfm>. Materials are housed in closed stacks and special collections, except manuscript collections, are treated according to Library of Congress cataloging standards while its catalog records are enhanced with a physical description of material in order to assist researchers.

## **Special Collections and Manuscript Collections**

### ***Collecting rationale***

The special collections is a small, but active collection distinguished from the Bertrand Library's general holdings by virtue of the materials' uniqueness, rarity, physical format, content or depth of subject, or intrinsic or monetary value warranting special treatment regarding housing, cataloging, preservation, conservation, and use during consultation. The special collections include, but are not limited to, published books and manuscript collections. (Manuscript collections are defined as unpublished material including personal papers such as letters, documents, photographs, literary manuscripts, and other formats generated by an individual, family, business, or organization other than Bucknell University.) The main role of Special Collections/University Archives staff is to facilitate physical and intellectual access to these collections while ensuring their long-term preservation.

Special collections collects broadly and widely across many disciplines to support the university's liberal arts and science curriculums while it builds upon existing collection strengths. The intrinsic characteristics of individual materials, such special bindings, representations of illustrative processes, or significant provenance carries significant weight in meeting special collection's goals as well as contributing to the materials' lasting research value.

New collecting directions are welcomed, especially those that respond to anticipated research trends or changing curricular or research interests at the university. However, potential acquisitions to the collection must meet one or more of special collections' selection criteria as outlined in this policy. When sufficiently justified and funded, commitment to developing collections in research areas which have little or no coverage in other repositories and the scholarly community may be considered.

### ***Scope***

While some existing or developing focus areas in special collections may represent collecting at the Research Level (Level 4 of the Association for Research

Libraries' Conspectus for measuring collections defined as a collection containing the major source materials required for doctoral study and independent research), it is the goal of special collections to focus on breadth rather than depth while recognizing that a sufficient number of titles must be added to create a subject focus or representation of format to allow for effective research. Those collections representing the Research Level (Level 4) are few, but can be exemplified by the Gogarty manuscript collection.

### ***Format***

All formats are considered for selection and acquisition by special collections, but final acquisition, regardless as to how relevant the material may be special collections' collecting goals, is dependent upon the ability to properly house, preserve, and provide access to the format in which the material is produced.

### ***Language***

Given the need to collect diversely, there are no limits on language when acquiring special collections materials.

### ***Geographic areas***

Collecting is not restricted by geographic area.

### ***Funding***

Designated funds from the operating budget and the James A. Russell Memorial Fund are allocated for the purchase of special collections materials. The James A. Russell Memorial Fund shall be used to purchase materials intended to be exhibited in the special collections exhibit area named in his memory.

### ***Selection criteria***

The Bertrand Library's special collections have been built from gifts, transfers of materials from the general library collections, and purchases. It is expected that future growth of the collection will be dependent upon these same acquisition methods.

Materials selected and acquired by special collections must meet the "will collect" criteria below, many of which are interconnected when making selection and acquisition decisions. The decision to acquire is strengthened when more than one criterion is met. *Age and monetary value is not the determining factor in selection.*

## **Will collect**

- Compliments, enriches, and/or builds on existing collection strengths
- Supports the teaching, learning, or long-term research needs of users while meeting other selection criteria
- Supports curricular needs while meeting other selection criteria
- Intrinsic local (Bucknell University only), national or international heritage value
- Represents the history and development of the book, printing, and/or illustrative processes
- Represents early and illustrated examples of the development of the book, including manuscript and facsimiles of manuscripts
- Represents the development of knowledge and information
- Represents the book arts
- Possesses significant provenance
- Books signed by an author (with discretion)
- Special bibliographic significance such as first editions, limited editions (300 printings or less with deviations from this number decided on a case-by-case basis), special editions, examples of fine printing, privately published or small press publications
- Rare or scarce works
- Enhances the holdings reputation of special collections or is deemed of exceptional value to the Bertrand Library

## **Will not collect**

- Textbooks, regardless of publication date
- Publications authored by faculty, staff, or alumni unless “will collect” criteria is met
- Secondary, critical, and reference sources, including those works supporting research of special collections materials
- Juvenile materials unless representative of illustrative processes or book construction
- Local history resources, including family bibles, except those materials appraised as valuable or rare
- Duplicate material
- Artifacts of all kinds
- Broadsides
- Art work

- Reprints
- Copies of original works
- Genealogical resources
- Legal documents not associated with the university, such as deeds

### **Manuscript Collections**

The Bertrand Library's manuscript collections have been acquired from major donors such as LaFayette Butler. It is expected that these collections will not grow except by future donations. One or more of the following selection criteria must be met when acquiring manuscript collections.

- Compliments, enriches, and/or builds upon existing collection strengths
- Supports the teaching, learning, or long-term research needs of users while meeting other selection criteria
- Supports curricular needs while meeting other selection criteria
- Substantial enough in size to be of value as a resource for research
- Does not represent segments of a collection housed at another repository
- Staff expertise and time are available to physically and intellectually arrange collections according to archival processing standards
- Formats included can be properly housed and preserved
- Are not related to local history, including family, business, and organizational papers, photographs, or records
- Personal papers, manuscripts, and published works of faculty, staff, and alumni are not actively sought or routinely collected. However, at the Curator's discretion, the prominence of the individual represented by the collection as a subject, and in limited cases, the prominence of the donor, and the collection's research value are taken into consideration in these decisions
- Collections restricted from use by researchers are not accepted

### ***Withdrawal***

The collection development policy will act as a guideline for the appraisal of existing and future additions to the special and manuscript collections, including decisions about possible withdrawal or transfer from the collections. On a highly selective basis, collections and individual materials falling outside the "will collect" criteria outlined in this policy, may be withdrawn from the collection and disposed of, offered to a more appropriate repository, transferred to the general library holdings, or be sold. A Deed of Gift agreement shall be provided at the time of donation allowing staff to apply judgment when appraising materials or collections and, if warranted, take withdrawal actions. In all cases, the transfer to

the general library collection or another repository is preferred over disposal or sale.

### ***Review of policy***

The Special Collections collection development policy will be reviewed and revised at a minimum of 5 year intervals or sooner if deemed necessary.

## **University Archives**

### ***Mission and goals***

*The mission of University Archives is to collect, organize, preserve, and make accessible university records in all formats having enduring research value that document and provide evidence of the development, activities, and history of Bucknell University.*

As approved by the Bucknell University Board of Trustees on December 8, 1956, the University Archives is designated as the final repository for the university's "non-current" or inactive records (no longer needed for reference or being used) generated or received during the course of Bucknell University's official business. The goal of University Archives is to preserve the historical record of the university and promote, provide access, and facilitate use of this collection within the Bucknell University community and to researchers outside the university.

### ***Access***

To facilitate access, University Archives collections will be physically and intellectually processed according to accepted archival principles, standards, and practices.

### ***Format***

University records are defined by inherent information as opposed to their format or medium. No restriction concerning format will be placed on materials during the period of appraisal and selection except in those instances when a particular format warrants special housing, storage, or conservation or preservation methods deemed unfeasible for the University Archives.

### ***Funding***

To build its collections, the University Archives is dependent upon the university's records management program (under establishment), record transfers occurring from either solicitation from staff or deposits at will from campus, and donations

from outside the university. Designated funds for the purchase of university records held outside Bucknell University are neither available nor necessary.

### ***Appraisal criteria***

The University Archives collection policy is based upon the Society of American Archivists' *Guidelines for College and University Archives*

[http://www.archivists.org/governance/guidelines/cu\\_guidelines7.asp](http://www.archivists.org/governance/guidelines/cu_guidelines7.asp) and will be used as a guide for the appraisal, selection, and management of the University Archives.

According to the University Archives mission statement, university records, in all formats, are broadly defined as having enduring historical, evidential, legal, fiscal, and administrative value to the university. The following list of record types is identified as important to the preservation of Bucknell University's institutional history. This list is not exhaustive or prescriptive. The transfer of university records and additions to the collection is ultimately dependent upon staff appraisal in meeting the mission of University Archives.

- Legal or constituting documents (constitutions, charters, deeds, by-laws)
- Annual budgets and audits
- Reports (annual, departmental, committee, ad hoc, programmatic)
- Minutes (departmental, committees, organizations, programs)
- Calendars, class schedules
- Correspondence (administrative, non-routine)
- Policy statements and related documents
- Materials documenting organizational development, structural changes, name changes
- Planning documents
- Histories (departmental, administrative)
- Curricular, organizational or departmental documentation (program development)
- Final reports and projects, including those concerning self-studies, grants
- Publications (internally and externally directed) (directories, special bulletins, ephemeral materials)
- Special format materials (photographs, audio visual, multi-media, slides, oral histories, maps, blueprints, plot plans)
- Subject files (appraised for research and documentation value)
- Press releases
- Departmental events

- Documentation regarding relationships with government, business, or industry

The following record types fall outside the range of collecting for University Archives.

- Records not generated by Bucknell University in the course of its business
- Materials for which a university office or its staff is not the originator
- Correspondence and other records related to relationships with vendors
- Duplicates or copies of existing records in the University Archives
- Routing slips, telephone message slips
- Publications not produced by Bucknell University, including those that reference or advertise for the university
- Working papers and drafts produced prior to release of a final version
- Student work

### ***Web Content Collection Development***

In recognition of the administrative and historical value of web-based content, on July 1, 2012 the Special Collections/University Archives began a subscription with Archive-It to preserve web-based content that documents Bucknell University.

The Special Collections/University Archives identifies, appraises and selects web content that fulfills the collecting scope. Utilizing the Archive-it crawler, the selected web domain or website is periodically copied to ensure long-term access. Once crawled, the web site is arranged and described by SC/UA staff and is made publically available on the Archive-It website.

Types of web content collected:

- Official Bucknell University web sites
- Bucknell University affiliated web sites (such as student organizations, Facebook, Twitter, Flickr pages and blogs created by campus affiliated organizations)
- PDFs, web pages, photographs, embedded video and embedded audio
- Publicly available web content that is not password protected

Types of web content not collected:

- Password protected web sites
- Databases
- Calendars
- Web sites created by individual faculty, staff and students



***Withdrawal***

The collection development policy will act as a guideline for the appraisal of existing and future additions to University Archives. On a highly selective basis, collections and materials failing to meet the University Archives mission or the university record types that document the university's history may be withdrawn, disposed of or transferred to the general library holdings or a more appropriate repository. A Deed of Gift agreement shall be provided at the time of a donation allowing staff to apply judgment when appraising materials or collections and, if warranted, take appropriate withdrawal actions. In all cases, transfer to the general library collection or another repository is preferred over disposal or sale.

***Review of policy***

The University Archives collection development policy will be reviewed and revised at a minimum of 5 year intervals or sooner if deemed necessary.