

## **Guidelines for Collection Development**

### **Department of Archives and Special Collections Olin Library, Rollins College**

#### **General Purpose**

The Department of Archives and Special Collections collects, preserves, organizes, and provides access to the unique archival materials in the collection. Books and other materials are acquired through purchase or gift, in accordance with the Department's Collection Development Policy. Considered for inclusion are current and retrospective materials in all forms and in subject areas that support the curricular and research needs of the users of the Rollins College library. The Head of Archives and Special Collections is responsible for the development of collections in the Department.

*The Guidelines for Collection Development* is essentially a planning tool formulated to guide the Department in making informed decisions on potential acquisitions. It not only serves as a key component of the appraisal process through which materials are added to the collection, but also provides basic guidance to assure an appropriate balance between the department's resources and its commitments. In principle, the Department collects in areas that:

- document the history of the College
- support the College curriculum and the research interests of faculty and students
- extend the Olin Library's research strengths and support its existing collections
- complement rather than compete with the collecting priorities of other regional special collections repositories

#### **Description of Materials Collected**

Materials are collected in all formats, including monographs, serials, manuscripts, pamphlets, ephemera, maps, government publications, broadsides, sound recordings, tapes, facsimile reproductions, and reprints. In general, items in the departmental collections are added in four ways:

- By transfer from other departments of the College;
- Through purchase by the library, using general acquisition funds and income from special endowments;
- Through donation;
- By transfer from the main library collections.

The general boundaries of the departmental collections that support the teaching and research activities of Rollins' academic community are specified in the following major areas:

- College Archives
- Rare Book Collection
- Rollins Collection (General Library Acquisitions & Donations)
- Florida Collection (Hanna Book Fund, Connor, Sawyer & Waterbury Funds)
- Whitman Collection (Kennedy Fund)

Archives and Special Collections will, on occasion, purchase rare or out-of-print books that will add to the scholarly value of our existing collections. The Department also accepts donations of books that fit into the major areas listed above. However, the Department will not accept donations of materials where ownership has not been transferred to the College. We further reserve the right to sell or otherwise dispose of any donated materials that do not fit within our collection guidelines.

### **A. College Archives**

As part of its mission, the Department is charged with the collection and preservation of non-current college records possessing permanent administrative, legal, historical or research value. The purpose of collecting such records is to provide documentation of the development and growth of the College, particularly of its primary functions of teaching and research, its role in the community at large, the activities of its student body and alumni, and the development of its campus. Priority is given to those records that reflect the activities of the college officers and committees which formulate or approve College or division-wide policy, as well as faculty and administrative involvement in these activities.

Recorded information documenting the above activities is collected regardless of format, and includes: administrative papers and files, letter books, financial ledgers, notebooks, pictorial materials, sound recordings, microforms, computer tapes and discs, printed materials, maps, motion picture film and video tapes, and ephemera. Consult the [\*Recommended Collection and Access Policies\*](#) for additional information.

At the Dept. Head's discretion, donations of artifacts (plaques, statues, etc.) that have significant historical value to the history of the College and the nearby community will be accepted. Realia that are deemed to have insufficient research value to compensate for problems of space and storage will not be accepted.

### **B. Rare Books and Other Printed Materials**

Rare books are acquired for the Department's collection, not because of their intrinsic value as rare items, or their aesthetic interest as objects, but rather because students and scholars frequently have difficulty in obtaining such items for research use. Items meeting the following criteria will be added to the Rare Book Collection:

#### **I. Early printed books and other printed materials (by date)**

1. All items printed before 1800, regardless of place.

2. All pre-1850 Western and Latin American imprints.

3. All pre-1900 books from Asia and Southeast Asia.

## II. Rare or unique items (regardless of date)

1. First editions of significant works of literature, especially American and British.

2. First or early editions of landmark works in subject disciplines other than literature.

3. Signed and inscribed books and association copies of important individuals.

4. Books extra-illustrated with tipped-in prints, manuscripts, and other materials; loose plate books, portfolios, or any publication containing loose maps or plates.

5. Significant limited editions (300 or fewer copies).

6. Finely printed, illustrated, designed, or bound books, hand-decorated, especially those representing the work of significant contributors to the field of book art and the history of the book; books known to be bibliographically unique or otherwise irreplaceable.

7. Monographic works worth at least \$500 per volume. Current scientific and reference materials are exempt.

8. Facsimile editions of manuscripts worth at least \$500 per volume.

9. Out-of-print editions of significant works.

10. Other unusual materials such as papyri, palm leaf manuscripts, miniatures (under 4 inc./10 cm. in height), etc.

## C. Rollins and Personal Manuscript Collections

The Archives and Special Collections will actively collect all publications by and about faculty, staff, students and other people affiliated with Rollins College. These include: books, journal and newspaper articles, bibliographies, pamphlets, manuals and technical publications, maps, posters, publicly released audio-visual materials, etc.

The department also collects personal papers of individuals who in some way have had a connection with the College. Occasionally, papers of non-Rollins individuals may be accepted after careful review by the Head of Archives and Special Collections.

On rare occasions, records of organizations that have some connections with the College and the nearby community may be added to the collections.

In general, the Department does not purchase personal papers; they are usually acquired through donations. Personal papers cover a wide range of formats. Some of the most common are correspondence (both professional and personal), diaries, laboratory notebooks and other research files, classroom teaching materials, draft copies of writing and speeches, photographs, and unpublished audio-visual materials. However, personal papers usually do not include materials created in the normal operation of a College department.

Major collections under this category that are currently in custody include: the Hamilton Holt Papers, the Henry Nehrling Collection, the Rex Beach Collection, the Blackman Manuscript Collection, the Glenn Scrapbook, the Marjorie Kinnan Rawlings Collection, the Jessie Belle Rittenhouse Collection, the A. Reynolds Morse Collection of M.P. Shiel, and the Clare Benedict Collection of Constance Fenimore Woolson Memorabilia.

Graduate theses and honors papers are kept in the Rollins Collection.

The Department of Archives and Special Collections also retains a photographic collection of Rollins and historic Winter Park, mainly transferred from other departments and donated (See the *Guidelines for Photographic Collection*). In addition, current news articles about the College, its personnel, students and events are collected by the Department.

#### **D. Florida Collections**

The Department maintains a research collection of Florida materials. It provides information about Florida and supports the research needs of Rollins faculty, students, and the community at large. Monographs about the State of Florida are actively collected. The collection emphasizes scholarly research on the history, literature, economics, politics, scientific development, environment, humanities, and cultural affairs of the State. Special consideration is given to materials related to Winter Park, Orlando, and the greater Central Florida region. In addition, the Department also keeps a vertical file on the above-mentioned areas. In general, one copy of all books with major chapters about Florida will be purchased and added to the Library's general collection upon the recommendation of librarians or teaching faculty members, if the items are judged to be of current importance and wide usefulness in support of teaching and research at Rollins.

Exceptions to the Florida Collection are: cookbooks, consumable materials, genealogy, and juvenile books (except historic ones). Although not a state depository, the Department will selectively acquire state and local documents related to the subjects listed above. The Department will also selectively acquire a limited number of travel books on Florida.

Furthermore, periodicals with primarily Florida content will be purchased. Only one copy will be purchased, and the Head of Archives & Special Collections will work with the Head of Public Services and the Collection Development Librarian in deciding the holdings and locations of journal titles. Other formats, such as A-V materials, maps, pamphlets and/or rare materials, will be acquired on a title-by-title basis, at the discretion of the Head of Archives & Special Collections.

#### **F. William Sloane Kennedy Memorial Collection of Whitmaniana**

The Department holds the collections of William Sloane Kennedy, a writer and scholar, and a close friend of Walt Whitman. Through funds from a special endowment, the Department actively acquires scholarly publications on the lives and literatures of both Walt Whitman and William Sloane Kennedy. Materials about or by them will be collected, either in print or manuscript form. Rare items with research value may be purchased on a title-by-title basis within the limits of funding. The Department will regularly check bibliographical references and databases for possible additions. Efforts will be made to obtain items either in the original or in facsimile, when it does not infringe upon copyright restrictions.

#### **Subject and Language Modifiers**

Although the majority of materials are in English, there are no exclusions by language, chronological period, or geography (except for the Florida Collection). However, materials must be appropriate to collection criteria delineated in this document.

#### **Preservation and Weeding**

The Department recognizes the need to preserve the items within various collections. This may include placing smaller items in preservation folders, photographs in archival sleeves, manuscripts in acid-free folders, and rare books conserved or preserved in a climate-controlled environment. Such preservation will be performed as resources are available.

The Department does not normally weed materials from its collections. However, collecting emphases change over time and this may warrant weeding of some materials. For donated items, such weeding must be legal under the terms of gift agreements.

#### **Facility and Access**

The Department of Archives and Special Collections is located on the first floor of the Olin Library. In addition to the public reading room, there is a closed stack area, a vault, and a meeting room. Bibliographic access to almost all monographs in Special Collections is available via the Library's online public access catalog.

All items in Archives & Special Collections are available when the Department is open to the public, and they may only be used in the reading room with staff supervision.

Restrictions apply to materials containing personal information. Photocopying, if permitted, is done by the departmental staff for a fee.

### **Resource Sharing**

The Department develops special collections within the limits of the College library's space, staff, and financial resources, and the availability of related materials in other libraries and repositories, especially in the Central Florida region.

Whenever possible, the Department will accommodate ILL requests on a case-by-case basis. Within the limits of copyright, photocopies will be sent if the copying can be done without damaging the original.

### **Rollins College's Archival Appraisal Policy**

#### 1. Purpose:

The Rollins College Archives collects and preserves the history of the institution. This is done by collecting and organizing different media: paper, photographs, audio and visual tapes, textiles, computer disks, and other electronic media and paraphernalia, as long as they document persons, events, architecture and general College-related developments.

#### 2. Procedure:

Incoming records are examined as to the value they have for the Collection. Questions asked should be: What should be kept and why should it be kept; will it be of use to the institution or anyone else using the Archives?

Administrative records are sorted by provenance and added to distinctive series and sub-series. They are sifted for immaterial items and culled for duplications. Those of permanent value are then readied for description.

The structure of the Archival classification system follows the organizational scheme of the institution when it concerns internally generated records.

Documents pertaining to staff, faculty, administrators, trustees or students are grouped separately and efforts are made to maintain the integrity of the original order. Whenever this order is no longer apparent, the archivist will establish a logical scheme which will ease retrieval whenever called for.

Theses, honors papers and publications of persons connected with the institution are kept in separate collections, not with the papers of the creator.

Student records pertaining to academic performance are the purview of the Registrar and kept in the Registrar's domain.

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