

## Joyner Library Procedure Manual

500.25

**Subject: Verona Joyner Langford North Carolina Collection—Collection Development Procedure**

**Title: Verona Joyner Langford North Carolina Collection Collection Development Procedure**

**Operational Procedure - Date Adopted**  
**by the Library Services Faculty: March 13, 2003**

**Administrative Procedure - Date**  
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### I. PURPOSE

The purpose of the Verona Joyner Langford North Carolina Collection is twofold. First, the collection supports the curriculum of East Carolina University and the research needs of its students and faculty members. In addition, the collection assists in the fulfillment of Joyner Library's mission to become Eastern North Carolina's research library and thus strives to collect, preserve and make accessible such current and historical library materials, chiefly in printed or microform formats, as are necessary to document the development of Eastern North Carolina and its people. This regional focus stems in part from the fact that no other library east of the Research Triangle Metropolitan Area is currently making an effort to collect North Carolina at a comparable level.

#### A. Curriculum

East Carolina University offers an interdisciplinary undergraduate minor in North Carolina Studies. To complete this minor, students must take two courses in North Carolina studies; core courses in North Carolina geography, history, and literature; and three electives from among the fields of anthropology, biology, American folklore, geology, southern history, southern literature, and the politics of North Carolina and the South.

The university offers a wide array of liberal arts and professional degrees at the undergraduate and graduate levels. Students may also earn doctorates in coastal resources management and in educational leadership, among other fields. Relevant subject areas include anthropology, art, biology, business, criminal justice, education, English, geography and planning, geology, history, human environmental sciences, industrial technology, the law political science, social work, and sociology.

#### B. Primary and Secondary Users

## 1. Primary users

Students and faculty members involved in the courses that comprise the minor in North Carolina Studies--particularly North Carolina and southern history--are among the primary users.

## 2. Secondary users

Students and faculty members in other fields use the collection. Legal resources and state government documents are utilized by clientele in a variety of disciplines. English 1200 students make use of the collection for some of their assignments, and some students working toward degrees in maritime history or coastal resources management depend on the collection's resources, including maps.

Residents of Eastern North Carolina use the collection extensively for studying family and local history.

A growing number of e-mail reference questions testify to use by patrons beyond the region.

## II. SCOPE OF IN-HOUSE COLLECTION

The level of collection development will reflect both purposes. Coverage for North Carolina as a whole will be at the Study Level and for Eastern North Carolina, at the Research Level. As funding and staff time permits, efforts will be made to collect at the Comprehensive Level for a core area of Eastern North Carolina (see Geographical Guidelines, below).

### A. Format Guidelines

#### 1. Printed Material

Among the printed formats suitable for the collection are books, government documents, serials, pamphlets, maps, newspapers, broadsides, ephemera, and newspaper clippings. Historical prints will be acquired as funding permits if they pertain to the core area of Eastern North Carolina described in the Geographical Guidelines.

#### 2. Microforms

Microfilm (35 mm. or 16 mm.) and microfiche are appropriate formats.

#### 3. Electronic Resources

CD-ROM products and online resources are acceptable formats (see selection procedures, below).

## B. Language Guidelines

English is the primary language of the collection. In an effort to document the increasing presence of Hispanics in Eastern North Carolina, Spanish-language materials will be considered.

## C. Geographical Guidelines

Materials will pertain primarily to North Carolina, but those of a regional or multi-state nature in which North Carolina is prominently featured are suitable for inclusion in the collection.

Eastern North Carolina counties included in the Research Level of coverage are listed below:

Warren, Franklin, Wake, Johnston, Sampson, Robeson, Bladen, Columbus, New Hanover, Brunswick, and Pender.

To the extent possible, an effort will be made to collect at the Comprehensive Level for these counties in Eastern North Carolina:

Currituck, Camden, Pasquotank, Perquimans, Dare, Tyrrell, Washington, Chowan, Gates, Northampton, Hertford, Bertie, Martin, Halifax, Nash, Edgecombe, Wilson, Pitt, Beaufort, Hyde, Wayne, Greene, Lenoir, Jones, Craven, Pamlico, Carteret, Duplin, and Onslow.

## D. Chronological Guidelines

No limits.

## E. Publication Date Guidelines

No limits.

## F. Types of Materials Included

- Monographs will be collected for the North Carolina Stacks, which is a circulating collection. Although works that support the areas of the curriculum stated above will be collected, the field of history will be emphasized. Added copies will be considered for titles in heavy demand. Using the library's fund for replacements, considerable effort will be made to replace lost or damaged titles. To foster long-term preservation of books, they will be acquired in hard copy or, if available only in paper, bound.

- Dissertations purchased through UMI will be collected for the North Carolina Stacks. The field of history will be emphasized, but selected works in other areas of knowledge, including biology, ecology, education, and geology, will be considered if they meet curricular needs. North Carolina-related theses and dissertations completed at East Carolina University will be placed in the North Carolina Stacks.

- Printed state documents dealing with popular or controversial topics will be requested from state agencies and placed in the North Carolina Stacks, so that users may check them out.
- Periodicals pertaining to North Carolina are of particular importance because over forty of them are indexed by the collection's North Carolina Periodicals Index. To enhance the value of the collection as a special collection, an effort will be made to acquire additional titles, particularly those that reflect the history of Eastern North Carolina and its people. After the current year, issues are bound and placed in the North Carolina Stacks, although they do not circulate.
- The collection will make available current newspapers for major cities throughout North Carolina and selected cities in Eastern North Carolina, based on demand by the library's clientele. Issues will be kept for three months before they are recycled.
- The Reference Collection will include bibliographies; dictionaries and encyclopedias of high quality; directories; indexes; abstracts of state and county records; state session laws, statutes, court reports and legal treatises; major state and federal documents containing financial, statistical, and narrative information; and other works intended chiefly for consultation.
- In the Microforms Collection, microfilm will include back files of important state and local newspapers, with emphasis on those published in Eastern North Carolina; census records; county records; important reports and reference materials unavailable in other formats; Sanborn Insurance Company maps, and, as deemed appropriate to support the research of students or faculty members, editions of the private papers or records of individuals, families, and institutions in North Carolina. The North Carolina Collection will continue to serve as a full depository for state documents on microfiche distributed by the State Library of North Carolina. Additional microfiche, including back files of newspapers, will be considered for the collection. The North Carolina Collection assumes the responsibility of filming local newspapers, including The Daily Reflector, M-Voice, and Greenville Times.
- The following types of materials will be collected and housed in the Closed Stacks: North Carolina-related maps, including historical maps and those published by state and federal agencies, including the United States Geological Survey; broadsides of statewide or regional significance; prints of regional significance; CD-ROMS, including circulating titles; ephemera, including brochures, for the Vertical File; and newspaper clippings that reflect topics of statewide importance or local and regional issues. Also collected for the Closed Stacks are rare books. These will include rare titles of statewide or regional importance; relatively scarce books, pamphlets, or serials that require special handling; or significant titles that should be preserved in pristine condition. For the Roberts Collection of literature set in North Carolina, an effort will be made to fill in titles listed in William S. Powell's North Carolina Fiction, 1734-1957. Additional gifts from the Roberts family will be accepted. Because of the large number of fictional titles set in North Carolina that are published each year, only the annual winners of the Sir Walter Raleigh Award will be collected by the North Carolina Collection to augment the Roberts Collection. No effort will be made to collect new works of fiction set in North Carolina.

- Based on priorities established by the library's Digital Editorial Board, the North Carolina Collection will develop digital exhibits containing important materials from the collection. Such exhibits should reflect the two broad purposes outlined at the beginning of this document.
- The North Carolina Collection will add value to high-quality Websites pertaining to North Carolina by maintaining a classified Web page with links to sites that support the curriculum and the needs of other clientele.
- The department will cooperate with the Collection Development Department and appropriate committees to recommend online databases that further the North Carolina Collection's mission.

#### G. Types of Materials Excluded

- Juvenile materials are selected by and housed in the Teaching Resources Center.
- Video recordings will be collected by the Teaching Resources Center.
- Current state curriculum materials, excepting those made available on microfiche through the state depository system, are collected by and housed in the Teaching Resources Center.
- Music materials are collected by the Music Library. Such materials as historical or biographical treatments of music and musicians may be duplicated in the North Carolina Collection.
- With exceptions as noted above, fiction and literary criticism will be collected by the General Collection. Reprints of literature or other works that contain substantive biographical or historical material may be considered for the North Carolina Collection.
- East Carolina University publications will be housed in the University Archives, but duplicates of such popular publications as Rebel, Buccaneer, the catalog, and special reports will be collected by the North Carolina Collection.
- Published family histories, with the exception of those pertaining directly to Pitt County, will not be purchased, but when acquired by gift will be added to the Reference Collection if they meet other criteria for selection.
- Materials related to the health sciences will be collected by the Health Sciences Library, although a significant number of state government documents acquired by the North Carolina Collection pertain to medical fields.
- Manuscripts and photographs are collected by the Special Collections Department.

### III. COLLECTION ANALYSIS BY SUBJECT

The interdisciplinary nature of the North Carolina Collection dictates that most areas of knowledge are represented. Notable exceptions include the fields of chemistry, mathematics, medicine, and physics.

## IV. METHODS OF SELECTION

### A. Book Review Sources

1. *North Carolina Genealogical Society Journal*
2. *North Carolina Historical Review*
3. *North Carolina Libraries*
4. Newspapers (e.g., *News and Observer*, *Daily Reflector*)
5. Magazines and newsletters in all fields

### B. Approval Plans

North Carolina-related titles received through the library's approval plan are cataloged for the North Carolina Collection.

### C. Publisher's Catalogs and Web Pages

Among these are Broadfoot Publishing (Wilmington), Broadfoot's of Wendell, John F. Blair (Winston-Salem), Coastal Carolina Press (Wilmington), Heritage Books (Bowie, Maryland), Carolina Academic Press (Durham), Southern Historical Press (Greenville, S.C.), McFarland (Jefferson, N.C.), and Down Home Press (Asheboro).

### D. Standing Orders

The North Carolina Collection receives all books published by the Institute of Government (University of North Carolina at Chapel Hill) and the North Carolina Office of Archives and History.

### E. Bibliographies

Annual bibliographies of North Carolina-related publications and theses and dissertations are published in the *North Carolina Historical Review*.

### F. Online Databases

These include Books in Print, such out-of-print services as Bookfinder.com and Alibris.com, and Digital Dissertations.

G. Recommendations from faculty members, students, library personnel, and clientele of the North Carolina Collection are welcomed.

H. The North Carolina Collection actively solicits gifts, particularly materials pertaining to Eastern North Carolina.

## V. WEEDING

The North Carolina Collection's role as a special collection precludes significant weeding, inasmuch as out-of-date materials can be used for historical research. However, certain materials in the North Carolina Reference Collection may be shifted to the North Carolina Stacks or discarded. Examples would include legal treatises that have been updated. The North Carolina Collection cannot function as a repository for superceded portions of the state building code or local ordinances. As space permits, an effort will be made to maintain superceded issues of the General Statutes, although the North Carolina Supreme Court Library undertakes this function. Issues of the Advance Legislative Service are discarded upon receipt of Session Laws.

## VI. COLLECTION ASSESSMENT AND PLANNING

### A. Qualitative Measures

1. Standard bibliographies include H. G. Jones, comp., *North Carolina History: An Annotated Bibliography* (1995); Mary Lindsay Thornton, comp., *A Bibliography of North Carolina, 1589-1956* (1958); Mary Lindsay Thornton, comp., *Official Publications of the Colony and State of North Carolina, 1749-1939* (1954); and William S. Powell, ed., *North Fiction, 1734-1957* (1958).

2. User surveys should be conducted to determine how students and faculty perceive the collection and to determine their views on the strengths and weaknesses of the collection. Users can be asked if there are specific types of materials (e.g., gray literature) or subject areas that should be emphasized to a greater extent.

3. Reports from the online catalog can be used to assess the depth of Specific fields.

B. Documentation strategies for specific areas, such as African-American studies, can be developed.

## VII. VII. SELECTION CRITERIA

### A. Content

Although preference should be given to scholarly treatments of subjects, popular works may be considered if they provide information that is not otherwise available.

### B. Condition

For out-of-print or rare titles, the condition should be carefully considered. Although minor flaws can be rectified by conservators, every effort should be made to acquire copies that are in good condition and therefore require limited conservation work.

#### C. Electronic Versions of Printed Works

The decision to replace printed titles, especially serials, with electronic versions will be made on a case-by-basis. For electronic titles, preference will be given to online rather than CD-ROM sources.

#### D. Rarity

When a rare book pertaining to or printed in North Carolina is being considered for acquisition, the heads of the Verona Joyner Langford North Carolina Collection and the Special Collections department shall consult as to the most appropriate location for the item.

Copies to:

PE/mc:5/19/98