

**Subject:** Rare Books Collection Development

**Title:** Rare Book Collection Development Guidelines

**Operational Procedure - Date Adopted by the Library Services Faculty:** 3/6/79

**Administrative Procedure – Date Issued by Administration:**

**Date Revised:** 1/07/2010

**1. Purpose:**

The Rare Book Collection was established as a collection within the Special Collections unit in 1992. Prior to 1992 rare books were shelved either in the general collection stacks or in a limited number of cases in a special caged area in the general stacks. The collection is currently under the control of a curator assigned to oversee collection operations and access. The collection supports the curriculum of East Carolina University and the research needs of its students and faculty members. The collection's holdings also offer a rich research source for local and visiting scholars from around the world.

**Collection Development Goals:**

**A. Curriculum**

The goal of collection development for this collection is to support current, interdisciplinary and emerging programs of research at East Carolina University. This includes a wide range of research and writing by undergraduate and graduate students and faculty. The collection is especially rich in works pertaining to anthropology; biology; folklore; geology; southern history; southern literature; and the politics of North Carolina, the South, and the United States. The Rare Book Collection has in the past placed emphasis on coastal studies; military, naval and maritime history; plantation life; slavery and anti-slavery literature from an American and continental perspective; major travel accounts; and atlases.

In addition to these areas, the collection will endeavor to support the Department of History's master's concentration in Atlantic World History. Students in the Department of English will also utilize the collection for research and editing projects. The collection also supports the School of Art and Design Book Arts and other programs, and the College of Human Ecology. The collection, which has a number of early rare North Carolina-related volumes, supports the undergraduate minor in North Carolina Studies.

**B. Primary and Secondary Users.**

1. Primary users – Students and faculty members at East Carolina University
2. Secondary users – Other students and faculty, historians, folklorists, visiting scholars, and academic researchers

## **2. Scope**

### **A. Subjects represented:**

Prior emphases have included coastal studies; military, naval and maritime history; plantation life; slavery and anti-slavery literature from an American and continental perspective; and major travel accounts and atlases. The collection acquires editions of important printed works concerning geographical features and early travel, travelers, and voyages of discovery and exploration, or which include important engravings, prints, lithographs, etchings, and illustrations.

### **B. Formats:**

Print is the format for most materials. Electronic resources will often provide backup to print resources in the collection. Microforms and digital media will be selected on an as-needed basis (CD-ROM, DVD, etc.) These electronic resources can become the primary means of access and reproduction for fragile materials. (For example: Early English Books Online collection, the University of Michigan nineteenth century American imprint project – the Making of America ( <http://quod.lib.umich.edu/m/moagrp/> ). Search Room attendants and curators should be especially watchful of fragile materials in the collection and refer patrons to other media where appropriate. Items not currently protected by copyright will be considered for digitization as patron demand and funding permit.

### **C. Languages:**

English is the primary language for the collection, but some areas of study (e.g., the Atlantic World) may require materials in other relevant languages, including Dutch, Portuguese, and Spanish.

### **D. Geographic Guidelines:**

The collection does not have a primary geographic focus currently; however, some effort will be made in the future to focus collecting efforts in the history of the Atlantic World.

### **E. Chronological Guidelines:**

Materials related to any period will be selected.

### **F. Publication Date Guidelines (These guidelines apply to the areas of emphasis noted above) :**

Imprints regardless of place of publication, printed in or prior to 1750. Imprints will be collected selectively (e.g. regional incunabula)

American imprints published east of the Mississippi on or before 1860

Imprints published in the Confederate States of America

American imprints published west of the Mississippi on or before 1890, collected selectively with regard to rarity (regional incunabula)

Imprints published after 1860, collected selectively depending on rarity and condition (regional incunabula)

### **G. Material Types:**

- Editions that have a value of \$2,000 or more are added on a highly selective basis (This figure should be reviewed every 5 years)

- Fine press books on a limited basis
- First editions of important authors of interest to our researchers
- Books that would be of value to a book arts program
- Selected limited editions of fewer than 100 copies (if noteworthy or rare)
- Selected volumes with WorldCat holdings of fewer than five copies
- Signed editions of significant authors
- Due to space limitations, not all 19th and 20th century rare materials held by Joyner library can currently be housed in the collection

## **H. Material Types Excluded or Limited:**

- Works in poor condition:
- Will be weeded or not added to the collection as appropriate. Since preservation/conservation funds have historically been very limited, poor condition is an important exclusion for many otherwise collected items

Guidebooks and workbooks:

- Will be acquired on a highly selective basis and should relate to major collection focus areas

Textbooks:

- As a general practice, Joyner Library does not collect textbooks

Audiotapes and Videotapes

- : Not collected

CD-Rom and DVD movies

- : Not collected

Children's Books

- : Not collected. Collected by the Teaching Resources Center

Ephemera

- : Only if in good condition and related to collecting interests (for example, flowers or newspaper clippings laid or tipped in books are excluded)

Family Bibles

- : Not collected

Religious and Law Books

- : Not collected unless of very special regional interest (for example a law book owned by an early North Carolina governor)

Encyclopedias and Dictionaries

- : Not collected unless exceptionally rare

Theses and Dissertations:

- collected in other East Carolina Library collections (University Archives, North Carolina Collection)

Reference materials:

- Items that meet the criteria outlined in the Special Collections Reference Collection Procedure are excluded from the Rare Book Collection

Maps:

- collected in accordance with the East Carolina Manuscript Collection development Procedure

Unpublished materials of all types:

**Library of Congress Subject Headings and Call Number Ranges:** Not collected, materials of this type would be more appropriately housed in the East Carolina Manuscript Collection or the

University Archives and Records Center. Electronic versions could be considered for the ScholarShip, the institutional repository. (For example, undergraduate term papers, oral histories, etc.)

### **Primary Responsibility**

#### **Description Call Number Range**

All areas A – Z (with past emphasis on D,E,F,V areas)

### **Related Subject Liaisons**

In an effort to provide wider access to materials and the best possible coverage, the curator will work closely with all subject liaisons, the Assistant Director for Special Collections, collection management librarians, and the Assistant Director for Collections and Technical Services, and ECU faculty.

### **Selection Tools**

- Faculty requests
- American Book Prices Current
- Auction records
- Bookfinder.com
- Review sources: Publishers' catalogs, WorldCat, and printed catalogs of other rare book collections.
- Newsletters and other online selection tools
- Indexes, bibliographies and series lists
- Inter-library loan requests
- Email lists and postings
- Catalogs of other colleges, universities and research institutions that have similar collecting interest, including:

The University of North Carolina at Chapel Hill

Duke University

Mariners' Museum

National Maritime Museum

Peabody Museum

Smithsonian Institution

United States Naval Academy

Coast Guard Naval Academy

Merchant Marine Academy

Mystic Seaport

### **De-selection and Procedure exceptions**

Books that are damaged beyond repair may be discarded. The Curator may undertake periodic collection management projects, which may result in some books being weeded. The Curator will seek input from the Assistant Director for Special Collections, the Assistant Director for Collections and Technical Services, and ECU faculty during any such projects. Materials can be added to the collection when in the opinion of the Curator the collection would benefit by their addition. Due to current space limitations, some possibly rare general stack collection materials

that might otherwise meet the ACRL RBMS “Guidelines on the Selection and Transfer of Materials from General Collections to Special Collections” (<http://www.ala.org/ala/mgrps/divs/acrl/standards/selecttransfer.cfm>) will need to be housed in “a location area that provides an intermediate level of supervised access.” Email comments to Ralph Scott ([scottr@ecu.edu](mailto:scottr@ecu.edu)), Curator of Rare Books

Draft date: 12 November 2009, approved AD for SC 4 November 2009, approved University Special Collections Committee, 2 December 2009, approved by the Library Assembly, 7 January 2010.