

**Subject:** Collection Development

**Title:** Collection Development Procedure, East Carolina Manuscript Collection

**Operational Procedure** – Date Adopted by the Library Assembly: May 7, 2009

**Director:** Larry Boyer

Revised:

## I. PURPOSE

The purpose of the East Carolina Manuscript 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, it assists in the fulfillment of Joyner Library's mission to become Eastern North Carolina's research library. The collection's holdings offer a rich research source for genealogists, local historians, and visiting scholars.

### A. Curriculum

Traditionally, the collection has supported the work of students and faculty members in the Department of History, including those involved in the Program in Maritime Studies and the concentration in military history. The collection will endeavor to support the Department of History's concentration in Atlantic World History. Students and faculty members in the Department of English have utilized the collection for research and editing projects. East Carolina University offers an interdisciplinary undergraduate minor in North Carolina Studies. To complete this minor, students must take courses in North Carolina studies, core courses in North Carolina geography, history, and literature, and 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 East Carolina Manuscript Collection seeks to support research in these and other areas relevant to its purpose, including such interdisciplinary programs as African & African American Studies, Asian Studies, Coastal & Marine Studies, Ethnic Studies, Religious Studies, and Women's Studies.

### B. Primary and Secondary Users

#### 1. Primary users

Students and faculty members in the Department of History and Department of English are among the collection's primary users.

#### 2. Secondary users

Secondary users include other students and faculty members of East Carolina University, genealogists, local historians, folklorists, and visiting scholars.

## II. SCOPE

### A. Subjects represented

The East Carolina Manuscript Collection actively solicits collections of significant historical value. Collections within the East Carolina Manuscript Collection pertain to the following subjects:

- North Carolina, with emphasis on eastern North Carolina
- the tobacco industry, with emphasis on North Carolina
- American military history, with emphasis on the U.S. Navy
- the work of Christian missionaries throughout the world

Collections pertaining to maritime history, particularly as it relates to North Carolina and the “Atlantic World,” as well as the papers of important North Carolina writers, are actively sought. A special effort is made to document the lives of military personnel, working people (farm workers, mill hands, and fishermen, for example), women, and minorities in eastern North Carolina, including African Americans, Native Americans and Latinos.

### B. Format guidelines

Manuscript collections typically consist of correspondence, diaries, financial records, minutes, legal documents, photographic materials, literary productions, scrapbooks, maps, audio-visual materials, microforms, and other unpublished items. Published works, including such ephemeral items as newspaper clippings, are sometimes found in manuscript collections. Increasingly, electronic files are included in manuscript collections. Oral history interviews, in analog or electronic formats, augment the content of manuscript collections or document the lives of mill workers, women, and minorities. Films relevant to the history of eastern North Carolina may be included.

### C. Language guidelines

English is the primary language of the collection, although manuscripts in other languages, if directly relevant to the collection’s areas of emphasis, will be considered. In an effort to document the increasing presence of Latinos in eastern North Carolina, Spanish-language materials, including oral history interviews, are considered.

### D. Chronological guidelines

No limits.

### E. Types of materials included

Personal papers; business or organizational records; oral history interviews; electronic files, films, and recordings relevant to the collection’s purpose.

## F. Types of materials excluded

In most cases, published works will not be accepted for inclusion in the East Carolina Manuscript Collection unless they directly relate to the person or organization responsible for the creation of the particular collection. Published works pertaining to North Carolina will be offered to the Verona Joyner Langford North Carolina Collection. Collections related to health care, though otherwise appropriate for inclusion in the East Carolina Manuscript Collection, will be offered to the History Collections of the Laupus Library. The papers of faculty members of East Carolina University will be offered to the University Archives unless the donors request that they be included in the East Carolina Manuscript Collection. Such papers will be accessioned only if they are considered to be of potential value to the Manuscript Collection's primary and secondary users. The collection does not accept copies of materials from other manuscript repositories.

## III. METHODS OF ACQUISITION

Collections are acquired by gift, purchase, loan, or copy. Loans will be considered only if the materials are of extraordinary importance and there is a possibility that the loan will be made permanent. The Assistant Director for Special Collections carries on an active solicitation program through which contact is made with persons or organizations whose papers or records meet the criteria outlined in this procedure. Recommendations from faculty members, students, library personnel, and clientele of the Special Collections Division are welcomed. Donors are required to sign a contract of gift. Oral histories will be conducted by staff members of the Special Collections Department. The department may enter into agreements with faculty members at East Carolina University or with qualified oral historians to conduct, house and make available oral histories related to the department's areas of focus.

## IV. SELECTION CRITERIA

Given the large size of many modern manuscript or archival collections, it is important to consider which collections among those that fit within the scope of the East Carolina Manuscript Collection are most likely to be used by students, faculty members, and other researchers. For example, the papers of members of the U.S. Congress often contain voluminous constituent correspondence of limited historical value. It is important to acquire collections in good physical condition, as extensive conservation work is time consuming and costly.

## V. DE-ACCESSIONING

Collections acquired for the East Carolina Manuscript Collection generally are not de-accessioned. If, after it has been accessioned, a collection is deemed inappropriate for inclusion, it should be offered to the donor or the donor's heirs before further steps are taken to dispose of it.

## VI. COLLECTION ASSESSMENT AND PLANNING

Members of the University Special Collections Committee, who helped to develop this procedure, should be consulted as part of any process to determine collecting priorities. 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 or subject areas that should be emphasized to a greater extent. Use statistics should be examined to determine which subject areas are most heavily used.

## VII. DIGITIZATION

Digitization of manuscripts and manuscript collections will be undertaken in accordance with procedures outlined in the Special Collections Department's Procedures Manual and in cooperation with the staff of Digital Collections.