

Subject: Collection Development Procedure: Special Collections Reference Collection

Title: Special Collections Reference Collection

Operational Procedure – Date Adopted by the Library Services Faculty: 3/4/2010

Administrative Procedure_ Date issued by Administration:

Date Revised:

1. Purpose:

The Special Collections Reference Collection is designed to support the reference needs of the collections in Special Collections: the East Carolina Manuscript Collection, the Rare Book Collection, the Map Collection, the James H. and Virginia Schlobin Literature of the Fantastic Collection, the Hoover Collection on International Communism and the University Archives and Records Center. This collection of materials, which is designed to answer ready reference inquiries and to assist staff members involved in processing collection, is a separately shelved non-circulating collection. Materials selected for the reference collection will provide up-to-date information not easily found in electronic sources. A special separately shelved component of the collection is a group of works that were written using materials located in Special Collections. This collection is named “Special Collections Authors.” Some of these materials were donated by their writers [often when permission to publish was obtained], while others have been purchased with library funds. Special Collections Authors books will have special colored call number labels mounted on top of their regular Special Collections Reference collection call numbers.

Collection Development Goals:

A. Curriculum

The goal of collection development is to support current, interdisciplinary and emerging programs of research at East Carolina University. Traditionally, the Special Collections Reference collection has been used by students, faculty, and Special Collections and library staff members using primary source materials housed in the department. The collection serves students of history, English, education, political science and urban studies, university personnel and the general public.

B. Primary and Secondary Users.

1. Primary users – Library staff (especially Special Collections staff), students and faculty members at East Carolina University
2. Secondary users – Other students and faculty, visiting scholars and academic researchers
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2. Scope

A. Subjects represented:

Materials are acquired to support the provision of reference service to library patrons, to assist with processing collections, and to answer inquiries related to materials in Special Collections. Reference materials include but are not limited to bibliographies, local histories, handbooks, and guides to archival and special collections at other locations. Both out-of-print and currently published reference books in areas traditionally collected by the East Carolina Manuscript Collection, the book collections, and the University Archives are purchased with department funds as needed.

B. Formats:

Books are collected as they become available, either as new publications or on the used book market. Limited or local editions, such as historical society publications, may be included.

C. Languages:

English is the primary language for all materials. Some areas of study in non-English-speaking areas may require materials in other languages, although it is expected the future purchases in non-English-speaking materials will be extremely limited.

D. Geographic Guidelines:

There are no geographical limits to the collection.

E. Chronological Guidelines:

While printed material of all periods of history is collected, the current collection reflects the historic collecting interests of the department, especially manuscripts and historical records pertaining to of nineteenth- and twentieth-century history. The collection contains works documenting the Civil War, military history, North Carolina politics and economic development, and politics of the post-World War II period.

F. Publication Date Guidelines:

There are no date limits to the collection.

G. Material Types:

- Books: Books are collected as they become available, as new publications, on the used book market, or as gifts from individuals. Limited or local editions, such as historical society publications, may be included. Rare materials that are valuable for their scarcity, illustrations, bindings, limited print run, or autographs may also be collected on a highly selected basis.

- Serials: Will be collected on a limited basis when they support the collection goals.
- Pamphlets: Will be collected on a limited basis when they support the collection goals.
- Guides, handbooks, and manuals: Will be collected on a limited basis when they support the collection goals.
- Leaflets: Will be collected on a limited basis when they support the collection goals.
- Secondary materials: Secondary source materials are included where appropriate.

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 collected on a limited basis.
- Textbooks: As a general practice, Joyner Library does not collect textbooks; however, gifts may be added as appropriate, if they are especially rare and noteworthy to the collection.
- Audiotapes and videotapes: Not collected.
- Ephemera: Not collected.
- Microforms, CD, DVDs and other media: Not collected.
- Children's Books: Not collected.
- Encyclopedias and dictionaries: Some limited collection as needed.
- Theses and dissertations: collected as needed.
- Maps: Maps are covered by the East Carolina Manuscript Collection development Procedure.
- Unpublished materials of all types: Not collected.

Library of Congress Subject Headings and Call Number Ranges:

Primary Responsibility

Description Call Number Range

All areas A - Z

Related Subject Liaisons

In an effort to provide wider access to materials and the best possible coverage, the selector will work closely with all subject liaisons, the Assistant Director for Special Collections, the Collection Management Officers, the Assistant Director for Collections and Technical Services, and institution faculty.

Selection Tools

- Faculty requests
- Gifts both from authors and others interested in the collection
- Review sources: publishers' catalogs, WorldCat.
- 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
North Carolina State University
North Carolina State Archives

De-selection

Books that are damaged beyond repair will be discarded. The selector may undertake periodic collection management projects, which may result in some books being weeded, moved to remote locations or re-formatted. Except in unusual circumstances, duplicate copies of identical titles will be placed in the general circulating stacks or weeded. The selector will seek input from the Assistant Director for Special Collections and the Assistant Director for Collections and Technical Services, appropriate liaisons, staff in Special Collections, and faculty during any such projects.

Email comments to Ralph Scott (scottr@ecu.edu), Curator of Rare Books and Maps

Draft date: 7 October 2009, Reviewed by Assistant Director of Special Collections, 13 January 2010