

**Special Collections Policy
Marshall University Libraries
Huntington, West Virginia**

Special Collections is composed of a number of collection units, each of which has a particular focus.

West Virginia Collection

Special Collections will build a collection devoted to the history of West Virginia, seeking materials through acquisition, donation and trade, when possible, of monographs, serials, newspapers, state documents, maps, vertical files, and other ephemera. Because of the location of Marshall University, it will also extend its focus on the Tri-State Region in the collection of the previously listed items, which will, of course, include materials dealing with Ohio and Kentucky. Since West Virginia was formerly a part of Virginia, this state will also be included, particularly the ante-Bellum. Similarly, West Virginia arose out the conflict known as the Civil War and the department will collect significant materials on this conflict. Finally, West Virginia rests entirely within the confines of Appalachia and materials will be sought concerning this geographic region.

Manuscripts

Special Collections will also seeks to build a collection devoted to the local, regional and state history by seeking manuscript materials, such as diaries, letters, photographs, scrapbooks and other unpublished historical documents, through acquisition, donation and trade.

Rare Books

Special Collections includes a rare book collection that covers the entire spectrum of human knowledge and achievement, which will be built by identify and acquiring, as the means arises, such materials as books and journals. All books printed prior to 1820 in the United States will automatically be considered possible candidates for this collection; other volumes will be judged on rarity, value, condition and subject.

University Archives

Special Collections houses the official archives of Marshall University. Historically relevant University materials will be forward by University offices to the Archivist for possible inclusion in the Archives, who will use standardized archival practices in identify, preserving and handling such materials.

Specialized Collections

Special Collections includes two specialized libraries: The Rosanna Blake Library of Confederate History; and the Charles Hoffman Library of the History of Medicine. These specialized libraries are devoted to particular subject areas, in which Special Collections seeks to build the holdings in Confederate Studies and Medical History, buy acquiring significant published and non-published materials through expenditure of endowment funds, donation by interested patrons, and trade.

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