

Marshall University Information Technology Council

Procedure No. ITP - 21

MARSHALL UNIVERSITY LIBRARIES SPECIAL COLLECTIONS DEVELOPMENT PROCEDURE

General information:

1.1 Scope: This Procedure applies to all Marshall University faculty, staff, and students as designated and defined throughout the Procedure and includes all Marshall University campuses.

1.2 Statutory References:

1.3 Passage Date: 09/18/2008

1.4 Effective Date: 09/18/2008

1.5 Background: The Library Special Collections Development Procedure of Marshall University seeks to:

1.5.1 Provide guidance to the faculty, staff, and of Marshall University and its campuses, and to members of the University and local community who are prospective donors of manuscript materials or other historical items for safekeeping by the Marshall University Libraries;

1.5.2 Establish the collection priorities for the types of materials, formats, historical periods and geographical regions that the University desires to obtain;

1.6 Definitions:

1.6.1 **Deed of Gift** – The formal agreement under which the University accepts gifts from donors. The Deed of Gift transfers full, legal ownership of the donated materials to Marshall University. (Appendix A).

1.6.2 **Donor** – any person, organization, or institution seeking to give, through Deed of Gift, materials to the University Library's Special Collections Department. Donors may include members of the Marshall University faculty and staff seeking to give personal materials. Academic, Athletic, or Administrative units of the University are not considered "donors" under this definition as any University materials from those units is accessioned into the University Archives.

1.6.3 **Materials** – the physical and tangible items that are to be given to the University. These items include holographic (handwritten), typed, printed, and published text – all or part of which may be copyrighted. Also included are lectures and other works prepared

for oral delivery; musical and dramatic works; motion pictures, internet web pages, telecourses, photographs, drawings, and other pictorial representations; sound recordings; computer programs, instructions, and other software and memorabilia. Materials also include compilations of items such as scrapbooks and photo albums.

Procedure:

2.1 Priorities for Collection: Collecting areas are regularly reviewed and modified by the Special Collections' Collection Development Team. As circumstances change, the collecting areas will be reevaluated and modified as appropriate.

2.1.1 Subject Areas: Western Virginia (prior to 1863), Cabell County WV and the Kentucky, Ohio, West Virginia Tri-State Area history and culture; Appalachian history and culture; Marshall University history and culture; the American Civil War with principal interest in the Confederacy, including the ante-bellum period and Reconstruction.

2.1.2 Format of Materials (related to the Subject Areas above): Primarily textual holographic materials (manuscripts, diaries, correspondence), and ephemera; unique monographic material as well as rare or out-of-print materials; photographic images with subjects identified; maps and cartographic materials; architectural drawings.

2.1.3 Geographic and Chronological Boundaries. Emphasis on the geographic areas of Appalachia, Western Virginia, Cabell County WV and the Kentucky, Ohio, West Virginia Tri-State Area, and primarily Huntington and the Marshall University campuses. No chronological limits on materials.

2.2 Limitations on Acquisitions: Because of current limitations on storage space (PALINET Preservation Site Survey Report, April 2007) as well as limited resources in staffing and funding, Marshall University is seeking only to add new materials to the already existing collections in its care. Collections that are offered to the Library which do not meet the criteria in the previous paragraph will be closely evaluated. The decision to add new collections and materials will be made only after careful consideration of the applicability to this Collection Procedure. The final authority for approving/disapproving the accessioning of material in excess of five (5) cubic feet lies with the Marshall University Senior Vice President for Information Technology and the President of the University.

2.2.1 Prospective Donor Gift Information Form (Appendix B) Prospective donors will be asked to respond to several questions (size, format, physical condition, major subject areas, relationship to Marshall University, West Virginia, or local history, etc.) pertaining to their materials prior to any decision being made on accepting the materials.

2.2.2 Permanent or Indefinite Restrictions to Access. No materials will be accepted which have an indefinite or permanent limitation on access by the public.

2.3 Gifts/Donations, Loans and Purchases:

2.3.1 Gifts/Donations: Donation is the preferred method of acquisition for Special Collections, which solicits gifts of materials from individuals and organizations. Marshall alumni, faculty members, and other members of the university community provide assistance in identifying potential donors. It is hoped that donors of materials will also give a monetary gift to offset the cost of organizing, cataloging, preserving, and maintaining the collection. Suggested monetary gifts are:

- For collections up to one cubic foot (one document box) in size; \$100.00
- For collections up to ten cubic feet; \$500.00
- For collections greater than ten cubic feet or institutional collections; \$1,000.00

2.3.2 Loans: Loans of materials for special events (anniversaries, recognition, or other commemorative events or ceremonies) will be accepted for a period of no more than six (6) months. A Deed of Gift Form will be used to stipulate the exact nature and requirements of the loan.

2.3.3 Purchases: When materials are not available through gifts, acquisitions are made through the purchase of items selected from dealer catalogs, by way of auctions, and from private individuals or organizations. Purchases are funded by endowment income, gifts, Library Associates donations, and library appropriations. The principal fund in the University Foundation is **The General Fund for Special Collections**.

2.4 Deaccessioning (Removing) Materials from the Collections: The deaccession of materials in special collections is governed by different principles from those for general research collections. Because of the primacy of preserving special collections materials in their original format and, concomitant with that, the role of special collections as repositories of cultural history, the Marshall Libraries will carefully assess all materials before accepting them to lessen the likelihood of deaccession. There are valid reasons why materials in special collections may be deaccessioned. Acknowledging these points, The Rare Book and Manuscripts Section of the Association of College and Research Libraries included a lengthy set of guidelines for deaccession of materials in Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collections Librarians, with Guidelines for Institutional Practice in Support of the Standards, 2d edition, 1992. The following procedure for deaccession of materials from the Library and Special Collections incorporates and upholds the standards established by RBMS for the ethical deaccessioning of material from special collections.

- a. In the deaccession of rare books and manuscripts, the Marshall Libraries will weigh carefully the interests of the public for which it holds the collections in trust, the interests of the scholarly and cultural community, and the Libraries' own mission.
- b. The Library will consider any legal restrictions, the necessity for possession of valid time, and the donor's intent in the broader sense. Procedures for the deaccession or disposal of materials will be at least as rigorous as those for purchasing or accessioning

and should be governed by the same basic principles. The decision to dispose of materials must be made only after full and scrupulous consideration of the public interest and the needs of researchers; the process of deaccession will be carried out in as open and public a manner as possible.

c. Mandatory restrictions on disposition which accompanied a donation will be observed unless it can be shown clearly by appropriate legal procedures that adherence to them is impossible or substantially detrimental to Marshall University. When statements of donor's preferences accompany an acquisition, any departure from them will be carefully considered and negotiated with the donor or the donor's heirs or settled by appropriate legal procedures.

d. Responsibility to the needs and reputation of the Marshall Libraries requires that in preparing for and accomplishing any deaccession, the Library will take care to define and publicly state the purpose of the deaccession and the intended use of monetary or other proceeds of the deaccession, to avoid any procedure which may detract from the Library's reputation for honesty and responsible conduct, and to carry out the entire process in a way which will not detract from public perception of its responsible stewardship. The following points must be taken into consideration:

- 1). The Library will insure that the method of deaccession will result in furthering the agreed purpose of the deaccession, whether this is monetary gain or more appropriate placement of scholarly resources.
- 2). The Library will disclose to the potential new owner or intermediary agent any action, such as the retention of a photocopy of the material, which may affect the monetary or scholarly value.
- 3). To the fullest extent possible, the Library will make public information on the disposition of deaccessioned materials.
- 4). The Library will not allow materials from its collections to be acquired privately by any library employee, officer, or volunteer, unless they are sold publicly and with complete disclosure of their history.
- 5). Due consideration should be given to the library community in general when disposing of items. Sales to, or exchanges between, institutions will be explored as well as disposal through the trade.

Appendix A: Deed of Gift

MARSHALL UNIVERSITY LIBRARIES
 1 John Marshall Drive
 Huntington, West Virginia 25755

DEED OF GIFT

I/We _____ of
 Name(s)

 Street Address

 Phone Number

do legally own the items described herein, and I/we hereby give, transfer and convey ownership and title, including all literary rights, of the following described items to Marshall University Libraries:

Restrictions (if any) to access:

 Donor's Signature

 Date

Receipt of the above described item(s) is hereby acknowledged, with much appreciation.

By: _____
 representing Marshall University Libraries.

Date: _____

Appendix B: Prospective Donor Gift Information Form

MARSHALL UNIVERSITY LIBRARIES
1 John Marshall Drive
Huntington, West Virginia 25755

GIFT INFORMATION FORM

Donor's Name _____

Street Address _____

Phone Number and/or E-mail address _____

General Description of the Materials:

Subjects Covered (including important people or events): _____

Types of Material (Books, scrapbooks, photos, diaries, videos, newspaper clippings, etc.) _____

Where have the materials been stored? How long have they been stored there? What is their current physical condition? (Please indicate if there is any damage due to moisture, mold, fire, insects, etc.) _____

Size of the Collection (estimate the number of cubic feet – one standard cardboard box is equal to 1.5 cubic feet OR linear feet – amount of space the material takes on a bookshelf) _____

Is there a relationship of any of the material with Marshall University? Please describe: _____

Will you be able to supplement this donation with a monetary gift to help defray the costs of processing and storing the materials? (Suggested amounts are: For collections up to one cubic foot in size -\$100.00; For collections up to ten cubic feet - \$500.00; For collections greater than ten cubic feet or institutional collections - \$1,000.00)
