

# **COLLECTION DEVELOPMENT POLICY**

Special Collections, Rare Books, and University Archives

Irwin Library, Butler University

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The Special Collections Department of the Butler University Libraries is composed of three sub-areas: the Rare Books collection; Special Collections (manuscripts and non-book materials); and the University Archives. These materials may or may not be intrinsically related and have been brought together for administrative and practical reasons. Each sub-area has its own collection policy.

## **1. Mission Statement**

The Special Collections, Rare Books, and University Archives Department of Butler University Libraries preserves and promotes rare and unique materials that support teaching, learning, and research, and that document the university's history. Through stewardship, access, and outreach, the department serves Butler students, faculty, and staff, as well as visiting scholars and the broader community.

## **2. Permanent Acquisitions**

### **2.1. Capacity**

Special Collections has limited capacity for the acquisition of new materials. University Archives and Special Collections materials directly documenting the history of the university will be prioritized over offers of other types of materials.

While the Special Collections department currently has limited space, the University Archivist or Head of Special Collections will meet with campus offices to discuss how to best preserve collections in-office and set up an action plan, including:

- Guidance on proper storage, housing, and handling of archival materials,
- Guidance on inventorying and describing archival collections,
- Recommendations on records that may be safely discarded,
- Recommendations for digitization.

### **2.2. Purchasing**

Purchasing materials for Rare Books, Special Collections, or University Archives may be considered in the future but is not currently part of the acquisition strategy. All purchasing decisions will be made by the Head of Special Collections in consultation with the Dean of University Libraries.

### **2.3. Gifts**

Gifts are a primary means by which new materials will be added to the collection. Gifts will be accepted in accordance with the following guidelines:

- Materials offered are relevant to the selection criteria outlined in this policy;
- Do not duplicate material already held; duplicates, however, may be used to replace books in poorer condition;
- Are comprised mostly of unique or otherwise rarely held materials such as original manuscripts, correspondence, and unpublished media;
- Are in usable condition;
- Can be safely stored in the existing limited space of the department;
- Can be adequately managed by the existing resources and staffing of the department;
- Can be preserved without extraordinary measures and do not threaten existing materials through preservation hazards such as mold or insect infestation;
- Are given freely by their creator or owner of title, with limited restrictions on access, reproduction, and re-use.

When evaluating a proposed gift, the Head of Special Collections may recommend that some materials be added to Special Collections, some materials be added to the circulating collection, some be donated to another repository, some be sold, or some to be discarded or returned. This recommendation allows the gift to be of the greatest benefit to the Special Collections Department, University Libraries, and the University at large.

Material authors (including faculty), or their designated heirs or donors, have the right to impose reasonable restrictions on their papers to protect privacy and confidentiality. These restrictions, agreed upon in consultation with the Head of Special Collections, must be documented in a formal gift or transfer agreement. The Head of Special Collections may reject agreements that restrict access to materials in perpetuity or do not specify a future date for lifting restrictions on materials.

### **2.4. Rare Books Criteria**

The rare book collection acquires, preserves, and makes accessible holdings in several fields for use by the university and general scholarly communities. The Collection holds over 10,000 books and pamphlets, approximately 1,000 broadsides, and other miscellaneous holdings of printed materials. Materials range in date from the fifteenth to the twenty-first century. In most cases, Special Collections will seek to acquire items which fall into one of the collected subject/interest areas outlined below. Exceptions to this policy can be made on a case-by-case basis by the Head of Special Collections or Dean of Libraries. We welcome consultations from faculty who wish to collaboratively develop new collecting areas that directly support their teaching and research needs. Books are selected for inclusion in the Rare Books collection using the following primary and secondary criteria.

### *Primary Criteria*

- **Support university teaching** and research interests or document historic teaching and research interests and university history.
- **Constitute fundamental works** in a collected area of study and have long-term research interest.
- **Worthy additions to established collections of books**, which include:
  - Early Irvington Library Collection — books in library between 1877-1902
  - Charters Collection — Books on the South Seas
  - Dellinger Collection — School Textbooks published before 1950
  - Early Imprints Collection – Selected titles published 1850 and earlier
  - Goss Collection – Riverside Editions
  - J. James Wood Collection – Science Lecture Series
  - Jean Sibelius Collection – Primary and secondary materials by and about Sibelius
  - Lewis Vogler Collection
  - Madame De Staël Collection
  - Teachers College of Indianapolis/Blaker Collection
  - Vivian S. Delbrook Collection – Visiting Writers Series
- **Areas of Special Emphasis:** books related to subject interests for holdings in Special Collections.
  - Botanicals and herbals
  - Abraham Lincoln
  - Anthropology and archaeology
  - Native Americans
  - Butler University authors
  - Butler University history
  - Indianapolis history
- **Format:** books in formats that are prone to damage (miniature books, Asian bindings, art books, historic pamphlets, etc.)
- **Bibliographic Features** - items notable for their bindings, typography, decoration (fore-edge paintings), drawings, or illustrations; books known to be bibliographically unique or otherwise irreplaceable; aesthetically noteworthy books (including fine press books)

### *Secondary Criteria*

These criteria apply only in special cases and as space permits:

- **First editions** of historical importance as identified in standard bibliographic sources.
- **Cost:** works costing or are valued at more than \$500 (excluding contemporary science works).
- **Inscriptions:** Items signed by the author may be considered, particularly if found in volumes meeting other secondary criteria.
- **Collections of books** that may not be rare, but when assembled as a group create a substantial body of knowledge about a subject (Charters, Dellinger, etc.)
- **Edition:** Limited editions of 500 copies or fewer.
- **Facsimile editions** of rare books may be considered.

- **Preservation:** fragile items which need special storage and handling.
- **Security:** items requiring more security than general collections can provide
- **Association copies:** identified by inscriptions, marginal notes or private book plates, or containing manuscripts or letters tipped or laid in. Also volumes containing notable autographs, marginal annotations, or those whose provenance or association with historical figures or events contribute to a collection already held or are important to university history.
- **Forms Part Of:** Books that are associated with special collections or which form part of the university archives
- **Books transferred from Butler University Libraries circulating collections** due to fragility, age, association values, inscriptions and autographs, market value, etc. These books are accepted regardless of whether their subject area(s) are those targeted for collection in the rare books collection.
- **Professional reference books** dealing with archival topics or the subjects of major collections or areas of collecting.

### Transfer from Circulating Collection

Butler University Libraries' policy on the transfer of materials to the Special Collections Department is adapted from the national guidelines developed by the Rare Books and Manuscripts Section of the Association of College and Research Libraries, a division of the American Library Association: *Guidelines on the Selection of General Collection Materials for Transfer to Special Collections*. Revised June 25, 2016.

By their very nature, academic libraries acquire books and other materials which, given sufficient time, can become rare. These books and materials acquire special research, bibliographic, historic, or market values. This policy will guide library staff in identifying rare and valuable books and materials in the circulating collections and arranging for their transfer to the greater care and security of the Special Collections Division.

#### *Identification of Material*

As appropriate, staff of the Special Collections Department or Resource & Systems Strategies should inventory the general collections at intervals to identify materials appropriate for transfer. The inventory may come from reports generated from the online catalog and based on imprint or creation date, place of publication, etc.

Rare books and materials also should be identified for transfer during routine handling and review as part of the following library functions: acquisition; processing; gifts and exchange; cataloging and retrospective conversion; repair; preservation and conservation; binding; duplication (photocopy, microfilm, digitization, etc.); circulation; inventorying and shelf reading; collection surveys; interlibrary loan; exhibit preparation; weeding; searching of dealer catalogs. Everyone who works in the library—including student assistants—should be trained to recognize materials that could be transferred. Items identified as candidates for transfer will be sent to the Special Collections Division for review by knowledgeable staff.

### *Selection Criteria*

Special Collections will accept books and other materials that require special protection and care from the general and circulating collections regardless of subject area, but with consideration of the following additional criteria:

- **Age** - All materials printed before 1810, regardless of form or condition.
- **Intrinsic and Artifactual Characteristics** - Books may possess intellectual value, artifactual value, or both. For books with intellectual but not artifactual value, the subject liaison, in consultation with the Head of Special Collections, can recommend that it be replaced with another edition or alternative format. Books with artifactual value that require special protection from damage by wear or mutilation or from theft should be considered as candidates for transfer. Examples of items with artifactual value include:
  - Fine bindings
  - Books with valuable prints or original photographs
  - Publishers' bindings up to 1920
  - Extra-illustrated volumes
  - Books with significant provenance (e.g., signed by the author)
  - Books with decorated endpapers
  - Fine printing
  - Printing on vellum or highly unusual paper
  - Volumes or portfolios containing unbound plates
  - Books with valuable maps or plates
  - Broad sides, posters and printed ephemera
  - Books by local authors of particular note
  - Material requiring security (e.g., books in unusual formats, erotica or materials that are difficult to replace)
  - Miniature books (10 centimeters or smaller)
  - 20th century literary works with intact dust wrappers.
- **Condition** – Age itself often will determine whether a book is "rare," while condition is usually more important in judging more recent material. All values of the book--scholarly, artifactual, bibliographical, and market--may be greatly affected by condition. Copies that are badly worn, much repaired or rebound, are not generally included in rare book collections, unless the age of the material preempts condition as a criterion. The durability of most documents produced since the mid-nineteenth century has declined drastically. It is now increasingly difficult to locate even representative examples of many nineteenth- and twentieth-century printing and binding processes in fine original condition. So many volumes have required rebinding, for example, that the richness of the original decorative art applied to bindings and printed endpapers is increasingly difficult to find and study. Dust jackets frequently contain important information (e.g., text, illustrative design, and price), and their presence greatly affects both the market and research value of 20th century books.
- **Bibliographical, Research or Market Value** – The rarity or importance of individual books is not always self-evident. Some books, for example, were

produced in circumstances which virtually guarantee their rarity (e.g. Confederate imprints). Factors affecting importance and rarity can include the following:

- Desirability to collectors and the antiquarian book trade
- Intrinsic or extrinsic evidence of censorship or repression
- Seminal nature or importance to a particular field of study or genre of literature
- Restricted or limited publication
- Cost of acquisition

Other materials to be considered include older reference works, periodicals, and government documents. These can become quite valuable and may require careful consideration for transfer, especially if facsimile or other reprint editions are available to replace them on the open shelves, or if digital versions are available and accessible to the Butler University community. In recent years, attention has been given to the need to protect valuable government documents. Reports of scientific discoveries and exploratory expeditions, documents with valuable maps or plates, ethnographic reports, and early documents of major historical significance are subject to theft, mutilation, or deterioration and may require transfer. As a former federal depository library, with many government documents already in the rare books collection, we should pay special attention to this category of materials.

#### *Conservation Treatment*

Once selected, rare materials will be examined by the Head of Special Collections to ascertain what conservation and repair treatments are needed, if any (removal of labels and pockets, cleaning, paper repairs, hinge repairs, etc.). Based on the time, money, and abilities available, these materials may be treated in full or in part, or the librarian may log the condition of the material and use that information for later treatment.

#### *Record Changes*

The Head of Special Collections will complete a transfer form including cataloging information for local notes, collection indication (Charters, University Archives, etc.), and other pertinent cataloging information (please see the current rare books transfer and gift forms and cataloging guidelines). The cataloger should examine the current cataloging record to see if it is attached to the correct record, or if there is a record on OCLC that more correctly and completely describes the book. The cataloger should also enhance the record as necessary to meet current institutional policies and practices. Catalog records should then be updated with the new locations.

## **2.5. Special Collections Criteria**

Special Collections include manuscripts, correspondence, diaries, photographs and scrapbooks, maps, ephemera, media, and non-university personal papers and organizational records.

Historically Special Collections contains the papers of notable Butler faculty and related affiliates, alumni, related organizations, and other materials related to the curricular and research needs of Butler University. Future collecting strategies may expand to include collections of research or teaching interest to faculty that are topically related to

established collections, expand on established collection strengths, or establish a significant new area of collecting emphasis.

#### *Areas of Collecting Emphasis*

- Butler University history
- Indianapolis and regional history
- History of biological and health sciences (botany, pharmacology, zoology, etc.)
- African American literature (e.g. Etheridge Knight papers)
- Contemporary writers (e.g. Visiting Writers Series)
- Early childhood education (e.g. Eliza Blaker Collection)
- Abraham Lincoln
- Cartoonist work (e.g. Gaar Williams and Kin Hubbard Collection)
- Jean Sibelius (e.g. Sibelius Collection)
- Music and performing arts
- Anthropology and archaeology
- Indigenous North Americans, particularly from the central and upper Midwest

#### *Faculty papers*

The Head of Special Collections may seek to acquire or accept for donation selected papers of current or former Butler University faculty members. The decision to accept faculty papers will be guided by the following criteria:

- The faculty member's position in and relationship to the University, as evidenced by tenure status, leadership positions, and longevity within the institution
- The faculty member's scholarly impact on the field of study and on the greater community
- The quality of primary-source materials available at the time of acquisition
- The faculty member's involvement in departmental and/or university affairs
- The extent to which the faculty member's papers enhance the documentation of university history
- Patron demand for the faculty member's papers
- The faculty member's willingness to provide unrestricted access to their papers for research use

## **2.6. University Archives Criteria**

The University Archives is committed to acquiring, preserving and making accessible the records of Butler University, and materials from the administration, departments, organizations, faculty, staff, students, alumni and other entities associated with the university.

The University Archives collection includes university and department records, publications, photographs, audiovisual materials, documents, ephemera, correspondence, and other formats both analog and digital, which document the history of Butler University. These records must relate to the history and culture of Butler University and have long-term, administrative, legal, fiscal or historical value.

The University Archives accepts materials relating the history and development of Butler University, Butler College, North Western Christian University, and all the other separate colleges that were either associated with or a part of the university at one time (i.e. Herron School of Art and Design, the original University of Indianapolis, etc.).

The goal of the University Archives is to document the history of Butler University, including its spaces, programs and events, administration, faculty, staff, student organizations, and alumni experiences. The materials collected are intended to serve as historical resources for the university, including its administrators, faculty and staff, students, and the general public.

#### *Areas of Collecting Emphasis:*

- Butler University Institutional Records and Correspondence
  - Example: Reports, publications, board minutes, agendas, correspondence
- Butler University College and Department Records
- Architectural plans and photographs
- Student and Alumni Organizational Records
- Ephemera
- Institutional Publications
- Research collections about Butler University people, campuses & buildings, programs, policies, etc.
- Butler University Artifacts
- Butler University Photographs

#### *Non-Collecting Areas:*

- Student and Faculty Personal Information
- Restricted Collections
  - Restricted Collections only allowed on a limited basis
- Non-Butler related materials

#### *Records Management*

The University Archives does not have the capacity to perform large-scale records management for the University, but may work with departments, colleges, and organizations around Butler University to establish a regular schedule of the transfer of archival materials, as space and time allows. Records management consultations with the University Archivist are available upon request.

#### *Records Transfers and/or Donations*

The Head of Special Collections and/or University Archivist will work with the custodians of institutional records and publications to determine their appropriateness for transfer to the University Archives. Donations from outside the university may be accepted if they add intrinsic and historical value to the collection, along with appropriate space being available in the archives.



### **3. Temporary Acquisitions**

#### **3.1. Deposits**

Short-term deposits of special collections materials may be considered if the depositor is planning to donate the collection and the materials need to be transferred to the library facility before the gift agreement is fully negotiated and signed.

Long-term deposits will not be considered due to space constraints and the cost of housing, preserving, and providing access to deposited materials.

#### **3.2. Loans**

The Special Collections Department will consider temporary physical transfers of collections or items from one institution to another, where there is no transfer of ownership. Loans are only applicable when materials are placed in an archival or museum display for a short-term display.

The Head of Special Collections will decide whether to approve requests for loans of materials from Special Collections, consistent with quality-of-care standards, storage and transport options, how fragile the item is and the term of the loan. A Loan Agreement form will be completed for items loaned. Objects may be loaned by Special Collections only under the following conditions:

- Loans must be for education or exhibition consistent with the mission of the Special Collections, Rare Books, and University Archives department.
- The borrower must be a qualified institution, as determined by the Head of Special Collections and/or University Archivist
- Materials may be borrowed for a period of one year or less
- Those seeking to loan the material will pay for packing, shipping, and courier expenses for transporting the materials to and from Butler University

### **4. De-Selection and Deaccessioning of Materials**

The Head of Special Collections evaluates materials in the department to ensure that they remain relevant to the teaching and research needs of Butler University. Withdrawal of collection materials will be considered if, upon close examination and consultation with subject specialists as needed, an item is determined:

- not to fit the parameters of this policy
- to be in such poor condition that it is unusable and has lost its value
- to be duplicated by another copy that is in better condition and more stable for long-term storage
- to be dangerous to the preservation of other materials, through such hazards as mold or insect infestation.

The decision on the withdrawal of materials from the collection rests with the Head of Special Collections. Depending on the type of material and/or the reason for withdrawal, materials may be deaccessioned through the following means:

- Return to the donor or the department at Butler University
- Seek another institution to host the material
- Offer for sale to an antiquarian dealer or at auction
- Donation to Better World Books
- Destroy, discard or recycle

Regular review of materials within the Rare Books collection and Special Collections ensures that the collections remain manageable and useful. However, the de-selection of materials beyond routine weeding of out-of-scope materials is not a regular occurrence once a record group has been accessioned to the University Archives.

## **5. Review Cycle**

This policy will be reviewed every three years, following the latest iteration of the document in September 2025.