

Haverford College Special Collections Collection Development Policy -- Draft 5/25/09

Mission of Special Collections

Haverford College Special Collections is a unit of the Haverford College Library and is located within Magill Library. Our mission states:

Special Collections serves to advance scholarship and to further teaching, research and service by acquiring, arranging, describing, preserving, interpreting, promoting, and providing access to the College's unique and rare materials. The principal collections include the world-renowned Quaker Collection, college archives, rare books and manuscripts, and fine art (adopted October 19, 2007).

Clientele Served by the Collection

Special Collections serves a broad range of users, including students, faculty, staff, alumni and offices of the College, members of the Tri-College community (which also includes Bryn Mawr and Swarthmore Colleges), an international community of scholars and researchers, family and local historians, and practicing Quakers.

Scope and Priorities of the Collection

Areas of collecting emphasis are defined by the historic and existing strengths of the collections. New collecting areas may be added with the approval of the Head of Special Collections and the College Librarian in response to evolving research and teaching needs, new disciplines or modes of intellectual inquiry, or in response to gifts or other opportunities.

Quaker History and Practice

Our primary focus of collecting is in Quaker history and practice. We collect extensively in the history of Quakerism from its origins in 17th-century Britain to the present day in many parts of the world, with emphasis on Quakerism as lived and practiced in the eastern United States and antecedent American colonies. Along with Friends Historical Library at Swarthmore College, Haverford College Special Collections is the official repository of the records of Philadelphia and Baltimore Yearly Meetings and their constituent meetings. We also collect printed publications by and about Quakers, organizational records, family and personal papers, journals and diaries, serials, photographs, art works, ephemera, oral histories, and electronic resources.

Haverford College History

We collect materials that document the history and operations of Haverford College from its conception in 1831 to present. These materials include papers produced by offices, committees, or student groups, published monographs about the College, materials documenting student life, student publications, photographs, artifacts, and audio-visual material.

Fine Art

The College's collection of fine art has been the responsibility of the Library since the first acquisition of photographs for pedagogical purposes in 1870 and the first major gifts of paintings in the the 1920s. Further donations have been supplemented by a number of special purchases over the years. Today, the collecting of fine art takes place in three areas: material in support of the College curricula, material that documents the College's history, and material that documents the history of Quakerism. The collecting of fine art photography is undertaken primarily by the Curator of Photography, who established the collection in the 1970s and continues to steward it today. Other fine art media types collected include paintings, prints, sculpture, and antiquities. Further information on the acquisition of art may be found in the Acquisition Policy Statement of the College's Art Policies/Procedures document.

Rare and Unique Materials

The collecting of other rare and unique materials is undertaken specifically with an eye to supporting the College curricula. The primary material types include non-Quaker rare books and manuscripts. Collection strengths include American and English literature, history, and politics, as well as reform movements, photography, natural history, and the sciences.

Medium Rare

Curricular materials that require some minimal level of security due to their age, their semi-rare nature, or their physical condition are considered "Medium Rare." These are typically placed in the locked mezzanine of the Philips Wing and are restricted to in-house use within the Library. Periodic review of older materials in the general collection stacks may turn up additional items that might be considered for the Medium Rare location. Occasionally materials from Medium Rare are considered for transfer to Special Collections for inclusion in the rare books collection if warranted by value or rarity.

Formats

The primary formats collected include printed texts, manuscripts, graphics, artifacts and objects, microform, audio-visual materials, databases and digital materials. Because of the specialized nature of their care, textiles and furniture typically are not collected.

Budget Allocation and Funding

Funds to support the building of the collection come from two sources: allocations from the Library collections budget and endowed funds set aside for particular materials. Funds from the Library collections budget support the purchase of contemporary Quaker printed materials and manuscripts. Endowed funds exist for the purchase of Quaker rare materials, for the processing of manuscript collections, and for the digitization of Quaker materials from the collection.

Acquisition Methods

Special Collections acquires materials primarily through donation and purchase. As gifts of materials and funds are essential to maintaining and developing the collections, Special Collections seeks the support of donors. Purchases are financed by funds allocated by the Library, by income from endowed funds, and by cash donations. The papers of Philadelphia and

Baltimore Yearly Meetings and their constituent meetings are accepted by deposit. These deposits remain the property of the individual meetings, while decisions about their stewardship are the purview of Special Collections. In rare instances Special Collections has accepted materials on long-term or indefinite loan. Due to space limitations Special Collections will no longer accept any materials that are not intended to become part of the collection.

Collecting Policies and Procedures

Special Collections does not accept materials without legal transfer of title, deed of gift or deposit, or other official acknowledgment. Special Collections does not accept materials that are restricted from public access in perpetuity. Some collections or portions of collections may be designated restricted for a reasonable and finite period of time with the advanced agreement between Special Collections and the donor. Materials that do not fall within the scope of Special Collections collecting areas or that duplicate existing holdings may be deaccessioned in accordance with Special Collections policy on deaccessions, subject to the terms of acquisition, College regulations, and state and federal laws. Duplicate gifts are often made available to similar collecting institutions.

Collection Maintenance

Intellectual access to all collections is provided by appropriate cataloging, description, or digitization. Inventories are conducted throughout the collection and individual items and collections are professionally appraised for insurance purposes at regular intervals. Collections are maintained in secure and environmentally appropriate conditions within the constraints of budget and space allocation within the Library. A comprehensive collection preservation program is maintained by Special Collections staff and the Library Conservator. In-house assessment of particular collections occurs on a regular basis: as collections are accessioned, in response to problems that show up during patron use, through condition surveys of specific collections, and when items are chosen for exhibition. Single-item treatments of most paper and ink materials are undertaken by the Library Conservator. Other conservation treatments, such as photographic or fabric work, are contracted out to an appropriate individual or company. Special Collections maintains a comprehensive security plan, which governs all areas of collection security from physical space control to patron and staff use regulations, and works closely with the College's Safety and Security department to keep the plan in operation.

Resource Sharing

To the extent that individual printed works are able to be released for circulation, Special Collections participates in the Interlibrary Loan (ILL) operations of the Library. Requests should go through the patron's home library and Haverford's Interlibrary Loan department will consult with us to determine whether a loan is allowable. Requests for photocopies or scanned images of materials that cannot go out on ILL may be made to us by e-mail. Conditions of the individual documents and the size of the job will determine whether a request can be accepted. Payment is due in advance of reproduction. Special Collections will evaluate requests to lend materials and reproductions for exhibition at other institutions when the policies and facilities of those institutions meet accepted national exhibition loan standards of security, climate control, and

insurance coverage, and when proper credit is given to Haverford College Special Collections. Institutions wishing to borrow materials should begin the process early (often a year or more in advance) and must submit proper documentation before an agreement will be signed.

Cooperative Agreements

Haverford College Special Collections maintains cooperative agreements with several similar area institutions. With Friends Historical Library at Swarthmore College, Special Collections jointly serves as the repository of Philadelphia and Baltimore Yearly Meetings and their constituent meetings and also engages in cooperative cataloging and digitization programs with FHL. Haverford College Library maintains a consortial relationship with Bryn Mawr and Swarthmore College Libraries, and the Special Collections of all three Colleges frequently work together on a variety of collections issues. Haverford College is also a member of the Philadelphia Area Consortium of Special Collections Libraries (PACSCL) and works through this organization on collaborative collections projects.

Exhibitions of the Collections

Selected materials from Special Collections are regularly featured in exhibitions installed in the Library's exhibit spaces and made available online. Whenever possible Special Collections tries to connect exhibitions with the curriculum, current events, or topics of relevance to the College and Quaker communities. We welcome suggestions for future exhibitions and will consider collaborations with faculty, students, College offices, or other Special Collections Libraries.

Ongoing Review of Collection Development Policy

This collecting policy is designed to meet the goals of Haverford College, the College Library, and Special Collections. This policy will be periodically reviewed, evaluated, and changed as necessary to meet these goals. The sources for review and revision will include Special Collections annual reports, user surveys, Library budget information, patron interviews, changes in academic programming, and other relevant information. Special Collections reserves the right to change the preceding policies without notification to donors, their heirs or assigns.

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