

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
MORRIS LIBRARY – SPECIAL COLLECTIONS RESEARCH CENTER
COLLECTING POLICY

I. Mission and Overview of Department

A. Mission Statement: The Special Collections Research Center of the Morris Library at Southern Illinois University Carbondale collects and preserves unique and rare historical materials in selected subject areas, and promotes the use of these materials by the Southern Illinois University Carbondale community, scholars, and the public. Its goal is to advance scholarship and further the educational, research, and service missions of the university.

B. History and Organization: A department within the Morris Library, Special Collections Research Center is administratively under the Dean. With the first acquisition being a small collection of Walt Whitman first editions, the treasure room was established in 1956. This unit within the library would become officially known as the Special Collections Research Center in 2000.

The center is organized into several curatorial units. The manuscripts unit documents 20th century American philosophy, Irish literature, American and Irish theatre, American and British expatriate authors, especially for the period between World War I and World War II, and Southern Illinois history and culture. The University Archives documents institutional memory the University. The Rare Book unit collects compliments areas documented in the manuscripts unit, as well as materials related to First Amendment freedoms and the history of censorship, early printing and fine printing. In 2006, Political Papers were separated from manuscripts to focus on the collections of twentieth and twenty-first century Illinois- political history at the local, regional, state and national level as well as records of labor unions and community advocacy groups.

II. Types of Programs Supported by the Collections

A. Research: The materials collected and made available will further the research of SIUC faculty, staff, administration, students, alumni, visiting scholars and the public in the following areas: American philosophy; First Amendment freedoms; theatre; Illinois political history; photographic documentation; and the history of Southern Illinois University Carbondale. Holdings also provide important supporting resources for research into Irish literature and history. Products created by researching materials in Special Collections include: books, articles, undergraduate and graduate papers, news reporting, historic preservation, exhibits, educational materials, live productions and film documentaries.

B. Preservation and Security: Preservation of rare and unique materials is crucial to the mission of SCRC. The collection is non-circulating and is maintained in closed stacks. The majority of the collection is housed in Morris Library, state-of-the-art

special collections. The Morris Library features a temperature and humidity controlled environment and fire detection and suppression systems. Some collection materials are maintained at Morris Library's two office-site facilities. SCRC materials housed at the off-site storage circulate only back to SCRC's reading room. SCRC collections receive preservation care as needed by specialists in Morris Library's Preservation unit.

€ Outreach and Access: The collections provide the foundation for outreach activities by which the Special Collections Research Center furthers the awareness, development and use of its materials. This outreach program includes presentations, lectures, tours, workshops, and brochures. It also includes classes that provide general information to undergraduate and graduate students on the use of primary research materials as well as specific information on the holdings of the department. The Center also prepares onsite and traveling exhibits. Outreach aimed specifically at the scholarly community includes: publication of notices of collection openings and articles about collections in professional journals, the submission of bibliographical information about the collections to national cataloging databases and on the World Wide Web.

Đ Collecting Rational: SCRC primary responsibility is to serve the needs of SIUC students, faculty and administration. SCRC also considers service to scholars on the national and international levels to be an important part of our mission. Collecting areas support both the undergraduate and graduate curricula and programs at Southern Illinois University Carbondale, as well as areas not well covered by other repositories.

E. Acquisitions: The Special Collections Research Center acquires materials through donation, transfer, or purchase. Donations of materials and funds are essential to maintaining and developing the collections. Donors of in-kind gifts are encouraged to make a financial contribution to assist in processing those gifts. Grant funding for special projects is sought when such projects will not diminish the level of care and service of the collections, and when they can contribute substantially to the acquisition, arrangement, description, or use of the collections. Acquisition funds can be used to purchase materials for existing collections when funds are available.

III. Clientele Served by the Collections

The policy of the Special Collections Research Center is to make materials available to researchers on equal terms, subject to the appropriate care and handling of materials by the researchers. Regular clientele include scholars, faculty, graduate and undergraduate students, Southern Illinois University Carbondale administrators and staff, donors, journalists, pre-college students, the philosophical and cultural community, as well as the general public. Persons wishing to use collections must register and present proper

identification.

IV. Priorities and Limitations of the Special Collections Department Collections

The following information about the collections was drawn from detailed descriptions of each unit of the Center, which may be found in the appendices at the end of this document.

- A. Chronological Periods Collected:** The Special Collections Research Center primarily acquires materials from the nineteenth century to the present.
- B. Forms of Material Collected:** The Special Collections Research Center accepts documentation in all formats including: manuscripts, audio/visual, printed materials, rare books, selected memorabilia and electronic records.
- C. Present Collection Strengths:** The holdings are strongest in nineteenth and twentieth century materials relating to American philosophy; Southern Illinois University Carbondale; American and British expatriate authors, especially for the period between World War I and World War II; Theatre; First Amendment freedoms; Irish literature and history; Southern Illinois area photographs; Illinois politics; and the local and cultural history of Southern Illinois. Holdings of twentieth century rare books related to American and British literature are also strong.
- D. Present Collecting Levels:** Materials related to Illinois politics, American philosophy, Irish literature and history, First Amendment freedoms, James Joyce, World War I narratives, history and culture of Southern Illinois, and the administrative history of Southern Illinois University Carbondale are collected on an extensive level. In general, the Rare Book and Manuscript collections complement one another to form in-depth research collections of published and unpublished materials.
- E. Desired Level of Collecting:** As a major research center on American philosophy and Southern Illinois history, the Special Collections Research Center will aggressively collect all materials that pertain to American philosophy, Illinois politics, as well as to the history and culture of Southern Illinois, including materials written about Southern Illinois and published in Illinois.
- F. Exclusions:** The Special Collections Research Center will not generally accept the following: Materials that reflect the political, culture or social history of another region or state or partial manuscripts and archival collections when major portions of a collection have already been deposited in another repository.

V. Cooperative Agreements

The Special Collections Research Center recognizes that other institutions collect in the same or overlapping areas and will seek similar unique resources for their own collections. The Special Collections Research Center also recognizes that other institutions may have prior claim on such materials or be a more appropriate repository to house them. In cases where legitimate collecting interests of the Special Collections Research Center and another repository directly conflict, the Special Collections Research Center will use the best interest of the scholarly community as a criterion in pursuing a collection.

VI. Resource Sharing

The Special Collections Research Center shares resources with other institutions when such sharing is beneficial to researchers and when the terms and circumstances are favorable to the Center. Resources shared may include duplicate and extraneous materials from collections (if acceptable under the terms of the donor agreement); copies of materials from collections; hard-copy finding aids; electronic versions of finding aids, collections, and items; exhibit items; professional consultation; and facilities.

VII. Statement of Deaccessioning Policy

Materials that do not reflect the Center's collecting areas, that duplicate existing holdings, that relate to subjects that are no longer a priority of the Center, or that are judged not to be of enduring value may be deaccessioned. The disposition of material will be in accordance with the relevant donor agreement and the Illinois State Records Act. (http://www.cyberdriveillinois.com/departments/archives/records_management/recman.html) Deaccessioned materials will be offered to the donor or donor's heirs, transferred to other departments of the Morris Library, may be offered to other, more appropriate institutions, or disposed of in accordance with the Illinois State Property Control Act and federal laws.

VIII. Procedures Affecting the Collecting Policy and Its Implementation

- A. Deed of Gift:** The Special Collections Research Center does not accept materials without a legal transfer of title, deed of gift, deposit agreement, transfer of records form or other official acknowledgment. All transmittal forms must be signed by the Director and the donor/official from transferring office.
- B. Loans and Deposits:** Materials loaned to or deposited with the Special Collections Research Center may be accepted when the conditions for acceptance are favorable to Southern Illinois University Carbondale. Deposits are *only* accepted if they will lead to the future donation of the collection to the University.
- C. Closed Collections:** The Special Collections Research Center does not accept

collections that are closed in perpetuity. Any restrictions regarding access to and use of collections will be designated with an opening date prior to donation/transfer acceptance by SCRC.

- D. Deaccessioning:** The Special Collections Research Center reserves the right to deaccession any materials within its collections, subject to the terms of acquisition and the notification of the donor or his/her heirs and in accordance with federal and the Illinois State Records Act (http://www.cyberdriveillinois.com/departments/archives/records_management/reman.html). Permanent records of all materials deaccessioned will be kept in the collection file.
- E. Exhibitions:** The Special Collections Research Center reserves the right to include unrestricted materials in exhibitions, in accordance with standard archival principles and practices. Loans of artifacts from the Research Center collections are permitted only to legitimate educational institutions. These institutions must meet various requirements as set forth by the Research Center to assure the well-being of the collections.
- F. Revision of Policies:** The Special Collections Research Center reserves the right to change the preceding policies as necessary.

IX. Procedures for Monitoring Development and Reviewing Collection Development Guidelines

This collecting policy is designed to meet the goals of Southern Illinois University Carbondale, Morris Library and the Special Collections Research Center. In order to determine the effectiveness of the collecting policy, the staff will review the acquisitions, user records, deaccessions, collection policies of other institutions, curricular interests of the University, and noted attention from the research community occurring under these Policies to detect any needed changes. Every five years the policy will be re-evaluated and changed as needed to meet the continuing goals of Southern Illinois University Carbondale, Morris Library and the Special Collections Research Center.

**Adopted by Library Policy Committee October, 2006
Updated October 2010**

Appendix 1. Priorities and Limitations of the Manuscripts Collections:

Areas of collecting interest are defined in part by the existing strengths of the collections. New collecting areas are added in response to evolving research and teaching needs, new disciplines or modes of intellectual inquiry, new University academic priorities, in anticipation of the needs of future scholarship, or in response to gift or other opportunities.

- A. Present Collecting Strengths:** Non-print collections of manuscripts, correspondence, and photographic images related to 20th century American philosophy; Freedom of the Press and Censorship issues; American and British expatriate authors, especially for the period between World War I and World War II; American, British and Irish theatre; Irish literary history; and Southern Illinois history and photographs.
- B. Present Collecting Level:** The Special Collections Research Center covers American philosophy; American theatre; the history, literature and culture of Southern Illinois; and American expatriate writers.
- C. Present Identified Limitations:** The Special Collections Research Center is weak in certain areas of the 20th century, particularly as relates to women, minorities, and ethnic groups, which the Research Center will seek to improve collecting in these areas.
- D. Desired Level of Collecting:** As a major research center for the study of American philosophy, the Manuscripts Collections seeks to continue to collect on a comprehensive level material that pertains to this discipline. Also, the Special Collections Research Center will aggressively collect materials that pertain to American and British expatriate authors, especially for the period between World War I and World War II, as well as the history and culture of Southern Illinois, including materials written about and by Southern Illinois authors.
- E. Geographical Areas Collected:** Primarily Southern Illinois, the Middle Mississippi Valley and United States.
- F. Chronological Periods Collected:** No limitations. Primarily the late 19th century to the present.
- G. Subject Areas Collected:** The Special Collections Research Center collects materials in all areas, as specified in Appendix 1.B and 1.C, with particular emphasis given to American philosophy, American and British expatriate authors, and economic, social, cultural, literary and military history of Southern Illinois.
- H. Forms of Material Collected:** The Special Collections Research Center is an integrated collection that acquires material in all formats, including monographs, manuscripts, maps, photographs, printed materials, audio-visual materials, electronic records, oral history and selected memorabilia and ephemera.

Appendix 2. Priorities and Limitations of the Rare Book Collection:

The role of the Rare Book collection is to collect, preserve, and make available for research printed materials in the areas listed below. Additional areas will be considered for collecting to accommodate increased or shifting research needs of the University's students and faculties. Current collecting areas are based on current use, as well as strengths of the existing collection.

- A. Present Collecting Strengths:** The collection is currently strongest in American philosophy, such as John Dewey; First Amendment Freedoms; James Joyce; early and fine printing; the Irish literature and history; American and British expatriates, children's historical literature, early twentieth century theatre, Southern Illinois history and SIUC alumni/faculty publications.
- B. Present Collecting Level:** In general, the Rare Book and Manuscript collections complement one another to form in-depth research collections of published and unpublished materials. Materials continue to be collected and purchased relating to James Joyce, the First Amendment Freedoms, Irish literature and history, first person war narratives, specifically World War I, American philosophers and Illinois and the mid-Mississippi region. Currently, the most active collecting areas are southern Illinois history, First Amendment Freedoms, and early twentieth century theatre.
- C. Present Identified Limitations:** The collection does not actively include materials written by Southern Illinois authors or about Southern Illinois.
- D. Desired Level of Collecting:** Due to funding and staffing limitations, collecting must always be selective. Rare books librarian will exhaustively and aggressively collect rare or scarce printed materials that pertain to James Joyce, the First Amendment Freedoms, American philosophers, and materials written by and about Southern Illinois and SIUC. Books that are neither rare or scarce may occasionally be selected for the rare book collections if they are highly relevant to a very active collecting area, such as southern Illinois history.
- E. Geographical Areas Collected:** Illinois (specifically Southern Illinois), Ireland, British Commonwealth and the United States
- F. Forms of Material Collected:** The RBC acquires primarily published materials. Manuscript materials are not generally sought, but may be acquired if they are of exceptional relevance to printed materials in the collection.
- G. Rare Book Materials Transfer Policy:** The rare book unit serves to preserve all rare or scarce books collected by Morris Library. Books purchased for the circulating collection may be transferred to SCRC if they meet certain criteria. See the Rare Book Materials Transfer Policy for more information.
- H. Exclusions:** The Special Collections Research Center will not generally accept rare books outside the collecting area. SCRC no longer collects faculty or alumni publications unless they related to another collecting area.

Appendix 3. Priorities and Limitations of the University Archives:

Coordinating with campus records managers in the Micrographics unit of Campus IT, the Southern Illinois University Carbondale Archives provides a permanent repository for a strategically-selected subset of the non-current administrative and historical records of SIUC, as well as related organizations inside the campus community and selected faculty personal papers. University Archives also preserves the capstone works of graduate students in the form of all research papers, theses and dissertations approved by the graduate college prior to the year 2010.

- A. Present Collecting Strengths:** The collection is currently strongest in documenting administrative history prior to 1990, the growth and development of the campus, and selected faculty.
- B. Present Collecting Level:** The Special Collections Research Center preserves official records of the University and the papers of selected SIUC faculty and university organizations, as well as the SIU Press records and publications.
- C. Present Identified Limitations:** Administrative records dating post-1990 are not voluminous.
- D. Desired Level of Collecting:** The University Archives desires to collect high level administrative records exhaustively for all time periods. Records relating to public relations, deliberative bodies, and dean's level administration should be collected comprehensively. A sampling of records documenting students and faculty will be collected. Archives will also be in conformity with University policies and the State of Illinois Records Act (Sec. 1, 43, 4-States Records Act)
http://www.sos.state.il.us/departments/archives/records_management/recman.html
- E. Geographical Area Collected:** Carbondale, Illinois.
- F. Chronological Periods:** From founding of university in 1869 to present.
- G. Subject Areas Collected:** Administration and policy-making, academics (teaching and research), public relations, campus planning and development (including relations with city government and business community), athletics, legal and financial affairs, student life and activities, and alumni relations.
- H. Forms of Materials Collected:** All forms of records are collected, including manuscripts, printed, audio-visual, theses/dissertations, electronic records and selected memorabilia and ephemera.
- I. Exclusions:** Student academic records are not collected (these are administered by the Registrar's Office). University Archives does not accept, and cannot house, any university records that are still in use, whether active or inactive.

Appendix 4. Priorities and Limitations of the Political Papers Collections:

The Political Papers unit documents 20th and 21st century political life in Illinois by collecting the papers of politicians on the local, regional, state, and national stage, as well as records of labor union locals and community advocacy groups.

- A. Present Collecting Strengths:** The collection is currently strongest in twentieth century Southern Illinois politics, including agriculture, labor movement, coal mining and interstate system.
- B. Present Collecting Level:** The collection covers the history and politics of Southern Illinois and the United States during the twentieth and twenty-first centuries, with emphasis on Illinois political leaders and issues.
- C. Present Identified Limitations:** The collection research needs include subject material relating to minorities (race, religion, and gender), republican political activities, political organizations and local politics.
- D. Desired Level of Collecting:** The Special Collections Research Center will exhaustively and aggressively collect materials that pertain to the political history of Southern Illinois, including papers of local area state legislators representing the region; U.S. congressmen from the Upper Mississippi Valley; papers of public officials, campaign personnel, leaders of major and minor political parties and influential, high-profile donors and political advocates of all political persuasions; records of local chapters of political parties and political organizations

For documentation of congressional collections, the Special Collections Research Center follows guidelines recommended in *The Documentation of Congress: Report of the Congressional Archivists Roundtable Taskforce on Congressional Documentation* (Washington S. Pub. 102-20, 1992)
- E. Geographical Areas Collected:** Illinois (specifically Southern Illinois)
- F. Chronological Periods Collected:** Late nineteenth century to the present.
- G. Forms of Material Collected:** In addition to manuscripts, the Special Collections Research Center accepts photographs, electronic files, audio-visual materials, maps, pamphlets, oral history and selected memorabilia and ephemera.
- H. Exclusions:** The Special Collections Research Center will not generally accept casework files, personnel files or collections outside the region.