



Saint Martin's UNIVERSITY

Collection Development Policy – Rare Books and Special Collections

Mission and purpose

The Saint Martin's University Special Collections' mission is to serve as an essential resource and partner in learning, research, university marketing and engagement efforts, and teaching at the university.

Collecting scope

The Saint Martin's University Special Collections collects and preserves unique and rare materials of enduring value including rare books, manuscripts, visual materials, photography, and art. Collections are acquired, preserved, and made accessible for use by Saint Martin's University faculty, students, alumni, staff, and visiting researchers. The Saint Martin's University Special Collections current collecting priorities and activities focus on supporting the university's multi-disciplinary research needs, both current and anticipated; instructors; alumni; students; community members; and staff.

Collecting guidelines

Age

The Saint Martin's University Special Collections' collecting scope is not limited by a material's age.

Condition

The Saint Martin's University Special Collections is unable to accept materials that require significant preservation needs as well as storage and repair costs due to its physical, financial, and staff limitations.

Completeness and physical integrity

The Saint Martin's University Special Collections avoids procuring materials that are incomplete, missing pages, missing illustrations, devoid of portions of the text, or is not the publisher's binding.

Editions and translations

The Saint Martin's University Special Collections strives to collect materials that are not widely held; support the university's instruction and research needs; first editions relevant to the Special Collections collecting priorities; as well as significant editions that provide unique historical and research value. Editions and translations from vanity press publications will generally not be collected.

Transfer from circulating collections

The Saint Martin's University Special Collections may accept materials from the O'Grady Library's circulating collection on an individual basis due to the material's age, characteristics, condition, subject content, research value, and market value.



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Subject coverage

The Saint Martin's University Special Collections will collect within subject areas receiving active and sustained attention by faculty, students, staff, alumni, and visiting researchers.

Materials and format

The Saint Martin's University Special Collections does not formally exclude any formats; however, the Special Collections will avoid accepting materials better suited to a museum environment. Exceptions will be made on an individual basis.

Language

The SMU Special Collections' collecting scope is not limited by language, although the majority of its collection is in English.

Geographic coverage

The SMU Special Collections' collecting scope is not limited by geographic region, though special attention is given to the Pacific Northwest of the United States.

Exclusions

The Saint Martin's University Special Collections will not accept donated or gifted collections with permanent or long-term access restrictions.

Materials will typically not be collected if they are copies, scans, reproductions, or facsimiles, unless they possess unique historical significance, compelling provenance, exceptional research value and the original is unavailable, or other compelling differentiating characteristics.

Duplicate copies of printed materials will not be collected due to limited storage. Exceptions may be made in rare circumstances.

Materials or records that primarily possess genealogical value, are personal financial records, personnel files, medical records, or are confidential materials will not be collected.

Biological and/or human remains will not be collected. Exceptions may be made with extreme selectivity.

Access and use

The Saint Martin's University Special Collections is committed to providing equitable and open access to its collection, while protecting the collection's restricted, regulated, and confidential information. The SMU Special Collections complies with all applicable federal, state, county, and municipal laws, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). All use of the Saint Martin's University Special Collections must comply with university policies and procedures; reproduction restrictions and guidelines; and federal, state, county, and municipal laws. The Saint Martin's University Special



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Collections reserves the right to impose temporary access restrictions on materials as needed for processing or preservation.

Size

The Saint Martin's University Special Collections is projected to remain selective, focused, and restricted in size. Physical collection sizes will be limited by their adherence to collection parameters; the Special Collections' financial and staff limitations; as well as by the availability of physical and digital storage space suitable for the collection's preservation requirements.

Preservation

The Saint Martin's University Special Collections will make reasonable efforts to ensure the stewardship and preservation of all physical and digital materials held within its collection.

Deaccessioning guidelines

Any review of Saint Martin's University Special Collections materials for deaccessioning will be guided and informed by professional best practices, the Society of American Archivists' Code of Ethics, the Rare Books and Manuscripts Section's Code of Ethics, and the Society of American Archivists' Guidelines for Reappraisal and Deaccessioning. Final deaccessioning determinations are approved by both the Saint Martin's University Archivist, or Special Collections director, and the Saint Martin's University Library Director. Changes in collecting scope and degradation of physical and digital materials may result in the Archivist deciding to deaccession or remove materials from the archives. All deaccessioning of gifted materials will be performed in accordance with the terms outlined in the materials respective Deed of Gift. Additionally, when considering materials to deaccession, the Saint Martin's University Archivist, or Special Collections director, and Saint Martin's University Library Director will meaningfully consider the research and educational interests of faculty, students, staff, alumni, and visiting researchers. When necessary, the material's critical stakeholders may be contacted for their input.

*Approved 09 November 2022.
Faculty Library Committee*