



## SPECIAL COLLECTIONS

### COLLECTION DEVELOPMENT POLICY

#### **Existing Collections**

In an effort to preserve and maintain our cultural and literary history, the College of Wooster Libraries will continue to maintain materials in the following special collections:

- Christine Camp Collection: Waldenside
- College Archives Collection
- Compton Collection
- Early University of Wooster Textbook Collection
- Gillian Fynn Collection: Wayne County Peace Coalition
- Gregg D. Wolfe Memorial Library of the Theatre
- Homer E. McMaster Lincoln Collection
- The Josephine Long Wishart Collection: Mother, Home, and Heaven
- Kay Culp: The Wayne County Peace Coalition Collection
- McGregor Collection
- Missionary Collection
- Nancy Herbst Sechrest Collection
- Notestein Collection
- Noyes Collection
- Oral History Collection
- Paul O. Peters Collection
- Rare Books Collection
- Rice Collection
- Robert D. Davis World War II Collection
- Temperance Collection
- 20<sup>th</sup> Century International Relations Collection
- W. Stanley Schutz Theatre Collection

## **Acquisition of New Materials for Existing Collections**

The following guidelines should be adhered to for acquisition of new materials in these existing collections:

- Christine Camp Collection: Waldenside  
A closed collection with no expected growth.
- College Archives Collection  
An open collection. In an effort to preserve the history of the college and its role in the surrounding community and the larger academic community, the department will acquire and maintain the following materials:
  - Materials generated by the college community: all college publications (i.e., yearbooks, newspapers, etc.); records of student, faculty, and college-related organizations; books and selected offprints by faculty, alumni, staff, and trustees.
  - Materials related to the college: publications that describe college history and the development of the college; biographical or bibliographical information relating to faculty, alumni, staff, and trustees; professional and personal papers of faculty, alumni, staff, and trustees which relate specifically to the history of the college, to special collection strengths, or curriculum needs of the college; personal narratives and memorabilia of faculty, alumni, staff, and trustees which provide an understanding of the social or academic history of the college.
  - Materials related to the understanding of the college as set within the larger community of the city of Wooster and Wayne County, as well as materials which link the college to the larger academic community: publications or records related to the history of the region and the college's role in the development of the e.g., the AIDS memorial quilt which has been a county-wide event held on campus or the coronavirus pandemic and campus/local response); publications or records related to the history of the larger academic community and the college's role in the development of this community (e.g., GLCA Faculty Newsletter).
- Compton Collection  
An open collection of materials relating to the Compton family.  
Materials are added as they are donated by family members.
- Early University of Wooster Textbook Collection  
A closed collection of materials brought together to include representative textbooks used by the university as part of its core curriculum during the first 20 years (1870/71 through 1889/90).
- Gillian Fynn Collection: Wayne County Peace Coalition  
A closed collection with no expected growth.
- Gregg D. Wolfe Memorial Library of the Theatre  
A closed collection with no expected growth.
- Homer E. McMaster Lincoln Collection  
A closed collection with no expected growth.

- The Josephine Long Wishart Collection: Mother, Home, and Heaven  
An open collection. Materials are added as they are infrequently donated by family members. Minimal growth expected. However, related materials are added to Special Collections rare book collection to compliment this collection.
- Kay Culp: The Wayne County Peace Coalition Collection  
A closed collection with no expected growth.
- McGregor Collection  
A closed collection with no expected growth.
- Missionary Collection  
An open collection. Materials are added to document the history of college ties to missionary life.
  - All Missionary Alcove items will be housed in Special Collections. The Catalogue of Books in the Missionary Alcove Library of the University of Wooster (1903) was used to identify materials in this collection.
  - Wooster libraries will collect missionary books associated with Wooster history and Wooster authors will receive a Wooster author note in the catalog. All books inscribed by Wooster authors or famous missionaries will be considered for Special Collections. Scrapbooks, manuscripts, photographs, and oral histories associated with Wooster will be considered for Special Collections.
  - Foreign language materials that do not fit Special Collections guidelines, may be sent to appropriate research institutions.
  - Scrapbooks, manuscripts, and oral histories not associated with Wooster may be sent to appropriate research institutions (such as the Day Missions Library at Yale University, the Presbyterian Historical Society in Philadelphia, or the Billy Graham Center in Wheaton)
  - Early Presbyterian Mission Press books (pre-1920) will be added to Special Collections.
  - The Gilbert McMaster Library, the Noyes Collection, and The Rice Collection will be kept in Special Collections.
- Nancy Herbst Sechrest Collection  
A closed collection with no expected growth.
- Notestein Collection  
A closed collection of materials relating to the Notestein family. Materials May be added if the library identifies books owned by family members currently in the general stacks.
- Noyes Collection  
A closed collection with no expected growth.
- Oral History Collection  
An open collection. See Oral History Policy.
- Paul O. Peters Collection  
A closed collection with no expected growth.

- Rare Books Collection

An open collection. Items may be added to this collection with the approval of the curator under the following guidelines:

- Must be of value to the curriculum, student independent research, or faculty / staff research.
- Pre-1801 European imprints in their original bindings published in English or in foreign languages which are part of the curriculum.
- Pre-1821 U.S. imprints from east of the Mississippi River in their original bindings published in English or in foreign languages which are part of the curriculum.
- Pre-1821 Canadian, South American, and Central American imprints in their original bindings published in English or in foreign languages which are part of the curriculum.
- Pre-1876 U.S. imprints from west of the Mississippi River in their original bindings published in English or in foreign languages which are part of the curriculum.
- Pre-1901 African and South Pacific imprints in their original bindings published in English or in foreign languages which are part of the curriculum.
- Pre-1901 Wooster or Wayne County imprints in their original bindings published in English or in foreign languages which are part of the curriculum.
- Signed editions
- Limited editions (usually less than 200 copies)
- Fine binding, fine printing, artists' books, fine illustration
- Items with significant annotations by noted scholars, writers, or historical figures
- Items that are scarce
- Items owned by noted scholars, writers, or historical figures
- Single volumes of high monetary value (usually \$300 and up)
- Multiple volume sets and periodicals which fall into guidelines noted above
- Pre-1910 U.S. federal government imprints published in English or in in foreign languages which are part of the curriculum.

- Rice Collection

A closed collection with no expected growth.

- Robert D. Davis World War II Collection

A closed collection with no expected growth.

- Temperance Collection

A closed collection. However, related materials are added to Special Collections rare book collection to compliment this collection.

- 20<sup>th</sup> Century International Relations Collection

A closed collection with no expected growth.

- W. Stanley Schutz Theatre Collection

An open collection. The department adds current materials to document the history of campus theatre and dance productions.

### **Formats to be Housed in Special Collections**

Materials will be collected in a variety of formats:

- Paper (including published and unpublished works newspapers, clippings, etc.), photographs, negatives
- Sound recordings (including music, lectures, and oral histories)
- Films
- Videos
- Computer tapes and digital media
- Artwork (although some art pieces may be stored in the Art Museum to better preserve items)
- Selected, significant memorabilia tied to local/world events

### **Acquisition of New Materials**

New collections will be considered by the College of Wooster Libraries under the following conditions:

- The proposed collection must be of value to the curriculum, student independent research, or faculty / staff research.
- First a list must be provided so that the curator and / or library council can judge the value of the collection based on housing requirements and general usefulness to the college community.
- The library will not actively seek new special collections. However, items or collections that add to current special collections strengths (e.g., theatre or British literature / history, women's history) will be considered if the acquisitions can be supported by gifts or special funds.
- Collections that do not build upon current special collections strengths will be discussed by library council and the president to determine whether or not the library should and can expand its special collections in a new direction. (Such collections must still be of value to the curriculum, student independent research, or faculty / staff research.)

## **Gifts and Donations**

- In general, the library can accept only unconditional gifts and donations.
- The library will not accept the following items for our special collections department: publications best suited for general circulation\*, items that cannot be properly housed\*\*, moldy or damaged items, materials of no research value to the campus community.
- The library will not be responsible for the return of unsolicited items.
- The library cannot appraise donated items for tax purposes.

\*If the case warrants, a duplicate copy may be kept in circulation with a second copy retained in Special Collections.

\*\*When appropriate, the library will contact other departments on campus that may be able to house such items (e.g., The Wooster Art Museum).

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Originally approved by library council on May 1992 with presidential approval September 1992.

This policy statement was drafted by D. Monbarren July 2000 to reflect collections added since the drafting of the original policy statement. The policy statement has been reformatted, but retains the same text as the 1992 statement.

Revised by D. Monbarren August 2004 to reflect the inclusion of Nancy Herbst Sechrest Collection.

Revised by D. Monbarren January 2006 to reflect Missionary Collection policies.

Revised by D. Monbarren July 2009 to include the Early University of Wooster Textbook Collection and to include further information on the Missionary Alcove book collection.

Revised by D. Monbarren May 2015 to include Kay Culp: The Wayne County Peace Coalition Collection and Robert D. Davis World War II Collection.

Revised by D. Monbarren June 2020 to include example of the coronavirus pandemic and selected significant memorabilia tied to local/world events.