

## Scope of Collections

Library and Information Services University Archives and Unique Collections (UAUC) is the primary repository for rare, irreplaceable, fragile, unique, or otherwise valuable materials in various formats which warrant special handling or care to assure their long-term availability.<sup>1</sup> UAUC collects, preserves, maintains, and makes accessible materials and collections of enduring value in order to support the mission of the University and LIS and to serve as a cornerstone of SIUE curriculum and faculty research.

## University History

UAUC collects materials related to the development and history of Southern Illinois University Edwardsville in a variety of formats, to include both official university records and donations relevant to the university's history.

### Primary Collecting Areas

- Official records documenting the function of an administrative office, university committee, or student organization
- Major university publications
- Manuscripts and personal papers that document faculty research or the personal papers of faculty and alumni
- Published works by SIUE affiliated authors, where the content of the work is relative to the history of the university or is a work of regional interest
- University photographs
- Books and oral histories relative to the history of the university

## Local History

UAUC collects materials of enduring value that document the history of the Southwestern Illinois region. Materials collected include published works relative to the geographic area, manuscripts and personal papers, archival collections, oral histories, photographs, maps, and ephemeral materials.

### Primary Collecting Areas

- Materials or collections in various formats that broadly represent a diverse and inclusive history of the Southwestern Illinois region.<sup>2</sup>
- Materials or collections in various formats that contribute to an understanding of political, social, economic, environmental, cultural, or artistic aspects of life in the Southwestern Illinois region.<sup>3</sup>

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<sup>1</sup> <https://www.lib.jmu.edu/policies/special-collection-development/>

<sup>2</sup> <https://library.unt.edu/policies/special-collections-collection-development/>

<sup>3</sup> <https://www.lib.jmu.edu/policies/special-collection-development/Public>

- Collections of clear evidential, informational, and intrinsic value<sup>4</sup> that document significant contributions of people or events from and/or about the Southwestern Illinois region.

## Rare and Distinctive Books

UAUC collects print materials that meet a combination of the following criteria:

- Enduring informational and evidentiary value and bibliographic significance that supports the current teaching, research, and curricular needs of the university.
- Physical and/or intrinsic characteristics or market value that make the item vulnerable to mutilation, theft and/or deterioration.
- Published on or before the following threshold dates:
  - Published outside of the geographical area now forming the United States: 1800
  - Published in the geographical area now forming the United States: 1820
  - Published in Kentucky: 1830
  - Published in Illinois, Indiana, Missouri, or Wisconsin: 1850
  - Published in Iowa: 1860
  - Published in Chicago: 1871
- Condition conducive to use

## Curriculum Support Collections

UAUC collects materials that fall outside of the categories of University History, Local History, and Rare and Distinctive Books if they directly support established curricula at the University.<sup>5</sup>

## Collecting Guidelines

In addition to the Scope of Collections defined above, UAUC considers the following criteria when appraising potential collections for acquisition and evaluating existing collections for retention or deaccessioning:

- Curricular and research value: How vital is the collection for SIUE coursework and research?<sup>6</sup>
- Uniqueness or rarity of content: Is the material irreplaceable, unique, or otherwise valuable?
- Enduring evidential, informational, or intrinsic value: Is the material or collection of exceptional local or institutional significance?
- Physical condition: Does the condition of the material or collection prohibit its use?
- Format: Is the format obsolete?
- Cost of retention: Is the university or library able to sustain the cost of the collection's processing, storage, preservation, and maintenance?

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<sup>4</sup> <https://library.unt.edu/policies/special-collections-collection-development/>

<sup>5</sup> <https://www.lib.jmu.edu/policies/special-collection-development/>

<sup>6</sup> <https://www.lib.jmu.edu/policies/special-collection-development/>

- Privacy, copyright, and conditions governing access: Does the material or collection include private or sensitive information about third parties not involved in the transfer of ownership? Are copyright and fair use clearly defined? Will the donor require an embargo period on the material or collection that unreasonably prohibits use?
- Usage and demand: How often has the material/collection been utilized by users? Is there a documented demand for the material or collection by SIUE constituent groups that would ensure future use?