



Collection Development Policy

Mission

The Special Collections and University Archives (SCUA), a department within the University Libraries at the University of Illinois at Chicago, collects, preserves and provides access to unique and rare historical materials in selected subject areas and promotes the use of these materials by the UIC community, K-12 students, researchers, the public, the media and lifelong learners. Our goal is to advance scholarship and further the educational, research and other activities of the university.

Vision

To engage and encourage innovative research, interdisciplinary education, exploration, and discovery by providing a welcoming environment for researchers, making collections discoverable, teaching partnerships, and outreach.

Types of Programs Supported by the Collections

Research Scope: The materials collected and made available will further the research of UIC faculty, staff, administration, students, alumni, visiting scholars and the public in the following areas: Chicago-related post-World War II politics and advocacy; design history; women's political activism; social justice; Century of Progress World's Fair; health science history; the Jane Adams and the settlement house movement; Chicagoana and pre-Chicago Fire imprints; and the history of UIC. Researchers use SCUA materials for projects such as: rare books, articles, undergraduate and graduate papers, news reporting, historic preservation, exhibits (online, traveling, and on-site), educational materials, live productions and film documentaries.

Preservation and Security: Preserving rare and unique materials is crucial to the mission of SCUA. The collection is non-circulating and is maintained in closed stacks. Most of the collection is housed in the Richard J. Daley Library and the Library of Health Sciences-Chicago. These locations have a temperature and humidity-monitored environment, as well as fire detection and suppression systems. Some collection materials are maintained at the UIC Warehouse off-site facility. SCUA collections receive preservation care as needed.

Access and Use: SCUA is open to the public—to students, faculty, outside researchers and members of the community—regardless of institutional affiliation. Patrons who wish to use our materials on-site must complete a patron registration form, present a valid photo ID, and agree to follow SCUA reading room rules to use the collection.

For those researchers unable to visit, a limited number of copies may be made available for research use, such as physical condition, access restrictions and staffing permit. Material in the SCUA is not normally available through Interlibrary Loan but may be made available on a case-by-case decision.

Use or access to parts of some collections may be restricted for several reasons, including but not limited to donor request, personal identifiable information, confidential information, concerns about third-party privacy, copyright, or preserving fragile materials. SCUA may deny access to unprocessed collections.

SCUA adheres to the [Guidelines for Access to Original Research Materials](#), a joint statement of the American Library Association and the Society of American Archivists. In accordance with these guidelines, we will “not deny access to materials to any researcher, nor grant privileged or exclusive use of materials to any researcher, nor conceal the existence of any body of material from any researcher, unless required to do so by statutory authority, institutional mandate, or donor or purchase stipulation.” The same policy applies to any born-digital or electronic records held by SCUA.

Discovery: Manuscript collections are described in finding aids available at: [Archives Catalog \(cuadra.com\)](#). Books and manuscript collections are described in the UIC library catalog, Chicago Collections’ online portal [Explore Chicago Collections](#), and in federated catalogs such as WorldCat. A growing number of items from our collection have been digitized, and digital surrogates can be freely accessed via Explore Chicago Collections, CARLI Digital Collections, Digital Public Library of America or other digital platforms.

Diversity: SCUA seeks to document the broadest possible range of human experience. We will consciously work to augment the documentation of the experiences of those currently underrepresented in our holdings.

Outreach: SCUA is committed to furthering the awareness, development and use of its collections by means of presentations, lectures, tours, workshops, brochures and social media. SCUA also creates instruction sessions and classes that provide general information to undergraduate and graduate students on the use of primary research materials, as well as specific information about SCUA’s holdings. SCUA also prepares on-site and virtual exhibits.

Priorities and Limitations of SCUA Collections

Collecting Rationale: SCUA's primary responsibility is to serve the needs of UIC students, faculty and administration, as well as scholars and the community on the national and international levels. Collecting areas support both the undergraduate and graduate curricula and programs at UIC as well as areas not well covered by other repositories.

Geography: SCUA's holdings pertain extensively to the Chicago metropolitan area, but SCUA may accept materials originating elsewhere in the state of Illinois. SCUA may also occasionally accept materials that do not pertain directly to Chicago or Illinois.

Chronological Periods Collected: Mid-twentieth century to present day extensively and from the late nineteenth century and earlier twentieth, selectively.

Forms of Material Collected: Primary and secondary sources in any physical or electronic format if they are labeled or identified and in sustainable physical condition. These include, but are not limited to, writings, diaries, correspondence, ledgers, maps, manuscripts, audiovisual materials, books, periodicals, photographs, blueprints, and realia.

Languages: English language materials extensively. Other languages are collected selectively.

Exclusions: SCUA will not generally accept the following: (1) materials that reflect the political, culture or social history of another region or state; (2) partial manuscripts and archival collections in cases where major portions of a collection have already been deposited in another repository; or (3) materials with unreasonable use restrictions or privacy concerns.

Given the limitations on storage space for our collections, we will also not accept duplicate copies of items already held in SCUA. Exceptions may be made in instances where a second copy has unique features, but the general rule is against adding redundant copies of published works. We also do not accept records with active Protective Health Information or human/medical remains.

In the case of University Archives publications and ephemera, we retain a limited number of copies of each item and are generally not interested in acquiring additional copies of yearbooks, plaques, artifacts, or similar items. [Please also review faculty papers collecting policy.]

Acquisitions

Donations of materials and funds are essential to maintaining and developing the collections. SCUA acquires materials through donation, transfer, and occasionally

purchase.

Deeds of Gift: New collection donations must be accompanied by a signed deed of gift transferring ownership rights to the University of Illinois Foundation. This document must be executed before the transfer takes place.

Transfer: The University Archives will accept the transfer of university records which are scheduled for permanent retention only. It will not accept records which are scheduled for destruction. University records considered for transmittal to the University Archives for permanent retention must be reviewed by UIC's Records and Information Management Services (RIMS) and approved by the University Archivist prior to transfer acceptance.

Loans and Deposits: SCUA will not accept materials on permanent loan or for deposit.

Closed Collections: SCUA will not accept materials that are closed to the public in perpetuity. All restricted materials will be designated with an expiration date prior to donation/transfer acceptance by the Special Collections and University Archives.

Financial: 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 or endowments can be used to purchase materials when funds are available.

Statement of Deaccessioning Policy

Deaccessioned collections, selected portions of collections or individual items or publications, must be disposed of in a manner that respects the intentions of the donor and does not diminish the assets of the library. This will be considered only for material that meets one or more of the following conditions:

- it is of marginal use to SCUA, outside the scope of our collecting policy, or would be more appropriately housed at another institution.
- it is in such poor condition as to be unusable or threaten other collections or staff's health.
- it duplicates other materials in the collections which are in equally good or better condition.

Deaccessioned materials will be offered to the donor or donor's heirs (if stated in the Deed of Gift), transferred to other departments of the Richard J. Daley Library or Library of Health Sciences-Chicago, or offered to other, more appropriate Institutions.

Working with RIMS, SCUA may dispose of University Archives records in accordance with the Illinois State Property Control Act and federal laws. The disposition of material will be in accordance with the relevant donor agreement and the State of Illinois State Records Act, 5 ILCS 160 (<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=86>) and any other applicable laws and regulations.

Cooperative Agreements

SCUA recognizes that other institutions collect in the same or overlapping areas and will seek similar unique resources for their own collections. SCUA also recognizes that other institutions may have prior claim on such materials or be a more appropriate repository for them. In cases where legitimate collecting interests of SCUA and another repository directly conflict, SCUA will weigh the best interests of the scholarly community in deciding whether to pursue a collection. Occasionally, with the permission of the donor and in accordance with any relevant laws, SCUA will transfer a collection it has acquired to a more appropriate repository.

Policy implementation and review

This collecting policy is designed to meet the goals of UIC, University Libraries and SCUA. To determine the effectiveness of the collecting policy, staff will review the acquisitions, user records, deaccessions, collection policies of other institutions, curricular interests of the University, and research community input to detect any needed changes. Every five years the policy will be reevaluated and changed as needed to meet the continuing goals of UIC, University Libraries and SCUA.

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