

RARE BOOKS COLLECTION DEVELOPMENT POLICY

Purpose

Rare Books serves as the repository for rare books, manuscripts, periodicals and printed ephemera materials in the University Libraries at the University of Wisconsin – Stevens Point, supporting research by a wide range of scholars including undergraduates, graduates, and faculty primarily of the departments of English, Literature, History, Fine Arts, Natural Resources, Religious Studies, and Foreign Language. Other researchers who use materials in Rare Books include independent researchers, genealogists, local historians, and the general public whose work relies on primary resource materials, including rare books.

Mission

To acquire, preserve, and provide access to rare and scarce printed material in their original formats, including books, manuscripts, periodicals, printed ephemera, and other items in support of scholarly activity and research, student learning, teaching excellence, and curricular development.

Scope

Rare Books is committed to preserving the creative work of artists and writers in their original formats, paying close attention to the book as a physical object and other media in their original state when possible. Materials preserved in Rare Books are meant to be used for research that requires use of the original editions or works in original formats. This collection complements the collection policies in the general stacks by supplying rare or fine editions of texts and original copies of media or by prospectively collecting works that will become important historical evidence.

Defining Rare Books

A rare book is a book that is distinguished by its early printing date, its limited issue, the special character of the edition or binding, or its historical interest. A scarce book (very few available) does not make it rare. To be rare a book needs to be scarce and also meet several other criteria such as being highly sought after, valuable, autographed, part of a limited edition, historically significant in print style or binding, or a local history which will not be reprinted in the future.

See “**Transfer Criteria for Moving General Stacks Materials to Special Collections**” for more detailed rare book collection criteria.

Actively Collecting

Emphasis is placed on acquiring items in their original states. Authors' books should be acquired in their first appearance. In general, this means the first edition in the country of the author, though preference is given to the first appearance in print.

The University Archivists will actively collect materials directly related to the support of the academic pursuits of UW-Stevens Point students, faculty and staff, local historians, and genealogists. Subjects to be collected include: American Literature, American History, Wisconsin History, Local History, Books as Art, the Physical and Natural Sciences, Religion, early twentieth century Home Economics, and Natural Resources, including, Fisheries and Water Resources, Forestry, Natural Resource Management, Paper Science, Soil and Waste Resources, and Wildlife Ecology. In addition, works by university faculty, staff, students, and local writers will also be accepted.

The University Archives will acquire additions to the Rare Books Collections through donations, transfers (from the stacks, other university departments, or other institutions), and purchases. A deed of gift must be filled out at time of donation and an official receipt must be given at time of purchase. The University Archives will only accept material on deposit, loan, or anything that holds restrictions at the discretion of the University Archivists. Even if material may meet the criteria of being considered rare the University Archives reserves the right to turn down any addition to the rare books collection due to considerations such as space, preservation concerns, and condition. If an addition to the rare book collection is denied, the University Archives, with the permission of the donor, may return the item(s) to the donor, donate the item(s) to another institution for inclusion into their collection, or sell the item(s) with the proceeds going to the University Archives.

Preservation

Because the collection is primarily composed of 19th- and 20th-century works, a large portion of the holdings are in danger of becoming brittle. There is much work to be done to rehouse and preserve the collection. A rough estimate indicates that about 50% of the collection needs some kind of preservation treatment from the simplest protective covering of dust jackets to full conservation treatment of historically important bindings.

Access

Rare Books are available for anyone to use. Due to the delicate condition, monetary value, and historical value of Rare Books they are noncirculating and located in closed stacks. Complete access to the collection will only be given to the University Archivists and employees of the Nelis R. Kampegna University Archives. Any individual who would like to use materials from Rare Books may gain access through an employee of the University Archives.

Any material taken from Rare Books for research purposes may only be viewed in the University Archives reading room.

In rare cases, Rare Books may be used in an academic class that may take place in a location outside of the University Archives. If this happens, an archivist must accompany the books to the location that the class is taking place. The archivist will then communicate use policies to the class. The archivist may then leave while the class is in session. When the class is over, the instructor must wait until the archivist comes to collect the books. Upon arrival, the archivist should count all of the books to ensure that all the books are still present.

For any other situation where there is a request to take a rare book out of the University Archives, it will be handled on a case by case basis and at the discretion of the University Archivists.

The University Archives will consider requests to copy or digitize rare books. The approval or denial of requests will depend upon considerations such as copyright, condition, number of pages being copied/digitized, size of book, etc. If a request is approved, either the University Archives staff or patron will make the copies/digitization depending on the condition of the book.

Transfer Criteria for Moving General Stacks Materials to Special Collections

The following criteria govern the transfer of general stacks materials to Rare Books, and the judgement by the University Archivists of what qualifies as a rare book. If a book meets criteria as outline below, it can be routed to the University Archives for review. The University Archivists will evaluate the book and decide on a case-by-case basis whether to transfer the book or return it to the general collection.

Books meeting one or more of the following criteria may be considered for inclusion into Rare Books:

- All books printed before 1801.
- Books printed in the Western Hemisphere before 1821. (Rare Americana is determined largely according to those dates when printing was introduced in each state. A list of these dates, by state, is appended.)*
- Confederate imprints, 1861-1865.
- Local Histories printed by local publication houses.

Books meeting one or more of the following criteria in addition to scarcity may be considered for inclusion into Rare Books:

- Scarcity in other research institutions. The Library staff or University Archivists can view the holdings of other research institutions on WorldCat to determine the scarcity of a book. If there are 20 or less within the United States and the book matches other criteria beyond scarcity, the book may be added to the rare book collection.
- Landmark books in the history of learning (usually 1st editions).
- Books of famous printers.
- Private press publications.
- Limited edition titles (usually 500 copies or less) are collected according to the importance of the author or illustrator. They are not collected per se and will be added to Special Collections only if the text is of special interest.
- Autographed books (signed by author, artist) or association copies (personal copies of famous people).

- Market value. Books consistently valued at \$1000 or above according to notable rare and antiquarian book dealers. Due to the fact that this value may fluctuate depending on the market, monetary value should not be the sole criteria for adding a book to the rare book collection.
- Books with physical and intrinsic characteristics. These characteristics may include books with foldouts or movable parts, original art, handmade components, made of unique material, of non-standard size, etc. Books deemed as artist books may instead be added to the Bunce Collection.
- Separate printings. Depending on its age (hand press era and earlier – mid nineteenth century), a book may at first appear to be a duplicate of one already in the rare books collection. This however may not be the case and the book in question should be assessed to see if it is in fact a duplication. If it is not an exact duplicate, it should be kept. If it is an exact duplicate, the University Archivists will make the decision of whether to keep the separate printing or not. In general, the keeping and the collecting of printings will depend upon the decision of the University Archivists on a case by case basis.

*Any book published in America before 1821 will be considered for inclusion in special collections. There are exceptions, and their cut-off dates are as follows:

ALABAMA (1840)	KANSAS (1875)	OHIO (1840)
ARIZONA (1890)	KENTUCKY (1830)	OKLAHOMA (1875)
ARKANSAS (1870)	MINNESOTA (1865)	PENNSYLVANIA (1830, except Philadelphia)
CALIFORNIA (1875)	MISSISSIPPI (1840)	SOUTH DAKOTA (1890)
COLORADO (1876)	MISSOURI (1850)	TENNESSEE (1840)
FLORIDA (1860)	MONTANA (1890)	TEXAS (1860)
HAWAII (1860)	NEBRASKA (1875)	UTAH (1890)
IDAHO (1890)	NEVADA (1890)	WASHINGTON (1875)
ILLINOIS (1850; Chicago, 1871)	NEW MEXICO ((1875)	WEST VIRGINIA (1830)
INDIANA (1850)	NEW YORK (1850 outside NYC; 1830 for Hudson River towns)	WISCONSIN (1850)
IOWA (1860)	NORTH DAKOTA (1850)	WYOMING (1890)

Items not to be transferred to Rare Books from stacks

- Reference books published after 1900, including encyclopedias, dictionaries, atlases, etc...
- Elementary school primers and readers

Deaccession Policy

Introduction

The deaccession of materials in Rare Books is governed by different principles from those for general research collections. Because of the primacy of preserving special collections materials in their original format and, related to that, the role of special collections as repositories for cultural history, the University Archivists will carefully assess all materials before accepting them to lessen the likelihood of deaccession. This said, there are valid reasons why materials in Rare Books may be deaccessioned.

Acknowledging these points, The Rare Book and Manuscripts Section (RBMS) of the Association of College and Research Libraries included a lengthy set of guidelines for deaccession of materials in Code of Ethics for Special Collections Librarians, 2003. The following policy for deaccession of materials from the University Libraries Special Collections incorporates and upholds the standards established by RBMS for the ethical deaccessioning of materials from special collections.

Guidelines for the Deaccession of Materials

1. In the deaccession of rare books and manuscripts, the University Archivists will weigh carefully the interests of the public for which it holds the collections in trust, the interests of the scholarly and cultural community, and the Library's own mission.
2. The University Archivists will consider any legal restrictions, the necessity for possession of valid title, and the donor's intent in the broadest sense.
3. Procedures for the deaccession or disposal of materials will be at least as rigorous as those for purchasing and should be governed by the same basic principles. The decision to dispose of materials must be made only after full and scrupulous consideration of the public interest and the needs of researchers; the process of deaccession will be carried out in as open and public a manner as possible.
4. Mandatory restrictions on disposition which accompanied a donation will be observed unless it can be shown clearly by appropriate legal procedures that adherence to them is impossible or substantially detrimental to the University of Wisconsin – Stevens Point. When statements of donor's preferences accompany an acquisition, any departure from them will be carefully considered and negotiated with the donor or the donor's heirs or settled by appropriate legal procedures.
5. The University Archivists will take care to define and publicly state the purpose of the deaccession and the intended use of monetary or other proceeds of the deaccession, to avoid any procedure which may detract from the Library's reputation for honesty and responsible conduct, and to carry out the entire process in a way which will not detract from public perception of its responsible stewardship.

The following points must be taken into consideration:

- The University Archivists will ensure that the method of deaccession will result in furthering the agreed purpose of the deaccession, whether this be monetary gain or more appropriate placement of scholarly resources.
- The University Archivists will disclose to the potential new owner or intermediary agent any action, such as the retention of a photocopy of the material, which may affect the monetary or scholarly value of the material.
- The University Archivists will make information on the disposition of deaccessioned materials publicly available.
- The University Archivists will not allow materials from its collections to be acquired privately by any library employee, officer, or volunteer, unless they are sold publicly and with complete disclosure of the item's documented provenance.
- Due consideration should be given to the library community in general when disposing of items. Sales to, or exchanges between, institutions will be explored as well as disposal through the trade.

Monitoring of Collection Development and Review of Guidelines

The University Archives' Rare Books Collection Development Policy will be reviewed every five years and modified as needed to fit the goals and mission of the Nelis R. Kampegna University Archives and University Libraries.

Revised 8/21/2019