

# **Rare Books Policy of the Schurz Library**

## **I. Introduction**

### **A. Purpose**

Rare Books, for the purposes of this document are defined as individual books or other material of exceptional value or rarity which are not included in the Special Collections described in the Special Collections Policy of the Schurz Library. Rare Books may include, but are not limited to: autographed first editions, some leather-bound books, special format books, books which typify a particular type or process of bookmaking and materials which require supervision for use. Collection of Rare Books is not a primary goal of the library. However, because some materials come into the possession of the library which are rare, or of high monetary value, the following policy governs the location and treatment of these items.

### **B. Clientele Served**

The primary intended users of the Rare Books in the Schurz Library are the students, faculty and staff of IUSB, as well as the general public of the Michiana area. All patrons of the Schurz Library have access to rare books, within the guidelines of this policy.

### **C. Mission Statement of Rare Books**

Rare books are materials which, because of their uniqueness, rarity or historical value are housed as separate non-circulating resources. The mission of the Rare Books collection is to identify and preserve valuable materials which come into the possession of the library. These books are maintained for research by scholars and other interested parties. There is limited access to these books, in order to protect them and maintain their value and integrity.

### **D. Brief Overview of the Collections**

- 1. History* - Most of the materials include in Rare Books were donated to the library. A few items included in rare books were requested by academic departments on campus for specific scholarly purposes.
- 2. Subject Areas* - Rare books are not limited to any particular subject. However, only those items which fall within the academic mission of the campus are kept by the library.
- 3. Collection locations* - The rare books are housed in the Rare Books Room. This room has special environmental controls, and is secure.

### **E. Staffing and Responsibilities**

Rare Books are maintained as part of the archives and special collections unit. The archives specialist identifies, maintains and provides access to the Rare Books. The Library Director, and

other trained staff can authorize access to Rare Books. Preservation is done by the Technical Services department on an as needed basis.

## **F. Acquisition**

The Schurz Library does not actively solicit or purchase Rare Books. Donations of Rare Books are not accepted unless the Director deems them to be of value to the IUSB academic community, and adequate provisions can be made for their processing, housing and maintenance.

1. *Preservation* - Preservation work is done on an as-needed basis. If the needed expertise is not available at the library, a decision is made by the Director on whether to send materials for outside work. Other than special environmental controls in the special collection locations, preventative maintenance is not done.

2. *Deselection* - Materials in rare books are not normally deselected, unless the item has deteriorated beyond the point of reasonable repair. Occasionally, items in the Rare Books Room are moved to the General Collection if the Director deems that they will be of more use as a circulating item.

4. *Access* - Access to Rare Books is by appointment, during regular business hours. The archives specialist, or another designated staff person must be present. All photocopying must be done by Schurz Library staff. Not all materials may be photocopied. Faculty can make arrangements with the Library Director or Archives Specialist to borrow books for use during classes.

## **II. Rare Books Management and Development Policies**

A. Rare Books are not accepted unless they fit with the general mission of the library.

B. Adequate provision must be made for processing, housing and maintenance of the Rare Books. Acceptance of Rare Books should not necessitate a reduction of allocated funds available to departmental and general library acquisitions.

C. Books of specific local interest, or which are of scholarly value to academic units of IUSB are more likely to be considered than those of general interest, or merely high monetary value. Books or materials which are unique are more likely to be considered than books which are available elsewhere locally.

D. The following criteria, in order of importance, are used to select items to be added to Rare Books:

1. *Uniqueness in the Michiana area*
2. *Monetary Value*
3. *Fragility*
4. *Requires supervision to use*