

Collection Development Policy of the Schurz Library for Special Collection

I. Introduction

A. Purpose

Because of the unique nature of special collections, it is difficult to generalize policies which fit every instance. However, certain general principles apply to the selection and use of these collections. The purpose of this document is to outline those policies.

B. Clientele Served

The primary intended users of special collections 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 the special collections, within the guidelines of this policy.

C. Mission Statement of the Special Collections

The special collections of the Schurz library are materials which, because of their uniqueness, rarity or historical value are housed as separate non-circulating resources. These collections are maintained for research by scholars and other interested parties. There is limited access to these collections, in order to protect them and maintain their value and integrity.

D. Brief Overview of the Collections

- 1. History* - Most of the special collections were donated by persons with close ties to IUSB, or the Michiana area.
- 2. Subject Areas* - The subjects covered by the special collections are diverse. However, most of the collections cover subjects of local interest, or are closely related to the academic strengths of the campus.
- 3. Collection locations* - The collections are housed in the Special Collections Area and in the Lincoln Room. These locations have special environmental controls, and are secure.

E. Staffing and Responsibilities

Special collections are maintained as part of the archives and special collections unit. The archives specialist maintains the special collections, and provides access. The Library Director, and other trained staff can authorize access to the special collections. Preservation is done by the Technical Services department on an as needed basis.

F. Acquisition

The Schurz Library does not actively solicit or add to special collections. Donations of special collections 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.

G. Relationship to policies and programs for Collection Management

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 special collections are not normally deselected, unless the item has deteriorated beyond the point of reasonable repair. Deselection of materials is always done within the terms of the written agreement governing the collection.

4. *Access* - Access to special collections 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.

II. Special Collections Management and Development Policies

A. Collections 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 collection. Acceptance of the Special Collection should not necessitate a reduction of allocated funds available to departmental and general library acquisitions.

C. Collections 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. Collections which are unique, or which contain unique items, are more likely to be considered than collections of materials which are available elsewhere.

D. Normally, gifts of collections will not be maintained intact unless there is a significant value in doing so. Collections of donated materials are usually dispersed in the appropriate places throughout the collection.

E. Special collections will not be accepted unless the library possesses the proper equipment for accessing the information.

F. All authority for negotiating the terms of acceptance of special collections resides with the Director of the Library, and the IU and IUSB administrations. At the time of acceptance, a written agreement is produced. Collection documentation is maintained by the Director per this agreement. The following issues may be addressed in the written agreement:

1. *The name of the collection*

2. *Whether additional materials may be added to the collection*
3. *Housing and display of the collection*
4. *Disposal of the collection*
5. *Literary rights to material in the collection*
6. *Publicity*

IV. Special Collections

A. The Christianson Lincoln Collection

This is a collection of books, art, ephemera and realia relating to Abraham Lincoln. This collection was amassed by Robert C. Christianson. The bulk of this collection is housed in the Lincoln Room on the third floor of the Library.

B. The Casaday Theater Collection

James Lewis Casaday was 'Mr. Theater' in South Bend, directing local plays from the 1920's to the 1980's. The Casaday Theater collection includes books, magazines, scores, scripts, sheet music, playbills, art, letters and theater and music memorabilia.

C. The James R. Ruchti Collections

German POW Collection

This collection contains part of what was the POW Library at Fort Getty. The mission of this library was to support the German POW re-education programs at Fort Getty and Fort Wetherill. Rhode Island and Fort Eustis, Virginia in the 1940's. A detailed history of this collection, and a bibliography is available in the, *James R. Ruchti POW Collection*, brochure available at the Schurz library.

Kenya Collection

D. The Boss Papers - League of Women Voters Materials

These papers document the early 20th century fight for female suffrage in Indiana, and the first years of the League of Women Voters. Annie Bell Boss of Elkhart was a state officer.

E. The Manion Collection

From 1954 to 1979, Dean Clarence E. Manion of the University of Notre Dame Law School produced one of the first politically conservative radio interview programs. This collection includes nearly 1,700 broadcast tapes, as well as publications related to the program.

F. Franklin D. Schurz Collection

The longtime South Bend Tribune publisher pioneered in print technology. The collection highlights his role in South Bend's economic crisis of the 1960's