

Collection Development Policy Special Collections Department Tampa Campus Library

Mission of the Special Collections Department:

The Department supports the overall mission of the Tampa Campus Library through the collection, preservation, and management of rare books, archival materials, and other materials not suitable to the Library's main collections due to rarity, fragility, or other special factors. This includes the acquisition and maintenance of specialized research collections in selected fields of study, as well as collection of traditional "rare books."

Although it would be possible to justify adding almost any collection on the grounds that it would support some aspect of the University's curriculum or faculty research, the overall mission of the Department is to focus on resources in areas where there is reasonable expectation of being able to develop collections of excellence and distinction. In addition to the basic task of supporting the teaching and research interests of the University's faculty and students, the Department's mission looks beyond the campus to include building collections with regional, statewide, national and international significance.

Historical Background:

At the time the Department was established in 1962, the Director of Libraries instructed the Special Collections Librarian to develop a comprehensive research collection in Florida history, and a general rare books collection to house those rare and otherwise special items the library might acquire in the course of its overall development. Generally, the Department's collection development has been driven by donation rather than purchase, which has on several occasions resulted in expansion into new areas to take advantage of major gifts and other opportunities. The overall policy has been to acquire new collections that support the Department's existing ones, but also to take advantage of "targets of opportunity," as well.

Objectives:

1. To provide secure, effective housing for rare, unique, or otherwise extraordinary research materials acquired by the library.
2. To systematically develop collections of excellence in selected fields of study, capable of supporting research in those fields. The goal of which is to make these collections a noteworthy part of Florida's cultural heritage.

3. To focus resources on these primary collecting areas while retaining the flexibility to add new areas should circumstances make this both possible and desirable.
4. To organize and arrange the collections acquired, and provide suitable indexes, guides and other finding aids to facilitate use by researchers.
5. To encourage and facilitate on-site research use of the Department's collections while ensuring the security, preservation and survival of rare and unique materials. The goal is to reconcile as effectively as possible the need for preservation with the need for scholarly access.
6. To make the Department's resources available for off-site use through digitization and other appropriate technological means. The goal is to utilize non-destructive technological mediums to make the Department's rare and unique collections accessible worldwide.
7. To make the Department's resources a community asset through exhibits, displays, tours of the Department, presentations, publications, and other activities. Also, to promote awareness of the Department's collection strengths through publications, media and the Internet.
8. To encourage donation of materials and collections falling within the Department's collection development parameters. Also, to foster outside funding sources such as donations, grants, and endowments.

Formats of Material Collected:

The Department may collect material in any format; however, duplication of resources more appropriately housed elsewhere in the library is to be avoided. For example, use copies of microfilm would generally be housed in the library's microfilm collection; microfilm print or preservation masters, however, could be housed in Special Collections. Artifacts and other objects will not generally be collected unless they directly relate to or support one of the Department's major book, manuscript or other collections. For instance, the Department's cigar industry art and artifacts relate directly to our in-depth collections of materials relating to the Tampa cigar industry.

Major Areas of Concentration:

The Department's collections fall into seven broad divisions, each of which contains one or more subject collections. They are as follows:

1. **Florida history and politics**

Subject coverage: All aspects of Florida history and politics with an emphasis on Hillsborough County, Tampa, and Ybor City. Immigrant experience in Florida, particularly as it relates to early Tampa and the cigar industry. Civil rights in Florida, particularly as it relates to Hillsborough County and Tampa. All aspects of the Tampa cigar industry. All aspects of Tampa's mutual aid societies. All aspects of the Spanish-American War, particularly as it relates to Tampa, Florida.

Types of materials collected: Monographs and serials on Florida history and politics are collected exhaustively. Supporting materials in the form of maps, postcards, and ephemera are collected extensively. Archival materials are collected selectively, with the exception of collections relating to civil rights figures, historical figures, individuals, ethnic groups, corporations, and industries that have some connections to Tampa and/or West Central Florida, in which case they are collected extensively. Especially sought after are materials that would add to Special Collections' considerable holdings of cigar box art, tobacco journals, and its extensive collection of 19th and early 20th century tobacco realia. This would include corporate and related records of all Tampa cigar factories, past and present. Political papers are collected selectively, with an emphasis on acquiring those of local politicians who have achieved local, statewide, or national prominence. Additionally, the Department maintains extensive collections of 1) antique maps chronicling the discovery and exploration of Florida and the United States; 2) modern plat maps for Hillsborough County and surrounding areas; 3) USGS maps of Florida; 4) navigational charts for Florida coastal waters, and 5) aerial photographs of West Central Florida.

Chronological guidelines: no limitations

Acquisition Commitment: 5

Collection Goal: 5

2. **American literature:**

Subject Coverage: 19th Century fiction (Dobkin Collection); fiction/science fiction written by Florida authors; historical children's literature; early American school textbooks

Types of materials collected: Primarily monographic. The only collections under active development at this time are the Henty and children's series book collections. Florida authors are acquired selectively. The Miscellaneous Juvenile Collection, which includes the Bohman/Everett Collection of 20th century children's picture books, will henceforth be limited to authors and illustrators of national prominence. McLoughlin Brothers Press

chromolithographic children's books are acquired selectively as funding permits. Special Collections is the designated manuscript/papers repository for several well known Florida resident writers, most notably Piers Anthony, Michael Resnick, and David Hagberg (Sean Flannery). Special Collections does not accept galley proofs from USF Faculty or Florida fiction writers.

Chronological guidelines: cutoff date for series books – 1971; 19th to early 20th century for American school textbooks; 19th century for Dobkins Collection; no limitation on the Miscellaneous Juvenile Collection. McLoughlin Brothers Press acquisitions are generally limited to 19th century imprints.

3. **Rare books and book art: (revision to subject coverage)**

Subject coverage: Numbering in excess of 4,600 titles, the Department's rare book collection offers a rich selection of early Floridiana, architecturiana, medieval codices, both original and facsimile, natural history treatises, world travel accounts, and bibles. Books and other items purchased for or donated to this collection generally meet all of the following conditions: 1) they have significant intrinsic value in the rare book marketplace; 2) they are irreplaceable; and 3) they would likely suffer irreparable damage or complete loss were they to be placed in the circulating collection. Book as art, on the other hand, challenges our traditional concept of how a book is supposed to function through the innovative incorporation of sculptural objects, printmaking, handmade paper, and various alternative structures in the bookmaking process. At the more traditional end of the book as art spectrum are the Department's original and facsimile editions of illuminated manuscripts, 36 linear feet of miniature books, and its significant holdings of finely crafted books published by Mosher, Peter Pauper, National Amateur Press Association, and other small presses. Less traditional are the Department's collection of books and working papers of Konglomerati Press, the collected papers of the Center for the Book Arts, and the art portfolios of USF artist Donald Saff, and others.

Types of materials collected: Additions to the Rare Book Collection (books, maps, ephemera, etc.) are most often acquired through gifts and donation. To the contrary, rare Floridiana (all formats) is actively sought after for purchase by Special Collections. Rare architecturiana (primarily monographic) is purchased selectively. Although the Department has many fine examples of the art of bookmaking, no effort is to be undertaken to expand these holdings except through gifts and donations. Only in very special cases are signed editions acquired by the Department.

Chronological guidelines: none

4. **Sheet Music:**

Subject coverage: Special Collections has extensive holdings of original African-American and Florida sheet music dating from before the turn of the 20th century until the early 1980s. Numbering approximately five thousand titles, the Nations Bank African-American Musical Heritage Collection ranks as one of the finest assemblages of sheet music attributed to Black composers and performers in the southeast, in terms of breadth of coverage, number of titles, and overall condition. Emphasis is placed on acquiring sheets dating from before the turn of the century through the 1930s, sheets that chronicle the development of jazz, and sheets that chronicle the rhythm and blues era starting in the early to mid 1950s. Endowment funds are available to further develop the African-American sheet music collection. The Florida Sheet Music Collection is a much smaller collection numbering around 200 titles, most of which are in excellent to mint condition.

Chronological guidelines: Cutoff date for African-American sheet music collection - 1985. There are no chronological restrictions on the Florida sheet music collection.

Acquisitions Commitment: 4 (African-American sheets) 5 (Florida sheets)
Collection Goal: 4 (African-American sheets) 5 (Florida sheets)

5. University of South Florida Archives

Subject coverage: Special Collections is the University's permanent archive for the following: 1) USF Archives, consisting of the papers of the University Presidents and the USF Faculty Senate; 2) USF-generated publications from the colleges and other non-teaching support units; 3) Oracle student newspaper; 4) USF honor's papers, theses, and dissertations; 5) USF Faculty publications, and 6) records of University of South Florida's PBS station, Channel 16, WUSF-TV.

Types of materials collected: print, microform, audio, and video

Number of copies: Special Collections will archive two copies of all University of South Florida publications. Three copies will be kept of heavily used items like course schedules, campus directories, and university catalogs.

Chronological guidelines: 1956 to date.

Types of Materials Collected: In order to qualify for addition to the USF Archives, a faculty publication must be monographic (articles and offprints are not accepted) and have been published during the time the faculty member was employed by USF. The archives of the Oracle are strictly limited to copies of the student newspaper and photos and other ephemera pertinent to the history of the University of South Florida and its student body.

Collection Goal: 5

Latin American Collection

Subject coverage: Comprised of materials previously held in the Esther Melon Diaz Collection and elsewhere in Special Collections, the Latin American Collection presently numbers in excess of 2,000 volumes. The language of the collection is exclusively Spanish. The subject focus is the literature, politics, and history of Latin America. Some of the material is unique; almost all of it is quite old and in a poor state of preservation. The collection is particularly rich in Puerto Rican literature, writings by and about Jose Marti, and the laws of Cuba. Recently, Special Collections established a separate Cuban Collection, consisting of monographs previously held at the Biblioteca Nacional in Havana which were donated to USF by arrangement with University of California, Berkeley.

Types of materials collected: parameters for this collection have not been established. At this time, only the Cuban Collection is actively under development.

Language guidelines: primarily Spanish. English, Portuguese, and French language items acquired selectively.

Chronological guidelines: none at this time

Acquisitions Commitment: 3

Collection Goal: 3C

Related Collection Development Policy: Latin American and Caribbean Studies Collection Development Policy

Acquiring Materials (Gifts and Donations)

Materials are added to Special Collections through purchase and through gifts and donations. Donations, in fact, account for the majority of books, archival, and manuscript materials acquired by the Department. Persons wishing to donate items to Special Collections should contact the Director of Collections for assistance. Major gift and donation prospects are generally referred to the Office of the Director for Library Advancement. Depending on the circumstances, persons who wish to make a donation to Special Collections may be asked to sign a Deed of Gift (available from Library Advancement) detailing the terms by which the gift is accepted by the library. Although there are always exceptions to any rule, in general Special Collections reserves the right to refuse donations that 1) fall outside the Departments Major Areas of Concentration or

fall short of collection goal levels; 2) are in poor physical condition; and 3) have unrealistic donor expectations and restrictions.

Policy Changes: This is a dynamic document, subject to modification and change in response to factors arising within the University of South Florida and its libraries, and externally from throughout the university community. Addition of new academic programs, discontinuation of others, and evolving faculty research interests all impact on Special Collections and its resources. Ideally, this document should be reviewed annually. Changes that would add or delete a subject division or significantly affect collection parameters within a subject division require the approval of the Dean of Libraries.

Submitted by Larry Heilos and Paul Camp
Revised October 8, 2002

APPENDIX A

UNIVERSITY OF SOUTH FLORIDA

SPECIAL COLLECTIONS, TAMPA CAMPUS LIBRARY

DEED OF GIFT

I, the undersigned Donor(s), hereby donate and convey to the University of South Florida, on behalf of the Special Collections Department, Tampa Campus Library, all rights, title, and interest that I possess in the following materials:

Description: _____

_____ -

Date Material Received on Site: _____

Library Staffperson Receiving Material: _____

Donor Assigned Value: \$ _____ Appraised Value: \$ _____ *

- Please attach copy of independent appraisal(s)

If donor does not intend to take a tax deduction, please initial here: _____

I understand that the location, retention, cataloging, and preservation of the materials or other considerations relating to their use or disposition are at the discretion of the USF Tampa Campus Library, in accordance with institutional policy. Materials added to the collection shall be accessible to all persons qualified to use materials in Special Collections, subject to the terms and conditions, if any, stated below.

Terms and Conditions: _____

Copyright Interests:

____ I represent and warrant that I control the copyright in some or all of the donated materials. (Please indicate below the materials for which you control copyright and the nature of your copyright control, e.g., sole/joint owner, heir, literary executor, trustee.)

Deed of Gift, p.2

Copyright Interests: _____

_____ I do not control copyright in any of the donated materials

_____ To the best of my/our knowledge, the copyright is controlled by

Name: _____

Address: _____

Phone Number: () _____ E-mail Address: _____

Copyright Conveyance

If you wish to transfer, convey, and assign to the University of South Florida, on behalf of Special Collections, Tampa Campus Library, any copyright which you control in the above-named materials, subject to the limitations, if any, stated below, please initial here: _____

If you do not wish to transfer copyright, but give permission for the library to make copies for users of the materials, please initial here: _____

Other Limitations: _____

I/We represent that I/we am the sole owner of the materials described above and that I have full right, power, and authority to give the materials to the University of South Florida. I have received an explanation of all terms and conditions of this Deed of Gifts and agree to them as indicated by my signature below.

If applicable, I understand the sections on "Copyright Interests" and "Copyright Conveyance" and acknowledge that the information I have provided is accurate.

Donor's Signature: _____

Date: _____

Deed of Gift, p.3

Donor's Name and Address: _____

(Please Print) _____

SSN: _____ Phone Number: () _____

Special Collections, Tampa Campus Library, on behalf of the University of South Florida, gratefully acknowledges receipt of this gift and agrees to the stipulations outlined above, subject to acceptance by the Dean of University Libraries and, if appropriate, University Legal Counsel..

Head of Special Collections Signature: _____

Date: _____

University of South Florida, Tampa Campus Library
4202 East Fowler Ave., Tampa, FL 33620
(813) 974-1642 FAX: (813) 974-5153