Collection Development Policy for Special Collections

I. Mission
The mission of Florida Atlantic University’s Department of Special Collections is to acquire, arrange, describe, preserve, and make available materials of enduring value, both for intellectual content and as historical artifacts, and to support the research needs of the students, faculty, visiting researchers and the academic community at large. Special Collections has the responsibility to protect materials in its care from damage due to misuse, damage from climatic conditions, pests, or other agents of destruction, and from problems inherent in the volumes themselves.

II. Areas of Specialization
a. Rare print materials prior to 1900
b. Colonial America
c. American Civil War
d. World War I
e. World War II
f. Floridiana
g. Sheet Music prior to 1950

III. Artifacts or Three-Dimensional Objects
The Special Collections seeks to collect artifacts that visually document the material culture. The Special Collections will consider for inclusion into the collection artifacts that are in fair and in original condition, not replicas or copies. Special Collections will limit collecting to items that can be reasonably preserved, cared for, stored, and made accessible for research and exhibit purposes.
IV. Procedures

a. Deed of Gift: Special Collections will not accept materials without a legal transfer of title through a deed of gift, deposit agreement, transfer of records form, or other official acknowledgement.

b. Deposits: Special Collections will not accept material on deposit.

c. Closed Collections: Special Collections will not accept materials that are closed to the public in perpetuity.

d. Deaccessioning: Duplicates and materials that do not reflect the Special Collections’ collecting areas or do not possess sufficient archival value may be deaccessioned, subject to the documented terms of acquisition, University regulations, and state and federal laws.

e. Revision of Policy: The Collection Development Policy for Special Collections will be reviewed and revised as needed.

V. Procedures for Reviewing Collection Development Guidelines

This collection development policy is designed to serve the mission and goals of Florida Atlantic University, S.E. Wimberly Library, and the Special Collections Department. In order to determine the effectiveness of this policy, at the end of every calendar year, the Associate Dean of University Libraries, Collections Development Librarian, and Special Collections Librarians will review the acquisitions, user records, and deaccessions of that calendar year. The policy will be re-evaluated and changed as needed to meet the goals of Florida Atlantic University and the Special Collections Department.

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