



## **SPECIAL COLLECTIONS DEVELOPMENT POLICY**

*This policy is for application to those libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries).*

### **I. STATEMENT OF POLICY**

The Special Collections Department which includes the Rare Book Room supports the Buffalo & Erie County Public Library's (B&ECPL) mission by collecting and preserving original manuscripts, books, artifacts, and other items with a focus on local history. Materials are housed at the Central Library and in the Buffalo Branch Libraries. The B&ECPL is committed to sharing these works with the public through display, exhibit, publication, and by other appropriate means.

### **II. SPECIAL COLLECTIONS**

- A. Special collections of the B&ECPL including but not limited to rare books, manuscripts, scrapbooks, sheet music, maps, genealogy resources, the William A. Miles Center for African and African-American Studies collection, government documents, certain reference materials, and databases represent unique resources, and special conditions may apply to the management of these collections as determined by the Library Director.
- B. The Rare Book Room collection is evaluated and maintained by specialized staff, trained in rare book collection and care, based on established rare book collection development procedural guidelines and in keeping with the strategic plan of the B&ECPL.
  - 1. Items designated as rare books are intended to remain a permanent part of the B&ECPL collection.
  - 2. Any proposals regarding de-accessioning/exchange of materials in the rare book collection must be presented in writing to the Library Director and the B&ECPL Board of Trustees Special Collections Committee for review and recommendation to the B&ECPL Board of Trustees.

3. Any/all de-accessioning and/or exchange of materials from the Rare Book Room collection must be approved by the B&ECPL Board of Trustees.

### III. COLLECTION DEVELOPMENT

#### A. Acquisitions:

1. The Special Collections Department, including the Rare Book Room, acquires materials through:
  - a. Donations, solicited and unsolicited
  - b. Purchase
  - c. Exchange with other repositories or collectors
2. Material accepted into the collection should supplement existing collecting areas or strengthen weak areas that have been identified as areas of interest by this policy.

#### B. Responsible Collecting:

1. A responsible level of collecting should be maintained by staying within the constraints of available storage space, ability to process material within a reasonable amount of time, and ability to provide for the care, preservation of, and access to the material.
2. In addition, consideration must be given to the best placement of materials.
3. The Special Collections Department will try to avoid acquiring material known to be primarily collected by another institution, unless there is a strong connection with an existing B&ECPL Special Collection or some other compelling reason to accept the material.
4. The Special Collections Department, including the Rare Book Room, will not knowingly acquire items that have been stolen or illegally exported.

C. Nature of Ownership:

1. Material will be accepted into the collection by deed of gift, bequest, or other forms of documentation by which full and absolute title is transferred to the B&ECPL.
2. The B&ECPL reserves the right to determine retention, location, cataloging treatment, and other considerations relating to the use or disposition of the material. Any limitation on use must be approved by the Library Director at the time of accession into the collection.
3. Efforts will be made to ensure that material accepted into the collection will be housed in appropriate containers and stored in secure, climate-controlled areas.
4. The Special Collections Department, including the Rare Book Room, will not accept items and collections on "deposit" or "loan" or by any other means whereby the B&ECPL does not become the owner of the items. Rare exceptions may be made for items placed on permanent deposit or loan. Such deposits or loans must further the mission of B&ECPL in a considerable fashion and must be approved by the B&ECPL Board of Trustees.

Adopted July 21, 2016 per Resolution 2016-29.