

Joyner Library Procedure Manual

500.25

Subject: Verona Joyner Langford North Carolina Collection—Collection Development Procedure

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Operational Procedure - Date Adopted
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Administrative Procedure - Date Issued by Administration:

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I. PURPOSE

The purpose of the Verona Joyner Langford North Carolina Collection is twofold. First, the collection supports the curriculum of East Carolina University and the research needs of its students and faculty members. In addition, the collection assists in the fulfillment of Joyner Library's Vision to collect preserve and make accessible unique collections, in particular, those documenting regional history and culture.

A. Curriculum

The university offers a wide array of liberal arts and professional degrees at the undergraduate and graduate levels. Students may also earn doctorates in coastal resources management, maritime history, and in educational leadership, among other fields. Relevant North Carolina related subject areas include anthropology, art, biology, business, criminal justice, education, English, geography and planning, geology, history, human environmental sciences, industrial technology, the law, political science, social work, and sociology.

B. Users

Students and faculty members in various fields use the collection. Legal resources and state government documents are utilized by clientele in a variety of disciplines. English students in writing intensive courses make use of the collection for some of their assignments, and some students working toward degrees in maritime history or coastal resources management depend on the collection's resources, including maps.

Residents of Eastern North Carolina use the collection extensively for studying family and local history, along with researchers doing social history research.

II. SCOPE OF IN-HOUSE COLLECTION

The level of collection development will reflect both purposes. Coverage for North Carolina as a whole will be at the Study Level and for Eastern North Carolina, at the Research Level. As funding and staff time permits, efforts will be made to collect at the Comprehensive Level for a core area of

Eastern North Carolina (see Geographical Guidelines, below).

A. Format Guidelines

1. Printed Material

Among the printed formats suitable for the collection are books, government documents, serials, pamphlets, maps, newspapers, broadsides, ephemera, and newspaper clippings. Historical prints will be acquired as funding permits if they pertain to the core area of Eastern North Carolina described in the Geographical Guidelines.

2. Microforms

Microfilm (35 mm. or 16 mm.) and microfiche are appropriate formats.

3. Electronic Resources

Materials in electronic formats are acceptable (see selection procedures, below).

B. Language Guidelines

English is the primary language of the collection. In an effort to document the increasing presence of LatinX in Eastern North Carolina, Spanish-language materials will be considered.

C. Geographical Guidelines

Materials will pertain primarily to North Carolina, but those of a regional or multi-state nature in which North Carolina is prominently featured are suitable for inclusion in the collection.

Eastern North Carolina counties included in the Research Level of coverage are listed below:

Bladen, Brunswick, Columbus, Franklin, Johnston, New Hanover, Pender, Robeson, Sampson, Wake, and Warren.

To the extent possible, an effort will be made to collect at the Comprehensive Level for these counties in Eastern North Carolina:

Beaufort, Bertie, Camden, Carteret, Chowan, Craven, Currituck, Dare, Duplin, Edgecombe, Gates, Greene, Halifax, Hertford, Hyde, Jones, Lenoir, Martin, Nash, Northampton, Onslow, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell, Washington, Wayne, Wilson

D. Chronological Guidelines No limits.

E. Publication Date Guidelines No limits.

F. Types of Materials Included

Monographs will be collected for the North Carolina Stacks, which is a circulating collection. Although works that support the areas of the curriculum stated above will be collected, the field of history will be emphasized. Added copies will be considered for titles in heavy demand.

Considerable effort will be made to replace lost or damaged titles.

- North Carolina-related theses and dissertations completed at East Carolina University will be placed in the Institutional Repository.
- Printed state documents dealing with popular or controversial topics will be requested from state agencies and placed in the North Carolina Stacks, so that users may check them out.
- The North Carolina Collection will act as a partial depository for the North Carolina State Publication Clearinghouse. Selective state publications sent from the State Library will be added to the collection.
- Periodicals pertaining to North Carolina are of particular importance because more than sixty of them are indexed by the collection's [North Carolina Periodicals Index](#). To enhance the value of the collection as a special collection, an effort will be made to acquire additional titles, particularly those that reflect the history of Eastern North Carolina and its people. After the current year, issues are cataloged and placed in the North Carolina Stacks, although they do not circulate.
- The collection will make available current newspapers, in print or electronically for major cities throughout North Carolina and selected cities in Eastern North Carolina, based on demand by the library's clientele and availability of funds. Print issues will be kept for three months before they are recycled.
- The Reference Collection will include bibliographies; subject dictionaries and encyclopedias; directories; indexes; abstracts of state and county records; state session laws, statutes, court reports and legal treatises; major state and federal documents containing financial, statistical, and narrative information; and other works intended chiefly for consultation.
- In the Microforms Collection, microfilm will include back files of important state and local newspapers, with emphasis on those published in Eastern North Carolina; census records; county records; important reports and reference materials unavailable in other formats; Sanborn Insurance Company maps, and, as deemed appropriate to support the research of students or faculty members, editions of the private papers or records of individuals, families, and institutions in North Carolina. The North Carolina Collection will continue to hold the state documents on microfiche distributed by the State Library of North Carolina. Additional microfiche, including back files of newspapers, will be considered for the collection.
- The following types of materials will be collected and housed in the Closed Stacks: North Carolina-related maps, including historical maps and those published by state and federal agencies, including the United States Geological Survey; broadsides of statewide or regional significance; prints of regional significance;; ephemera, including brochures, for the Vertical File; and newspaper clippings that reflect topics of statewide importance or local and regional issues. Also collected for the Closed Stacks are rare books. These will include rare titles of statewide or regional importance; relatively scarce books, pamphlets, or serials that require special handling; or significant titles that should be preserved in pristine condition. For the Roberts Collection of literature set in North Carolina, an effort will be made to fill in titles listed in William S. Powell's North Carolina Fiction, 1734-1957. If possible, additional gifts from the Roberts family will be accepted. Because of the large number of fictional titles set in North Carolina that are published each year, only the annual winners of the Sir Walter Raleigh Award and those titles chosen at the North Carolina Librarian's discretion will be collected by the North Carolina Collection to augment the Roberts Collection.

- The department will collaborate with the Electronic Resources Review Committee, Scholarly Communication Department, and other selectors to recommend online databases that further the North Carolina Collection's mission.

G. Types of Materials Excluded

- Juvenile materials are selected by and housed in the Teaching Resources Center.
- Video recordings will be collected by the Teaching Resources Center or housed in the General Collections.
- Current state curriculum materials, excepting those made available through the state depository system, are collected by and housed in the Teaching Resources Center.
- Music materials are collected by the Music Library. Materials such as historical or biographical treatments of music and musicians may be duplicated in the North Carolina Collection.
- With exceptions as noted above, fiction and literary criticism will be included in the General Collection. Reprints of literature or other works that contain substantive biographical or historical material may be considered for the North Carolina Collection.
- East Carolina University publications will be housed in the University Archives, but duplicates of such popular publications as *Rebel*, *Buccaneer*, the graduate and undergraduate catalogs, and special reports will be collected by the North Carolina Collection.
- Published family histories, with the exception of those pertaining directly to Pitt County, will not be purchased, but when acquired by gift will be added to the Reference Collection if they meet other criteria for selection.
- Materials related to the health sciences will be collected by the Health Sciences Library, although a significant number of state government documents acquired by the North Carolina Collection pertain to medical fields.
- Manuscripts and photographs are collected by the Manuscripts and Rare Books Department.

III. METHODS OF SELECTION

A. Book Review Sources

1. *North Carolina Genealogical Society Journal*
2. *North Carolina Historical Review*
3. *North Carolina Libraries*
4. Newspapers (e.g., *News and Observer*, *Daily Reflector*)
5. Regional magazines and newsletters in all fields

B. Approval Plans

North Carolina-related titles received through the library's approval plan are cataloged for the North Carolina Collection.

C. Publisher's Catalogs and Web Pages

Among these are Broadfoot Publishing (Wilmington), Broadfoot's of Wendell, John F. Blair (Winston-Salem), Coastal Carolina Press (Wilmington), Heritage Books (Berwyn Heights, Maryland), Carolina Academic Press (Durham), Southern Historical Press (Greenville, S.C.), McFarland (Jefferson, N.C.), and Down Home Press (Asheboro).

D. Standing Orders

E. The North Carolina Collection receives all books published by the Institute of Government (University of North Carolina at Chapel Hill) Bibliographies

Annual bibliographies of North Carolina-related publications and theses and dissertations are published in the North Carolina Historical Review.

F. Online Databases

These include Books in Print, such out-of-print services as Bookfinder.com and Alibris.com.

G. Recommendations from faculty members, students, library personnel, and clientele of the North Carolina Collection are welcomed.

H. The North Carolina Collection actively solicits gifts, particularly materials pertaining to Eastern North Carolina.

IV. WEEDING

The North Carolina Collection's role as a special collection precludes significant weeding, inasmuch as out-of-date materials can be used for historical research. However, certain materials in the North Carolina Reference Collection may be shifted to the North Carolina Stacks or discarded. Examples would include legal treatises that have been updated. The North Carolina Collection cannot function as a repository for superseded portions of the state building code or local ordinances. As space permits, an effort will be made to maintain superseded issues of the General Statutes, although the North Carolina Supreme Court Library undertakes this function. Issues of the Advance Legislative Service are discarded upon receipt of Session Laws.

V. COLLECTION ASSESSMENT AND PLANNING

A. Qualitative Measures

1. Standard bibliographies include H. G. Jones, comp., *North Carolina History: An Annotated Bibliography* (1995); Mary Lindsay Thornton, comp., *A Bibliography of North Carolina, 1589-1956* (1958); Mary Lindsay Thornton, comp., *Official Publications of the Colony and State of North Carolina, 1749-1939* (1954); and William S. Powell, ed., *North Carolina Fiction, 1734-1957* (1958).

2. User surveys should be conducted to determine how students and faculty perceive the collection and to determine their views on the strengths and weaknesses of the collection. Users can be asked if there are specific types of

materials (e.g., gray literature) or subject areas that should be emphasized to a greater extent.

3. Reports from the online catalog can be used to assess the depth of Specific fields.

4. Documentation strategies and diversity audits for inclusion of diverse authors and titles representing varied cultural perspectives.

VI. VII. SELECTION CRITERIA

A. Content

Although preference should be given to scholarly treatments of subjects, popular works may be considered if they provide information that is not otherwise available.

B. Condition

For out-of-print or rare titles, the condition should be carefully considered.

Although minor flaws can be rectified by conservators, every effort should be made to acquire copies that are in good condition and therefore require limited conservation work.

C. Electronic Versions of Printed Works

The decision to replace printed titles, especially serials, with electronic versions will be made on a case-by-basis.

D. Rarity

When a rare book pertaining to or printed in North Carolina is being considered for acquisition, the heads of the Verona Joyner Langford North Carolina Collection and the Manuscripts and Rare Books Department shall consult as to the most appropriate location for the item.