

Subject: Collection Development

Title: Collection Development Procedure, East Carolina Manuscript Collection

Operational Procedure – Date Adopted by the Library Assembly: May 7, 2009

Director: Larry Boyer

Revised: 4/1/21

I. PURPOSE

The East Carolina Manuscript Collection to support the curriculum of East Carolina University and the research needs of its students and faculty members. Subject matter, therefore, is broad and not tied to any single department, program, or set of academic units. Because the collections are open for consultation by all ECU faculty, students, staff, as well as the community, the material offers a rich resource for genealogists, historians, and scholars worldwide.

II. SCOPE

Manuscript materials are acquired in a wide variety of formats. They include but are not limited to paper-based records; photographic materials; scrapbooks; maps; audio-visual materials, and electronic records. With electronic records, preference is given to items created digitally (for example email), but the unit will consider digitized material if the original is no longer available or is in too poor condition to be made accessible for research. The unit does not collect paintings or other items that would require museum expertise or storage facilities. Artifacts are collected selectively. Published works are collected by other units within the library. Official university records, including papers of faculty, are collected by the University Archives, as described in [link to UA policy document].

III. METHODS OF ACQUISITION

Collections are acquired by gift, purchase, and in rare cases, deposit. A collection on deposit will be considered only if the materials are of extraordinary importance, however no work will be done on the collection and it will not be made available for research until the deed of gift to ECU is signed. The Assistant Director for Special Collections carries on an active solicitation program through which contact is made with persons or organizations whose papers or records meet the criteria outlined in this procedure. Recommendations from faculty members, students, library personnel, and clientele of the Special Collections Division are welcomed.

IV. SELECTION CRITERIA

Among factors that determine new acquisitions are the relationship to existing collection strengths; the relationship to interdisciplinary and/or developing fields of research and academic study; and special opportunities to gain strength in a subject area relevant to an academic program. Most importantly, selection takes into consideration historical gaps based on coverage of underrepresented groups and will strive to fill those needs as appropriate to the collecting scope.

V. DE-ACCESSIONING

If material acquired for the East Carolina Manuscript Collection is de-accessioned, it will be handled according to best practices recommended by Society of American Archivists.

VI. COLLECTION ASSESSMENT AND PLANNING

Members of the University Special Collections Committee meet twice annually to provide valuable input on how students and faculty perceive the collection including views on strengths and ideas for addressing weaknesses.