

**Subject:** Collection Development Procedure: Special Collections Reference Collection

**Title:** Special Collections Reference Collection

**Operational Procedure – Date Adopted by the Library Services Faculty:** 3/4/2010

**Administrative Procedure\_ Date issued by Administration:**

**Date Revised:** 4/1/21

**Purpose:**

The Special Collections Reference Collection is designed to support the research needs of the users of Special Collections, particularly: the East Carolina Manuscript Collection, the Rare Book Collection, the Map Collection, the James H. and Virginia Schlobin Literature of the Fantastic Collection, the Hoover Collection on International Communism and the University Archives. This collection of materials, which is designed to answer reference inquiries and to assist staff members involved in processing collections, is a separately shelved non-circulating collection. Most materials selected for the reference collection should reflect the major research strengths of Special Collections. Others may complement specific rare books or manuscript collections. The acquisition of reference materials for the Verona Joyner Langford North Carolina Collection is governed by Policy 500.25.

A component of the collection is a group of works that were written using materials located in Special Collections. This collection is named “Special Collections Authors.” Some of these materials may be donated by their writers, while others may be purchased with library funds. Special Collections Authors books will have distinct, color-coded call number labels.

**Collection Development Goals:**

The goal of collection development is to support current, interdisciplinary and emerging programs of research at East Carolina University. The Special Collections Reference Collection has been used by students, faculty, researchers and library staff members using primary source materials housed in the department.

**Scope:**

Materials are acquired to support the provision of reference service to library patrons, to assist staff with processing collections, and to answer inquiries related to materials in Special Collections. Reference materials include but are not limited to bibliographies, local histories, handbooks, and guides to archival and special collections at other locations. In addition, general reference works in areas traditionally collected by the East Carolina Manuscript Collection, the rare book collections, and the University Archives may be purchased with department funds as needed.

While printed material of all periods of history is collected, the current collection reflects the historic collecting interests of the department, especially manuscripts and historical records pertaining to of nineteenth- and twentieth-century history. The collection contains works documenting eastern North Carolina, the Civil War, World War II, and military history and especially American naval history. The history of books and printing, as well as, professional materials relating to archival and rare book practices are also collected.

**Acquisitions:**

Rare materials that are valuable for their scarcity, illustrations, bindings, limited print run, or autographs may be more appropriate for the Rare Book Collection. In an effort to provide wider access to materials and the best possible coverage, the selector will work closely with all subject liaisons, the Assistant Director for Special Collections, the Collection Management Officers, ~~the Assistant Director for Collections and Technical Services~~, and institution faculty.

Draft date: 7 October 2009, Reviewed by Assistant Director of Special Collections, 13 January 2010; [March 2021]

