

**COLLECTION DEVELOPMENT POLICY  
DICKINSON COLLEGE  
ARCHIVES AND SPECIAL COLLECTIONS DEPARTMENT**

The purpose of the Archives and Special Collections Department is to strengthen the educational dimension of the college by preserving and making available for research various materials of a rare and unique nature. The Strategic Plan for Dickinson College identifies among its many goals and objectives the desire to “sustain faculty scholarship by providing resources to support research,” and to “increase opportunities for students to engage in research;” these are objectives that the Archives and Special Collections Department directly supports, objectives which this policy directly addresses.

Recognizing this role in support of original research and scholarship at Dickinson College, the Archives and Special Collections Department shall be responsible for acquiring rare books, personal papers, photographs, and artifacts that support the institutional curriculum and the research interests of the faculty, students, and administrators of the college. The Archives and Special Collections Department shall also be responsible for ensuring that materials acquired shall be preserved, organized, made available, and displayed in an appropriate, scholarly manner, and that a reasonable compromise between use and preservation be struck and adhered to at all times. The following policy is designed to serve as a guide for the acquisition of materials that will strengthen existing collections, as well as allow for collecting in previously unexplored areas that are perceived as beneficial to current and future curriculum needs.

The Archives and Special Collections Department shall seek, first and foremost, to acquire materials that reflect the history of Dickinson College, its personalities, and its related communities. The department shall also seek to acquire materials that will supplement and complement existing holdings that revolve around a particular subject in order to enhance and further develop the intellectual content of that area of study. Further, the department, in consultation with appropriate faculty members and college administrators, may choose to acquire materials the content of which falls outside the scope of existing subject-oriented collections in order to pursue areas of scholarly interest previously undeveloped among departmental holdings.

Some of the established collections reflecting the history of the college include papers of Dickinson College personalities Spencer Fullerton Baird, James Buchanan, Moncure Daniel Conway, Charles Francis Himes, Horatio Collins King, Frank Masland, Leon Cushing Prince, Charles Coleman Sellers, James Gordon Steese, and Roger Brooke Taney. A few collections reflecting non-Dickinson personalities include papers of Robert Bridges, John Chapman, Marianne Moore, Joseph Priestley, and Eli Slifer. Subject areas reflected in existing collections of papers include local religious institutions (First Presbyterian, Second Presbyterian, and St. John’s Episcopal Churches of Carlisle), Three Mile Island, the history of the Methodist Church in America (and more specifically its individual conferences in the Mid-Atlantic region), Pennsylvania state history, and local history. Areas of study particularly reflected among the book collections include the Bible and religious studies, 18<sup>th</sup> and 19<sup>th</sup> century travel and area studies, private presses (Gehenna, Bird & Bull, Red Howler, Perishable Press, etc.), the history of education, the history of science, Pennsylvania state and local history, and Carlisle imprints. Through individual gifts to the college, the department has also received and now houses a significant portion of the library of Isaac Norris, as well as collections of books authored by or about notable individuals, including Carl Sandburg, Pearl S. Buck, John F. Kennedy, and Joseph Priestley.

The acquisition of materials for the Archives and Special Collections Department comes about through two mechanisms: purchases and gifts. Each of these mechanisms is treated separately below.

#### PURCHASES:

Appropriate Archives and Special Collections Department purchase recommendations, whether for books, personal papers, or other materials, may originate from any source, but such purchases must be approved by the College Archivist or the Special Collections Librarian.

Purchases of new books shall be processed through the Acquisitions and Cataloging Team of the Library in the manner of all other library purchases, with the exception that books for the Archives and Special Collections Department shall not be marked in any way.

The Friends of the Dickinson College Library is a major source of support for the purchase of materials for the Special Collections Department. Purchases of significant cost shall be reviewed by the College Archivist, the Special Collections Librarian, the Director of the Library, and other college officers as appropriate, while purchases of modest expense may be approved under the authority of the College Archivist or the Special Collections Librarian alone.

#### GIFTS:

Donations of materials to the Archives and Special Collections Department are welcome, and are to be especially encouraged among members of the Dickinson community. Prior to being accepted by the department, all potential gifts must be reviewed by the Special Collections Librarian, and as necessary by other appropriate college and library staff, to ensure that the donation meets the needs of the department and the college. Factors to keep in mind for all potential gifts are: suitability, physical state, size of the collection, stipulations of the gift, research potential, exhibition value, and publicity value. The relationship of the donor to Dickinson College may also be an important factor when considering the acquisition of gifts.

Individuals offering a gift to the department will be asked to sign a contract which passes unrestricted legal right and ownership over the donated materials to Dickinson College and its Archives and Special Collections Department. Under certain circumstances, special arrangements may be negotiated by the donor with regard to the disposition of a gift. In compliance with federal regulations, all donors desiring a valued receipt for their gift must include documented proof of the monetary value of the donation based upon an appraisal conducted by a qualified disinterested third party; the cost for such appraisals will be borne by the donor.

In the event that a potential gift falls outside the collecting interests of the college, the Special Collections Librarian may offer the donor alternative, more appropriate repositories as possible recipients for the gift, or the Special Collections Librarian may accept the gift with the understanding that the department will dispose of the materials in a fitting manner, whether through subsequent donation, sale, or destruction. Individual and small gifts can and will be accepted informally, as a convenience to the donor, with the understanding that the decision for ultimate disposition of the gift will rest with the College Archivist and the Special Collections Librarian.

All gifts, whether formal or informal, shall be personally acknowledged by the College Archivist, the Special Collections Librarian, or the Director of the Library.

In compliance with accepted professional standards for the disposition of donated collections, the Archives and Special Collections Department shall be responsible for ensuring that restrictions and stipulations regarding the disposition of specific donated items shall be observed unless it can be shown clearly by appropriate legal procedures that adherence to them is impossible or substantially detrimental to the college. When statements of donor's preferences accompany a donation, any departure from them will be carefully considered and negotiated with the donor or the donor's heirs, or settled by appropriate legal procedure.

## **Appendix : Deaccessions**

The College Archivist and the Special Collections Librarian, with all due consideration for the best interests of the public and the scholarly and cultural community at large, may deaccession materials which fall outside the collecting scope of the department.

The decision to deaccession a specific item, regardless of format, will be made only after careful consideration of the following factors:

- the relevance of the item to the departmental mission and the mission of the college;
- the relevance of the item as defined by the department's collection development policy;
- the ability of the college to maintain and conserve the item in a responsible manner;
- the ability of the college to make the item available for interested researchers;
- the necessity of the item for the research and educational needs of the college community;
- the authenticity or uniqueness of the item;
- the manner in which the item was acquired by the college and the record of the acquisition.

In preparing for and carrying out any deaccession, the college will take care to define and publicly state the purpose of the deaccession and the intended use of monetary or other proceeds of the deaccession, in order to avoid any procedure which may detract from the college's reputation for honesty and responsible conduct, and to carry out the entire process in a way which will not detract from the public perception of its responsible stewardship. Once the decision to deaccession materials has been made, the college will:

- ensure that the method of deaccession will result in furthering the agreed purpose of the deaccession, and that due consideration will be given to the intent of the donor;
- disclose to the potential new owner or intermediary agent any action which may affect the monetary or research value of the material;
- make available to the public any information on the disposition of deaccessioned materials;
- ensure that materials from its collections are not acquired privately by any college employee, officer, or volunteer, unless they are sold publicly and with complete disclosure of their history;
- give due consideration to scholarly and cultural organizations when disposing of items.

A complete record of deaccessions shall be kept, and this record shall be retained permanently.

**Approved by the Committee on Archives and Special Collections, 4 April 2001.  
Updated by the College Archivist and the Special Collections Librarian, 11 December 2009.  
Approved by Library Management Team, January 27, 2010.**

## **POLICY ON FUNDS GENERATED THROUGH DEACCESSION FOR THE DICKINSON COLLEGE SPECIAL COLLECTIONS DEPARTMENT**

As stipulated in the appendix to the Collection Development Policy for the Dickinson College Special Collections Department, materials which fall outside the collecting scope of the department may be removed from the college holdings. These deaccessioned materials may be donated to other appropriate repositories or sold publicly. In the case of the latter, the following guidelines shall govern the use of the proceeds generated through such sales.

- 1) Such proceeds shall be deposited into an account of invested funds specifically created and maintained for the Special Collections Department.
- 2) The annual interest accrued by these funds shall be made available to the department for spending needs beyond the annual budget granted by the College; these funds shall not replace the annual budget.
- 3) Such spending may include, among other things, making purchases of materials to add to the special collections, supporting the cost of preservation and conservation of existing materials, and providing wages for departmental interns.
- 4) The College Archivist and the Special Collections Librarian shall make recommendations to the Library Management Team regarding the spending of these funds, and the Library Management Team shall have responsibility for final approval of such spending.

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