



Collection Management and Development Guidelines Special Collections, University of South Florida Libraries

Mission: *Special Collections supports scholarly research, enhances teaching, enriches education, and preserves history through a series of deep University and community partnerships.*

To advance this mission, Special Collections:

- Acquires, preserves, and provides access to primary research materials that fall within the scope of this document.
- Establishes and promotes strong community partnerships organized around local and regional history, environmental history, and cultural resources and heritage.
- Engages researchers and encourages immersion with nontraditional and often rare resources.

Collections are intended for use by the university community as well as the general public according to established policies and procedures.

Overview

At its inception in 1962, Tampa Special Collections was charged with developing a research collection in Florida history and a general monographic collection to house rare and otherwise special items acquired by the USF Libraries.

For nearly 60 years, Tampa Special Collections has:

- Provided secure, effective storage for rare, fragile, or otherwise extraordinary research materials acquired by the USF Libraries Tampa.
- Developed collections of excellence in specific fields of study that are capable of supporting research in those fields.
- Catalogued, organized, described, and preserved the collections acquired and provided descriptive bibliographic records, metadata, guides and other aids to facilitate physical and digital access and use by patrons.
- Encouraged and facilitated on-site and electronic use of unrestricted physical and digital collections while ensuring the security and preservation of all materials regardless of format. Special Collections seeks to balance as effectively as possible the need for preservation with the need for scholarly access.
- Promoted awareness of all collections to make these resources a community asset.

- Collaborated with other institutions and entities in order to develop new avenues of scholarly inquiry and promote awareness of collections.
- Encouraged donation of materials and collections falling within collection development and collection management parameters.
- Fostered the growth of operational and project-specific funds through donations and grants.
- Deaccessioned collections in accordance with established policies and procedures governing this practice.

The Nelson Poynter Memorial Library was established in 1968. Over the last few decades, the Special Collections and University Archives (SCUA) in St. Petersburg has grown dramatically. Most of this growth has taken place since 1996 when the present library building opened with an expanded area for SCUA.

For nearly 30 years, SCUA has:

- Developed and promoted significant, rare, and valuable collections of ichthyology, natural history, regional history, and Americana.
- Fostered the growth of a digital archive that serves as the home for the scholarly output of faculty and students at the St. Petersburg campus, as well as official university records and publications and documentation of current community partnerships and engagement.

Collecting Scope

Special Collections endeavors to acquire materials within identified collecting areas and in accordance with Libraries and University strategic goals. Materials may be added to special collections by purchase, gift, or transfer. Acquisition requests may come from members of the library or university community or from private or institutional entities. Requests are considered based on documented evidence of immediate or potential research use, collection condition, available funds to acquire requested items, and available resources to preserve and provide access to those items. The Heads of Special Collections, in consultation with department personnel and the USF Libraries Dean and Associate Director of Development, approve acquisition requests. Special Collections retains the right to disapprove requests outside of the defined collecting scope.

Gifts: All gifts to Special Collections must include a donation inventory and a gift-in-kind form transferring legal ownership rights for the materials to the University of South Florida. Donations may be considered charitable gifts, to the extent provided by law. Collection appraisals for charitable gift purposes are the responsibility of the donor.

Formats Generally Not Collected: Special Collections avoids acquisition of formats more appropriately housed and accessed by researchers elsewhere in the USF Libraries. For example, use copies of microfilm and audio and video recordings in all formats are currently housed in the Libraries' circulating collection. Artifacts, realia, costuming, and other objects are not collected unless they directly relate to or support Special Collections' collecting areas and are of intrinsic research value. Selected media, such as film and photographic negatives, is not collected due to preservation concerns.

Deaccession and Disposal: Special Collections retains the right to deaccession materials in accordance with established procedures and best practices and in accordance with the terms of acquisition and deed of gift. Final approval for deaccessioning and the final disposition of deaccessioned materials are made in consultation with the USF Libraries Associate Director of Development and the USF Libraries Dean.

Collecting Areas

Special Collections actively and strategically develops holdings in the following broad divisions, each of which may contain additional subject categories. For all collecting areas, Special Collections seeks to develop or augment holdings of inherent research value that directly support the research and teaching needs of the USF community and beyond.

1. Florida studies

With a strong focus on local and family history, cultural and natural history, African American history, LGBTQ and women's history, Tampa cigar industry and art, and Latin American and Caribbean history, Special Collections seeks to both enhance and deepen collections that place immigration, race, ethnicity, and gender in a global context.

2. USF university archives

The USF university archives is governed by University Policy 10-208 and has, as its focus, the collection, preservation, and provision of access to materials in physical and digital formats that record the administrative and intellectual history of the University of South Florida. Special Collections seeks to document the University's presidential office, Faculty Senate, select organizational units, student experiences at USF, and publications for and by the student body, including *The Oracle* and *The Crow's Nest*. Audiovisual materials, memorabilia, and other ephemera related to campus life are selectively collected. Special Collections may accept donations of personal papers and ephemera of alumnae, faculty, and staff if they have significant research value.

3. Environmental studies

Special Collections seeks environmental research collections that further understanding of environmental history of both Florida and beyond. Collections including, but not limited to, materials about the state of Florida, the Caribbean, and the Gulf of Mexico will strengthen existing holdings of John C. Briggs, Audubon Florida, and the pioneering ornithologist Robert Porter Allen.

4. LGBTQ+ studies

Special Collections is determined to expand its collection of historically significant lesbian, gay, bisexual, transgender, and queer materials that document LGBTQ history, culture, politics, community relations, and public health through selective acceptance of collections that reflect the history of both individuals and organizations. While the immediate regions of Tampa and St. Petersburg remain an important focus, collections are international in scope and span all disciplines.

5. Journalism

SCUA selectively acquires regional newspaper collections and primary source materials related to journalism that promote research and scholarship in the curriculum offered at the St. Petersburg campus. Generally, materials outside of the geographic region of Tampa Bay are not accepted.

6. Children's and young adult literature

Tampa Special Collections maintains a children's and young adult literature collection distinguished by its emphasis on serial monographs, beginning with dime novels and progressing through the Stratemeyer syndicate and later series. American fiction for adolescent and young readers, dating from 1870 to the present and of intrinsic research value and interest, is a key focus of this collecting area.

7. Civil Rights

SCUA seeks to acquire materials highlighting significant civil rights events and efforts by local, national, individual, and community agents. Noteworthy regional holdings include People for Peace, the state board of the American Civil Liberties Union (ACLU), and the Pinellas County ACLU Collection.

Changes to the Guidelines

This document is subject to modification in response to resource considerations and/or changing strategic goals within and among Special Collections, the USF Libraries, and the University of South Florida. All changes to the guidelines will be approved by the Heads of Special Collections and the Dean of the USF Libraries.

Revised

5 August 2020