

Policy & Procedure for Acceptance of Collections By the Special & Area Studies Collections Department

The purpose of this document is to ensure collegial faculty and staff input and expertise on the acceptance of collections that will be deposited in and become major curatorial & public service responsibilities for the Department.

Policy:

The Collection Development Committee of the Department of Special & Area Studies Collections shall have the authority, at its discretion, to review and accept or reject any placement of collections in the Department, whether by transfer, purchase, gift or exchange. This is especially true for materials that would take the Department or the Libraries in new collecting, processing and curatorial directions.

Collection managers and curators in the Department are responsible for all acquisitions purchased using funds and endowments specifically allocated to their collections. Such purchases remain the responsibility of individual curators and collection managers in consultation with the Department Chair.

The Collection Development Committee shall meet to accept or reject the placement within the department in any case where, in the view the Department Chair and of the Collection Development Committee, a collection:

1. Represents a new field of collecting for the department or a field that has previously been outside the collection plan of department curators and collection managers; OR
2. Requires processing and storage beyond what normally or reasonably can be processed by staff and stored in on-site stack facilities; OR
3. Requires a curator or collection manager not already on staff; OR
4. Is slated to be acquired through a major purchase (totaling over \$10,000) from one or more of the general budgetary funds allocated for "special collections."
Funds that currently fall in this category (January 2008) are:
 - a. Special Collections Monograph Fund (08040001);
 - b. Special Collections Endowment (5433-34); and
 - c. Yeomans Special Collections Fund (11741-42).

Procedures for review and acceptance of new collections include:

Required components prior to purchase or to acceptance of a gift include clear and concise statements of:

1. Collection content;
2. The size and physical condition of materials, along with an estimate of processing hours needed;
3. The academic research and teaching programs (at UF and in general) that this material will serve;
4. A conservation review by the Libraries' Preservation Office.

Desirable components include:

1. A complete list and catalog of collection contents;
2. Letters from scholarly authorities, community leaders and other interested parties in support of the intellectual and historical qualities of the collection;
3. Provision for monetary or staff support to process the materials and make them accessible.

Decision:

Approval by the Department's Collection Development Committee is by a majority vote. The committee will file a one page report on its decision to the Department Chair within 7 days (in the case of purchase) or within 15 days in other cases.

Composition of the committee:

This Committee is comprised of 5 members; all of whom shall be appointed by the Department Chair; the committee shall include at least 4 representatives of Department faculty and staff. Service on the Committee is for 2 year staggered appointments and will rotate annually to promote involvement by all Department members. The committee will meet as need arises and at least once per semester.

Provision regarding Gifts-in-Kind:

Deeds will reflect that:

- Gifts accompanied by financial support in the form of endowments or other funding will be processed and opened according to a time schedule set forth by the library and the donor;
- Gifts with no financial support will be processed and opened without a specific time schedule.