

James White Library
Policy for Rare Materials Collection
January 11, 2000

1. Statement of Purpose

It is the purpose of this policy to guide in the decision of which items should be accorded extra protection and/or special care.

2. Resources Development Goal

To provide criteria to determine which items should be considered for special protection and care due to their monetary value, scholarly value, or other criteria as set forth in section 5.

3. Definition

Rare materials. Rare materials refer to those items in the James White Library collection which need extra protection and/or special care due to their monetary or scholarly value or other criteria as set forth in section 5 below. The Center for Adventist Research resources development policy functions independent of this policy.

4. Policies

4.1 Location of resources

Items which meet the criteria set forth in this policy are placed in the Rare Materials Collection in the Center for Adventist Research which serves as the James White Library rare materials repository.

4.2 Responsibility for identifying rare materials

4.21 All JWL librarians may have involvement in the decision regarding rare materials. Bibliographic Service Department personnel may make recommendations regarding unusual or expensive items. The Patron Service personnel are in a position to be aware of resources which are at risk as defined by one or more of the criteria. Others with involvement include library faculty functioning as liaisons and subject area faculty who will be consulted as needed.

4.22 The liaison, in possible consultation with the subject area faculty, will make decisions, based on the criteria in section

5, on what may be included in the Rare Materials Collection. They will consult with the Curator of the Center for Adventist Research who will make the final decision. The item will then go to Bibliographic Services for changes to JeWeL.

- 4.23 Items of questionable value to the James White Library's collection, such as outdated content or multiple copies, may be referred to the JWL Resources Development Committee.
- 4.3 Nature and level of programs
Not applicable.
- 4.4 Formats collected
All formats are potentially included.
- 4.5 Electronic access
Not applicable.
- 4.6 Donations
Donated materials are evaluated based on the criteria set forth in section 5 below.
- 4.7 Duplicate and multiple copies
Multiple copies may be included in the provisions of this policy on the same basis as all other resources. Later editions and duplicate copies may be included in the Rare Materials Collection, but only if justified.
- 4.8 Priorities, limitations
Resources of potentially high monetary or scholarly value which may be at risk from being available on the open shelf represent the highest priority for protection under this policy. Resources of little or no monetary or scholarly value, despite meeting other criteria, may be excluded from this policy.
- 4.9 Networking, sharing, cooperation
Resources in the Rare Materials Collection will not be available for inter-library loan. Requests for photocopies or other forms of electronic copying will be entertained on a case by case basis under the provisions of Center for Adventist Research policies.
- 4.10 Off-Campus Services
Off-campus users may request photocopies or other forms of electronic copying. These requests will be entertained on a case by case basis under the usual provisions of Center for Adventist Research policies.

5. Selection

The following criteria should be considered when determining if a resource should be transferred to or included in the James White Library's Rare Materials Collection. Meeting one or more of the following criteria does not automatically force a resource into the Rare Materials Collection in every case. Also, in the application of this policy, subject area faculty may be consulted.

1. Age
Pre-1900. More recent resources could be included if other criteria are met. Resources published before 1900 may not be included in the Rare Materials Collection on the basis of age alone. This criteria must be in conjunction with at least one other criteria.
2. Topic or subject area
Certain highly significant or valuable topic or subject area resources may be considered for special protection and care. This criteria must be in conjunction with at least one other criteria.
3. Physical Condition
Resources in fragile or poor physical condition which we do not wish to or ought not rebind, and cannot be replaced. Use or lack of use is an additional factor to consider. Consider also whether the content value warrants inclusion in the Rare Materials Collection.
4. Threat or possibility of ideological "purging"
Various religious groups are known to remove controversial books from libraries.
5. Cost or value
 - a. Initial cost of item exceeds \$500.
 - b. Replacement cost of item exceeds \$500.
 - c. Valuable illustrations, plates, maps, and other accompanying material which significantly increases items value.
6. Scarcity and replaceability
If item is scarce or is difficult to replace, and published after 1900, then it will be considered for transfer to the Rare Materials Collection. Book sellers catalogs (such as Mandeville) and networks (book sellers and auctions) will be consulted to determine scarcity and monetary value.

7. Value for re-sale market
Some categories i.e. SDAs and 1st editions from the 19th century, etc. have high re-sale value and are vulnerable to theft.
8. Specialized or unique binding
Embossed, artistic, or other significant aspect of the binding which adds value or requires special care, or numerous parts which could easily be lost or not returned.
9. Autograph or bookplate of a well know individual
10. Unusual shape or size
Shapes or sizes which make management on the open shelves difficult or may lead to loss behind other books, etc. This does not include average oversize volumes.
11. Unusual items we may wish to preserve intact

6. **Deselection**

Materials in the Rare Materials Collection may be sold, shared, or discarded if allowed under any donor agreement. This decision must be approved by the library's Resources Development Committee.

7. **Materials Review Policy**

Does not apply.