

Collection Development Policy
Special Collections & University Archives
Library and Information Access
San Diego State University

I. Introduction

Library and Information Access (the Library) supports the information, curricular and research needs of the university's diverse community through the widest possible range of resources. The Library supports the teaching function of the University by providing the information, resources and services needed by undergraduate and graduate students in pursuit of their education. It also cooperates with faculty by supporting their own research efforts and educational goals. The Library's collection is therefore shaped, in major part, by the range and level of courses offered. This policy governs collection development activities within Special Collections and University Archives. The [SDSU Library Collection Development Policy](#) governs all other collection development in the library.

Special Collections and University Archives (SCUA) is open to the community and serves a broad group of users that includes not only students and faculty, but also nationwide and international visitors. As a department of the Library, however, a significant priority is to uphold the mission and goals of the Library in support of the University. Maintaining focused collection strengths not only benefits researchers by defining and identifying the resources they can expect to find in the collection, but also SCUA staff tasked with the storage and preservation of materials. In addition, it helps facilitate development efforts for the whole Library. Since the Library aspires to meet the evolving needs of the University by remaining flexible and experimental, the current SCUA staff recommends that this policy be periodically revisited to examine and assess current practices and how they might be revised to accommodate these needs.

Additionally, as the Library shapes its collecting based on current curricular needs, SCUA, as the preservation agent for the Library and SDSU, regularly evaluates resources of significance that have been removed from the main collection for transfer to the department.

II. Guidelines for Materials Selection

SCUA's collections serve students, faculty, and other users from around the state, country, and world. Selection guidelines have been informed by existing strengths in the collections that Library faculty and staff should strive to strengthen over the coming years, keeping in mind the desire to remain flexible to meet evolving and future needs as well as SCUA's preservation mission.

Collecting Areas:

- 1.) San Diego State University History
- 2.) San Diego Regional History
 - a.) Performing Arts History
 - b.) Environmental History
 - c.) Social and Cultural History
 - i. African American History
 - ii. Women's History

- iii. Chicano & Latin American History
 - iv. LGBT History
 - v. Asian-American History
 - vi. San Diego Jewish Community History
 - d.) Labor and Industry
 - e.) Military History
 - f.) Political History
- 3.) History of California, Baja, and the American Southwest
- 4.) Popular Culture
 - a.) Comic Arts
 - b.) Zines
 - c.) Southern California Comics and Science Fiction Fandom
 - d.) Film and Television
 - e.) Pre-Cinematic Visual History (Magic Lantern Culture)
 - f.) Music
- 5.) Surfing History and Culture
- 6.) History of Science
 - a.) Astronomy/Horology
 - b.) Natural History
- 7.) History of the Book, Illustration and Printing
- 8.) Fine Press and Artists' Books
- 9.) Art and Art History
 - a.) Graphic design
 - b.) Fine arts craftsmanship
- 10.) John F. Kennedy / Kennedyana
- 11.) Literature
 - a.) English & American Literature
 - b.) Science Fiction, Fantasy, Adventure, and Horror Literature
 - c.) Children's Literature
 - i. Edward Gorey / Goreyana
 - ii. Early Educational Texts
 - iii. Peter Neumeyer
 - iv. Boys' Adventure Literature
 - v. Historical children's book illustration
- 12.) Alternative and New Religions
 - a.) Alternative Religious Movements
 - b.) The Occult and Pseudoscience
- 13.) Journalism and Media Studies (History and Practice)
 - a.) 20th Century Newspaper and Broadcast

Languages:

SCUA collects materials written primarily in English, Latin, German, French, and Spanish. Materials in other languages will be accepted only under special consideration.

Formats:

SCUA selects and collects materials in the following formats:

- Print materials
 - Books, pamphlets, etc.
 - Periodicals
 - Manuscripts, Personal papers, Organizational records, etc.
 - Printed ephemera
- Photographs
- Works of art on paper
- A/V materials (obsolete formats accepted upon special consideration and review)
- Born-digital materials

Because of space limitations and the cost of long-term preservation, SCUA is generally unable to accept the following types of materials and collections:

- Most textbooks
- Most US Government Publications
- Materials that duplicate current holdings
- Materials that could cause the library to be liable for copyright infringement (for example, unauthorized reproductions)
- Collections of materials deemed unfeasible to accept for reasons of space or resources, despite falling within SCUA's collecting scope.

All other materials, including collections that are largely artifactual in nature, are accepted under special consideration. Materials in poor physical condition or those that present a preservation threat (e.g. mold or mildew) to our existing collections are generally discouraged but may be accepted under unique circumstances.

Gifts:

All materials donated to SCUA are subject to the same review and evaluation as those that are purchased, with adherence to the agreed-upon terms of the gift. SCUA reserves the right to distribute gift books as the department's librarians deem appropriate, in consultation with subject librarians. Materials received as gifts may be either added to SCUA or the library's circulating collection, passed on to other institutions, or sent for trade credit to Better World Books. We only discard books under extreme circumstances primarily involving condition.

Retention (Collection Integrity and Stability):

As much as possible, items selected for retention in SCUA are held in perpetuity, except under rare and unusual circumstances. The retention of University Archives materials should conform to periods as specified by the [CSU-wide Records Retention & Disposition Schedules](#).

III. University Archives

For records originating in a University or State Government office, see our [University Archives Collection Development Policy](#) with instructions for Records Transfer.

IV. Statement of Responsibility

The Head of Special Collections and University Archives bears primary responsibility for ensuring that the department complies with this policy. Whenever possible, materials should be evaluated by SCUA staff *prior to* being accepted into the collections.

V. Future Revisions

This policy will be reviewed and updated periodically as needed, ideally within a time-frame of no more than five years.

Approved 10/25/2016