

*University of Maine at Fort Kent
Administrative Policy Creation/Modification Form*

Administrative Policy Type:	Academic Affairs Information Services
Initiating Department:	Library
Action Taken:	Existing Policy
Policy Title:	Library Special Collections
Date of Policy Development:	2010 (revised)
Date of Policy Implementation:	Immediately
Next Policy Review Date:	Ongoing
Submitted By:	Kathryn Donahue

Stated Policy:

Purpose: To outline the mission statement and policies of Blake Library Special Collections.

Overview

I. Introduction

- A. The Blake Library Collection Development Policy provides guidelines for acquiring materials collection-wide. The collection as a whole is primarily intended to support the curricula of UMFK programs. Special Collections serves a similar purpose, albeit with a more narrowly defined focus.
- B. The collections covered by this policy include: the Aroostook County collection, the Maine history collection, the University collection (including the Alumni collection), and the rare books collection.

II. Mission Statement

Blake Library Special Collections collects and provides access to historically significant materials pertaining to the university and its history, Aroostook County, the Dickey-Lincoln School project, and Maine history as it pertains to Aroostook County and its communities. As a repository for both published materials and manuscript collections relating directly to the department's mission statement, Special Collections serves the University of Maine at Fort Kent community of faculty, administration, students and alumni, the University of Maine System, and the greater community, including scholars and researchers.

III. Objectives Pertaining to its Users

- A. Faculty and Students: Special Collections supports the university's mission, augmenting classroom services by providing local primary sources and specialized materials to all students. Also, the University collection honors UMFK's history and alumni and creates for students and faculty a sense of an enduring community.
- B. St. John Valley Community: The collections housed here provide materials of interest to the community concerning local matters such as the Dickey-Lincoln School Lakes project. The Maine and Aroostook County collections also provide local history materials.

C. Greater Community, Scholars, and Researchers: The materials contained in Blake Library's Special Collections provide access to the important, unique history of the University of Maine at Fort Kent, the Saint John Valley, and Aroostook County by offering access to both primary and secondary materials to the greater public.

IV. Scope

A. Formats: Special Collections collects materials in a variety of formats; however, as a general rule, it does not accept artifacts, although exceptions are allowed at the discretion of the Special Collections staff. Accepted forms include, but are not limited to:

1. Print materials, both published and unpublished
2. Manuscript and photographic materials pertaining to the history of UMFK in all of its incarnations.
3. Microform materials
4. Audio-visual materials
5. Cartographic materials, including sheet maps and aerial photographs

B. Language: Special Collections will primarily collect English language materials, with some emphasis placed on French language materials concerning the Franco-American, Acadian and Canadian culture.

C. Dates of Publication: Special Collections does not have the capacity to purchase “rare books” for investment, but may purchase items deemed “rare” that relate directly to the mission statement of the Special Collections.

D. Duplication: Although the scope and interest of the library’s collections may overlap, Special Collections will avoid exact duplication of Blake Library’s materials, except in cases of providing circulating copies. Also, in order to maintain the uniqueness of Blake Library Special Collections, duplicating the exact qualities of other libraries’ special collections will be avoided. As a rule, Special Collections will only retain 2 copies of University collection materials, such as pamphlets, programs, and similar materials, unless an item contains unique information not contained in duplicate copies (such as a signature, pictures pasted in, etc.). Special Collections will only retain 1 copy of materials added to the Aroostook County collection.

E. Donations/Gifts: Gifts to Special Collections are always welcome but will only be added to Special Collections if they support the department's mission statement. The library staff reserves the right to determine if donated materials fit the Special Collections mission statement. If not, the materials may be added to the main library collection, the Acadian Archives/Archives acadiennes, returned to the donor (if requested), or discarded at the discretion of the library staff. The Library staff will also consider the condition of the materials and determine if the library has the capacity to preserve and maintain them. Only in extremely rare instances will Special Collections consider acquiring a collection that must remain intact or is determined to be archival in nature (except outlined in the collections section below).

F. Budget: Special Collections does not currently have a separate budget. Therefore, purchases for these collections must come from the general fund for the item in its format (book, periodical, audio-visual). Any repairs or preservation initiatives should be undertaken with great consideration.

G. Controversial Material: The Library adheres to the principles set forth in the American Library Association's Library Bill of Rights, particularly as they apply to censorship (Appendix I). Materials will not be refused on the basis of controversial content, but instead will be selected within the context of patrons' needs and the collection's parameters. The Library does not endorse the views of the material it holds, but allows patrons to determine the worthiness of those materials for their own particular usage.

V. Collection Policies

The following collections will be housed in the Special Collections Room. These collections do not circulate.

A. Aroostook County collection

1. This collection contains materials related to the history of the land and communities of Aroostook County, including those of the Saint John Valley.
2. The library actively collects the works of local authors/illustrators from Aroostook County, with a focus on the St. John Valley.
3. In an attempt to avoid duplication of materials between the Special Collections and the Acadian Archives/Archives acadiennes, this collection will collect only published works about the Saint John Valley, including town reports and other local materials. Manuscript collections concerning the Saint John Valley should be offered to the Acadian Archives/Archives acadiennes.

B. Maine History collection

The Maine History collection contains materials concerning the history of the state, which may include information on the Aroostook County and Saint John Valley regions. Also included in this collection are Maine state documents determined to be of enduring and intrinsic value.

C. University collection

1. Special Collections collects materials of historical significance to the history of the University of Maine at Fort Kent in all of its incarnations: the Madawaska Training School, Fort Kent Normal School Fort Kent State College of the University of Maine and the University of Maine at Fort Kent.
2. The collection includes but is not limited to: yearbooks, student handbooks, course catalogs, and other University publications, alumni materials, photographs, audio and video recordings by/about UMFK, and manuscript collections pertaining to the UMFK community. Unfortunately, the library does not have the capacity to provide a records management program and therefore currently cannot retain all UMFK materials. Items such as business records generally will not be accepted or retained.

D. Rare books

This is a collection of materials on a variety of subjects. While rare materials are not actively collected as a separate collection, acquired materials determined to be of rare value may be retained in this collection.

VI. Special Collections Access Policy

Blake Library Special Collections is open to the public but is only accessible through contact with library staff. All Special Collections materials are non-circulating; faculty desiring materials for classroom use should contact a Special Collections staff member.

VII. Special Collections Preservation Policy

A. Blake Library Special Collections currently does not have the provisions to undertake large preservation projects. Materials needing preservation will be addressed on an individual basis, dependent on time, resources, and determined value to the collection. Special Collections will rarely accept materials in strong need of preservation.

B. Manuscript collections will be processed and cataloged promptly. Larger collections may require significantly more staff time and therefore a longer processing timeframe.