

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI**  
**UNIVERSITY LIBRARIES SPECIAL COLLECTIONS**  
**COLLECTIONS DEVELOPMENT & ACQUISITIONS STATEMENT**

Adopted August 2018  
Modified March 2020  
Modified February 2021  
Modified June 2023

This Collections Development & Acquisitions Statement (“Statement”) establishes definitions and procedures for the management and care of special library and archival collection materials (“Special Collections”) owned by The University of Southern Mississippi (“USM”) and managed by the University Libraries Special Collections curators (“curators”).

The term collections development refers to the acquisition of materials for and development of the Special Collections. This Statement provides a comprehensive description of subjects and formats that USM strives to collect in accordance with the section of the University Libraries mission “to collect, preserve and provide access to unique materials of enduring research value to USM and to the larger scholarly community.” USM also seeks to further develop outstanding Special Collections.

This Statement further outlines acquisition responsibilities of Special Collections curators. It also instructs the staff of USM and provides guidance and information for potential donors and other interested members of the public. To ensure its currency, this Statement will be reviewed annually by the curator(s), and any suggested changes will be submitted to the Dean of University Libraries for review and consideration for approval.

## **I. STATEMENT OF PURPOSE**

Much of the prominence and importance of the University Libraries as a learning and research environment is derived from its Special Collections. The interests of the public for which these collections are held in trust, the intent of a donor in the case of a gift, and the ability of the USM to meet inherent functional and financial obligations shall always be considered. Changes in cultural, scholarly, and educational trends and strength and specialization developing in other institutions may also be considered in developing, assembling, enhancing, and maintaining these collections.

## **II. ADDITIONS TO THE COLLECTIONS**

### **A. Nature of Ownership**

Items may be added to the collections by means of gifts, bequests, purchases, exchanges, or any other appropriate transaction by which full and absolute title is effectively transferred to USM. USM does not accept materials on deposit, on long-term, indefinite or permanent loan, or in any other manner whereby USM is not the owner of the items, except in a unique

instance when the curator(s), in consultation with the Dean of University Libraries, approves such an arrangement for a uniquely valuable item or collection that would further the USM mission. Acquisition of all items shall be accompanied and supported by documentary evidence warranting ownership in the prior owner and effectively transferring such ownership to USM. The USM Deed of Gift shall be used for any items to be conveyed.

USM and/or a curator will not knowingly acquire for its collections any item that has been stolen, illegally exported from its country of origin, or whose recovery involved unscientific or intentional destruction of or damage to historic sites. Every effort will be made before acquisition to determine that the item has a clear and legitimate provenance.

Whenever possible, USM will attempt to acquire whole collections rather than breaking up assemblages with meaningful contexts and potential for further research.

Materials acquired by USM are normally made available for unrestricted use by researchers. Any limitation on use, or any restriction or condition affecting access by researchers, shall be subject to review by the curator(s), in consultation with the Dean of University Libraries. Such agreements will be documented within the USM Deed of Gift.

In rare instances, the curator(s) will accept surrogates in lieu of originals. The curator(s) of such a potential collection may make such a determination. If USM acquires or makes such a copy, it shall attempt to receive a copyright or right to use any surrogate as copied, regardless of media form. If the owner of the original item retains ownership and/or copyright, such ownership and/or copyright shall be clearly indicated.

It is the responsibility of the donor to keep a list of items donated and to obtain an appraisal of value prior to donation if one is wanted. See Appraisal Policy for additional information.

## **B. Criteria Authority for Acquisition**

In no event shall any item be acquired on behalf of USM without specific prior comment and/or approval of the curator(s) responsible for the collection to which the item is to be added. The designated curator(s) responsible for the collection to which the item(s) is appropriate and is to be added, having given due consideration to the subject areas and formats described in Part III below, may purchase or accept gifts on behalf of USM as they deem appropriate provided the item(s) will not have a significant impact on space, technology systems, or any other USM resources. Materials in this category will measure less than 6 cubic feet and cost less than 3,000 USD. Preferences will be given to gifts. When materials are purchased, they will be purchased from third party collectors, dealers, or estates rather than directly from the creator of the materials.

Ordinarily in determining whether items are appropriate to be accessioned, written documentation shall be prepared in advance. Prior to committing to an acquisition that measures in excess of 6 cubic feet, costing 3,000 USD, or are comprised of born-digital data in excess of 64 GB. The Head of Special Collections may approve acquisitions measuring up to 21 cubic feet, costing up to 7,500 USD or comprising up to 1TB of data. The Head of Special Collections will request approval from the Dean of University Libraries for acquisitions of collections in excess of 21 feet, costing 7,500 USD or

measuring in excess of 1TB. All acquisitions costing more 100,000 USD will require an independent appraisal before purchase is approved.

The USM Deed of Gift shall be used for all gifts. *All purchases will be made in accordance with this Statement and in strict accordance with all applicable USM and University Libraries financial and purchasing policies and procedures.*

### III. SUBJECT AREAS AND FORMATS OF THE COLLECTIONS

#### A. *Subject Area Collections and their primary collecting emphases include:*

##### 1. de Grummond Children's Literature Collection

The collection includes historical and contemporary children's literature and reference books specifically related to children's authors, illustrators, and literature. These may include, but not be limited to: contemporary series books and mass market titles; primarily monographs and periodicals, preferably in hardcover (paperback items may be acquired when hardcover is unavailable or when separate editions are collected); original manuscripts, typescripts, illustrative materials, and other materials related to the production process of children's literature; first editions; prize-winning books; specific publishers; comparison of various editions of the same work; genre studies; magazines for children; artifacts and toys (selected and limited); supporting collection of biographies, bibliographies, scholarly studies, and vertical file material. The Collection contains examples of fables, folktales and fairy tales, courtesy books, alphabets and nursery rhymes, primers and readers, grammars and schoolbooks, children's Bibles and religious books, almanacs, puzzles and riddles, sports and games, science fiction, fantasy, and fiction. Historical as well as contemporary titles are acquired, as well as the landmark books of children's literature with the emphasis on American and British works but also those reflecting the great diversity of culture, style, and subject matter available in current literature for children. There are no limits on geographic area, publication date, or subject area covered. The collection is primarily English, but other languages are not excluded. For additional information, see *Guidelines for Duplicates* and Appendix A.

#### *Guidelines for Duplicates*

The de Grummond maintains a large collection of children's and young adult literature to support researchers and students. To conserve space, the following policies are basic guidelines for curators and the staff of de Grummond. Materials received will be selected by the de Grummond with items identified for inclusion into the collection forwarded to cataloging. Materials not accessioned into the collection will be submitted to campus surplus.

#### **Books**

- All variations (editions/ impressions) of a title are to be considered unique.
- Keep first copies of books and, in several cases, second copies. Keep second copies of books donated by people with manuscript collections in de Grummond.
- Only keep the second copy if autographed or specified by de Grummond staff.
- No second copies of box sets unless specified by de Grummond staff.

### **Periodicals and Serials**

- No second copies of encyclopedias unless specified by de Grummond staff.
- No second copies of reference volumes.
- Keep second copies of periodicals.

### **Media**

- No second copies unless specified by de Grummond staff.

### **Kits**

- No second copies unless specified by de Grummond staff.

## 2. Historical Manuscripts (including visual/photographic materials)

The collection includes primary source materials focusing upon the political and social history of Mississippi. Other collection areas include the civil rights movement, US military history and US Southern cultural history. The collection is especially strong covering: Hattiesburg organizations; local events connected with the civil rights movement in the 1960s; prominent politicians' papers; the American Civil War and other conflicts; the lumber industry; the tung oil industry; the Natchez Trace; the railroad industry, and southern history and culture in general. The collection is primarily in English, with some Spanish and French. The geographic area covered is primarily central and south Mississippi from the 1500s to date. Many subjects may be found within a manuscript or visual collection, and the following is a general guide to subjects ordinarily collected:

- Businesses and organizations
- Churches
- Civil rights
- Civil War
- Editorial cartoons
- Fine arts
- Hattiesburg, Mississippi
- Hurricane Katrina
- Judaism
- Literature
- Lumber companies

- Mississippi politicians
- Local American Indian tribes
- Railroads
- University of Southern Mississippi faculty and staff
- World Wars and other non-Civil War conflicts

### 3. Mississippiana

The collection includes publications about Mississippi, Mississippians, and by Mississippi authors; Mississippi state documents; materials commercially or privately published in Mississippi when they are short press runs or otherwise not widely distributed. Books by Mississippi authors that have no subject connection with Mississippi are also collected. Duplication is limited to two copies, apart from heavily used reference materials. The collection is primarily English, but other languages, particularly French and Spanish, are not excluded.

The genealogy collection includes original historical county records and family histories, cemetery records, published church records, military and pension records, marriage and death records, wills and estate records, tax lists and census records, and American Indian materials related to Mississippi. The collection includes books and periodicals, loose materials, maps, microfilm, and privately published family histories. Genealogy materials not related to Mississippi and support materials for Genealogy, such as books describing how to do genealogical research or compile genealogical materials, are in Cook Library.

### 4. General Special Collections and Rare Books

Special Collections houses a significant collection of works from fine presses, early printing, first editions, Confederate imprints, and other rare materials obtained largely through the acquisition of substantial collections from individuals like Ernest Walen and Cleanth Brooks. A main collecting focus for rare books is to enhance the strengths established by these major acquisitions. These include but are not limited to:

- Poetry
- Twentieth-century literature and history (especially Southern)
- Southern literature
- Early printing
- Literary criticism
- Romanticism
- Civil War
- Southern history
- English and American periodicals (18th-20th century)
- Shakespeare
- Secondary collecting areas include but are not limited to:
  - Printing: All items printed prior to 1800; American books prior to 1870
  - Printed works associated with collections of historical manuscripts
  - Book arts (selected for a particular press affiliation, binding, typography, etc.)

Travel  
European history  
United States history  
Artist's books  
Little magazines

## 5. University Archives

The University Archives collects and documents the history and services of USM. The acquisition of archival material is guided by state-approved record retention schedules established in accordance with statutory retention requirements, and evidentiary and historical value. This includes, but is not limited to, records and publications of USM such as: copies of all printed materials relating to the history, development and character of USM; all publications of departments, schools, and agencies of USM; records of organizational activities, campus offices, and campus branches; and USM theses and dissertations (i.e., an archival, non-circulating copy of each University of Southern Mississippi thesis and dissertation is maintained in the University Archives). The materials are primarily in English and date from, 1910 to the present. Access to many archived departmental materials is limited to those within that department unless prior written permission has been obtained from the head of that department. University publications, memorabilia, photographs, and general history items are open to the public.

### **B. Formats and Content Types of items accessioned and maintained include, but may not be limited to:**

#### 1. Printed or Published Material

- Atlases
- Biographies and autobiographies
- Books and pamphlets
- Broadsides
- Directories
- Ephemera
- Imprints (by any means printed or published in Mississippi, or those that have a Mississippi theme; includes Confederate imprints; others selected and limited)
- Mississippi literary works
- Local community histories
- Maps
- Memoirs, journals, and other first-person accounts
- Newspapers
- Periodicals
- Sheet music

## 2. Manuscript and Archival Material

- Architectural records
- Audio recordings
- Business records
- Correspondence
- Diaries and similar first-person accounts
- Maps, surveys, and similar geographical representations
- Oral Histories
- Organizational records
- Professional, personal, and family papers and other documents
- Scrapbooks

## 3. Visual Material

- Digital images
- Engravings
- Graphic Art
- Illustrations
- Lithographs
- Moving images
- Paintings
- Photographic materials
- Postcards
- Posters
- Prints and printmaking mediums

## 4. Artifacts

The curator(s) responsible for the collections described in Part III.A, of which a three-dimensional or textile-based artifact is a part, may consider including such artifact(s) within the acquisition. Such artifacts should be acquired on a selected and limited basis, depending on the artifact's significance, its condition, and the space and other resources required for storage, preservation, and access.

## 5. Digital Image or other Electronic Record Formats

- The curator(s) responsible for the collections owned by USM and as described in Part III.A may consider creating or adding to digital image collections available on the University Libraries website using selected items in any of the USM Special Collections. The collection development of these digital collections is at the discretion of the curator(s). By measuring aspects such as research value, rarity of items, and material condition, curators determine which collections and materials best highlight collections and provide valuable resources for researchers. Such digital collections shall be annually identified and prioritized by the curator(s) and communicated to the University Libraries' internal technical and/or digital laboratory manager(s) to mutually determine plans, schedules, and resources needed to digitize, catalog, and make

accessible the items. Digital collections may contribute to both the preservation of research materials and promoting teaching and scholarship by providing online digital access to the resources of Special Collections.

- The curator(s) may also consider for acquisition selected items originally created or produced by others in a digital or other electronic records format if accessible for research, migration, and preservation using industry accepted technologies that also meet the University Libraries' internal technical standards (if applicable). Prior to such acquisitions, the curator(s) shall ensure that the necessary electronic storage and retrieval system resources of the University Libraries will be sufficient and available. The following minimum information is needed about such digital images or other electronic records: title or name of the file(s), sources, creator, subject, and date(s). If the electronic records or digital images were made from published items, then additional information is required: title, author's name, page numbers, or other identification of imaged or transcribed pages and evidence of any alterations made thereto. Instructions must also be secured for crediting a copyright holder, any owner's permission to publish on the web and disclosure if the same material has been given to any other individual(s) or organization(s).

### **C. Competing or conflicting collecting areas with other historical organizations.**

USM ordinarily does not compete for items such as: areas emphasized by active regional archives; records of federal, state or local governments (except when transferred pursuant to statutory process or by an authorized agent or legitimate owner); records of churches which have an active denominational archives in the state or region; the records of universities in the state where there is already an established archival program actively involved in the collection and preservation of such records.

## **IV. CONSERVATION**

Special Collections is located in McCain Library and Archives. Materials found in Special Collections do not circulate. Photocopy restrictions are placed on fragile materials, with copies made by staff, not the public. Use of rare and fragile items may be available only under strict supervision.

Special Collections items shall only be restored or treated with the oversight of curator(s) responsible for those items in the collection. The unique characteristics and condition of each item should dictate the appropriate treatment. Contracting for services must also be in accordance with USM and University Libraries financial policies and procedures.

## **V. DEACCESSIONS**

Item(s) may only be considered for removal (deaccession) from the Special Collections to improve the Special Collections and if the curator(s) of the collection from which the item(s) may be deaccessioned submits a written recommendation to the Dean of University Libraries in accordance with the following procedure:



- A. The written recommendation shall **state the reason(s) for the deaccession** (e.g., no longer within in the collecting scope, no longer used by researchers, financial or other resource limitations due to the physical condition of or storage space needed, appropriateness for possible transfer to another educational or historical institution, and/or other extraordinary circumstances, etc.).
- B. The written recommendation shall **describe the provenance** of how the item(s) came to USM, include a copy of any conveyance instruments, and note any restrictions or other information regarding notification required by the donor(s).
- C. The written recommendation shall **describe the anticipated method for disposal** of the deaccessioned item(s), such as transfer to another institution, or other disposal (including physical destruction if appropriate). Under no circumstances may any USM employee be eligible to purchase or receive these items(s) at the time or venue of their disposal.
- D. The written recommendation shall be considered for approval by the Dean of University Libraries, who may also consult with any other USM staff before approving the recommendation to deaccession.
- E. Upon written approval by the Dean of University Libraries, the item(s) may be deaccessioned and disposed of by the curator(s) of the collection from which the item is to be removed. Any applicable USM policies governing the sale or disposal of tangible property shall also be followed.
- F. This deaccession procedure does not apply to the normal and routine practice of sorting and culling down of large or duplicative collections in accordance with generally accepted best practices archival processing and/or cataloging. The curator(s) responsible for that activity and any subsequent disposals will ensure that uniquely valuable items are not disposed of without following the deaccession procedure outlined in this Statement.

## VI. FINANCIAL, FACILITIES, AND OTHER RESOURCE CONSIDERATIONS

- A. **Annually budgeted and specifically allocated funds**, and some supplemental and/or restricted or specific University Foundation funds and endowments may be spent by curator(s) for items to be acquired for Special Collections as described in this Statement, in strict accordance with all applicable USM and University Libraries financial and purchasing policies and procedures. Library acquisition and/or collection development funds are not to be spent for materials to be housed outside the official University Libraries locations.
- B. **Financial support** for new acquisitions, collections processing (including conservation), enhanced access (including digitization), and other collection development purposes may be sought by curator(s) and the Dean of University Libraries in the form of gifts and grants from individuals, foundations, government entities, or other appropriate sources in strict accordance with applicable USM and University Libraries financial and gift policies and procedures.