

Rare Book Policy
Approved by Library Team
12.18.2024

I. Introduction

- a. The Rare Books collection consists of books considered valuable, fragile, and/or unique. These resources are isolated from the general collection and maintained for use in a supervised area, thus aiding in their preservation.

II. Scope of Collection

a. General Guidelines

- i. The Carl B. Ylvisaker Library and the Concordia College Archives will acquire additions to the Rare Book Collection through donations and transfers.
- ii. A special emphasis is put on resources focused on, and associated with, the following topics:
 - 1. Local and state history
 - 2. Lutheran church history and doctrine
 - 3. Norwegian history and genealogy
- iii. Materials located in the Rare Books Collection do not circulate.
- iv. Interlibrary Loan requests will be evaluated on a case-by-case basis by the Archivist or Archives Associate. Scanned pages will be sent if the request is fulfilled.
- v. The Concordia College Archives and Carl B. Ylvisaker Library do not actively seek out items for inclusion into the Rare Books Collection.

b. Transfer Criteria

- i. This section applies explicitly to items already owned and held by the Carl B. Ylvisaker Library, or other departments and offices within Concordia College. To transfer from another collection or campus department/office, resources will need to meet the selection criteria for the Rare Book Collection listed above. No books will be transferred into the Rare Book Collection without the prior approval of the Library Director or Archivist.
- ii. Items may be identified for transfer through the following means:
 - 1. Suggestions from Concordia College employees
 - 2. Intervention at time of check out or return
 - 3. Interlibrary loan (Note: the scarcity of an item is sometimes revealed when conducting interlibrary searches.)
- iii. The Archivist will work with the Cataloger to review and update records for items deemed fit for transfer.

c. Selection Criteria

- i. All inclusion decisions are ultimately made by the Library Director or College Archivist on a case-by-case basis. Materials that meet these guidelines are *not guaranteed* to be accepted into the Rare Book Collection; the Library Director or College Archivist may

opt not to add items due to condition, space concerns, or other considerations. Books will be evaluated using a combination of the following five criteria. These criteria are meant to provide a holistic evaluation of an item and should not be used as the sole determining factor for inclusion into the Rare Book Collection.

1. Market Value of \$750 or more
 - a. When it can be satisfactorily determined by the Archivist or Library Director, the market value (i.e. current retail price) of a book may serve as a good indication as to whether a book should be included in the Rare Book Collection. The figure of \$750 is a general guideline and subject to revision as inflation directs.
2. Rarity and Scarcity
 - a. Number of copies held by other libraries in Minnesota or by Minitex.
 - b. First editions and stamped limited editions under 101 as designated by the Library Director and Archivist.
 - c. Being a first edition does not necessarily mean that it will be included in the Rare Book Collection.
3. Physical Characteristics
 - a. Books may possess intellectual value, artifactual value, or both. Items with artifactual value include:
 - i. Fine bindings;
 - ii. Books with valuable prints or original photographs;
 - iii. Extra-illustrated volumes;
 - iv. Books with significant provenance (e.g., signed by the author);
 - v. Books with decorated endpapers;
 - vi. Fine printing;
 - vii. Printing on vellum or highly unusual paper;
 - viii. Volumes or portfolios containing unbound plates
 - ix. Books with valuable maps or plates;
 - x. Miniature books (10 centimeters or smaller)
4. Date
 - a. All books printed anywhere before 1700, books printed in England or in English before 1800, and books printed in North America before 1890, if judged valuable.
5. Condition
 - a. Because the Concordia College Archives does not have dedicated preservation and conservation resources, it is vital that we only acquire materials

in the best possible physical condition. Exceptions may be made in instances where the scarcity of an item in any condition warrants accepting a less-than-perfect specimen. The costs involved in repairing and storing damaged materials are beyond the limited means of our budget.

ii. **Duplicate Copies**

1. Given the limitations on storage space for our collections, we cannot accept duplicate copies of items already held in the Rare Book Collection. Exceptions may be made in instances where a second copy has unique features, but the general rule is against adding redundant copies of published works.

III. **General Rare Book Collection Policies**

a. **Appraisals:**

- i. The Concordia College Archives and Carl B. Ylvisaker Library do not conduct appraisals.

b. **Security:**

- i. The Rare Book Collection will be kept within secure storage. This collection is only accessible through permission from the Library Director or Archivist.

c. **Inventory:**

- i. Rare books should be inventoried every three years. Missing items should be flagged, and efforts made to locate this material.

d. **Deaccessioning:**

- i. Items deaccessioned from the Rare Book Collection are permanently removed from the ownership of the Carl B. Ylvisaker Library and the Concordia College Archives. The process for deaccessioning items will be as rigorous as the process for acquiring items for the collection. Items will be evaluated for deaccessioning on a case-by-case basis.
- ii. Criteria for deaccessioning items include, but are not limited to:
 1. Items are out of the collection scope.
 2. Items are duplicates.
 3. Items have deteriorated beyond usefulness, been extensively damaged, or present a risk to other items in the collection.
 4. Space limitations may be taken into consideration alongside other criteria.
- iii. The following points must be taken into consideration when deaccessioning items from the Rare Book Collection:
 1. The College Archivist will not allow items from the collection to be acquired privately by any library employee, officer, or volunteer, unless they are sold publicly and with complete disclosure of the item's documented provenance.

2. Income earned from the sale of rare books should directly benefit the Carl B. Ylvisaker Library or the Concordia College Archives.
3. Due consideration should be given to the library community in general when disposing of items. Sales to, or exchanges between, institutions will be explored as well as disposal through the trade.
4. The items must be free of all legal restrictions; no object will be deaccessioned when such action would be contrary to an agreement between the College and/or Library and the donor.