

Special Collections Policy
Approved by Library Team
12.18.2024

I. Introduction

- a. Special Collections contains materials characterized by their artifactual or monetary value, physical format, uniqueness or rarity, and/or institutional commitment to long-term preservation and access.¹
- b. Books in Special Collections primarily focus on the Red River Valley area which consists of eastern North Dakota and northwestern Minnesota.
- c. Books in Special Collections are not easily replaced.

II. Scope of Collection

a. General Guidelines

- i. The Carl B. Ylvisaker Library will acquire additions to Special Collections through donations and transfers.
- ii. The Carl B. Ylvisaker Library does not actively seek out items for inclusion into Special Collections.
- iii. Special emphasis is put on resources focused on, and associated with, the following topics:
 - 1. Church reports and yearbooks only within the specified region (Eastern North Dakota and Northern Minnesota) and for the national church body of which Concordia was a part of at any time.
 - a. (e.g. Yearbooks of the LCA would not be considered as Concordia was not a part of that synod, even though it merged to become the ELCA today.)
 - 2. Community, family, and church histories of the region. Can include, but are not limited to:
 - a. Cemetery records
 - b. City directories
 - c. County histories
 - 3. Genealogical and family histories (specifically those with ties to Concordia)
 - 4. Primary source materials related to Norwegian history and heritage with an emphasis on materials written in world languages (e.g. Norwegian, Danish, German, etc.) Can include, but are not limited to:
 - a. Church histories
 - b. Cultural histories
 - c. Genealogical and family histories
 - d. Historical Norwegian periodicals
 - 5. Official United States Government documents

¹ ACRL Board of Directors, (2016, June 25). *Guidelines on the selection and transfer of materials from general collections to special collections*. American Library Association. <https://www.ala.org/acrl/standards/selctransfer>

6. Materials related to Native American culture and groups in our region
- iv. The primary location for Concordia College materials is the Concordia College Archives. One full set of Cobber Yearbooks is located in Special Collections. This allows users greater access to these highly requested materials during periods the Archives is closed.
- b. **Circulation and Interlibrary Loan**
 - i. All items within Special Collections will be non-circulating due to fragile conditions and scarcity of materials.
 - ii. Items requested for circulation or interlibrary loan will be evaluated for an override on a case-by-case basis by the Special Collections Librarian.
- c. **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 Special Collections listed below. No books will be transferred into Special Collections without the prior approval of the Special Collections Librarian.
 - 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 Special Collections Librarian will work with the Cataloger to review and update records for items deemed fit for transfer.
- d. **Selection Criteria**
 - i. All inclusion decisions are ultimately made by the Special Collections Librarian on a case-by-case basis. Materials that meet these guidelines are *not guaranteed* to be accepted into Special Collections; the Special Collections Librarian may opt not to add items due to condition, space concerns, or other considerations. Books will be evaluated using a combination of the following 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 Special Collections.
 1. Rarity and Scarcity
 - a. Number of copies held by other libraries in Minnesota or by Minitex.
 2. Condition
 - a. Because the Library and Archives do 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.
 3. Content of Item

- a. Due to limitations of space, the content of materials considered for Special Collections should fall within the collecting scope.
- ii. Duplicate Copies
 - 1. Given the limitations on storage space for our collections, we cannot accept duplicate copies of items already held in Special Collections. 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 Special Collections Policies**

a. **Inventory:**

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

b. **Loss of Books/Replacement Fees:**

- i. Items in Special Collections cannot be easily replaced. As a result, if a book is allowed for circulation, and then lost or damaged beyond repair a fine of \$300 per book will be charged to the patron.
- ii. Patrons will be made aware of the fine if a book is allowed to circulate.

c. **Deaccessioning:**

- i. Items deaccessioned from Special Collections may be moved into the Rare Book Collection or permanently removed from the ownership of the Carl B. Ylvisaker Library. The process for deaccessioning items will be as rigorous as the processes for acquiring items for the collection. Items will be evaluated for deaccessioning on a case-by-case basis. Criteria for deaccessioning items include but are not limited to:
 - 1. Items are out of the collecting 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. Items are freely available (full-text) on HathiTrust or other reliable digital libraries/online resources.
 - 5. Space limitations may be taken into consideration alongside other criteria.