

**Collection Development Policy
Callie Faye Milliken Special Collections
Margaret and Herman Brown Library
Abilene Christian University**

Foundations

1. Abilene Christian University Vision Statement

The mission of ACU is to educate students for Christian service and leadership throughout the world.

2. Margaret and Herman Brown Library Vision Statement

The vision of the ACU Library is to be the hub of ACU academic life, with inspiring physical and virtual spaces and meaningful content that is curated for and created by a vibrant community, where the positive change that we want to see in the world is happening.

The mission of the ACU Library is to provide academic support to the ACU colleges in educating students for Christian service and leadership throughout the world.

3. Nature of Callie Faye Milliken Special Collections

A. History of Special Collections at Abilene Christian University

From 1936 to 1970, the library occupied space in Chambers Hall and rare materials were kept in a closed stacks room adjacent to the circulation work area. In 1970, in the new Brown Library, a closed-stack area on main floor, near the administration offices and circulation offices, was designated for Special Collections. A small adjacent reading room was supervised by library staff. When the library was expanded in 1984, Special Collections was moved to the west side of the new library atrium, with a larger reading area and more storage capacity. Callie Faye Milliken, former ACU library director, was the librarian for the collection. Further expansions followed in 1992 and 2003, bringing the Special Collections capacity to 8,200 square feet. In 2013, Special Collections moved to the lower level of the library, occupying about 20,000 square feet.

B. Nature and History of the Center for Restoration Studies

The Center for Restoration Studies was founded in 1986 as an institute connected with the College of Biblical Studies, with Bill Humble as its director. Its current director is Dr. Doug Foster, professor of church history. Since its inception, the collections of the Center and its research activities have been housed in and supported by the library which preserves and provides access to materials focusing on the Stone-Campbell Movement,

especially the history of the Churches of Christ in the United States and the mission work of the Churches of Christ throughout the world.

C. Vision Statement for Callie Faye Milliken Special Collections

Milliken Special Collections and Archives seeks to be the repository of first choice for researchers seeking resources related to the Stone-Campbell Movement and to the history of Abilene Christian University in its geographic, chronological, intellectual, and religious contexts.

Milliken Special Collections operates with a commitment to excellence in professional archival practice. Special Collections has adopted a pedagogy of encounter, where the department provides a bridge of hospitality for readers to experience their community's past and to reflect on their future.

Scope and Contents of Milliken Special Collections

4. University Archives

Special Collections cares for the permanent records of the University and for records of historical significance. University offices and departments manage their current records and according to records retention schedules transfer permanent records to the archives. The University Archives includes minutes of the Board of Trustees, presidents' papers, and records from administrative, academic, and co-curricular units.

5. Center for Restoration Studies

At the heart of the Restoration collection are nearly 500 manuscript collections supplemented by vertical files (on leaders, world churches, and related organizations), and 16,350 cataloged books, tracts and periodicals.

6. Manuscripts and Rare Books

The Manuscripts and Rare Books collection holds archival and manuscript collections of persons connected to the University and 16 discrete book collections in a variety of subject areas.

ACU ARCH: 531 printed volumes produced and published by university in the course of business, such as catalogs, yearbooks, and reports. The four best-condition yearbooks are cataloged into ACU ARCH. Three next best-condition copies are kept in reserve and shelved in ACU ARCH though not cataloged. Additional duplicates may replace worn copies in MAIN, be offered to campus offices, or anyone interested in them. We will not accept yearbooks unless they are in better condition than the cataloged or reserve copies or in rare cases have significant historical value in the form of association copies of the most notable faculty or lumni.

ACU Authors: 1,353 works by faculty, students, and alumni of ACU

ACU Press: 324 works published by ACU Press.

AUSTIN: The Clyde N. Austin Cross-Cultural Library is a reference library of printed works indexed by Austin in two works on cross-cultural reentry; in process.

C Collection: The core rare books collection of 8,125 works, emphasizing sacred texts, fine, rare, and antique books, and works related to Abilene and Texas intellectual, social, religious, and political history.

Gaylan Collier Collection: 254 plays and scripts

Robert Donner Collection: 3,087 anti-Communist books and pamphlets, mostly from the Cold War era

Early Textbooks: 1,502 schoolbooks, as early as 1753, with emphasis in 1900-1930.

International Library for Children's Literature: 713 works for children in various languages, most with illustrations

O. C. Lambert Collection: 1,119 works of Roman Catholic theology and critiques of Roman Catholicism

LeMoine G. Lewis Church History Collection: 1,428 items in Biblical studies and church history.

Burnya Mae Moore: 390 cookbooks, with special emphasis on the Southwestern U.S., as well as vertical files on home economics and cooking

Robbins Railroad Collection: 1,937 works on American railroads, along with various museum items and thousands of vertical files, including photographs, ephemera, and timetables

Austin Taylor Hymnals: 1,541 hymnals, predominantly from the Stone-Campbell churches

ACU Theses and Honors Capstone Papers: 1,620 works by ACU students approved for Masters, Doctor of Ministry, and undergraduate Honors degrees.

John Wheeler: 54 books and files of notes by physics professor John A. Wheeler

7. Art Collection

The collection contains fine art generated by or on behalf of the University, its faculty, staff and/or students or alumni. It supports faculty and students in instruction, research,

learning, and studio needs. From the 1960s-2015 the ACU library collected fine and decorative art for scholarly use and decorative enhancement of campus offices. In 2016 the collection was fully surveyed, inventoried and weeded. Commercially-produced and mass-produced decorative pieces were weeded from the collection and the policy of loaning materials to campus offices for decorative purposes was discontinued. In 2016-2017 inventory control was created and the collection logged, tagged, photographed and rehoused.

8. Materials housed in Special Collections area and being paged out by SC staff

- a. Government Documents: 416 linear feet of bound state and federal documents
- b. Microforms: 46,596 microform titles and 77,879 government documents on microfiche

Policies of Collection Development and Acquisition

Milliken Special Collections does not accept materials “on deposit” or “permanent loan.” For each acquisition a letter of transfer (for University Records deemed to be of permanent value) or deed of gift (for personal papers) must accompany the materials.

9. University Archives

A. University Policy: The 2009 University Records Management Policy requires every ACU department or office to develop its own records retention schedule and to preserve records of permanent or historical value.

B. Acquisition of University Records: Records which should be relocated to the ACU Archives shall be reviewed by the University Archivist upon receipt of memorandum of transfer which includes a list of the materials. The Archivist may decline records which do not meet criteria for historic or permanent value as defined in Appendix C to the University Records Management Policy. Departments are responsible for arranging the physical transfer of their materials to the archive.

C. Acquisition of Personal Papers: Personal papers of persons connected with ACU or its community may be received into the University Archives if in the judgment of the University Archivist the collection will support the mission of ACU and of the Library.

D. Centennial Collection: Collections received by the Centennial Collections Committee and by the University Archives during the ACU Centennial celebration during 2006 and 2007 are located in the University Archives with the special designation as Centennial Collections. Accruals to this collection may be received if the materials merit exceptional historical significance or associational value.

E. Media: The University Archives holds recordings of events and programs held on campus, including the ACU Bible Lectures (Summit), recitals, and guest speakers. These recordings, routinely made since the 1950s, number above 20,000 items.

10. Center for Restoration Studies

A. Development: Special Collections comprehensively collects, preserves, and provides access to manuscripts, books, periodicals, ephemera, photographs, recordings, audiovisual materials, and artifacts related to the Stone-Campbell Restoration Movement in the United States and around the world, from the 18th century to the present. Materials from all three streams of the movement, as well as historical studies, criticisms, and contextual works, are included.

B. Acquisition of Published Materials: This collection is built primarily by donations to the library. Collection activities such as select acquisitions or shipping reimbursement are supported by donations and by use of proceeds from Sewell, Milliken, and Coldwater endowed funds.

C. Collecting Scope: This collection is open to receive materials in any format (print, manuscript, ephemera, artifact or realia, and analog or digital media). Our goal for printed materials is to have two copies of each Stone-Campbell imprint, so that one copy may be used and one copy preserved. Gift books are compared with existing copies to determine which is in better condition. Variant printings and bindings are considered different items for the purposes of this collection. Collection activities are supported by donations and by use of proceeds from two endowed funds: Sewell and Milliken.

D. Acquisition of Personal Papers, Records, and Artifacts: This collection is built primarily by soliciting and receiving collections of papers and records from individuals and organizations. Collection activities are supported by donations and by use of proceeds from two endowed funds: Sewell and Milliken.

11. Rare Books Acquisition Status and Sources of Acquisition

ACU ARCH: Open. Sources: gifts or transfer from ACU offices.

ACU Authors: Open. Sources: gifts.

ACU Press: Open. Sources: gifts by ACU Press.

C Collection: Open. Sources: gifts.

Clyde N. Austin Cross-Cultural Library: Complete.

Gaylan Collier Collection: Complete.

Robert Donner Collection: Complete.

Early Textbooks: Open. Sources: gifts.

International Library for Children's Literature: Open. Sources: gifts.

O. C. Lambert Collection: Complete.

LeMoine G. Lewis Church History Collection: Complete.

Burnya Mae Moore: Complete

Robbins Railroad Collection: Open. Sources: gifts.

Austin Taylor Hymnals: Open. Sources: gifts.

ACU Theses and Capstone Papers: Open. Sources: transfer from deans of Graduate School or Colleges.

John Wheeler: Complete.

12. Art Collection

A. Development

The collecting emphasis is highly selective and focuses on works of fine art reflecting ACU's institutional history or produced by faculty, staff, students or alumni in any medium. Other original works of art, including artifacts, realia or dimensional objects, will be collected only when they support in an extraordinary way the curricular goals of the University. The ACU Art Collection is projected to remain limited, of high quality, and focused in the areas noted above. Collection size will be limited, and its quality enhanced, by adherence to suitability standards and by the amount of physical space available to appropriately house and protect and display the collection. This policy creates a framework for management of the Art Collections owned by Milliken Special Collections. The purpose of this policy is to provide proper guidelines and best practices on the management of the University Art collection including acquisition, accession and deaccession of artwork, and loan policies for internal and external use.

B. Acquisition

The primary method of acquisition will be through unencumbered gifts and donations with minimal or no restrictions on use and obtainable provenance including verification that gifts of cultural objects comply with existing cultural heritage laws. Items may be acquired through purchase or exchange. Materials are accessioned upon approval of the Director of Special Collections and Archives in consultation with the Dean of the Library.

C. Retention and Deselection

Items may be deselected that: no longer meet criteria for the stated goals and mission of Milliken Special Collections or the curricular goals of Abilene Christian University; lack historical or aesthetic value; are found not to be authentic; the cost of maintenance or security, including space constraints, are beyond the capacity of Milliken Special Collection; are damaged beyond repair; or are found to be imported or exported in violation of law.

Items will be deaccessioned in accordance with any restrictions stated in the deed of gift. If no deed of gift was executed, reasonable effort will be undertaken to locate the donors. Proceeds obtained from sale of deaccessioned items will be placed in restricted endowment funds to be utilized for collection development, maintenance, and/or conservation.

D. Accession and Preservation

Upon receipt, new items will be accessioned according to standard accession procedures. The item will be assigned an accession number and logged in the Accessions Spreadsheet as any other incoming Accession. Further inventory control will be created using the Art Collection inventory Spreadsheet which will involve an additional inventory number, item description and storage location. Upon receipt the item will be assessed for any special conservation or preservation needs. If necessary, a course of action may be proposed to conserve the item. In every case proper containers or shelving will be used for long-term storage in climate and access-controlled environment in Milliken Special Collections. When on display, items will be housed according to best-practices in secure and controlled environments.

E. Loans

1. Internal Loans: Items may be loaned, at the discretion of the Director of Special Collections, for display in campus art galleries on either short-term, long-term or temporary basis. Requests for loans will be evaluated on a case-by-case basis. If granted, the terms of loan and the length of the loan period shall be determined by the Director of Special Collections. All internal loans will be governed by a Memorandum of Understanding and/or Loan Agreement.

2. External loans: Loan requests from borrowing institutions shall be reviewed by the Director of Special Collections. Requests must be from an accredited institution, professional gallery, and/or museum to be considered. A loan contract and condition report shall be issued with all approved loans and tracked throughout the loan period by the Curator. The borrowing institution shall accept all responsibility for insurance,

shipping, and repair costs associated with the loan unless otherwise specified in the loan contract. No such loan shall be permitted without a loan contract and condition report.¹

Collection Care, Access and Use

12. Care

A. Climate controls: Special Collections stacks and storage areas are air-conditioned and closely monitored in partnership with University Facilities with digital temperature and humidity data loggers throughout the storage area. Books are kept on coated steel shelving. Archival materials are stored in boxes on wide wooden or coated steel shelves. Artwork is stored on coated steel shelving.

B. Risk management: The collection storage area is secured by swipe card locks. Only Special Collections personnel have access through these locks. Fire alarms, emergency lighting, and disaster kit are kept ready in case of an emergency. Staff and student workers receive safety training annually. Inventory is being carried out in 2014-2015 and should be repeated in 5 years.

C. Unprocessed materials: New collections are accessioned in the work area and then relocated as soon as possible to an appropriate section of the storage area. Gift books which are selected are taken by Special Collections staff to Technical Services for cataloging. All collections are processed to minimal processing standards (More Processing, Less Process, or MPLP) upon receipt. Unprocessed or under-processed collections are under review for processing improvement.

¹ Sources for Art Collection Development Policy language include the following. In some cases we borrowed language verbatim from these sources because they clearly articulated our intent for ACU collections:

Art Collection Management, University Policy 1129, George Mason University:

<http://universitypolicy.gmu.edu/policies/art-collection-management/> and Acquisition Proposal Form: <http://universitypolicy.gmu.edu/wp-content/uploads/2013/03/AcquisitionProposal.pdf>

Library: Museum Collection Development Policy, University of Portland (OR):

<http://library.up.edu/default.aspx?cid=7853&pid=58>

Collection Development Policy for Art and Architecture, Library, University of California, Santa Barbara:

<http://www.library.ucsb.edu/collections/art-architecture/policy>

Cleveland Museum of Art, Ingalls Library and Museum Archives, Collection Development Policy:

<http://www.clevelandart.org/sites/default/files/documents/other/Collection%20Development%20Policy.pdf>

Venecek, John, "Collection Development Policy, Art" (2015). Libraries' Documents. Paper 8.

<http://stars.library.ucf.edu/lib-docs/8>

Brown University Collection Development Policy, Visual Art:

<http://library.brown.edu/colldev/subjects/subject.php?id=47>

University of Chicago Libraries Art, Architecture and Photography Collection Development Policy.

<http://guides.lib.uchicago.edu/c.php?g=297396&p=1992056>

D. Preservation: All items are stored in ways that preclude structural or material damage. Fragile items are protected with sleeves, encapsulations, boxes, phase boxes, clamshell boxes, and supports as needed.

13. Access

A. Access policy: Access to the collections is provided in the Special Collections Reading Room weekdays from 9 am to 5 pm. Readers may use the [Special Collections Request form](#) to reduce wait time by submitting the request in advance. Access may be restricted by the terms of the Deed of Gift that initiated the collection, or by the processing status or material condition of the original item.

B. Digital access: Access to digital collections is available at the West Texas Digital Archives (<http://wtda.alc.org/>), the Portal to Texas History (<https://texashistory.unt.edu/>), on the Special Collections blog (<http://blogs.acu.edu/specialcollections/>), in the ACU Digital Repository (<https://digitalcommons.acu.edu/>), and by special request or sponsorship.

14. Use

A. Reading Room Policy: Readers and researchers desiring to examine materials will do so only in the Reading Room; must register with the staff; and deposit backpacks, coats, purses, and food and drink items in the designated area. Cameras without flash, mobile devices, and laptops are allowed in the reading room. Pens, markers, tape, sticky notes and personal scanners are not allowed. Special Collections will provide paper and pencils. Readers must comply carefully with staff directions in the handling of materials or they will be asked to leave immediately. One folder at a time may be removed from one box at a time. Materials in folders must not be rearranged. Readers may request photocopies as long as the materials can withstand the copying or scanning process.

B. Copyright notice: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. A researcher using Special Collections equipment is responsible for any infringement.

C. Permission to publish: Readers may request permission to publish archival items, subject to conditions and to copyright law. Fees may apply.

D. Art materials are subject to the same access and use privileges and restrictions governing other materials held in Milliken Special Collections.

Deaccession²

² Sources:

Faye Phillips, "Developing Collecting Policies for Manuscript Collections," *American Archivist* 47(1) Winter 1984: <http://americanarchivist.org/doi/pdf/10.17723/aarc.47.1.x07k74g7331762q2>

15. Deaccession is the permanent removal of previously-acquisitioned holdings--in any form, format, or medium--from the archives' collection and custody. Deaccession may result in the return of the items to the donor, transfer to another institution, sale, or destruction.

16. All deaccessioning and disposition decisions and processes will conform to the foundational statements of mission and collection development outlined above. Further, they should conform to reasonable (rather than conceivable) standards of acquisition, appraisal, use and value. Since only materials meeting the mission-critical criteria will be accessioned, materials deemed to fall outside these mission-critical emphases may be deaccessioned. This policy outlines the criteria by which materials may be deaccessioned, the procedures for deaccession and desired outcomes when deaccession and disposition takes place.

17. As a general matter of policy University Records scheduled for permanent retention will not be deaccessioned. However, if upon review of the retention schedule material formerly deemed as permanent is rescheduled, it may be subject to deaccession. As a general course of action, University Archives will proceed on the presumption that the procedure for rescheduling and deaccession includes joint approval of the unit or office

F. Gerald Ham, "Archival Choices: Managing the Historical Record in an Age of Abundance," *American Archivist* 47(1) Winter 1984: <http://americanarchivist.org/doi/pdf/10.17723/aarc.47.1.v382727652114521>

David H. Stam, "'Prove All Things: Hold Fast That Which Is Good': Deaccessioning and Research Libraries," *College & Research Libraries* 43(1) January 1982: <http://crl.acrl.org/content/43/1/5>

Laura Uglean Jackson and D. Claudia Thompson, "But You Promised: A Case Study of Deaccessioning at the American Heritage Center, University of Wyoming," *The American Archivist* 73 Fall/Winter 2010: <http://americanarchivist.org/doi/pdf/10.17723/aarc.73.2.297691q50gkk84j4>

Leonard Rapport, "No Grandfather Clause: Reappraising Accessioned Records," *The American Archivist* 44(2) Spring 1981: <http://americanarchivist.org/doi/pdf/10.17723/aarc.44.2.b274w3126t430h52>

Collection Development Policy, Texas Collection, Baylor University:
<http://www.baylor.edu/lib/texas/index.php?id=868530>

Manuscript Deaccession Policy, Rauner Special Collections Library, Dartmouth College:
<http://www.dartmouth.edu/~library/rauner/donating/ms-deaccession.html?mswitch-redir=classic>

Archival Collections Management Policy, Houston Metropolitan Research Center, Houston, TX:
<http://www2.houstonlibrary.org/hmrc/docs/ArchCollManWeb.pdf>

Guidelines for Reappraisal and Deaccessioning, Society of American Archivists, Draft of 7/12/11:
<http://www2.archivists.org/sites/all/files/GuidelinesForReappraisalAndDeaccessioningDRAFT.pdf>

that generated the records, the Director of Special Collections and the administrator responsible for oversight of the university office or unit. In some cases prudence may require consultation with the university's legal counsel to determine the appropriate course of action, although it should be assumed that legal counsel approves any revision to records retention schedules.

University Archives may discharge back to the generating office or unit records deemed necessary for ongoing business. In such cases the Accession Record will be amended to note this transfer and should include the date of transfer and person to whom they were discharged. A paper record of this transfer (see Deaccession Record-Keeping Worksheet below) will be kept in the Deaccession File among the archive's administrative files.

18. As a general matter of policy materials received into Center for Restoration Studies collections will have met criteria for inclusion outlined above and should not fall outside the scope of the archive's collecting interests. Uniqueness, rarity, scarcity, plus artifactual (including aesthetic or exhibitable interest), physical condition, utilitarian and informational value are critical tests that will be applied to any item considered for deaccession. Further, the reality that deaccession results in an item's unavailability, irrevocably so in the case of archival content, should chasten the first impulse to deaccession and if pursued, guide the entire process.

If unpublished, manuscript, or archival materials for which a deed of gift was executed upon donation are deemed upon reappraisal to fall outside the collecting scope outlined above, they may be deaccessioned in accordance with the terms outlined in the deed of gift. In cases where no deed of gift was executed, the first course of action will be to contact the donor (or heirs) to determine whether they would like to receive the materials. If the archive cannot locate the heirs, the materials will first be offered to an appropriate repository or archive willing to receive them. If no such institution can be located, the materials may be sold; if no buyer can be found they may be discarded.

19. The burden of finalizing relocation arrangements for deaccessioned archival materials will fall upon the archive. Where possible the receiving institution should bear the financial burden of relocation costs. In cases where published materials are deaccessioned, they may be offered to other institutions for the cost of postage and handling or offered for sale with the greatest possible return. When offered for sale, such should be through public means with advance public notice. Proceeds obtained from sale of deaccessioned items will be placed in restricted endowment funds to be utilized for collection development, maintenance, and/or conservation.

20. Published items should be replaced when library receives a better-condition, association, annotated or inscribed copy in accordance with routine library procedure with no further record-keeping generated. However, deaccession activities for archival and manuscript materials should be documented in greater detail and the records kept in an administrative file consisting of the date and findings of reappraisal, justification for deaccession, chronicle of efforts to contact donors or heirs and receiving institution, and any record pertaining to the transfer or sale of items (see Deaccession Record-Keeping Worksheet below). The archive will retain in the deaccession file master copies of all accession records, deeds of gift, finding aids or other administrative records for deaccessioned collections. If transferred to another institution, copies of these materials will be provided to ensure provenance accompanies the collection. The file should conclude with a description of final disposition of the materials.

Deaccession Evaluation Worksheet³

Collection Title:

Accession Number:

Manuscripts Number:

Accession and processing status and description:

Deed of Gift and restrictions (attach if necessary):

Arrangement and Description:

Cataloging Records (attach copies if necessary):

OCLC (WorldCat)

Local Catalog

Evaluation conducted by: _____

Date: _____

Recommendation for deaccession approved

by: _____ Date: _____

³ Modified from Laura Uglean Jackson and D. Claudia Thompson, "But You Promised: A Case Study of Deaccessioning at the American Heritage Center, University of Wyoming," *The American Archivist* 73 Fall/Winter 2010, p. 683: <http://americanarchivist.org/doi/pdf/10.17723/aarc.73.2.297691q50gkk84j4>. Additional helpful forms may be found in the Appendices to SAA's Guidelines for reappraisal and Deaccessioning.

Deaccession Record-Keeping Worksheet⁴

Collection Title:

Accession Number:

Cubic Feet:

Deaccession Requested By:

Date:

Reason:

Deaccession approved by:

Date:

Arrangement and Description Status: Processed Unprocessed

Finding Aids retrieved from:

Electronic Record updates:

- Local Catalog
- Metadata
- Digital Files
- OCLC
- Online repository

Administration:

- Notification of Deaccession Sent to the Donor(s) Last Known Address
- Donor(s) Could Not Be Contacted
- Donor(s) Requested Deaccession
- Donor Contact List(s) Updated
- Original Donor(s) Deceased
- Donor's Heirs Contacted
- Donor(s) Were Not Contacted

Completed by:

Date _____

⁴ Ibid, adapted from p. 684

Review and Revision

15. Statement of policy review and revision: This policy was drafted in July 2014 by McGarvey Ice, Digital Archives Specialist and written by Carisse Mickey Berryhill, Associate Dean for Digital Initiatives, Special Collections, and University Archives, in August 2014. After initial review, revision, and approval by Library Leadership, this policy shall be reviewed annually, beginning November 2015.

Subsequent review: December 2017 by Carisse Berryhill, Associate Dean

Date of most recent review: August 1, 2018 by McGarvey Ice, Director of Special Collections and Archives