

**WESTERN LIBRARIES
DIVISION OF HERITAGE RESOURCES**

COLLECTION MANAGEMENT POLICY

2014

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Mission Statement

Western Libraries Division of Heritage Resources provides for the responsible stewardship of rare, unique and archival resources, and promotes public and scholarly access to and use of its holdings in support of teaching, learning and research. Heritage Resources is comprised of three units that collect and manage valuable and distinctive documentation: the Center for Pacific Northwest Studies, Special Collections, and University Archives & Records Management.

Center for Pacific Northwest Studies

The Center for Pacific Northwest Studies seeks to foster greater understanding of the region's past and present through the management and expansion of its archival collections, the development of public and instructional programming, and the publication, in print and/or electronic form, of select materials. In its development of archival collections, the Center seeks those materials that document significant developments in the region stretching from Alaska to Northern California, and from the Pacific to the Rocky Mountains, with a particular focus on northwest Washington, the Olympic Peninsula, British Columbia, and Alaska.

Special Collections

Special Collections acquires, organizes, describes, preserves, and maintains unique intellectual and cultural heritage materials and promotes the use of these resources by the university community, scholars, and the general public. Its goal is to advance the mission of the university through instruction, research, support of scholarship, and public programming.

University Archives & Records Management

University Archives & Records Management serves a cultural, memory, documentary, and business function for Western Washington University. As the official repository for the institutional archives of Western Washington University, the University Archives compiles a record of the significant activities carried out in the fulfillment of Western's mission. The Archives preserves records as a resource for the university community and promotes use of the collection by faculty, staff, students, alumni and the general public. Records Management supports the ongoing integrity of record-keeping at Western, affecting both current and long-term documentation, and in this capacity supports and enhances development of the University Archives.

Authority Statement

Heritage Resources exists as a division within Western Libraries. The Director acts as chief administrative officer and reports to the Dean of Libraries who authorizes the operating budget. Staff include library faculty, professional exempt and classified personnel, volunteers, students, and interns. Each unit within Heritage Resources is managed by qualified archival or special collections professionals. Specialized advisory boards consisting of representatives from the university and the community may be appointed, in consultation with the Dean of Libraries, to provide guidance and advice on matters of development and mission. Oversight of collection guidelines, the designation of staff and resources for collection development and maintenance, and review and revision of the collection policy resides with the Director. The Director, in coordination with the head of each unit, determines policy regarding the acquisition and disposition of collections. Certain functions of the University Archives are authorized through separate university policy (see [POL-U4910.01 Managing University Archival Records](#)).

Collection Scope and Strategy Statement

The three units within Heritage Resources have unique but mutually supportive collecting strategies, and work cooperatively in pursuance of their individual missions. Heritage Resources will only collect unique material that can be responsibly maintained and preserved within the constraints of allocated resources.

The **Center for Pacific Northwest Studies** collects material that represents significant developments in the region stretching from Alaska to Northern California, and from the Pacific to the Rocky Mountains, with a particular focus on northwest Washington, the Olympic Peninsula, British Columbia, and Alaska. In support of this effort, the Center seeks a wide array of material, including private papers, organizational, business and institutional records, correspondence, photographs, printed material, scrapbooks, maps and architectural drawings, diaries, audio and video resources, electronic records, artwork and ephemera which describe the region from pre-European contact to the present. Particular emphasis is given to the collection of materials which document economic development, cultural and social history, environmental history, and other historically significant trends in the region.

Special Collections acquires publications, personal papers, monographs, manuscripts, artwork, artifacts, electronic resources, and photographs documenting the history of Western Washington University and its impact on higher education in the Pacific Northwest region. Other areas of collecting priority include: history and development of children's literature with a special emphasis on poetry written for and by children; Northwest history, art and literature; American and European fly fishing history, art and literature; Russian and Mongolian culture; the art and history of the book; educational history and pedagogy; specialized teaching collections in support of curriculum; and rare books that enhance these collecting priorities. Special Collections does not accept documentation produced as part of official university administrative and business functions.

University Archives is the official repository for the institutional archives of Western Washington University and collects university records in all formats and from all parts of the institution. The Archives seeks records that provide a continuity of evidence of official acts and decisions; that ensure Western's accountability to itself and to its stakeholders; that document the events and people that impact the university's history; and that document the scholarly, academic, and cultural life of the university community. Together, the Archives and Records Management functions are mandated by [Chapter 40.14 RCW](#) and by [university policy](#) to provide oversight over all university record-keeping; to ensure the preservation and accessibility of meaningful records for as long as they are needed; to guarantee the authenticity, reliability, integrity, and usability of records; and to establish effective record-keeping practices in compliance with legal requirements, institutional policy, business needs, and community expectations.

Collection Management Policy

Heritage Resources has developed a series of policies for the acquisition and management of its collections. These policies are designed to provide for proper documentation, identification, security, physical care and preservation, and maximum accessibility to collections.

Acquisition

Donation of material is essential to the ongoing mission of Heritage Resources. Archival and special collections are acquired by a variety of methods including gift, bequest, purchase, deposit, exchange, transfer, and loan.

The Director, the Archivists, the Special Collections Librarian, and the Special Collections Manager have the authority to seek and accept collections. Advisory groups may assist collection development and identification of collections for potential acquisition. All acquisitions, regardless of source, must be approved by the Director.

All collections must undergo a rigorous selection and review process. New acquisitions must be consistent with the mission statement and collecting philosophy of Heritage Resources; they must enhance objectives in research or public programs, and be of appropriate size and condition to receive proper care and management.

All collections must be acquired with proper authorization and be consistent with applicable laws and professional ethics. Ownership, legal title, and copyright must be established at the time a collection is accepted.

All acquisitions are accepted with the good faith intention to retain the collection in its entirety for an indefinite period of time or as prescribed by the law, with the understanding that non-archival, superfluous, or duplicate material may be removed in accordance with standard archival practices and legal authority.

Due to ethical and legal constraints, Heritage Resources staff are not permitted to offer monetary appraisals to donors or potential donors of material gifts. Staff are permitted to provide recommendations in the private sector for this purpose.

Restrictions

Heritage Resources does not restrict researcher access to or use of its donated collections unless a special exception has been granted, which may include the following:

- **Publication Restriction:** The researcher must receive written permission from the donor or individual authorized by the donor before quotation or reproduction of the papers for publication. Heritage Resources will notify the researcher of this stipulation and provide contact information for permission.
- **Access Restriction:** The researcher must receive written permission from the donor or individual authorized by the donor before the materials will be made available for viewing. Heritage Resources will notify the researcher of this stipulation and provide contact information for permission.
- **Sealed Access Restriction:** The researcher may not access a designated portion of a collection for a clearly specified duration.

Heritage Resources will honor the imposed restrictions to the extent permitted by law. A termination date is required for all restrictions to be valid.

All restrictions must be documented with appendices to the deed of gift and approved by the Director. The Dean of Libraries will jointly approve sealed or access restrictions extending beyond fifty years.

Documentation

Accessioning is the formal process for recording an addition to the collection. This procedure provides for the official acceptance of material into custody of Heritage Resources and establishes the basis of legal title and possession. All acquisitions of archival materials must be documented at the departmental level through the creation of an accession record. This record captures basic information regarding the creation,

content and condition of materials, as a means to support their long-term management, preservation and access. Minimum documentation should adhere to professional best practices and standards (see Appendix A: Archival Accession Guidelines).

A deed of gift is required to transfer legal title of donated material to Heritage Resources. Other instruments of transfer include wills, loan agreements, and transfer of custody agreements. Transfer of official university records is managed through disposition statements, records retention schedules, and legal documentation of transfer or exchange.

A preservation appraisal and inventory of the contents of each collection should be initiated within two weeks of acquisition. Boxes should be labeled with the title of the collection.

All new acquisitions should be acknowledged by a letter to the donor or transmittal form within 30 days of receipt.

Records pertaining to all collecting activity for archival records shall be filed according to collection title and maintained in an acquisition control file. The file will include any documentation relating to the collection including correspondence, deeds, legal documentation, biographical or historical information, research or exhibition activity, the catalog record, processing information, and/or transfer agreements. These files are to be maintained in perpetuity and are not available for public access, with the exception of documentation associated with university records and considered a public record.

Transfer, Deaccession and Disposal

The Heritage Resources deed of gift permits the transfer of donations between Heritage Resource units as appropriate to collecting mission and scope. Material that falls outside of the collection scope may be transferred elsewhere within the Western Libraries or to other institutions.

Deaccession and disposal of material are legitimate aspects of collection management and are intended to refine and improve the quality and appropriateness of the collection with respect to the Heritage Resources mission and public trust responsibilities.

In coordination with the Dean of Libraries and the Western Foundation, the Director or his/her designee has the authority to approve the transfer, deaccession or disposal of collection material. In some instances, in accordance with special requests, the advice or approval of the donor may be sought for final disposition.

Criteria for deaccession or disposal include:

- The item does not contribute to the collecting mission of Heritage Resources.
- The item is not unique, rare, or archival in nature.
- The authenticity, attribution, or legal title of the item is in question.
- The item is more appropriate to the mission of another institution.
- Heritage Resources lacks the ability to properly house, preserve or care for the item.
- The item has deteriorated beyond repair and use.
- The item duplicates other collection material.
- Exchange or sale of the item could refine and improve the collection.

Methods of disposal include return to donor, donation, transfer, exchange, sale, and destruction.

University records may not be transferred to another entity except as prescribed by law.

In consultation with the Dean of Libraries, proceeds from the sale or exchange of collection items meeting the above criteria should be returned to the Heritage Resources collection development budget for use as designated by the Director.

Access

Access is the opportunity for Western students and faculty, the general public, scholars, and others to utilize the diverse collections maintained by Heritage Resources. There are no fees associated with access to Heritage Resources collections.

Heritage Resources encourages the free use of its collections by all individuals wishing to contribute to the advancement of knowledge and scholarship. Heritage Resources strives to provide reasonable open and equal access to the resources in its holdings on a nondiscriminatory basis while balancing preservation and security concerns for the collections in its care.

Access to collection material can be physical or intellectual. Physical access refers to actual contact with collection material for the purposes of teaching, research or exhibition. Intellectual access is the transmission of information describing Heritage Resources collections or digital facsimiles of collection resources. Such information may take the form of data or images transmitted via electronic media and will be based on archival and library standards and best practices.

Heritage Resources staff have the authority to grant public access to collections. Staff are responsible for evaluating requests, providing access and monitoring access, and ensuring proper handling of archival material (see Appendix A: "Usage Guidelines").

All requests for physical access to collections must be documented through a research application form which specifies the following information:

- Patron name and contact information
- Nature and topic of research
- Title and specific section of collection(s) accessed
- Duplication requests and cost

All research transactions will be documented in an electronic database for statistical purposes.

Researchers publishing information based on Heritage Resource collections are required to provide proper citations and to adhere to permission to publish requirements (see Appendix B: "Permission to Publish or Display").

Resource limitations; collection condition and availability; preservation and security concerns; and/or privacy, intellectual property, or other legal restrictions may impact access to collections. Denial of access may be appealed to the Director.

Digital Collections

Heritage Resources is committed to providing its users with access to innovative digital resources for teaching, learning and research. In pursuit of this mission, Heritage Resources collects and provides stewardship for born digital materials in all supportable formats and creates digital resources from its

physical holdings. Acquisition, selection, and creation of digital resources is based on research interest; anticipated use in teaching, learning, and research; condition of originals; nature of materials; legal mandate; and/or available resources.

Heritage Resources seeks collaborations with faculty and staff, university departments, and allied institutions in the development of its digital collections. Proposed partnerships might include the sharing of staff expertise, technical resources, and hosting arrangements. All collaborative relationships require adherence to specific minimum-level standards for digital content and agreement that digital resources will be made available online through Western Libraries Digital Collections.

Preservation

Preservation is a critical and integral component of professional archival management. The primary goal of preservation is to maximize the life of collection items and to prevent a loss in value. Heritage Resources seeks to provide a safe and secure environment for all collections in its custody. To the extent possible with available resources, the units comprising Heritage Resources will each provide appropriate housing, climate control, processing, maintenance, and conservation for all of the collections in its care.

Risk Management and Security

Heritage Resources operates in compliance with the Risk Management and Disaster Preparedness Plans in place for the Goltz-Murray Archives Building and Western Libraries. Building security is provided by Western Washington University Police in coordination with the Northwest Regional Branch of the Washington State Archives.

Heritage Resources makes every effort to ensure the safety and security of its collections by observing the following practices:

- All collections must be secured in controlled areas dedicated for collection storage.
- Access to collection storage area is limited to staff and/or authorized building personnel. With prior arrangements, staff may lead tours of secure areas for teaching purposes.
- Researchers are monitored and collections examined after use.
- Movement of collection items is tracked and documented by staff.
- All collections are returned to the storage area at the end of each business day.

Physical Control

Heritage Resources units shall provide for inventory control over individual collections and a process for physically locating individual items or collections within that listing.

To maintain physical control, staff will accession or catalog each new acquisition into a designated collections management system and create a control file for each accession (see Appendix A: “Accession Guidelines”).

Any changes in collection status or location will be recorded in the database and noted in the control file.

Heritage Resources staff will conduct a complete inventory of unit holdings on a regular basis to ensure that all collections are accounted for and residing at their designated locations.

Significant, valuable, or sensitive collections are to be identified and examined periodically.

All discrepancies in the inventory are to be documented and reconciled promptly. Lost or misplaced material is to be noted in the collections management database and collection file.

Only Heritage Resources staff are allowed to remove items from archival collections. Staff must complete a removal notice when removing any archival item from its designated location (see Appendix B: "Removal Notice"). One copy of the form will be placed in the collection to mark where the item was removed, and the removal will also be tracked with either a copy of the form on file or a database entry noting the removal. The head of each department will monitor the return of items.

No item is allowed to leave the Libraries or Archives Building without the permission of the Director or his/her designee. All removals will be documented. Long-term removals will be insured to their full value through the Risk Management Administration of Western Washington University.

Loans

Heritage Resources will consider loan requests for educational purposes from institutions whose missions and activities are consistent with Western's mission.

Heritage Resources collections will be loaned solely for educational, not-for-profit purposes, except as stipulated in a formal agreement with Western and/or by written approval of the Director.

All requests to borrow Heritage Resources material must be made in writing at least one month prior to the anticipated date of shipment. All requests should include the project or exhibition title and description, dates, loan period, specific venue(s), and complete citations for the requested item(s).

The borrowing organization must submit an institutional background report and a standard facilities report (specifying environmental controls, safety, security, staffing, storage, and exhibition space capabilities) in order to demonstrate that it is a viable institution, capable of preserving, protecting, and exhibiting collections.

All incoming and outgoing loans are subject to written loan agreements signed by both the borrower and the lender prior to shipment or receipt of material (see Appendix A: "Conditions Governing Loans and Exhibitions").

The Director must approve all incoming or outgoing loans. The Director or his/her designee is responsible for documenting, monitoring, returning, and retrieving loans.

The loan agreement must establish the rights and responsibilities of each party, and include the following information:

- Purpose of loan
- List of loaned objects
- Duration of loan
- Reproduction rights
- Credit line
- Insurance coverage
- Initiation and termination dates
- Shipping and handling requirements
- Valuation
- Name and address of contact

All costs of the affiliation will be borne by the borrowing institution including: insurance; packing; shipping and crating; appraisals; photography; framing; copyright clearances; installation and de-installation; security; and transportation, unless waived by Director.

A condition report specifying the item, format, physical condition, and dimensions must be completed prior to shipment of any loaned item.

Collection items may not be cleaned, repaired, or altered in any way without the written permission of the Director.

As specified in Appendix A: “Conditions Governing Loans and Exhibitions,” borrowed items may not be reproduced without prior permission.

All loans are for a specified period of time with renewal options. All requests for renewal must be in writing.

Heritage Resources reserves the right to deny any loan request based on the nature of the request or borrowing institution; the object’s condition, rarity, or ability to withstand the rigors of exhibition; any restriction which may impede the loan; and/or the impact of the absence of the object to the collection.

Heritage Resources reserves the right to recall loaned items within 5 business days.

Exhibitions

On an occasional basis, Heritage Resources will prepare and present physical or virtual exhibitions singly or jointly with other campus units and/or outside institutions. These exhibitions will be of the highest quality and will be based on the holdings of Heritage Resources.

The Director must approve all proposals for exhibitions as well as all items selected for exhibition or display.

Only Heritage Resources staff or designated “guest curators” are allowed to plan and mount exhibitions.

Exhibitions must be installed under appropriate environmental conditions (see Appendix A: “Conditions Governing Loans and Exhibitions”).

Intellectual Property and Duplication Requests

Heritage Resources acquires basic rights, such as copyright to collections, through the deed of gift and other forms of legal documentation.

Intellectual property rights to Heritage Resources collections are governed primarily by the U.S. Copyright law, which defines intellectual property principles for primary source material.

Heritage Resources does not, in many cases, have intellectual property rights to the content in its holdings. The doctrine of “fair use” allows libraries, archives, and their patrons to reproduce copyrighted and unpublished materials for purposes such as criticism, news reporting, education, scholarship, and research.

The use of photocopying machines and other devices to reproduce collection objects or images will be permitted in accordance with factors designated by the “fair use” exception in the U.S. Copyright law.

A fee to defray the cost of duplication will be assessed for scholarly, not-for-profit requests (see Appendix A: “Duplication Guidelines”).

Material may be reproduced for the purpose of commercial publication or display. Based upon an established fee structure, fees will be charged for duplication requests for material used in profit-based publishing ventures, providing the proper conditions are met (see Appendix A: “Duplication Guidelines” and Appendix B: “Permission to Publish or Display”).

As part of the agreement allowing duplication of Heritage Resources material, staff may request additional copies in support of the digital or physical collections.

On a discretionary basis, staff may waive any fees.

Citation

All items reproduced from Heritage Resources holdings must be given proper citation as follows:

Collection Title
Department Name
Western Libraries Heritage Resources
Western Washington University

Amendment Provision

These provisions may be amended at any time. All changes or amendments to the Heritage Resources Collection Management Policy or its mission must be approved by the Director, upon consultation with the Dean of Libraries.

APPENDIX A: GUIDELINES

Archival Accession Guidelines

New acquisitions of archival materials must be documented at the departmental level through the creation of an accession record. This record captures basic information regarding the creation, content and condition of materials, as a means to support their long-term management, preservation and access.

Accession records may be maintained electronically or in paper form, and will include following information:

- Title (DACS* 2.3)
- Accession Date
- Accession Number (DACS 2.1)
- Volume/Extent (DACS 2.5)
- Dates of Materials (DACS 2.4)
- Donor Name(s) and Contact Information
- Creator/Provenance Information (DACS 2.6)
- Descriptive Summary (DACS 3.1)
- Notes re: Condition of Materials (DACS 4.2, 7.1)
- Conditions re: Access (DACS 4.4)
- Language and Scripts (DACS 4.5)
- Location(s)
- Rights Transferred Note
- Added Entries, as appropriate (e.g. Subjects (Names), Subjects (Topical), Subjects (Geographic), Genre and Format Terms, Other)
- Processing Priority (1, 2, 3)
- Resources linked to Accession (include cross-references to collection title(s) and/or unique identifier(s))

* *Describing Archives: A Content Standard*, Second Edition (DACS). Society of American Archivists, 2013.

Collection Usage Guidelines

Permission to Use

Permission to examine materials will be granted to qualified researchers once the researcher has signed the register and completed a research application form.

Regulations for the use of records

All personal items such as coats, briefcases, backpacks, and purses must be secured in the researcher's vehicle, building lockers, or closet.

No food, drink, or tobacco products are allowed in the research room.

To assure a proper environment for study, quiet is required in the research room.

Pencils, loose-leaf paper, and lap-tops are allowed in the research area. Other devices are subject to approval by Heritage Resources staff. Personal effects may be checked upon exiting.

Records may not be marked, cut, altered or mutilated in any way nor will they be folded, traced, or fastened with any sort of clip.

The quantity of records retrieved will be limited to that which can be used in a reasonable amount of time.

Researchers must maintain the existing order and arrangement of records. Folders are to be removed one at a time from boxes before any items are removed for viewing or copying.

Duplicate copies will be made by authorized personnel only, and researchers will be charged according to the posted fee schedule.

Records and reference library material must be left on table when research is complete.

Circulation

Heritage Resources collections do not circulate.

Hours and Location

The Center for Pacific Northwest Studies and University Archives & Records Management are located in the Goltz-Murray Archives Building at 808 25th Street on Western Washington University's campus. The Center's collections are open for research in accordance with publicly posted hours. The University Archives' collections are available for research by appointment only.

Special Collections is located on the 6th Floor of Wilson Library and is open for research in accordance with publicly posted hours, as well as by appointment.

Guidelines and Fees Governing Duplication Requests

Heritage Resources staff may produce duplicate copies of collection materials. Because of the need to protect materials from damage, Heritage Resources does not provide self-service copying. Based on the condition of the materials, staff will determine what material may or may not be copied as well as the copying process that is most suitable.

All duplication requests must be in compliance with Title 17 of the U.S. Copyright Code.

Where applicable by law, Heritage Resources retains all copyright to materials in its collections. Copies are made for scholarly/research purposes or personal use only. Requests for any other use materials must be in writing and approved by the Director of Heritage Resources or designated staff.

All reproductions of Heritage Resources items must be given proper citation as follows:

Collection Title
Department Name
Western Libraries Heritage Resources
Western Washington University

The costs of duplication services are based on publically posted rates and subject to yearly revision.

Researchers agree to pay all costs incurred in the duplication process.

Researchers must complete a duplication request form before an order may be processed.

Heritage Resources staff must approve all duplication requests. Requests may be denied if prohibited by copyright law, restrictions, or if duplication would result in damage to the original item.

All copies (in all forms) are provided for personal use. Further duplication is not permitted, nor may the copies be transferred to another institution.

Researchers assume all responsibility for any infringement of copyright or publication rights belonging to the author or creator, or their heirs.

Researchers assume all responsibility for communicating with holders of copyright concerning permissions to quote or publish information protected by copyright.

In making copies available, Heritage Resources does not thereby grant permission for the purpose of publication. All reproduction requests for publication or display must be submitted in writing and will require the completion of a separate permission to publish or display form.

There is no fee for non-profit requests beyond the cost of duplication. For-profit requests (all formats) will be assessed a fee for one-time use only. All reproduction requests for publication or display must be submitted in writing and will require the completion of a permission to publish or display form.

Conditions Governing Loans and Exhibitions

General

All requests for loans must be made in writing at least two months in advance. All requests should be addressed to the Director, Western Libraries Heritage Resources, Western Washington University, Bellingham, WA 98225-9103. The request should include exhibition title, dates, loan period, venue(s) and complete citation for objects requested.

Borrowing institutions must provide a facilities report for all exhibition locations. If the exhibition travels, the borrowing institution is responsible for all travel arrangements.

Borrowers are not permitted to reproduce or photograph loaned items without express permission. All photo requests should be submitted separately to the Director. Any rights to reproductions remain property of Heritage Resources.

Any extension of the loan period must be approved by the Director.

All costs and expenses incidental to the loan must be borne by the borrowing institution including conservation, packing, crating, transportation and insurance.

Heritage Resources reserves the right to cancel a loan or to recall an item at any time if, in its judgment, good cause for this action exists.

In the event of a conflict between the Heritage Resources loan agreement and the form of the borrower, the terms of the Libraries' loan agreement shall be controlling.

Care of Documents

Borrowers are not permitted to mat, un-mat, mount or frame the documents except with express permission.

Display cabinets with interior lights must have ultraviolet filters on the lights, and they must be vented to prevent condensation, improper temperature, and high humidity. Documents laid in cases should rest on acid-free backings.

Documents must not be exposed to direct or indirect natural sunlight. If there are windows in the display area, they should be shaded or draped.

Light intensity in the display area must not exceed 15 footcandles. Fluorescent lights should have active ultraviolet filters on them.

Display areas should be air-conditioned. Static air cleaner should be checked for ozone leakage.

Humidity must remain within a range of 45% to 55% relative humidity. The air temperature must not exceed 75 degrees.

Freshly painted walls in display area must be allowed to dry two weeks before installation.

No smoking is allowed in the display area.

Exhibition areas should have appropriate security and an adequate fire protection plan.

Return packing and transportation methods must be approved by Heritage Resources staff.

In case of damage or loss, Heritage Resources is to be immediately notified, followed by a full written report.

Insurance

Items are to be insured prior to shipment, during the period of this loan, and during the return shipment of this loan, for the value stated on the face of this agreement under an all-risk, wall-to-wall policy subject to the standard exclusions.

Upon request, Heritage Resources must be furnished with a certificate of insurance stating the full value of the loan prior to shipment of the loaned material.

Appraisals for insurance purposes will be conducted by Heritage Resources staff.

Credit

Citations and captions must include the following information:

Collection Title
Department Name
Western Libraries Heritage Resources
Western Washington University

Donation of Faculty Papers

Western Libraries Division of Heritage Resources seeks to gather and preserve materials that significantly document the creative and intellectual life of the university community. These resources provide valuable information that enhances Western's administrative and historical record. In particular, we are interested in select papers of faculty members who are distinguished in their chosen academic field, have demonstrated excellence in teaching, and/or have provided strong leadership or held administrative positions within the university.

Papers or archives of interest might include:

- Documentation that is relevant, appropriate, and adds significant value to the collecting mission of Heritage Resources;
- Biographical information including resumes, vitae, bibliographies of work, memoirs, and unpublished biographical recollections (diaries, journals);
- Unofficial correspondence and memoranda crossing departmental and university wide committees;
- Publications; rare books and manuscripts; samples of art work; rare musical scores; and other unique materials that enhance the collecting mission of Heritage Resources;
- Select audio-visual materials such as photographs, films, sound and/or video recordings.

In rare circumstances, artifacts, memorabilia and realia of manageable size and in good condition which document significant events in the career of the individual or university may also be accepted.

Preparing Records for Transfer to Heritage Resources

The person who created the records is the one most familiar with their historical and evidential value and with the filing system used to retrieve information from the records. This information is crucial to the arrangement and description process that will ensure that the records are available for future scholarship. Donors should adhere to the following guidelines when preparing records for transfer.

- Maintain any filing system that is already in place. Staff will assist in the boxing of all papers for transfer. The papers will be stored in the original order that they were filed. If there is no filing system in place the files should be labeled with identifying information such as project title, correspondence, financial records, subject files, committee records, etc.
- Remove duplicate materials.
- Remove any publications including books, periodicals, facsimiles of articles, etc. that are easily accessible at other locations.
- Remove any material not intended for public access.
- Ensure legal rights to all material intended for donation, including but not limited to oral history interviews and photographs. Include any relevant documentation with the transfer.
- Be prepared to sign a deed of gift formally transferring ownership of donated materials to Heritage Resources.

We strongly encourage donors to contact Heritage Resources to arrange a consultation. We can assist in a review of personal holdings to determine which materials might be appropriate for transfer to Heritage Resources, thereby ensuring that these important resources will be preserved and available for future use.

For more information or to arrange a consultation, please contact Heritage Resources staff at Heritage.Resources@wwu.edu.

Transferring General Collection Materials to Heritage Resources

These guidelines are adapted from Guidelines on the Selection of General Collection Materials for Transfer to Special Collections, 3rd ed. (Rev, 2008) developed by the Rare Books and Manuscripts Section of the Association of College and Research Libraries, a division of the American Library Association.

Materials located in a library's general collections may gain, over time, special cultural, historical, or monetary value. Librarians have a responsibility to identify and transfer these materials to our Special Collections (or other units as appropriate) to ensure that they remain accessible and that they receive an appropriate level of preservation and security. Western Libraries takes this responsibility seriously, and is committed to providing adequate protection and security for all its historic materials.

These guidelines provide an overview of the considerations regarding selection criteria and recommend procedures for an effective transfer policy. This policy will guide library staff in their responsibility to identify rare and valuable materials in general and open stack collections and to arrange for their transfer to the greater security of Special Collections.

I. Identification of Materials for Possible Assignment or Transfer to Special Collections

As appropriate, library units should inventory their general collections to identify materials appropriate for transfer to a Special Collections facility.

Rare material also should be identified for transfer during routine handling and review as part of the following library functions: acquisition; gifts and exchange; cataloging and retrospective conversion; preservation and conservation; duplication; circulation; inventorying and shelf reading; interlibrary loan; preparation of exhibitions; weeding; searching of dealer catalogs. Transfer candidates identified during these functions will be sent to Special Collections for review by knowledgeable staff.

Materials identified during these functions will be sent to the Special Collections Librarian for review.

II. Selection Criteria

Western Libraries uses the following criteria to identify general collections material appropriate for transfer to Heritage Resources:

1. Age

All materials printed before 1850, regardless of form or condition, must be provided with secure, climate-controlled storage and monitored reading room access. In addition, materials printed after 1850 will be considered for transfer if any of the following criteria are met:

2. Artifactual Characteristics

Books may possess intellectual value, artifactual value, or both. Items with artifactual value include:

- a. fine bindings;
- b. books with valuable prints or original photographs
- c. publishers' bindings up to 1920;

- d. extra-illustrated volumes;
- e. books with significant provenance (e.g., signed by the author);
- f. books with decorated endpapers;
- g. fine printing, including letterpress editions
- h. printing on vellum or highly unusual paper;
- i. volumes or portfolios containing unbound plates;
- j. books with valuable maps or plates;
- k. broadsides, posters and printed ephemera;
- l. books by local authors of particular note;
- m. material requiring security (e.g., books in unusual formats, erotica or materials that are difficult to replace)
- n. miniature books (10 centimeters or smaller)
- o. 20th century literary works with intact dust wrappers.

3. Condition

Age itself often will determine whether a book is "rare," while condition is usually more important in judging more recent material. All values of the book--scholarly, artifactual, bibliographical, and market--may be greatly affected by condition. Copies that are badly worn, much repaired or rebound, are not generally included in rare book collections, unless the age of the material preempts condition as a criterion. The durability of most documents produced since the mid-nineteenth century has declined drastically. It is now increasingly difficult to locate even representative examples of many nineteenth- and twentieth-century printing and binding processes in fine original condition. So many volumes have required rebinding, for example, that the richness of the original decorative art applied to bindings and printed endpapers is increasingly difficult to find and study. Dust jackets frequently contain important information (e.g., text, illustrative design, and price), and their presence greatly affects both the market and research value of 20th century books.

4. Bibliographical, Research or Market Value

The rarity or importance of individual books is not always self-evident. Some books, for example, were produced in circumstances which virtually guarantee their rarity (e.g. Confederate imprints). Factors affecting importance and rarity can include the following:

- a. desirability to collectors and the antiquarian book trade;
- b. intrinsic or extrinsic evidence of censorship or repression;
- c. seminal nature or importance to a particular field of study or genre of literature;
- d. restricted or limited publication;
- e. cost of acquisition.

III. Bibliographical Control

In the case of items transferred from another location, Heritage Resources staff will be responsible for changing location information in related catalog records.