

COLLECTION MANAGEMENT: Special Collections

Components of collection management include: **budgeting, collection development, collection evaluation, deselection, collection preservation**, and the development of guidelines and procedures related to these activities.

The University Librarian is responsible for managing the collection in collaboration with the librarians.

Kwantlen Polytechnic University Library adheres to the Association of College and Research Libraries' recognized guidelines for resource management outlined in Standards for Libraries in Higher Education.

In these guidelines, the term 'collection' refers to all materials held within Library-managed accommodation, and to the electronic resources to which the Library provides access.

Special Collections

The KPU Coast Capital Savings Library maintains a separate collection of rare, valuable, fragile, or unique items which require special handling or care to assure their long-term availability.

The primary purpose of this collection is to support teaching and research within the University and the community.

The following criteria may be used to determine inclusion in Special Collections, but all material must have significant research value as well:

- Early imprint date - material printed before 1940 may be considered
- Rarity or irreplaceability – important limited editions, first editions, or ephemera
- Aesthetic importance – fine printing, fine binding, or fine illustrations
- Items which by their nature may be subject to loss or damage – fragile books, folio or plate books, miniature books, very large books, or esoterica
- Price – replacement cost in excess of \$500
- Collective value - material of sufficient importance as a collection to be held together even though individual items may be neither rare nor valuable

The collections are for research use by faculty, staff, and students as well as visiting scholars. Users of the collections must adhere to general restrictions:

- Material must be used in the Special Collections room
- Material cannot be borrowed from the collections except by express permission of the Special Collections Librarian
- Material is not eligible for interlibrary loan
- Permission must be granted to photocopy items from the collections
- Eating and drinking are prohibited while using Special Collections material