Collections Policy for Special Collections

I. Introduction

This policy acts as a guide for University Library staff and serves as a framework for collections development in special collections. The Collections Policy for Special Collections will be revised as needed by the Collection Development Librarian and, if needed, with assistance from the Collections and Assessment Team (CAT) http://www.uregina.ca/library/libstaff/teams/cat.html. Refer to the University of Regina Library General Collections Policy http://uregina.libguides.com/general_collections_policy for information on the selection and withdrawal of materials in the Library’s collection. The Library supports the teaching and research requirements of the Department.

II. General Guidelines

The acquisition by purchase or donation of rare books and other materials is a fundamental part of the collections function of an academic library. At the University Library the mandate of Special Collections is, in part, to acquire rare materials, either through purchase or donation, to support the teaching and research needs of the academic program. Special Collections seeks to develop specialist library resources that complement both the collection development activities of the Library and the scholarly objectives of the University community. Special collections has a secondary function which is to preserve for future researchers rare materials in a secure and environmentally friendly location.

Special Collecting is a unique activity in that it should be endeavour to be opportunistic in the trade market-place. Materials that are rare, or have scholarly, aesthetic, or cultural value may be sought even though they may not have a clear fit to the collection as outlined in this Special Collections policy. In this sense, a Special Collections policy must be unstructured enough to permit unusual or one-of-a-kind collections acquisitions should such items be offered or made available to the Library by book-sellers or donors. In this respect special collecting differs from collections development in other areas of the Library. If an opportunity arises to acquire the rare works of a well-known writer for example the Special Collections Librarian may decide to purchase these materials even though they may be outside the parameters of the Special Collections policy. In addition, private collectors or antiquarian dealers may offer specialized items to the Library for purchase by as well. The Library may decide to take advantage of such opportunities to acquire unusual items in order to build a valuable Special Collection.

III. Special Collections Formats

The University’s Archives generally collects primary source materials. These include documents, university records, private papers, manuscripts, letters and diaries, photographs/pictures, realia and any other primary source items. Special Collections collects secondary sources; printed books, pamphlets, serials, maps in books formats, media in various formats such as compact discs, VHS, and DVD’s.
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In the following guidelines the term "book" is therefore intended to include other forms of print media such as pamphlets, serials, folded maps enclosed in slipcases or any other kind of print material that is considered most appropriately housed in the Special Collections. Materials for inclusion in Special Collections are determined by the Special Collections Librarian under the direction of the Associate University Librarian, Collections Services and Assessments. The Special Collections Librarian may also consult with other library units and staff as well as with donors, book conservators, and antiquarian book specialists as a normal part of their professional activities.

3.1 Library materials acquired in Special Collections include:

- Books printed before 1800 world-wide
- Books printed in the historic area now known as Canada before 1867
- Books printed in the three Prairie Provinces (Alberta, Saskatchewan, and Manitoba) at any date
- Books printed in Saskatchewan at any date
- Journals and newspapers of historic value
- Historic or rare maps enclosed in slipcases, solander cases or published in association with a book or pamphlet
- Books that have a significant monetary value. This refers particularly to rare books or out of print materials with a current market value in excess of $100
- Print materials designated for closed stack protection and/or security (e.g. art materials printed in unusual formats)
- Theses produced at the University of Regina
- Compact discs, DVD’s, VHS or other media

With respect to publishing in Canada, any item published prior to 1900 may be of interest particularly if the material is of research or aesthetic value, though the main focus is about the time of, and prior to, Confederation when printing in Canada was in its infancy.
Rare books may include incunabula, first editions, limited editions, autographed or inscribed books, newspapers and journals of historic interest, materials with printing, binding or other aesthetic value, and noteworthy examples of printing presses.

IV. Collection Development in Special Collections

In the past, collections development in Special Collections took place as a result of the acquisition of several significant collections that are described below. These sub-collections of Special Collections were acquired either through donation or purchase. Due to the relative youth of the University and its library collections Special Collections has had a general, broad focus with several minor areas of collection development largely as a result of donations. These areas of collection interest have included Canadiana in English, prairie and ethnic history, printing and printing history, and religious texts.

For the future, Special Collections will focus on collection development in three areas. These areas of collection development are intended to support scholarship and research in subject areas of long standing significance to the University of Regina and the Regina community.

4.1 Visual and fine arts in Saskatchewan
In Saskatchewan visual art and its artists have had and continue to have important educational and cultural connections to the University of Regina. The University Archives has collected the papers of local artists for a number of years. Special Collections now mirrors that collection by acquiring books, other printed materials and media formats by and about local artists and art movements that have significance to the University.

4.2 History and culture of southern Saskatchewan with particular focus on the history and culture of Regina and the communities surrounding Regina
The University Library is also ideally situated in the province for collecting materials of local historical significance for the southern half of the province. Books, other print resources, and media about the history of Regina and its surrounding communities deserve to be collected systematically and preserved by the University. These materials provide historical documentation for scholars in a variety of subject areas especially scholars interested in local history and culture.

4.3 University of Regina authors
University of Regina writers include the works of faculty members, librarians and staff in the University community that have been published in North America or abroad. Special Collections includes the published work of University faculty/librarians who are currently employed at the University, retired, or emeritus. It will not accept the published work of faculty after they have left the University of Regina for employment elsewhere. Materials collected include materials authored or edited by faculty/librarians, chapters or essays written by faculty in materials authored by other writers, or materials with introductions or
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afterwords authored by faculty or librarians. Also accepted are bound galleys or other unpublished writing that can be held in a binder. Special Collections houses the archival copy of all dissertations written between 1966, when graduate programs were established at the University of Saskatchewan (Regina Campus) and 2012. Dissertations are now archived in oURspace, the University’s online repository.

V. Selection Criteria

The primary responsibility for identifying and purchasing Special Collections resources lies with the Collection Development Librarian. Decisions to purchase materials that are very costly is determined by the Collection Development Librarian in consultation with CAT. The location of donated materials in Special Collections is determined by the Collection Development Librarian in consultation with the donor and/or CAT.

VI. Collections in Special Collections

6.1 William S. Lloyd Collection of Robinson Crusoe

The collection originally belonged to William Supplee Lloyd, a Philadelphian textile manufacturer and book collector, who authored the bibliography “Catalogue of various editions of Robinson Crusoe and other books by and referring to Daniel Defoe” (1915). The collection contains 215 editions of Robinson Crusoe in 233 physical volumes. Most are labeled with the Lloyd bookplate. The earliest dated edition is The Farther Adventures of Robinson Crusoe, Glasgow: James Duncan, 1735. Editions of interest include versions of Robinson Crusoe published for young children in nursery rhyme with comic illustrations as well as a 1900 edition written in Pitman shorthand. The collection was acquired by University of Regina President John Archer (1974-1976).

6.2 Wagner Collection

The Wagner Trust was established at the University of Regina to honour Professor Fred Wagner a faculty member in the Department of English. The collection’s focus is Victorian literature and includes the original library of Professor Wagner. There are two smaller sub-collections in the Wagner collection that include the works by the 19th century British writers J H. (Joseph Henry) Shorthouse and Robert W. Buchanan. The Wagner Trust allows the Library to continue collection development in the area of Victorian fiction.

6.3 Howard Collection

A collection of books donated to the Archer Library in 2010 by the late Dr. William Howard, professor in the English Dept at the University of Regina. Dr Howard was Acting University Librarian in 1998 and University Librarian from 2003-2006. The collection focuses on the Romantic Period of the late 18th century and the 19th century in British literature and includes many first editions.
6.4 Ethnic Collection

The Ethnic Collection has a variety of books that focuses on the ethnic diversity of the Canadian Prairies. It includes materials on the history and culture of the various ethnic groups that settled in the Western provinces during the late 19th and 20th centuries. Included are items concerning the Ukrainian, Mennonite, and Hutterite settlers in the West after their immigration to North America. Also included are books related to these communities and World War II. The collection was purchased by University Librarian Ernest Ingles (1984-1990).

6.5 Lewis Thomas Collection

The Thomas Collection was donated by the estate of the Canadian historian Lewis G. Thomas professor at the Universities of Regina and Alberta. The focus of the collection is Canadian history particularly the exploration and settlement of the Canadian West and politics of the Prairie Provinces. Most of the titles in the Thomas collection were published in the 20th century.

6.6 Eaton Collection

The Eaton Collection, acquired in the 1960's, is focused on printing, printers and the publishing trade. It consists of monographs, serials and a large number of printers' catalogues. The collection includes 500 catalogues from antiquarian dealers such as Sotheby's, Maggs and Quaritch. In addition the collection has several lengthy runs of annuals such as the Penrose Annual and British Printer.

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