

NORTHWEST LOUISIANA
ARCHIVES AND SPECIAL COLLECTIONS AT LSUS

Collection Development Policy Statement

Statement of Purpose: Northwest Louisiana Archives and Special Collections is a department with the Noel Memorial Library. The mission of Noel Memorial Library is to participate actively in the educational program of LSUS by collecting, organizing, making readily available a wide range of academic resources, and assisting in the use of materials by students, faculty, staff and community. The role of Archives and Special Collections in accomplishing this mission is to collect, preserve, and make available for research materials relating primarily to northwest Louisiana and the Ark-La-Tex region.

Programs Supported By the Collection:

- **Research** – Materials collected and made available will further the research of LSUS faculty, staff, and students, Louisianans, and visiting scholars in the history and culture of Louisiana and the Ark-La-Tex region. In order to support all levels of research, Northwest Louisiana Archives and Special Collections seeks to provide exhaustive resources on the history and culture of northwest Louisiana and the Ark-La-Tex region, and the achievements of Louisianans, as well as materials that build on current strengths.
- **Preservation and Security** – Crucial to the ongoing operation of the Archives and Special Collections program is the preservation of research materials. Collections are stored in acid-free, lignin-free containers in Noel Memorial Library, which strives to maintain a temperature and humidity controlled environment and fire detection and suppression systems. Northwest Louisiana Archives and Special Collections is a non-circulating collection maintained in closed stacks.
- **Exhibitions**-As part of the overall Special Collections program, Northwest Louisiana Archives and Special Collections mounts exhibits in the atrium area of the third floor of Noel Library on a rotating basis, featuring and interpreting materials from the collections. Archives and Special Collections and Noel Collection staff prepare and coordinate exhibitions . Archives and Special Collections will consider requests to loan unrestricted materials and facsimiles for exhibition to other research institutions when the policies and facilities of those institutions meet acceptable standards and proper credit is given to Northwest Louisiana Archives and Special Collections.
- **Outreach and Publications** – Northwest Louisiana Archives and Special Collections seeks to further the use and development of its collections through an outreach program that increases public awareness of the nature and relevance of the

collections. This program includes exhibits, presentations to classes in the Archives, writing competitions, publications such as brochures, catalogs, webpages, and books. Archives and Special Collections staff may, at the discretion of the Archivist, make presentations at the invitation of local groups. Awareness of the collections among the scholarly community will be fostered by entering information about the collections in the Noel Memorial Library on-line catalog and other internet platforms such as EAD, and publicizing acquisitions in the news media and professional, scholarly, and popular publications.

- **Acquisition** – Northwest Louisiana Archives and Special Collections acquires material through donation, deposit, and purchase. Purchases are financed by legislatively appropriated funds in the LSUS libraries acquisition budget and by cash donations. Administration and preservation of deposits are financed by the depositor in accordance with a formal deposit agreement with LSUS. Donations of materials and funds are essential to maintaining and developing the collections, and the Archives and Special Collections staff actively seeks the support of donors. Grant funding for special projects will be sought when such projects do not diminish the level of routine care and service of the collections, and when they can contribute substantially to the acquisition, arrangement and description, or servicing of the collections.

III. Clientele Served by the Collections: The policy of Northwest Louisiana Archives and Special Collections is to make materials available to researchers on equal terms, subject to the appropriate care and handling of the materials by the researcher.

- **Scholars** – University faculty and staff and non-LSUS faculty may use Archives and Special Collections with proper identification and registration.
- **Graduate and Undergraduate Students** – The preceding policy also applies to University and non-LSUS graduate and undergraduate students.
- **General Public** – Members of the general public are welcome to use Archives and Special Collections with proper identification and registration.
- **High School Students** – High school students may use Archives and Special Collections with proper identification and registration, subject to a demonstrated maturity and interest appropriate to the use of the materials.

IV. Priorities and Limitations of the Collections:

- **Present Collections Strength** – Northwest Louisiana Archives and Special Collections is strongest in the areas of Northwest Louisiana political economy (1835-present), plantation life and culture, social, business, and environmental history.
- **Present Collecting Level** – Northwest Louisiana Archives and Special Collections covers the history, literature, economy, politics, and culture of Northwest Louisiana and the Ark-la-Tex, particularly the parishes of Caddo, Bossier, Desoto, Webster, and

Red River, with emphasis on: the Red River watershed and riverboat commerce; transportation; timber, cotton, oil, and other indigenous industries; architecture; social, cultural, and educational organizations; families; local government; and regional artists, musicians, and writers. The Louisiana Collection features books about Louisiana or by Louisiana authors. Northwest Louisiana Archives and Special Collections also preserves the official records of the University and the papers of LSUS faculty, staff, students, alumni, and organizations.

LSUS recognizes that all libraries have books and documents that acquire significant cultural, historical, and/or financial value over time and that such books need to be protected. Criteria for selective identification of such material include age, intrinsic characteristics and qualities (e.g. special bindings, extra-illustrated volumes, significant provenance, decorated endpapers, fine printing, unusual paper, portfolios, valuable maps, plates, or printed ephemera, local authorship, unusual formats, or difficulty of replacement), condition (e.g. late nineteenth and early twentieth century volumes that cannot be repaired or rebound, including dust jackets), and bibliographic, research, or market value. As a custodial function, Archives and Special Collections brings together book and materials in need of conservation and protection because of their fragility, format, or intrinsic value. These materials are not actively sought by the Archives and Special Collections, but when they are received by the Library or identified within its existing collections, they may be transferred to Special Collections. These materials include:

- a. Early imprints. These are identified as works printed before:
 1. 1831 in England, continental Europe, and the United States east of the Mississippi River, in South America, in Central America, and in Canada;
 2. 1876 in the United States west of the Mississippi River;
 3. 1901 in Africa, Asia, and the Pacific.
- b. Materials with Unusual Bibliographic Characteristics. These may include:
 1. Editions limited to 500 copies or less;
 2. Significant first editions;
 3. Association or autograph copies, when significant;
 4. Extra-illustrated or grangerized books;
 5. Works distinguished by illustrations, typography, binding, fore-edge painting, or the like.
- c. Materials with Unusual Physical Characteristics. These include:
 1. Materials in unusual formats, e.g. broadsides, ephemera, playbills, portfolios, prints;
 2. Materials of unusual size e.g. large folios and miniatures;
 3. Other unusual characteristics, such as fragile or delicate bindings, boxes which should be preserved, or awkward shapes.
- d. Materials Especially Prone to Loss, Damage, or Mutilation. These include:
 1. Volumes of fine, loose, or tipped-in plates;
 2. Volumes with manuscript materials laid or tipped-in;
 3. Volumes with bound or laid-in material, such as maps, subject to mutilation;
 4. Erotica;

5. Other out-of-print, physically fragile materials when preservation is necessary and the item cannot be rebound, and items identified by faculty or other experts as requiring special protection.

Any materials in these categories will first be offered to the Noel Collection. Those not within the collecting scope of the Noel Collection will be preserved in Special Collections or de-accessioned at the discretion of the Archivist in accordance with Northwest Louisiana Archives and Special Collections de-accessioning policy, Section VII of this document.

- **Present Identified Weaknesses** – Northwest Louisiana Archives and Special Collections is weak in certain areas of 19th and 20th century history, particularly as relates to minorities and ethnic groups, which the Archives actively seeks to collect.
- **Desired Level of Collecting** – As a major research center on Northwest Louisiana and the Ark-La-Tex area, Northwest Louisiana Archives and Special Collections will exhaustively and actively collect all materials that pertain to the history and culture of this region, including materials written by and about Louisianans and published in Louisiana.
- **Geographic Areas Collected** – Northwest Louisiana, Southwest Arkansas, and Northeast Texas.
- **Chronological Periods Collected** – No limitations; primarily 1800-present.
- **Languages Collected** – Northwest Louisiana Archives and Special Collections collects materials primarily in the English language, but also accepts those languages indigenous to Louisiana, including French, Spanish, German, Italian, and their respective dialects.
- **Forms of Material Collected** – Northwest Louisiana Archives and Special Collections is an integrated collection that acquires material in all formats, including monographs, manuscripts, archives, maps, photographs, pamphlets, state and local government documents, audio-visual materials, microforms, prints, machine readable records, some newspapers, sheet music, oral history, and selected memorabilia.
- **Exclusions** – Northwest Louisiana Archives and Special Collections will not generally accept the following: materials that reflect the history of geographical areas other than those listed previously listed herein; partial manuscript and archival collection when major portions of the collection have already been deposited in another repository; and collections of purely genealogical material with the exception of Louisiana publications and material directly related to other collections held by the Archives.

V. **Cooperative Agreements Affecting the Collecting Policy:** Northwest Louisiana Archives and Special Collections recognizes that other institutions collect in the same or overlapping areas, and will seek to acquire similar unique resources for their own

collections. The Archives also recognizes that other institutions may have prior claim on such materials or be a more appropriate repository to house them. Opportunities to acquire such materials, as well as those not covered by this collecting policy, will be referred to an appropriate repository. In cases where the legitimate collecting interests of Northwest Louisiana Archives and Special Collections and another repository directly conflict, the Archives will use the criterion of the best interest of the scholarly community in pursuing a resolution.

- VI. State of Resource Sharing Policy:** Northwest Louisiana Archives and Special Collections will consider requests to scan materials for inclusion in another repository, subject to specific limitations imposed by the terms of acquisition, and subject to the routine photo duplication policy of Northwest Louisiana Archives and Special Collections.
- VII. Statement of De-accessioning Policy:** Duplicates and materials that do not reflect the collecting areas of Northwest Louisiana Archives and Special Collections may be de-accessioned, subject to the terms of acquisition, University regulations, and state and federal laws, and offered to other more appropriate institutions or the donor or donor's family.
- VIII. Procedures Affecting Collecting Policy and Its Expedition:**
- **Deed of Gift** – Northwest Louisiana Archives and Special Collections will not accept materials without a legal transfer of title, deed of gift or deposit, or other official acknowledgement.
 - **Deposits** – Materials deposited with Northwest Louisiana Archives and Special Collections will be accepted when the conditions for acceptance are favorable to LSUS-Noel Memorial Library.
 - **Closed Collections** – Northwest Louisiana Archives and Special Collections will not ordinarily accept collections of materials that are closed to public access in perpetuity.
 - **Exhibitions** – Northwest Louisiana Archives and Special Collections reserves the right to include unrestricted materials in exhibitions, in accordance with normally accepted archival principles and practices.
 - **Revision of Policies** – Northwest Louisiana Archives and Special Collections reserves the right to change the preceding policies without notification to donors or their heirs.
- IX. Procedures for Monitoring Development and Reviewing Collection Development Guidelines:** This collecting policy is designed to meet the goals of Northwest Louisiana Archives and Special Collections and Noel Memorial Library. In order to determine the effectiveness of the collecting policy, at the end of every calendar year,

the staff will review the acquisitions, user records, and de-accessions of the preceding year. The policy will be re-evaluated and changed as needed to meet the goals of Noel Memorial Library and LSU Shreveport.