

**Collection Management Policy Special and  
Digital Collections Department University  
of South Florida Tampa Library**

**I. Mission of the Special and Digital Collections Department:**

The Special and Digital Collections Department of the University of South Florida Tampa Library supports the research and teaching missions of the University of South Florida by acquiring, preserving, and providing access to select and targeted monographs, manuscripts, illustrations, maps, sheet music, photographs, archival materials, and printed ephemera, as well as audio/video, images, and text in select digital formats. Collections are intended for use by the university community as well as the general public according to the policies and procedures established by the Department.

**II. Historical Background:**

When the Department was established in 1962, the Director of Libraries instructed the Special Collections Librarian to develop both a research collection in Florida history and a general monographic collection to house rare and otherwise special items acquired by the Library throughout the course of its development. Today, the Special and Digital Collections Department focuses its efforts to acquire physical and digital materials around eight collection areas: Florida studies, children's and young adult literature, science fiction and fantasy, Holocaust & genocide studies, the arts, literature and book arts, LGBT studies, and University archives.

**III. Collection Management Objectives:**

- A. To provide secure, effective storage for rare, fragile, or otherwise extraordinary research materials acquired by the Library.
- B. To develop collections of excellence in select and targeted fields of study, capable of supporting research in those fields for undergraduate and graduate students as well as faculty and other researchers.
- C. To catalog, organize, and describe the collections acquired, and provide descriptive bibliographic records, metadata, indices, guides, bibliographies, or other aids to facilitate physical and/or digital access and use by patrons.
- D. To encourage and facilitate on-site use of physical collections while ensuring the security and preservation of all materials regardless of format. Special and Digital Collections seeks to balance as effectively as possible the need for

preservation with the need for scholarly access. Access to print materials may be restricted for preservation purposes.

- E. To monitor the condition of collections within the Department and to provide preservation and conservation services in accordance with available financial and human resources.
- F. To make physical and digital materials in its collecting areas available on the Internet as digital collections for the purposes of preservation and off-site access to users.
- G. To promote awareness of the Department's collections and to make these resources a community asset through exhibitions via traditional and electronic formats, lectures and symposia, websites, media contact, publications, and other activities.
- H. To collaborate with other institutions and entities in order to develop new avenues of scholarly inquiry and to promote awareness of Department collections.
- I. To encourage donation of materials and collections falling within the Department's eight collection development parameters and to foster the growth of operational and project-specific funds through donations and grants.
- J. To deaccession collections from the Department in accordance with established policies and procedures governing this practice.

#### **IV. Formats Generally Not Collected:**

The Department seeks to avoid the acquisition of formats more appropriately housed and accessed by readers elsewhere in the Library. For example, use copies of microfilm are currently housed in the basement, while audio and video recordings in all formats are located within the media collections on the sixth floor. Artifacts, realia, and other objects are not collected unless they directly relate to or support one of the Department's eight collections areas and are of intrinsic research value.

#### **V. Selection and Donations**

Acquisitions requests may come from members of the Library or University community or from patrons external to USF. The Special and Digital Collections Department endeavors to acquire requested items in accordance with the collection areas listed below, Library and University strategic goals, documented evidence of

immediate or potential use, collection condition, available funds to acquire requested items, and available resources to preserve and provide access to those items. The Director of Special and Digital Collections, in consultation with Department personnel and the Library Dean, approves acquisitions requests in advance.

The Special and Digital Collections Department welcomes donations in its eight collecting areas from private or institutional entities. Prospective donations are assessed by the Department according to collection area guidelines, Library and University strategic goals, evidence of immediate or potential research value, collection condition, and available resources to house, preserve and provide access to those items. A deed of gift transferring legal ownership rights for the materials to the University must accompany all collections. Donations may be considered charitable gifts, to the extent provided by law. Collection appraisals for charitable gift purposes are the responsibility of the donor.

## **VI. Assessment and Deaccession:**

Special and Digital Collections items may be deaccessioned in accordance with established written assessment procedures. Reasons for deaccession may include duplication, deteriorating physical condition, use, or subject coverage. Items or collections recommended for deaccession may be returned to the donor, transferred to another department or Library, donated, sold, or discarded. Final deaccession decisions are made in consultation with the Library Dean and appropriate directors.

## **VII. Collection Areas:**

The Department's collections fall into the following eight broad divisions, each of which may contain additional subject categories. They are as follows:

### **1. Florida Studies Center Collections**

The Florida Studies Center Collections contain monographs, maps, manuscripts, photographs, printed ephemera, oral histories, and artists' books relating to Florida's history and culture, especially the Tampa Bay region and its relationship with the Caribbean Basin. The collections focus on themes of immigration, race, ethnicity, and gender and place them in a global context. Particular strengths include African American history; Cuban wars of liberation; Latin America and the Caribbean, LGBT and women's history; local and family history; political papers, state historical collections; Tampa cigar industry and art; and Ybor City and West Tampa.

Chronological coverage: no limitations

## **2. Children's and Young Adult Literature Collections**

The USF Libraries Children's and Young Adult Literature Collections currently feature over 25,000 titles of American fiction for adolescent and young readers, dating from 1870 to the present. The collections comprises several distinct parts: the Hipple Collection of Young Adult Literature, toy and picture books, the works of G.A. Henty, boys' and girls' series books, and dime novels. One of the collections' strengths is their chronological sweep, featuring literature for and about adolescents written over the course of three centuries. Another strength is the collections' focus on narrative, serial fiction, including the Stratemeyer Syndicate's iconic Nancy Drew and Hardy Boys as well as often-forgotten series like Judy Bolton and Cherry Ames. USF's collection is distinguished by its emphasis on serial monographs, beginning with dime novels and progressing through the Stratemeyer syndicate and later series.

In addition to the Children's and Young Adult Literature Collections, the Dobkin Collection of 19th Century Americana features juvenilia from the golden age of American children's literature, including Oliver Optic, Horatio Alger, Louisa May Alcott, and Mark Twain. Extensive runs of children's story papers and periodicals, like Frank Leslie's Boys' and Girls' Weekly, Golden Days, Merry's Museum, and St. Nicholas supplement the book holdings. The department's G. A. Henty collection is one of the largest and most complete in the country, featuring first British printings as well as numerous American copies. The collection's strength is fiction, but representative examples of American chapbooks, toy books, and picture books are also included. The 250 toy and picture books published by the McLoughlin Brothers are a particular highlight.

Chronological coverage: 19<sup>th</sup> century through the present

## **3. Science Fiction and Fantasy Collections**

Recognizing that history and literature occur outside of the established canon, the University of South Florida's Science Fiction & Fantasy Collection illustrates the history of science fiction and fantasy as genres. The department's collection of over 9,000 dime novels includes a number of volumes that cumulatively trace the development of science fiction, while the large collection of 19th and 20th century pulp magazines devoted to science fiction and fantasy illustrate the genre's breadth.

Today, the Science Fiction & Fantasy Collection consists of over 200 linear feet of manuscript materials, a number of first editions and first printings of classic titles, European and Latin American authors, a growing collection of science fiction pulp

magazines and dime novels, and a digital archive of the SFRA Review. The collection supplements a circulating collection of science fiction in the Tampa Library.

In addition to providing access to canonical science fiction titles, authors, and series, Special Collections is also developing an unparalleled collection of Latin American science fiction, including several important born-digital serials. While their work is often overlooked by readers, critics, and special collections repositories alike, Latin American science fiction authors have nonetheless developed a unique, transnational niche in the global science fiction community, a niche that USF is seeking to document and preserve.

Chronological coverage: 19<sup>th</sup> century through the present.

#### **4. Holocaust & Genocide Studies Center Collections**

Established in 2008, the Holocaust and Genocide Studies Center in Special Collections complements collection development activities through the Tampa Library. Special Collections houses a growing number of rare books, manuscripts, art, photographic evidence, oral testimonies, and other documents related to Armenia, the Holocaust, and genocides in the African Great Lakes region. Major collecting areas include: 1) published and unpublished materials in all languages on Armenian history and culture from the mid-nineteenth through the mid-twentieth centuries. Special emphasis is given to Armenian-Turkish relations, genocide of Armenians and other ethnic groups during the late nineteenth and early twentieth centuries, resistance to oppression, and survivor memory, narrative, and trauma. 2) published and unpublished materials in all languages on the persecution of Jews and other groups by the Nazis and their collaborators. Special emphasis is given to survivor memory, narrative, and trauma as well as works about the Holocaust created between 1930 and 1950. 3) published and unpublished materials documenting genocide and crimes against humanity in the African Great Lakes region, with a primary geographic focus on Rwanda, Burundi, Uganda, Tanzania, Kenya, and the Democratic Republic of Congo. Special emphasis is given to oral testimonies and primary documents on mental health, prejudice, history, education, politics, justice and reconciliation efforts, refugees, human rights, and militia groups.

Chronological coverage: early 20<sup>th</sup> century through the present

#### **5. Arts Collections**

The Arts Collections encompass theater, visual arts, cartoon art, sheet music, and Roman-era Lebanese antiquities. The Dion Boucicault Theatre Collection is one of the largest Boucicault collections in the world, and the music research collections offer the opportunity to explore over 10,000 pieces of African American, Floridian,

and 19th and 20th century sheet music, early songsters and hymnals, and the collected works of Bela Bartok and USF pianist/composer Robert Helps.

Chronological coverage: 19<sup>th</sup> century to the present

## **6. Literature and Book Arts Collections**

The Literature and Book Arts Collections includes illuminated manuscripts and early printed books, ranging from individual leaves to full books, spanning the twelfth through the nineteenth centuries. The collections include some 20,000 items ranging from a 4,000-year-old Sumerian clay tablet to contemporary artists' books. Costume and botanical books, natural histories, travel accounts, miniature books, illuminated manuscript leaves, and significant early works on photography distinguish the collection.

Chronological coverage: no limitations

## **7. LGBT Collections**

The USF Libraries' Special Collections department is determined to expand its collection of historically significant lesbian, gay, bisexual, and transgender (LGBT) materials, both in monographic and archival formats. Our focus is on collecting materials that document LGBT history, culture, politics, community well-being and public health. The LGBT initiative will also provide valuable research material for scholars across disciplines—History, Law, Sociology, Political Science, American Studies etc. Materials include the Gay Surfer collection, Equality Florida's records, the National Center for Lesbian Rights and the Asian Male Nude collection.

Chronological coverage: no limitations

## **8. University Archives**

The University Archives collects, preserves, and provides access to materials in physical and digital formats that document the administrative and intellectual history of the University of South Florida. A large portion of the archives is comprised of the working papers of the University's presidents, Faculty Senate, and select organizational units. Equally prominent are materials that document student experiences at USF, such as official USF photographs, select recordings of WUSF public broadcasting programs on television and the radio, and publications for and by the student body, including *The Oracle* and theses and dissertations. The USF Archives is governed by University Policy 10-208.

Chronological coverage: 1956 to the present

**VIII. Policy Changes:** This document is subject to modification in response to resource considerations and/or changing Department, Library, or University strategic goals. The Director of Special Collections and the Dean of the USF Libraries approve changes.

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