

Harvey Library

Collection Development Policy

Scope of this Document

This policy documents the considerations, responsibilities, and procedures governing the development of the main monographic and serials collections of the Harvey Library at Hampton University, Hampton, Virginia. The development of the **George Foster Peabody Collection** and the U.S. **Government Depository** within the Harvey Library are governed by policies annexed to this policy as appendices. The development of the collections of other libraries on the campus is governed by separate policies that may or may not reference this one. This policy will be made accessible to any member of the Hampton University community as well as to any user of the Harvey Library.

Mission

The William R. and Norma B. Harvey Library supports the instructional program of Hampton University by providing access to collections, services, facilities, programs, and staff.

University Profile

Hampton University is a comprehensive institution of higher education, dedicated to the promotion of learning, building of character, and preparation of promising students for positions of leadership and service. Its curricular emphasis is scientific and professional, with a strong liberal arts undergirding. In carrying out its mission, the University requires that everything that it does be of the highest quality.

A historically black institution, Hampton University is committed to multiculturalism. The University serves students from diverse national, cultural, and economic backgrounds. From its beginning to the present, the institution has enrolled students from five continents: North America, South America, Africa, Asia, and Europe. Placing its students at the center of its planning, the University provides a holistic educational environment. Learning is facilitated by a range of educational offerings, a rigorous curriculum, excellent teaching, professional experiences, multiple leadership opportunities, and an emphasis on the development of character, which values integrity, respect, decency, dignity, and responsibility.

Research and public service are integral parts of Hampton's Mission. In order to enhance scholarship and discovery Faculty are engaged in writing, research and grantsmanship. Faculty, staff and students provide leadership and service to the Hampton University as well as the global community.

In achieving its mission, Hampton University offers exemplary programs and

opportunities, which enable students, faculty and staff to grow, develop and contribute to society in a productive, useful manner.

Comprised of several schools – Business, Engineering and Technology, Liberal Arts and Education Nursing, Pharmacy, Science, Scripps Howard School of Journalism and Communications and the Graduate College, Hampton University has a diverse group of academic offerings. Hampton University offers Bachelors, Masters, PhD, and professional doctoral programs.

Library Profile

Hampton University's libraries include the William R. and Norma B. Harvey Library (main), a branch facility within the College of Virginia Beach, and departmental libraries maintained by the Department of Architecture, and the Department of Music. The Libraries support the University in its mission of promoting learning and excellence in teaching. They provide access to a wide array of information resources, services and facilities. Hampton University students, faculty, researchers and scholars constitute the primary users of the University Libraries. The resources of the campus libraries are enhanced as a result of membership in several networks and consortia, serving academic libraries. The Hampton University Library is a member of the VTC (Virginia Tidewater Consortium), VICULA (Virginia Independent College and University Library Association), and VIVA (Virginia Virtual Library of Virginia, and LYRASIS. The sharing of resources by a network of libraries is accomplished through the use of interlibrary loans, reciprocal borrowing, online access to holdings, bibliographic databases and cooperative purchasing.

The William R. and Norma B. Harvey Library on the Hampton, VA campus, was dedicated and opened officially on January 26, 1992. This five-story facility houses the main library collection, including over 400,000 volumes, over 65,000 bound serials; and more than 640,000 microforms. The library regularly receives a few print serials but the vast majority of serials subscriptions are electronic in format.

Two special collections add depth to the general holdings: (1) the selective U. S. Government documents depository, and (2) the George Foster Peabody Collection of more than 33,000 cataloged items by and about African Americans.

Users gain access to the library's holdings through the Hampton University Online Web-based Catalog (HUWebCat). The library management system is the most recent version of the SirsiDynix Symphony client based system of software and equipment.

The Library provides access to the Internet and access to over 120 subscription databases via the web. To these and other resources the University Library's homepage serves as a gateway. Online access to citations, abstracts, full-text

articles, electronic journals, almost 100,000 eBooks, government documents, dissertations, virtual reference and other resources are provided. Students and faculty are able to access electronic resources from the website while on campus and from off campus via EZproxy. The library maintains licensed agreements for access to several aggregated databases, specialized databases, electronic journals and electronic books. Library instruction and web tutorials are offered to teach students and faculty how to use resources effectively. In addition to the above, open shelves afford users the privilege of direct access to most bound serials and books. Individual study carrels, study rooms, faculty carrels, a 24-hour study room, a vending area, a multi-purpose meeting room seating 100, electronic classroom, a conference room and wireless Internet connectivity for laptop users are all available within the Harvey Library building.

The Harvey Library is Hampton University's main but not only library. As noted above, there is a branch library in Virginia Beach and there are two departmental libraries: the Architecture Library and the Music Library. Although efforts are made to coordinate a collection development initiative throughout that system of four libraries, the satellites each have their own collection development plans and programs. The role of the Harvey Library, as the university's main library, is to ensure that all of the university's information resources are included in the unique database for library resources - HUWebCat.

Harvey Library maintains a collection of resources in print, microform, audiovisual, and electronic formats. The library's major components are:

- **General Collection**, a circulating collection mainly consisting of monographs
- **Juvenile Collection**, a circulating collection intended primarily to support the Education program (see Appendix A)
- **Periodicals/Serials Collection**, a non-circulating collection including bound serials, indexes, and microforms. The bulk of the subscription Periodicals are electronic in format (see Appendix B)
- **Audiovisual Collection**, a circulating collection of videotapes, DVDs, audiobooks, sound CDs, kits, and computer software (see Appendix C)
- **Reference Collection**, a non-circulating collection (see Appendix D)
- Selective U.S. Government Depository (Appendix E)
- **Peabody Collection**, a non-circulating research collection documenting African American History and culture, which also serves as a repository for the library's rare books in all subjects (see Appendix F)
- **Presidential Election Collection (2008)**, a circulating collection depicting the historical Presidential Election of 2008, its campaign platforms and impact on society (see Appendix G)

Purpose and Goal of Collection Development

The development of collections of books, serials, and other sources of information as detailed in this policy plays a fundamental role in the Library's mission. Its goal is to assemble arrays of information sources, in appropriate formats, that will support and enhance the educational and research opportunities offered at Hampton. Collection development aims to build collections that are current yet representative of the historical development of the literature in all the fields of interest to the university community. It involves assessment of needs, allocation of budgets, selection of items, acquisition of items, relegation of (physical) items to appropriate locations, and regular weeding (for de-accession or re-location).

Intellectual Freedom Statement

The selection and retention of library materials are governed by the same principles of academic freedom pertaining to teaching and research in general. However, all selections are subject to the final approval of the Library Director.

Responsibility

Primary responsibility for collection development of print resources is vested in the position of the Harvey Library's Collection Librarian, while primary responsibility for electronic resources is vested in the position of the Harvey Library's Virtual Resources Librarian. However, all librarians at the Harvey Library (together with some satellite librarians) are actively involved in the selection of items for acquisition. In their roles as Departmental Liaisons, these librarians are charged with assuring that the opinions of faculty and students are taken regularly into account in making selections. The Library actively solicits and accepts suggestions for new acquisitions from all users of the library. Suggestions received from the faculty, students, staff and others are considered in that order or priority.

Modes of Acquisition

Items are acquired by purchase and by gift. Gift materials must meet guidelines outlined in donation policy (see Appendix H).

Purchases are made on the basis of standing orders, approval plans (blanket orders), and firm orders.

In placing standing orders, preference among vendors is given to those with whom the library is already doing subscription or approval-plan business.

In placing firm orders, preference among vendors is given to those with whom the library is already doing approval-plan business. The library places as many orders as possible with as few different vendors as possible. The library's major vendor of monographs is ProQuest/Coutts. The library also uses the Newport News Barnes & Noble as a vendor for some monographs and media. Hampton University's Collegiate Bookstore is the vendor for publications of the university.

Funds available for acquisitions are allocated each year to the library budget. The allocation involves a consideration of both objective criteria and subjective criteria to ensure that resource adequately support the curriculum of departments.

Gifts are reviewed according to the same criteria used in the selection of items to be purchased. Library Liaisons review gifts for retention, and in that connection consults as appropriate with other librarians.

Cooperative Relationships

The Harvey Library Technical Services Department contributes to the OCLC database.

The library's memberships in VIVA (Virtual Library of Virginia), VICULA (Virginia Independent College and University Library Association), and LYRASIS allow the library to participate in consortium purchasing of certain (especially electronic) resources at reduced prices.

As a member of the VTC (Virginia Tidewater Consortium for Higher Education), the library makes its resources available to members of the university and college communities throughout the Tidewater Area. Through its membership in VIVA, it is active in both interlibrary lending and borrowing. The availability of titles through Interlibrary Loan is considered to expand opportunities for learning at Hampton University but not a sufficient reason to forego the acquisition of an item deemed necessary to meet the university's fundamental needs for information resources.

Selection Criteria

The following criteria are considered in making selections for acquisition. They apply to materials of all types (monographs, serials, media) and formats.

- Recommendations from Hampton University faculty, staff, students;
- The reading level;
- The relevance of a proposed item to the university's mission;
- The degree to which a proposed item supports or complements the curriculum;
- The reputation of the author and /or publisher of a proposed item;

- The accuracy or seriousness with which a proposed item treats its subject(s);
- The importance of a proposed item to a given discipline; and
- The inclusion of a proposed item's title in select bibliographies

Because Hampton University offers both undergraduate and graduate programs, and expects its faculty to be active participants in research, the library must contain a mix of items on any given subject suitable to the reading needs of lower-division undergraduates, upper-division undergraduates, graduate students, and faculty members who are either engaged in research or endeavoring to keep up with research in their fields.

Because it is highly desirable to develop a diverse collection, the relationship of a proposed item to items currently in the collection, is carefully considered. Achieving diversity on collection development depends mainly on assuring that the items in the collection on any given subject represent:

- Diverse authors;
- Diverse viewpoints;
- Diverse types of publishers (small or large, university or trade); Diverse places of publication;
- Diverse types of publication (or formats); and Diverse dates of publication;

Indexes of the diversity of authors include the author's nationality, ethnicity, race, age, gender, sexuality, status as a handicapped individual, professed religion, and evident political position.

In selecting scholarly materials, particularly in the sciences, attention should be paid to including the full range of scholarly opinion on a question, as well as methodological approaches to the study of any given subject matter.

In selecting materials in the humanities and social sciences, it is especially important to assure that the voices of those groups of persons targeted by a given field of study are included in the collection alongside the voices of non members of those groups.

Additional Selection Guidelines

The library primarily collects material aimed at adults, and adds material aimed at younger readers only selectively to its Peabody or Juvenile Collections. Its acquisitions should inform, assist, and/or intellectually challenge the library's clientele. Materials should expand the range of research and teaching options open to Hampton University faculty, and foster critical thinking throughout the university community.

Current material is preferred over out-of-print material. Non-current material is collected

only when a compelling need for it exists (e.g., the establishment of a new program) or to enrich a distinctive collection.

The library primarily collects material in English. Material in other languages is acquired on a highly selective basis, mainly to support programs of the department of Modern Foreign Languages or the University Museum. A limited amount of material in foreign languages is acquired for the Peabody Collection. Dictionaries in a wide variety of languages are collected for the Reference Collection.

A special effort is made to acquire Hampton University imprints and the publications of its faculty.

Highly specialized research materials are collected on a very selective basis to support PhD programs or to enrich the Peabody Collection. Emphasis is given to research materials, documenting African American history and culture.

Unpublished materials are generally not acquired by purchase, but they are retained when received as gifts.

Fiction is acquired selectively on the basis of literary merit as evidenced by prizes, reviews, and recommendations made by qualified critics or other experts. Popular fiction is acquired on a highly selective basis, with emphasis given to titles marketed by their publishers to African American and/or young adult readerships. Fiction received as gifts is accessioned more liberally than fiction acquired by purchase.

Textbooks are generally not acquired by purchase. They are often retained when received as gifts.

In general, only one copy of each title is acquired by purchase. The maximum number of copies normally acquired by purchase is two. However, additional copies may be added from gifts. User demand is the decisive criterion in deciding whether to acquire multiple copies.

Included Formats

Monographs

The library prefers monographs in hardcover and printed on permanent paper. Paperbacks are acquired when hardbacks are not available, or when there is a high cost differential between simultaneously available hardback and paperback editions. The library considers electronic and printed books to be equally desirable. Printed copies are generally not acquired if the library has previously acquired an electronic edition of the same work.

Reference works

When reference works are simultaneously available in both print and electronic versions at reasonably similar prices, preference in acquisition is given to the electronic version.

Serials

When serials (journals, magazines, newspapers, newsletters) are simultaneously available in both print and electronic versions at reasonably similar prices, preference in acquisition is given to the electronic version. The library's goal is to approach almost 100% electronic serials. In developing the serials collection, primary attention is given to acquiring scholarly journals, with a few technical journals and trade magazines. Serials are only selected in English language. Serials intended for a juvenile readership are excluded.

Audiovisual media

Motion pictures are purchased in DVD format

Government Documents

United States Government Documents normally come into the library through the Depository Program. Individual titles may be purchased from time to time to supplement the depository offerings. Virginia State documents and United Nations documents may also be purchased from time to time, or acquired by gift, on a highly selective basis.

Excluded formats

- Kits are generally not collected
- Maps are not collected except as the content of atlases or as part of gift collections
- Musical scores are not collected except as the content of anthologies. Anthologies of score are collected on a highly selective basis.
- Still pictures, slides, and three-dimensional realia are not collected in the Harvey

Library.

- Offers of archival material relating to the history of Hampton University are referred for disposition in the University Archives.
- Corporate annual reports are not collected.

Multiple copies and translations

As a general rule, only one copy of any one edition of a given title is acquired by purchase. Additional copies are regularly added from gifts received - if demand seems to warrant doing so (as evidenced by circulation records). Additional titles are purchased only under exceptional circumstances, such as when a certain title is needed for a class reserve. Neither more convenience nor prestige is by itself a sufficient reason for purchasing additional copies. The regulation of a particular title to a non-circulating collection does not necessarily entail the duplication of that title in a circulating location. Such duplication is expected to be limited to justifiably exceptional circumstances. Translations are acquired only when made into English from other languages.

Relegation of materials

Monographs are generally relegated to the circulating collection. Exceptions are made for monographs specifically ordered for the Peabody Collection. Items considered being at special risk of theft or mutilation and items of unusually high cost or replacement value are also relegated to the Peabody Collection.

Items intended for juvenile readership are relegated to the Juvenile Collection.

Monographs deemed to be useful in reference work are relegated to the Reference Department.

Non-book media are relegated to the Audiovisual Collection.

Monograph relegation decisions are made by Library Liaisons, with the advice of the Preservation Manager, and the Peabody Librarian.

Collection Maintenance

As new items are acquired for the collection, items in the collection are constantly subjected to evaluation according to the criteria of condition, currency, and relevance.

In evaluating condition, questions such as the following should be considered: has the content of a given item been superseded by that of a new acquisition? Does superseded content have any value to historical research likely to be undertaken at Hampton University?

In evaluating currency, questions such as the following should be considered: Has the content of a given item been superseded by that of a new acquisition? Does superseded content have any value to historical research likely to be undertaken at Hampton University?

In evaluating relevance, questions such as the following should be considered: Does the content of the item relate to teaching or research being carried out at Hampton University? Does the content of the item bear on research questions likely to be undertaken at Hampton University?

Items deemed to be of no continuing value to the collection due to poor condition and/or lack of currency and/or irrelevances are weeded in accordance with standard weeding procedures. From time to time, special weeding projects may be undertaken on the advice of Library Liaisons with the approval of the Library Director.

Assessment of conditions and recommendations for repair, binding or conservation work are handled by the library's Preservation Manager. Replacement is regarded as a valid alternative to repair except in cases where a particular copy has strong associational or evidential evidence.

Weeding involves the coordination of efforts between the librarian responsible for any given weeding project and the Technical Services Department. The Technical Services Department will be responsible for removing records of the item from the local and OCLC databases.

Weeding

Weeding is the process of identifying items to be withdrawn from a library collection. Weeding is an essential component of good library collection management because it is one of the tools for assuring that at any given time a library will contain the best and most relevant information. It is carried out with the library's mission and collection development policy in mind.

The following criteria are used to identify items to be withdrawn from the collection of the Harvey Library and its satellites:

- Physical condition
- Currency of information
- Relevance of information to current and future information needs of Hampton University
- Demand for the information

Physical condition: Items on the open shelves need to be sturdy enough to withstand repeated reading, circulation, and routine handling. Books in damaged condition can be considered for withdrawal, repair/binding, or replacement.

Currency of information: The Library wants to provide current information. Items containing superseded information should generally be withdrawn. This is particularly true for items containing medical and scientific information.

Relevance of information: Generally speaking, the Library wants to provide information relevant to the needs of Hampton University's faculty, staff, and students. However, the needs of both current and future faculty, staff, and students must be considered.

Demand for information: Because past circulation is the best indicator of future circulation, items that have circulated little or none in the past five years are good candidates for withdrawal decision.

Items: In weeding, bear in mind that one is dealing in items. In the case of a multivolume work, a decision should be made at one time on whether to retain or withdraw all the component items.,

Last copies: withdrawing a last copy may mean withdrawing a title from the collection. This action should therefore be taken with special care. Consider whether the last copy should be replaced with a copy from a later edition. In some cases, other editions already in the collection may adequately serve the purpose of the copy being considered for withdrawal. Last copies should not be withdrawn on the basis of condition alone.

Maintaining historical representation of scholarship: Care should be taken to retain classic works of scholarship and opinion in the collection. The collection should reflect the historical development of knowledge in all disciplines, as well as what and how disciplines have been taught at the university. Where possible, for each major subject at least one good work from each decade should be retained in the collection. Keep in mind that older works of secondary scholarship become primary material for historiographic work. Primary works of discovery and exposition, as they age, become primary sources for the history of science and technology.

Transfer during weeding: The weeding process may identify items whose condition or content makes it undesirable for retention in the open stacks. Items published before 1900, items known to be rare for any reason, fragile but still useful items that cannot be replaced, and items relevant to the study of African American history and culture, should be considered for transfer to the Peabody collection. Final disposition of such items should be made in accordance with the Peabody collection's collection development policy.

The decision sequence for weeding is as follows:

Does the item contain relevant information?

If yes, retain.

If no, consider for withdrawal or transfer.

Does the item contain current information?

If yes, retain.

If no, consider whether the item is of historical interest.

Does the item contain information of historical information?

If yes, retain or consider for transfer.

If no, consider for withdrawal.

Is there sufficient demand for the information to justify the number of copies held?

If yes, retain all copies.

If no, consider for withdrawal.

Is the current binding of the item of historical value?

If yes, consider for boxing, other preservation work, and/or transfer.

If no, consider for repair or rebinding.

Can the item be replaced or rebound? (Is it brittle? Are margins adequate? Are its content sufficiently complete?)

If yes, route for repair or rebounding.

If no, consider for replacement.

Can the item be replaced?

If yes, submit order for replacement.

If no, consider whether other items in the collection are reasonable substitutes for it.

Can other items in the collection be considered reasonable substitutes for it?

If yes, consider withdrawal.

If no, route for preservation.

Collection Evaluation

Systematic evaluation of the collection is undertaken by Library Liaisons and with the approval of the Library Director.

Policy Evaluation and Revision

This policy is reviewed annually by all Harvey Library librarians. Revisions may also be made ad hoc, as situations change within the library, within the university, and/or within the publishing industry.

APPENDIX A

Juvenile Collection

Description: The Juvenile Collection is a circulating collection intended primarily to support the study of Education. It contains material suitable for young readers at all stages of the development of reading skills, ranging from picture books to young adult books. It is intended to be largely a collection of fiction but does include non-fiction material for purposes of balance.

Selection Criteria: Items are selected for this collection in accordance with the selection criteria listed in the main body of this Policy. Preference is given to titles appearing on awards or recommended lists established by reputable entities in the world of libraries, publishing and education.

Responsibility: The selector serving as the library's Liaison to the Department of Education is responsible for making selections for the Juvenile Collection, and for managing any approval plans specifically covering juvenile material.

APPENDIX B

Periodicals/Serials Collection

Description: The Serials Collection is a non-circulating collection consisting primarily of current electronic journals, a few print serials assigned to the Peabody Collection and the Architecture Library, and older bound print periodicals.

Selection Criteria: Subscriptions are maintained in subject areas corresponding to all of the university's departments of instruction.

Subscriptions maintained are primarily scholarly or academic in nature. A few titles are magazines, newspapers or trade publications. Coordination with electronic resources in overall collection development is necessary. In a few cases complete publishers collections or other consortium type electronic resources are subscribed to on an annual basis, for example: Association of Computing Machinery journals, American Chemical Society Journals, BioOne, Cambridge University Press Journals, IEEE Journals, JSTOR, Newspaper Direct Press Display, Oxford University Press Journals, Project Muse from John Hopkins University Press, APA PsycArticles, and Sage Journals.

Goal: the goal is a collection that provides balanced, up-to-date coverage of a diverse range of literatures published in periodicals.

Format: when paper and electronic subscriptions are both available for a particular title, preference is given to the electronic when it is IP accessible. However, when the title falls within the scope of the Peabody Collection or Architecture Library, preference may be given to the paper version depending on the choice of the Librarians in charge of those collections. Duplicate paper and electronic subscriptions are maintained on a highly selective basis only.

Acquisition: Subscriptions are placed on the basis of an annually appropriated budget, allocated in a way that takes into account the estimated size of the campus readership in each discipline, the relative importance of periodicals to learning and scholarship in each discipline, and the average cost of subscriptions in each discipline. Subscriptions (including membership subscriptions) are placed through a subscription agent (Ebsco) utilizing EbscoNet.

Responsibility: responsibility for this acquisition is given to the Virtual Resources Librarian.

Binding/Storage: Strategy for retaining hardcopy serials is balanced by the space available for shelving them, funds available for binding them, and their long term research value to the university community. Generally scholarly journals are bound and retained indefinitely.

African American Periodicals: periodicals of special value to African American studies

are all retained indefinitely in paper or in accordance with the management policy prevailing in the Peabody Collection.

APPENDIX C

Audiovisual Collection

Description: The Audiovisual Collection is a circulating collection of videos, DVDs, audio books, sound CDs, and CD-ROMS. This collection of both fictional and documentary material is developed primarily with the educational needs of the Hampton University student body in mind. It is intended to provide access to items which will enrich the learning experience but is also intended to serve recreational needs.

Selection Criteria: Items are selected for this collection in accordance with the selection criteria listed in the main body of this policy, and in some cases selected from award winning films.

Responsibility: All Librarians share in the development of this collection

Format: As of 2015 the primary format being purchased is DVD

APPENDIX D

Reference Collection

Description: The Reference Collection is a non-circulating collection of encyclopedia, dictionaries, handbooks and other reference works.

Selection Criteria: items are selected for this collection in accordance with the selection criteria in the main body of this policy.

Responsibility: selection is made primarily by the Reference Librarians, however recommendations may be made by any staff Librarian.

Format: when both hardcopy and electronic versions of a particular reference work are available, and the prices are relatively similar, preference is given to the electronic version.

Weeding: weeding is performed by the professional staff of the Reference Department

APPENDIX E

U.S. Government Depository

Description: The Harvey Library is a selective U.S. Government Depository and may circulate for a limited time. Content of this collection is governed by the terms of the library's agreement with the Government Printing Office.

Responsibility: Selection of materials is the responsibility of the Government Documents Librarian.

Format: As of 2015 new items for this collection are about 20% in print and 80% electronic. Electronic records from MARCarchive are added to the library Online Catalog.

Weeding: weeding is according to Government Depository regulation

Appendix F

George Foster Peabody Collection

Background of Collection

The George Foster Peabody collection is one of the oldest African American library collections in the country. In 1905, George Foster Peabody obtained 1,400 books and pamphlets on the Negro and slavery from bibliophile Tucker A. Malone and lent them to the Huntington Memorial Library. In 1908 this loan was converted into a gift. Six years later the library of Dr. Phil Broome Brooks, a Black physician in Washington D.C. was purchased. In subsequent years, other collections, such as that of Wendell P. Dabney, a Black publisher and editor and former head paymaster of the treasury of Cincinnati, were added. Many people have enriched the Peabody Collection through contributions throughout the years.

George Foster Peabody was born July 27, 1852 in Columbus, Georgia. Mr. Peabody found success early in life as a banker and an organizer of railroads and utility companies. In 1906 George Peabody retired from the business world in order to dedicate himself to public service. An ardent support of Negro education in the South, Mr. Peabody used his influence to garner financial and political support for the American Church Institute for Negroes, Penn Normal Industrial and Agricultural School in South Carolina, Hampton Institute, and Tuskegee Institute. Additionally, Mr. Peabody was a trustee of Hampton Institute from 1884 until 1930. Together with Robert C. Ogden, former President of the Board of Trustees, George Peabody helped to found both the Southern Conference for Education and the Southern Education Board. Described as a passionate believer in the equality of opportunity for all, George Peabody remained active in civil causes until his death in Warm Spring, Georgia, March 4, 1938.

Mission

The primary aim of the George Foster Peabody Collection is to provide as nearly inclusive as possible a collection of African Americana to serve as a center for the preservation of African American history and culture. The Collection also supports the needs of educational and research programs at the college, particularly in the area African American Studies. The Peabody Collection serves as the University's repository for rare and especially fragile books in all subjects.

Scope of the Collection

The Peabody Collection is a multidisciplinary collection of resources for the study of African American history and culture, which includes monographs, rare books, selected newspapers on microfilm, journals, phonographs, and microforms. It is a collection of more than 30,000 items by and about African Americans. This includes more than 21,500 monographs, 1,800 slave pamphlets, and one manuscript. The collection is strong on the history of the American Indians at Hampton Institute, African American life

in the South and Reconstruction. Also maintains monographs related to African history.

Collection Highlights

- **Hampton University Newspaper Clipping File**

The HU Clippings file contains 55,000 clippings from nearly 100 Black newspapers. These Clippings provide a unique journalistic record of Black, political, economic and cultural life in the early twentieth century, particularly the rural south. The Clippings file was created from 500 scrapbooks spanning from 1880 to the 1940s.

- **Anti-Slavery Pamphlets**

An unsurpassed collection of slave literature from 1705 to the late 1880s, the collection includes campaign literature, abolitionist literature, slave narratives, children's literature, congressional speeches, sermons, letters, organizational proceedings, tracts, and previously published materials from journals and magazines. Authors of note include Wendell Phillips, W. E. B. Du Bois, Frederick Douglass, William Lloyd Garrison, John Jay, and Andrew Johnson.

- **Southern Workman**

Samuel Chapman Armstrong founded the *Southern Workman* in 1872. It contains reports from the African American and Native American populations, with pictures of reservation and plantation life as well as information concerning the life and history of Hampton University, the City of Hampton, and African American life in the South. Additionally, the *Southern Workman* provided a forum for the discussion of the "race" problem.

- **Rare Book Collection**

The Rare Book Collection is composed of books of any subject. The collection dates back to the 16th Century. At the center are books from the library of Dr. Phil Broome Brooks, a Black physician in Washington, D.C. and the Malone Collection presented to the Hampton Institute by George Foster Peabody.

- **Hamptonian Collection**

The Hamptonian Collection houses selected University's catalogues, yearbooks, newspapers and other ephemeral materials.

General Parameters for Collection Development

The following guidelines will be used in the acquisition of materials for the Peabody Collection:

- **Perspective:** Materials written by African American authors of books with an Afrocentric or Africa-centered perspective.
- **Geography:** Materials from all regions of the United States will be collected selectively. Material documenting the Southern African American experience, particularly Virginia and the Peninsula will be collected on a comprehensive level.
- **Chronology:** Material will be collected retrospectively and currently.
- **Language:** English language materials will be collected almost exclusively, and materials from other languages will be collected on a selective level.

Collection Levels and Areas

The following subject areas will be collected on a **Comprehensive Level:**

- Slavery and Reconstruction
- African American education and educational institutions
- Literary work of African American Authors
- Autographical materials and memoirs
- Hampton University imprints

The following subject areas will be collected on a **Research Level:**

- Liberia-related materials
- Mid-19th century Caribbean literature
- Statistical and demographic data
- African American religious history
- African American cookery
- African American art
- African American music

The following subject areas will be collected on an **Instructional Level:**

- Contemporary African American life and culture in the South, particularly Virginia
- African American Medical History
- Popular culture

Responsibility

The Peabody Librarian is primarily responsible for collection development.

Modes of Collection Development

Items are acquired by purchase and by gift.

Selecting Guidelines

In addition to the selection criteria is the main body of the collection development policy, the following criteria are used to select materials for the Peabody Collection:

- Subject matter
- Value as primary evidence for research
- Nature of imprint
- Rarity or scarcity of material
- Relative uniqueness (extra illustrated, signed or autographed copy)

Included Formats

All formats will be considered for inclusion except as noted below.

Excluded Formats

- Electronic books and kits will not be acquired in the Peabody Collection.
- Multiple Copies: Duplicates are added to collection, under the following conditions:
 - In the case of exceptional rarity or uniqueness
 - At the direction of the Library Director or Peabody Librarian
 - At the special request of a donor

Weeding

In general, acquisitions to the Peabody Collection are permanent. However, the following conditions could result in the deposition or transfer of an item:

- Occasionally replacement copies will be obtained by purchase or gift to replace items in poor condition.
- Items, which have multiple copies for which a clear purpose for retention is not evident.

Relegation

The following conditions will determine library items relegated to the Peabody Collection:

- Library items specifically purchased for the Peabody Collection under this collection development policy.
- Occasionally items from the general stacks will be transferred to the Peabody Collection. These items will include but is not limited to the following:
 - Items with an 1875 imprint for the Rare Book Collection
 - Scarcity of the item as an African American resource
- Items purchased for other parts of the collection may be relocated to Peabody.
- Items considered being at special risk of theft or mutilation.

The Peabody Librarian, Library Director, Liaison Librarians, and the Preservation Manager will work collegially to relegate material to the Peabody Collection.

Collection Evaluation

The Peabody Librarian undertakes systematic evaluation periodically on the advice of, the Library Director and Liaison Librarians. Evaluation will take into account conclusions reached by the Preservation Manager, who is charged with providing condition assessments when appropriate.

Definitions

Collection Levels

The Peabody Collection will use the following definitions of levels of collecting for the purposes of development and collection evaluation. These definitions are taken from the American Library Association's Guide for Collection Policy Statements (1989)

Comprehensive: A collection in which a library endeavors, so far as it is reasonably possible to include all significant works or record knowledge (publications, manuscripts, other forms) applicable languages for a necessarily defined and limited. This level of collection intensity is one that maintains a "special collection"; the aim if not the achievement is exhaustiveness. Older material is retained for historical research with active preservation efforts.

Research Level: A collection that includes the major sources materials required for dissertation and independent research and independent research, including materials containing research reporting, new findings, experimental results, and other information useful to researchers.

Study or instructional support—advanced: The advanced sub-division of level 3 provides resources adequate for imparting and maintaining knowledge about the primary and secondary topics of a subject area.

Appendix G

Presidential Election Collection 2008

This collection depicts the Presidential Election of 2008, its campaign platforms and impact on society. This is a closed circulating collection. The collection is searchable using the library online catalog and the Presidential Election Collection 2008 online libguide. Featured works are selected with the intent to fairly represent the range of positive, negative, and neutral criticisms, most of which had grown around the years of the 2008 campaign trail, concerning the more notable candidates and issues of the era.

Resources featured in this collection:

- memoirs, documentaries, critiques, comics, and picture-books
- role of the internet and pop culture
- digital downloads for do-it-yourself, grassroots campaigning
- toys, puzzles, and souvenirs
- unauthorized materials sold by entrepreneurs alongside official merchandise

Appendix H

HAMPTON UNIVERSITY

THE WILLIAM R. and NORMA B. HARVEY LIBRARY

Donation Policy

The Harvey Library welcomes donations from faculty, staff, students and the general public. Materials which are donated to the library become the property of Harvey Library. Donated materials are then evaluated based on collection needs. Material locations will be decided by library staff based upon library policies and procedures. The library does not accept the following materials:

- Items in poor physical condition or that would impose substantial conservation costs (exceptions may be made for rare or unique material)
- Issues of periodicals or magazines (exceptions may be made for important academic titles not held by the library or elsewhere in the University)
- Unpublished theses
- Electronic publications on handheld media (e.g. DVD, CD-Rom, VHS Tape) unless it is unique material.
- Materials that do not support the curriculum, teaching and research needs of the university.

The Harvey Library does not provide appraisal of materials. Additionally, the library does not arrange for pickup or disposal of unwanted materials. The library reserves the right to make decisions regarding items not added to the catalog. Some donations may receive book plates and special cataloging notes regarding their provenance. Please contact the Harvey Library at (757) 727-5372 for additional questions.

Record of Revisions

All drafts through 2007 were prepared and revised by Collection Development Librarian.

Date of 1st draft: July 11, 2003

Date of 2nd draft: October 30, 2003

Date of 3rd draft: March 26, 2004

Date of 4th draft: September 9, 2004

Date of 5th draft: October 24, 2005

Date of 6th draft: September 6, 2007

Date of 7th draft: July 2015 (prepared by Collection Development Committee)

Date of 8th revision: August 25, 2017