

Collection Development Policy

Special Collections & Archives

George Mason University

Revised July 17, 2013

Special Collections & Archives (SC&A) acquires, preserves, and provides access to archives, printed books, manuscripts, photographs, maps, broadsides, prints and drawings, sheet music, audiovisual materials, digital images, artifacts, and other formats in support of the University Library's mission to serve the undergraduate and graduate teaching and research programs of George Mason University (Mason).

The SC&A Collection Development policy documents collection strengths and guides collecting in targeted areas. The policy guides consideration of purchased acquisitions as well as donated collections. SC&A functions within all University Libraries policies and procedures regarding acquisitions and gifts.

COLLECTING RATIONALE

SC&A acquires materials that support teaching and research at Mason and builds on existing collection strengths. In addition we actively seek new initiatives and acquire new collections in anticipation of or response to changing academic needs and interests. We are also committed to developing unique and distinctive collections in areas which have little coverage elsewhere.

LIBRARIES CONSTITUENTS

The University Libraries' primary responsibility is to Mason faculty and students. In addition, we serve scholars from other institutions, national and international, as well as the general public, particularly the citizens of the state of Virginia.

CURRENT COLLECTING PRIORITIES

SC&A's current collecting activities focus on collection strengths, purchasing according to funding parameters, responding to gift and purchase opportunities, supporting current academic needs, and developing new collecting initiatives to serve research needs, both current and future. All formats are collected as appropriate. Condition and usability are among considerations for acquisition. Areas of active acquisition are:

Documentary Photography, with strengths in Northern Virginia culture and landscape, and national political life and journalism.

East German Poster and Photograph Collection, with focus on Berlin, East Germany politics, propaganda, performing arts, art, and science in the East German Poster Collections.

Humanities and Social Sciences, with collections related to the development of academic programs at Mason, and consisting of personal papers, audiovisual materials, and archives of significant scholarly value and meet criteria set out in the *Guidelines for Collecting Faculty Papers*.

Management Theory, Complexity, Economics, Public Policy, with collections related to the development of academic programs at Mason, and consisting of personal papers, audiovisual materials, and archives of significant scholarly value and meet criteria set out in the *Guidelines for Collecting Faculty Papers*.

Northern Virginia and Virginia, with focus on history, biography, cartography, planning, transportation, politics, and culture.

Oral History Program, with focus on documenting Mason history and culture, as well as on capturing or collecting interviews with those related to other collections and collection strengths.

Planned Communities and Community Development, with emphasis on Reston, Hollin Hills, and other communities in Northern Virginia, but including other regional, national, and international community development materials.

Mathematics and Science History, with collections related to the development of academic programs at Mason, and consisting of personal papers, audiovisual materials, and archives of significant scholarly value and meet criteria set out in the *Guidelines for Collecting Faculty Papers*.

Theatre and Performing Arts, with strengths in Washington area theaters and the Federal Theatre Project of the Works Progress Administration.

Transportation, with strengths in public and mass transit, and the development of regional transportation systems and automobile culture, including the interstate highway system.

University Archives, with the permanent archives of all departments and programs within Mason.

University Dissertations and Theses, held as preservation copies in SC&A, with FY2014 being the first year of electronic-only.

University Records Management retains and disposes of all temporary university records regardless of format in full compliance with Commonwealth of Virginia retention schedules http://www.lva.virginia.gov/agencies/records/sched_state/index.htm.

Women's History in the Twentieth Century, with emphasis on women's accomplishments in politics, scholarship, performing arts, and local history.

Rare and Antiquarian Books, with a focus on:

Artists Books;

Book History;

Cookbooks;

Decorated Bindings;

Earth Science;
Ecology;
Geology;
Literature, American and British;
Mathematics;
Oceanography;
Northern Virginia, Virginia, and Southern U.S. History and Biography;
Planned Communities and City and Town Planning;
Scotland and Scottish heritage;
Theater and Performing Arts;
Transportation;
Travel;
Twentieth-century American Politics and Culture

Reference Books, to support reference service to researchers as well as professional archival and special collections activities.

Transfers from General Collections, guided by the criteria in the Association of College & Research Libraries' (ACRL) *Guidelines of the Selection and Transfer of Materials from General Collections to Special Collections* <http://www.ala.org/acrl/standards/selctransfer>.