



## St. Edward's University Special Collections Collection Development Policy

### Purpose

The purpose of Special Collections is to enhance the St. Edward's University general collection, to support the teaching programs of the University, and to provide opportunities for research to the wider community. Special Collections materials may include monographs, manuscripts, photographs, maps, realia, artwork, and media. The items in Special Collections do not circulate because of their condition, rarity, and/or value. They are available for in-library use through arrangements with University Archives.

### Collection Policy

Special Collections collects, preserves, arranges, and makes available materials in the following areas:

- Materials that reflect the founding and history of St. Edward's University and of the Congregation of Holy Cross.
- Materials written by and about members of the Congregation of Holy Cross.
- Texana, including rare, out-of-print, uncommon or unique materials, and early imprints, or items which focus on non-mainstream aspects of Texas such as regional histories or histories of small Texas towns.
- Signed monographs by authors who have a connection to St. Edward's University such as faculty and alumni.
- Rare and valuable items concerning the history of the Roman Catholic Church
- Materials by and about D.H. Lawrence and his literary circle.

When making an acquisitions decision, Special Collections will consider the following factors:

- The impact on the Library's existing Special and general collection
- The volume and condition of the material
- The physical nature of the material
- The duplication or overlap with other area institution collections

Special Collections has an obligation to preserve acquired materials and make them available for research. Special Collections will not indiscriminately acquire or accept materials for which it does not have the resources to correctly house, process, access, or preserve.