

AXE LIBRARY GUIDELINES

SPECIAL COLLECTIONS

COLLECTION DEVELOPMENT

The founding mission of Special Collections at Pittsburg State University was to collect print and non-print materials to document the history, culture and activities of the fourteen counties* of southeastern Kansas as comprehensively as possible. While that remains a focus of Special Collections, the scope of the collection's development encompasses numerous personalities and subject areas that now include, but are not limited to, state and regional history, Socialist Party history, immigrant and ethnic history, labor union and working class history, free thought, individualism, rationalism, mining history, regional literary figures and movements, military history, social justice, and closely related topics. Additionally, Special Collections seeks to provide library resources and unique primary source records that support the teaching and learning, discovery, and engagement goals of the University.

*The fourteen counties of Southeastern Kansas are Allen, Bourbon, Butler, Chautauqua, Cherokee, Cowley, Crawford, Elk, Greenwood, Labette, Montgomery, Neosho, Wilson, and Woodson.

Considered for inclusion in Special Collections are print and non-print materials, included but not limited to, books, pamphlets, broadsides, newspapers, periodicals, photographs, manuscripts, maps, audio-visual materials, artworks, and electronic format records. First priority is given to works about the Southeast Kansas region or works pertaining to the area's inhabitants, past and present. Other materials considered for inclusion are items that are culturally or historically significant and items that document or broadly support an understanding of other materials held by the Leonard H. Axe Library. Artifacts and realia are considered for inclusion if they are part of a larger collection of materials, enhance the understanding of other materials in the collection, are the work of individuals relevant to the collection's scope, or may be used in exhibits or displays prepared by Special Collections or by the Axe Library.

The Curator of Special Collections will acquire appropriate materials for Special Collections by purchase, indefinite loan, or by donation whenever possible. Book lists, catalogs, and other resources will be consulted regularly to discover materials available for purchase. The Curator will emphasize the acquisition of appropriate materials for Special Collections by direct solicitation of gifts, donations, or loans. Materials acquired by gift, donation, or loan will be itemized, reported to the University Development Office, and formally acknowledged by the Curator of Special Collections.

ACCESS AND SECURITY

Special Collections materials are kept in a secure repository in the Leonard H. Axe Library with appropriate temperature, humidity, lighting and storage conditions. The materials are non-circulating and are used only in the public research room under direct supervision of the Special Collections staff. Non-rare, print materials in good physical condition may be loaned only to University faculty members up to two weeks upon request and with the permission of the Curator of Special Collections. Excepting materials with donor or copyright restrictions, items that will not be damaged by the process may be photocopied, scanned, or otherwise reproduced by the Special Collections staff upon request. The staff will make requested copies of materials that are in the public domain to the extent allowed by donor restrictions and copyright regulations. Patrons are informed of any publication restrictions placed upon the materials by donors and/or the current copyright law.

To aid users of the collections, the Curator and Special Collections staff will promptly and thoroughly answer reference questions received by regular correspondence, e-mail, telephone, or personal interview. The staff will also prepare and assist in the use of finding aids, indexes, shelf-lists, web pages, digital resources, and other guides to the materials held in Special Collections. The staff will retrieve books, documents and other materials from the shelving area as they are requested by patrons and supervise the use of materials. The staff will fill inter-library loan requests by photocopying or scanning materials whenever copyright, restrictions on access, and physical condition of the materials allows. Special Collections

research will be open to the general public Monday through Friday from 8:00 to 12:00 and 1:00 to 5:00 excepting University holidays or unless otherwise posted. Special Collections will be available at other than regular, posted hours if an appointment is made in sufficient time for scheduling.

PROMOTION AND PUBLICITY

The Special Collections Curator and staff will seek opportunities to speak to University classes, professional conferences, educational and civic organizations, and in other appropriate forums, about the scope of Special Collections and the materials available for research. Major collections will be announced in appropriate publications and in other media. Publishing opportunities that highlight materials in Special Collections will be pursued by the Special Collections staff. Emphasis on Special Collections resources will also be made through exhibits, sponsored lectures and presentations, and other promotional opportunities.

PROCEDURES

Special Collections shall generally follow the professional standards established by the Society of American Archivists, the American Library Association, the American Association of Museums, and the guidelines of other professional organizations that bear upon the types of materials and access offered.