

AXE LIBRARY GUIDELINES  
Special Collections

The prime objective of Special Collections is to develop as comprehensive a collection as possible of materials relating to the fourteen counties of Southeastern Kansas.

Considered for inclusion in Special Collections are 1) books, pamphlets, broadsides, fliers, newspapers, periodicals, and other materials written, printed, or published in the geographical region; 2) works about the area, its history, culture, and inhabitants, no matter where written or published; 3) manuscripts, correspondence, clippings, and business files of individuals (including faculty, staff, and alumni of Pittsburg State University), private organizations, and public agencies; 4) photographs of the area and its inhabitants; 5) tape, disc, and wire recordings relating to the region; and 6) maps. Although negatives of microforms are kept in Special Collections for safe keeping, microforms are ordinarily housed in the Library's general microform collection.

Secondary materials considered for inclusion in Special Collections are items which support a major existing collection of culturally or historically significant subjects. Realia are accepted if they can be utilized in display support or have potential value for any museum which the University may establish.

SECURITY

Special Collections materials are to be kept in a locked area, currently on the third floor of the library. Materials are generally non-circulating, but may be photocopied at the discretion of the curator of the collections.

GIFTS PROCEDURE

When a gift is offered to Special Collection, the gift is itemized and an in-kind gift form is sent to the Dean of Learning Resources, who formally acknowledges and accepts the gift for the University. The form and letter of acknowledgement are placed in the Special Collections work control file and are available for retrieval when needed. Upon completion of cataloging of the gift, these forms become part of the University Archives.

PUBLICITY

Major collections, when cataloged, are announced in those scholarly journals dictated by the subject matter. News stories are written for local papers, and a formal dedication is held honoring the donor whenever feasible.

PUBLICATION LIMITATION

Patrons are informed of any publication restrictions placed upon collections by the donors and the current copyright law. A copy is requested of each publication citing materials from Special Collections, which should contain such citations as "Photography courtesy of Special Collections, Pittsburg (Kansas) State University" or "Haldeman-Julius Collection, Axe Library, Pittsburg (Kansas) State University."

## PATRON SERVICE

To aid users of the collections, the Curator of Special Collections 1) answers ready reference questions by telephone, correspondence, or personal interview; 2) aids in the use of catalogs, shelf-lists, and inventories; 3) retrieves books and documents requested by the patron and assists in their use; 4) makes photocopies of such materials in public domain and to the extent allowed by donor restrictions and copyright regulations; 5) speaks to University classes on the scope of Special Collections and its pertinence to their particular disciplines; and 6) fills Interlibrary Loan requests. Special Collections is available at other than regular, posted hours if an appointment is made in sufficient time for scheduling.

## PROCEDURES

Special Collections shall generally follow the Archives Procedural Manual of the Washington University School of Medicine Library, St. Louis, Missouri, and Theodore R. Schellenberg, The Management of Archives (New York: Columbia University Press 1965).

The fourteen counties of Southeastern Kansas are:

Allen	Elk
Bourbon	Greenwood
Butler	Labette
Chautauqua	Montgomery
Cherokee	Neosho
Cowley	Wilson
Crawford	Woodson