Maryland & Historical Collections
Collection Development Policy
Special Collections, Hornbake Library
University of Maryland
College Park

Collection Area members: Doug McElrath, Elizabeth Novara (team leader).

I. Collecting Objectives
II. Active Subject Areas
   1. Historic Preservation
   2. Maryland History & Culture
      a. African American History
      b. Agriculture
      c. Business & Labor History
      d. Culture of the Book in Maryland
      e. Environment
      f. Family History and Personal Papers
      g. Geography (Maryland Maps)
      h. Maryland Newspapers
      i. Military History (focus is on social and cultural history)
         i. War of 1812
         ii. Civil War
         iii. Era of World Wars (1914-1945)
         iv. Korean War
      j. Politics & Civic Activities
      k. State of Maryland Publications
      l. Women’s History
   3. Women’s History/Women’s Studies
III. Inactive Subject Areas
   1. Library and Information Science
   2. European History Manuscript Collections
   3. Additional Outlying Collections

I. COLLECTING OBJECTIVES
   • MD & Historical Collections seeks to collect primary sources and secondary sources of enduring value of substantial informational content pertaining to select subject areas that are within a defined scope.
   • All materials are acquired with the hopes that they will encourage new original research, support memory, and/or further UMD’s educational mission.
   • Special Collections reserve the right to refuse any donation due to size, scope, redundancy to existing collections, or terms accompanying the potential gift.
   • Special Collections will not accept any large gifts-in-kind without some guarantee of financial support from the donor.
**II. ACTIVE SUBJECT AREAS**

1. **Historic Preservation**

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<tr>
<td>Long-Established</td>
<td>Yes</td>
<td>Yes</td>
<td>Focus on published works and archival &amp; manuscript materials.</td>
<td>Historic postcards are a major new collecting focus.</td>
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</table>

- Seek collections relating to historic preservation in the United States in fields such as archaeology, architecture, building conservation and restoration, law, public policy, tourism, economics, history, industrial archaeology, interior design, landscape architecture, museums, and planning.
- Seek archival and manuscript materials related to the National Trust for Historic Preservation, including long-standing or influential members; and materials relating to historic preservation initiatives within the state of Maryland.
- Seek materials rare, archival and manuscript related to Worlds Fairs.
- Limitations: Do not collect the papers of architects or architectural firms unless they played a significant role in the field of historic preservation.
- Examples: Margot Gayle Papers, Charles Hosmer Papers, Archaeology in Annapolis Records
- Refer to the document “National Trust for Historic Preservation Library Collection Collection Development Policy” for a more detailed overview of the book/print collection development strategy.
  - M:\Coll Mgmt & Spec Coll\Special Collections\Collection Areas\Maryland and Historical Collections\Administrative\Collection Policies
- Relevant guides:
  - Historic Preservation (LibGuide) [http://lib.guides.umd.edu/hisp](http://lib.guides.umd.edu/hisp)
  - Preserving Historic Theatres (LibGuide) [http://lib.guides.umd.edu/historictheaters](http://lib.guides.umd.edu/historictheaters)
  - Researching Historic Houses (LibGuide) [http://lib.guides.umd.edu/househistory](http://lib.guides.umd.edu/househistory)
  - Kit Houses (LibGuide) [http://lib.guides.umd.edu/kithouses](http://lib.guides.umd.edu/kithouses)
2. Maryland History & Culture

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<td>Long-Established</td>
<td>Yes</td>
<td>Yes</td>
<td>Focus on published works, archival &amp; manuscript materials. Avoid realia and museum objects.</td>
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- Collections relating to all aspects of Maryland history and culture.
- Collections are in a broad variety of formats including, but not limited to: published works (books, rare books, state publications, pamphlets, maps, ephemera, etc.) and archival and manuscript materials (manuscripts, paper records, electronic records, photographs, audiovisual materials, realia, etc.).
- Focus geographically on Prince George’s, Montgomery Counties, and Suburban Washington, but will also accept materials from other counties/regions, if local repositories are unable/unwilling to accession. Counties and local histories are especially important, including non-mainstream published materials.
- No limitation on time period, however collection strengths are the nineteenth and twentieth centuries.
- Serve as an official depository for state documents. Maryland law resources are collected under state publications and related materials.
- Web-harvesting: Currently investigating web-harvesting of state documents and other related websites.
- Maryland authors and literature are collected by the “Literature and Rare Books” Collection Area.
- Under-documented topics: immigration, more recent women’s activism in politics.
- See the following subcategories for more detailed information.
- Relevant guides (that are not specifically tied to the main collecting sub-categories):

- Planned Communities (LibGuide)  
  [http://lib.guides.umd.edu/plannedcommunities](http://lib.guides.umd.edu/plannedcommunities)  
  Does not mention our holdings relevant to Greenbelt, Maryland???
- Sanborn Maps (LibGuide)  
  [http://lib.guides.umd.edu/sanbornmap](http://lib.guides.umd.edu/sanbornmap)
- Pompeii Resources (LibGuide)  
  [http://lib.guides.umd.edu/pompeii](http://lib.guides.umd.edu/pompeii)
- Future guides:
  - Several guides need to be fleshed out more; several are not listed under the term “special collections” and do not come up in a LibGuide search of that topic. The Sanborn Maps guide may be redundant with the Maryland Maps guide.
Native Americans in Maryland: A Resource Guide (LibGuide)
http://lib.guides.umd.edu/mdnativeamericans

There are also six ArchivesUM Guides that divide Maryland into Geographic Regions and tie all relevant archival and manuscript collections to those regions.

American History, 1820-1865 (ArchivesUM)
http://digital.lib.umd.edu/archivesum/rguide/hist1820.jsp

Historical Manuscripts, pre-1800 materials (ArchivesUM)
http://digital.lib.umd.edu/archivesum/rguide/histpre.jsp

Horse Racing and Horse Breeding in Maryland (ArchivesUM)
http://digital.lib.umd.edu/archivesum/rguide/horses.jsp

a. Sub-category: African American History

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<td>Yes</td>
<td>Focus on published works and archival &amp; manuscript materials.</td>
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- Collections relating to African American history within the state of Maryland.
- May give local repositories will have the right of first refusal in collecting materials these materials.
- No limitation on time period, however collection strengths are the nineteenth and twentieth centuries.
- Under-documented topics: first-person accounts of African American slavery by slaves/former slaves, more recent twentieth- and twenty-first century manuscripts/archival records, especially those documenting African American politics, and civic and other organizations.
- Relevant guides:
  - African American History (Archives UM)
    http://digital.lib.umd.edu/archivesum/rguide/affram.jsp
  - Civil Rights Movement in Maryland (LibGuide)
    http://lib.guides.umd.edu/MDcivilrights
  - Slavery in Maryland (LibGuide)
    http://lib.guides.umd.edu/marylandslavery

b. Sub-category: Agriculture
Collections relating to agriculture, agricultural practices, and agricultural history within the state of Maryland.

No limitation on time period, however collection strengths are in the nineteenth and twentieth centuries.

Examples: Brooke Family Papers, Maryland State Grange of the Patrons of Husbandry Archives, Maryland Association for Family and Community Education Archives

Relevant guides:
- Agriculture in Maryland (ArchivesUM)  
  http://digital.lib.umd.edu/archivesum/rguide/agriculture.jsp  
- Agriculture in Maryland: Resources in Special Collections (LibGuide)  
  http://lib.guides.umd.edu/mdagriculture  
- Science and Technology (ArchivesUM)  
  http://digital.lib.umd.edu/archivesum/rguide/science.jsp  

Future guides:
- Currently holdings are fairly well described. Work is being done to bring over legacy agriculture-related web pages to new webpage format.

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<td>Yes</td>
<td>Focus on published works and archival &amp; manuscript materials.</td>
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c. **Sub-category: Business & Labor History**

Collections relating to business and labor history within the state of Maryland. Some collections relate to the general Labor History category as well.

No limitation on time period, however collection strengths are in the nineteenth and twentieth centuries.

Examples: Baltimore Federation of Labor Archives, Robert Garrett and Sons Archives, Jesse Hughes Papers, Maryland Federation of Business and Professional Women’s Clubs, Inc., Archives

Relevant Subject Guides:
- Labor in America (ArchivesUM)  
  http://digital.lib.umd.edu/archivesum/rguide/labor.jsp  
- Railroad History (ArchivesUM)  
  http://digital.lib.umd.edu/archivesum/rguide/rail.jsp
Shipping and Shipbuilding in Maryland (ArchivesUM)  
http://digital.lib.umd.edu/archivesum/rguide/ship.jsp

Future guides:
Kristen Albert would like to collaborate on a labor collections LibGuide that is more all-encompassing than what is currently available in ArchivesUM.

d. Sub-category: Culture of the Book in Maryland

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<td>Long-established</td>
<td>Yes</td>
<td>Yes</td>
<td>Published materials including monographs, pamphlets, broadsides, and printed ephemera.</td>
<td>Maryland imprints from 1685-1850 is a focus, but not exclusive.</td>
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</table>

- Print collection documenting all aspects of the creation, fabrication, distribution, and reception of the printed word in the state of Maryland.
- Documents influential publishers/printers and popular works that reached a mass audience.
- Copies will be retained which have noteworthy associations, presentation copies, evidence of significant ownership.
- Works of state and local government interest documenting important events or causes.
- Examples of printing outside of Baltimore are especially sought after.

e. **Sub-category: Environment**

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<tr>
<td>Long-established/Manuscripts are Evolving.</td>
<td>Yes</td>
<td>Yes</td>
<td>Focus on published works and archival &amp; manuscript materials.</td>
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- Documents people and organizations involved in promoting and studying the environmental aspects of Maryland, especially the Chesapeake Bay watershed and environmental activists and researchers in Maryland.
- Strengths are primarily in the mid-late twentieth century, but there is no limitation on time period.
- Limitations: Do not collect publications or archival and manuscript collections documenting environmental issues in other states or regions throughout the country.
Examples: Baltimore Environmental Center Archives, Chesapeake Bay Foundation Archives, Rhea Cohen papers.

Relevant guides:
- Maryland’s Environment, Issues and Organizations (ArchivesUM) http://digital.lib.umd.edu/archivesum/rguide/ad.jsp
- Chesapeake Bay: Resources in Special Collections (LibGuide) http://lib.guides.umd.edu/chesapeakebay

f. **Sub-category: Family History and Personal Papers**

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<tr>
<td>Long-Established</td>
<td>Yes</td>
<td>Yes</td>
<td>Focus on archival &amp; manuscript materials.</td>
<td>Published materials for genealogical research will be considered on a limited basis.</td>
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</table>

- Collections relating to family history and personal papers in the state of Maryland.
- Focus geographically on Prince George’s, Montgomery Counties, and Suburban Washington, and Baltimore, but will also accept materials from other counties/regions, if local repositories are unable/unwilling to accession.
- Strengths are primarily in the nineteenth and early twentieth centuries, but there is no limitation on time period.
- Examples: Byron Family Papers, Preston Family Papers, Brooke Family Papers, Marion Theresa Biddle Papers, Leon Washington Condol Papers, Thomas Bray Papers
- Relevant guides:
  - Family and Personal Papers (ArchivesUM) http://digital.lib.umd.edu/archivesum/rguide/family.jsp
  - Maryland Genealogy (LibGuide) http://lib.guides.umd.edu/MDgenealogy - Guide needs to have information about archival and manuscript collections.

g. **Sub-category: Geography**

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<tr>
<td>Long-Established</td>
<td>Yes</td>
<td>Yes</td>
<td>Focus on published works.</td>
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- Collections relating to the geography and cartography of the state of Maryland.
- Strengths include the “Maryland Map Collection,” a comprehensive collection of more than 2,500 maps depicting Maryland, the Chesapeake Bay, and the surrounding regions from 1590 to the present. The collection contains many rare
early maps of Maryland as well as more modern maps produced by state and local
governments. The Sanborn Fire Insurance maps are also an important collection
within this sub-category.

- Overlaps with State of Maryland Publications (some maps can be found within
  state pubs.)
- Relevant guides:
  - Maryland Map Collection (Independent Guide)
    http://libraries.umd.edu/mdmap/
  - Maryland Geography (LibGuide)
    http://lib.guides.umd.edu/MdGeography
  - Maryland Maps: A Finding Aid (LibGuide)
    http://lib.guides.umd.edu/marylandmaps

h. **Sub-category: Maryland Newspapers**

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<tr>
<td>Long-Established</td>
<td>Yes</td>
<td>Yes</td>
<td>Focus on published works – originals, microfilm, digital.</td>
<td>Will consider archival collections related to newspapers on a limited basis. Individual issues of newspapers collected on a limited basis.</td>
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</table>

- Collect newspapers published within the state of Maryland. Original newspapers will be considered, especially from the eighteenth and nineteenth centuries.
- Strengths include the “Original Newspaper Collection,” the Baltimore *News American* Collection, and the microfilm collection. The majority of original newspapers date from the nineteenth and twentieth centuries, however a select few date to the eighteenth century. Many in all these collections were published in Baltimore, but other regional papers are represented as well.
- Limitations: Individual issues or small runs of a newspaper will be considered on a limited basis. Also, archival collections relating to Maryland newspapers, such as photograph morgues or office/subject files, will also be consider on a limited basis with consideration to space and relevance/usefulness of the materials.
- Relevant online subject guide:
  - A LibGuide is needed to pull together all of our Maryland Newspaper holdings!

i. **Sub-category: Military History**
Evolving (Civil War category Long-Established) | Yes | Yes | Focus on published works and archival & manuscript materials. | Need to develop holdings related to the War of 1812, Era of World Wars, and the Korean War.

- Current strengths include Civil War and the Era of World Wars (1914-1945).
- Focus in not just “traditional” military history but primarily on social and cultural aspects of war, especially family papers, relating to the state of Maryland, especially the “home front.”
- Materials must relate to Maryland families or service within the state of Maryland.

i. **Military History – War of 1812**

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<tr>
<td>Evolving</td>
<td>Yes</td>
<td>Yes</td>
<td>Focus on published works and archival &amp; manuscript materials.</td>
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- Printed and archival/manuscript materials related to the War of 1812 in Maryland.
- Needs development. Holdings are fairly limited at this time.
- Relevant guide:
  - War of 1812 in Maryland (LibGuide)
    [http://lib.guides.umd.edu/warof1812inmaryland](http://lib.guides.umd.edu/warof1812inmaryland)

ii. **Military History – American Civil War**

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<tr>
<td>Long-Established</td>
<td>Yes</td>
<td>Yes</td>
<td>Focus on published works and archival &amp; manuscript materials.</td>
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</table>

- Collections relating to the American Civil War in the state of Maryland. The collection will document not only the military activities relate to the American Civil War (1861-1865), but also the lives of the citizen of the state during this time period, as well as examining the impression left by the war in the post-war period.
- Primary collecting strengths: African Americans, battles, civilian life, day-to-day military operations
• Need to develop: greater focus on women’s and children’s perspectives of the war.
• Manuscript formats: business records, correspondence between soldiers and their families, diaries kept by soldiers and civilians, discharge papers, pension records, photographs, rosters, sermons.
• Published sources: memoirs, official government records, proceedings, published histories, reports, rosters
• Examples: John Jacob Omenhausser Sketchbook, Preston Family Papers, Felix Agnus Papers, Clara Barton Papers

• Relevant guides:
  ▪ Stars, Stripes, and Glory: The Civil War in Maryland (ArchivesUM) http://digital.lib.umd.edu/archivesum/rguide/civil.jsp
  ▪ Women and the American Civil War (LibGuide) http://lib.guides.umd.edu/civilwarwomen
  ▪ American Civil War: Resources in Special Collections (LibGuide) http://lib.guides.umd.edu/CivilWar
  ▪ Slavery in Maryland (LibGuide) http://lib.guides.umd.edu/marylandslavery

iii. Military History - Era of World Wars (1914-1945)

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<tr>
<td>Evolving</td>
<td>Yes</td>
<td>Yes</td>
<td>Focus on published works and archival &amp; manuscript materials.</td>
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○ Strengths mainly include a few family papers related to this time period. Some print materials relating to the home front, others?
○ Needs development. Holdings limited at this time.
○ Relevant ArchivesUM Subject Guide would be World War II, but our few collections are not yet represented in the guide.

iv. Military History – Korean War

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<tr>
<td>Evolving</td>
<td>Yes</td>
<td>Yes</td>
<td>Focus on published works and archival &amp; manuscript materials.</td>
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○ Strengths mainly include a few family papers related to this time period. Print materials?
Needs development. Holdings limited at this time.
Currently no subject guides representing this newly evolving subject area.

### j. **Sub-category: Politics & Civic Activities**

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<td>Long-Established</td>
<td>Yes</td>
<td>Yes</td>
<td>Focus on published works and archival &amp; manuscript materials. Avoid realia and museum objects.</td>
<td>Must relate directly to the state of Maryland.</td>
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- Documents the careers and activities of Maryland political leaders at the national, state, and local level. Also documents political organizations and civic associations within the state of Maryland.

- Political papers archival and manuscript collections include:
  - U. S. Senators representing Maryland
  - U. S. Representatives representing Maryland
  - Maryland Senate members
  - Maryland House of Delegates members
  - Local Council Members
  - Parent-Teacher Associations in Maryland
  - Environment/Chesapeake Bay
  - Voting groups
  - Women's and Minority groups
  - Local political organizations/political activists
  - Personal collections of political ephemera

- Limitations: Do not collect political papers that do not relate directly to the state of Maryland. In addition, we do not actively seek object-oriented items or political memorabilia.

- Examples: Spiro T. Agnew Papers, Connie Morella Papers, Millard Tydings Papers, Joseph Tydings Papers, Archives of the Leagues of Women Voters of Maryland, Woman’s Suburban Democratic Club, Suburban Maryland Fair Housing Archives

- Relevant guides:
  - Maryland Politics and Civic Activities (Archives UM)
    [http://digital.lib.umd.edu/archivesum/rguide/politics.jsp](http://digital.lib.umd.edu/archivesum/rguide/politics.jsp)

- Future guides:
  - Need LibGuide for Maryland Politics and Civic Activities for full range of collections (not just archives and manuscripts)
  - Need LibGuide that delineates archives and manuscripts holdings in a more understandable, more manageable format than the ArchivesUM list:
i.e. categorizes politicians/orgs into party affiliations, time periods, types of offices held, etc.

○ Need LibGuide on Maryland Women in Politics since this is one of our strengths.

k. **Sub-category: State of Maryland Publications**

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<td>Long-Established</td>
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<td>Yes</td>
<td>Focus on published works by the State of Maryland.</td>
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- Special Collections serves as an official depository for the Maryland State Publications State Depository and Distribution Program.
- Subject strengths include: Maryland economic and demographic information, crime, weather, agriculture, health, education, geology, and transportation. The collection also encompasses major state task force and committee reports, annual reports for state agencies and publications of the Maryland General Assembly. In addition, basic legal resources for the State of Maryland are available. Finally, the collection features strong retrospective/historical holdings from the eighteenth, nineteenth, and early twentieth centuries.
- Refer to the broader collection policy document entitled “Maryland State Publications Collections Policy on the LAN: M:\Coll Mgmt & Spec Coll\Special Collections\Collection Areas\Maryland and Historical Collections\Administrative\Collection Policies
- Relevant LibGuides:
  - Maryland State Publications (LibGuide) [http://lib.guides.umd.edu/mdstatepubs](http://lib.guides.umd.edu/mdstatepubs)
  - Maryland Law Resources (LibGuide) [http://lib.guides.umd.edu/mdlawresources](http://lib.guides.umd.edu/mdlawresources)
  - Maryland City Directories (LibGuide) [http://lib.guides.umd.edu/MDcitydirectories](http://lib.guides.umd.edu/MDcitydirectories)

l. **Sub-category: Women’s History**

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Seek collections relating to women’s lives and experiences within the state of Maryland, with a particular emphasis on political papers collections; organizational and business records; and family and personal papers.

Focus is on nineteenth and twentieth centuries, but other time periods will be considered.

Maryland women’s political papers includes collections by individuals involved in politics or political activism on the federal, state, or local levels and includes congressional papers, state legislators’ papers, and local elected officials’ papers. For state legislators’ and local elected officials’ papers Special Collections is primarily interested in documenting Montgomery and Prince George’s counties. Maryland women’s political organizations are also of interest.

Maryland women’s organizational and business records (beyond political organizations) will be collected. The primary focus will be in documenting state level organizations and local organizations within Montgomery and Prince George’s counties.

Family papers and personal papers collections containing materials relating to women’s experiences in the state of Maryland will be collected. Materials can include letters, diaries, receipts, financial letters, newspaper clippings, etc. Papers may consist entirely of women’s materials or may be collections of which women’s materials are a part of the collection. Individual manuscripts will be considered (i.e. one diary, one letter). Family and personal papers collections may be related to geographic locations all over the state of Maryland, however local Maryland institutions will be given the right of first refusal as to whether or not to accession a particular collection.

Examples: Connie Morella Papers, Jennie Forehand Papers, League of Women Voters of Maryland, Maryland Association for Family and Community Education, Brooke Family Papers, Preston Family Papers, etc.

Under-documented topics: Latina and other immigrant communities, African American women, recent women’s political movements.

Relevant guides:
- Women’s Studies (Archives UM) http://digital.lib.umd.edu/archivesum/rguide/women.jsp  Change title to Women’s History and Women’s Studies???
- Women in Maryland (LibGuide) http://lib.guides.umd.edu/marylandwomen

Future guides:
- Current guides do not provide any context to specific collections related to Maryland women in archival and manuscripts holdings. Maryland women’s collections are mixed with more general women’s collections.
- Women in Maryland Politics guide?

4. Women’s History/Women’s Studies
Seek collections related to women’s lives and experiences in North America and relate to the subject areas of women’s athletics, women’s education, and women’s publishing (non-literary), especially publishing related to feminism.

Focus will be primarily on the nineteenth and twentieth centuries, but may also include other time periods as well.

Examples:
- Women’s Athletics: Association for Intercollegiate Athletics for Women (AIAW), United States Women’s Lacrosse Association (USWLA)
- Women’s Education: Association for Childhood Education International (ACEI), National Women’s Studies Association (NWSA), Overseas Education Fund of the League of Women Voters, Women in Development Collection, Women’s Studies Pamphlet Collection.
- Women’s Publishing: Feminist Studies Archives, off our backs Archives.

Relevant guides:
- Women’s Studies (Archives UM)  
  [http://digital.lib.umd.edu/archivesum/rguide/women.jsp](http://digital.lib.umd.edu/archivesum/rguide/women.jsp) Change title to Women’s History and Women’s Studies???

Future guides:
- Need LibGuide defining our broader women’s studies/women’s history collections beyond just state of Maryland-related collections.

### III. INACTIVE SUBJECT AREAS

#### 1. Library & Information Science

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<tr>
<td>Dormant</td>
<td>No</td>
<td>No</td>
<td>All</td>
<td>Yes, for some collections, but need to investigate ramifications.</td>
<td>Will only accept materials from organizations (example: NISO) with which we have current agreements, i.e. addenda to current collections.</td>
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</table>
• Materials pertaining to the field of Library and Information Science, specifically the papers of organizations and individuals (non-UM faculty) in this field.
• Examples: National Information Standards Organization (NISO), the Andrew Aines Papers, the International Federation for Information and Documentation (FID) records, etc.
• Will **not** promote for research and instruction, but will provide access for researchers upon request.

### 2. European History Manuscript Collections

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<tbody>
<tr>
<td>Dormant</td>
<td>With great selectivity</td>
<td>No</td>
<td>Manuscripts</td>
<td>No, not at current time.</td>
<td>Not central to our core collection areas; other archival institutions better suited to this area; may consider if strongly related to existing manuscript or rare book collections.</td>
</tr>
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</table>

• Manuscripts pertaining to European history.
• Examples: European Heritage Documents Collection, Magon de la Ballus papers, Louis Pocquet, Gustave Courbet, etc.
• Will still continue to promote for research and instruction.
• Guides: Should be included in foreign language and literature guides if possible/and or a European manuscripts/history guide should be created to highlight these collections.

### 3. Additional Outlying Collections

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<tbody>
<tr>
<td>Dormant</td>
<td>No</td>
<td>No</td>
<td>Manuscripts</td>
<td>No, not at current time.</td>
<td>Will only accept materials from organizations or individuals with which we have current agreements, i.e.</td>
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</table>
Manuscripts and archival collections with no ties to the subject areas listed above.

- Examples: Japan-America Student Conference (JASC) archives, others???
- Will still continue to promote for research and instruction.

Remaining Questions:

- Who do we need permission from to Deaccession certain collections?
- When will there be an overall policy for Special Collections that will include general policies relating to electronic records, etc?

Subject Guides in ArchivesUM that should be updated to include MD & HC Collections:

Education
Music Education
United States Government?
World War II

IV. Additional Collection Information

1. Duplication. In general, printed materials held elsewhere in the Libraries will not be duplicated except when omitting a title would create a significant gap in a core collection area focus. Collection area staff also will consider adding items that appear to be bibliographical duplicates, if they have significant copy-specific attributes that are deemed worthy of preserving in multiple copies.

2. Deselection & Withdrawal. The collection area will conduct an ongoing appraisal of the collection. Opportunities to upgrade the collection with a superior exemplar may lead to the decision to withdraw a superseded copy. Out-of-scope copies also will be deselected.

3. Processing & Cataloging. As a non-circulating collection and in keeping with best practices in special collections, books will not be stamped, labeled or barcoded. Cataloging information will be placed on acid-free flags in each book. In addition the entire artifact will be retained, including dust jackets, slip cases, inserts, etc. The collection area staff will work with Metadata Services to describe holdings at an appropriate level in line with accepted national and international standards.
4. **Digitization & Born Digital.** The collection area staff will review the collection and select materials for digitization. High use items, such as Baltimore City Directories, will be priority candidates. The collection area also will monitor and collect born digital content in core collecting areas. These include Maryland state government publications and the literature of historic preservation.

5. **Electronic Records.** Almost all organizations and individuals now rely on digital technology to create and store information. Standard archival practices (appraisal, arrangement, description, preservation) are not well suited to manage electronic records, thus a high priority for this collection area is to develop standards and procedures with the goal of creating a trusted digital repository. In the interim, the collection area will collaborate with DSS staff to identify and preserve electronic records in relevant areas.

6. **Gifts.** The collection area staff will solicit gifts that enhance the purposes and collection foci of Maryland and Historical Collections. All gifts are governed by the University of Maryland Libraries Gifts-in-Kind Policy.

7. **Preservation.** The curatorial staff will work in tandem with staff from Preservation to insure an ongoing program of review of condition and selection of appropriate housing or treatment for items in the Maryland and Historical Collection.

**Revised on 6/29/15 – Added section IV.**

Effective 7/1/15.