

## Collection Development Policy Statement for Maryland and Historical Collections

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### I. Purpose

Maryland and Historical Collections (MD&HC) seeks to collect and preserve primary and secondary sources of enduring value related to the following three subject areas: Historic Preservation, Maryland History & Culture, and Women's History/Women's Studies (see Collection Scope for more information). Some collections within this collecting area have been housed within the University Libraries since the early twentieth-century.

MD&HC's mission is to support the teaching and research mission of the University of Maryland and to serve as a resource for local, regional, national, and international scholars, and the general public. The main campus programs/departments served by MD&HC tend to be in the Arts and Humanities disciplines, but inquiries can originate from any program or department. Some high-usage campus programs/departments include: History, English, American Studies, Women's Studies, Anthropology, Historic Preservation, the Performing Arts, Information Science, College Park Scholars, and the College of Agriculture and Natural Resources. MD&HC materials are heavily consulted by on and off-campus researchers, handling thousands of reference requests annually.

The functions of MD&HC are to acquire, arrange, describe, and preserve all forms of documentation for the subject areas represented; to provide reference assistance to University of Maryland students, faculty, and administrators, state government officials, the general public, and scholars; to assist individual donors and donating organizations in determining how to donate collections and the appropriate retention periods for their records; and to disseminate information about the holdings of MD&HC through bibliographic instruction, exhibits, publications, and special events.

**Coordination and Cooperative Information:** Maryland & Historical Collections materials cover all academic subject areas (see the Collection Scope for an overview of subject strengths.) MD&HC's collections aims to be "comprehensive level" in collection intensity for most subject areas addressed, especially for print collections. The resources of MD&HC are largely unique and infrequently overlap with other campus units, local/regional archival repositories, or other special collections departments. The General Collections in other UM campus libraries may occasionally have duplicate copies of some of MD&HC published materials, but this duplication is usually minimal. MD&HC's manuscript and archival materials are unique by their very nature. Cooperation with other regional and national archival repositories or special collections departments occurs when materials are offered for purchase or donation.

**Diversity:** MD&HC builds collections that mirror and support the diversity of the University of Maryland campus, the state of Maryland, and the United States. MD&HC collections include materials and resources that reflect a variety of political, economic, religious, social, minority and sexual issues and support intellectual freedom by providing free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.

## II. Summary of Collection Scope at Current Collecting Levels

Maryland and Historical Collections (MD&HC) seeks to collect and preserve primary and secondary sources of enduring value related to the following main subject areas: Historic Preservation, Maryland History & Culture, and Women's History/Women's Studies. Some collections within this collecting area have been housed within the University Libraries since the early twentieth-century. The history for the collection is likely much older, but by 1935, state law mandated that a copy of all state publications be deposited in the University library, and by 1953, the Libraries established the Maryland Room to house and provide access to a comprehensive collection of state documents, just one of the MD&HC's important collections. Manuscript and archival collections within the collecting area began to be acquired beginning at least in the 1950s and 1960s.

Sizes of some of the current collections:

Marylandia (includes Maryland Stacks, Folio, Rare, Rare Folio): 70,000 volumes

National Trust Library Collection: 60,000 volumes

Postcards (related to Historic Preservation): half a million

Manuscript Collections: 400 + collections, an estimated 9,500 feet of material or about 1.75 linear shelf miles, not including an additional 1 million *Baltimore News American* photographs.

Maryland Maps: 5,000 maps

MD&HC collections are in a broad variety of formats including, but not limited to: published works (books, rare books, state publications, pamphlets, maps, ephemera, websites, etc.) and archival and manuscript materials (manuscripts, paper records, electronic records, photographs, audiovisual materials, realia, etc.). Collections date from the 1300s to the present day, with the majority of collections dating from the nineteenth and twentieth centuries.

At present, all of MD&HC's holdings reside in Hornbake Library, although a portion of the collections will be moved to off-site storage in the future.

The complete list of subject areas within MD&HC is as follows. MD&HC staff are currently working on detailed collection policies to address each of these areas and sub-areas.

### Subject Areas:

#### 1. Historic Preservation

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.

#### 2. Maryland History & Culture

Collections relating to all aspects of Maryland history and culture, including the following sub-categories.

**a. African American History**

Collections relating to African American history within the state of Maryland.

**b. Agriculture**

Collections relating to agriculture, agricultural practices, and agricultural history within the state of Maryland.

**c. 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.

**d. Culture of the book in Maryland**

Print collection documenting all aspects of the creation, fabrication, distribution, and reception of the printed word in the state of Maryland.

**e. Environment**

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.

**f. Family History and Personal Papers**

Focus geographically on Prince George's, Montgomery Counties, and Suburban Washington, and Baltimore, but will also accept materials from other counties/regions.

**g. Geography (Maryland Maps)**

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.

**h. Maryland Newspapers**

Collections of newspapers published within the state of Maryland; includes microfilm and original newspapers, especially from the eighteenth and nineteenth centuries.

**i. Military History (focus is on social and cultural history)**

**i. War of 1812**

**ii. Civil War**

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.

**iii. Era of World Wars (1914-1945)**

**iv. Korean War**

**j. Politics & Civic Activities**

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

**k. State of Maryland Publications**

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 and serves as an official depository for state documents. 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.

**l. Maryland Women's History**

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.

**3. Women's History/Women's Studies**

Collections related to women's lives and experiences in North America and to following subjects:

**a. Women in Sport**

Examples include: Association for Intercollegiate Athletics for Women (AIAW), United States Women's Lacrosse Association (USWLA)

**b. Women's Education/Women in Education**

Examples include: 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.

**c. Women's Publishing (non-literary)**

Examples include: *Feminist Studies Archives*, *off our backs Archives*.

**4. Library and Information Science**

Materials pertaining to the field of Library and Information Science, specifically the papers of organizations and individuals (non-UMD faculty) in this field.

**5. European History Manuscript Collections**

Manuscripts pertaining to European history; examples: European Heritage Documents Collection, Magon de la Ballus papers, Louis Pocquet, Gustave Courbet, etc.

**6. Additional Collections**

Manuscripts and archival collections with no ties to the subject areas listed above; example: Japan-America Student Conference (JASC) archives.

**III. Developing Maryland & Historical Collections**

1. Language(s): All. Emphasis will be on English language materials, but many other languages are represented in the collections including French, Spanish, Latin, German, Italian, Chinese, Japanese, etc.
2. Geographical areas: For materials within the "Maryland History and Culture" portion of the collection the geographic focus is on Maryland (especially Prince George's and Montgomery Counties), the Mid-Atlantic, and the Washington, DC metro area. However, the broader collection's geographical areas, even within the Maryland materials, often relate to the United States, Western Europe, and the World.
3. Chronological periods/Imprint dates: Materials date from the 1300s through the 21<sup>st</sup> century, Selection emphasis will be on materials dating from the eighteenth century to the present.
4. Materials selected
  - a. Included materials: All formats of materials related to the subject areas listed above. This is additional documentation and more detailed descriptions of materials collected in each of the subject areas listed above.

- b. Excluded materials: MD&HC does not collect the following:
- i. Materials to which access is restricted in perpetuity or for a period of time deemed by MD&HC staff to be beyond a reasonable limitation.
  - ii. Large in-kind gifts that are not accompanied by financial support from the donor.
  - iii. Donations that do not give the UM Libraries complete physical ownership of the materials. The UM Libraries will not accept collections on deposit.
  - iv. MD&HC staff reserve the right to refuse any donation due to size, scope, redundancy to existing collections, or terms accompanying the potential gift.

Further documentation and a more detailed list of specific exclusions for each subject areas listed above is available by contacting the curator of MD&HC. Some subject areas are currently inactive and MD&HC is not collecting materials in these areas at this time.

#### **IV. Additional Collection Information**

1. Duplication: MD&HC will generally not duplicate holdings unless the copies currently in the collection are in poor physical condition or unless a work is especially rare/unique. MD&HC will purchase or accept donations of duplicate materials that are held in other campus libraries that relate to its subject collection policies. MD&HC will rarely deaccession or discard copies of published works held in its collections, however weeding of the collection may occur from time to time. MD&HC will almost always maintain both electronic and analog copies of certain archives, manuscripts, and special collections materials in order to maintain both preservation and access copies of certain unique materials.
2. Gifts: Gift items added to MD&HC are done so in conjunction with the *University of Maryland Libraries Gifts-In-Kind Policy*, particularly so that they “supplement existing collections in support of the University’s teaching and research programs as well as to provide the University Libraries with special materials in which there is a scholarly interest” (<http://www.lib.umd.edu/collections/gifts/for-donors>) or otherwise document the history of the University of Maryland. The Curator of MD&HC is ultimately responsible for deciding whether or not a gift is added to the collection.
3. Deselection/Withdrawal: The relevance of materials in MD&HC can and will change over time. Periodic appraisal and weeding of the collection may be done to identify items which no longer fit the criteria for inclusion in the collection.
4. Preservation: The MD&HC staff will work with the Preservation unit at the University of Maryland Libraries when individual materials in any format are brought to their attention that need conservation/preservation.

- V. Implementation and Revision Schedule**: This policy has been reviewed by the Collection Development Council ([lib-cdc@umd.edu](mailto:lib-cdc@umd.edu)) and is considered effective on the date indicated below. It will be reexamined regularly by the Curator of MD&HC and will be revised as

needed to reflect new collection needs and identify new areas of study, as well as those areas that may be excluded.

**Date:** January 15, 2015, created by Elizabeth A. Novara, Rev. 5/22/15

Reviewed, no changes, Elizabeth A. Novara, 8/26/2016

Reviewed, minor changes, Elizabeth A. Novara, 7/26/2018

CDC 9/25/18