

Special Collections in Performing Arts Collection Management Policy

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University of Maryland
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Our mission: Special Collections in Performing Arts (SCPA) acquires, preserves, and provides access to research materials that document performance, instruction, and scholarship, consistent with the university's performing arts educational objectives.

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I. COLLECTING OBJECTIVES

- SCPA seeks to collect primary sources and secondary sources of enduring value containing substantial informational content that pertain to select subject areas within a defined scope.
- All materials are acquired with the intention that they will encourage new original research, support any level of performance programming, and provide resources for genealogical research or individual memory, all while furthering UMD's educational mission.
- SCPA reserves the right to refuse any donation due to size, scope, redundancy to existing collections, or terms accompanying the potential gift.
- SCPA must possess physical ownership of all new acquisitions or accretions to existing collections, and will not accept materials or collections on deposit.

- SCPA does not require transfer of copyright for new acquisitions or accretions to existing collections.
- At the donor’s request, SCPA will restrict materials for an agreed upon duration to protect personal relationships and reputations of the living.
- SCPA will restrict acquisitions of three-dimensional objects of limited evidential or informational value that are relevant only due to intrinsic qualities.
- SCPA does not seek to recreate on site the personal libraries of scholars or performers.
- SCPA will not permanently retain computer hardware and will only accept such items for the purposes of transferring files for digital preservation. Upon completion of transfer, we will either return the hardware to the donor/entity, or recycle the item.

II. ACTIVE SUBJECT AREAS

1. American Performing Arts Manuscripts

- Seek unique manuscript documents and scores of high informational value created by notable Americans in the performing arts
- Of particular interest are manuscript materials created by authors, company leaders, choreographers, composers, performers, notable educators, band conductors, and high profile critics
- We will target materials or collections pertaining to dance or theatre that complement music-related manuscripts found in the Irving & Margery Morgan Lowens Manuscript Collection

SCPA Strength?	Accept new collections?	Actively solicit?	Date range	Format limitations?	Notes
Evolving	Yes	Yes	1600 - present	None	Avoid low-content collectibles/signatures collections

2. Band History Collections

- Seek materials pertaining to bandmasters, marching or concert bands, and band organizations born of the band tradition established by John Philip Sousa, which was expanded by Edwin Franko Goldman and other seminal twentieth century American bandmasters
- Seek collections created by members (especially officers) of the American Bandmasters Association (ABA)
- Seek official records of band organizations that are complementary to ABA
- Seek personal papers of notable band scholars, including those who might be unaffiliated with ABA

SCPA Strength?	Accept new collections?	Actively solicit?	Date range	Format limitations?	Notes
Long-established	Yes	Yes	Ideally, 1868 - present; earlier is acceptable	Restrict/limit accessions of instruments, trophies, and uniforms	

3. Contemporary American Concert Music Collections

- Seek materials pertaining to American composers, performers, ensembles, and advocacy or professional organizations created after 1900
- Seek personal papers collections created by notable members of the American Composers Alliance (ACA)
- Seek official records of composer or programming organizations that are complementary to ACA
- Seek UMD faculty papers (composers and/or theorists) for full professors with extended tenures or who attain emeritus status
- SCPA will accept donations of any size of performance programs

SCPA Strength?	Accept new collections?	Actively solicit?	Date range	Format limitations?	Notes
Evolving	Yes	Yes	1900 - present	Restrict/limit accessions of instruments	Consider rights issues for recordings and score duplication; do not insist on copyright transfer

4. Dance Collections

- Seek materials pertaining to modern dance as it supports the educational mission of UMD's School of Theatre, Dance, and Performance Studies
- Seek collections created by dance companies local to the Washington, DC Metro Area
- Seek official records of scholarly modern dance organizations
- Seek personal papers of notable modern dance scholars related to topics within SCPA's existing dance collections (i.e. Laban notation, Bartenieff's theories, etc.)
- Seek UMD faculty papers for full professors with extended tenures or who attain emeritus status
- SCPA will accept donations of any size of programs from performances

SCPA Strength?	Accept new collections?	Actively solicit?	Date range	Format limitations?	Notes
Evolving	Yes	Yes	1880 - present	Restrict/limit accessions of costumes and props	Consider rights issues for video materials and notation duplication; do not insist on copyright transfer

5. Music Education Collections

- Seek materials pertaining to notable and historic American music educators
- There is no date restriction for this subject area
- Seek collections created by notable members (especially officers) of the National Association for Music Education (NAfME; formerly Music Educators National Conference)
- Seek official records of music education organizations that are complementary to NAfME
- Seek personal papers of notable music education scholars, including those who might be unaffiliated with NAfME
- Seek UMD faculty papers for full professors with extended tenures or who attain emeritus status
- Limit international collecting to those affiliated with the International Society for Music Education or focusing on the methods of Zoltán Kodály
- Be very selective about introducing new topical areas within music education unless it is consistent with developments in the School of Music

SCPA Strength?	Accept new collections?	Actively solicit?	Date range	Format limitations?	Notes
Long-established	Yes	Moderately	1850 - present	Restrict/limit accessions of instruments, trophies, and uniforms	Be very selective pertaining to Kodály-related collections

6. Popular Music & Punk Collections

- Seek materials pertaining to the study of the American and European traditions of popular music and culture, particularly that which informs the development and proliferation of rock and roll music, including genres within indie rock
- Seek collections pertaining to DC Punk Rock, any format, but particularly fanzines
- Seek collections created by popular music scholars, critics, and serious collectors
- Seek limited contextual materials that only support the culture surrounding popular music (items about film, TV, radio, and other mass media)

SCPA Strength?	Accept new collections?	Actively solicit?	Date range	Format limitations?	Notes
Evolving	Yes	Yes	1900 - present	Collectibles and excessive ephemera	Still interested in all recording formats

7. Performing Arts Scholars Papers

- Seek materials pertaining to scholars, critics, performers, and UMD faculty members (see below, 11.) that work in the subject areas of established strength in SCPA

SCPA Strength?	Accept new collections?	Actively solicit?	Date range	Format limitations?	Notes
Evolving	Yes	Yes	1850 - present	None	Do not insist on copyright transfer

8. Official Records of Performing Arts Organizations

- Seek official records or official archives of performing arts organizations that support or advocate for the subject areas within SCPA's collecting scope
- In particular, cultivate organizations that support band, music education, wind performers, American music, contemporary music, dance research, modern dance, theatre research, and others consistent with the educational missions of UMD's performing arts programs

SCPA Strength?	Accept new collections?	Actively solicit?	Date range	Format limitations?	Notes
Long-established	Selectively	Moderately	1780 - present	Banners, signage, triplicate official publications and files	Do not insist on copyright transfer

9. Score Collections

- Seek collections of scores pertaining to American composers (especially those active after 1944), wind instruments (especially clarinet, trombone, and percussion), pedagogical, and band/wind ensemble
- Seek score collections created by individual American composers
- Manuscript score collections or scores rendered unique by verifiable performance or conducting markings are of particular interest

SCPA Strength?	Accept new collections?	Actively solicit?	Date range	Format limitations?	Notes
Long-established	Yes	Moderately	1944 – present; earlier is acceptable	None	Consider rights issues for score duplication; do not insist on copyright transfer

10. Theatre Collections

- Seek materials pertaining to theatre as it supports the educational mission of UMD's School of Theatre, Dance, and Performance Studies
- Seek collections of local theatre companies (DC Metro Area, suburbs)
- Seek official records of scholarly theatre organizations
- Seek personal papers of notable theatre scholars, performers, creative artists, technical artists, and critics
- Seek UMD faculty papers for full professors with extended tenures or who attain emeritus status
- SCPA will accept donations of any size of pre-1970 performance programs

SCPA Strength?	Accept new collections?	Actively solicit?	Date range	Format limitations?	Notes
Evolving	Yes	Yes	Companies: 1780 – present programs: pre-1970	Restrict/limit accessions of costumes and props; local performance programs post-1970	Consider rights issues for creative works; do not insist on copyright transfer

11. UMD Performing Arts Faculty Papers

- Seek materials created by UMD faculty members that work in the performing arts, particularly subject areas within SCPA's collecting scope
- Seek materials created by UMD faculty members that work in areas complementary to the performing arts (American Studies, Anthropology, Classics, etc.) solely when their research and instruction is connected to subject areas within SCPA's collecting scope, or if they held affiliate appointments with the two performing arts Schools
- There is an established understanding with University Archives that SCPA will collect faculty papers pertaining to the performing arts; as a professional courtesy, SCPA will inform Univ. Archives of new acquisitions in this area
- SCPA will adhere to the standards for acquisition as defined by University Archives to ensure a consistency of documentation quality in the University Libraries

SCPA Strength?	Accept new collections?	Actively solicit?	Date range	Format limitations?	Notes
Evolving	Yes	Selectively	1856 - present	Restrict/limit accessions of awards, costumes, props, and instruments	Do not insist on copyright transfer

12. Print Collections

- Seek print collections of volumes that provide evidential value for the history of American music education, concert music, and band history
- Seek print collections of volumes that provide evidential value for the history of American and European popular music history, including punk (especially fanzines)
- Seek print collections of official publications for performing arts organizations whose archives SCPA stewards
- Seek print collections of volumes that provide evidential value for the history of American modern dance or theatre, especially those focused on companies local to the DC Metro Area and surrounding suburbs

SCPA Strength?	Accept new collections?	Actively solicit?	Date range	Format limitations?	Notes
Established	Yes	Selectively	1780 - present	Triplicate copies; extensively damaged items; photocopies	

III. DISCONTINUED or DE-EMPHASIZED SUBJECT AREAS

1. Rare Books

- General rare books pertaining to the performing arts
- SCPA will accept print collections pertaining to the subject strengths indicated earlier, especially those pertaining to Lowell Mason, George Root, Artemis Nixon Johnson, William Bradbury, or their contemporaries.

SCPA Strength?	Accept new collections?	Actively solicit?	Format limitations?	Notes
Limited	With great selectivity: see above in 12.	No	Books	Not central to our core functions; local archival institutions better suited to this area

2. Collections Pertaining to George Frideric Handel

- Manuscript, print collections, faculty papers, or official records of organizations pertaining to Handel
- SCPA will accept faculty papers focusing on Handel with great selectivity
- Handel is no longer a priority for the School of Music as it was between the 1960s and 1990s

SCPA Strength?	Accept new collections?	Actively solicit?	Format limitations?	Notes
Yes	With great selectivity	No	Books, official records	Other archival institutions better suited to this area

3. Stamp Collections

- SCPA is not seeking stamp collections pertaining to the performing arts, popular culture, or on any topic
- SCPA will accept stamps with great selectivity from existing long-term donors

SCPA Strength?	Accept new collections?	Actively solicit?	Format limitations?	Notes
No	Only with great selectivity from existing long-term donors	No	Individual stamps, sheets, executed stamps, etc.	No plans to deaccession existing holdings

4. Mechanical Music and Related Literature Collections

- Materials pertaining to mechanical musical instruments and related literature including advertisements, company records, patents, etc.

SCPA Strength?	Accept new collections?	Actively solicit?	Format limitations?	Notes
Ceased	No	No	All	