



# FORT HAYS STATE UNIVERSITY

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## FORSYTH LIBRARY

*Forward thinking. World ready.*

## Forsyth Library – Special Collections Policy

### **Purpose**

Forsyth Library Special Collections seek to support the educational and research mission of the university and the library by collecting and preserving original manuscripts, books, and other items in various formats with an emphasis on items that document various aspects of Kansas history. We promote the use of our collections through outreach to faculty and community partners, through exhibits, and through a variety of other means. Special Collections makes its collections accessible to a broad spectrum of users: the Fort Hays State University community (faculty, students, and staff), visiting researchers, and the general public. The collections are intended primarily for research, but may also be used for exhibit, publication, and other appropriate purposes.

### **Scope of Collections**

Special Collections collect print and digital materials including books, manuscripts, records, publications, media, images, and other historical materials documenting the historical, commercial, agricultural, educational, and cultural heritage of Kansas within the geographic space ranging from 5 to 43 west from the Sixth Principal Meridian and covering the periods from the first European interactions with indigenous peoples through the present. Other collection areas include the related historical, commercial, agricultural, educational, and cultural experiences of the larger Great Plains from 1862 to the present; the personal histories of individuals connected to historic Fort Hays, Fort Hays State University, and the surrounding community; and the military histories of individuals connected to historic Fort Hays, Fort Hays State University, and the surrounding community. Rare books unrelated to the areas above may also be accepted on an individual basis provided they meet the criteria described under **Materials Collected** - Rare Books. Scholarship and other publications that are widely available, duplicate materials, and those not fitting the scope of Special Collections will not be accepted. Space or technological limitations may guide acceptance decisions.

### **Materials Collected**

Forsyth Library Special Collections collects personal papers, diaries, publications, photographs, film, audio visual materials, and select memorabilia within the scope of the collections. These include, but are not limited to:

- Kansas Historical, Commercial, Agricultural, Educational, & Cultural Heritage
  - Documents
  - Genealogical Newsletters (print & digital)
  - Publications
  - Diaries
  - Maps
  - Ethnic & Foreign Language Newspapers (print & digital)

- **Great Plains (1862 – Present)**
  - U.S. Government Documents related to the Plains Indian Wars; construction, support, and defense of rail lines and overland freight routes; commerce; agriculture; agrarian populist and labor movements; the Great Depression; and New Deal Programs
  - Diaries & correspondence
  - Works Progress/Projects Administration Oral Histories
  - Publications
  - Maps
  
- **Personal Military Histories**
  - Memoirs & Diaries
  - Oral Histories
  - Correspondence
  - Photographs or other memorabilia of a unique character
  - After Action Reports & official documents related to individual service
  
- **Unique materials falling outside of the general scope of Special Collections**
  - Children’s literature titles of research value that:
    - possess unique aesthetic or cultural qualities
    - are examples of many major children's series
    - are examples from important publishers of children's books
    - are myths and fairy tales from around the world
    - are 1<sup>st</sup> edition of children’s literature titles published before 1945
    - are editions other than the 1<sup>st</sup> of children’s literature titles published before 1945 but not widely available in print or digitally
  - 1<sup>st</sup> Editions of American fiction and non-fiction published before 1840
  - 1<sup>st</sup> Editions of European fiction and non-fiction published before 1800

### **Acceptance of Gifts**

Gifts, whether of funds or materials, provide a valuable opportunity to enhance the Forsyth Library’s Special Collections and are welcomed. Gifts of materials represent a significant investment by the library of time and resources needed to properly evaluate and process and to permanently store materials. Accompanying monetary gifts are always appreciated to assist with processing and housing collections. These principles guide our decisions regarding acceptance of gifts:

- Gifts are selected for the potential to provide value to future scholars and researchers interested in the areas described above.
- Gifts are selected dependent on Forsyth Library’s ability to curate and preserve the offered materials, consistent with library and archival preservation and conservation standards and best practices.

- Gifts are accepted without formal conditions concerning the shelving, housing, processing, access, or final disposition of gifts, unless specifically agreement is made between the Dean of the Library and the donor.
- Accepted gifts are processed in a cost-effective manner following standard archival procedures.
- Gift plates may be placed with materials when possible. The donor may specify the wording on the plate if desired.
- Gifts become the property of the Forsyth Library upon receipt. A completed donor gift agreement will accompany all material gifts.
- Forsyth Library's Special Collections reserves the right to determine retention, location, cataloging treatment, access, transfer, and all other considerations related to the use of the donated materials, including possible removal or transfer from the collection.

If you are interested in donating materials for Special Collections, please contact Brian Gribben, Special Collections Coordinator, at [b\\_gribben@fhsu.edu](mailto:b_gribben@fhsu.edu) or (785) 628-5511. Forsyth Library works with the FHSU Foundation to ensure the fullest recognition of donors.

### Appraisal of Gifts

Forsyth Library and the Special Collections do not appraise gifts for monetary value. The IRS requires an independent appraisal if a donor plans to claim a charitable deduction above a certain value. Information on gift appraisals for tax purposes is available on the IRS web site.

Approvals:



Coordinator, Special Collections



Date



Dean of the Library



Date