



## Tebo Library - Special Collections & University Archives Collection Development Policy

### General Description of Collections and Areas of Collection Development

Tebo Library Special Collections & University Archives (SCUA) collects, preserves, and provides access to materials in a range of formats – books, publications, manuscripts, ephemera, photographs, audio-visual recordings, and university records – that support the educational and research mission of the University and library while complying with the state and university records retention schedule. SCUA areas of concentration derive from collections established by the Fort Hays State University Records Retention Schedule, existing legacy collections, and collections which foster original research and learning, primarily in the humanities and education. While SCUA collections span from the early modern period to the present, most holdings date from the mid-19<sup>th</sup> century to the present. In addition to University Archives, collection areas that are continually developed, primarily by gift, include materials that document Kansas history and the larger history of the Great Plains, personal military histories, and classic children's literature. While SCUA's primary responsibility is to serve as a research-oriented repository, its collections are also used for exhibits, publications and other appropriate purposes.

### User Population

SCUA makes its collections accessible to a broad spectrum of users: the Fort Hays State University community which includes students, university and affiliate staff, alumni, and current & emeritus faculty; visiting researchers; and the general public.

### Collections Areas

#### University Archives

The University Archives collects, preserves, and provides access to research materials that document the historical, cultural and intellectual experiences of Fort Hays State University from 1902 to the present. The University Archives also exist to collect and preserve University records in compliance with the state and university records retention schedule.

#### Subjects

(Including levels of intensity – strengths and weaknesses)

Collection strengths include administrative records, University Presidents' Papers, the George F. Sternberg Collection, University Photographs and Memorabilia, and faculty and student scholarship.

A collection weakness is the scarcity of records from contemporary student organizations, as well as sporadic coverage of historic student organizations' records.



## Collection Parameters (including dates, geography, types of materials, formats, and languages)

The Fort Hays State University Archives collects materials in compliance with the Fort Hays State University Records Retention Schedule which aligns with the Kansas Records Retention Schedules.

Materials collected include:

University publications.

- The professional papers of faculty and staff.
- Documents and items related to research conducted by faculty at Fort Hays State University.
- Documents and items related to the history of teaching at Fort Hays State University.
- Documents and items related to clubs, social groups, university organizations, university events or that otherwise portray campus life.
- Documents and items related to the history and culture of sports and athletics at Fort Hays State University.
- Memorabilia related to campus life and FHSU community events.
- Significant and unique records that were generated or received by various campus offices.
- Significant student works may also be considered.

## Not Included

Materials not related to the University.

## Selection Process

The University Archives selection process is guided by the University Records Retention Schedule. The selection of the papers and staff falling outside the retention schedule as well as other historical materials such as artifacts are appraised by Special Collections & University Archives faculty and must relate to FHSU.

## Guidelines for the Donation of the Personal Papers of Faculty and Staff

The University Archives is the repository for the personal papers of faculty and staff as well as for the records of the University. The Archives preserves and makes these materials available to aid in research in the history of the institution and on the development of academic disciplines. The personal papers of faculty and staff provide a rich source for historical research. The following guidelines will assist faculty and staff in identifying those portions of their files that are appropriate for placement in the Archives.

## Items likely to be of archival interest

- Biographical information: resumes, vita, bibliographies, memoirs, genealogies, published and manuscript biographical sketches
- Official University correspondence and files: outgoing and incoming letters and memoranda relating to departmental and University business, committee minutes, reports, and files
- Professional correspondence (outgoing and incoming): with colleagues, publishers, professional organizations, and former students; speeches and presentations
- Teaching material: one copy of lecture notes, syllabi, course outlines, reading lists, and examinations



- Research material: field notes, photographs, drawings, travel notes
- Publications: one copy of all articles, books, reviews
- Audio-visuals: photographs, negatives, slides, films, and sound and video recordings
- Personal and family correspondence, histories, diaries, photographs
- Ephemera: scrapbooks, memorabilia

#### Items not suitable for donation

Items which generally should not be donated without prior consultation with Special Collections & University Archives faculty include:

- Detailed financial records, canceled checks, and receipts
- Routine correspondence, especially non-personally addressed mail and routine letters of transmittal and acknowledgement
- Grade books and class rosters
- Recommendations written about students or colleagues
- Publications that duplicate existing copies held for preservation, access, and destructive scanning, particularly copies of the *Reveille* yearbook unless noted by notable faculty, course materials, all other duplicate material: keep only the original and heavily annotated copies
- Typescripts, drafts, and galley proofs of publications and speeches unless the final publication or presentation copy is unavailable
- Books, research papers, journal articles, and reprints written by other persons
- Research notes and data if a summary of the data is available and transferred; bibliographic notes and notes on readings. Because of the wide variation in the nature of research data; it is best to consult with the Archivist before discarding research notes and data.
- Large items such as statues or works of art

Materials should be transferred in the order in which the faculty or staff member maintained them. A letter briefly identifying the material and describing the activity to which they relate should accompany the donation.

Increasingly records of all types exist in electronic form, e-mail, documents, data files, etc. The University is in the process of developing guidelines for the proper creation, handling, management, and disposition of information in these formats. Inform Special Collections & University Archives faculty at the time of the donation if information in electronic formats is included with the material being donated.

This list is intended as a general guide. Because of broad variations in personal papers, it is advisable to consult with the Archivist to determine how your own files relate to these guidelines. Exceptions often are made after a review of the condition under which the documents were generated and their potential usefulness.

**When in doubt, do not throw it out!**



## Deaccessioning Policy

Deaccessioning is guided by the University Records Retention Schedule.

## Great Plains (1827 – Present)

Special Collections & University Archives collects materials documenting economic, martial, political, educational, agricultural, and cultural histories of the Great Plains with a concentration on central and western Kansas. These materials include primary source materials such as diaries, personal papers, and correspondence generated by homesteaders, postcard and photograph collections, newspapers from the African-American community of Nicodemus (the first black community founded west of the Mississippi River), genealogical materials, pamphlets published by radical presses, and notable publications about Great Plains subjects.

### Subjects (Including levels of intensity – strengths and weaknesses)

Collection strengths include the Tim Johnson Collections, Haldeman-Julius Publishing Company “Little Blue Books,” and genealogical and historical works centered around white ethnic homesteading in Ellis County and the surrounding area.

A collection weakness is the paucity of primary source materials documenting the experiences of indigenous peoples and minority communities.

### Collection Parameters (including dates, geography, types of materials, formats, and languages)

Materials related to the geographic space ranging from 5 to 43 west from the Sixth Principal Meridian and covering the periods from roughly 1827 through the present with an emphasis on primary source materials. Materials collected include:

#### Kansas Historical, Commercial, Agricultural, Educational, & Cultural Heritage

- Federal, state and municipal documents
- Genealogical materials emanating from Ellis County and the surrounding areas
- Publications
- Photographs
- Diaries & correspondence
- Plat maps
- Ethnic & non-English language newspapers

#### Great Plains (non-Kansas materials)

- U.S. Government documents related to the Plains Wars and pacification of indigenous peoples; 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
- Territorial maps

## U.S. Military History

Special Collections & University Archives collects materials that promotes the research of special topics in United States military history with a concentration on the Second World War and American involvement in Southeast Asia.

### Subjects (Including levels of intensity – strengths and weaknesses)

Collection strengths include after action reports from the European Theater of Operations generated by the U.S. Army's 12th Army Group and 4th Armored Division in Fall 1944 / Winter 1945, interviews conducted by Dr. Cecil B. Currey with Edward Lansdale and members of his Southeast Asia counterinsurgency teams, transcripts of veterans' interviews produced by Currey's students at the University of South Florida, materials belonging to Edmund Pfannenstiel and William B. Paschal documenting their time as prisoners of war at Stalag IX-B located near Bad Orb, Germany, and issues of the *Walker Talker* and *The Buck Sheet* (the official news publications of the U.S. Army Air Force training base near Victoria, Kansas).

A collection weakness is the paucity of primary source materials documenting experiences of veterans prior to 1941 and after 1975.

### Collection Parameters (including dates, geography, types of materials, formats, and languages)

Materials documenting U.S. military history with an emphasis on primary source materials including:

- Oral and transcribed interviews with veterans
- Correspondence and memoirs produced by veterans
- Interviews with influential American and Vietnamese architects of Cold War era psychological warfare and counterinsurgency doctrines and their papers
- Planning documents and white papers produced by the Department of War/Defense and its subordinate offices unavailable in other Tebo Library or regional collections
- Significant scholarly monographs produced by military historians unavailable in other Tebo Library or regional collections

## Classic Children's Literature

Special Collections & University Archives collects materials that promote the research of special topics in children's literature. This growing collection of children's literary titles extends from 19<sup>th</sup> century works to contemporary properties of the 20th century.



## Subjects (Including levels of intensity – strengths and weaknesses)

Collection strengths include multilingual editions of *Rotkäppchen* (Little Red Riding Hood), the Barbara McVey collection of early childhood readers, adventure fiction of the Gilded Age and Progressive Era, Stratemeyer Syndicate titles, and the works of Maureen Daly.

As this is a collection area in development, the sparsity of titles representative of Whitman Publishing's novelization of licensed pop culture properties of the interwar and postwar eras remains a weakness

## Collection Parameters (including dates, geography, types of materials, formats, and languages)

Titles collected with an emphasis on prewar American children's literature including materials that:

- possess unique aesthetic qualities such as items containing the work of notable illustrators
- first edition titles from influential children's series (editions other than the first may be accepted)
- first edition titles representative of notable publishers of children's books
- first editions of titles collecting the mythologies or folktales of global cultures

## Not included

In general, Special Collections & University Archives does not collect three-dimensional museum objects or artifacts. However, particular artifacts holding clear research value connected to existing collections will be considered. Duplicate items and publications readily available at other institutions will generally not be considered.

## Selection Process

Selection of items or collections for addition to Special Collections generally adheres to the following factors:

- Awareness of need of categories of materials or specific titles predicated on evaluations of existing collections, requests and observations of researchers, input from university faculty, and collection integration with regularly offered courses
- Consultation with FHSU faculty with relevant teaching and research interests
- Identification of items or collections through donation offers

## Acceptance of Gifts

Gifts, whether of funds or materials, provide a valuable opportunity to enhance the Tebo Library's Special Collections & University Archives 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 Tebo 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 Tebo Library upon receipt. A completed donor gift agreement will accompany all material gifts.
- Tebo Library's Special Collections & University Archives 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 & University Archives, please contact Brian Gribben, Coordinator of Special Collections & University Archives, at [b\\_gribben@fhsu.edu](mailto:b_gribben@fhsu.edu) or (785) 628-5511. Tebo Library works with the FHSU Foundation to ensure the fullest recognition of donors.

## Appraisal of Gifts

Tebo Library and the Special Collections do not appraise gifts for monetary value. The IRS requires independent appraisals 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.