

Texas Woman’s University

Library Policy Manual

Policy Name:	Special Collections & University Archives Collection Development Policy
Last Library Review:	March 2022
Next Library Review:	March 2023

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Introduction

The Special Collections and University Archives at Texas Woman's University represents a major research collection on the history of women and supports the University's mission and curriculum with special emphasis on the Department of Language, Culture, and Gender Studies Department. Materials are collected in both analog and digital formats. Books, periodicals, manuscripts, photographs, and other materials are actively collected to support undergraduate, graduate, and post-graduate research about women in the social sciences and humanities. The Special Collections helps fulfill TWU's research mission statement "to serve as a resource and depository for information and knowledge about women, their cultural diversity, and their particular contributions to the history and progress of the State of Texas, the nation, and the world."

The Special Collections and University Archives unit is housed on TWU's main campus in Denton, Texas, and is comprised of the following collections: Woman's Collection, Children's Historical Collection, Cookbook and Culinary History Collection, Rare Books, and many other unique and distinctive individual and group collections. The materials are primarily used by students, staff, faculty, alumni, visiting scholars, historians, journalists, authors, filmmakers, documentarians, and curators. For preservation, the Archives also houses the permanent records of Texas Woman's University from University offices across the Denton, Dallas, and Houston campuses for archival preservation..

Purpose

The purpose of the materials in the Special Collections is to support the University's academic programs and to foster and promote in-depth research in women's history and contemporary issues. The Multicultural Women's and Gender Studies program integrates diverse perspectives and critically applies feminist/womanist scholarship to social justice issues. This program also focuses on areas that include U.S. women of color, feminist epistemologies and pedagogies, ecofeminism, feminist approaches to religion, spirituality, activism, social justice, and the history and development of women's studies.

The purpose of the University Archives is to assess, collect, organize, preserve, and provide access to materials related to the history and heritage of Texas Woman's University since its inception in 1901. The archive houses permanently valuable records such as letters, reports, accounts, minutes, manuscripts, and photographs documenting past events.

This Special Collections and University Archives Collection Development Policy is a written guide outlining the policies of these collections as they relate to specific subjects and formats. Additionally, the policy is intended to provide guidelines for the selection and purchase of materials, and a master plan for growth and development. It communicates the collections' concentrations, provides guidelines for the removal of library materials, and assists in the selection and retention of gift items.

Special Collections and University Archives Materials Budget

The University administration approves funds for the Libraries' budget and the Dean of Libraries, as a fiscal agent for the TWU Libraries, is responsible for the expenditure of all Library funds. The Special Collections and University Archives Unit receives an annual budget allocation, approved by the Dean of Libraries, which is used for the purchase of books, electronic databases, journals, media, and microforms. Money allocated to academic departments often supplements the collections, as these materials are selected by faculty and subject librarians outside of the unit.

General Guidelines for the TWU Special Collections

The Director of Special Collections and University Archives is responsible for the overall selection and maintenance of the materials in the Special Collections and University Archives unit. Gifts and donations of materials are accepted after review to ensure they support the Collection Development Policy and are in good condition. Manuscripts, photographs, artifacts, historical clothing and textiles, artwork, and cookbooks are primarily obtained through donations.

The level of security assigned to various special collections materials is first determined in order to decide on its storage location (climate controlled, non-climate controlled, or open collections). Materials in the general collections may be transferred to Special Collections if they are fragile,

Materials housed in other areas or represented in other collections in the library may be transferred to Special Collections if their condition requires special care due to fragility, age, rarity, supplementary to other collections, or have unique historical significance.

Collection Assessment and Evaluation

The collections are assessed and evaluated regularly for condition and appropriateness. Staff periodically review benchmarks such as the *ACRL Women's Studies Core List* and Gender and Women's Studies publication lists generated from the University of Wisconsin.

Duplication of Materials

Generally, duplicate print materials are not purchased if the library already holds another copy in either print, electronic, or microform format. Duplicate gift items may be accepted if essential to the collections.

Criteria for Withdrawal/Deselection of Special Collections and University Archives Materials

Materials that are obsolete, outdated, out of scope, superseded, duplicated, or damaged may be considered for withdrawal from the collections. Older editions of directories and reference books are often retained for their historical focus. Faculty are consulted for guidance on deselection if needed. The Libraries' professional staff and the Dean of Libraries make the final determination on withdrawals.

University Archives falls within the guidelines established by the Texas State Libraries and Archives Commission (TSLAC) and the State of Texas. The Director of Special Collections and University Archives coordinates with TSLAC, the Dean of Libraries, and faculty before removing any archival materials. Donated historical manuscript collections and their corresponding donation agreements are reviewed by the Special Collections and University Archives Director and the Dean of Libraries before any of these materials are withdrawn. Reasons for removing a collection include condition of the materials and their relevancy to the collections. In these circumstances, materials may be returned to donor, given to another institution with a similar collection development policy, or appropriately discarded.

General Selection Guidelines

Texas Women

The collections reflect a broad range of women's experiences, including education, professional advancement, racial, and ethnic background. There are no limitations.

Texas Women's Organizations and Clubs

TWU collects primarily Texas state, regional and local records of women's social, educational, civic, and volunteer organizations.

Women in Aviation

The collections in this area are International in scope. The Libraries collect materials broadly that pertain to the Women Airforce Service Pilots (WASP), women who served in the Royal Air Force, American women pilots and women's pilot organizations.

Women and War

Manuscripts and photographic records of women during wartime and postwar time are collected and are international in scope.

Women in the Military

Materials relating to women serving in all military branches (Army, Navy, Marines, Air Force, and Coast Guard) are national in scope and are collected broadly. Also amassed are items relating to Veterans and those serving in the Reserves.

Nursing and Allied Health Professions

The Libraries collect manuscript and photographic records of women, primarily, but not exclusively from Texas that are focused on nursing and allied health.

Manuscripts

Collecting in the Special Collections subject areas is central to the library's mission. Manuscript records and papers are important additions in strengthening established collections.

Oral Histories

The Special Collections and University Archives staff conduct oral history interviews that relate to their collections. These may be interviews with alumnae, retired faculty, staff, or administrators. Personal interviews and family histories are reviewed for addition.

Clothing and Textiles

Uniforms and artifacts pertaining to existing collections and University history comprise part of this collection. However, items that are representative and historical in nature are also accepted.

Biographies

Biographical treatments of women are collected broadly, with the exception of most film and popular culture biography. Reference tools such as biographical studies, indexes, statistics, and bibliographies are also collected. Textbooks are not ordinarily purchased.

Books, Journals, Databases

The Woman's Collection books and journals provide primary and secondary resources for undergraduates and graduates in U.S. women's history and women's studies. Most of these materials are purchased. Recent imprints and older out-of-print materials are preferred. Titles written about the TWU Special Collections and those in which authors have relied heavily on Special Collections resources

for their research are also added. There are no chronological limitations. Books and periodicals about U.S. women and women of color are the primary geographic guidelines. Exceptions to this geographic limitation are women in aviation and war. The TWU Department of Language, Culture, and Gender Studies Department places emphasis particularly on feminist, transnational, and social justice works. Books and periodicals are limited to English and English translations unless they are about Texas women or are gifts of foreign language cookbooks. Hardbound editions of books are preferable. Purchasing multiple editions of books is generally not done. Donated cookbooks are the exception to this.

Journals are collected broadly whether one issue or a large run of a title. Reference materials such as biographical directories, dictionaries, bibliographies, and statistical reports pertaining to women and women's issues may be purchased.

Recommendations for full-text databases are presented to the Manager, Library Collections Administration and reviewed by the Library Executive Team for purchase consideration.

Social Sciences and Historical Studies Selection

History

- Materials focused on Texas women without chronological, ethnic/racial or language limitations
- History and development of women's studies.
- Published histories of women's organizations (including social and benevolent clubs and societies) and educational societies.
- Suffrage and temperance movements, personal accounts, biographies and general histories of women's experiences on the western frontier (including captivity stories), missionary efforts, overland journeys, and travel accounts.

Political Science and Government

- Seminal and general works pertaining to the activity of Texas women within Texas and their influence on government policy as elected officials, public policymakers, and civic activists.
- Works on women's organizational activities in Texas - including the suffrage movement, the temperance movement, ERA, and other social and political movements.

Sociology and Social Work

- Cross-cultural gender studies and studies dealing primarily with women in regard to ethnic groups, race, economic levels, mental health, sex roles, marriage and family, divorce, sexuality, identity, singleness, age.
- Regional studies (rural women, urban women, migrant women, etc.).

Language, Culture, and Gender Studies Selection

English Literature

- Seminal and general feminist works, literary classics about women and books by women authors.
- Materials by women of color and works focused on women of color issues.
- Special Collections does not acquire critical works, bibliographies, fiction, drama, poetry, or essays.

Multicultural Women's and Gender Studies

- Seminal and general works about race, gender and ethnicity as well as works with emphasis on feminist thought, feminism, disability studies, social justice, militarization, ecofeminism, pedagogy and feminist epistemologies.

Folklore

- Seminal and general works on women, primarily Texas and the U.S.
- Coverage of all time periods and feminist works.

Arts and Design Selection

Visual Arts

- Biographical, seminal and reference works about visual artists and photographers.
- Occasionally acquire original artwork connected to the University or to a manuscript collection.
- Original photographic art by women and alumnae.

Music

- Seminal and biographical works primarily about Texas women musicians.
- General biographical reference work, but not exclusively.

Dance

- Seminal and biographical works primarily about Texas women dancers and women, but not exclusively.

Theatre

- Seminal and biographical works primarily about Texas women in the theatre, but not exclusively.

Fashion Design and Merchandising

- Seminal works on women's clothing primarily in the United States and feminist views of clothing and culture.
- Current and retrospective works about uniforms and Texas fashion industry and textiles.

Sciences Selection

Science, Math and Technology

- Seminal and biographical works relating to women's contributions to science, math and technology.
- Environmental science and materials with a feminist perspective.

Social Work, Psychology, and Philosophy Selection

Psychology and Philosophy

- Biographies of women philosophers.
- Seminal and general works on the philosophy of women and women's issues (sexism, feminism, sex roles, ecofeminism, womanism and feminist epistemologies).

Religion

- Books on the history of women's religious organizations and women religious leaders in the United States.
- Feminist critiques of traditional religious ideas, feminist religion and spirituality and its approaches.

Business Selection

Business

- Seminal and general works about women in the workplace, business owners, entrepreneurship and business leadership.
- Emphasis is placed on Texas, but not exclusively.
- Directories, statistical studies, biographical works, and journals.

Health Professions and Kinesiology Selection

Recreation, Athletics & Physical Education

- Primarily retrospective (19th and early 20th century) treatises dealing with outmoded ideas about women and athletics along with the effects of Title IX.
- Retrospective and current biographical works, current statistics, bibliographies, and indexes dealing with women in sports and women's exercise physiology.

Women's Health

- Seminal and biographical works about women.

Health Care Professions

- Emphasis on nurses in the military, early historical texts on nursing, photographs, and personal papers (particularly of TWU graduates and faculty).

Education Selection

Education

- Seminal and general works about women's education in Texas and women educators, administrators and students.
- Personal accounts (especially of women in and from Texas) and significant materials relating to women's studies programs in the U.S.
- Feminist theory and feminist pedagogy

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administration Team 03-30-2022