

Collection Development Policy
The Woman's Collection
Texas Woman's University Libraries
2008

Introduction

The Woman's Collection of the Texas Woman's University Libraries represents a major research collection on the history of women and supports the curriculum of TWU's Women's Studies Program. Books, periodicals, manuscripts, photographs and other formats are actively collected to support undergraduate and graduate research about women in the social sciences and humanities. The Woman's Collection helps fulfill the TWU Research Mission Statement of the University "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 Woman's Collection serves as a special collection on the TWU campus and is comprised of several components: the Woman's Collection, the University Archives and the Cookbook Collection.

The Policy

The Collection Development Policy is a written guide relating the collecting policies of the Woman's Collection to specific subjects in print, manuscripts and other formats. The policy will be reviewed every two or three years.

This policy is intended to:

- provide guidelines for the selection of materials for purchase
- provide a master plan for the growth and development of the research materials in the Woman's Collection
- communicate to others the collection strengths
- provide guidelines for the removal of library materials.
- assist in the selection and retention of gifts and other sources

These collections are primarily used by TWU students, staff and faculty, visiting scholars, historians, journalists, filmmakers, and museum curators.

Woman's Collection Material Budget

The University administration approves funds for the Library budget and the Director of Libraries, as fiscal agent for the Library, is responsible for the expenditure of all Library funds including those used for materials in all formats.

The Woman's Collection receives a budget allocation, approved by the Director of Libraries, and used in the purchase of women's periodicals, books, and microforms. The Woman's Collection also benefits from the purchase of books from academic departments' allocated funds, selected by the faculty and library liaisons.

Selection Guidelines

The purpose of the materials in the Woman's Collection is to support the universities academic program and to foster in-depth women's history research both within and outside the university.

1. **Responsibility:** The Coordinator of Special Collections is responsible for the selection and maintenance of the research materials in the Woman's Collection and reports directly to the Director of Libraries.
2. **Duplication:** Duplicate print items are not purchased if the library holds another copy in print, electronic, or microform, unless sufficient reason for duplication is shown. We do accept gifts of duplicate books if the Coordinator sees a need for an additional copy.
3. **Material transfers:** After re-evaluation, materials housed in other areas of the libraries and requiring special care, may be transferred to special collections. Qualities considered in such transfers include fragility, age, aesthetics, association and market value.
4. **Method of Acquisition:** Books, periodicals, serials, databases and microforms are acquired through purchase. In addition, the Woman's Collection receives many gift books annually. Manuscripts, photographs, and historical clothing arrive primarily as donations.
5. **Sources for Book Collecting Analysis and Comparison:** The Woman's Collection staff periodically review the ACRL Women's Studies Core List and other publications by the University of Wisconsin.

6. The Coordinator determines the level of security assigned to special collections materials which determines storage location (vault or open stacks).
7. Criteria for Removal of Library Materials
 - In many cases, older editions of directories and reference books are retained for historical reference.
 - University Archives falls within the guidelines established by the State of Texas and the University Records Retention Manual. The Coordinator for Special Collections must obtain signed acknowledgment from the Director of Libraries before removing a record group of University material.
 - The Coordinator must study all donation letters and agreements before removing a historical manuscripts collection and must obtain the approval of the Director of Libraries. Those materials can then be: 1) returned to the donors, 2) given to another similar collecting institution, or 3) discarded.

Manuscripts: General Collection Guidelines

Collecting in these subject areas is central to the library's mission. Manuscript records and papers are acquired at the discretion of the Coordinator and the Director of Libraries, based on the acknowledged strengths of established collections.

Texas women: No limitations. Collection reflects a broad range of women's experiences, including education, professional advancement, and racial and ethnic background.

Texas women's organizations and clubs: Collect primarily Texas state, regional, and local records of women's social, educational and volunteer organizations.

Women in Aviation: International in scope. Collect broadly materials pertaining to the Women Airforce Service Pilots of World War II, the American women who served in Britain's Royal Air Force, American women pilots, and women's pilot organizations, such as the Whirly-Girls (helicopter pilots) and the Women Military Aviators.

Women and War: International in scope. Manuscript and photographic records of women in wartime circumstances.

Nursing and Allied Health Professions: Manuscript and photographic records of women, primarily, but not exclusively, from Texas.

Oral Histories: Current projects conducted by staff include the Women Airforce Service Pilots; the University Archives faculty, staff and former students; women associated with the Texas Association for Inter-Collegiate Athletics for Women; and the Texas Association of Women's Clubs, formerly the Texas Federation of Colored Women's Clubs. We also accept the private oral history projects of historians with appropriate rights and paperwork.

Clothing and Textiles: Uniforms and artifacts pertaining to the Women Airforce Service Pilots, representative uniforms for women in other branches of service and uniforms and clothing related to Texas Woman's University. Exceptions: Selected clothing or textiles donated with a significant manuscript collection.

Books and Periodicals: General Collection Guidelines

The Woman's Collection's books and periodicals provide primary and secondary resources for undergraduates and graduates in U.S. women's history and women's studies issues. In a special collections setting, it is essential to purchase resources that support the major historical manuscript collecting areas.

Languages: English and English translations. Exceptions: Non-English language books or periodicals about Texas women and gifts of foreign language cookbooks.

Chronological Guidelines: No limitations.

Geographical Guidelines: Primary focus on books and periodicals about women in the United States. Exception: Women's Studies require international cross cultural studies with a special interest in Middle Eastern and African women. Women in aviation and war may be selected without geographic limitation.

Treatment of Subject: 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 collected broadly. Juvenile materials and introductory textbooks are not ordinarily purchased.

Types of Material:

- The Woman's Collection purchases books, periodicals, serials and microforms.
- Reference materials pertaining to women and women's issues may be purchased in every edition, including biographical directories and dictionaries, bibliographies, subject dictionaries, and general statistical reports.

- Recommendations for full-text databases are presented to the Assistant Director of Collections and Technical Services and the Administrative Team for consideration.
- When both paperback and hard bound editions are available, the hard bound edition is preferred. No emphasis is placed on acquiring multiple editions of a monograph or first editions when other editions are available in the library. Exceptions: We accept gifts of variant editions, particularly with the Cook Book Collection.

Date of Publication: Recent imprints and older out-of-print materials.

Other General Considerations:

- The University Archives houses the permanent records of Texas Woman's University which are transferred from University offices.
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- The Woman's Collection collects broadly in women's periodicals, whether it is one issue or a large run of a periodical title.
- The Cook Book Collection receives most of its acquisitions as gifts.

Collecting Guidelines by Subject: Social and Behavioral Sciences

Anthropology and Folklore: General works of anthropology and folklore on women, primarily Texas and U.S; all time periods. Feminist studies in spirituality and religion. Seminal works acquired for studies outside the U.S.

Business: Works dealing with women in the workplace. Includes directories, statistical studies, biographical works, "how to" books, and journals.

Education: Works dealing with women as educators, administrators, and students. Acquire general works (U.S.), personal accounts, especially Texas and The West; and significant materials relating to women's studies programs in the United States. Purchase broadly in feminist theory and feminist pedagogy.

Politics and government: Works pertaining to the activity of women in national and Texas politics and their influence on governmental policy as both elected officials and as reformers. Includes works on the suffrage movement, the temperance movement, the ERA and other social and political movements.

History: All of the following have high priority.

- Collect exhaustively materials dealing with Texas women without chronological, ethnic/racial, or language limitations.
- Acquire published histories of women's organizations, including social and benevolent clubs and societies, educational societies, suffrage and temperance movements.
- Personal accounts, biographies and general histories of women's experiences on the western frontier, including Indian captivity stories, missionary efforts, overland journeys, and travel accounts.
- Acquire internationally, works in English about women in aviation and women and war.
- General historical and biographical works pertaining to U.S. women.

Law and Law enforcement: General works about laws relating exclusively to women and personal accounts of women involved in law and law enforcement and criminal activity.

Psychology: General works about the psychology of women or comparative gender studies in the United States.

Recreation, Athletics & Physical Education: Primarily retrospective (19th and early 20th century) treatises dealing with outmoded ideas about women and athletics; the effects of Title IX; also retrospective and current biographical works; and current statistics, bibliographies and indexes dealing with women in sports and women's exercise physiology.

Sociology and Social Work: General works and bibliographies in U.S. and cross-cultural gender studies; studies dealing primarily with women in regards to ethnic groups, race, economic levels, mental health, sex roles, marriage and family, divorce, lesbians, single women, age, and regional studies (rural women, urban women, migrant women, etc.).

Collecting Guidelines by Subject: Humanities

Literature: Biographies of women writers and seminal works in feminist writings. The Woman's Collection does not acquire critical works, bibliographies, fiction, drama, poetry, or essays.

Philosophy: Biographies of women philosophers and general works on the philosophy of women and women's issues, such as sexism, feminism, sex roles, ecofeminism and womanism.

Religion: Books on the history of women's religious organizations and women religious leaders in the United States, feminist critiques of traditional religious ideas and feminist religion and spirituality.

Mass Media and Popular Culture: Studies regarding treatment of women in advertising, radio, television, film, and journalism. Reference works on women in

these fields along with serious scholarly biographies. Avoid most commercial film artist biographies except when donated as a gift.

Fashion: Historical 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.

Collecting Guidelines by Subject: Fine Arts

Visual art: Biographical and reference works about visual artists and photographers. Photographic book art by and about women. The Woman's Collection occasionally acquires original art work connected to the university or to a manuscript collection.

Music: Biographical works about Texas women musicians and women who have achieved national status. Also, general biographical reference work.

Dance: Biographical works about Texas women dancers and women who have achieved national status. Also, general biographical reference works.

Theater and Drama: Biographical works about Texas women involved in theater or women have achieved national status. Also, general biographical reference works.

Collecting Guidelines by Subject: Science

Health sciences and health care professions: Published biographies about health care professionals who have made significant contributions to their professions. Areas of emphasis: nurses in military, early historical texts on nursing, photographs and personal papers, particularly of TWU graduates and faculty.

Science, Math, and Technology: Biographical, bibliographical, and gender studies relating women's contributions to science, math, and technology, including environmental science.