PURPOSE OF THE COLLECTION

As Louisiana’s major urban university, the University of New Orleans supports the educational, economic, social, and cultural development of the state’s largest and most diverse metropolitan region. The Earl K. Long Library faculty and staff are active participants in that enterprise and are committed to the highest standards of service and access to library resources. The Louisiana and Special Collections Department, a cross-disciplinary department associated with all University of New Orleans colleges and programs, supports the library’s mission to provide resources which advance the university’s educational programs, including instruction at all levels, research, and public service. In fulfilling this mission, the Louisiana and Special Collections Department

- Develops unique and/or special research collections of rare or other materials in designated subject areas, notably those pertaining to the State of Louisiana;
- Houses and preserves library materials which require special handling or supervised use because of scarcity, vulnerability (fragility or prospect of defacement), unusual format, or monetary value;
- Serves as the official archives of the University of New Orleans, including as part of this collection the records of the university, faculty members’ papers, UNO dissertations and theses, and the UNO Faculty Authors Collection;
- Provides access to materials in accordance with the guidelines governing their use; and
- Instructs library users in the availability, care, handling, and research potential of special collections.

In addition, the department

- Serves as a focus and magnet for fundraising, donors, and grants;
- Enhances the reputation of the library and the university through building subject strengths and/or subject niches; and
- Represents the library to the wider community through exhibitions, publicity, programs, and presentations, in traditional forms as well as via the Internet.

The chair of the Louisiana and Special Collections Department shall serve as collection development librarian for rare books, archival and manuscript collections, and Louisiana materials, or may designate another faculty member of the department to function in one or more of those capacities.

LIBRARY USERS SERVED BY THE COLLECTION

Materials in Louisiana and Special Collections are available to researchers on equal terms, subject to appropriate care and handling of the materials on the part of the researcher, during established hours of operation of the Reading Room. The library does not reserve materials exclusively for the use of individual scholars. Circulating materials, limited to dissertations, theses, and master’s reports written at the University of New Orleans, may be borrowed upon the presentation of a valid borrower’s card. Rare books, archives, and manuscript materials generally are not available to students not yet in high school,
unless the students are accompanied by a responsible adult. Students seeking exceptions should submit such requests in writing.

**TYPES OF MATERIALS COLLECTED**

In January 1997 the Louisiana Collection and the Archives and Manuscript Unit merged, becoming the Louisiana and Special Collections Unit of the Reference Department, and in October 2000 it became the Louisiana and Special Collections Department. The department collects the following types of materials, including both primary resources (the objects of research, e.g., collections of manuscripts) and secondary resources (the fruits of research, e.g., books and theses derived from those collections):

**Louisiana materials**

The purpose of the Louisiana Collection is to develop an in-depth resource of cross-disciplinary materials pertaining to the history, development, and people of the State of Louisiana and to offer to library users specialized, more intensive research assistance. The collection includes Louisiana-related books, periodicals, dissertations and theses, state documents, and vertical file and other ephemeral materials.

Publications in the Louisiana Collection have been designated as noncirculating because of frequency of use. Additional copies of Louisiana titles, when available, are housed in the stacks and are available for borrowing. Ideally, the library should acquire at least two copies of major publications about Louisiana, the first designated as noncirculating. Because of the presence of archival copies of Louisiana-related theses and dissertations written at UNO, Louisiana Collection copies circulate. Louisiana materials meeting the criteria for transfer to the rare books collection are housed there (see Appendix A, “Guidelines for Transfer to the Rare Books Collection”).

**Rare books**

Publications are added to the rare books collection through gift, purchase, and transfer from the general library collection (see Appendix A). They are volumes which require special handling or supervised use because of scarcity, vulnerability (fragility or prospect of defacement), unusual format, or monetary value. Historically, rare books have been housed with archives and manuscripts, with which they share a need for special care and handling.

For many years, inadequate funding resulted in negligible allocations for the purchase of rare books. Consequently the library lacks many of the volumes that would be considered cornerstones of a rare books collection in a major Louisiana university. In the late 1990s, with the designation of the University of New Orleans as a Four-Year II institution by the Southern Regional Education Board and with increased levels of funding came a new interest in building a meaningful collection of rare books, one which will support the university’s curriculum and programs while also attracting the attention of scholars beyond the university community and the interest of prospective donors seeking outlets for their collections. The rare books collection builds upon the library’s strengths and interest in Louisiana-related materials to acquire rare books and other publications in that subject area, with secondary interest in materials that support other areas of the university’s curriculum and programs.
Manuscripts and archives

In 1968 the library acquired the Italian Clubs Collection, which consists of records of eleven Italian fraternal organizations. Unlike collections of primary materials that had been received previously, the Italian Clubs Collection was accessioned. This marked the beginning of the library’s effort to collect such materials.

Early on, the decision was made to emphasize the collection of materials created by local businesses and ethnic groups. Other areas in which significant holdings of archival materials and/or personal and family papers have been developed include business, labor history, urban studies (New Orleans area), education, law, organizations, and news and entertainment media (these areas are discussed in detail below). Future collecting should build on these strengths while remaining open to opportunities to expand our holdings within areas that offer potential for curricular and research support.

University of New Orleans Archives, including UNO dissertations and theses and the UNO Faculty Authors Collection

Records generated by the various administrative and academic entities of the University of New Orleans are sought for addition to the University Archives. Until 2004 this was largely at the discretion of those entities. In 2004 the University of New Orleans established a retention schedule and formal procedures for regular transfer of records to the University Archives, which is part of the Louisiana and Special Collections Department, and designated the chair of the department as University Archivist and Records Management Officer.

As an adjunct to the University Archives, the Louisiana and Special Collections Department collects one copy of each dissertation and thesis accepted by the Graduate School. Typically, another copy is directed to the general collection. If just one copy is available, it should be housed in the Louisiana and Special Collections Department.

Although there has been ongoing effort to identify and collect publications by members of the UNO faculty, not until 2001 was this practice made formal and funding allotted specifically for the purchase of such works. See Appendix B, “The UNO Faculty Authors Collection,” for guidelines directing this collection.

Ephemeral materials

Collecting ephemera has a long-standing practice at the Earl K. Long Library. The Louisiana and Special Collections Department maintains vertical files of recent Louisiana ephemera, such as political campaign handouts, and holds such materials as printed broadsides. Additions by both donation and purchase are actively sought, and members of the faculty and staff are encouraged to contribute programs from performing arts events, invitations to Carnival balls, advertising and political memorabilia, etc.

Photographs and other visual materials

Photographs depicting the people and locales of the greater New Orleans area, though relatively few in number, qualitatively are a strength of the library’s holdings. In addition to photographs acquired as part
of larger collections, miscellaneous photographs constitute an artificial collection housed with archival and manuscript materials. The department also collects postcards, posters, prints, and other visual materials.

**Sheet music**

In addition to sheet music acquired as part of larger collections, a small artificial collection of sheet music resides with the holdings of archives and manuscripts. Its strengths include music in Yiddish and especially music published in New Orleans during the nineteenth century to approximately 1930, when the city was a center for the publication of sheet music. In 2002 the addition of orchestrations of twentieth-century popular music in the René Louapre/Saenger Theatre Music Collection extended the chronological parameters of the music holdings beyond their former terminal date.

**Oral history**

The Louisiana and Special Collections Department collects oral history interviews on tape, accompanied by appropriate releases signed by the interviewer and interviewee(s) (see Appendix C.2). It is desirable that a transcript accompany interviews. On a limited basis, members of the department's faculty and staff may produce oral history interviews that provide information about the collections and their donors.

**Digital materials**

The Louisiana and Special Collections Department works collaboratively with the Digital Initiatives Librarian to develop digital collections, both those newly acquired and those derived from existing holdings, in accordance with the Collection Development Policy for Digital Collections (forthcoming).

**FOCUS OF THE COLLECTION**

**Format**

The Louisiana and Special Collections Department accepts materials in all formats, including but not limited to manuscripts, archives, documents, books, pamphlets, sheet music, broadsides, newspapers, periodicals, maps and plans, photographs and other visual materials, recordings (including oral history tapes), ephemera and selected memorabilia, videotapes, films, microfilm of other holdings and microforms contained in collections, compact discs, and Louisiana state documents. Those which are actively being added to the collection are described in detail above.

**Geographic area**

The collection documents all aspects of life in Louisiana, including materials that enable the researcher or reader to place state and local events in broader perspective. Nonprint materials and rare printed materials emphasize that area but are not limited geographically.
Subject

Within the geographic area noted above, subject interests support the curriculum and programs of the University of New Orleans and are not otherwise limited by subject. D. Clive Hardy, who headed the Special Collections Unit from its inception until his retirement in 1996, explained that the ethnic aspects of the first accessioned collection, the Italian Clubs Collection, directed collecting interests toward ethnic materials. “This stress was, of course, complementary of the university’s own urban cast, such groups being primarily, especially in the South, an urban phenomena [sic]. It was additionally appropriate that the memberships of such groups, like the university’s student body, was largely drawn from the city’s blue-collar class. There was also a very practical advantage to collecting such material: its generally more ready availability as a result, no doubt, of having been largely ignored by most of the area’s repositories, which, in the late sixties, still favored the records and papers of the old gentry.”

Primary Collecting Interests

Business History

Existing collection strengths: Records pertaining to New Orleans area small businesses include but are not limited to art galleries (Boothby-Orleans Gallery Collection, Johnson-Orleans Gallery Collection, Tahir Gallery Collection), manufacturers (Higgins Industries Collection, Jackson Brewery Collection, Lutcher & Moore Cypress Lumbering Company Collection), sales (K & B Archives, Dennery & Co. Collection, Paul Veith Collection), and service providers (A. P. Boyer Collection, Jacob Schoen & Son Collection).

Education

Existing collection strengths: As the repository for the archives of the Orleans Parish School Board, the Louisiana and Special Collections Department offers extensive information about the development of the city’s school system. Supplementing these records are personal papers of members of the School Board (William D. Reeves Collection), teachers (Sarah Towles Reed Collection), and students (Audrey M. Stier Collection). Materials pertaining to other educational institutions include the A. C. Priestley Collection (containing Leland College records), the Thiberge Collection (private education), and the archives of the University of New Orleans.

Ethnic History

Existing collection strengths: Manuscript and archival materials pertaining to African Americans, including the Marcus Christian Collection, the A. P. Boyer Collection, and the archives of the New Orleans Chapter of the National Association for the Advancement of Colored People, are exceptionally strong. Materials concerning other ethnic groups that settled in Louisiana also are collected, notably but not limited to the French (Athénée Louisianais Collection, René Grandjean Collection), the Italians (Italian Clubs Collection, Italian Newspaper Collection), and the Hispanics (Carnaval Interamericano Collection). Printed materials include a broadside advertisement of a slave sale in New Orleans in 1838. Various primary and secondary sources concerning the Isleños and other groups can be found in the Jean Lafitte National Historical Park Collection.
Labor History

Existing collection strengths: Manuscript and archival materials in this subject area include the archives of the Greater New Orleans AFL-CIO, the New Orleans Typographical Union (Local 17), and New Orleans Classroom Teachers’ Federation records in the Sarah Towles Reed Collection.

Legal History

Existing collection strengths: Manuscript and archival collections include the case files of the Supreme Court of Louisiana, 1813-1920; the records of Dart and Dart and related law firms; and the John A. Dixon, Jr. Collection. Law books and other publications pertaining to the history and development of Louisiana law supplement these materials.

New Orleans Area Urban Studies

Existing collection strengths: Published reports and studies, including, for example, reports of the U.S. Corps of Engineers; the archives of organizations such as the Audubon Park Commission, the Bureau of Governmental Research, and the Chamber of Commerce of the New Orleans Area.

News and Entertainment Media

Existing collection strengths: Both print and broadcast media are represented in the collection, including the Italian Newspaper Collection, the Iris Kelso Collection, records of the Vieux Carré Courier newspaper, the Ralph N. Vinson Collection (editorial cartoons from the New Orleans States), and the film and video archives of WDSU-TV. In addition, the collection contains broadsides and programs promoting performances in local theaters, sound recordings, and papers of entertainers such as Al Hirt.

Organizations

Existing collection strengths: Associated with collecting interests in ethnic groups, labor history, and urban studies, and overlapping other areas as well, is an emphasis on the records of organizations. Among those represented in the collection are records of the Société des Francs-Amis and the Société des Jeunes Amis, two African American fraternal organizations; the Firemen's Charitable Association, 7th District; the Operative Plasterers' and Cement Masons' International Association of the United States and Canada, Local 93; and the Community Services Council of New Orleans Collection.

Secondary Collecting Interests

Aviation

Existing collection strengths: Manuscript and archival holdings pertaining to the early development of aviation in Louisiana include the Newman Louisiana Aviation Collection (records of the Wedell-Williams
Air Service and other early commercial aviation activity in Louisiana), the Abe L. Shushan Collection, and the Edward G. Wathan Collection.

Carnival

Existing collection strengths: Printed ephemera pertaining to Carnival in Louisiana, especially the New Orleans area, exist in several collections, notably the Richard Dixon Collection and the John Minor Wisdom Collection. The Charles V. Booth Collection offers manuscript materials, photographs, and memorabilia pertaining chiefly to truck krewes.

History of Medicine

Existing collection strengths: Manuscript and archival holdings include the Charity Hospital School of Nursing Collection and the Edgar Hull Papers. Among printed materials are publications concerning yellow fever in Louisiana.

Areas for Further Development

The University of New Orleans needs strong collections of primary research materials to foster the research of its faculty, staff, and students, as well as extensive secondary resources to further basic study. In support of original research, the Louisiana and Special Collections Department aggressively and extensively collects available materials pertaining to all aspects of Louisiana history and culture, as well as other manuscript and printed materials worthy of special handling which support the university's instructional program. Efforts are made to expand upon strengths and to fill gaps, notably to expand holdings of nineteenth-century (and earlier) materials and of Louisiana-related pamphlets and ephemera. Recent publications pertaining to all aspects of Louisiana history and culture, including works published in Louisiana and works written by and about Louisianians, also are collected aggressively and extensively. In evaluating prospective acquisitions, the following questions are considered:

1. Does it support the university's curriculum and programs?
2. Does it complement existing holdings? Does it fill a gap in existing holdings?
3. What materials already in the collection could a researcher consult instead?
4. If a purchase, is the price fair? What is the "going rate" for such materials?
5. Is it in stable condition?

Time period

Collecting interests are not limited chronologically. Emphasis is on the twentieth and twenty-first centuries.
Language

English is the major language of acquisition. Louisiana was and continues to be settled by emigrants from many countries, however, and materials in French, Spanish, German, Italian, and other languages are collected, as well. Materials in any modern language may be considered on a case-by-case basis. No materials will be refused solely on the basis of language.

Exclusions

The Louisiana and Special Collections Department generally does not accept the following: partial collections of archives and manuscripts when substantial portions of the collection already reside in another repository; microforms, except microforms of other holdings of the department or those contained in collections; collections which consist exclusively of photocopies; and collections which are entirely genealogical. Also excluded are non-rare printed materials that are not Louisiana-related or written by UNO faculty authors; three-dimensional objects, except that items which are within the department’s capability to care for them may be accepted as adjuncts to collections of papers and records; and materials in formats that are more appropriately housed elsewhere in the library (e.g., recordings of Louisiana music in the Multimedia Collection). The department may decline prospective acquisitions for which it cannot care properly because of their format, condition, or quantity.

COLLECTING METHODS AND RELATED PROCEDURES

Gifts

Publications about Louisiana also may be considered as gifts. Such donations often afford the opportunity to replace lost, worn, or damaged copies or to add second copies of older materials.

Donation is the preferred method of acquisition of rare books and archival materials. Such gifts are actively sought from organizations and individuals, including but not limited to University of New Orleans faculty and other members of the university community. Appraisals of monetary value are the responsibility of the donor.

Loans and Deposits

Although unrestricted gifts are to be preferred, materials proposed for loan or deposit will be accepted by the Louisiana and Special Collections Department when the circumstances of the loan or deposit are advantageous to the Earl K. Long Library in terms of, e.g., duration of deposit, availability to researchers, and research value to students and faculty.

Closed Collections

The Louisiana and Special Collections Department normally will not accept collections which are closed to public access in perpetuity or for lengthy periods of time, and those which routinely require the donor’s
or depositor’s permission for examination. Collections encumbered by restrictions of a reasonable nature (e.g., closed for a brief, specified period of time) are considered on a case-by-case basis.

**Documentation of Transfer of Ownership**

Acceptance of donations of manuscripts and other rare materials to the Louisiana and Special Collections Department is conditional upon a legal transfer of title, a deed of gift or deposit, or other official document of transmittal. See Appendix C, “Documentation of Transfer of Ownership.”

**Purchases**

Allocation of the library’s book budget is done primarily by academic department. Before the annual departmental allocations are computed, however, separate funds are created for a number of areas, including Louisiana publications, rare books, and the UNO Faculty Authors Collection. Collection development librarians in other subject areas are encouraged to alert the Louisiana collection subject specialist when they discover publications about Louisiana and/or the archives Special Collections subject specialist regarding books written by members of the UNO faculty.

Currently available publications pertaining to all aspects of Louisiana history, development, and people are considered for addition to the collection. First copies are designated as noncirculating. In addition, other collection development librarians may acquire one or more circulating copies, when they consider such action to be warranted. Of highest priority are publications that deal primarily with the New Orleans metropolitan area.

When rare and other out-of-print publications are not available as donations, they may be acquired by purchase from dealers’ catalogs or direct offers, at auctions, and from private individuals or organizations. Purchases are funded by gifts from the Friends of the UNO Library and other sources, grants, and library appropriations.

Under most circumstances, the library does not purchase manuscripts. Exceptions may be made on a case-by-case basis if the rare books collection development librarian and the Dean of Library Services concur.

**Deaccessioning**

“Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collections Librarians” (1992) of the Association of College and Research Libraries states, “In the deaccession of rare books and manuscripts, the special collections library must weigh carefully the interests of the public for which it holds the collections in trust, the interests of the scholarly and cultural community, and the institution's own mission. The institution must consider any legal restrictions, the necessity for possession of valid title, and the donor's intent in the broadest sense. Procedures for the deaccession or disposal of materials must be at least as rigorous as those for purchasing and should be governed by the same basic principles.” With knowledge and support of these caveats, the Louisiana and Special Collections Department reserves the right to deaccession any manuscript and archival materials in its collections subject to the conditions of acquisition and the notification of the donor or donor’s heirs. When a collection
contains multiple copies of printed materials, surplus copies may be placed in the general stacks or offered to other libraries which have pertinent collecting interests.

Duplicate copies of Louisiana publications may be considered for withdrawal when the library owns at least two copies (one circulating and one noncirculating). Decisions shall be based on the quantity of copies, their physical condition, and frequency and recentness of use.

**PRESERVATION AND SECURITY**

According to the ACRL’s “Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collections Librarians” (1992), “Special collections libraries have as a primary responsibility the safeguarding of their materials. The institution of policies and procedures to protect and preserve the materials is an institutional responsibility of the highest order. The physical integrity of the materials must be protected; the materials guarded against theft, defacement, alteration, and physical damage; and measures taken to insure that their integrity and meaning are not impaired in consequence of conservation treatment, arrangement, or use.”

Toward that end, a major element of the Louisiana and Special Collections Department’s mission is to house and preserve library materials which require special handling or supervised use because of scarcity, vulnerability, unusual format, or monetary value. The library may deny or limit access if it would impair the physical or intellectual integrity and safety of an item or collection, and implements special procedures for the use of such materials. These procedures include requiring researchers to fill out registration forms, to present identification, to check their belongings, to refrain from consuming food and beverages and from chewing gum in the Reading Room, to use pencil (no ink) to take notes, and to wear cotton gloves (supplied by the department) when handling photographs and negatives. Information acquired from researchers’ registration forms or obtained in the course of assisting them is considered to be confidential and may not be disclosed to or discussed with other researchers.

Researchers who need study copies of special collections materials are encouraged to photograph them using a non-flash camera or cell phone. Upon request, staff members will photocopy manuscripts, rare books, and other special collections materials deemed sturdy enough to withstand the procedure. Library users may make photocopies from many of the Louisiana-related publications or may photograph them. Circulating books about Louisiana are available for interlibrary loan, and periodicals may be photocopied for that purpose. Other materials in the Louisiana and Special Collections Department may not be lent, except by special arrangement for exhibition at other institutions for specified periods of time.

Other measures to protect materials include maintaining closed stacks, ensuring the constant presence of an attendant in the Reading Room, monitoring the environment, disaster preparedness, limiting key access to storage and reading areas, copy-specific cataloging of rare books, and preservation microfilming, photocopying, and digitizing.

**PROCEDURES FOR MONITORING DEVELOPMENT AND REVIEWING COLLECTION DEVELOPMENT GUIDELINES**

This collecting policy is intended to facilitate achievement of the goals of the Earl K. Long Library and the Louisiana and Special Collections Department. Its effectiveness will be re-evaluated in conjunction with periodic review of the library’s Collection Development Policy. Interim revision may occur as necessary to
meet the goals of the university, the library, and the department. The Louisiana and Special Collections Department reserves the right to change the preceding policies without notification to donors or donors’ heirs.
APPENDIX A: GUIDELINES FOR TRANSFER TO THE RARE BOOKS COLLECTION

As noted in the “Guidelines on the Selection of General Collection Materials for Transfer to Special Collections” (2008) of the Association of College and Research Libraries, “virtually all libraries acquire books and documents that, with time and changing circumstances, become rare and gain special cultural and historical value. These materials may also gain significant financial value in the marketplace. Librarians have a responsibility to identify the rare and valuable materials currently held in general and open stack collections and to arrange for their physical transfer” to the greater security of special collections departments. Similarly, incoming gifts should be evaluated according to the same criteria.

The youth of the University of New Orleans (founded in 1958) means that the library’s general stacks contain relatively few books that were acquired new and aged with the library to the point of requiring special care. Although the question of transferral is therefore less acute here than it is in many other institutions, worthy candidates for removal nevertheless may reside in the stacks. These guidelines reflect the primary factors set forth by the ACRL for consideration in identifying candidates for transfer or addition to the rare books collection:

- **Age**
  As ACRL guidelines note, "The longer an item has survived, the more it becomes one of a decreasing number of witnesses to its own time and place, and to the technology of its creation.” Increasingly, librarians agree that it is time “to protect all materials, regardless of form or condition, printed before 1801.” Because of the Earl K. Long Library’s emphasis on Louisiana materials, the library places priority also on the collection of “regional incunables”—materials published in Louisiana in the first decades after printing was established in 1764.

- **Intrinsic characteristics**
  Examples include fine bindings; early publishers’ bindings; extra-illustrated volumes; books with significant provenance; books with decorated endpapers; fine printing; printing on vellum or highly unusual paper; volumes or portfolios containing unbound plates, original photographs, or moving parts; books containing valuable maps or plates; broadsides, posters and printed ephemera; books by local authors of particular note; material requiring security (e.g., books in unusual formats, erotica, or materials that are difficult to replace); and “items for which five or fewer copies are reported in the national online bibliographic database (OCLC WorldCat) or items for which only one copy is held in the geographic region.”

- **Condition**
  Copies that are badly worn, much repaired or rebound, should not automatically be considered for transfer, unless the age or scarcity of the material preempts condition as a criterion.

- **Bibliographical, research, or market value**
  Relevant factors include desirability to collectors and the antiquarian book trade, intrinsic or extrinsic evidence of censorship or repression, seminal nature or importance to a particular field of study or genre of literature, restricted or limited publication, and the cost of acquisition.

The following priorities should guide decisions to transfer books from the general collection or to direct incoming gifts to the rare books collection at the Earl K. Long Library:
AUTOMATIC TRANSFER

- Anything printed anywhere before 1801—transfer is automatic unless condition renders it unusable. Runs of serials beginning before 1801 must be evaluated to select a cut-off date.
- Anything published in the Confederate states during the Civil War, 1861-1865.
- Anything published in Louisiana before 1901.

DISCRETIONARY TRANSFER (REFER TO RARE BOOKS COLLECTION DEVELOPMENT LIBRARIAN FOR REVIEW)

- Items printed in North or South America before 1831.
- Materials that should be preserved and are at risk in the open stacks because of format or content, such as
  - sexually oriented materials; example: Playboy magazine
  - materials relating to extreme views on race, ethnicity, or politics; example: Ku Klux Klan literature; Nazi literature
  - 19th-century books containing plates and/or maps
  - first editions of landmark or famous works
  - limited or “deluxe” editions (fancy paper, fancy binding, fancy illustration)
  - Anything autographed or inscribed by the author.
  - Anything published before 1900 that is in its original publisher’s binding and in exceptionally good condition, especially if the binding is unusual or striking.
  - Anything that seems highly unusual in its physical presentation or content.
  - Items that may be of importance to the history of the university, the history of the library’s collections, and/or the area. These include items with bookplates, autographs, or other marks of ownership of locally prominent persons, places (e.g., plantations), institutions, and organizations.
  - Books by UNO faculty authors that are not already represented in the UNO Faculty Authors Collection.
After many years of sporadic efforts to collect publications by UNO faculty authors, in April 2001 the Earl K. Long Library instituted the UNO Faculty Authors Collection, which is housed in and administered by the Louisiana and Special Collections Department. With materials already in Special Collections as its nucleus, this collection is expanded—by donation, purchase, and transfer from the library's circulating collection—to include additional works, current and past, by UNO faculty authors. Because of the impossibility of obtaining copies of all relevant works, the Library maintains a database containing citations to the publications, print and electronic, of UNO faculty authors. The Chair of the Louisiana and Special Collections Department shall serve as subject specialist for the UNO Faculty Authors Collection.

WHO IS A UNO FACULTY AUTHOR?

The basic criteria are authorship, as indicated by the appearance of one’s name on the title page (or, in the case of journal articles or collected essays, following the title), and, usually, employment on the faculty at the University of New Orleans at the time a particular work was published. This includes permanent, part-time faculty but excludes temporary adjunct faculty. Materials published before an author became employed at UNO may be included if the author spent a substantial part of his/her career here. Research publications from departments, research institutes, centers, etc., will be included, as well as publications by individuals.

WHAT IS INCLUDED?

- Monographs by UNO faculty authors, entirely or in collaboration with others
- Textbooks by UNO faculty authors, entirely or in collaboration with others
- Collections of essays when the editor or any contributor is a UNO faculty author
- Editions of papers or documents edited by UNO faculty authors
- Offprints or photocopies of articles by UNO faculty authors, entirely or in collaboration with others, or copies of individual issues in which the articles appear
- Hard copies of electronic publications of any of the above
- Commercially published nonprint media presenting performances, works of art, etc. by UNO faculty
- Research publications from departments, research institutes, centers, etc.

WHAT IS EXCLUDED?

- Journals edited by a faculty member
- Book reviews
• Conference papers, not otherwise published
• Unpublished theses and dissertations
• Nonprint media that are not commercially published

HOW DO WE OBTAIN PUBLICATIONS BY UNO FACULTY AUTHORS?

MONOGRAPHS

Donation from the authors

It is hoped that publicity and interest surrounding the UNO Faculty Authors Collection will foster donation specifically to the collection. To as great an extent as possible, the subject specialist for Special Collections will contact faculty authors of new books to suggest that a gift would be welcome. Other collection development librarians are requested to encourage gifts when it is convenient to do so, such as in an annual Fall message to the faculty of their departments.

Purchase

If funds become available, second copies of high-demand circulating books by UNO faculty authors shall be purchased for the UNO Faculty Authors Collection by the subject specialist for Special Collections. Recommendations by other subject specialists shall be welcomed.

Transfer from stacks

Books may be transferred from the circulating collection to the UNO Faculty Authors Collection at the discretion of the subject specialist for Special Collections if either of the following criteria is met: (1) multiple copies are available in the stacks, and at least one circulating copy will remain available; or (2) in the case of a single copy, it has not circulated for at least five years. Books that fail to meet either criterion remain in the circulating collection. The subject specialist for Special Collections shall contact other collection development librarians in case of doubt (e.g., multiple volumes with varying circulation history) or to propose exceptions.

ARTICLES

Donation from the authors of offprints, issues of journals, or photocopies

Articles from journals shall be collected only when the authors provide copies. No effort shall be made to photocopy articles from journals owned by the library or to secure articles from other journals through document delivery. Donated articles shall be collected regardless of whether the library owns the journals containing them. Authors are expected to provide complete bibliographic information (title, volume number, and date) of the source in which the article was published.
CITATIONS

Reported by authors

A bibliographic database containing citations to works by UNO faculty authors shall be maintained by the subject specialist for Special Collections. Criteria for inclusion in the database are the same as criteria for addition to the UNO Faculty Authors Collection (see “What is included?” and “What is excluded?” above). Retrospective data shall be added as time permits. The database shall be made available electronically via the Louisiana and Special Collections web page.

HOW ARE THESE PUBLICATIONS ARRANGED AND HOUSED?

MONOGRAPHS

Fully cataloged, with “UNO faculty author” note in OPAC.

Housed in Special Collections in the bookcases in the Reading Room

ARTICLES

Not cataloged

Housed in file folders (arranged alphabetically by author’s surname) in file cabinets the Louisiana and Special Collections Department.

CITATIONS

Include standard bibliographic data

Data available in alphabetical lists (arranged by author’s surname) of all contents and of items added during the current academic year.
Earl K. Long Library

Louisiana and Special Collections Collection Development Policy

APPENDIX C: DOCUMENTATION OF TRANSFER OF OWNERSHIP

Deed of Gift

Oral History Permission Form
Deed of Gift

This agreement, made in duplicate between __________________________ (the Donor, understanding this term to encompass the Donor’s legal representative) and the Louisiana and Special Collections Department of the Earl K. Long Library of the University of New Orleans (the Library), gives, donates, and transfers to the Louisiana and Special Collections Department, under the below terms, all rights, including physical ownership and copyrights, that the Donor possesses in certain materials, described as follows and collectively referred to as the materials:

TERMS OF AGREEMENT

The Donor warrants that no other individual(s), institution(s), or other entity(ies) has (have) interest in the materials covered by this agreement except as stated below. (Please indicate, if appropriate, whether copyright has been waived by release form(s) or agreement(s) made with correspondent(s), interviewee(s), or other(s) represented in these materials.)

There are no restrictions as to the use of this gift, except those which the Library may apply to all or part of the materials for ethical, legal, or preservation reasons, and those which may be specified below by the Donor:

The Library agrees to protect and preserve to the extent feasible and consistent with the Library’s usual practices the physical as well as the intellectual contents of the materials, and may arrange or rearrange these materials, according to accepted archival principles, to make them more accessible to researchers. The Library assumes no responsibility in case of loss or damage by theft, fire, or any other cause whatsoever. The Library need not specially insure the materials covered by this agreement.
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Dated: ______________________ ________________________________

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Dated: ______________________ ________________________________

for the Earl K. Long Library:
Florence M. Jumonville
You are invited to participate in an oral history interview to record information about your life and experiences. By signing below, you agree that you will participate and that all materials produced from this interview, whether in tape, manuscript, electronic, film, digital, or any other form, will be placed in and become the property of the Louisiana and Special Collections Department at the Earl K. Long Library, University of New Orleans.

You acknowledge that the Earl K. Long Library shall have the right to accession these materials and to make them available to scholars and the public for research, educational, exhibition, program, and presentation purposes, and that this may result in public presentations, including radio, television, and online broadcasts and publication in print or electronic media.

Your signature indicates that you have read and understand the information provided above, that you willingly agree to participate and have your interview placed in the Earl K. Long Library, and that you have received a copy of this form. This agreement does not preclude any use that you may wish to make of the content or expressions contained in this recorded interview.

Restrictions: ____________________________________________________________

Signature of Interviewee: ________________________________________________

Date______________________ Telephone:_______________________________

Name (printed):________________________________________________________

Address:________________________________________________________________

________________________________________________________________________

Signature of Interviewer: ________________________________________________

Date______________________ Telephone:_______________________________

Name (printed):________________________________________________________

Address:________________________________________________________________

________________________________________________________________________