**Grand Valley State University Libraries**

**Special Collections & University Archives**

Collection Development Policies and Procedures

14 September 2018

It is the responsibility of Special Collections & University Archives to acquire, house, preserve, and make accessible printed books, manuscripts, maps, broadsides, photographs, ephemera, sound and video recordings, digital images, artifacts, and other formats for use by the University’s students, faculty, staff, outside researchers, members of the community, and other interested parties. The collections support the curricular and research needs of Grand Valley State University students, faculty, and staff across all disciplines and all levels. In addition to supporting these needs across the university, the collections also support those visiting scholars and interested members of the general public.

Special Collections & University Archives collects these materials for the present as well as for posterity. Its role as guardian of printed materials in the collections assures that this format will be preserved, knowing that electronic and digital material may be more easily altered or deleted through accidental means and deliberate malignant human agency.

**Background**

The *University Archives* has existed in one form or another since the founding of Grand Valley State University (then College) in 1960, initially under the auspices of the Board of Control, and subsequently held by the University Archives as subsidiary of the University Libraries.

*Special Collections* (including rare books, manuscripts, and materials of regional interest or provenance) became a recognized entity only upon the acquisition of a major collection related to Abraham Lincoln and the Civil War as a gift from Harvey Lemmen in 1992. Deliberate acquisition of rare materials began at that time. When University Archives and Special Collections relocated from Zumberge Library to Seidman House in 1995, the two units were combined into one department, *Special Collections & University Archives*.

The university’s teaching and research priorities undoubtedly will expand in the future. It is expected that the Special Collections & University Archives staff will adapt to evolving needs and anticipated collecting areas.

**Collecting Rationale**

Special Collections & University Archives acquires materials that support teaching and research at the University and builds on existing strengths; this may include class-specific items, such as Diderot’s *Encyclopédie* for Honors and French classes, and examples of photographic processes for Art classes. In addition we actively seek new initiatives and acquire new collections in anticipation of or response to changing academic needs and interests. We are also committed to developing unique and distinctive collections in areas which have little or no coverage in other institutions or repositories.

**Library Constituents**

Special Collections & University Archives’ primary responsibility is to the faculty and students of Grand Valley State University. In addition, we provide service and assistance to scholars and students from other regional, national, and international institutions, as well as to the general public, especially the citizens of the state of Michigan.

**Collection Strengths and Priorities**[[1]](#footnote-1)

Special Collections & University Archives emphasizes the collection and preservation of materials, documents, and other media in a number of specific areas:

*Grand Valley State University Archives*. The University Archives includes official records and publications, affiliated materials relating to the history and founding of the institution, its organization, administrative personnel, faculty, students, and other entities connected with it, and activities associated with the foregoing. However, at this time the acquisition of archival materials relating to the University is hindered by the lack of an institution-wide records management mandate or policy. This limitation notwithstanding, University Archives makes every effort to collect materials from important campus offices and entities; but it should be understood that University Archives is not a comprehensive collection. Priority: A.

*Abraham Lincoln and the Civil War*. This collection was a gift from Harvey Lemmen in 1992, initiated through Frederick Meijer with encouragement from then-University President, Don Lubbers. Consisting of books, periodicals, newspapers, documents, photographs, art work, realia, and other types of material covering all aspects of the sixteenth President of the United States and the American Civil War, it may be the best of its kind in the state of Michigan. Priority: B.

*Regional Historical Collections*. The areas encompassed in the Regional Historical Collections (hereafter RHC) materials include west Michigan, other areas within the state, the Old Northwest, and the Midwest in general. This subject was collected from the earliest days of the University Libraries, and were greatly enhanced by the addition of Harvey Lemmen’s Michigan and Grand Rapids collections. Items include both official and non-official local and regional materials, history, politics, transportation, arts and culture, exploration and travel narratives, directories, maps, and other subjects. Items in the RHC are of two types: 1) books and other published materials; 2) manuscripts, personal and business papers, correspondence, photograph albums, scrapbooks, printed ephemera, and other related material. In acquiring items for the latter group through purchase or donation, they should enhance existing collection strengths or provide new collection pathways that correspond to the university’s curricular offerings. If initiating a new RHC subject area that is currently being collected by other institutions, a compelling case must be made in writing. As Special Collections and University conditions or needs change, RHC collections and policies may be subject to revision. See *Deaccessioning* below. Priority: A.

*Michigan in the Novel Collection*. Comprises novels set within the boundaries of the State of Michigan, regardless of language or residence of the authors. Includes all genres: mainstream fiction, mysteries, romances, science fiction, juveniles, graphic novels, etc. and the earliest is dated 1816. A very important collection, it is unequalled anywhere. Please note that while this collection is cataloged with Library or Congress call numbers, it is arranged alphabetically by author. Priority: B.

*History of Books and Printing, Book Arts, Bibliography, Typography*. Materials relating to this subject were present from the very beginnings of the University Libraries’ collections in the 1960s among the William Peters Reeves purchase (see above), notably a dozen books printed in the 1500s. A second important addition to this subject collection came from a later gift of Harvey Lemmen, and included incunabula leaves, histories, bibliographies, catalogues, etc. A subset of this collection is the Incunabula Collection (see below). Priority: B.

*Incunabula Collection*. An important subset of the History of Books and Printing collection (see above). Incunabula is the term used for books printed from moveable type from the European invention of printing (ca. 1450) up to and including 1500. The first such book was acquired for Special Collections in 2002, and the current number stands at 229; it is the second largest collection in the state. The collection is especially notable for its four unique editions and twenty-two that are the sole copies held in North America. These incunabula are a part of the larger subject collection, History of Books and Printing (see above). \*Note that while this collection is cataloged with Library or Congress call numbers, it is arranged chronologically by date of acquisition with A1 being the first and A229 being the last. Collecting incunabula is not a priority at present; new additions in the future will come from donations or special funds. Priority: C.

*Military and Naval History*. This substantial subject area, whose multi-faceted components are represented in many of the collections, was initially created with a number of donations received as early as the 1980s. Spanning some three centuries, many wars, and a number of countries and continents, it consists of official histories from the American Civil War and World Wars I and II, diplomatic histories, accounts of individual battles and commanders, unit histories, and published memoirs and diaries. Besides these printed materials, correspondence, manuscript diaries, photographs, and the digitized oral interviews in the U.S. Veterans History Project, and thousands of U.S. Naval recognition slides, adds further dimensions and interpretation of national and international conflicts. Materials in a variety of formats are continually acquired in this subject area. Priority: A.

*Imaginary Wars and Battles*. A subset of the Military and Naval History collection (see above), this literary genre consists of novels and stories that imagine future military conflicts. Dating from the 1870s, many are reactions to perceived threats from potential enemies, such as British “invasion-scare” literature that posits German landings on the English coast in the early 1900s. Others describe similar scenarios of Japanese or Chinese invasions of the American west coast. Later examples imagine atomic wars in the 1950s, or the initiation of World War III in the 1980s. A variation of this literature concerns what-if speculations, such as a Confederate victory in the Civil War, or the occupation of the United States by German and Japan after the Axis victory in World War II. Priority: B.

*Publishers Decorative Bindings*. Before the widespread use of book jackets, there was a period of around fifty years—from roughly 1880 to 1930—when many publishers commissioned contemporary artists and graphic designers to create book covers that would attract the eye of bookstore browsers. This substantial collection of more than five hundred books demonstrate the wide range of artistic imagination, creativity, and visual concepts that embodied Art Nouveau, Art Deco, and other contemporary design elements. Originally a “found” collection (see below), decorative bindings are now being purchased for their designs and not necessarily their subject content. Priority: B.

*Collaborative Collections*. From time to time it may be expedient to create collaborative collections with University departments, programs, or entities. Currently extant are such collections and associated agreements with the Johnson Center for Philanthropy (archives of various philanthropic organizations); Kutsche Office of Local History; Kaufman Interfaith Institute Collections; and the University Art Gallery (Cyril Lixenberg and Douglas Gilbert collections). Collaborative collections with other institutions may also be considered; joint housing agreements are in effect with the Grand Rapids Public Library and Hackley Public Library in Muskegon. See *Collecting and Acquisition*, below. Priority: to be determined.

**Legacy Collections**

Legacy collections are those that Special Collections & University Archives and the University Libraries should keep in perpetuity for reasons of value, institutional history, donor recognition and relations, and institutional prestige. In the cases of some incunabula deaccessioning or sale of the material is prohibited under the transfer agreements or conditions of grants.[[2]](#footnote-2)

*William Peters Reeves Collection*. Acquired by purchase in 1962, this one-thousand-volume collection owned by Kenyon College professor William Peters Reeves (1865-1945) formed the backbone of the University Library’s opening-day collection in September 1963. All books from this purchase are marked with acquisition number 10-091-22 on one of the initial pages. As these books are identified and/or withdrawn from the circulating collection, they should be transferred to Special Collections. A future project could provide identification through addition of a local note field (590) to the OCLC/Millennium record.

*Joe Lee Davis Collection*. Acquired by purchase ca. 1976, this collection comprised about two thousand books relating to American literature and criticism, including first editions of 19th and 20th century American authors. Joe Lee Davis (1906-1974) was Professor of English at the University of Michigan. All books from this purchase are marked with acquisition number A28990 on one of the initial pages. As these books are identified and/or withdrawn from the circulating collection, they should be transferred to Special Collections. A future project could provide identification through addition of a local note field (590) to the OCLC/Millennium record.

*Michigan in the Novel Collection*. See description above.

*Abraham Lincoln and Civil War Collection*. See description above.

*Incunabula Collection*. See description above.

*History of Books and Printing, Book Arts, Bibliography, Typography*. See description above.

**“Found” Collections**

So-called found collections are those that were not acquired and assembled through conscious design, but were later discovered in other parts of the collection. These found collections, usually of similar subject matter or format, are normally not brought together but remain in their original locations. Others may subsequently come to light and should be noted. Examples in Special Collections are:

*Publishers illustrated bindings*

*Bookseller labels*

*Bookplates*

*Marbled bindings and endpapers*

Method of access varies; catalogs or finding aids should be developed, although the simple expedient of adding a local note field (590) to the OCLC/Millennium record is effective.

**Collecting and Acquisition**

Special Collections & University Archives acquires materials in a variety of formats to serve the teaching, research, and service mission of Grand Valley State University and its Libraries. Materials are defined as printed works, manuscripts, archives, artifacts, ephemera, and media. These may be purchased, donated, or accepted as transfers from the University Libraries’ general collection. Purchases are financed through annual budget allocations and designated funds.

Normally, individual items or collections are not accepted “on loan” or “on deposit.” Such arrangements are made only in exceptional cases and for materials that are expected to become the property of Special Collections & University Archives at some later date. For example, the J. Randall Bergers Presidential Writings Collection, in collaboration with the Hauenstein Center for Presidential Studies, is the only “on loan” collection currently held by Special Collections.

Cooperative agreements for joint acquisition of materials with other libraries and institutions may be occasionally considered for mutual benefit. More likely, however, are joint housing agreements with other institutions where Special Collections & University Archives will physically house materials belonging to another institution, while the latter holds legal ownership. Currently there are two joint housing agreements in force: 1) with Grand Rapids Public Library for their extensive holdings of the U.S. Congressional Serial Set, and 2) with Hackley Public Library, Muskegon, for various parts of their U.S. Government Documents collection.[[3]](#footnote-3)

Purchase of appropriate materials is naturally dependent upon availability and price; other factors that may be taken into consideration are condition, binding, provenance, number of institutions holding copies, among others.

*Dealers*. It is critical that Special Collections & University Archives develops and maintains relationships with dealers in the antiquarian book trade, particularly among those that have proved to be resourceful in the past, and who are cognizant of the holdings and collecting priorities of Special Collections. Two of the more important ones are: a) The William Reese Company (New Haven, Conn.) is one of the few Americana dealers still issuing print catalogs, and they are of exceptional quality and represent assiduously-researched commentary on the items offered. The Reese catalogs are retained in the collections because of their enduring reference and research value; b) Phillip J. Pirages Fine Books and Manuscripts (McMinnville, Or.) also publishes literate, well-researched catalogs that are copiously illustrated in color that include medieval manuscripts and incunabula among many other subjects. These catalogs are likewise retained in the collections.

Many more dealers operate in the online environment, and an efficient way to find a particular book available in the marketplace is to use one of the internet book search platforms, such as AbeBooks. This e-commerce site searches across the offerings of thousands of commercial and independent booksellers in more than fifty countries, and one may compare prices and condition before making a purchase. Also very useful is the ability to create want lists for titles; when such a book becomes available from a member dealer, an email notification is sent.

*Auctions*. Auctions, both traditional and online, are an important means to add materials to Special Collections, and often at less-than-retail prices. Before bids are submitted, a careful reading of the item description should be made; condition, pagination, size, edition, binding, provenance, and estimated value are normally included, as well as one or more images. Sometimes materials are misidentified, so that the observant bidder may find an opportunity to obtain a rarer item at a price far under actual market value. For example, three incunabula in the collection were erroneously described as more common editions in their respective auctions and subsequently obtained for a modest expenditure.

It should be noted that the estimates of sale prices provided by auction houses, while mostly accurate, can sometime be over or under the final cost by several hundreds or thousands of dollars. When submitting a bid for a desirable item for the collections, such estimates for the most part should be ignored and the bidder’s personal evaluation, experience, and judgement be the determining factors on the amount to bid.

Some auction catalogs are retained for their reference and research value. Among these are Swann Auction Galleries (New York), Bonhams (London and New York), Christie’s (London and New York), and Sotheby’s (London and New York).

*Gifts*. Special Collections & University Archives accepts gifts of materials provided such materials complement and enhance the various subjects and areas of the collections. All gifts must be accompanied by a signed and dated deed of gift, and all gifts become the property of Grand Valley State University. Under Internal Revenue Service rules, University employees are prohibited from providing an appraisal of such gifts; the donor may engage an appraiser to evaluate the gift, or find retail estimates for similar parts of the gift through online sources such as AbeBooks. Once the donation and its deed of gift is received, a letter of acknowledgment is sent to the donor with a copy to University Development; this latter copy may contain a very rough estimate of the gift’s value, but under no circumstances is this evaluation shared with the donor.

Donated materials are to be kept for seven years before being eligible for deaccessioning or disposal, or whatever length of time mandated by the Internal Revenue Service. There are no time constraints for the transfer of gifts to other University Libraries locations.

*Transfers from University entities*. All materials (excepting most reprints and facsimiles) identified as printed before 1800, and all materials printed before 1830 in the continental United States will be transferred to Special Collections regardless of content, form, or condition. Special Collections also accepts transfers from the general circulating collection if the material’s value, rarity, content, and/or condition warrants greater security. In consultation with the appropriate faculty librarian, transfers are also accepted if the material fits in the collecting interests of Special Collections. Similarly, materials currently held in Special Collections may at some time be determined, for whatever reason, to be no longer appropriate to its collecting needs or interests. These materials may be transferred to other University Libraries locations. See *Deaccessioning*, below

Official or unofficial records and materials relating to the University are transferred from their associated offices to University Archives for retention or disposal according to records management guidelines.

*Research and reference sources*. Ancillary to the creation, maintenance, and development of the collections are a variety of printed catalogues, bibliographies, and other materials. These are critical for the proper identification of items offered for sale by vendors, through catalogs, or in auctions. Although much information can be found in online sources, there are published reference works that are still indispensable for researching books and other materials. These sources are located in Special Collections generally within the Z classification.

A few of the more useful reference sources in the collections are:

* *National Union Catalogue, Pre-1956 Imprints* (also known as *Mansell*). 754 volumes listing printed books held by thousands of North American libraries; some 20% not found in OCLC.

[Z 881 .A1 U518]

* Blanck, *Bibliography of American Literature*. 9 volumes containing detailed descriptions of the published works (including reprints) of selected American authors.

[Z 1225 .B55]

* Bruccoli, *First Printings of American Authors*. 5 volumes giving brief bibliographical information about first editions of many American authors.

[Z 1231 .F5 F57]

* Sabin, *Bibliotheca Americana: A Dictionary of Books Relating to America*. 29 volumes containing extended descriptions of about 250,000 books, pamphlets, broadsides, and other printed materials dating from 1493 to about 1936.

[Z 1201 .S2]

* *Gesamtkatalog der Wiegendrucke* (GW). Very detailed bibliographical descriptions of all known incunabula; this catalog is in progress (11 volumes so far), and it is imperative that Special Collections purchase new volumes as they are published.

[Z 240 .G39]

* *Subject and Author Bibliographies*. Useful to determine the range and scope of various subject areas that inform existing and potential collecting areas in Special Collections.

[Z 5051 – Z 8999]

As an important collection in itself, materials relating to the general and specific history of books and printing and related subject areas should be purchased as identified and made available.

**Cataloging Procedures**

All materials obtained for Special Collections & University Archives are accessioned, cataloged, and made accessible through online catalogs or appropriate finding aids to facilitate their discovery by interested users, both on the university campuses and the wider national and international communities.

Books and other printed materials are catalogued according to Resource Description and Access (RDA), the standard for descriptive cataloging. OCLC is searched for matching catalog records, and if available are used as the basis for entry into the University Libraries’ online catalog. If no appropriate record is available, then original cataloging will be necessary. Cataloging is done by [what is current term?] staff, where the item is entered into both the online catalog as well as OCLC. Because these materials do not leave the building in which they are housed, the cataloging staff will necessarily do the work in Special Collections itself.

Cataloging of rare books and other printed materials should include copy-specific information where appropriate, such as indication of author autographs, publishers illustrated bindings, bookplates, holding notes for multivolume sets, variant printings, etc.; this information relegated to appropriate and current OCLC Bibliographic Formats and Standards fields, such as 590 (local notes). Additionally, Library of Congress call number assignations, while mostly accepted as is, should be revised or altered as best fits the arrangement and cataloging in Special Collections.

In preparing finding aids for non-book materials in the RHC that have associations to individuals or families (e.g. scrapbooks and photograph albums, among others), reasonable efforts should be made to provide biographical and contextual information for the objects. Internet genealogical sources such as Ancestry.com are useful in identifying persons, their relations, and their backgrounds. Often sellers will supply provenance or biographical information with their materials which may or may not be accurate; verification of this data should be attempted.

For cataloging (accessioning) policies and procedures for archival collections, see *Special Collections & University Archives Processing Manual* (2017).

**Preservation and Conservation**

Because Special Collections & University Archives has neither a conservation laboratory nor staff trained in such applications and procedures, preservation or conservation needs for materials or collections are limited to stabilization and rehousing with acid-free papers and boards, and appropriate plastics such as archival polyester, polypropylene, and polyethylene. For items that require critical and immediate intervention beyond mere stabilization, those should be sent to a professional conservation laboratory for preservation. Further instructions on the identification and appropriate treatment of common preservation concerns are found in the *Special Collections & University Archives Processing Manual* (2017).

**Deaccessioning**

Materials that are no longer relevant to programs, curricula, research interests of students, faculty, or staff of the university community may be removed from the collections. Materials that are out-of-scope of the collecting areas and interests of Special Collections & University Archives may likewise be removed. In removing items it should be remembered that one of the important instructional facets of the collections are book history and the book arts, and the part that all books play in this context. There are generally three ways deaccessioning may proceed, with the possibility of a fourth:

*Return*. Donors may stipulate the return of unwanted items in the gift agreement forms. In these cases, Special Collections & University Archives will make every effort to return unwanted materials to the original donor or her/his designee.

*Transfer*. Books and periodicals that are not rare, fragile, or with donor restrictions and do not belong to one of the designated collecting areas, may be transferred to the general collections at the other Grand Valley State University library locations, and may circulate depending upon condition. Materials may also be offered to other institutions if their subject collections are appropriate, either as an outright donation or as part of an exchange for materials that enhance the holdings in Special Collections.

*Discard*. Books and periodicals that are not suitable for transfer may be discarded, either by donation to library affiliated programs, such as Better World Books and local library book sales (as University Libraries and general university policies permit); in some special cases, it may be better to have the items shredded for practical or political reasons.

*Sale*. Direct sale of these materials to bookstores or antiquarian book dealers may not be possible due to university regulations or policies, but this alleged restriction should be verified. If it is determined that the sale of unwanted or duplicate materials is warranted, proceeds from such transactions should directly benefit Special Collections & University Archives.

**Appendix 1**

The incunabula prohibited from sale or deaccessioning were acquired from two sources: The B.H. Breslauer Foundation (New York City) and the Clarke Historical Library (Central Michigan University, Mount Pleasant, Michigan).

*The B.H. Breslauer Foundation* (c/o Berge & Associates, Inc., 25 West 45th Street - Suite 504, New York, New York 10036; Telephone: 212-719-4500) provided three monetary grants to Special Collections between 2009 and 2015 for the purchase of incunabula. The total amount awarded to Special Collections for these three books was $33,000. One of the explicitly-stated conditions is that the books may never be resold. If the University Libraries encounters financial or other exigencies in which the sale of these incunabula becomes imperative, then the Foundation must be contacted to explore possible resolutions. The books are:

* Mollenbecke, Petrus. *Tabula in libros Veteris ac Novi Testamenti Nicolai de Lyra.* [Cologne: Johann Koelhoff, the Elder, not before 1480]. Folio. Incun BS 2310 .M65 1480 [A27].
* Busti, Bernardinus de. *Tesauro spirituale*. Milan: Antonius Zarotus, 1 June 1492. Octavo. Incun BX 2160 .A2 B87 1492 [A62].
* Quentin, Jean. *Examen de conscience.* [Paris: Le Petit Laurens], for Denis Roce, [ca. 1499]. Octavo. Incun BX 2377 .Q46 1499 [A192].

*Clarke Historical Library* (Central Michigan University Library, 250 East Preston Street, Mount Pleasant, Michigan 48859; Telephone: 989-774-3352), with approval from its Board of Governors, transferred the four incunabula then in its collections to Grand Valley State University Libraries’ Special Collections on 21 October 2011. With the designation “on permanent loan,” these books must be returned to the Clarke if the incunabula collection in Special Collections is ever disbanded. The books are:

* Albertus Magnus**.** *Paradisus animae, sive Tractatus de virtutibus.* Strassburg: Martin Flach (printer of Strassburg), 10 July 1498. Quarto. Incun BR 65 .A253 P37 1498 [A087].
* Balbus, Johannes. *Catholicon.* Nuremberg: Anton Koberger, 18 Feb. 1483. Folio. Incun PA 2361 .B3 1483 [A088].
* Paraldus, Guilielmus. *Summa de vitiis.* [Basel: Michael Wenssler, not after 1475]. Folio. Incun BV 4625 .P37 1475 [A089].
* *Psalterium*[Latin and German].(Add: Nicolaus de Lyra, *Postilla* [German]. Tr: Heinrich von Mügeln.) [Strassburg: Printer of Heinricus Ariminensis (Georg Reyser?), ca. 1474]. Folio. Incun BS 1425 .G3 1474 [A090].

**Appendix 2a**

**Memorandum of Agreement**

For the Transfer of Materials by the

**Grand Rapids Public Library** to the

**Grand Valley State University Library**

The Grand Rapids Public Library agrees to loan the Grand Valley State University Library the following federal government publications:

United States Serial Set (Y1.1/2) publications numbered #1 through #13216, all in paper format.

The purposes of this transfer are to:

1. Place the documents in a location that allows wider usage and greater accessibility.
2. Enhance the collection of documents at Grand Valley State University.
3. Alleviate space problems at the Grand Rapids Public Library
4. Provide an environment for preservation of the materials.

The government information will be loaned for an indefinite period of time but will remain under the authority of the Grand Valley State University Library, and ultimately, the property of the U.S. Government Printing Office.

The following conditions must be met in the pursuance of this Agreement:

The Grand Valley State University Library shall:

1. Assign the responsibility for carrying out the provisions of this Agreement to the Special Collections Librarian.
2. Make available all government information free to the clients of the Grand Valley State University Library, as well as to the general public.
3. Lend to the Grand Rapids Public Library any individual document title for the purpose of circulation, or any other purpose, for a period of one month.
4. Maintain each document in compliance with all applicable depository laws, instructions, standards and guidelines (Title 44, U.S. Code; Instructions to Depository Libraries; Guidelines for the Depository Library Program).
5. Inventory, identify and maintain a separate list of government information by title, by Superintendent of Documents Classification, or by the Grand Valley State University Library classification scheme.
6. Retain classification numbers, stamps, and notes on each document as supplied by the Grand Rapids Public Library.
7. Return to the Grand Rapids Public Library all documents which are no longer considered useful. All Grand Valley State University Library labels will be removed by Grand Valley State University Library staff.
8. Replace any lost document. If the document cannot be obtained free, the Grand Valley State University Library will assume all costs and obligations to acquire the lost document. The Grand Valley State University Library will pay the Grand Rapids Public Library the fair market value for any document not replaced.

The Grand Rapids Public Library shall:

1. Transfer and continue to send documents that include any Serial Set documents from #1 through #13216 to the Grand Valley State University Library.
2. Keep records indicating the location of government information involved in this Agreement.
3. Return within a one month time period all government information borrowed from the Grand Valley State University Library.
4. Place the Superintendent of Documents Classification number and the Grand Rapids Public Library depository stamp on each document title.

This Agreement may be terminated by written notice from either party 180 days in advance before all government publications are returned to the Grand Rapids Public Library.

(Signed): Robert Raz, Director, Grand Rapids Public Library, June 26, 2000

(Signed): Lee Lebbin, Director, Grand Valley State University Library, June 27, 2000

**Appendix 2b**

**Agreement for Selective Housing of U.S. Depository Documents**

This agreement is made on December 1, 2004, by and between Hackley Public Library and Grand Valley State University Libraries.

Hackley Public Library agrees to loan to Grand Valley State University Libraries the following documents:

1. United States Statutes at Large
2. Congressional Globe
3. Annals of Congress
4. American State Papers
5. Bureau of Ethnology Annual Reports and Bulletins
6. Handbook of American Indian Languages
7. Journals of the Continental Congress
8. Yearbook of Agriculture
9. Register of Debates in Congress
10. North American Fauna
11. Smithsonian Miscellaneous Collections
12. Secret Journals of the Acts and Proceedings of Congress.

These items are listed and described in detail in Appendix A (attached) [not to this document].

This agreement is entered into for the purpose of:

1. Placing the documents in a location that allows wider usage and greater accessibility.
2. Enhancing the collection of documents at Grand Valley State University.
3. Alleviating space problems at Hackley Public Library.
4. Providing an environment for preserving the materials.

The documents are lent for an indefinite time but remain the property of the U.S. Government Printing Office under the control of Hackley Public Library.

In pursuance of the Agreement Grand Valley State University Libraries agrees to:

1. Assign the responsibility for carrying out the provisions of the Agreement for the U.S. Government publications deposited or loaned by Hackley Public Library to the Special Collections Librarian of the Grand Valley State University Libraries.
2. Make available for free and unrestricted use all U.S. Government publications to the general public.
3. Lend to Hackley Public Library any U.S. Government publication that is selectively housed for a period up to one month.
4. Maintain all U.S. Government Publications selectively housed in compliance with Title 44, United States Code; Instructions to Depository Libraries; Guidelines for the Depository Library System, Superseded List, etc.
5. Inventory, identify, and maintain a public record of the U.S. Government publications selectively housed under this Agreement.
6. Retain any classification numbers, stamps, and notes as supplied by Hackley Public Library.
7. Return to Hackley Public Library all U.S. Government publications which were selectively housed and which are no longer considered useful.
8. Replace and lost document. If the document cannot be obtained free, the Grand Valley State University Libraries will assume all costs and obligations to acquire the lost document. The Grand Valley State University Libraries will pay the Hackley Public Library the fair market value for any document not replaced.

Hackly Public Library agrees to:

1. Assign the responsibility for carrying out the provisions of the agreement to the Government Documents Librarian at Hackley Public Library.
2. Transfer to Grand Valley State University Libraries any missing volumes if found subsequent to the initial transfer of items.
3. Maintain a record of the U.S. Government Publications housed under this agreement indicating the locations of the documents, and complete bibliographic information including any identifying numbers or tags.
4. Return within a one-month time period any government publications covered by this agreement, which are borrowed from the Grand Valley State University Libraries.
5. Accept all documents upon termination of this Agreement.

This Agreement may be terminated by written notice from either party 180 days in advance before all documents are returned to Hackley Public Library.

(Signed): Martha Ferriby, Director, Hackley Public Library, December 8, 2004.

(Signed): Robert Beasecker, Dean, Grand Valley State University Libraries, December 6, 2004.

1. Collecting priorities are divided into three categories: A (very active); B (mid-level active); and C (inactive). [↑](#footnote-ref-1)
2. For a list of these items, see Appendix 1. [↑](#footnote-ref-2)
3. For the text of these agreements, see Appendices 2a and 2b. [↑](#footnote-ref-3)