

# **Subject Level Collection Statement J.C. Beaglehole Room (Special Materials) Collection**

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## ***1. Purpose of the Statement***

The purpose of this statement is to provide a framework to guide the collection development, management and preservation activities for the J.C. Beaglehole Room (Special Materials) Collection.

This statement is developed in accordance with the principles outlined in the [Collection Development and Management Policy](#) (CDMP).

## ***2. Description of the Collection***

The Special Materials Collection makes accessible the Library's unique and precious resources to current and future research. The Collection ranges across all subjects, including those of campus libraries, and across formats. The Collection resources are used by the entire range of research, teaching and administrative staff of the University, and outside researchers.

The Collection was last valued at c. \$2 million dollars and the value of heritage collections will appreciate rather than depreciate.

The items held in the Special Materials Collection have been acquired in a variety of ways:

- Some items and collections have resulted from donation, e.g. the fine printing examples from J.C. Beaglehole and specimen bindings from Pat Lawlor;
- Some have been built in partnership with other University entities, for example the Literary Archives of Witi Ihimaera, Patricia Grace, Alistair Te Ariki Campbell, Jenny Bornholdt and the McDiarmid personal archive;
- Some have been developed proactively by the Library with an eye to future research needs, for example the Brancepeth Station Library and the Bruce Mason literary archives;
- Lately, some have also been relegated from Kelburn Library collections, for example, the first editions of Janet Frame fiction and last copies of Victoria published periodicals.

Prior to 1975 such resources were kept wherever was considered the Library's most secure location. Since 1975 they have been made accessible via the J.C. Beaglehole Room, which is managed by the Special Materials Librarian.

### ***3. Focus of the Collection***

The Special Materials collections and infrastructure exist in order to support research and learning without damage to unique or precious resources. Special Materials are open for use by all scholarly researchers. In practice, most serious users are post-graduate students, academic staff or visiting scholars. However, as Special Materials also includes last resort copies of Victoria Staff Publications, Victoria Periodicals, and the output of Victoria University Press and other University entities, resources may on occasion attract heavy undergraduate use, especially if featured on a course reading list.

### ***4. Overview of the Current Collection***

For the purposes of this Statement, the Special Materials Collection comprises of two main collections, with a number of collections that straddle both types, e.g. the Fildes Collection.

- **Rare Books:** this collection includes 20,000+ records on the catalogue, including named collections (e.g. Fildes; Stout; Seddon; Brancepeth Station, Roth); early printed books; general (modern) rare books; New Zealand and Pacific collections; newspapers and rare periodicals; New Zealand and general pamphlets; specimen bindings collection; 1990s New Zealand publications collection; 'Print Culture' exemplars; historic maps, music scores and the last resort copy of all University publications.
- **Archives and Manuscripts:** this collection includes 945+ linear metres of archives with particular strengths in the areas of labour/employment archives; literary archives and archives built up due to academics' research interests; historic photographs; manuscripts; posters and ephemera. These include the archives of groups inextricably entwined with the history of this University, national University groups, and some 'corporate' University archives which have been acquired as official records deemed to have long-term historical value and to be at high risk of destruction.

The physical collection is entirely housed at Kelburn Library, in closed storage accessible by Special Materials staff only. The electronic collection is entirely housed in the Library's secure server. No material may be borrowed, and all use must take place under supervision in the J.C. Beaglehole Room.

The collection consists of the following critical resources and distinctive collections.

#### **Rare Books**

The term 'rare books' is used to cover all printed materials held in the J.C. Beaglehole Room. These include named collections, early printed books, scarce and valuable modern printing, New Zealand and Pacific research materials, early New Zealand newspapers, early New Zealand and general periodicals, New Zealand and general pamphlet collections, and printed ephemera.

## Named Collections

Within this larger collection are the following Named Collections:

- **Fildes Collection** of New Zealand and Pacific material. The Fildes Collection was the private research library of Mr Horace Fildes, which he left to the University on his death in October 1937.

*"The great event of the year is the reception of the noble collection of the late Mr. Horace Fildes.... Along with the Carnegie Corporation, Sir Robert Stout and Mr. Blair and Mr. McEldowney, Mr. Fildes will be remembered as one of the library's greatest benefactors. We have made extensive alterations which will provide a worthy and accessible home."* (Harold Millar, Annual Report of the VUC Library, 1937)

The 1800+ volumes in the collection include his bound scrapbooks of newspaper clippings and his annotated working copies. His research papers, portfolios, and correspondence files were also included in the bequest. The collection thus includes both published and archival resources.

- **Sir Robert Stout Collection of pamphlets.** Sir Robert Stout was a key figure in the early history of the University and his extensive pamphlet collection was presented to the Library in 1928. The collection included about 2000 pamphlets, bound in 93 volumes but with many unbound duplicates. The collection forms a very good proportion of the total pamphlet literature published in New Zealand between about 1875 and 1905, plus some items before and after these dates. The remainder covers the full range of Sir Robert's intellectual and professional interests with material from Britain, the United States of America and Australia.
- **Brancepeth Station Library** contains approximately 2000 volumes of late 19th century popular fiction and general works. It was presented to the University Library in 1966 by Mr Hugh Beetham, of Brancepeth Station in the Wairarapa, having been established by the Beetham family in 1884 as a library for the staff of Brancepeth Station, which was then one of the largest properties in the region. A condition of the gift was that the books remain in their original bookcases. The Brancepeth Station Library is located in a public corridor on Level 1 of the Central Library outside the J.C. Beaglehole Room.
- **Seddon Library** contains c. 300 books identified as the working library of Richard John Seddon, and books gifted to him usually in his official capacity as Premier.
- **Dr Robert Stout Collection** of general historical works.

## Rare Maps

A small collection of c. 560 maps which is growing by donation only. The maps are collected for their relevance to Wellington especially to Kelburn.

## Posters

A small collection of real estate subdivision posters which is growing by donation only. The posters are collected for their relevance to Wellington especially to Kelburn. Other collections include those of the New Zealand Students' Arts Council and of the Dan Long [PSA] Library. Posters which occur within archival collections are treated as archives.

## **POW Library**

A small collection from Somes/Matiu Island. This collection is not growing.

## **Z537.2 Collection**

This collection is an attempt to collect for the study of 1990s publishing in NZ. This collection is not growing.

## **New Zealand Pamphlets Collection**

The pamphlet collection includes a major research collection (the Sir Robert Stout Pamphlet Collection, see above), several minor named collections (e.g. from Les Cleveland, Bert Roth, Thomas Turnbull) and a general 'New Zealand pamphlet' collection. The Sir Robert Stout Pamphlet Collection is very strong in 19th century political and social theory, including a large proportion of material from Great Britain and Australia. The minor collections are chiefly comparable to Sir Robert's interests – politics, economic debate, social theory – but from later periods (post-1920).

The general New Zealand pamphlets cover all the subject areas of the Library's collections, and range in date from the 1840s to the present. The greatest emphasis is on political, economic and social debate, minor local histories of schools and churches, and exhibition catalogues. Since the 2000s exhibition catalogues have tended to be located in the Library's General collections rather than in Special Materials. This collection is growing.

## **General Pamphlets**

Apart from occasional non-New Zealand pamphlets in some of the New Zealand pamphlet collections, there are also some general pamphlet collections. These pamphlets are not individually catalogued, being allocated to broad subject categories, e.g. 'Pamphlets on political science', 'on South Africa', 'on socialism' which have general catalogue records. The collections include a few 19th and early 20th century items, the proportion varying according to the subject area, but the majority date from the 1940s to the 1970s. A high proportion are the more substantial type of publicity brochure issued by official organisations whether independent or governmental.

## **Print Cultures Collection**

One of the successful bids to the Library Contestable Funding round in 2006 was for a Print Cultures Collection, which "enables students, staff, and researchers to work with artefacts not generally in the public domain and provides opportunities for trans-national and comparative book history, a new research area in the field of book culture" (Dr. Sydney Shep, Contestable Funding application).

The collection is numerically small so far, and consists of exemplars of textual communication, particularly those with non-Western scripts, purchased in collaboration with academics in the appropriate fields. The purchase process has sometimes tested the limits of the 'normal' acquisitions process, for example we have purchased via E-Bay and via advances to academics travelling in areas outside the conventional Western book trade. This collection is growing.

## **Victoria Authors' Collection**

The Library has had a historic role in collecting offprints of articles by staff members, as well as a copy of their books. Books were catalogued – in theory a copy was held by the J.C. Beaglehole Room (JCBR), however in practice this was not always the case. Victoria Periodicals were held in Closed Stack, i.e. available without supervision. Some offprints of articles by staff were sent to the Vice-Chancellor initially, and then passed to the JCBR in the Library. These offprints were never catalogued, but were listed by author name within the JCBR and were one reason for indexes to Victoria Staff which JCBR maintained to c. 1980. As changes to the publishing environment affected the number of copies sent to authors, this collection dwindled. From c. 2006 this type of record has been managed via the Research Office's ResearchMaster software. JCBR has had a storage role only, and in early 2009 storage and verification was passed to the Manager, Special Collections, or to the Institutional Repository.

There are some issues to do with Staff Authorship which require clarification and are currently treated on a case by case approach, for example:

- Works by authors written prior to their appointment by Victoria
- Chapters in works
- Edited works where the editor has contributed neither a chapter nor a substantial Introduction

This collection is growing.

## **Victoria Periodicals**

The Library has endeavoured to collect all Victoria output, including periodicals. In 2008 JCBR acquired by relegation from Closed Stack the unique or best copy of all Victoria periodical publications, prior to Closed Stack items being stored offsite. This collection is growing.

## **Victoria Subject Collection**

Special Materials includes a 'last resort' copy of all publications about the University and its staff. These include official histories, festschriften, biographies, and work covering professional qualifications in which the University is engaged, e.g. Law. This collection is growing.

## **Newspapers**

The Library's copies of early and rare newspapers are kept in Special Collections. Apart from isolated issues of Australian, Pacific and British papers these are all New Zealand newspapers. The only substantial groups are Wellington papers of the 1840s and 1850s and partial runs of certain Socialist and Communist papers of the late 1930s and 1940s. There are isolated issues and fragmented runs of many 19th century provincial papers, and a substantial run (complete after 1926) of *The Maoriland* (later *The New Zealand*), *The Worker* and its successor *The Standard*. *The Worker* is particularly fragile and should be used as little as possible (the early years are also available in microfilm). Increasingly, early New Zealand newspapers are now available in digitised form via the website Papers Past.

## **Association Collection**

This collection includes copies with particular significance for the University, usually because of their provenance. It also includes comprehensive collections of works by and about the writers in the New Zealand Literary Archive Project.

## **Archives and Manuscripts**

The J.C. Beaglehole Room is the official repository within the Library of archival material. Archival material is primary source material used particularly for historical research. The Archives and Manuscripts collections include both Collected Archives and Manuscripts, and some University corporate archives, with a degree of overlap.

## **University Archives**

Victoria University itself has a rich and complex history from 1899 on, and the University has engaged both as an institution and through its many academic and student members with the development of knowledge, and with national, regional and local issues.

The University Archives consist of those official records of the University deemed to have long-term historical value, and certain collections of private papers—such as the records of student organisations or of eminent academic staff - with inextricable significance to the University's history. These include significant collections of photographs.

The University archival collections fall into 'personal', 'clubs and societies' or 'corporate', although the divisions are not clear-cut.

## **Collected Archives**

The Collected Archives have chiefly built up to support the research interests of academics or for their future research value, and include the following strengths:

### **Literary Archives:**

- Papers of dramatist and critic Bruce Mason which were deposited annually from his Honorary Doctorate award until his death in 1982.
- The James K. Baxter collection of English Dept. lecturer Frank McKay, the poet's biographer.
- The New Zealand Literary Archive Project – an important group of collections established in 1993 in partnership with Independent Newspapers Limited and the Victoria University of Wellington Foundation, and continued by the Library. This Project has enabled the Library to collect and preserve the papers of New Zealand writers who have a strong association with the University. The original three contributors, Alistair Te Ariki Campbell, Patricia Grace, and Witi Ihimaera, were joined in 1995 by Jenny Bornholdt. Each has placed restrictions, of varying severity, on access to their papers. A complementary secondary collection of all published work by or about these authors is collected.
- The archives of Creative Writing courses begun by Prof. Bill Manhire and now the IIML.

**Employment Archives:**

- Trade Union records deposited under the Labour Archives Trust.
- Employment archives the records of professional associations or learned societies deposited by particular agreements. These include the archives of the New Zealand Institute of Architects, the New Zealand Society of Archivists, the Archives and Records Association of New Zealand.

**Other archives, manuscripts, and personal papers:**

- Apart from the more substantial collections, the archives and manuscripts collection includes a number of items of varying size and importance which have been received from a variety of sources.
- Dr Robert Stout and Mr H. Fildes were the sources of a significant proportion of the more general manuscripts. Both made arrangements for copying early accounts of New Zealand and these were received in the Library when their respective collections were donated. The originals of these manuscripts are often in the Alexander Turnbull Library.
- There are also photocopies and some transcripts of early journals, letters and accounts which have come from individual donors, usually personal acquaintances of University staff or graduate students. A number of family scrapbooks or miscellaneous letters have been received in a similar way.
- There are also a number of miscellaneous manuscripts of minor importance, received from varying sources. These include isolated letters, sheets of notes laid in printed books, and the occasional paybook or similar personal document.
- Several collections created by individuals to assist their particular research interests have also been deposited. These may include pamphlets, newspaper clippings, and official or semi-official documents, as well as correspondence and other manuscript materials. Several of these collections are concerned with political issues, such as the Vietnam War, or more general social questions.
- A related group of collections are the research notes or professional papers of members of the University staff, or of other people with University associations. Notable among these are the papers of Dr E.G. Jacoby, Dr A.E.C. Hare, Professors Hugh Murray, Ernest Beaglehole, Peter Munz and Mr D.M. Wylie. Some of these collections include personal papers, and some contain confidential material and are subject to restrictions on access.
- The papers of Mr Fildes are very similar in nature to these research collections. They supplement his book collection, which is described in detail above. In addition to compiling his own indexes to material of historical interest he corresponded with most contemporary writers on New Zealand history and these letters form the bulk of his papers.

**Manuscripts:**

- A final category contains a number of collections which have been described as manuscripts although they are actually the records of certain organisations and could be identified as archives. Most of these are the records of informally established societies, small business concerns which were possibly never registered as companies, or an individual's privately collected file of records produced by an organisation. Privately deposited sets of the proceedings of Commissions of Inquiry are included in this group, when the material is incomplete or includes confidential material.

## **5. Collection Development Guidelines**

The Special Materials Librarian will operate this Collection Development Policy using professional judgement, and in association with Victoria and other academics, other Library personnel especially Subject Librarians, and with the network of archivists and institutions within Wellington, New Zealand, or internationally as appropriate.

Collection Area	Description of Collection	Future Collecting Level
Archives and Manuscripts	These by their nature are unique and irreplaceable. Some are discrete collections; some have ongoing accruals. Acquisition frequently involves negotiation of conditions for research access, but no acquisition should be accepted with a blanket restriction on access.	Assess on a case by case basis
University Archives – Corporate	Developed in cooperation with Archives New Zealand, the Manager, Records Services, and the <a href="#">Records Management Policy</a> . The strength of the Library's interest in corporate administrative archives was under discussion in 2009; however note that the Library may consider items to have research value even if they are not required for retention under the Public Records Act's General Disposal Authority. A particular example is the records of staff social groups.	Assess on a case by case basis
University Archives – Academic	<p>Focus on controversial or prominent academics; those in centres of research and academic excellence; recipients of teaching awards; unpublished research papers; records which the internal life and culture of the University community. Space and staff restraints and the size of the Victoria faculty limits the volume of faculty papers that can be accessioned, and experience suggests that the research value of 'research notes' is relatively low, so the following criteria are suggested:</p> <ul style="list-style-type: none"> <li>• National or international reputation in a respective academic field</li> <li>• Record of service with Victoria and contribution to its growth and development</li> <li>• Service in a recognized area of excellence within Victoria</li> <li>• Service and contribution in community, state and national affairs.</li> </ul>	Assess on a case by case basis
University Archives – Related Organisations	Comprehensive Collection includes all student organisations, interest groups, Victoria University Press, Wai-te-ata Press, Wai-te-ata Music Press.	Comprehensive

University Archives – Eminent Alumni	Collection includes works by eminent Victoria alumni.	Assess on a case by case basis
University Archives – Staff Authors and publications	Includes Victoria staff publications and publications of staff prior to joining Victoria. One copy is collected, or the best Library holding. Value is added by ensuring catalogue notes reflect staff authorship.	Comprehensive
Literary Archives	Includes Witi Ihimaera, Patricia Grace, Alistair te Ariki Campbell, Jenny Bornholdt, and Bruce Mason	Comprehensive
International Institute of Modern Letters Authors (IIML)	Includes Bill Manhire.	Comprehensive
Employment Archives	Developed from the Labour Archives Trust activity in the 1980s. Further development will be carefully considered.	Assess on a case by case basis
Architectural Archives	Due to the format and a desire to locate in the Architecture and Design Library, resource constraints prevent proactive collection by Special Materials. However, as there is no major collecting repository in Wellington (see the University Libraries in Auckland and Christchurch), and as a major collection is already held in the Architecture and Design Library, and as this is an area of excellence for Victoria, it is recommended that the Library consider wider collection in this area, in partnership with the Subject Librarian and the School of Architecture and Design Collected Archives. Note that the establishment of the School's Collected Archives in 2007 has affected Special Materials capacity to collect archives in this area directly.	Assess on a case by case basis
Maps	A small historic collection is held. Maps are not actively collected by JCBR or the Library, but may be offered by SGEES Library, by UN Room, and by Architecture and Design. Consider storage and handling issues during assessment.	Assess on a case by case basis
Printed books	Printed books in one or more of the following categories should automatically come to the Rare Books collection in the J.C. Beaglehole Room. In some cases 2 <sup>nd</sup> or 3 <sup>rd</sup> copies may go on the open shelves on a case by case basis. See additional criteria below.	Assess on a case by case basis

## Printed Books Criteria

<b>Criteria:</b>	<b>Sub-criteria:</b>	<b>Sub-criteria Details:</b>
Imprint	Date only:	<ul style="list-style-type: none"> <li>• All items printed in or before 1820</li> </ul>
	Country and date:	<ul style="list-style-type: none"> <li>• All items printed in New Zealand before 1890</li> <li>• All items printed in Australia before 1860</li> <li>• All items printed in the Pacific Islands before 1890</li> <li>• All items printed in Canada before 1830</li> <li>• All items printed in Africa or Asia before 1860 (case by case)</li> <li>• For certain states in Australia or the USA before 1890 (see list at end)</li> </ul>
	Special cases of printing presses or publishing houses:	<p>One copy of any publication of any section of the University (two should normally be donated), including those published as part of a monograph series which is handled as a periodical.</p> <ul style="list-style-type: none"> <li>• The Wai-te-ata Press, Wai-te-ata Music Press, Victoria University Press.</li> </ul>
Subject Matter	NZ (excluding Law) – one copy at least of:	<ul style="list-style-type: none"> <li>• All works dealing wholly or substantially with New Zealand printed before 1890</li> <li>• Works dealing wholly or substantially with NZ printed before 1920</li> <li>• All works specifically devoted to any aspect of the history of the University</li> </ul>
	Maori material - one copy at least of:	<ul style="list-style-type: none"> <li>• Works in Maori or substantial works in English dealing with Maori matters, printed before 1945</li> </ul>
	Australia and the Pacific – works printed before 1890	n/a
	Vulnerable to theft or mutilation:	<ul style="list-style-type: none"> <li>• Material which, because it deals with erotica or sexual behaviour (especially if illustrated), is likely to be defaced or mutilated if left on the open shelves</li> <li>• Illustrated works prior to about 1970 when the illustrations are a major part of the content and in an</li> </ul>

		easily-removed form
Monetary value, physical format, distinctive copies	Limited and other special editions:	<ul style="list-style-type: none"> <li>• Editions identified in the volume as being limited to (that is, no more copies manufactured than) 200, occasionally increased to 300 in certain cases</li> <li>• First editions of certain important authors (e.g. Robert Browning) subject to considerations such as edition, size, value on the second-hand market</li> <li>• Some particularly expensive works, usually fine editions or art works, case by case</li> </ul>
	Unusual and awkward formats e.g. loose-leaf, miniature editions, ephemera	n/a
	Association copies:	<ul style="list-style-type: none"> <li>• Copies signed or bookplated by significant persons, including to important public figures – case by case</li> <li>• Copies donated by the author when the author is a member of VICTORIA staff, or is a former student (case by case)</li> <li>• One copy of any publications of any section of the University (above)</li> <li>• Copies related to major archival collections e.g. all works by or about Bruce Mason, Witi Ihimaera, Patricia Grace, Jenny Bornholdt, and Alistair Te Ariki Campbell, whatever their format, language, place of publication or edition</li> </ul>
Unpublished material	Only in exceptional circumstance should unpublished materials go elsewhere than the J C Beaglehole Room. Consult on case by case basis	n/a

## 5.1 Languages Collected

Language is not a criterion.

## 5.2 Geographical Areas Collected

Geographic area is not a criterion.

## **5.3 Chronological Periods Collected**

Chronological period is not a criterion.

## **5.4 Publication Dates**

The following publication date criteria apply for the print collections:

Date only:

- All items printed in or before 1820

Country and date:

- All items printed in New Zealand before 1910
- All items printed in Australia before 1860
- All items printed in the Pacific Islands before 1890
- All items printed in Canada before 1830
- All items printed in Africa or Asia before 1860 (case by case)

For certain states in Australia or the USA before 1890:

- Australian States – before 1860, plus Queensland before 1870, Northern Territory before 1890
- United States of America – the first 15 years of printing in the state per the table below

Special cases of printing presses or publishing houses:

- One copy of any publication of any section of the University (two should normally be donated to the Library)
- One copy of all items published by the Wai-te-ata Press, Wai-te-ata Music Press, Victoria University Press

### **United States of America – the first 15 years of printing in the state**

Alabama, 1825	Iowa, 1850	Oklahoma, 1850
Alaska, 1880	Kansas, 1850	Oregon, 1860
Arizona, 1865	Minnesota, 1865	South Dakota, 1870
Arkansas, 1835	Missouri, 1825	Texas, 1825
California, 1845	Montana, 1875	Utah, 1865
Colorado, 1865	Nebraska, 1870	Washington, 1870
Hawaii, 1890 (as pacific island)	Nevada, 1865	Wisconsin, 1845
Idaho, 1855	New Mexico, 1850	Wyoming, 1875

## **5.5 Format Collected**

Format is not a major criterion, but may require additional consideration as per the table below:

<b>Format:</b>	<b>Criteria:</b>
Archives and Manuscripts / Photographs / Ephemera	Storage should meet standard set by Archives New Zealand's Storage Standard. Digital storage should meet standard for 'Trusted Repository'.
Artworks	Normally acquired as part of larger collection, e.g. Fildes – consider referral to Adam Art Gallery.
Architectural plans / Engineering	A large collection from a single firm is held in Architecture and Design Library. Future growth will require resource increase. Storage and

drawings	handling issues.
Artefacts	We could easily be awash in trophies, gowns, cricket bats and souvenir teddy bears. On the other hand there is no University Museum, considerable alumni engagement, and some artefacts may record unique information e.g. engraved trophies. Assess case by case, document items using archives system.
Postcards	Depicting or produced by the University.
Posters / Reproductions	Pertaining to Kelburn or other University locations.
Oral histories	Passive collection of some Departmental master tapes. Consider active collection of Victoria reminiscences, using volunteers.
Philatelic	Stamps are not actively collected, but may come as part of archival collections. They may have monetary value and require security measures.
Newspapers	Historic Wellington. Actively collect Wellington 'fringe' and ethnic. [Need to clarify whether JCBR undertakes, or Kelburn Library].
Film, video	Master copies of some, viewing copies available in A-V Suite as appropriate.
Family histories (incl. mss)	Accept only where relate to prominent University figure. Offer elsewhere as appropriate.
Digital formats	These resources have previously come as part of larger archival collections, e.g. computer magnetic tapes, floppy disks. Increasingly they include 'born-digital' material (e.g. 'Turbine'; electronic files). In cases involving University archives, monitoring of Departmental storage may be required, in partnership with the Manager, Records Services. Success in this area overall will depend on the establishment of a digital archive management system i.e. provision for storage of unprocessed original data. Improving access to this material via additional encoding is not addressed within this Statement. Such a 'digital library' will require the support of the Library Technology Services.

## 5.6 Budget Considerations

Special Materials are acquired by addition to an established collection, by donation, purchase or by relegation. Due to the need to respond to opportunities; for example auctions (the Bruce Mason papers), second-hand/antiquarian book catalogues (Australasian bookplates), donations, and offers subject to deadline (building demolition); allowance must be left for unplanned and significant expenditure.

## 5.7 Classification Guidelines

The Rare Books Collection follows Library of Congress Classification where possible, with running numbers also used, e.g. Swiss Family Robinson Collection. Small collections may receive a name and running number as appropriate, e.g. the Roth Collection. The Archives and Manuscripts Collection follows archival classification guidelines.

## 5.8 Preservation Guidelines

Items are assessed for preservation on a case by case basis.

## 5.9 Digitisation Guidelines

Resources may be digitised as part for preservation purposes on an ongoing basis. Digitisation projects for access purposes are assessed on a case by case basis.

## ***6. Relegation Statement***

Print published items in the Special Materials Collection will not be relegated. Any reappraisal of unpublished collections will be undertaken with full consultation with donors and any other interested parties.

Re-appraisal will be conducted in order to refine and strengthen holdings, with the objective of increasing their usability and use by researchers. It will not be driven by space considerations. It will be conducted in accordance with ethics, professional standards for best practice and collection planning.

## ***7. Deselection Statement***

Per the Collection Development and Management Policy [section 4.1.1](#), the Special Materials Collection is excluded from the steady state library. However, the following areas of the Collection could be considered for reappraisal:

- “Association” documents without any annotations or bookplates, e.g. duplicate volumes retained because they were donated by a University or prominent figure but which are a) outside the Library’s CDP, or b) in worse condition than an open access Library copy (which should be transferred to the Special Materials Collection).
- Z537.2 collection: an attempt to collect for the study of 1990s publishing in NZ. Some items have heavy use for particular subject content, but the collection was never comprehensive and could be re-appraised.
- Copies of Commission of Inquiry records, when they duplicate the official records held at Archives New Zealand.

Re-appraisal will be conducted in order to refine and strengthen holdings, with the objective of increasing their usability and use by researchers. It will not be driven by space considerations. It will be conducted in accordance with ethics, professional standards for best practice and collection planning.

## ***Other Guidelines/Considerations***

The J.C. Beaglehole Room (Special Materials) Collection is a non-lending collection, and as such supports teaching, learning and research across the University without damage to unique and precious resources. Due to the nature of the main and sub-collections it is difficult to predict future collection directions, and collection development is often reliant upon opportunities such as auctions or donations.

## ***Links to other relevant Subject Level Collection Statements***

The Special Materials Collection has links to all other Subject Level Collection Statements.