University of Wyoming Libraries  
Emmett Chisum Special Collections  
Collection Development Policy  
January 4, 2010

Who We Are
The University Libraries of the University of Wyoming include the following;

- William Robertson Coe Library
- Brinkerhoff Geology Library
- The Learning Resource Center
- Rocky Mountain Herbarium Library
- University of Wyoming/National Park Service Center Library
- The Library Annex
- Emmett Chisum Special Collections
- The University of Wyoming Digital Repository

This policy applies primarily to **Special Collections** but also to all above locations as noted below.

The **Special Collections Department** consists of:

- General Special Collections;
- Canoso Miniature Book Collection;
- Cheramy Native American Collection;
- Grace Raymond Hebard Collection;
- Hebard Historic Map Collection;
- Others as acquired.

Whom We Serve
The clientele of the University Libraries and **Special Collections** consists of:

- The UW Community: students, faculty, staff, and administrators;
- People of the State of Wyoming;
- Researchers and others requiring use of special collections.

The **Special Collections Department** Collaborates with

- The University of Wyoming American Heritage Center including the Toppan Rare Books Library;
- Wyoming State Library;
- Wyoming State Archives;
- Collections Committee of the Wyoming State Historical Society;
- The Colorado Alliance of Research Libraries;
- Greater Western Library Alliance;
- Others.
Responsibilities

The Special Collections Department is responsible for:
- Providing reference and instruction;
- Providing access to special collections in the Emmett Chisum Reading Room;
- Identifying new material appropriate to the collections;
- Collaboration with Technical Services for acquisition and processing of materials;
- Identifying material in the circulating collections that may require transfer to special collections;
- Administration of Collection Development budget allocation for new acquisitions and endowment funds established for the collections;
- Review of materials arriving on the Wyoming Approval Plan;
- Collection inventory;
- Gifts in kind in collaboration with the Collection Development Office;
- Collaboration with Library Systems and Digital Projects Librarian on digital initiatives involving special collections;
- Preservation review and decision-making in conjunction with the Collection Development Office.

The Head of Special Collections serves as a Subject Bibliographer and is responsible for:
- Maintaining contact with academic faculty and departments;
- Planning for use of group-controlled funds;
- Individual firm orders;
- Review of resources and collections in his/her own subject areas;
- Serve as Wyoming Bibliographer for the Grace Raymond Hebard Collection;
- Serve as Bibliographer for general special collections.

Technical Services is responsible for:
- All order and payment transactions;
- Vendor selection;
- Maintenance of audit trail records;
- Bibliographic control and discoverability.

Systems/Digital Initiatives is responsible for:
- Collaboration with, and outreach to, the University faculty to identify materials of interest;
- Transformation of non-digital formats to digital formats on as-needed basis;
- Acquisition and storage of born-digital collections and objects;
- Ensuring long-term access to digital collections and objects through secure servers and appropriate preservation strategies.
**Geology** is responsible for:

- University of Wyoming Libraries general map collection;
- Requesting maps from gift lists;
- Ordering maps for the general map collection;
- Collaborating with head of special collections for additions to the historic map collection.

The **LRC** is responsible for:

- Maintaining an up-to-date collection of popular and classic school-age literature, media, and applied classroom curriculum materials including Wyoming subjects.
- Identifying new material appropriate to the collections;
- Collaborating with head of special collections for additions to Wyoming children’s material.

**Scope of Collections**

The University of Wyoming Libraries Special Collections Department is comprised of:

- General Special Collections;
- Canoso Miniature Book Collection;
- Cheramy Native American Collection;
- Grace Raymond Hebard Collection;
- Hebard Historic Map Collection.

Materials held in Special Collections support the stated missions of the University of Wyoming and the University of Wyoming Libraries as well as the guidelines established in the University of Wyoming Academic Plan. Special Collections materials complement but do not replicate (with some exceptions) materials in the Toppan Rare Books Library at the American Heritage Center. Donations to special collections should consist of published materials that meet the criteria of the various collections.

The scope of the various collections is described below:

**General Special Collections**

Contains items deemed to be of high value, possibly rare, but that do not fall under the collection guidelines of the Toppan Rare Books Library. Many of these titles were formerly housed in the closed, folio, and portfolio collections of Coe, Geology and the former Science libraries. Staff follow the ACRL/RBMS *Guidelines on the Selection & Transfer of Materials from the General Collection to Special Collections* in deciding which titles are appropriate for addition to the collection.

**Canoso Miniature Book Collection**

Donated by University of Wyoming alumni Michael Canoso. Includes pieces dating from as early as 1844. A variety of subjects are represented from rock art to botanical specimens. Additional miniature books will be added per available funding.
Cheramy Native American Collection

Donated by Ed and Shirley Cheramy of Jackson, Wyoming. This collection is split between the Toppan Library and UW Libraries Special Collections.

- Consists of published works about Native Americans;
- Complements material in the Hebard and circulating collections;
- Supports programs in American Indian Studies; History; Anthropology and American Studies;

Additional titles will not be added to this collection.

Grace Raymond Hebard Collection

The Grace Raymond Hebard Collection is a comprehensive library of published materials covering all aspects of Wyoming history, culture and natural history. It is the library of record for University of Wyoming publications. The University of Wyoming Academic Plan (various dates) recognize the history and culture of Wyoming and the Rocky Mountain West as one of the areas of distinction. To that end, the general scope of the Hebard Collection reflects that coverage. It is not possible to list every subject collected but noted areas include:

- Generally anything published with Wyoming subject matter;
- Wyoming authors writing about Wyoming and the Rocky Mountain West;
- Transportation including trails, railroads, motoring and highways;
- Dude Ranching;
- National Parks, especially Yellowstone and Grand Teton. Also includes all NPS administered areas;
- Native American resources, including but not limited to the Wind River Indian Reservation;
- Energy and Natural Resources in Wyoming;
- Recreation and tourism including but not limited to hunting; fly-fishing; mountain climbing; skiing, etc.;
- University of Wyoming publications including selected ephemera and realia;
- Wyoming State Documents, selected;
- The Rocky Mountain West as it relates to University of Wyoming programs, partnerships, and policies.

Whenever possible, two copies of new Wyoming titles, including maps, are purchased; one for the Hebard Collection and one for the circulating collection. There are some instances when multiple copies are purchased to meet the needs of reference collections and branch libraries.
Hebard Historic Map Collection

The Hebard Historic Map Collection is primarily a collection of published maps about Wyoming and the Rocky Mountain West. Subject matter is similar in scope to that listed for the Grace Raymond Hebard Collection. Collection development is ongoing but not limited to:

- Sanborn Fire Insurance Maps;
- Topographic Maps from the USGS including 7.5’, 15’, 60’, and larger maps for Wyoming and contiguous states and western national parks;
- Highway maps for Wyoming and contiguous states;
- National forest maps for Wyoming and the Rocky Mountain West;
- Wyoming Geological Survey publications, including maps;
- Town and city maps of Wyoming and significant municipalities in the Rocky Mountain West;

Formats

For the purpose of this document, the definition of Published is

*To prepare and issue for distribution and/or sale.*

Formats collected include: books, maps, microforms, newspapers, periodicals, ephemera, and realia.

Formats not collected include: manuscript materials, photographs and institutional records.

Gifts in Kind

Special Collections will accept gifts as described below:

- Collections of materials with mixed formats may be accepted pending collaboration with the American Heritage Center;
- Ephemera and broadsides as appropriate
- Realia;
- Unbound journal issues may be accepted if they fall within the collecting scope as described above, or;
- If they fill in gaps in the holdings of titles already in the collection.

Retention and Transfer

- Material acquired for the UW Libraries Special Collections is assumed to have permanent value and will be retained.
Preservation

- Methods of preservation may include: purchase of a replacement; binding; repair; reformatting; digitization; and/or conservation treatment.

Guiding Documents

- University of Wyoming Mission Statement;
- University of Wyoming Libraries Mission Statement;
- University of Wyoming Academic Plan;
- University of Wyoming Bulletin;
- Toppan Rare Books Library Collection Development Policy;
- Geology Library Collection Development Policy
- Maps Collection Development Policy;
- ACRL/RBMS Guidelines:
  - Guidelines on the Selection & Transfer of Materials from General Collections to Special Collections;
  - Guidelines for the Interlibrary Loan of Rare & Unique Materials

Tamsen Hert, Head, Emmett Chisum Special Collections

Approved:

January 4, 2010