

COLLECTION DEVELOPMENT POLICY STATEMENT

CLASSIFICATION: SPECIAL COLLECTIONS

FEBRUARY 2005

General Purpose: Special collections include donated or purchased books and manuscripts that are unique or of high value. For books, these generally depend on the date of the edition (pre-1900 depending upon subject), the nature of an inscription or autograph, or limited editions or hard to replace editions (e.g. falconry books). Manuscripts will be related to aeronautics, space or other subjects related to faculty/cadet interests, or related to US Air Force Academy history.

Collection Level Intensity: Comprehensive

Geographical Areas: Generally United States

Chronological Periods: Mainly 20th century

Types of Material Collected: Books, newspapers, serials, photographs, diaries, typescripts, manuscripts, photographs and manuscripts, and occasional related artifacts, such as medals, stamps or coins.

Other Factors: The rarity, value, and condition of the resources require that special access controls exist. Much of the material (exceptions may be made in the case of falconry or duplicate photos, for instance) will be restricted to use in the Library/Clark Special Collections area. Collections of personal papers and other appropriate items are solicited on the Library's behalf by The Friends of the Air Force Library with the approval of the Director of the Library and the Chief, Special Collections.

Subjects and Collection Levels: Rare books may be of any date or in any language, but must have some relevance to USAFA interests or USAFA history. Manuscripts will be in English, 20th century or later, and be related to the US Air Force Academy or some aspect of the US Air Force and its predecessors. Topics include Air Force history, political science, aeronautics, space, military doctrine, escape and evasion. Falconry material is collected in depth, selected by the assigned subject librarian (see SK 321).

Weeding Criteria: Once material is deemed appropriate and is accepted by the Director of the Library, staff will process the collections. Duplicates will be used for exchange with other libraries or collections; serials or other published materials may be transferred to the general collections or microfilmed. Artifacts may be transferred to the AF History and Museums program.