Trinity University Special Collections and Archives Collection Development Policy
Created February 2015, Megan Toups
Modified April 2015, Sarah Alger and Megan Toups

Under the direction of the University Library, Special Collections and Archives collects, organizes, preserves, and makes available rare books and archival materials.

**Objective:** Special Collections focuses on supporting Trinity’s curriculum and student learning. An item is housed in Special Collections because it has at least one of the following factors: it is rare, old, fragile, expensive, or is part of a larger collection that meets these criteria. The Archives works to preserve material of enduring value that documents, officially and unofficially, the history of Trinity University. Although we do not serve as the official records management center for the university, we are the main repository for such information.

**Purchases and Donations:** We do not actively purchase books for Special Collections. However, donations of books are evaluated taking into consideration their relevance to the curriculum, rarity, and condition. We actively seek donations of material for the Archives that documents the history of the university. This includes, but not limited to
- minutes and reports;
- university publications, promotional materials, and catalogs;
- photographs;
- documentation of student life;
- artifacts and personal memorabilia

Donations of other material—including material used to support curricular needs or to document local history—are evaluated case by case based on their relevance to the curriculum, enduring value, cost of processing and housing of the material.