APPENDIX A: GUIDELINES FOR TRANSFER TO THE RARE BOOKS COLLECTION

As noted in the “Guidelines on the Selection of General Collection Materials for Transfer to Special Collections” (1999) of the Association of College and Research Libraries, “virtually all libraries acquire books and documents which, with time and changing circumstances, and regardless of intention, become rare. Over time, they acquire a special cultural and historical value, and sometimes a significant financial value in the marketplace, as well.” Librarians have a responsibility “to identify rare and valuable materials in general and open stack collections and to arrange for their transfer to the greater security of special collections departments.” Similarly, incoming gifts should be evaluated according to the same criteria.

The youth of the University of New Orleans (founded in 1958) means that the library’s general stacks contain relatively few books that were acquired new and aged with the library to the point of requiring special care. Although the question of transferral is therefore less acute here than it is in many other institutions, worthy candidates for removal nevertheless may reside in the stacks. These guidelines reflect the primary factors set forth by the ACRL for consideration in identifying candidates for transfer or addition to the rare books collection:

- **Age**
  As ACRL guidelines note, “The longer an item has survived, the more worthwhile saving it probably becomes; as an item ages it becomes one of a decreasing number of witnesses to its own time.” Increasingly, librarians agree that it is time “to protect all materials, regardless of form or condition, printed before 1801.” Because of the Earl K. Long Library’s emphasis on Louisiana materials, the library places priority also on the collection of “regional incunables”—books published in Louisiana in the first decades after printing was established.

- **Intrinsic characteristics**
  Examples include fine bindings, early publishers’ bindings, extra-illustrated volumes, books with significant provenance, books with decorated endpapers, fine printing, printing on vellum or highly unusual paper, volumes or portfolios containing unbound plates, books with valuable maps or plates, broadsides, posters and printed ephemera, books by local authors of particular note, and material requiring security (e.g., books in unusual formats, erotica or materials that are difficult to replace).

- **Condition**
  Copies that are badly worn, much repaired or rebound, should not automatically be considered for transfer, unless the age of the material preempts condition as a criterion.

- **Bibliographical, research, or market value**
  Relevant factors include desirability to collectors and the antiquarian book trade, intrinsic or extrinsic evidence of censorship or repression, seminal nature or importance to a particular field of study or genre of literature, restricted or limited publication; and the cost of acquisition.

The following priorities should guide decisions to transfer books from the general collection or to direct incoming gifts to the rare books collection at the Earl K. Long Library:

**AUTOMATIC TRANSFER**

- Anything printed anywhere before 1801—transfer is automatic unless condition renders it unusable. Runs of serials beginning before 1801 must be evaluated to select a cut-off date.
● Anything published in the Confederate states during the Civil War, 1861-1865.
● Anything published in Louisiana before 1901.

DISCRETIONARY TRANSFER (REFER TO RARE BOOKS COLLECTION DEVELOPMENT LIBRARIAN FOR REVIEW)

● Items printed in North or South America before 1831.
● Materials that should be preserved and are at risk in the open stacks because of format or content, such as
  ● sexually oriented materials; example: Playboy magazine
  ● materials relating to extreme views on race, ethnicity, or politics; example: Ku Klux Klan literature; Nazi literature
  ● 19th-century books containing plates and/or maps
  ● first editions of landmark or famous works
  ● limited or “deluxe” editions (fancy paper, fancy binding, fancy illustration)
  ● Anything autographed or inscribed by the author.
  ● Anything published before 1900 that is in its original publisher’s binding and in exceptionally good condition, especially if the binding is unusual or striking.
  ● Anything that seems highly unusual in its physical presentation or content.
  ● Items that may be of importance to the history of the university, the history of the library’s collections, and/or the area. These include items with bookplates, autographs, or other marks of ownership of locally prominent persons, places (e.g., plantations), institutions, and organizations.
  ● Books by UNO faculty authors that are not already represented in the UNO Faculty Authors Collection.