

Contents

Preface and acknowledgements	ix
Introduction	xi
1 The care of Special Collections	1
Introducing collections care	1
A note on terminology	1
A note on standards	2
Understanding the physical nature of Special Collections.....	2
Understanding the impact of the environment on Special Collections	3
Understanding buildings, storage and Special Collections	8
Handling Special Collections safely	10
Managing preservation of Special Collections.....	13
Case study: mending Mercator’s Atlas.....	16
Conclusion	20
Further reading	20
Examples and case studies.....	21
Useful websites	21
2 Emergency planning for Special Collections	23
Introduction	23
A note on terminology	23
Understanding Special Collections emergencies	23
Preventing and preparing for emergencies in Special Collections	26
Planning for service continuity	30
Responding to Special Collections emergencies	31
Recovering from Special Collections emergencies.....	32
Security and theft in Special Collections	32
Case study: the Durham First Folio	36
A note on insurance	36
Conclusion	37
Further reading	38
Examples and case studies.....	38
Useful websites	38
3 Understanding objects in Special Collections.....	41
Introduction	41
A note on terminology	41
Understanding medieval manuscripts	42

THE SPECIAL COLLECTIONS HANDBOOK

Case study: long valued, newly found.....	42
Understanding early printed books.....	45
Introducing analytical bibliography	47
Managing provenance in Special Collections	49
Introducing modern formats	50
Conclusion	52
Further reading.....	53
Examples and case studies.....	54
Useful websites	55
4 Acquiring and developing Special Collections	57
Introduction	57
Managing foundation collections	57
Working with donors and depositors.....	58
Purchasing Special Collections	62
Organizing internal transfer	64
Collecting proactively	65
Keeping acquisitions records	67
Managing Special Collections disposals	68
Case study: to sell or not to sell?	69
Managing remote storage of Special Collections.....	69
Introducing the Special Collections development policy	70
Writing the Special Collections development policy	71
Case study: collecting half the world.....	72
Conclusion	73
Further reading.....	73
Examples and case studies.....	73
Useful websites	74
5 Cataloguing, description and metadata in Special Collections.....	75
Introduction	75
A note on terminology and some key concepts	75
Standards and codes for cataloguing printed books	76
Standards and codes for cataloguing manuscripts and archives	77
More metadata standards.....	79
Controlled vocabularies for Special Collections metadata.....	79
A note on fingerprints.....	81
Introducing RDA and the future of MARC.....	81
Introducing linked data and the semantic web.....	82
Working with community metadata	83
Understanding hidden Special Collections.....	83
Working with volunteers in Special Collections.....	86
Working with the library management system	87
Classifying special collections	88
Processing special collections	89
A note on printed books vs archives	89
Conclusion	90
Further reading.....	90
Examples and case studies.....	90
Useful websites	91

CONTENTS

6 Legal and ethical issues in Special Collections	93
Introduction	93
Understanding copyright in Special Collections	94
Case study: peace protest photos	98
Introducing data protection and freedom of information	100
Case study: call slip commotion	102
Introducing cultural property issues	102
Managing personal integrity	103
Considering ethics in fund-raising	103
Equality and diversity in Special Collections	104
Health and safety in Special Collections	104
Working with volunteers in Special Collections	105
Working with children in Special Collections	106
Conclusion	106
Further reading	106
Examples and case studies	106
Useful websites	107
7 User services in Special Collections	109
Introduction	109
A note on Special Collections staff	109
Understanding Special Collections users	109
Managing Special Collections enquiries	112
Managing Special Collections visitors	113
Managing reprographic services	121
Managing inter-library loans	122
Valuations and care of books	123
Improving services to users	123
Conclusion	125
Further reading	125
Examples and case studies	126
Useful websites	126
8 Marketing and communications in Special Collections	127
Introduction	127
The Special Collections marketing mix	127
Commodity: the Special Collections offer	128
Cost and convenience: accessing Special Collections	130
Communication: sharing Special Collections	130
Researching user needs	140
Conclusion	141
Further reading	141
Examples and case studies	142
Useful websites	142
9 Widening access to Special Collections	143
Introduction	143
Why build new audiences?	143
Issues in widening access	144
Two key audiences for Special Collections	148
Case study: love and fear in the stacks	154

THE SPECIAL COLLECTIONS HANDBOOK

Case study: cartoon creations	156
Case study: bright young things	156
Exploring new audiences	157
Case study: travelling treasures	158
Managing assessment and feedback	158
Conclusion	158
Further reading	159
Examples and case studies	159
Useful websites	159
10 Influencing and fund-raising for Special Collections	161
Introduction	161
Introducing advocacy	161
Introducing fund-raising	164
Why fund-raising matters	165
Understanding fund-raising issues	165
Sources of external funding for Special Collections	167
Case study: a library for a sixth century	175
Developing a fund-raising strategy	177
Conclusion	178
Further reading	178
Examples and case studies	178
Useful websites	179
Afterword: Special Collections futures	181
Useful websites	182
Appendix A. Key reference resources for Special Collections	183
Union catalogues	183
Catalogues of incunabula	183
Other catalogues of hand-press era books	184
Digitized books	184
Provenance	185
Latin	185
Appendix B. Careers and skills in Special Collections	187
Suggestions for external training	187
Online learning	188
Bibliography	189
Index	203