



The  
University  
Of  
Sheffield.

The  
University  
Library.



Approved by University Librarian: February 1997  
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## SPECIAL COLLECTIONS DEPARTMENT

### Mission statement

The University Library's mission for its Special Collections Department is to collect, conserve, preserve, develop and exploit materials which are of special importance to:

- the University's strategic objectives in research and teaching
- its place in the contemporary life, history and heritage of Sheffield, its region and the UK
- its international reputation as a centre of excellence in research and scholarship.

The Library's Special Collections and Archives are generally characterised by their uniqueness, rarity, preciousness, value and particular need for special care, storage, security and professional curatorship.

### Collection strengths

- Writing for stage and screen - 20th and early 21st century
- Small press poetry - mid-1950s onwards
- Private press and artists' books - late 19th century onwards
- Mid-20th century British Fascism
- 17th century political, social and religious tracts
- British cultural tradition (folklore, traditional dance, drama and music, calendar customs, dialect) - mostly 19th and 20th century
- Mid-20th century left-wing and anti-Fascist politics
- 20th century science
- Coal mining - 20th century, especially relating to the Miner's Strike 1984-85
- Caricatures - 18th, 19th and early 20th centuries

### Implementation

In fulfilling its mission in this specialised area, the University Library will:

- hold materials acquired by purchase, donation, deposit or loan, which build upon existing collection strengths, as well as supporting new developments
- hold materials in a wide range of formats, including manuscripts, printed books, personal and institutional papers, maps, prints, microforms, photographs, films and audio recordings, electronic publications and datasets
- store materials appropriately in a safe, secure and climatically controlled environment
- implement appropriate procedures for the conservation and preservation of materials in all formats
- provide excellent facilities for consultation of materials by scholars, students and members of the public
- work closely with professional bodies in the field, to ensure that best national and international practice is implemented locally
- develop research partnerships within the University

- develop strategic partnerships with other universities, libraries, research institutes and heritage organisations world-wide
- maintain an ongoing research and development programme, particularly in the application of digital technologies, data archiving and preservation, with the objective of widening public access to materials which hold a special place in the nation's heritage
- seek additional resources, particularly from external funding agencies, to strengthen collection development and fund special projects
- develop where appropriate publications, products and services which generate income
- implement appropriate staff development programmes

### **Donations and Bequests**

The Special Collections Department is pleased to accept donations and bequests of material provided that they fall within the scope of the Collection Development Policy, and on the understanding that:

- all gifts and bequests of material become the property of the University of Sheffield
- copyright and data protection issues are clarified if not standard
- the University Library reserves the right to dispose of items that are in poor physical condition, duplicate existing stock, fall outside the scope of the Collection Development Policy or are otherwise superfluous to requirements

In evaluating a prospective acquisition, the University Library also considers the associated costs of processing, cataloguing, storage, conservation, preservation, digitisation, promotion and display, and the provision of long-term access. The offer of funds and resources to support long-term preservation and engagement is actively encouraged.