

COLLECTION DEVELOPMENT POLICY FOR THE ARCHIVES & SPECIAL COLLECTIONS AT THE PACIFIC UNION COLLEGE LIBRARY

PURPOSE AND MISSION

The Archives & Special Collections (ASC) at the Nelson Memorial Library exist to acquire, preserve, and make available items relating to the history and development of Pacific Union College and the Seventh-day Adventist Church, especially in Northern California and the Pacific Rim.

The ASC supports and promotes research by Pacific Union College students, faculty, alumni, and other researchers who work with primary and secondary source materials.

SCOPE

Seven collections make up the ASC. Each collection has unique areas of acquisition that work together to support the ASC mission. Collections are primarily housed in the Walter C. Utt Center for Adventist History, the Pitcairn Islands Study Center, and the Maxwell Reading Room.

The Heritage Collection

The Heritage Collection is comprised of books, periodicals, pamphlets, and other publications by or about the development of the Seventh-day Adventist Church. It also contains books, annuals, periodicals, honors projects and theses, and multimedia materials relating to the history of Pacific Union College and its predecessor, Healdsburg College. The Heritage Collection houses unusual, rare, or valuable publications on these topics that are not available in the library general stacks. All college publications are added to this collection. Additions to this collection come from library acquisitions, transfer from the general collection, or from donations.

The Alumni Collection

The Alumni Collection is a comprehensive collection of the books and multimedia produced by graduates or former students of Pacific Union College and Healdsburg College. Included in this collection are authors such as George Knight, Joe Wheeler, and others; works by faculty can be found in the Heritage Collection. Additions to this collection come from library acquisitions, transfer from the general collection, or from donations.

The Archives

The Archives are subdivided into two areas of collecting interest.

Walter C. Utt Center for Adventist History Collections

The Utt Center Collections are comprised of unique and unpublished materials relating to Pacific Union College, with special interest in items that also reflect local or Seventh-day Adventist Church history, and items that build upon existing collection strengths. Collections are particularly strong in the subjects of church

history from 1942 to 1985 and Adventist missions. The Walter C. Utt, Fred Veltman, and Walter Rea Papers are of key importance to the Utt Center Collections. Types of material include manuscripts, personal papers, photographs, multimedia, artifacts, ephemera, and more. Included in the Utt Center Collections are: the SDA Vertical File, the Local History File, and the Pacific Union College Vertical File. Additions to the Utt Center Collections come from library acquisitions, transfer from the general collection, or from donations.

Institutional Archives

The Institutional Archives house unpublished, non-current records of administrative, legal, or fiscal importance to the college, such as official correspondence, committee and board of trustees meeting minutes, reports, bulletins, curriculum plans, and other similar documents. The early financial records of Healdsburg College are included in these archives. Coverage dates are approximately from 1903 to 2004. Some materials in these archives are restricted. Currently, no active, regular acquisition schedule exists.

The Maxwell Collection

The Maxwell Collection contains published materials and artifacts relating to the Maxwell family. Additions to this collection come from donations.

The Pitcairn Collection

The Pitcairn Collection is a comprehensive collection of books, manuscripts, photographs, multimedia, and museum artifacts about the history of the Pitcairn Islands and William Bligh. The first copy of any item received by the library relating to the history of the Pitcairn Islands is placed in this collection; additional copies are placed in the main collection. Additions to this collection come from library acquisitions and donations.

The Vault

Items are not specifically collected for the Vault. Rather, it is a repository for material that is fragile, difficult to replace, or valued over \$500.

TRANSFERS AND DONATIONS

Transfers

Criteria for transfer of general stacks materials to special collections are as follows. An item fits the ASC collection development policy, and:

- There is only one copy of the item in the library.
- The general stacks copy contains an autograph by an important individual.
- The item is in better physical condition than an identical ASC copy.

Donations

The Pacific Union College Library is pleased to accept unrestricted gifts that match the collection development policy. The Archives and Special Collections librarian, the Director of the Pitcairn Islands Study Center, and the Director of the Walter C. Utt Center for Adventist History accept gifts on the basis of collection needs. Items that duplicate current holdings, require care beyond the expertise of the library staff, or require maintenance beyond the resources of Pacific Union College may be deaccessioned or declined. An alternative repository may be recommended. Further information is available on the Deed of Gift form, available from the library.