

UNIVERSITY of HOUSTON

"Developing Policies and Procedures at UH Special Collections"



TEXAS LIBRARY ASSOCIATION  
ANNUAL CONFERENCE  
APRIL 19, 2016

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Carey C. Shuart Women's Archive and Research Collection

- Established in 1996 at UH MD Anderson Library
- Two main objectives: Collection and research
- Collects the papers of Houston and Texas Women and the records of Houston area Women's organizations
- Affiliated with UH Women's Studies Program
- Currently there are over 75 collections and growing

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Why do archives have policies?



▶ Although it may feel like it at times policies and workflows weren't created to make life hard on everybody.

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## Policies are there to help



- ▶ Policies are established to provide a framework on how archives operate and do business with donors, researchers, and the surrounding community. Making sure it is a positive experience for everyone involved.

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## Policies that affect UH Special Collections?

- ▶ Collection Development Policies
- ▶ Deed of Gift
- ▶ Reading Room Policies
- ▶ Copyright Policy

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## Collection Development Policy

Copyright © 2015, The University of Houston. All rights reserved. This document is the property of The University of Houston. It is intended for internal use only. It is not to be distributed outside the University of Houston. It is not to be used for any other purpose without the written permission of the University of Houston. It is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of the University of Houston.

**1. Purpose of Policy**  
The purpose of this policy is to provide a framework for the collection, development, and maintenance of Special Collections at The University of Houston. This policy is intended to guide the actions of all staff and faculty involved in the collection and development of Special Collections. It is not intended to be a substitute for the University of Houston's policies and procedures regarding intellectual property, copyright, and other legal matters.

**2. Scope of Policy**  
This policy applies to all Special Collections at The University of Houston, including but not limited to the following:  
 1. The University of Houston Libraries  
 2. The University of Houston Special Collections  
 3. The University of Houston Digital Library  
 4. The University of Houston Archives  
 5. The University of Houston Manuscripts and Rare Books Department  
 6. The University of Houston Photographs and Prints Department

**3. Responsibilities**  
The University of Houston Libraries, the University of Houston Special Collections, the University of Houston Digital Library, the University of Houston Archives, and the University of Houston Manuscripts and Rare Books Department are responsible for the implementation and maintenance of this policy. The University of Houston Libraries is the primary point of contact for all matters related to this policy.

**4. Review and Revision**  
This policy will be reviewed and revised as needed by the University of Houston Libraries. The review process will involve all staff and faculty involved in the collection and development of Special Collections at The University of Houston.

Approved by the University of Houston Board of Regents on 11/11/15

- ▶ Guiding document for forming a collection or archives
- ▶ Materials collected
- ▶ Usually is internal but can be shared with potential donors

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## Collection development Policy continued

- Helps to establish/differentiate an Archive from others on what is collected
- Keeps out materials that are not wanted-may be out of institutions scope/criteria- or due to condition (mold, pests, etc-more trouble than its worth)
- Decisions on how collections are accepted
- Closing collections for limited duration

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## Deed of Gift

- It's a contract/agreement between donor and the archive.
- Transfers ownership of real, personal, intellectual property
- It establishes the donors intent
- It establishes provenance
- It formally names the collection
- It establishes restrictions if any

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## Deed of Gift continued

- specifies how materials can be used
- Specifies copyright status
- Disposition of materials
- Specifies what is being donated and the quantity
- Most importantly involves signature of donor and representative from Archive/Special Collection (copies kept on file)

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## Reading Room Policies

- Most frequent policy visitors/researchers encounter
- Stow personal belongings in locker
- What can I bring in?
- Patron registration form/call slip
- Photoduplication policy
- High Res digital requests

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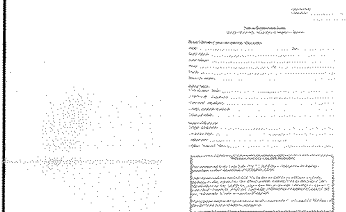
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## Patron registration form



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## Copyright Policies

- ▶ UH Special Collections owns the physical items in our collections; we do not usually hold the copyright to the works themselves. By providing copies of items, UH Special Collections does not transfer copyright.

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## Copyright-It's your responsibility



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## Conditions of Publication(UH Spec Coll Intent to Publish form)

- ▶ 1. Reproductions of copyrighted materials held by Special Collections may not be published, displayed, or further reproduced
- ▶ 2. This policy encompasses publication in print, audiovisual, and electronic formats (including web sites).
- ▶ 3. The patron has full responsibility for determining copyright status, locating copyright holders, and abiding by current copyright laws
- ▶ 4. The patron must use the following citation: (Item identification, name of collection), Courtesy of Special Collections, University of Houston Libraries. (e.g. POWs, [1945], Cruiser Houston Collection, Courtesy of Special Collections, University of Houston Libraries.)
- ▶ 5. The patron agrees to give the department a copy of any publication which uses its materials.

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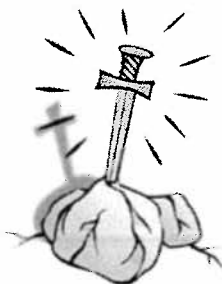
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## Policies revisited



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Thank you!  
Questions?

**Vince Lee**

**Email: [velee@uh.edu](mailto:velee@uh.edu)**

**Phone: 713 743-9753**

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