

September 2022

**PURPOSE OF COLLECTION DEVELOPMENT POLICY:**

A Collection Development Policy is intended to guide the selection of materials to be added to the collections, whether by purchase, through gifts, or through blanket orders and approval plans. As a statement of Rose Library policy, it is used in the allocation of funds and in the effort to obtain additional funding from endowments, gifts, or grants.

**STRASSLER CENTER FOR HOLOCAUST AND GENOCIDE STUDIES MISSION:**

The history of genocide, mass atrocities, crimes against humanity and their continuing consequences stand at the core of the Strassler Center at Clark University. Home to a uniquely rich undergraduate program and a landmark doctoral program, the Strassler Center is the first and only institute of its kind. Since 1998, it has gained international standing as the foremost PhD program training students in Holocaust History, the Armenian Genocide, and other genocides perpetrated around the globe. Center faculty and students foster important scholarship and germinate significant ideas as conveners of a robust series of international symposia, workshops, and conferences that broaden the boundaries of genocide studies by introducing less known cases and novel approaches. The causes, conduct, and consequences of genocide are complex and require multifaceted approaches. The Strassler Center is committed to pushing boundaries in order to foster greater knowledge as well as to train professionals who hope to find solutions, offer healing and aid, education, and opportunities for memorialization.

**ROSE LIBRARY MISSION:**

To acquire, preserve, and provide access to textual evidence, published and unpublished knowledge of the Holocaust and genocide studies in varying media and to foster study in these subjects through Clark University's doctoral programs in Holocaust and Genocide studies.

**LIBRARY RESPONSIBILITY:**

To select, acquire, organize, maintain, preserve, and provide access to published and unpublished materials supporting Holocaust and genocide studies and research for Clark University students and faculty, general researchers, Holocaust-related institutions and organizations, educators, and the general public.

**INTELLECTUAL FREEDOM:**

The Library will uphold the principles of the American Library Association's Library Bill of Rights. In the area of collections development, the Library particularly recognizes and supports the following intellectual freedom statement from that Bill of Rights:

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Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

**SCOPE OF THE COLLECTION:**

A. Comprehensive level collections

The library and archives serve as a repository for Holocaust and Genocide-related published and unpublished materials. It attempts to collect comprehensively in the following areas:

- Historiography and documentation of the Holocaust and the Third Reich
- Historiography and documentation of the Armenian Genocide
- Historiography and documentation of the genocides in Cambodia, Rwanda and Darfur
- Holocaust-related art, music, and literature
- War crimes and war crimes trials related to the Holocaust
- Historiography and documentation related to the Nazi persecution of non-Jewish victim groups
- Personal accounts of survivors and victims
- Educational and pedagogical materials related to Holocaust studies
- Jewish Genealogical and cultural history as related to the Holocaust
- Unpublished materials including; memoirs, letters, postcards, film and photographs.

B. General level collections

To facilitate background research on the Holocaust and related topics, the library collects at a general level, materials in the following areas:

- World War II in the European theater
- Revisionist and denial literature
- Comparative genocide studies
- Jewish studies as related to European history
- Armenian studies
- Anti-Semitism
- History and study of recent and potential acts of genocide and crimes against humanity

- General reference

**MATERIALS COLLECTED:**

A. Types:

- Books
- Periodicals
- Textbooks, curricula, and lesson plans
- Dissertation and theses
- Audio/visual materials
- Dairies
- Letters
- Photographs

B. Languages:

- Original works published in any language
- If not published in English, generally only the original edition and an English translation will be added when available.

C. Special Collections:

- Rare books
- Memorial books
- Lists of Holocaust survivors and victims

**SELECTION GUIDELINES:**

A. Purchased materials:

The selection of purchased materials ultimately lies with the Library Director and Librarian, who will consult regularly with center staff, faculty and students. Decisions are based on:

- Bibliographies
- Book reviews
- Bibliographic citations in relevant literature
- Publication announcements
- Publishers' catalogs and web sites
- Bibliographic records as found in online catalogs and databases
- Recommendations made by staff, faculty and students

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B. Donated materials:

The selection and acceptance of donated materials ultimately lies with the Library Director and librarian, who will consult with center staff, faculty and students. Decisions are based on:

- Appropriateness to the scope of the collection
- Number of copies currently in the collection
- Restrictions placed of the organization, use, or disposal of the donated materials
- Time and materials needed to properly process and rehouse collection

The library retains unconditional ownership of the gift and makes the final decision on the use or disposition of the gift. The library makes every effort to carefully arrange for the transfer of all gift materials that it does not add to its collection. Duplicates and other unwanted materials will first be offered to CHGS students and faculty.

Letters of acknowledgement are sent to all donors. Due to federal regulations, the library is unable to provide appraisals of donated materials.

The Archives reserves the right to decline, deaccession, or dispose of materials that: 1) do not fit its acquisition policy; 2) already exist within the collection; 3) may be more appropriately housed in another repository; 4) are inaccessible to the public due to copyright or other restrictions; or 5) are too expensive to process, preserve, and store given available resources.

**RECOMMENDING AND ACQUISITIONS:**

While the Library Director and librarian are chiefly responsible for identifying materials for purchase and for the overall development of the collection, center staff, faculty, student, supporters and the general public also have an important role in developing the collection by recommending materials for acquisition.

Anyone wishing to donate or recommend items for purchase is expected to adhere to the collection development guidelines set out in this document. In addition, they should:

- Submit recommendations along with as much bibliographic information as possible to the attention of the Librarian. Recommendation should also include a brief note about why they believe is needed in Rose Library.

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- For archival collections, donors should provide a "Scope and Content" statement. The statement should contain information about: the approximate size of the collection, who created the archival materials, who the archival materials are about, (i.e., to what person or organization they relate,) who contributed to the production or authorship of the archival materials, what the archival materials are generally about, where the action or events take place, how the information is recorded, what record types are included, and how the information is presented. If appropriate, a Scope and Content Statement can mention general time periods (e.g., "post-World War II," "during the first Reagan administration," "the years leading up to the Spanish-American War," "the period between Texas' independence from Mexico and its annexation to the United States," etc.)

### ALLOCATION OF FUNDS:

While the ultimate responsibility for the materials budget and collection development policy decisions rests with the Library Director and librarian, it is the responsibility of the Executive Director to allocate the materials budget in order to fulfill the library's collection development objectives. Funds are allocated by such factors as; selection priorities guidelines, and average costs of resources. While no formula completely satisfies all criteria, the formula should reflect anticipated needs. Some flexibility is necessary for changing conditions and the therefore, the budget allocation shall be reviewed annually.

### DEACCESSIONING:

Because the library is attempting to maintain a comprehensive research collection on the Holocaust and genocide studies, deaccessioning will normally occur only in the general reference collection and in those areas of the collection where the library is not attempting to maintain a comprehensive collection. Library personal will be responsible for doing routine weeding, binding, repair and replacement of volumes for collection maintenance.

#### A. Weeding:

It is recognized that the process of weeding is a continuous and ongoing process necessary to maintain a vital and up-to-date collection. Weeding is primarily the responsibility of the librarian, working in conjunction with center staff, faculty and students. Books automatically considered for de-selection are;

- Those superseded by new editions or new formats, unless they are of historical value in and of themselves
- Those that are worn out or damaged

## Collection Development Policy Statement

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- Multiple copies which are no longer needed
- Titles that do not fit within the collection scope of the library

Deaccessioned items will first be offered to CHGS students and faculty. Any remaining items will be offered to Goddard Library, sold or disposed of.

### USER ACCESS:

- The library offers onsite access to its collections to all members of the public by appointment only.
- The online catalog is accessed remotely via the center's website (<https://www.clarku.edu/centers/holocaust-and-genocide-studies/rose-library/>) or through Goddard at <https://www.clarku.edu/library/>
- Archival Finding Aids are available through Clark Digital Commons ([https://commons.clarku.edu/strasslercenter\\_finding\\_aids/](https://commons.clarku.edu/strasslercenter_finding_aids/))
- Center graduate students may check out books. At the end of the spring semester, all books must be returned or other arrangements made with the librarian.
- Library visitors may use the collection in the library only.
- Photocopier is available for duplication needs.

### REVISION OF POLICY:

This collection development policy statement will periodically be evaluated and revised as times and circumstances require.