

COLLECTION DEVELOPMENT STRATEGY

Special Collections and University Archives

Stony Brook University Libraries

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MISSION

Special Collections and University Archives at Stony Brook University acquire, organize, preserve, and provide access to primary and secondary source material in a variety of formats to support the educational, research, and entrepreneurial endeavors of Stony Brook University. Access and services are extended to neighboring communities, to the wider geographic region, and to remote users to advance the university's leadership role in scholarship, economic growth, technology, and culture.

The University Archives includes non-current material created by the university that is of enduring legal, fiscal, administrative or historical value. It is also the official repository for master theses and doctoral dissertations in print format (through May 2007) and the Stony Brook Authors and Editors Collection.

SCOPE

Stony Brook University (SBU) is one of the four university centers of the State University of New York. The University Libraries is the largest academic research library on Long Island and maintains membership in the Association of Research Libraries (ARL), a consortium of the top 120 libraries in the United States and Canada.

The department's holdings of rare maps, atlases, manuscripts, and books comprise the largest collection of archival materials on Long Island. The collection includes more than 25,000 monographs and serials, 300 collections, and 1,000 maps that document the disciplines of the arts and humanities, the social sciences, technology, and Long Island history.

The depth and uniqueness of the collections offer numerous opportunities for scholarship. Items from the collections have been loaned for exhibition purposes to prominent museums and have been cited in numerous scholarly publications. The Senator Jacob K. Javits Collection contains two million separate items that document modern United States history and the career of New York's longest serving state senator. The William Butler Yeats archive is the most extensive collection of the famed Irish poet and author's manuscripts housed outside of Ireland. In 2002, the department became the official repository for the national organization, Environmental Defense Fund, whose efforts in 1967 led to the nationwide ban on DDT and the birth of modern environmental law.

Significant archives relating to the arts, literature, and the history of technology have recently been acquired the department. Highlights include: two letters (dated 1779 and 1780) authored by General George Washington that documents espionage activities on Long Island; the archives of Long Island's preeminent regional planner, Dr. Lee Koppelman; the papers of psychiatrist Dr. Max Fink, which documents the history of electroconvulsive shock therapy; the largest English-language Chinese

cookbook collection in the world (over 3,000 titles); the archive of Turmoil, the world's longest running punk radio program; and the manuscripts of Italian American author Pietro di Donato.

The University Archives documents the evolution of Stony Brook University from a small teacher preparatory college into a world-renowned research institution. The collection consists of more than 1,000 linear feet of records, including faculty papers, administrative records, photographs, and official publications that document the history of the university. The Archives also is the official repository for Stony Brook's theses and dissertations and the Stony Brook Authors and Editors Collection (books authored and edited by SBU's faculty and staff).

The rare book and cartographic collections at Stony Brook University include over 25,000 volumes dating from 1493 to the present. The department is particularly recognized for its extensive Long Island collection, which documents the history of one of the first planned suburban communities in the United States. Special Collections also serves as a regional resource for maps and atlases, as it maintains over 1,000 individual items dating back to the seventeenth century.

The department's website contains in-depth information about Special Collections and University Archives at Stony Brook University and can be accessed at: <http://www.stonybrook.edu/libspecial>.

COLLECTION OVERVIEW

I. Collections

Long Island History –American Revolutionary War through the War of 1812

Collection strengths: Manuscript letters written by General George Washington, George Clinton, Nathaniel Woodhull, Benjamin Tallmadge; secondary source monograph and serial collections.

Collecting focus: Letters, manuscripts, journals, memoirs and maps that document the history of Long Island from the earliest settlers through the present, with a strong emphasis on the period of the American Revolution through the War of 1812 (1764-1812).

Long Island – Environment

Collection strengths: Bayard Cutting Arboretum Horticultural Society; Arthur Cooley; Environmental Defense Fund; Ernest Habicht; Muriel and Julian Kane; Lee Koppelman; Robert Cushman Murphy; Shoreham Nuclear Plant; Mount Sinai Civic Association; Dennis Puleston; Robert Smolker; and Charles Wurster.

Collecting focus: the papers of Long Island activists and agencies; maps and books that support existing collections.

Long Island - Literature and Poetry

Collection strengths: Diana Chang; Vince Clemente; Graham Everett; Aaron Kramer; Daniel Thomas Moran; Claire Nicolas White; and Street Press.

Collecting focus: the manuscripts and published works of authors who document Long Island in their writings.

Long Island – Politics

Collection strengths: John Bellport; Jacqueline Chadwick Binnian; Brookhaven Town; Peter McFerrin Clarke; Norton Daniels; John Demott; Steven Englebright; Adelaide Flateau; Louis Fuoco; Ferdinand Giese; Leon Giuffreda; George Hockbrueckner; League of Women Voters; Suffolk County Legislature; Joyce Moore Turner; and W. Burghardt Turner.

Collecting focus: collections from U.S. and New York state senators; materials from local activists and political organizations.

Long Island – Transportation

Collection strengths: Robert Emery Long Island Railroad Collection; archives of Vincent Seyfried; maps and atlases.

Collecting focus: collections that complement holdings.

Long Island – Educational and Not-for Profit Organizations

Collection strengths: American Association of University Women; Southampton Fresh Air Home; Long Island Pride Parade, Inc.

Collecting focus: not actively collecting.

Politics – Regional and National

Collection Strengths: Agent Orange; Senator Alphonse D’Amato; Environmental Defense; Senator Jacob K. Javits; Oakley Calvin Johnson; Robert F. Kennedy; Senator Kenneth P. LaValle; Lewis E. Pierson; and Political Buttons; and Political Movements.

Collecting Focus: primary and secondary source material that strengthens existing collections.

Popular Culture

Collection strengths: William A. Higinbotham Game Studies Collection

Collecting focus: primary and secondary source material the document video and computer game history.

Science and Technology

Collection strengths: Automatic Identification Data Capture (AIDC), including AIDC 100, AIM USA, Paul Berge, Allan Gilligan, George Goldberg, Robert LaMoreaux, Richard Meyers, and Benjamin Nelson; and Clarence Weston Hansell.

Collecting focus: the collections of organizations and individuals who are leaders in the field of automatic identification and data capture (RFID, bar code, magnetic stripe, smart cards, biometrics, voice data entry, etc.).

Literature, Poetry, and Book Arts

Collection strengths: Valenti Angelo; Jorge Carrera Andrade, John Ciardi; Diana Chang; Robert Duncan; Allen Ginsberg; Walter Hamady and the Perishable Press Limited; C. David Heymann; Pablo Neruda; Robert Payne; Street Press; and William Butler Yeats.

Collecting status: not actively collecting.

Music and Theatre

Collection strengths: Stefan Auber; Michael Edwards; Laszlo Halasz; Philip James; "Senator" Edward Hastings Ford; Robert Markell; Isaac Nemiroff; Thomas Neumiller; Performing Arts Foundation; Suffolk Symphonic Society; Theater Programs Collection; and Turmoil Radio , WUSB 90.1 FM (punk/hardcore music).

Collecting status: not actively collecting.

II. University Archives

The University Archives is comprised of non-current material created by the university that is of enduring legal, fiscal, administrative or historic value, theses and doctoral dissertations in print format (through May 2007), and the Stony Brook Authors and Editors Collection.

The department maintains more than 15,000 photographs, artifacts, and memorabilia dating from 1957; complete holdings of the annual yearbook *Specula* and campus newspapers; records from the Offices of the President, Vice Presidents, and Provost; audio and video recordings of campus lectures and programs; papers of distinguished faculty; and archival copies of theses and dissertations.

Stony Brook University has a decentralized records management system. Academic and administrative units maintain their own departmental records in accordance with the [2010 State University of New York Records Retention and Disposition](#) schedule.

Collecting priorities are aligned with SUNY's permanent retention schedule and supplemented with items of local significance, e.g., materials that document student life and campus culture.

Level 1 - High Priority

Academic Affairs

Master plan and related documents: materials concerning the degree granting authority of the university; course information records: official copy of any literature or other material made available to the public, including college catalogs and student handbooks, e.g., undergraduate and graduate bulletins and student handbooks

- Registrar (<http://www.stonybrook.edu/registrar/index.shtml>)
- Undergraduate Bulletin (<http://sb.cc.stonybrook.edu/bulletin/current>)
- Graduate Bulletin (<http://sb.cc.stonybrook.edu/gradbulletin/current>)

Examples of additional documents

- *Viewbook* (<http://www.stonybrook.edu/ugadmissions/forms/viewbook.pdf>)
- *Stony Brook is for Scholars* (<http://www.stonybrook.edu/ugadmissions/forms/sb4scholars.pdf>)

Faculty and faculty-student research records (published books, papers, journal articles, and other materials made available to the public)

Alumni Association and Student Records

- directory or published alumni catalogs
- commencement programs

Executive Records (Office of the President)

- President's annual reports/convocation speeches (<http://www.stonybrook.edu/sb/convocation2010/printspeech.shtml>)
- Five Year Plan (2008-2013) and annual updates (http://www.stonybrook.edu/sb/5yrplan_accomplishments09/Accomplishments08-09.pdf)
- faculty handbook (<http://naples.cc.sunysb.edu/Admin/fshotlinks.nsf/By%20Section?OpenView&Start=1&Count=60&Expand=3#3>)
- statistical data, master plans, accreditation reports, correspondence and information relating to initiation, implementation and evaluation of college-wide programs and policy and information concerning the role, functions and operation of the President's Office (<http://www.stonybrook.edu/pres>)
- inaugural and anniversary records, including the inauguration campus presidents and anniversary records pertaining to the recognition of an anniversary of the university's existence (planning committee material, production scripts, programs, press releases, etc.) (<http://www.stonybrook.edu/sb/inauguration>)
- master capital plans (<http://www.sucf.suny.edu/project/mcp/sb.pdf>)
- annual financial reports (<http://www.stonybrook.edu/accounting/annual.shtml>)
- media clips (<http://commcgi.cc.sunysb.edu/artman/publish>)

Faculty and Professional Employee Governance

University Senate (<http://www.stonybrook.edu/univsenate/minutes.shtml>)

Graduate School

Dissertations and theses in electronic format (ETDs)

Office of Communications

Official publications, including but not limited to: *Welcome; The Brook*
<http://alumniandfriends.stonybrook.edu/page.aspx?pid=447>

Public Safety

Annual security reports

<http://www.stonybrook.edu/police/annual-security-report>

[http://naples.cc.sunysb.edu/Admin/HRSForms.nsf/pub/UPDD0008/\\$FILE/UPDD0008.pdf](http://naples.cc.sunysb.edu/Admin/HRSForms.nsf/pub/UPDD0008/$FILE/UPDD0008.pdf)

Stony Brook Council

Bylaws, resolutions, etc. (<http://www.stonybrook.edu/sb/sbcouncil>)

Stony Brook Foundation

- annual reports (available upon request from the SBF Business Office)
- foundation financials (<http://www.stonybrook.edu/sb/giving/foundation-financials.shtml>)

Student Produced Media

- *The Stony Brook Statesman; Stony Brook Press; Blackworld; SB Independent* (http://studentaffairs.stonybrook.edu/sac/media_groups.shtml)
- *Think Magazine* (<http://thinksb.com/column/news/campus>)

Student Governance

Constitutions, meeting minutes, by-laws, etc.

- Graduate Student Organization (http://www.sbgso.org/documents_reports)
- Undergraduate Student Organization (<http://sbusg.org>)

Level 2 - Secondary Priority

Facility and planning documents; photographs; faculty papers*; department produced ephemeral material.

**For faculty collections, items include: books and edited volumes; original research notes; curriculum vitae; and files documenting university history. The University Archives does not accession: reprints; student papers; syllabi; and general books and periodicals.*

III. Rare Book Collection

The Rare Book Collection includes more than 25,000 rare, scarce and unique volumes dating from 1493 to the present. The collection encompasses 16th and 17th century history and literature, Long Island and New York history, classics in Latin, Irish literature, the Perishable Press Limited, Black Mountain Poetry, natural sciences, and book and printing history. The department's oldest and most significant volume is *The Nuremberg Chronicle*, an illustrated history of the world compiled by Dr. Hartmann Schedel and published in 1493. Bibliographic records for all cataloged holdings can be accessed on STARS, the University Libraries' online catalog.

In 2002, Queens College professor and lifetime collector of Chinese cookbooks Jacqueline M. Newman donated her collection of more than 2,600 English-language Chinese cookbooks to Stony Brook University. The largest English-language Chinese cookbook collection in the world, the collection is a valuable record of the Chinese Diaspora and provides researchers with the opportunity to conceptualize food history and its anthropologic, sociologic, cultural and historic values.

The study and appreciation of the book arts can be ascertained by consulting the archives of the renowned book artist Walter Hamady and the Perishable Press Limited, the sketches of Italian American illustrator

Valenti Angelo, and the department's extensive Literary Broadside Collection, which contains original works by Conrad Aiken, Paul Blackburn, Charles Bukowski, Robert Bly, and Allen Ginsberg.

Collecting focus: books printed before 1801; first and limited editions; autographed books; books with brittle or comprised bindings and/or paper; and books transferred from the circulating collections for security purposes.

IV. Cartographic Collection

The department houses nearly 1,000 maps and atlases of Long Island and New York State, dating back to the 17th century with Willem Janszoon Blaeu's *New Belgium and New England*, ca. 1640. The library also maintains an extensive collection of maps and atlases published by the Sanborn Map Company, the firm of E. Belcher Hyde, and Dolph & Stewart.

Collecting focus: cartographic and photographic materials that document the Long Island and the tri-state region.

V. Digital Collections

Special Collections and University Archives is experienced with digital technologies.

Completed digitization projects include the Long Island Historic Postcard Collection, *Specula* (yearbook), student newspapers, Dr. Karl Hartzell Oral History Project, video and audio of university events, and selected faculty scholarship.

COLLECTING STRATEGIES AND METHODS OF ACQUISITION

The department acquires materials that supports teaching and research at the university and builds on existing strengths. In addition, the department is committed to developing unique and distinctive collections in areas which have scarce coverage elsewhere. Books that are rare, fragile, or valuable have been transferred from the main stacks and branch libraries to Special Collections.

I. Gifts-in-Kind

Gifts will be accepted and added to the collection only if they are in conformity with this collecting policy and do not exhibit preservation concerns or hazards (ex. mold, dampness, or insect damage).

Examples of the types of material collected and preserved are: manuscripts; books; maps and atlases; photographs; letters; diaries; speeches and lectures; memoirs; scrapbooks and albums; business records; and audio and video recordings.

II. Endowments and Bequests

Donors and organizations have made financial gifts and have funded collection endowments over several years. Naming opportunities are available for significant donations. A gift agreement, referred to as a "deed of gift," is a legal document that transfers physical ownership of a collection to the Stony Brook Foundation and/or the University Libraries. Donors may seek valuations from independent, accredited appraisers prior to physical transfer of the item(s). Material must then be accepted within 60 days of the appraisal.

III. Library Funding

The department receives a modest allocation to support the purchase of materials.

LOAN AND EXHIBITION POLICY

The department receives several requests each year for reproductions of its materials and maintains an active interlibrary loan program to share books, maps, and manuscript materials with local and national museums and libraries. The department strictly adheres to the Association of College and Research Libraries' guidelines for the interlibrary loan of rare and unique materials.

High quality digital scans and photocopies are produced upon request for use in scholarly publications, magazines, textbooks, and commercial use.

The department works closely with the Library's Preservation Department and subject specialists to ensure the longevity and safety of the collections.

Loan Policy for Exhibitions and Events

Stony Brook University (SBU or University) is one of the four university centers of the State University of New York. The University Libraries is the largest academic research library on Long Island and maintains membership in the Association of Research Libraries, a consortium of the top 120 libraries in the United States. The Special Collections Department acquires, organizes, preserves, and makes accessible to the public a variety of works that are historically significant.

The Special Collections Department's repository includes 20,000 books, 300 collections, and 1,200 maps that support the University's curriculum and document the history of Long Island.

The University Libraries' loan policy allows qualified institutions to exhibit original documents, artifacts and other historical material from its collections for up to one year. This program provides expanded public access to SBU's archival collections for educational and cultural purposes.

A committee of library and museum professionals reviews all loan requests and has the authority to grant or deny these requests on behalf of the University.

To minimize the risk to loaned works, borrowing institutions must agree to meet specific security and environmental requirements. The borrower and SBU must sign a loan agreement, which is a legally binding contract that sets forth the rights and responsibilities of each party. The University may decline to loan a requested work, in its sole discretion, for any reason whatsoever. If an original work is unavailable for loan, the University may offer to provide a facsimile. Facsimiles are subject to this same loan policy and shall be returned at the end of the loan period.

Loan Request Procedure

A loan is defined as the temporary transfer of physical custody and responsibility for a work from SBU's holdings to another institution, under the terms of a written agreement.

A written loan request must be received at least 60 days before the desired start of the loan period.

The following information shall be included in the request: 1) A detailed description of the borrowing institution including: location, owner information, administrator information (if different than owner; e.g. building is owned by municipal government but administered by a Friends group), mission statement, staff structure, and hours of operation; 2) exhibition title and brief description of theme and content; 3) requested dates of loan period; 4) list of requested works; 5) completed and signed American Association of Museums (AAM) Standard Facilities Report for the exhibit site, 6) floor plan of exhibition and 7) insurance information, including policy exclusions and deductibles.

All loans are subject to recall or termination if standard conservation practices are not observed or in the University's sole discretion. In the event of an unscheduled loan termination, SBU shall use its best efforts to provide a minimum of five (5) business days' notice.

All requests and correspondence should be addressed to: Head, Special Collections and University Archives, Melville Library E-2320, Stony Brook University, Stony Brook, NY 11794-3323; telephone (631) 632-7119; facsimile (631) 632-1829.

Loan Terms and Conditions

Fire Safety

The borrower must house and display SBU's works within a secure space in a fire-resistant building that meets local and national fire and building codes. Fire detection and security systems must be connected to a central station and comply with local codes.

Security

Buildings housing the loaned works shall have 24-hour guards or a 24-hour electronic security system to effectively monitor and protect the exhibition, storage and preparation areas at all times. Trained security guards or other trained personnel must patrol the exhibition area during public hours. Museum, archive, or library employees must monitor the exhibition on a daily basis.

Documents and artifacts may not be handled by the public. All works must be exhibited in locked cases or using a secure wall hanging system with glass, acrylic, or other appropriate housing.

The borrower may not transfer physical custody of loaned works to any third party.

The borrower must have procedures in place for emergency response and disaster recovery.

Eating, drinking, and smoking must be prohibited in the storage, preparation and exhibition areas.

Adequate protection against insects, vermin, mold and other pollutants must be maintained.

Environment

Temperature shall be maintained between 65 and 70 degrees Fahrenheit and may not fluctuate more than 5 degrees in a 24-hour period. Relative humidity shall be maintained between 40-50 percent and may not fluctuate more than 5 percent in a 24-hour period. Borrower shall give SBU copies of hygromograph or data logger charts on request, to verify that these requirements are being met. Borrower shall notify SBU immediately if environmental conditions go beyond these ranges.

Lighting

SBU will specify any unique light level requirements on the loan agreement. In general, borrowed works must be protected from all sources of ultraviolet light and direct natural light. Light levels should be low while not interfering with viewing. Illumination limits in exhibit and storage areas should not exceed 5 foot-candles (or 50 lux) of visible light, nor exceed 75 microwatts per lumen ultraviolet radiation. The borrower shall ensure that these conditions are maintained for all borrowed works throughout the loan period.

Conservation

The borrower may not alter, clean, repair, or remove works from polyester encapsulations, acrylic packages, or frames.

SBU personnel are available to provide guidance on conservation requirements. Loaned works must be handled only by museum, archival, or library professionals on the borrowing institution's staff.

Loan Fees and Costs

SBU does not impose fees to borrow works. However, all costs incurred in connection with the preparation, transportation and safekeeping of each work borrowed shall be paid by the borrowing institution. This may include site inspections, packing and shipping, insurance, courier travel and related expenses.

Insurance

The borrower must insure each loaned work under an all-risk, wall-to-wall fine arts policy. Before any borrowed work may leave SBU, a certificate of insurance must be on file, naming 1) the State of New York, 2) the Stony Brook Foundation, 3) the State University of New York and 4) SUNY Stony Brook as beneficiaries or additional insureds for the duration of the loan period. Valuations are confidential.

Packing, Shipping, and Transportation

SBU will specify packing and shipping arrangements based on condition, size, and value. Works must be transported via a fine arts shipper unless other arrangements are made and approved with Special Collections, and so noted on the loan agreement. All costs shall be paid on delivery by the borrower unless otherwise agreed in advance, in writing. For security reasons, courier and shipping arrangements shall remain strictly confidential.

Upon approval of a loan, the borrower will:

1) Sign and return the University's loan agreement; 2) assume COD (cash on delivery) responsibility for all loan costs, including packing, shipping, and insurance; and 3) provide policy details and a certificate of insurance listing the State of New York, SUNY and SUNY Stony Brook as insureds.

After receiving the loan works, the borrower will:

1) Verify the accompanying condition report and notify SBU of any damage or change in condition of any item, and 2) sign, date, and return an outgoing receipt.

Reproduction, Credit, and Copyright

The borrowing institution shall provide SBU with complementary copies of any exhibition catalog or publicity material that includes a description of the loaned works.

Photographic and Electronic Reproductions

All requests concerning reproduction of loaned works shall be directed to the Head of Special Collections. Flash photography is not permitted. Images may be used for non-commercial purposes only.

Statement of Acknowledgement

The credit line provided by SBU at the time of the loan approval must appear on all print and electronic publicity related to the exhibition.