

**Policy:** 445 **Page** 445.1  
**Subject:** RARE BOOK COLLECTIONS  
**Approved by:** Director of Libraries  
**Contact:** Head, Archives & Special Collections **Approved:** 16 December 1994  
**Prepared by:** S. Sweeney & J. Horner **Revised:** 15 January 2014

## I. POLICY

### A. Purpose of the Collection

As part of its mission to acquire, catalogue, preserve and make available research collections which foster the teaching and research aims of the University of Manitoba, Archives & Special Collections manages a special collection of rare books and various other printed materials.

### B. Collecting Responsibility

1. The Head of Archives & Special Collections along with appropriate liaison librarians/unit heads or archivists, will select and acquire rare books through donation, purchase or transfer from elsewhere in the Libraries or Archives. The Coordinator, Collections Management will coordinate the selection of any rare books from large, interdisciplinary donations. The Associate University Librarian, Services to Libraries, will be consulted as necessary.
2. Collecting responsibility for the Rare Book Collection in the Neil John Maclean Health Sciences Library resides with the Head of that unit.
3. Where opinions differ, final decisions on the acquisition, transfer, and processing of rare books for the Rare Book Collections, Archives & Special Collections shall rest with the Head, Archives & Special Collections.
4. Exceptions may be made to the collecting guidelines with the specific approval of the University Librarian.

### C. Existing Collection Strength

The existing subject strengths of the collection are: Manitobiana, particularly works on the history and development of Winnipeg and Western Canada; early Arctic exploration and the search for the North-West Passage; Canadian Prairie literature in English; early Native language syllabics; church history and philosophy; Bibles; English literature, children's literature of the early 20th century; Slavic studies, particularly in Ukrainian; biological studies, specifically birds and plants; the history of printing and publication; and the history of agriculture in western Canada. At the Neil John Maclean Health Sciences Library, the Rare Book Collection consists mainly of classic medical texts, some from the 17<sup>th</sup> and 18<sup>th</sup> centuries, and historical calendars and journals related to medical education in Manitoba and medicine in Manitoba and Western Canada.

**D. Current Collecting Commitment**

The Libraries' current commitment for rare book collection development is in two main areas:

1. Manitobiana, particularly rare and/or valuable works on the pre-history, history, culture and development of Winnipeg, Manitoba, and of Western Canada as it relates to Manitoba. This includes rare editions of literary works in English by Manitoba authors, but also Manitobiana in Icelandic, Ukrainian and indigenous Aboriginal languages. The history and development of Manitoba and Winnipeg will include in particular the history of its agriculture, of education, medicine, journalism, and its relationship to Arctic and sub-Arctic exploration and development. The collection may also include rare works by non-Manitobans writing about Manitoba, including those in languages other those above (English, Icelandic, Ukrainian and indigenous Aboriginal languages), or rare works published by Manitoba presses. However, it is understood that rare Manitobiana in French will be collected by the Centre du Patrimoine.
2. Parapsychology and the Paranormal including rare and valuable works that cover the investigation, writing and history of paranormal phenomena such as channeling, telekinesis, and reincarnation.

Purchases outside of these subject areas should be specifically for teaching purposes and preferably initiated at the request of faculty.

Where the published works of authors are acquired by Archives & Special Collections with their papers, those books and publications will be added to the Rare Book Collection.

In all cases the decision on inclusion in the Rare Book Collection, Archives & Special Collections should be based on consultation between the Head of Archives & Special Collections and liaison librarians/unit heads or Collections Management.

**Exclusions:**

Books valued at less than \$500 will not normally be added to the Rare Book Collection.

Books and other printed materials requiring special handling, care and protection, should be placed in the Annex, if there is room, rather than the Rare Book Collection.

**D. Materials from the General Collection & Donations that may be added as Rare Books**

Decisions to transfer books to the Rare Book Collection will be based upon **either** of the following conditions:

- the book matches the current collecting policy for rare books (see C.2 above);
- the book conforms to the criteria listed below:

1. Early Imprints

The following identify candidates for inclusion:

- a. any book or pamphlet printed in pre-confederation Canada (pre-1867);
- b. any book or pamphlet printed in Manitoba or Western Canada before 1900;

- c. any book or pamphlet printed in the U.S. before 1820;
- d. incunabula and medieval manuscripts;
- e. any book or pamphlet published in Europe pre 1800

## 2. Extraordinary Imprints

The following *normally* identify candidates for inclusion:

- a. quality press printings (such as Aldus Manutius and Kelmscott)
- b. fine bindings, either the work of **noteworthy** binderies (e.g. Bayntun of Bath and Douglas Cockerell) or **significant** examples of types of binding such as vellum;
- c. miniature books (less than three inches in largest dimension) and other books of small, delicate, or unusual physical makeup;
- d. volumes with fore-edge paintings.

The following *may* identify candidates for inclusion:

- a. limited editions of 500 copies or less;
- b. significant autographed copies;
- c. heavily-illustrated books, especially those with significant art work;
- d. volumes or portfolios of finely printed, loose, or tipped-in plates;
- e. books with materials such as fold-out or loose maps and other contents that are easily removable or mutilated;

## F. Related Policies

The Libraries will work in coordination with the rare book policies of the University of Winnipeg Library, the Legislative Library, the Centre du Patrimoine, the Hudson's Bay Archives, etc.

## II. PROCEDURES

Before donated or purchased rare books are catalogued, any preservation issues should be addressed, i.e. pamphlets should be placed in pamphlet folders, or fragile items boxed.

### A. Donations:

Donations of books may be received by the unit libraries, Collections Management or by Archives & Special Collections. All donations including rare books shall be selected, appraised and processed according to the procedures established for gift collections (CAP Policy 225: Gifts). Depending on where the donation was received, the following procedures will apply:

#### 1. Gifts received via Archives & Special Collections:

- Upon receipt of the collections, Archives & Special Collections staff will contact the appropriate liaison librarian for their input. In consultation with the donor, requirements for receipting and catalogue notes will be established. Archives & Special Collections will arrange for the appraisal, receipting, and processing.

- Any volumes considered not suitable for the Rare Book Collection will be referred to the appropriate liaison librarian who will select items for the circulating collections. The liaison librarian will arrange for their appraisal.

2. Gifts received in Library units or Collections Management:

- Potential candidates for the Rare Book Collection will be identified in accordance with criteria listed in the Policy section parts C2 and D above. The Head, Archives & Special Collections will be consulted about the placement of volumes in the Rare Book Collection.
- The librarian who accepts the gift will be responsible for arranging for the appraisal, receipting and processing of the entire collection, including items accepted for the Rare Book Collection.
- Books will be identified as rare books by cataloguing flags supplied by the Head, Archives & Special Collections. The books with flags will be sent to the Rare Book Cataloguer, Technical Services for cataloguing.

**B. Purchases:**

Liaison librarians/unit heads who initiate a purchase should consult with the Head, Archives & Special Collections before the order is placed.

An Acquisitions order request should be sent to the Head, Archives & Special Collections for approval. Liaison librarians should also discuss the purchase with their unit head beforehand. The order request should include author, title, publisher, year and as much additional information as possible along with any paperwork or attachments relating to the purchase. The paperwork/attachments will be maintained in Archives for insurance purposes. Once the order is approved, it will be sent to Technical Services for ordering. Upon receipt, it will be catalogued by the Rare Book Cataloguer, Technical Services.

If the Head, Archives & Special Collections, has the item in hand, it is sent to the Rare Book Cataloguer, Technical Services, for cataloguing and then to Technical Services for payment.

**C. Transfers**

1. Transfers to the Rare Book Collection:

Rare books may be transferred from any other unit of the Libraries to the Rare Book Collection with the approval of the Head, Archives & Special Collections.

- do not attempt to remove labels, barcodes, etc. from item(s) being transferred.
- send item(s) to Archives & Special Collections accompanied by a white Rare Books Transfer Form (Attachment 1) with the pertinent information, including reason(s) for referral, completed.
- For items accepted into the Rare Book Collection, Archives will send the item to the Rare Book Cataloguer, Technical Services so that corrections can be made to the bibliographic record.

2. Transfers from the Rare Book Collection to the circulating collections:

Archives & Special Collections staff in consultation with the appropriate liaison librarian, will identify item(s) to be transferred out. The book, accompanied by transfer instructions will be sent to the Rare Book Cataloguer, Technical Services.

**D. Appraisal of Donated Books**

Due to the range in market values for rare books, the Head, Archives & Special Collections, may choose to have rare books appraised by an external appraiser even if it is not certain that the items will be valued over \$1,000.

All collections designated as cultural property however must be appraised by an external appraiser or appraisers.

**E. Applications to the Canadian Cultural Property Export Review Board**

The Head, Archives & Special Collections and where appropriate, the liaison librarian and Collections Management, will make the decision to apply to the Canadian Cultural Property Export Review Board for any collections of rare books. The Acquisition & Access Archivist will make the application with assistance from the Head, liaison librarian and/or Collections Management as necessary.



**TRANSFER TO RARE BOOK ROOM (white flag)**

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Send item(s) to Archives & Special Collections, along with this form. Use a new form for each title. Items not accepted for transfer will be returned to you.

Send item(s) to Archives & Special Collections, along with this form. Use a new form for each title. Items not accepted for transfer will be returned to you.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Home Library: \_\_\_\_\_

Home Library: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Phone number: \_\_\_\_\_

Phone number: \_\_\_\_\_

No. of volumes if multi-volume set: \_\_\_\_\_

No. of volumes if multi-volume set: \_\_\_\_\_

(Each volume doesn't need a form. Use one for the set)

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Optional info (e.g. why item may be a candidate for the Rare Book Room): \_\_\_\_\_

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**FOR USE BY ARCHIVES STAFF**

Not accepted for transfer to RBR

Assessed by: \_\_\_\_\_

Phone number: \_\_\_\_\_

Additional info: \_\_\_\_\_

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RETURN UNACCEPTED ITEM WITH FORM TO THE HOME LIBRARY

**FOR USE BY ARCHIVES STAFF**

Not accepted for transfer to RBR

Assessed by: \_\_\_\_\_

Phone number: \_\_\_\_\_

Additional info: \_\_\_\_\_

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