

General Guidelines for Determining University Library Materials Under the Care of The Rare Book & Manuscript Library

Pursuant to University Library policy, the Rare Book & Manuscript Library (RBML) formulates guidelines for determining which general University Library materials should belong in the Rare Book & Manuscript Library or at the Rare Book & Manuscript Library Oak Street location. RBML is also responsible for all rare books and manuscripts held in departmental libraries outside the Special Collections Division and is working with these libraries on issues of curation, use, and location of rare materials. These guidelines correspond in large part to ALA's *Guidelines on the Selection & Transfer of Materials from General Collections to Special Collections* (<http://www.ala.org/acrl/standards/selectransfer>).

Generally, books belonging to any of the following categories are to be sent to The Rare Book & Manuscript Library:

1. All imprints issued **prior** to the dates indicated below:

Europe: **1851**

Asia: **1851**

English language imprints from any location: **1851**

United States and Possessions: **1851 except**

Alaska 1901	Arizona 1901	Arkansas 1901	California 1876
Chicago 1876	Colorado 1901	Florida 1876	Hawaii 1901
Idaho 1901	Iowa 1876	Kansas 1876	Minnesota 1876
Montana 1901	Nebraska 1876	Nevada 1901	New Mexico 1876
North Dakota 1901	Oklahoma 1901	Oregon 1876	South Dakota 1901
Texas 1876	Utah 1901	Washington 1876	Wyoming 1901

All Confederate States imprints: **1860-1865**

Africa: **1851**

Australia: **1851**

Canada: **1851, except**

Alberta 1901	British Columbia 1901	Manitoba 1901	Saskatchewan 1901
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Mexico and Latin America: **1851**

South America: **1851**

(Note: In the case of periodical, newspaper and other serial sets started prior to and continued after the dates indicated above, only those "early imprint" or otherwise notable volumes known to be rare or reflecting high market value are to be sent to RBML.)

2. Works of high market value (generally over \$1,000 per volume).
3. Works printed in editions of 100 copies or less.
4. Exceptionally finely produced books, including superfine facsimiles.
5. Examples of private press publications.
6. Ephemeral works of special importance (e.g., scarce pamphlets or broadsides).
7. Delicate works whose storage or use requires special care or mediation.
8. Valuable maps, original art, original photographs, or plates--especially plates with hand-applied or lithographed color--either as issued or as part of extra-illustrated volumes

9. Works with important provenance or association (e.g., presentation copies signed by important authors).
10. Manuscripts, except those within the scope of the University Archives or the Illinois History and Lincoln Collections.
11. Books with movable parts, e.g., pop-up books.
12. Children's books printed before **1945**.
13. Material that may enhance one of the named special collections or collection areas of The Rare Book & Manuscript Library (e.g., Wells, Sandburg, Merwin, Mark Twain, Proust, Milton).
14. Items for which five or fewer copies are reported in the national online bibliographic database (OCLC WorldCat) or items for which only one copy is held in the geographic region (examples of library materials that are scarce or rare)