



# POSTAL HISTORY FOUNDATION

## Peggy J. Slusser Library

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### **COLLECTION DEVELOPMENT POLICY**

#### **The Slusser Library consists of four major collections:**

##### Philately and Postal History Reading Collection

This is made up of Library items, including monographs, periodicals, auction catalogs, and descriptive catalogs pertaining to the collecting of postage stamps and postal history worldwide, topical collecting, revenue and Cinderella stamps and United States Postal Service rules and regulations. The collection also contains article files related to philately and postal history as well as a small but growing collection of children's books related to philately and postal history.

##### Archives

This includes original manuscripts, special collections, exhibits, postcards, photographs and maps pertaining to postal history, philately, the U.S. Civil War, and the history of the Postal History Foundation.

##### Civil War Collection

As part of the original donation of the Slusser Family, the Library received a large donation of monographs on the Civil War, as well as related Civil War realia. A second major donation of like material doubled the size of this collection and now consists of a reading collection of many hundreds of, mostly general, monographs reflecting the campaigns and personalities of the Civil War.

##### Western History, World History, and General Reference Books

Items to be found in this collection pertain to the general history of Arizona, adjacent states, Northern Mexico and world-wide material that supports research into and about philately and postal history. The Library also maintains a small reference collection of dictionaries, almanacs and other reference sources.

## Sources of Acquisitions

Acquisition of material for the Library is made possible by:

- The continuing generous donations of individuals, groups and institutions of material directly requested or found redundant in their collections.
- Through trade with other institutions or through membership in significant nationally recognized groups or institutions.
- Through loan from other philatelic libraries such as APRL for temporary use by our members, and
- Through direct purchase by the Slusser Library through proceeds from sales or endowment funds.

## Acquisition Policy for the Collections

Because of limited space, human resources, and financial constraints the Slusser library has deemed the following policies to be necessary with regard to future collection development:

### Philately and Postal History Reading Collection

After a member survey it has been determined that the interests of the members in this material is broadly based and difficult, if not impossible, to limit to certain geographic areas, stamp types, or areas of postal history. Therefore the Library will attempt to meet the member's needs in these areas by:

- Continuing to purchase the newest issue of the Scotts Stamp Catalog.
- Trying to maintain a collection of the most popular foreign catalogs that are no more than three years old.
- Maintaining our membership in significant state and national groups for which we have long back-files of these groups' periodicals.
- Acquiring significant monographs on philately and postal history by direct purchase after seeking donation of the material from the author or other sources.
- By accepting donations of such material, after review, from individuals, groups, and institutions with the stipulation that all acquisitions are by outright donation and that excess items may be disposed of to benefit the Library's philatelic and postal history library collections.

- Philatelic related children's books will be acquired as identified with the advice of the Postal History Foundation's Education Director either through purchase, gift, corporate sponsorship or other, as appropriate and timely.

### Archives

The holdings of the Postal History Foundation's archives have been primarily acquired through donations of collections or items which have been deemed historically significant to Postal History or the history of the PHF. Acquisition of archival collections will continue to be sought through donation, with the stipulation that all acquisitions are given by outright donation and that excess items may be disposed of or sold, with the funds going to benefit the Slusser Library. Due to storage limitations and to maintain the integrity of the collection, the following criteria will be considered when accepting archival material for inclusion in the PHF archives:

- Postal or other documents (including photographs) relating to the postal history of Arizona, New Mexico, Northern Mexico and the Southwest United States.
- Philatelic items (covers, postcards, stamps) significant to the postal history of Arizona, New Mexico, Northern Mexico and the Southwest United States.
- Material which documents the history of the Postal History Foundation and related programs.
- Research material for publications published by the Postal History Foundation or its members.
- Research material pertaining to the rules, regulations, and routes of the United States Postal Service.
- Archives relating to the U.S. Civil War and/or the postal history of the same.

### Civil War Collection

Given the Library's limited shelf space, the Library does not intend to significantly grow the Civil War Reading Collection at this time. Therefore:

- Donations of Civil War material directly related to Philately, Postal History, or the State of Arizona will be accepted.
- Small donations of unique material relating to the Civil War will be carefully evaluated for acceptance into the collection depending upon the amount of space needed for housing the material or other considerations.
- Large donations of Civil War material will only be accepted for outside placement, resale, or to acquire intrinsically valuable material for the collection.

### Western History, World History and General Reference

Given the proximity of the PHF to the Arizona Historical Society Library, the University of Arizona Library System, and the Pima County Library System, and the lack of shelf space at the Slusser Library, it has been deemed unnecessary for the Library to try to duplicate these collections. Therefore:

- The Slusser Library will not make direct purchases in the area of Western or World History based on the easy access to other local resources.
- The Library will accept for outside placement or resale donations of material related to these areas and will evaluate them on an item-by-item basis for inclusion in the Slusser collection.
- The Library will, upon occasion add, through purchase, or gift if possible, general reference material such as dictionaries or other general reference material which would support philatelic research at the Slusser Library.

### **Retention Policy for the Collections**

At this time, the retention of auction catalogs has been formally addressed.

The following is a brief summary of selection criteria to be used for the evaluation and retention of the auction catalogs stored in the Peggy Slusser Library. This list of selection criteria is not necessarily meant to be all inclusive, but is established to provide the basis upon which the selection of auction catalogs for retention can go forward.

- All "name" auction catalogs shall be retained. The definition of a "name" catalog is that of an auction of stamp material of a prominent stamp collector/philatelist, such as recent auction of the Margie Faiman collection of St. Louis Bear Postmaster Provisional stamps.
- All "name collection" auction catalogs shall be retained. The definition of a "name collection" is that of an auction of a collection of stamp material who's prominence is known primarily by a specific name, rather than the name of the owner. An example of such a collection is the recent auction of the Versailles Collection sold by the Catholic Diocese of Las Cruces, New Mexico.
- Auction catalogs which prominently feature outstanding philatelic items; such as rare or scarce items not often seen at auction shall be retained. There are no specific guidelines for determining what fits into this category; it should be left to the discretion of the of the individual doing the evaluation based on his/her knowledge.
- Auction catalogs that are particularly impressive in the scope and extent of the philatelic material being offered as well as the manner in which the material is presented shall be retained. This would include material that may not fit into any of the previous three categories, but is of such a nature (such as having outstanding photographs of the material being offered) that it is deemed worthy of retaining.
- In general, all remaining catalogs which don't fit into the four categories listed above should be disposed of. It has been suggested that any catalog that doesn't have pictures (photographs) of the material being offered for sale should be disposed of. This is a good overall policy, although there may be a few exceptions (such as catalogs dating back several decades when pictures/photographs weren't included).