

CRITERIA FOR PLACING MATERIAL IN SPECIAL COLLECTIONS

Items which meet one or more of the following criteria should be sent to the attention of the Curator of Special Collections at the W.D. Jordan Library:

RARITY: Items surviving in small numbers or issued in small editions (150 or less)

AGE: Books published before 1851 – Canadian imprints before 1868 (Ontario and eastward), or 1891 (west of Ontario)

FINELY PRODUCED: Items with fine printing, illustration or binding; large-paper or fancy editions; fine press publications.

FRAGILITY: Items which require special handling due to deteriorated condition or which have delicate features, such as moving parts. Note: brittle and broken material should generally be discarded, replaced or digitized unless it has some special intrinsic importance.

EXPENSIVE: Items valued in excess of \$1000 per volume.

LOOSE PLATES: Items issued with or made up of loose material, such as illustrated plates, maps, etc.

PROVENANCE: Printed materials with autographs, bookplates, handwritten notes, etc. which indicate distinguished former owners or interesting associations.

KINGSTONIANA AND LOCAL HISTORY: Kingston proper; Brockville to Belleville and north to Peterborough (excluding Ottawa)

EPHEMERA: Broadsides, cards, theater or concert programs, sheet music, pamphlets, and generally, other printed paper materials of Canadian or antiquarian interest which are too slight to shelve or circulate freely.

SPECIAL COLLECTIONS: Materials that enhance the named special collections or collecting areas of the Jordan Special Collections Library (e.g. Canadiana—Lorne Pierce; telegraphy—McNicol; natural history—Wynne Edwards; radio astronomy--Riche Covington; John Buchan; Charles Dickens; Robertson Davies; Pre-1701 imprints, etc.)

ARCHIVAL MATERIAL: Documents and manuscript collections are housed in the University Archives; however manuscripts in codex form may be kept in Special Collections (example: John Buchan manuscripts), and manuscript material related to printed items are generally kept in item files in Special Collections.

PURCHASED ON DESIGNATED FUNDS: Items purchased on Special Collections special funds, such as Garrett, Hazelgrove, Lorne Pierce, Riche-Covington, Topping, Webb.

W.D. Jordan Special Collections Library
March 30, 2015

Note: This document replaces "Collection Eligibility Guidelines: RODFLEP CAKE (November 1984)

