



Local protocol: rare book and special collections - approval for inclusion and storage

Purpose

This local protocol provides guidance on the inclusion and storage of rare books and special materials.

Rare books and special collections continue to be developed via;

- Donation and gift.
- Occasional purchases approved by the Associate Director, Library Services and/or University Librarian.
- Transferring from the circulating collections.

Guideline

Collection managers are responsible for obtaining the required approvals for inclusion in the rare book and special collections.

New additions to rare book and special collections

1. Donation and gift

Approval for inclusion of new donations or gifts to the ANU Library collections that will be added to the collection, requires approval from the University Librarian. Acceptance of these items will follow the Donation procedure.

2. Approved purchases

Approval for inclusion of new purchases into the collection requires approval from the Associate Director Library Services. Purchase of these items will follow the usual acquisition procedure.

Transfer from circulation collections

- Material must meet the required criteria and have the approval of the Associate Director, Library Services.
- Requests for transfer of material are to be emailed to the Associate Director, Library Services, with a cc to the Information Access & Collection Management Coordinator

– Menzies, Monographs team and Asia Pacific Library. Collection managers are to refer to the *Local protocol: rare book and special collections criteria for inclusion* and provide a rationale for the recommendation.

- Collection managers are responsible for;
 1. Filing approvals on ERMS -
<https://erms.anu.edu.au/wcc/faces/wccmain?fFolderGUID=BF72F8EB855A3E008FA172936FF7BA27>.
 2. Recording a note in ALMA for each transferred item “dd.mm.yy Approved by Associate Director for inclusion in rare book and special collections. Item to be located in rare books and special collections processing area pending action from BibServices. (CML initials)”
 3. Delivering the item to the Information Access & Collection Management Coordinator – Menzies.
- Donated and transferred items will be delivered to the Menzies branch:
 - a. Items physically reviewed by the Information Access & Collection management coordinator
 - b. Items recorded and placed directly in the rare book and special collection processing room [4.10], together with approval documentation.
- Purchased material will be delivered directly to Monographs team, Menzies, for transfer to 4.10 for processing.

Special collections storage

1. Special collections may only be stored outside of the rare book and special collections area with approval from Associate Director, Library Services.

Related documents

- [ANU digitisation policy](#)
- [ANU digitisation procedure](#)
- [Library collection development policy](#)
- [Library gift procedure](#)
- Local protocol: circulation of rare book and special collections
- [Local protocol: rare book and special collections criteria for inclusion](#)
- Local protocol: rare book and special collections processing and cataloguing

Review date

This document will be reviewed three years from the date of authorisation.

Authorisation

Date: 01 May 2024

A handwritten signature in cursive script, reading "Róanán Ó Blesáil", written on a dotted grid background.

University Librarian