

UCT LIBRARIES SPECIAL COLLECTIONS AND ARCHIVES: COLLECTION DEVELOPMENT IMPLEMENTATION GUIDELINES AND PROCEDURES

1. Purpose statement

The purpose of the Collections Development Implementation Guidelines and Procedures is to define the processes and procedures used in the selection of materials for the Special Collections and Archives of the UCT Libraries in a consistent manner that is relevant to the University's strategic goals.

These Guidelines define the context for collection development procedures and provide the rationale for why it is needed within the framework of the UCT Libraries Collections Development Implementation Guidelines and Procedures.

Special Collections and Archives is responsible for the following cognate areas:

African Studies Library
Government Publications
Manuscripts and Archives
Rare Books and
Visual Archives.

2. Terms of Reference

The Collections Development Implementation Guidelines and Procedures for the Special Collections are required to provide guidance to the respective Advisory Boards on the procedures applied by library staff in collecting and providing access to materials. The Advisory Boards for African Studies, Manuscripts and Archives and Visual Archives are convened annually by the Manger Special Collections (Chair), each consists of Special Collections staff nominated by the Chair, three members of cognate disciplines nominated by the relevant Dean, together with any other members it wishes to co-opt. The Advisory Boards advise on strategic collection development, providing expert opinion on the relevance of possible acquisitions, bequests and donations, meeting as and when requested by the Chairperson.

Special Collections and Archives, has an outstanding internationally recognised collection focusing on the African continent. While its responsibility is to serve the research needs of faculty and students at the University of Cape Town, it also receives local and international researchers and services requests physically through the Jagger Reading Room and virtually through a variety of digital means. Emphasis is placed on material with African imprints, which is collected in conjunction with material directly about Africa from other continents.

The section contains estimated holdings of 85 000 African studies titles; including more than 26,000 pamphlets; 444 current journal titles; over 15 000 Rare Books; historical collection of 8000 maps; over 1500 archival manuscript collections; 6 000 sound recordings; 1700 posters; 3500 African films; 20 000 archival film items and 100 000 photographic items. All visitors register upon arrival and agree to written guidelines governing the physical and digital use of the collections.

3. Definition of terms

“Calotype print” – an early photographic printing process, comprising a light sensitive silver halide coated paper.

4. Procedures

The scope and rationale set out below specifies the considerations that are necessary to comply with the Collection Development Guidelines.

4.1 Language

All official South African languages are collected. Southern and Central African languages and works in French, German, Portuguese and Arabic are also included. African language materials are collected especially, but not only, for literature and language material.

4.2 Coverage

The section collects intensively on the Western Cape, South and Southern Africa, and is committed to broadening coverage of all of Africa to meet existing needs and create new opportunities to enhance research and teaching within the University environment.

4.3 Thematic

The section selectively purchases materials covering topics related to current issues, reports and events regardless of geographical area (such as climate change, civil unrest or reports published by, for example, the United Nations Development Programme, on current issues).

4.4 Exclusions

Special Collections does not collect administrative and/or technical material, nor accept collections that are closed to public access in perpetuity.

4.5 Specific Priority Areas (reviewed on an annual basis by Special Collections staff)

- African Studies and Manuscripts and Archives are guided by the need to build depth and context in collections. On-going emphasis is placed on collecting published and original materials in African: history; languages; literatures; politics; arts; architecture; social studies; economics and land studies, with interdisciplinary focus areas such as health/disease, gender, media, culture international relations

and critical debate around the character of African studies. African authors are collected intensively, especially those published locally and writing in African languages. Manuscript collections include amongst others personal and research papers, primary audio and visual records, record books of under-represented communities (and organisations), UCT student and departmental publications, music scores, visual records of historical importance.

- Government Publications, collects official publications at all levels of government across the continent. Building on core official publications, key titles are also selected from Inter-governmental organizations and international governmental bodies. At a national level, priority lies in central/national government with a provincial focus on the Western Cape and a thematic focus on current issues such as water, land rights, socio economic justice and climate change.
- Antiquarian and Rare books focus on selective additions to collections, not only in subjects but including, Historical Children's books; Speculative fiction (with its Core Tolkien Collection); Antarctica and publications related to San language and Folklore.
- Visual archives collections focus on South African photographers and is cognisant of valuable genres (e.g. studio photography) formats and/or media of photography (e.g. photographic albums, calotype prints) in need of preservation and archiving.

5. Collection Stewardship

5.1 Archival Preservation

The section has the responsibility for expanding and preserving both published and original archival material as it is the permanent archival home for the University's unique collections, as a by-product it plays an important role in the preservation of our national heritage.

5.2 Housing and Storage

Published materials are housed in the Jagger library stacks and unique collections are stored in secure, climate-controlled conditions, according to established archival standards. Designated cold storage accommodation for film and photographic records is available and guidelines are monitored for the preservation and migration needs of both physical and digital collections.

6. Related Policies, Guidelines and Procedures

- University Collections' Stewardship Policy to Promote the Management and Use of Physical and Digital Research Collections. (in draft).
- UCT Libraries Collection Development Implementation Guidelines and Procedures

