

Norwich University Special Collections

Acquisitions Policy

This document contains general selection criteria to guide the appropriate and financially responsible selection of materials for Norwich University Special Collections, including gifts and purchases, and might also be used for internal planning purposes and to communicate our needs and interests to users and donors.

Special Collections includes rare books and other published materials relating to military history and the history of Norwich University, her founders, faculty, staff, and alumni. These printed materials are stored in a closed-stack, controlled environment and do not circulate.

Books are accepted into the collection because of one or more of the following criteria:

- Age
- Content
- Binding
- Illustration
- Printing
- Edition
- Association
- Published material of local significance or of special interest to NU

Books accepted into the collection based on these criteria should also:

- Support the curricula and programs
- Enhance our knowledge of NU history and traditions
- Enhance our knowledge of military history and traditions

Final selection decisions may also be guided by:

- Price
- Maintenance and preservation costs (physical condition)
- Geographic and/or electronic availability
- Relation to other collection resources

Acceptable formats include books, periodicals and microform

Norwich University Special Collections cannot accept:

- Hardcopy newsprint items, with the exception of the local newspaper, *Northfield News*
- Textbooks, except those containing special interest to NU
- Materials containing mold, mildew or signs of insect or rodent infestation
- Materials requiring restoration/conservation unless appropriate funds accompany the item
- Materials with restrictions placed on housing, handling or ultimate disposition
- Unpublished materials. These are collected by the University Archives. Please refer to the Norwich University Archives Accessions and Acquisition Policy

The Norwich University Special Collections reserves the right to dispose of unsuitable materials by sale, exchange, donation or discarding.