

15 October 2008

AHC MANUSCRIPTS COLLECTING POLICY: BACKGROUND

INTRODUCTION: For more than 20 years, professional best practice in archives administration has included creation, dissemination, and implementation of a formal collecting policy for manuscript repositories such as the American Heritage Center.¹ Collecting policies are necessary to ensure that collection development is planned, rational, tied to institutional needs and priorities, and realistic compared to repository resources rather than haphazard, knee-jerk, based on the interests or whims of individuals, and largely impractical. Formal policies account for and therefore minimize wasteful competition among repositories and the fragmentation of material related to a particular topic or place, and are more likely to result in integrated and inter-related holdings of maximum value to students, scholars, and other researchers. The only recent survey on the subject, however, found that barely half of even the most elite special collections repositories in the U.S. had formal collection development policies.² While that lack of professional uniformity might have served as an easy excuse for the AHC to avoid developing a collecting policy, the Center's specific history actually serves as a perfect case study of the unwelcome consequences of unstructured and personally directed collecting and a strong mandate for living up to the best practices (whether standardized or not) of the archival profession.

BRIEF HISTORY OF AHC COLLECTION DEVELOPMENT TO 1988: Begun as the personal collection of distinguished University of Wyoming professor and trustee Grace Raymond Hebard, the nucleus of UW's manuscripts and special collections were donated to the school prior to Hebard's death in 1936. Twenty years later, the department of Western History and University Archives,

¹ See, for example, Linda J. Henry, "Collecting Policies of Special Subject Repositories," *American Archivist*, 43 (Winter 1980), 57-63; Gloria A. Thompson, "From Profile to Policy: A Minnesota Historical Society Case Study in Collection Development," *Midwestern Archivist*, 8:2 (1983), 21-39; Faye Phillips, "Developing Collecting Policies for Manuscript Collections," *American Archivist*, 47:1 (Winter 1984), 30-42; Jutta Reed-Scott, "Collection Management Strategies for Archivists," *American Archivist*, 47:1 (Winter 1984), 23-29; Judith E. Endelman, "Looking Backward to Plan for the Future: Collection Analysis for Manuscript Repositories," *American Archivist*, 50 (Summer 1987), 340-55; David P. Gray, "A Technique for Manuscript Collection Development Analysis," *Midwestern Archivist* 12:2 (1987), 91-103; Christine Weideman, "A New Map for Field Work: The Impact of Collections Analysis on the Bentley Historical Library," *American Archivist*, 54:1 (Winter 1991), 54-61; Mark A. Greene and Todd J. Daniels-Howell, "Documentation with 'an Attitude': A Pragmatist's Guide to the Selection and Acquisition of Modern Business Records," James M. O'Toole, ed. *Records of American Business* (Chicago, 1997), 161-229; Wisconsin Historical Records Advisory Board and Wisconsin Council for Local History, *Creating a Collection Development Policy for Historical Records*, September 1998 (<http://www.wisconsinhistory.org/libraryarchives/whrab/wclh.pdf>).

² Judith Panitch, *Special Collections in ARL Libraries* (ARL, 2001), p. 79.

created in 1945 and housed within the University Library, welcomed a new head.³ During the course of almost forty years, the department grew and was renamed the American Heritage Center. What started as an institution collecting only Wyoming and western history evolved into one that collected nationally and internationally in many (some argued far too many) areas, without any official collecting policy. Collections were acquired in almost any topical or geographic area deemed “significant,” so the expansion into other areas without any collecting guidelines on which to base acquisition decisions led to unchecked collecting, with little effort allotted to arrangement and description, proper storage, or researcher access to the thousands of collections. By 1983, a 30,000 cubic foot backlog existed in conditions that did not pass muster by the fire marshal. Archivists and scholars around the nation more and more questioned the repository’s tactics and the unorganized, inaccessible, unfocused accumulation that resulted.

Formal external reviews in 1980 by leaders of the Society of American Archivists made abundantly clear that the lack of collecting guidelines and the “disproportionate amount of resources...concentrated on soliciting for and acquiring archival collections at the expense of making them available for research” were professionally unacceptable.⁴ However, it was not until 1988 that the process of professionalizing the AHC began in earnest. Immediately there was a substantial shift of resources from acquisition to cataloging and reference service. Indeed, for the most part active collecting by the AHC stopped, but thousands upon thousands of contacts already well advanced by the previous director continued to yield offers of donations. Those offers were generally accepted, because there was still no clear basis upon which to turn collections down.

A 1995 external review argued that the “AHC must continue to narrow the focus of its collecting efforts to attain a reasonable equilibrium between its collecting efforts and its processing capabilities.... The Center must carefully and logically decide on areas it would like to collect in, areas it wants to collect in and areas it must collect in.... The Center must continue to ask itself very painful questions. What are our primary collecting areas in terms of state, regional and national responsibilities? What are our high use areas? Which collections complement those already in our collections?” And which areas are most important to our primary clientele and program priorities?⁵ These questions have been fully addressed in the present collecting policy.

HOW THIS COLLECTION DEVELOPMENT POLICY WAS CREATED: The creation and maintenance of a formal and public collection development policy is a part of the AHC’s 5-year academic plan, finalized in 2004. However, work on the policy began in the fall of 2002, when AHC faculty and staff were assigned to the first set of a series of task forces, each lasting approximately six months, and each focused on one or more topical collecting areas. The specific topics into which the

³ Most of what follows in this section, unless separately cited, is drawn from Mark Shelstad, “Collecting and Mediation at the University of Wyoming,” Paper presented to the Fall 2003 Midwest Archives Conference Meeting (October 24, 2003).

⁴ William Joyce, “Report to the American Heritage Center Review Committee, the University of Wyoming.” 23 June 1980.

⁵ Paul H. McCarthy, “Report of a Management Audit for the American Heritage Center, University of Wyoming, June 1995,” pp. 7-8.

collecting universe was divided for this work were borrowed from a major collection analysis and development exercise undertaken by the State Historical Society of Wisconsin (now the Wisconsin Historical Society) in the 1980s, amended where necessary to best fit the AHC's collections.

Each task force was charged with 1) analyzing the quantity and quality of AHC holdings in its assigned topical areas, and where necessary breaking that analysis down into more workable sub-categories. 2) Determining the location and holdings of other repositories in the U.S. with collections directly related to AHC holdings. 3) Analyzing use records for materials in the major sub-categories, and to analyze and prioritize likely user groups for current and future collections (this will include discussion with relevant UW faculty). 4) Recommending a specific collecting policy for each of the sub-categories. 5) Recommending, based on that collecting policy, extant collections at AHC for deaccessioning or significant reduction. 6) Recommending, based on that collecting policy, appraisal guidelines for retained and yet to be acquired collections.

The recommendations from each task force were forwarded to the AHC's senior management staff for further discussion and (usually) revision. When all topical areas had completed this stage, the full collection development policy was presented for comment to the Center's Board of Advisors and Board of Faculty advisors. After responding to these comments, the draft policy was presented to the University's deans and directors for further comment. The draft then was posted online and a call for comments was sent to the University faculty. Finally, the revised draft was forwarded to the university's office of academic affairs for further review and ultimate approval. Now that the final policy is placed for public assessment, comments are still welcome, and will be considered when the policy undergoes formal review.

It is the intention of the AHC's administration to conduct formal (though probably abbreviated) reviews of the entire collecting policy every five years. Prior to the first review, however, attention will be focused on further and formally prioritizing among the many actively collected topical areas. This process will better match the policy to the AHC's resources. Concomitantly, decisions will be made concerning division of responsibility among Center archivists for actively managing portions of the collecting policy. In this way the policy will remain an active and flexible document, rather than one shoved to the back of everyone's shelves and forgotten. Finally, one or more AHC archivists will be encouraged to write and submit for professional publication an article about the process undertaken to create this policy, to further archival discourse on the importance of such endeavors.

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AHC MANUSCRIPTS COLLECTING POLICY: NOTES

Definition of Manuscripts: The Society of American Archivists' [A Glossary of Archival and Records Terminology](#) (2005) defines "manuscripts collection": "Although manuscript literally means handwritten, 'manuscript collection' is often used to include collections of mixed media in which unpublished materials predominate. They may also include typescripts, photographs, diaries, scrapbooks, news clippings, and printed works." Manuscripts collections at the AHC also include maps, sound recordings, moving images, oral histories, music scores, reminiscences, research files, interview notes, and many other forms of material. Manuscripts collections may contain some printed/published material, but generally speaking printed/published material is collected and cataloged by libraries. Manuscripts collections include those created by individual and families, and those created by organizations such as businesses, fraternal groups, and non-profits. Manuscripts collections are also often referred to as "papers" (when discussing material generated by individuals and families) and "records" (when discussing material generated by organizations).

Related Documents: This collecting policy is part of a larger set of policies and other documents that define AHC's mission and management of manuscripts. In particular, please see the Center's mission and vision statement, collection management policy, and current academic (5-year) plan at <http://ahc.uwyo.edu/about/admin.htm>. The AHC's mission set's out its overall purpose and goals. The academic plan identifies priority action-items (the development of the collecting policy was a goal of the 2004-09 plan). The collection management policy describes several processes integral to the collecting policy: acquisition, micro-appraisal (assessing material within a collection), and reappraisal/deaccessioning.

Topical Areas: The topical areas used below are neither objective nor mutually exclusive. The AHC has chosen to use these particular topics (borrowed in part from the Wisconsin Historical Society) because they provide a workable and reasonable division of our holdings for purposes of planning and external communication (to researchers, prospective donors, granting agencies, other repositories). Because the topics overlap—e.g., a collection can be considered both "aviation" and "military history"—the AHC will consider all topical areas into which a collection falls in determining whether to seek and/or accept it.

Active Solicitation. Collecting areas that will not be actively solicited in general may still have particular collections solicited when it seems warranted, for example when an unforeseen but likely lead turns up. The limitation on active collecting in some areas is a reflection of limited human resources matched to judgments of collecting priorities.

Geographic areas: In the past some have questioned the AHC's collecting nationally at all (rather than simply questioning unfocused national collecting), arguing that the repository should remain wholly regional in its focus. While, as the University's strategic plan, Moving Forward III states, "the **principal** collection and preservation endeavors of the Center" will focus on Wyoming and West, the AHC believes it is important for **select** areas of national collecting to remain—and this posture is codified in its strategic plan. As MFIII acknowledges, *UW still faces curricular challenges in counterbalancing the distinctive culture of the Mountain West with the rich array of cultures that characterize both the global community of scholars and the broader world that our students will enter.* The AHC can and should play a judicious role in effecting that balance.

AHC MANUSCRIPTS COLLECTING POLICY: NOTES, CONT'D

It is a long and honored tradition for special collections—at both land grant and private universities—to pursue national collecting in **well-defined** areas.⁶ “As one of the nation’s premier research universities,” UW can and should remain part of this broad humanistic tradition. A strict regional collecting policy would sacrifice the AHC’s current curricular support for courses such as Women in Music, Asia Through American Eyes, the African-American Novel (which uses our blues and jazz collections), and would dramatically reduce visitation by national and international scholars (as even a quick glance at our last few years of travel grant recipients will attest).

Government Records: It will be true for all topical areas and sub-topics that the AHC will not collect the publications or records of state or federal agencies. The only exception to this policy will be instances where relatively small amounts of government records are contained within someone’s papers, the bulk of which are private, or where government and private papers are inextricably intermixed. Government records are generally the property of municipal, state, or federal archives, even when in the possession of an individual. Federal government publications and Wyoming state publications are collected at the UW Libraries and the Wyoming State Library.

Access and Copyright Restrictions: As stated in the AHC’s Collection Management Policy, collections will not be acquired with onerous access or use restrictions. Recent Congressional actions extending copyright protection for both published and unpublished material, combined with some circuit court decisions that narrow the scope of the Fair Use exemption in copyright law, have had a chilling effect on the use of archives and manuscripts materials by scholars and other researchers—in effect creating the perception of onerous use restrictions. To date this has not had an affect on use by students for curricular work. It is possible that further changes in law or judicial interpretation will influence the AHC’s willingness or ability to acquire some types of material across most of the topical areas listed below.

User Groups and Use Priorities: It is impossible to accurately predict future use of collection material, but there are only sufficient resources available to acquire, process, and preserve a tiny fraction of the documentary collections in (or eventually to be in) existence—therefore these scarce resources can only be expended on collection material that has the highest likelihood of being useful to and used by a repository’s highest priority groups of users. For the American Heritage Center, the highest priority group of users is students at the University of Wyoming, both undergraduate and graduate. Following close behind—in some respects indistinguishable from—UW students are UW faculty. The AHC is charged with working closely with UW faculty to integrate the Center’s primary sources into the university curriculum. Among other means to that end, the AHC sponsors annual grants to support faculty development of new courses based on the repository’s holdings (both manuscripts and rare books). In addition, the AHC seeks to support the faculty’s own research.

⁶ Just a few examples of national collecting areas at land grant universities: Minnesota (social welfare, history of computing, immigration, African American authors), Texas (media professionals, mathematics, literary figures, film makers, popular music, performing arts), Ohio State (polar exploration, cartoon art, theater), Illinois-Urbana (professional organizations [e.g. OAH], fraternities, marching bands, advertising, 3d Armored Division), Wisconsin (mass communication, social action, film and theater, labor), Michigan (radicalism, transportation, Revolutionary War, U.S. cultural and political history to 1920).

AHC MANUSCRIPTS COLLECTING POLICY: NOTES, CONT'D

Because UW is a land grant institution committed to serving the broad educational needs of the state, other important constituent groups are Wyoming's K-12 students, and members of the public. Other user groups—external scholars and non-Wyoming students, etc., are next on the priority list.

While any collection (indeed any item in any collection) has “conceivable” uses, the archivists at the AHC must apply their knowledge and experience—supported by conversations with UW faculty—to make educated assessments of what is most likely to be used most successfully by the most members of our priority user groups. These are decisions that are, by their very nature, subjective and susceptible to reasoned disagreement. On the one hand it is the professional responsibility of the AHC archivists to make such decisions; on the other hand it is our professional responsibility to listen to disagreement and reconsider our collecting policy on a regular basis. For additional information on AHC's selection policies, please see its Collection Management policy, at <http://ahc.uwyo.edu/documents/about/administration/coll%20mgt%20policy2007.doc>

Ordering the Topical Areas: The topical collecting areas are listed alphabetically to facilitate discovery. It is important to note in particular that the area of “Wyoming and the West,” while listed last, is in fact the single largest and most significant collecting area for the AHC. While collecting nationally in certain areas is expected of major university-based repositories, it remains true that most (if not all) give primacy to collecting in their immediate geographic area.

Topical Area	Geographical Area	Accept Donation of New Collections?	Actively Solicit and/or consider purchases?	Retrospective Application of policy to Deace?	Limits on Formats?
<p>ARCHITECTURE AND CIVIL ENGINEERING. Collect the records of Wyoming and nationally significant architects and city planners who are noted for their social activism or for their work in making the built environment more amenable to human life and society. Also accept records of architects and city planners responsible for architectural or planning landmarks in Wyoming.</p>	United States	Yes	No	Yes, partial (not re local Wyoming architects)	
<p>BUSINESS</p>					
<p><u>Agriculture (livestock)</u>—see Wyoming and West, below</p>	Regional	Yes	Yes	Yes	

Topical Area	Geographical Area	Accept Donation of New Collections?	Actively Solicit and/or consider purchases?	Retrospective Application of policy to Deacc?	Limits on Formats?
<u>Economics and Banking</u>	Wyoming	Yes	No	Yes	Will not accept daily financial records; exceptions may be made for particularly important 19 th -century records.
<u>Lumbering</u>	Wyoming	Yes	No	Yes	Daily transaction logs will generally not be collected.
<u>Publishing</u> Will collect material relating to the business of publishing primarily as it relates to Wyoming, with exceptions considered for material that strongly relates to a topical area of strong interest to the AHC.	Wyoming	Yes	No	Yes.	
<u>Retail</u> Collect national chains based in Wyoming. Collect individual businesses with strong identification with Wyoming or major economic impact in their city or region.	Wyoming	Yes	Yes, but only national chains	Yes	Daily transaction logs will generally not be collected after the first quarter of the 20 th century. A more extensive and detailed collecting plan for business will be developed in 2009-10.

Topical Area	Geographical Area	Accept Donation of New Collections?	Actively Solicit and/or consider purchases?	Retrospective Application of policy to Deacc?	Limits on Formats?
<p>COMIC BOOK INDUSTRY. While several other repositories collect the comic books themselves, and a few collect the artwork of comic book artists, the AHC is alone in documenting the editors and writers of this industry increasingly recognized by scholars as having a significant impact on the nation's popular culture. The goal of this collecting area is to document the business behind the final products, though inclusive of the creative writing process.</p>	United States	Yes	Yes	Yes	Focus is on editors and writers thus artwork will not be solicited (it will be accepted, however, if a writer is also an artist). Generally the AHC's standard appraisal guidelines for types of material collected will apply
<p>CONSERVATION/ENVIRONMENTALISM In all the subcategories of this topic, collections that encompass national and even international material will be considered so long as the collection has a strong connection to Wyoming or the region, as applicable. Particular attention will be given to collections documenting the period 1970 and later.</p>					Will not collect the papers of faculty strongly identified with universities other than UW. Will not usually collect scientific data unless integral to larger collection with non-scientific uses.
<p><u>Conservation</u> (will not collect conservation science; instead focus on public policy and soil conservation)</p>	United States	Yes	Yes	Yes	
<p><u>Environment/Ecology</u> (will not collect environmental science; instead focus on political aspects)</p>	United States	Yes	Yes	Yes	

Topical Area	Geographical Area	Accept Donation of New Collections?	Actively Solicit and/or consider purchases?	Retrospective Application of policy to Deacc?	Limits on Formats?
<u>Land Use</u> (sub-topics include public land management, preservation, and development)	United States	Yes	Yes	Yes	
<u>Water</u> (sub-topics include conservation, use, reclamation, pollution, hydro-electric, and political/legal)	United States	Yes	Yes	Yes, limited (national and international collections with strong use may be retained selectively)	
<u>Wildlife and Agriculture</u> (will not collect biological sciences with specific exception of wildlife diseases prevalent in Wyoming; instead focus on range and wildlife management)	United States	Yes	Yes	Yes	
<p>DIPLOMACY AND WORLD AFFAIRS The AHC will not collect material of principal importance because of its connection to diplomacy, unless strongly tied to Wyoming (while recognizing that other active collecting areas may encompass collections that relate to diplomacy). One exception to this policy is that the AHC will continue to collect material relating to U.S.-Asia relations (diplomatic, social, economic, etc)—this is an area where the AHC is already strong and where its collections are being thoroughly used in the curriculum.</p>	Wyoming; US-Asia relations.	Yes	No	Partial. Deaccession diplomatic collections not strongly related to Wyoming or to US-Asia relations.	Normally, the AHC will not acquire collections whose importance relies largely on foreign-language material.

Topical Area	Geographical Area	Accept Donation of New Collections?	Actively Solicit and/or consider purchases?	Retrospective Application of policy to Deacc?	Limits on Formats?
ECONOMIC GEOLOGY					
<p><i>Hard Mining:</i> Collect the records of Wyoming and regional businesses and business people, to document the business, rather than scientific, history of mining—with the specific exception that scientific records related to location and mechanics of extraction/refinement will be acquired for Wyoming mines to assist in study of post-extraction clean-up and development. In addition, because of strong existing collections and extensive use, material relating to mining in South America and South Africa will be acquired.</p> <p><u>Underdocumented communities:</u> ethnic minority communities that developed in Wyoming and their role in mining (e.g., Finnish community of iron ore miners in Sunrise).</p>	Regional; International for South America and South Africa	Yes	Yes	Partial: Deaccession papers of geologists not prominent in Rocky Mountain Region or whose papers are not historically valuable; retain materials relating to work outside the region when provenance dictates.	Will not accept geological and other scientific records related to location and mechanics of extraction/refinement (including drill logs), unless specific to Wyoming.

Topical Area	Geographical Area	Accept Donation of New Collections?	Actively Solicit and/or consider purchases?	Retrospective Application of policy to Deacc?	Limits on Formats?
<p><i>Petroleum.</i> Collect the records of Rocky Mountain businesses and business people, to document the business, rather than scientific, history of petroleum extraction/refining.</p>	Regional	Yes	Yes	Partial: Deaccession papers of geologists and others not prominent in Rocky Mountain Region or whose papers are not historically valuable; retain materials relating to work outside the region when provenance dictates.	Will not accept geological and other scientific records related to location and mechanics of extraction/refinement.

Topical Area	Geographical Area	Accept Donation of New Collections?	Actively Solicit and/or consider purchases?	Retrospective Application of policy to Deacc?	Limits on Formats?
<p>EDUCATION The University Archive in the AHC is responsible for documenting the history of the University of Wyoming; other public educational institutions are the responsibility of the State Archives. Except for the papers of teachers and the recollections of students regarding public schools, or other materials as they might reasonably be included under “public affairs,” below (e.g., organizations formed to lobby for changes to state educational standards), the AHC will not usually accept collections related to education.</p>	Wyoming	Yes	No	Yes	Report cards, diplomas, certificates will normally not be accepted unless related to a more substantial collection.
<p>ENGINEERING Accept only those collections that are significant within another collecting field, such as economic geology or aeronautics; engineering as such will not be a collecting area.</p>	Depends on geographic area of related topic	Yes	No	Yes	Level of detail of technical drawings accepted with a given collection will depend on size and assessment of likely use.

Topical Area	Geographical Area	Accept Donation of New Collections?	Actively Solicit and/or consider purchases?	Retrospective Application of policy to Deacc?	Limits on Formats?
EXPLORATION					Will not accept natural specimens or (normally) slide collections.
<u>Scientific Exploration:</u> Includes space, geological, polar, geographical. Will collect only as relates to stated hard mining and petroleum collecting areas above.	Regional	Yes	No	Yes, relating to space exploration and polar exploration	
<u>Non-Scientific Exploration:</u>					
<i>Mountaineering.</i> Collect Wyoming-related mountaineering, with special emphasis on the Teton Mountains, Devils Tower, and the northern Wind River Range.	Wyoming	Yes	No	Yes, non-Wyoming collections	
<i>Adventure Travel.</i> Do not collect unless related to other collecting areas (e.g., journalism).	NA	No	No	Yes	
<i>World Travel.</i> Do not collect unless related to other collecting areas (e.g., Asia in World Affairs)	NA	No	No	Yes	

Topical Area	Geographical Area	Accept Donation of New Collections?	Actively Solicit and/or consider purchases?	Retrospective Application of policy to Deacc?	Limits on Formats?
<p>JOURNALISM In addition to documenting the business and practice of journalism in Wyoming, the AHC will seek to document journalism <i>regionally</i> in the areas of agriculture and travel/tourism, and <i>nationally</i> in the areas of war correspondents, women journalists, “adventure travel,” and coverage of national politics. To be considered for AHC collections, journalists must have spent a significant portion of their careers in the areas specified, but need not have worked exclusively in those areas. The AHC will not collect journalism nationally or regionally in the areas of medicine, science, technology, economics, entertainment, religion, foreign affairs. <u>Underdocumented communities:</u> African American women journalists.</p>	<p>Wyoming; Regional—travel/tourism, agriculture, sports; National—war, women, national politics, “adventure travel”.</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes</p>	<p>Generally will not accept drafts of published articles. Will not accept collections that in their entirety consist of copies (draft or printed) of articles.</p>
<p>LABOR Records of labor unions and of working men and women. The sole exception to the requirement that there be a strong Wyoming connection is that labor material relating to the Union Pacific Railroad will be considered. <u>Underdocumented communities:</u> ethnic minority communities that developed in Wyoming and their role in the labor force (e.g., Hispanic sugar beet laborers).</p>	<p>Wyoming</p>	<p>Yes</p>	<p>No</p>	<p>Yes</p>	

Topical Area	Geographical Area	Accept Donation of New Collections?	Actively Solicit and/or consider purchases?	Retrospective Application of policy to Deacc?	Limits on Formats?
<p>MILITARY HISTORY. Material documenting the service of Wyomingites in the military and the service of soldiers in Wyoming; material documenting military on the Western frontier; the papers of distinguished career soldiers of all ranks and all services (and any US geographic origin). <u>Underdocumented communities:</u> Especially interested in career women and ethnic minorities within the officer corps.</p>	<p>Wyoming—citizens who served in the military; military personnel serving in the state. National—distinguished career soldiers.</p>	<p>Yes</p>	<p>Yes, but only career soldiers reaching rank of general</p>	<p>Yes</p>	<p>Unless material documenting military service is only a part of a person’s papers, the papers being acquired principally for other documentation objectives, normally we will not accept WWII, Vietnam, or later correspondence unless both sides (from home to soldier and from soldier to home). This is due to the overwhelming quantity of correspondence from these conflicts set against our limited resources. When considering the papers of a distinguished career soldier from the era 1930-70 we will normally seek sufficient quantity, breadth, and substance such that the collection can largely “stand alone” as a research resource.</p>

Topical Area	Geographical Area	Accept Donation of New Collections?	Actively Solicit and/or consider purchases?	Retrospective Application of policy to Deacc?	Limits on Formats?
<p>ORGANIZATIONS. To a significant degree, the AHC will prioritize and collect the records of organizations as part of other collecting areas. However, the categories listed below deserve some special consideration. (Local organizations will normally not be collected, but instead will be referred to local historical societies.) <u>Underdocumented communities:</u> African American and Hispanic organizations in Wyoming.</p>				<p>Yes. Deaccessioning will occur particularly for those collections that consist of nominal documentation, unless the organization is categorized as a high priority and thus additional records will be solicited.</p>	<p>Normally, collections will be accepted only if they contain material—such as governance minutes or newsletters—giving a broad overview of mission and activities. Normally, only annual financial records will be considered, rather than daily, monthly, or quarterly. High priority state organizations whose records we are not able to acquire will normally be documented by capturing their website on a five-year cycle. Normally, collections comprised solely of scrapbooks will be evaluated by considering both the substantive nature of the scrapbooks and the significance of the organization. Normally, when the records of an organization are successfully acquired, no attempt will be made to solicit or accept related records held by officers; for high priority organizations whose records the AHC cannot acquire, the papers of long-serving officers may be solicited and would be accepted.</p>

Topical Area	Geographical Area	Accept Donation of New Collections?	Actively Solicit and/or consider purchases?	Retrospective Application of policy to Deacc?	Limits on Formats?
<u>Environment and Conservation.</u> This is our second highest priority, within the arena of organizations.	United States	Yes	Yes	Yes	
<u>Fraternal and Social</u>	Wyoming	Yes	No	Yes	
<u>Livestock Industry.</u> Fourth highest collecting area within the arena of organizations.	National	Yes	Yes	Yes	
<u>Natural Resources.</u> Third highest collecting priority within the arena of organizations.	Wyoming, Regional	Yes	Yes	Yes	
<u>Philanthropic</u>	Wyoming	Yes	No	Yes	
<u>Political Advocacy.</u> This will be our highest priority collecting area, within the arena of organizations. It is incumbent upon the AHC to seek documentation of both sides of any controversial issue.	Wyoming	Yes	Yes	Yes	
<u>Professional</u>	Wyoming	Yes	No	Yes	

Topical Area	Geographical Area	Accept Donation of New Collections?	Actively Solicit and/or consider purchases?	Retrospective Application of policy to Deacc?	Limits on Formats?
<p>PERFORMING ARTS There are roughly ten US repositories with significant collections relating to film, television, radio, and popular music; the AHC’s collections are among the three largest and most significant—except in the area of theater, where the AHC is not strong nationally. Because most individuals involved in film, TV, and radio moved freely among the venues, it is more practical to categorize sub-topics by type of work performed. The exception is popular music, though here again the composers and performers often worked across venues. There are two genres of film, radio, TV, theater, and their related music that stand out as broad strengths of the AHC’s holdings: Westerns and soap operas.</p>					<p>Because of the immense costs associated with the long-term preservation or transfer of certain media (for example, nitrate film stock, television video in obsolete formats), the AHC can no longer accept such material as a matter of course. Rather, acceptance of such material will require financial support from the donor specifically for preservation/transfer or an explicit decision by AHC administration that the material is so important that the AHC itself will commit funds specifically for preservation/transfer.</p>

Topical Area	Geographical Area	Accept Donation of New Collections?	Actively Solicit and/or consider purchases?	Retrospective Application of policy to Deacc?	Limits on Formats?
<p><u>Directors and Producers</u> These individuals' papers are the most likely to provide the full context for the shows they are associated with, and therefore have the highest importance. Directors and producers associated primarily with theater will <i>not</i> be acquired unless there is a strong Wyoming connection (UW alum, etc). Directors and producers strongly associated with soap operas and Westerns will be of high priority, as will others whose work has had a clear and lasting impact on the industry and/or on US popular culture. <u>Underdocumented communities:</u> Native American directors.</p>	<p>United States</p>	<p>Yes</p>	<p>Yes</p>	<p>No, except for collections that are fragmentary or that consist primarily of published material.</p>	<p>The AHC will not normally acquire multiple versions of scripts, preferring the shooting version; however, for some particularly influential programs/films, we may acquire first and one middle drafts as well.</p>
<p><u>Music</u> The AHC's music collection can be further divided into film, television, radio, jazz, songwriters, song sheet music, commercial and popular, classical, women composers, phonograph collections, theater, multicultural, musicologists and music historians, music educations, and ethnomusicology and folk music. The AHC appears to be one of the two leading repositories nationally in the sub-categories of <i>film (including cartoons), tv, and radio. Only in these three areas will the AHC continue to collect.</i> <u>Underdocumented communities:</u> Women composers</p>	<p>United States, but only music for film, TV, and radio.</p>	<p>Yes</p>	<p>Yes, but only women composers</p>	<p>Yes, in the sub-categories of musicologists and music historians, music educators, and ethnomusicology and folk music.</p>	<p>The AHC will not normally acquire multiple versions of scores/songs, preferring the published or performed version; however, for some particularly influential pieces, we may acquire first and one middle drafts as well</p>

Topical Area	Geographical Area	Accept Donation of New Collections?	Actively Solicit and/or consider purchases?	Retrospective Application of policy to Deacc?	Limits on Formats?
<p><u>Actors</u> The AHC's main interest is in the papers of actors strongly associated with soap operas and Westerns, as well as those whose work has had a clear and lasting impact on the industry and/or on US popular culture. Actors associated primarily with theater will <i>not</i> be acquired unless there is a strong Wyoming connection (UW alum, etc).</p>	United States	Yes	No	No, except for collections that are fragmentary or that consist primarily of published material.	
<p><u>Screenwriters</u> The AHC's main interest is in the papers of screenwriters strongly associated with soap operas and Westerns, as well as those whose work has had a clear and lasting impact on the industry and/or on US popular culture. Writers associated primarily with theater will <i>not</i> be acquired unless there is a strong Wyoming connection (UW alum, etc).</p>	United States	Yes	No	No, except for collections that are fragmentary or that consist primarily of published material.	The AHC will not normally acquire multiple versions of scripts, preferring the shooting version; however, for some particularly influential programs/films, we may acquire first and one middle drafts as well.
<p><u>Others</u> This category consists of cameramen, cinematographers, film art directors, set designers, and various industry executives.</p>	United States	No	No	No, except for collections that are fragmentary or that consist primarily of published material.	

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<p>POLITICS AND PUBLIC AFFAIRS Normally, the AHC will not collect material of principal importance because of its connection to <i>national</i> politics, while recognizing that other collecting areas (such as Military History) may encompass collections that relate to national politics. One exception to this policy is that the AHC will continue to collect actively in the area of modern (post-1950) U.S. conservatism—this is an area which relates very well to many of the AHC’s Wyoming political collections, an area where the AHC already has a few standout collections, and an area where there is only one other repository collecting (the Hoover Institution).</p>	<p>Wyoming; national only in the area of modern (post-1950) U.S. conservatism</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes</p>	<p>AHC will not accept official government/public records (local, state, or national) or runs of government publications. AHC will not normally accept post-1980 constituent correspondence, case files, service academy files, and general topical files from legislators.</p>

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RECREATION/SPORTS/LEISURE					
<u>Fishing/Hunting/Trapping.</u> Collect only as relates to Wyoming	Wyoming	Yes	No	Yes	
<u>National Parks and Forests Use.</u> Collect only as relates to Wyoming	Wyoming	Yes	No	Yes	
<u>Guns and Shooting.</u> Collect only as relates to Wyoming	Wyoming	Yes	No	Yes	
<u>Dude Ranching.</u> Collect only ranches in Wyoming; collect regional and national organizations	Wyoming —ranches; National-organizations	Yes	No	Yes	
<u>Rodeo.</u> Collect regionally.	Regional	Yes	Yes	Yes	
<u>Skiing and Winter Sports.</u> Collect only as relates to Wyoming.	Wyoming	Yes	No	Yes	
<u>Dog and Horse Shows and Racing.</u> Do not collect.	NA	No	No	Yes	

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<p>RELIGION Collections related to the intellectual, social, and political aspects of religion in Wyoming, but not to the normal activities of individual congregations (including sacramental records). For example, collections documenting the administration of a denomination in Wyoming, of inter-denominational organizations; the papers of a leading member of the clergy. <u>Underdocumented communities</u>: African American and Hispanic churches in Wyoming.</p>	Wyoming	Yes	Yes, but only African American and Hispanic churches in Wyoming	Yes	We will not accept sacramental records.
<p>SCIENCE Will not collect science as a topic per se; will accept science-related collections if/when they are significant within another collecting area. For example, biological science as a part of the space program; practice of medicine in early Wyoming.</p>	Dependent on related collecting area	Yes	No	Yes	Generally speaking, science-related collections will be selected for historical rather than technical data, so usually specimens, lab notebooks, etc. will not be acquired.
<p>TRANSPORTATION: <u>Aviation and Aerospace</u>: Collections—of individuals, companies, and trade groups--that contribute to the broader interpretation of the history of aviation and its impact on the US or the state of Wyoming. Avoid highly technical construction, maintenance, or operations material.</p>	United States	Yes	Yes	Yes	Technical materials regarding construction, maintenance, and operation will normally not be collected.

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<u>Railroads:</u> Collections relating to construction and economic/social impact of and travel on railroads that traverse Wyoming; so long as there is a clear and significant connection to Wyoming in the content of the collection, collections that extend beyond Wyoming are included in collecting scope.	Wyoming	Yes	Yes, but only for 19 th century	Yes	Technical drawings of engines and rolling stock will not be collected; blueprints, maps, and drawings of trackage, yards, bridges, buildings, etc. will be accepted only if directly related to Wyoming.
<u>Road Transportation:</u> Collections relating to pre-1950 construction of and travel on trails and roads that traverse Wyoming; so long as there is a clear and significant connection to Wyoming in the content of the collection, collections that extend beyond Wyoming are included in collecting scope.	Wyoming	Yes	Yes	Yes	Uncontextualized, scattered, or large and disorganized ephemera collections/series will not be accepted.
<u>Water Transportation:</u>	None	No	NA	Yes	

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<p>UNDERDOCUMENTED COMMUNITIES AHC is committed to improving the diversity of its collections across the board, acknowledging that in most areas its holdings do not adequately reflect the multiculturalism of Wyoming, the region, or the US. However, to ensure some specific focus and active solicitation, the AHC is giving priority to</p> <ul style="list-style-type: none"> • African American and Hispanic organizations and churches in Wyoming • Authors of GLBT Western fiction • Women composers for film and television • Native American film and television directors • African American women journalists • Ethnic minority communities' role in the labor force (e.g., Hispanic sugar beet laborers). • Career military women and ethnic minorities within the officer corps. • ethnic minority communities' role in mining (e.g., Finnish community of iron ore miners in Sunrise). 	Wyoming and United States	Yes	Yes	Yes	

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WRITERS					
<u>Non-Fiction</u> The AHC will consider collecting the papers of non-fiction writers in topical areas defined as active collecting areas.	United States	Yes	No	Yes	Galleys and proofs will not be accepted. Normally, for published items, only the first draft (though on occasion also an intermediate draft) will be retained. Research files will normally not be retained, unless they contain significant primary source material (e.g., interview notes).
<u>“UFO.”</u> The AHC is one of a small number of repositories with existing significant collections created both by those who believe and seek documentation of visits to earth from extra-terrestrial life forms and by those who believe and seek documentation that reported extra-terrestrial encounters are otherwise explicable. The Center believes the controversy over extra-terrestrial encounters is a significant enough phenomenon of US 20 th -century culture as to be worth a certain degree of documentation.	United States	Yes	No	Yes	Drafts of published material will normally not be accepted, nor will artifacts. Research files will be considered on a case-by-case basis.

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<p><u>Fiction</u> The AHC holds one of the nation’s strongest collections relating to Western fiction and poetry and this will remain an active collecting area. The AHC will also collect the papers of Wyoming writers. In these areas the AHC will attempt to build holdings representing the breadth of such writers, through acquiring a small number of collections representing niche authors, unsuccessful authors, etc. Currently the AHC has some highly used collections representing science fiction writers—at least three other universities have much deeper and broader holdings in this area, so the AHC elects to retain some of its present collections while not acquiring additional material in this area. <u>Underdocumented communities</u>: GLBT authors of Westerns.</p>	<p>Wyoming; United States—writers of Western fiction and poetry</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes; however, because of traditional high patterns of use by UW students, some science fiction collections will be retained.</p>	<p>Galleys and proofs will normally not be accepted. Normally, for published items, only the first draft (though on occasion also an intermediate draft) will be retained. Research files will normally not be retained, unless they contain significant primary source material (e.g., interview notes).</p>

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<p>WYOMING AND THE WEST Wyoming is one of our core collecting areas and a major strength, and will continue to be our single highest priority. Within this topical area, we have identified three subsets meriting special attention: underdocumented communities; ranching, and “the Western Image.”</p> <ul style="list-style-type: none"> • We currently seem weak in covering diverse populations and social history, including private and domestic life (such as women’s roles in society). These then become even higher priority collecting areas. • We will no longer presume to collect “the West” in its entirety; rather, our focus will be on two areas in which we have existing strengths in Western History: ranching and “the Western Image.” Ranching pertains to cattle and sheep, not dairy cattle. The image of the West is a nationally created phenomenon, and the AHC has many collections that reflect this image—topics included in this area are rodeos, dude ranching, western fiction writers and historians of the western image, western tourism, artists of the west, and travel writing about the West. 	Regional	Yes	Yes	Yes	Not beyond those specified in collecting policy.

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<p>WYOMING AND THE WEST, cont'd</p> <p>Even though other repositories collect in the areas of Yellowstone National Park, the Johnson County War, Cheyenne Frontier Days, and Buffalo Bill Cody, the AHC has significant collections in these areas and will continue to acquire collections related to them.</p> <p>It is appropriate to interpret the geographic limitation to Wyoming of several other topical areas (e.g., labor, religion) to indicate that these are among the many subsets of topics within the Wyoming and the West collecting area. Similarly, “regional” collecting designations indicate other subtopics of “the West,” and every “national” collecting area by definition includes both Wyoming and the West as geographic collecting areas. However, many of these other topics are not areas of active solicitation even within Wyoming.</p>					