

Lewis & Clark College
Watzek Library
Special Collections and Archives
Accession and Retention Policy
Updated 6/3/2021

Archives and Special Collections houses Lewis & Clark College's rare books, literary manuscripts, and records of unique import, and materials that document the college and its history.

Purpose

The Archives & Special Collections of Lewis & Clark College serves as the repository for special collections materials in Aubrey R. Watzek Library and supports research by undergraduates, faculty, and other scholars whose work relies on primary source materials, including rare books, manuscripts, media, digital files, and archival records. The Archives & Special Collections develops its collections primarily to support the curricular and research needs of the faculty and students of Lewis & Clark College; thus the collections encompass the broad sweep of a liberal arts education.

The department also is the repository for all records of the College of permanent historical value, and in support of that mission collects a wide range of materials documenting the history of the College, including records pertaining to academic programs and courses of instruction, academic departments and committees, administrators, and administrative offices, as well as material relating to alumni, faculty, and staff of the college.

The collecting mission of the Archives & Special Collections is twofold:

1. To preserve the official records of administrators and administrative offices; academic programs and courses of instruction; and academic departments and committees, insofar as they have permanent historical value.

2. To acquire, preserve, and provide access to a wide range of primary research materials in their original formats, including books, manuscripts, archives, audio-visual materials (particularly photographs), objects, realia, and other items in support of the educational and research activities of its various constituencies. Our mission to acquire and preserve materials is coupled with a commitment to outreach and access. The Archives & Special Collections mounts regular exhibitions both in Watzek Library and online in order to create new routes to access for both the college and the community. We regularly host group visits and classroom instruction sessions. Whenever possible we seek to collaborate with faculty and students to incorporate Archives & Special Collections materials into the undergraduate curriculum.

Scope

The Archives & Special Collections is committed to preserving the work of writers and artists in their original formats, paying close attention to the book as a physical object and other media in their original state when possible. Materials preserved in the collections are meant to be used for scholarly research that requires use of the original editions or works in original formats. These collections complement the collection policies in the general stacks by supplying rare or fine editions of texts and original copies of media or by prospectively collecting works that will become important historical evidence.

Archives & Special Collections' primary responsibility is to serve the research needs of Lewis & Clark faculty and students. To this end, the

department seeks to collect in subject areas receiving substantial and sustained attention within the College community, those representing ongoing departmental research interests, or those areas that are the focus of interdisciplinary programs.

The department also considers service to scholars on the national and international levels to be an important part of the mission. Archives & Special Collections seeks to play a role in the broader research community by building collections in areas not well covered by other repositories.

Subject Areas Collected

Throughout its history, the College has acquired interrelated collections of exceptional depth in various fields. These areas are described below, and form the core of our retrospective and ongoing collection development efforts.

Northwest Literary Archives

Existing Collection Strengths: Literary manuscripts held at Lewis & Clark include all the literary manuscripts of William Stafford, and major holdings of manuscripts by Karl Marlantes, Katherine Dunn, Edwin Markham, CES and Erskine Wood, John Callahan, and Vern Rutsala. The book collections include extensive holdings of fiction and poetry with particular strength in literature associated with the Northwest of the last 100 years. This also includes recordings made as part of *Oregon Poetic Voices*, a collection of recordings of spoken poetry produced by the Watzek Library at Lewis & Clark.

Current Collecting Focuses: The department continues to acquire a wide range of poetry, fiction, and theater, both published editions and archival materials. We are particularly interested in developing archival holdings of Northwest writers and those who have a connection to Lewis & Clark.

Contemporary works are collected and items are selectively purchased to fill in gaps in the historical holdings. Special attention is given to contemporaries of Stafford and Dunn.

Middle East and Far East Asian Collections

Existing Collection Strengths: Lewis & Clark has particularly strong collections documenting the art and politics of the far east, including China, Japan, and Vietnam. Parts of this collection corresponds with our collecting focus on pacifism, discussed below, but others are of use to the Art, History, and Language departments. The collection includes visual arts, photographs, newspapers, pamphlets and books and encompasses materials that are both reproductions and original. These materials are of interest to scholars focusing on everything from medieval Chinese art to propaganda produced under the regime of Ho Chi Minh. The collection also includes publications collected by Hugh Deane, journalist and scholar, including several hundred books and pamphlets on a wide range of topics relating to East Asia. We have expanded our middle east collection by working with faculty and a digital initiatives team to create access to images of documents held at the Rabat Geneziah.

Current Collecting Focuses: Accessions in our East Asian collections are very much guided by faculty interest. Similarly, Lewis & Clark's new program in Middle Eastern studies has sparked a new collection interest in historical material pertaining to the North Africa and the Middle East. Materials particularly relating to the diplomatic developments of the 20th century are of particular interest.

Social Activism and Pacifism

Existing Collection Strengths: Lewis & Clark maintains one of the strongest collections in the United States focused on pacifism, conscientious objection, and other forms of social and environmental activism. This takes

the form of papers circulated and published from within the Civilian Public Service camps, materials relating to the early suffrage movement in Oregon, and YWCA/YMCA and other groups interested in social service. Suffragette papers include the manuscript diary of Mary Thompson describing her journey to the Washington Convention of the Women's Suffrage Association. YWCA records for Portland span the years 1901-1990 and include business records, board minutes, scrapbooks, and photographs. Pacifism collections include the papers of Kermit Sheets (printer of the journal *Illiterati* at Waldport Civilian Public Service Camp), rare publications and correspondence relating to Waldport Untide Press, the wartime letters of H. Vail Deale, a large selection of CPS camp newsletters, the Henry Blocher photograph collection, artwork by Kemper Nomland, oral history interviews, and a collection of books and pamphlets relating to pacifism including several unique edition of William Stafford's *Down in My Heart*.

Current Collecting Focuses: Lewis & Clark has a strong college-wide interest in activism, policy, and science. As such, we are seeking collections speaking to current efforts to reduce climate change, overcome environmental inequality, promote progress in the developing world, initiatives around civil rights, and other forms of social development. Similarly, we are actively seeking material relating to CPS camps and pacifism from the First World War through the Vietnam war. Always on the cutting edge of politics and policy, we seek collections related to the development of social movements in the Northwest.

Children's Literature

Existing Collection Strengths: One of very few teaching colleges in Oregon, Lewis & Clark College's Special Collections maintains a positive relationship with a large faculty interested in early childhood development, literacy, and learning. As part of our Lewis & Clark collection, we have various works depicting the expedition aimed at children and young adults.

Current Collecting Focuses: Consistent with our strength in literary archives of the Northwest, we are seeking the papers of children's authors from Oregon, Washington, and California, as well as more broadly across the US and other English speaking literary traditions.

History of Printing and Publishing

Existing Collection Strengths: The Archives & Special Collections houses the general rare book holdings of the College, ranging from the fifteenth century to the present. These include heavily illuminated medieval manuscripts, the first folio of Ben Jonson, and a range of material relating to the Reformation. Changes in printing and publishing practices, methods of bookbinding, and illustration technologies are thoroughly documented in this collection.

Current Collecting Focuses: We seek to add items that fill in gaps in our holdings of significant works in the history of ideas as well as items that illuminate particular aspects of the history of the book. Our holdings complement a strong faculty interest in the medieval and early modern periods, with particular emphasis on the Reformation and its impact in Europe.

Western Literature and the Expedition of Lewis and Clark

Existing Collections Strengths: Lewis & Clark College has the largest known collection of printed material relating to the Lewis and Clark Expedition. The collection includes an 1814 Biddle/Allen edition of Lewis and Clark's account in the original boards; 19th century foreign language accounts of the expedition; copies of the works associated with the American enlightenment that accompanied the journey; a manuscript copy of the original journal commissioned by Elliott Coues; children's literature; and an extensive collection of ephemera. This collection also includes

extensive accounts of North American exploration, including a first edition of Alexander Mackenzie's *Voyage from Montreal* in original boards (1801); a first edition of *Exploration du Territoire de l'Oregon* (1844) by Eugene Duflot de Mofras; a first edition of the Pacific exploration of John Meares in original boards (1790); a first French edition (1799) and second English edition (1801) of the voyages of George Vancouver; and an English edition of A.J. Von Krusenstern's *Voyage Round the World* (1813).

Current Collecting Focuses: In order to contextualize this world-leading collection of Lewis and Clark expedition material, we are seeking alternative accounts of westward expansion from underrepresented perspectives. This has taken the form recently of the acquisition of a reprint of Edward Curtis' *The North American Indian*, but could be found in journals, visual materials or other unpublished or published work documenting the west.

Types of Materials

Archives & Special Collections collects books, journals, newspapers, yearbooks, annuals, manuscripts, archives, ephemeral materials, film, video, and a variety of other original items, with emphasis placed on acquiring objects in their original states. Authors' books should be acquired in their first appearance. In general this means the first edition in the country of the author, though precedence is given to the first appearance in print. Collected editions of works are selectively purchased for major authors. Scholarly editions of works are also added selectively. Facsimiles are purchased, but sparingly. Most facsimiles should be purchased by the general stacks.

We accept archival collections that contain a very broad range of formats and material types including, but not limited to, paper documents, photographs, slides, film, computer files, sound recordings, and objects. We hold digital collections that take the form of surrogates of print materials

as well as born-digital items including spoken poetry and oral histories. Our capacity to hold digital material continues to grow.

Physical Condition of Acquisitions

Because the Archives & Special Collections does not have dedicated preservation and conservation resources, it is vital that we only acquire materials in the best possible physical condition. Exceptions may be made in instances where the scarcity of an item in any condition warrants accepting a less-than-perfect specimen. In general, the costs involved in repairing and storing damaged materials are beyond the limited means of our budget, so we must decline imperfect copies.

Duplicate copies

Given the limitations on storage space for our collections, we cannot accept duplicate copies of items already held in the Archives & Special Collections. Exceptions may be made in instances where a second copy has unique features, but the general rule is against adding redundant copies of published works. In the case of Lewis & Clark College publications and ephemera, we retain a limited number of copies of each item and are generally not interested in acquiring additional copies of yearbooks, class albums, and student publications.

Other Resources

Because of its location within Portland, Oregon, the Archives & Special Collections is complemented by nearby collections of rare materials and primary sources. Included among these other collections are those found at Reed College; the Archives & Special Collections at Portland State University; and the Special Collections and University Archives at the University of Portland; the collections of the Oregon Historical Society; and the material held at the Portland Jewish Museum. Our goal is to develop

our collections in such a way that we do not duplicate holdings of nearby institutions or enter into direct competition with them for collections and resources.

Deaccession Policies

In order to ensure the quality of our holdings, their use, and their good stewardship, we will sometimes deaccession items from our collection. When we do so, we will adhere to the following guidelines.

Purchased items may be deaccessioned when it is determined that they are not of use to the collection or are not of historical value. This may include duplicate volumes, items in a collecting area in which we no longer specialize, items in a format we are not able to support, or items that are little used. Items may be deaccessioned through donation, sale, or discard. The decision to deaccession items will be made by the Head of Special Collections and the Library Director, in conversation with other stakeholders.

Collections donated to the college are subject to terms established in the deed of gift or other legal agreement with the donor. In absence of these guidelines the following are general rules for donated collections. When items are donated to the collection they will be assessed before they are accessioned. The aim of this assessment is to determine whether they are of historical value and warrant inclusion in the collection. Those items that do not warrant inclusion will be offered back to the donor. If the donor does not want them, they may be donated, sold, or discarded. The decision to do so will be made by the Head of Special Collections and the Library Director. Items that have been accessioned into the collection will not be deaccessioned without careful consideration, as outlined by the guidelines set forth by the Society of American Archivists. However, when elements of the collection are determined to be of no historic value or contextual importance for researchers, they may be deaccessioned. In these cases they may be donated, sold, or discarded. However, this will only be done

after careful consultation with their donor (if they are alive and contactable) and with relevant stakeholders in the library and elsewhere. All perspectives will be taken into consideration and any argument for retention will be weighed against space considerations. A final decision lays with the Head of Special Collections and the Library Director.

Items from the institutional records that have a destruction deadline will be destroyed promptly following that date (ideally, within six months). Items with destruction dates will not be retained. Items without destruction dates will be held indefinitely as part of the College Archive if they are part of an established series or otherwise of historic value. This will be assessed by the College Archivist or members of the archive staff. Items within the institutional records must be assessed and processed before they are considered part of the College Archive. Finding aids describing a collection's contents and location indicate its inclusion in the college archive. Items that have not been accessed may be discarded if they are not of enduring historic value. These items should be shredded. As always, the decision to deaccession series of items that are part of the college archive will be made by the College Archivist and the Library Director and other relevant stakeholders.

All reappraisals of any materials held in the Lewis & Clark archive will follow the guidelines set up by the [Society of American Archivists](#).