

**Special Collections
Albin O. Kuhn Library & Gallery**

Collecting Guidelines

**University of Maryland, Baltimore County
2020**

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Purpose

The purpose of this document is to communicate the nature of the holdings of the Special Collections of the Albin O. Kuhn Library & Gallery; to establish guidelines for the accession and deaccession of collection items; to provide a written collection development policy; to establish boundaries and growth areas for the collections; and to serve as a guide for future planning.

This document was completed in March 2020 by Special Collections staff.

Mission of the Albin O. Kuhn Library & Gallery

The Albin O. Kuhn Library & Gallery fulfills the information needs of a research university with a distinctive undergraduate and graduate experience. We strive to offer the highest quality resources and services for UMBC's growing and evolving teaching, learning, research, and service environment.

Mission of the Special Collections department

The Special Collections Department of the Albin O. Kuhn Library & Gallery at the University of Maryland, Baltimore County, serves to collect, house, preserve, and make accessible scholarly collections of materials that are original, rare, unique, fragile, historical, and archival. Topical collecting areas are particularly emphasized within the fields of photography, the history of the biological sciences, the Baltimore *Sun* newspaper, science fiction literature and popular culture, alternative presses, UMBC history and records, and Maryland manuscript, photograph, and newspaper collections.

Collecting Philosophy

Our collections support the learning and research activities of UMBC. Our collection management and development strategies are guided by the values of open access, diversity, and social justice. We collect materials that supplement or augment existing collecting areas or strengthen areas of interest identified by this policy.

Usage

Collections are open to all users including students, faculty, and staff of UMBC as well as visiting researchers and the general public. Usage restrictions may be placed on sensitive materials for a set period of time by donors or Special Collections staff with the understanding that the materials will eventually be open for research. Materials are accessed in the [Special Collections Reading Room](#).

Donation Guidelines

All donations of materials require prior review and approval by Special Collections staff. Donations are evaluated based on their fit within the collecting scope of UMBC, as outlined in this document. Flexibility is allowed in evaluating the donations; those determined to be “out of scope” may still be accepted if staff identify high research value, complementary subject matter, or emerging or underrepresented research areas. Staff may assist donors in locating an alternative repository for the materials that are determined to be out of scope. Donors are discouraged from breaking up a collection; staff may direct the donor to contact another repository with known related collection holdings before offering the collection to UMBC.

When contacting staff about a possible donation, please supply any available background information including an inventory (required for archival collections), the physical condition of the materials, and how the materials came to be in the donor’s possession. If the donation is accepted, the donor will be responsible for shipping or transporting the materials to UMBC; if local to the Baltimore-area, the Library may arrange a pick-up. After the materials have arrived at UMBC, Special Collections staff will complete the gift and accession paperwork and the donor will sign and complete a deed of gift. A sample of a deed of gift is included in this document. If a memorandum of understanding is required, it will be completed and reviewed prior to the transfer.

For all donations, please contact Special Collections staff:

Albin O. Kuhn Library & Gallery
University of Maryland, Baltimore County (UMBC)
1000 Hilltop Circle, Baltimore, MD 21250
speccoll@umbc.edu
(410) 455-2353

Digital Content

We accept selected born-digital content that falls within our collecting philosophy and the parameters of scope outlined in this document. Decisions to accept born-digital materials are based not only upon fit within scope of the collections, but also upon consideration of supported physical and/or file formats; compatibility of physical format with reformatting or display/ playback technology available in the Library; server storage capacity; and potential copyright restrictions that would limit access to the materials.

Currently, supported physical formats include audio reel-to-reel, audiocassette, DAT cassette, videocassette, film reel, CD, DVD, and CD-ROM. We accept the following file formats: DOC, PDF, HTML, JPEG, JPEG2000, TIFF, TXT, WAV, MOV, MPEG, MP3, and XML. Other formats may be considered on a case by case basis. We do not generally accept obsolete formats or those which require obsolete software, unless we have the capacity to reformat them. In general, Special

Collections will not accept materials in proprietary third-party formats that cannot be reformatted. We do not accept computer hard drives.

Monetary appraisal

If desired, a monetary appraisal should be conducted by a certified appraiser. Special Collections staff cannot provide a monetary appraisal. The American Society of Appraisers and the Appraisers Association of America both offer services to locate an appraiser by geographic and/or subject area.

Access restrictions

Donors will work with Special Collections staff to determine the level of access allowed for the donated items. Any restrictions placed on materials due to privacy or confidentiality concerns must have a fixed term length. Access to materials through duplication, digitization, for promotion or exhibition should be determined at the time of donation and included in the deed of gift.

Intellectual property and copyright

Donors that possess the intellectual property rights or copyright holdings for the donated items may consider transferring these rights to UMBC. These rights may be transferred at the time of donation or at an agreed upon later date. This transfer is not required as a condition of donation. The only transfer of rights that is required is the physical custody of the donated items; this gives UMBC ownership of the physical items only.

Endowments and Library Funds

The Special Collections department gratefully accepts gifts in a variety of ways. Gifts to Special Collections are tax-deductible. Gifts benefit the entire UMBC community as well as visiting researchers and help the Library execute its mission of fulfilling the information needs of a research university with a distinctive undergraduate and graduate experience. Gifts enable the library to provide the highest quality resources and services for UMBC's growing and evolving teaching, learning, research, and service environment.

Additional information is available at <https://library.umbc.edu/speccoll/donate.php>

List of Endowed Funds Supporting Special Collections

The Albin O. Kuhn Memorial Endowment

- Supports Special Collections (General)

The UMBC Library Joseph Larkin Arnold Endowment Fund

- Supports Maryland History Collections

The Martin and Rita Sepowitz Saltz Endowment Fund

- Supports Science Fiction Collections

The Bunting Family Library Fund

- Supports the Photography collections

The John Addison Price Bell Fund

- Supports the collection of pre-1860 African-American and Abolitionist periodicals and newspapers

The Richard and Alwilda Scholler Jacquish Archive Fund

- Supports the Alwilda Scholler Jacquish Archive

Sample Deed of Gift

A deed of gift is the paperwork that an archives or library uses to transfer physical and/or intellectual ownership of a book, item, or collection of items from the donor to the library. An example of the deed of gift used by Special Collections is included below.

The University of Maryland, Baltimore County (UMBC) gratefully acknowledges receipt from:
Name: _____ Address: _____ Phone: _____

the following materials for deposit in the Albin O. Kuhn Library & Gallery:

This gift is given in memory of:

I, _____ hereby give to UMBC as an unrestricted gift, all rights of possession and control of the materials described above and including, if applicable, exclusive rights of reproduction and publication I possess to the contents, with the following limiting conditions:

I authorize:

- transfer of physical custody and legal ownership
- transfer of intellectual property rights
- digital representation in a public environment is allowed
- duplication of materials for UMBC publicity is allowed

after _____ years, any restrictions or limitations on ownership or property rights will be lifted and UMBC will be the sole owner; the donor and their heirs will have no further legal interest or right to control the materials at this time.

Is it possible that this donation includes sensitive items such as medical, student, tax, or legal files? If yes, please include type and location:

Are there other individuals or institutions that may possess rights to the materials? Please list:

Researchers who meet the requirements set by the Library may have full access to these materials and may make single copies in lieu of note taking for not more than 10% of the collection except as follows:

Items not retained by the Albin O. Kuhn Library & Gallery shall be:

- disposed of at UMBC's discretion
- materials may be sold at the UMBC book sale or at auction
- returned to the donor
- other

By my signature below I accept the foregoing conditions and acknowledge reading any attached information.

Deaccession Policy

Occasions may arise when it will be prudent to remove materials from the Special Collections and dispose of them to refine and improve the quality and appropriateness of the collections and to better serve the library's mission. Funds received from the disposal of deaccessioned holdings shall not be used for operations or capital expenses. Such funds may be used only for the acquisition of works in a manner consistent with the Library's purchasing procedures.

Reasons for deaccessioning may include the following:

1. The material in question is damaged or deteriorated and lacks research or exhibition value.
2. The material in question is a duplicate of another work in Special Collections.
3. The authenticity or attribution of the material in question is determined to be false or fraudulent and it lacks sufficient merit or historical importance to warrant retention
4. The material in question is no longer consistent with the mission or collecting scope of Special Collections.
5. The library is unable to care adequately for the material in question because of the work's particular requirements for preservation, storage, and display.

The following considerations will be made when evaluating material for deaccession:

1. Impact on researchers and access to information.
2. Donor intentions. As part of this process, the staff must undertake a thorough review of all records to determine donor wishes and donor restrictions. Reasonable efforts must be made to contact the donor, heirs, or estate.

The procedure for deaccessioning will be as follows:

1. Deaccessioning and disposal must comply with applicable State laws and University policies, or obligations that pertain to the acquisition of the work.
2. The process of deaccessioning and disposal will be the responsibility of the Curator of Special Collections.
3. Materials may be disposed by one or more of the following methods:
 - a. Transfer (to original donor, heirs, or estate; to an appropriate public research repository)
 - b. Trade with another public institution
 - c. Sale (preference will be made for auction or other public sale)
 - d. Destruction (materials ineligible for transfer or sale may be destroyed)
4. Third-party review and appraisal may be considered in the case of objects of substantial value.
5. Documentation of the materials prior to disposal (including images) will be retained in the library's records.

6. All electronic and paper records related to the materials must be updated when a work is deaccessioned or disposed and a Materials Deaccession Form must be completed.

Photography Collection Profiles

Photography

The Photography Collections include over 2 million photographs from the 1840s to the present, with an emphasis on the social importance and aesthetic development of the medium, especially within America. Our collections are particularly strong in regional photography, including historical images of Baltimore and Maryland, and works by Maryland-based photographers.

Strengths of the collection include the Baltimore *Sun* Archive of news and wire photographs, Lewis Hine collection of 5,400 photographs depicting child labor, the mining photographs of George Bretz, social documentary, the U.S. Civil War, Western landscape, travel albums, nineteenth-century daguerreotype and carte-de-visite portraiture, Pictorialism, and late Modernism. We hold work by distinguished photographers including Berenice Abbott, Ansel Adams, Diane Arbus, Lucien Clergue, Alvin Langdon Coburn, Judy Dater, William Eggleston, Robert Frank, Roland Freeman, Francis Frith, Ralph Gibson, Mildred Grossman, Philippe Halsman, William Henry Jackson, Lotte Jacobi, Joel Meyerowitz, Eadweard Muybridge, David Seymour, Neal Slavin, Alfred Stieglitz, Underwood & Underwood, and Garry Winogrand.

Collecting Status: We actively acquire photographs through purchase and donation. Priority is placed on works that build upon the strength of areas described above, works that fill gaps in our holdings, works by contemporary Maryland-based photographers, and vernacular photographs of high quality and research value. Space does not allow acceptance of all offered collections. We do not accept contemporary amateur, personal, or family photographs, contemporary travel photographs, duplicative collections, and images that do not contribute to the educational mission of the Library.

Bafford Photography Books and Journals

Named in honor of Edward L. Bafford (1902-1981), a Baltimore printer, photographer, and long-serving member of the Baltimore Camera Club, this collection of over 15,500 monograph and 600 serials titles is a significant reference resource on the history, theory, and practice of photography. The collection includes rare books and serials, photographically-illustrated texts, photographer's monographs, exhibition catalogues, criticism, and artist's books.

Collection Status: We actively acquire books and maintain serials subscriptions for photography publications. Priority is placed on key works in the field, books pertaining to photographers whose work we hold, materials that correct historic underrepresentation within the collection, and innovative artist's books.

Photographic Equipment

The Photographic Equipment collection includes over 3,000 cameras and other items from the 1850s to the advent of the digital age. The collection was initially formed in order to represent the technical history of photography. The earliest camera in the collection is a wet plate stereo view camera from 1858. The collection also includes dry plate, roll film, and sheet film cameras from the 1890s to the 1980s, including Kodak "Brownie" cameras, the Polaroid Model 95, and early 35 mm cameras, as well as stereoviewers and optical devices.

Collecting Status: Due to storage limitations, this is an inactive collection. We may accept donations on a limited basis of cameras, viewers, and optical devices. In general, we do not collect digital cameras, enlargers or other dark room equipment, tripods, etc. or any items that duplicate existing holdings.

Photography Historical Manuscripts and Archives

Special Collections holds personal papers and archives of several photographers and photography collectors, as well as individual manuscripts pertaining to the history of photography. These include the Baltimore Camera Club records, Jule Eisenbud Collection on Ted Serios and Thoughtographic Photography, the Mildred Grossman papers, the Grancel Fitz papers, the Sam Holden archive, the Richard Jaquish archive, the Mark Rice papers, the Jaromir Stephany papers, the Steve Szabo archive, and the Robert W. Fichter archive.

Collecting Status: Space does not allow acceptance of all offered archival collections. Priority is given to archives of distinguished art and professional photographers, particularly those based in Maryland, whose work holds high research value and will contribute to the educational mission of the Library.

Science Fiction and Popular Culture

Azriel Rosenfeld Science Fiction Research Collection

The collection was established in 1973 by a major gift from Dr. Azriel Rosenfeld (1931-2004), Director of the Center for Automation Research at UMCP. The initial gift contained more than 2,000 issues of science fiction periodicals, including early pulps such as *Astounding Stories* and *Future Fiction* and 1,500 books. Other notable donors include Professor Jaromir Stephany, Frank Kelly Freas, Steve Miller, Sharon Lee, Thomas Monteleone, and Rita and Marton Saltz.

The focus of this collection is the critical and bibliographical study of science fiction. The collection includes over 11,000 monograph titles, approximately 300 serials titles, some 10,000 fanzines, as well as posters, art, and manuscripts by authors such as Isaac Asimov and Louis Trimble. Original science fiction cover art by Frank Kelly Freas as well as the literary papers of Roger Zelazny, Thomas Monteleone, Steve Miller and Sharon Lee, and David Bischoff are part of the Rosenfeld Collection.

Collecting Status: We actively acquire books, personal papers, and manuscripts, and maintain serials subscriptions for science fiction publications. Priority is placed on key works in the genre, first editions, and materials that correct historic underrepresentation within the collection.

The Coslet-Sapienza Fantasy and Science Fiction Fanzine Collection

The Coslet-Sapienza Fantasy and Science Fiction Fanzine Collection is of particular note. Named for collectors Walter Coslet and Peggy Rae Sapienza, it includes the archives of the Fantasy Amateur Press Association (FAPA), and is among the largest and most complete collection of its kind in the United States.

Collecting Status: We accept donations of Fanzines that fill in gaps in our collection and that do not duplicate materials. Priority is given to complete runs of noteworthy titles and rare issues.

Detective & Adventure Fiction

This collection of approximately 250 monograph and 180 serials titles contains primarily twentieth-century paperback and hardback detective novels, as well as several lengthy runs of detective and adventure pulp magazines dating from the turn of the century including titles such as *Adventure*, *Dime Detective Magazine*, and *Wild West Weekly*.

Collection Status: Inactive.

Comic Books and Art

UMBC's Special Collections holds approximately 1800 titles including early issues from the Golden Age of Comics. Featuring a variety of genres, from superhero comics of the Silver Age to a small sampling of underground commix and international titles, highlights include more than 200 back issues of the original Thor comic books dating from 1965 through 1990, over one hundred issues of The Avengers from the 1960s-1980s and classic 1960s-1980s issues of Captain America, the Incredible Hulk and Iron Man. The collection also includes a small selection of original comic book art.

Collecting Status: We accept donations of comic books that fill in gaps in our collection and that do not duplicate materials. Priority is given to complete runs of noteworthy titles and rare issues.

Alternative and Radical Literature

Radical Literature Pamphlet Collection

A Gift of Dr. Joseph Francus in 1983-1984, this collection contains nineteenth- and twentieth-century left-wing political pamphlets and posters. The focus of the collection is literature on Marxism, Fascism, Labor Unions, Communism, Socialism, and related topics.

Collecting Status: Inactive.

Needle Collection of Social Reform & Utopian Thought

Acquired from book dealer Matthew Needle in 1978, this collection includes 1500 volumes pertaining to the history of social reform and utopian thought. It includes primarily nineteenth-century American and British literature that focuses on socialism, utopian societies, and Shakerism, as well as some noteworthy titles from the Enlightenment era.

Collecting Status: This is an inactive collection due to funding limitations, however, we accept donations of related materials that do not duplicate our holdings.

Merkle Collection of English Graphic Satire

A gift of Edgar and Kathleen Merkle in memory of their daughter, Shirley Merkle, the focus of this collection is eighteenth- and nineteenth- century English graphic satire, centered around the work of George Cruikshank. Other illustrators represented include Isaac Robert Cruikshank, Thomas Rowlandson, James Gillray, William Hogarth and "Phiz." Including published works and manuscript material, this collection of some 300 items also contains many important first or early editions of works by Charles Dickens and Thomas F. Dibdin, including volumes with engraved and hand-colored illustrations.

Collecting Status: This is an inactive collection due to funding limitations, however, we accept donations of related materials that do not duplicate our holdings.

Alternative Press collection

UMBC holds the back issues of the titles collected by the Alternative Press Center (APC) from its beginning to five years prior to the current year (e.g. if the year is now 2019, we have up to 2014). The APC is a non-profit collective dedicated to providing access to and increasing public awareness of the alternative press. Founded in 1969, it remains one of the oldest self-sustaining alternative media institutions in the United States. The Alternative Press Index (API)

is recognized as a leading guide to the alternative press in the United States and around the world.

Collecting Status: Materials are added on an annual basis.

General Rare Books and Newspapers

Special Collections (general)

The General Rare Books collections include over 6,000 monograph and serials titles representing a diverse cross-section of materials, including artist's books, 19th century British and American illustrated books, literary first and important editions, African-Americana, books on the occult and mysticism, books and serials related to parapsychology, books and catalogs of world's fairs and expositions (425 items), fine press and fine bindings, and early European and American imprints.

Collecting Status: This is an active collection, however, funding limitations inhibit regular acquisition of materials. We accept donations of related materials that do not duplicate our holdings and which build upon the strengths listed above.

Dick Higgins Collection

Dick (Richard Carter) Higgins (1938-1998) is best known as a co-founding member of the Fluxus art movement in the 1960s. Embracing the fluidity and boundary-crossing nature of art, Higgins introduced the concept of "intermedia" in 1965 and spent the next 30 years creating artwork in the areas of performance art (Happenings), musical composition, concrete and pattern poetry, painting, and theoretical writings in scholarly and personal publications. He operated three successful specialized publishing companies: Something Else Press (1964-1974), Unpublished Editions (1972-1978), which was later renamed Printed Editions (1978-1985).

This collection provides an overview of Fluxus artwork and includes rare examples from the Something Else Press publications. It includes a sampling of Dick Higgins' artwork, publications, and exhibition materials; publications from Something Else Press; and individual and collaborative artwork and publications from members of the greater Fluxus movement. Over 70 artists are represented in this collection.

Collecting Status: This is an inactive collection, however, materials related to Higgins and Fluxus are an area of interest. We accept donations of related materials that do not duplicate our holdings and which build upon the strengths listed above.

The Stephen Mourat Collection of Historical Newspapers

This collection of over 40,000 newspapers contains runs of American newspapers covering the presidencies of Benjamin Harrison (1889-1893), Grover Cleveland (1895-1889), Theodore Roosevelt (1901-1909), and William McKinley (1897-1901). Newspaper collected include *The New York Recorder*, *The New York World*, *The Sun* (New York), *The Week* (New York), *The Penny Press* (Connecticut), and *The Sentinel and Witness*.

Collecting Status: Inactive.

Maryland and Local History Collections

Joseph L. Arnold Collection of Marylandia.

The core of the collection was purchased from the estate of Edward G. Howard in 1974, and was renamed in 2004 in honor of Professor Joseph Arnold, noted Baltimore historian. This collection of approximately 3,500 titles contains published materials from the seventeenth- to the twenty-first century relating to the history and culture of the State of Maryland with a particular emphasis on Baltimore.

Collecting Status: This is an active collection. Priority is placed on collecting new scholarly publications in this area, materials that correct historic underrepresentation within the collection, rare books and first editions, and materials that do not duplicate holdings in other USMAI libraries. Gifts that do not duplicate holdings are also accepted as appropriate.

Maryland and local history manuscripts

This collection includes manuscripts and personal papers that document the history and culture of Maryland's people and communities. Although materials from the Baltimore metro region dominate our holdings, other collections, such as the Folklife and Maryland Traditions records, have a statewide scope.

Since 2013, Special Collections at UMBC has maintained a partnership with Maryland Traditions, the state folklife program that is a part of the Maryland State Arts Council. This partnership has resulted in the deposit of the records of Maryland Traditions (formerly the Maryland Folklife Program), and related materials to UMBC.

Collecting Status: This is an active collection. Transfer of manuscript materials from Maryland Traditions occurs on a regular basis. We also accept donations of relevant materials with a high research value.

Baltimore Sun Archives

Special Collections maintains a growing Baltimore *Sun* archives which includes approximately nearly three million photographs, negatives, transparencies; a substantial run of the print holdings of the Baltimore *Sun* (1837-1968) and the *Evening Sun* (1910-June 1969); and archival collections documenting the newspaper's history dating to 1837. Materials have been donated by the *Sun*, by retired *Sun* staff, retrieved prior to destruction, or purchased by UMBC. This archival collection also includes a complete print run of the alt-weekly Baltimore *City Paper* (1977-2017), which was owned by the Baltimore Sun Media Group.

Collecting Status: This is an active collection. UMBC receives regular transfers from the *Sun* and accepts donations of manuscript materials related to the newspaper's history.

Biological Sciences Archives

Center for the Biological Sciences Archives

The mission of the Center for Biological Sciences Archives (CBSA) is to identify, preserve, and provide access to manuscripts, personal papers, and archives generated by individuals and institutions involved in the biological sciences. The CBSA has a strong focus in collecting the organizational records of professional societies serving the biological sciences field.

Among the CBSA's holdings are the archives of the American Society for Cell Biology, the Tissue Culture Association (now called the Society for In Vitro Biology), Society for Developmental Biology, International Union of Immunological Societies, American Type Culture Collection, the American Society for Biochemistry and Molecular Biology, American Association of Immunologists, Society for Protozoologists, the Biophysical Society, the Society for Industrial Microbiology, the American Association of Anatomists, and the University of Maryland Biotechnology Institute (UMBI). Of particular note is the archive of Keith R. Porter, which includes his microscopic photographs and slides.

Collecting Status: The Center for Biological Sciences Archives actively collects records donated by individuals and institutions. Original research, historical studies, personal papers, unpublished manuscripts, and related-organizations are examples of content acceptable for donation. Date range and geographic location restrictions are not applicable. Some preference is given to collections that relate to the State of Maryland, supplement collections already in our holdings, or contain ties to UMBC faculty research.

Archives of the American Society for Microbiology (ASM)

ASM's Center for the History of Microbiology and Archives Collections include records of the Society from its founding in 1899 to the present, including journals and proceedings of meetings; 9,000 volumes on microbiology and related topics; photographs of scientists and microbes; topical files on various aspects of microbiology, including biographical materials; instructional materials, including slides and motion pictures; and several collections of personal papers. This collection is the property of the ASM and is on deposit at UMBC.

Collection Status: ASM is actively building this collection.

University Archives

University Archives

The University Archives is a diverse collection of materials documenting the history of the growth and development of our campus, faculty, staff, students, and campus life. Included are departmental publications, the administrative records of the university, faculty papers, photographs, theses and dissertations, and oral histories with former faculty members and staff.

Collecting Status: This is an active collection. The University Archives are governed in part by the UMBC Policy on Records Management, UMBC VI-6.10.01, available in full at <http://www.umbc.edu/policies>. The most up-to-date collecting policy for the University Archives is Library Guideline 521, available on the Albin O. Kuhn Library & Gallery wiki: <https://wiki.umbc.edu/pages/viewpage.action?pageId=11437211>

Excerpt:

In accordance with the UMBC Policy on Records Management, the University Archives is the designated repository for records of enduring value made or received officially by UMBC and for other materials of historical value related to the function and history of UMBC (hereinafter "the University"). The University Archives is administered by the Special Collections department in the Albin O. Kuhn Library & Gallery. If and when records or other items are no longer needed for ordinary conduct of business by the office of origin or its successor(s), the responsible administrator(s) should notify the University Archives to make arrangements for transfer of permanently valuable materials to the Archives; records that have not been designated as permanently valuable should be destroyed according to the schedule as outlined in the Policy on Records Management.

University Photographs

The University photographs document the growth of our physical campus, the active student life, and the many faculty and staff that have contributed to UMBC since the groundbreaking in 1965. Photographs have been donated to the University Archives by the student newspaper, Institutional Advancement, and staff, students, and alumni. Photographs can be viewed in the Special Collections reading room or scanned on request per our Rights & Reproductions policy.

Collecting status: Active. Donations from UMBC community accepted as relevant and in accordance with Library Guideline 521.

University Publications

The university publications collection includes campus catalogs, newsletters, annual reports, brochures, The Retriever Weekly (the student newspaper), and student publications as well as scientific and technical reports published by the research organizations within UMBC.

Collecting Status: Active. Donations accepted as relevant.

UMBC Faculty papers

On occasion, faculty paper collections are accepted into the University Archives. These collections may contain personal files relating to the faculty member's teaching, research, and administrative duties at UMBC.

Collecting Status: Active. Donations accepted as relevant.

Faculty/Staff Publications Collection

This collection contains some 1500 monograph publications by UMBC faculty and staff. Faculty and staff authored publications are not a part of the university publications but they are actively collected by the Special Collections department.

Collection Status: Materials are purchased when the faculty or staff authors do not donate copies to the collection.

Collection profile template

Collecting area title

General narrative description of the collecting area including scope of collection with limitations and restrictions, focus of study, strengths and weaknesses, etc. Highlights may be included but an exhaustive list is not necessary.

Collecting Status: [active or inactive; areas of focused development]