



ARIZONA AND SOUTHWEST COLLECTIONS Collection Development Policy

Mission:

The Arizona and Southwest Collections serve the University as its repository of primary and secondary source materials in a wide range of areas and disciplines which focus on the history of Arizona and the Southwest. The Arizona and Southwest Collections support the graduate and undergraduate level research and curriculum offerings on the historical, social, political, economic, linguistic, literary, and cultural contributions of southwesterners in the United States.

Selection criteria:

Formats:

The Arizona and Southwest Collections acquire and collect published and unpublished materials in all formats. In order to efficiently apply our preservation resources, we may require submission of sustainable formats for digital materials, and we discourage offers of duplicate, damaged, infested or moldy materials that could adversely impact the health of our staff.

Published Materials:

Geographic Scope:

The geographical emphasis of the Arizona and Southwest Collections is within the southwestern states of Arizona, California, Colorado, Nevada, New Mexico, Texas and Utah. Also considered as important regions within the geographical scope of the history of the southwestern United States are the northern Mexican states of Sonora and Chihuahua.

Chronological Scope:

Inclusive historical dates are from 1848 to the present, although the emphasis is on the 20th century and beyond.

Topical Scope:

A transdisciplinary approach will be used to collect secondary material about the historical, biographical, political, racial, social, educational, economic, and multicultural aspects of the southwestern experience. Primary emphasis is given to material that reflects an accepted level of scholarship and academicism, ruling out popular literature and history written by hobbyists and the general public.

Core Collections:

- politics
- labor and mining history
- Phoenix history
- 20th century Arizona
- water rights
- business
- organizational and womens' histories

Excluded are publications such as regional and local newspapers; official records of state and county municipalities; publications from federal and local government agencies; publications relating to educational curriculum and teachers' texts; and regional maps.

Unpublished or Archival Materials:

Geographic Scope:

The geographical emphasis of the Arizona and Southwest Collections is within central Arizona. Also considered as important regions within the geographical scope of the history of the southwestern United States are the northern Mexican states of Sonora and Chihuahua.

Chronological Scope:

Inclusive dates are from 1848 to the present, although the emphasis is on the 20th century and beyond.

Core Collections:

- Central Arizona Project
- environmental protection
- land and water use management
- landscape and design
- urban and freeway planning
- historic preservation
- mining
- labor history

Topical Scope:

- archival records and photographs
- personal and business records
- unpublished and original source materials
- manuscripts
- research files
- correspondence
- history and culture of the state of Arizona
- themes such as gender, race, class and ethnicity
- labor and mining

Certain topics about Native Americans and Mexican Americans and/or Chicana/os are excluded because they are covered by the Chicana/o Research Collection and the Labriola National American Indian Data Center.

Sustainability:

Professional archival preservation and description services are a resource intensive and cumulative endeavor. In order to ensure timely and sustainable access, offers of large published or unpublished collections must be accompanied by a significant portion of the resources necessary for their care. Curatorial staff will assist potential donors in estimating the full costs of acquisition, arrangement and description, rehousing, reformatting, cataloging, encoding and/or conservation work so that resources for sustainability are identified before the materials can be accepted by the ASU Libraries. Donations of materials and the resources for their care may be tax-deductible. Contact your financial advisor for details.

Legal Agreements:

Gifts of published materials are generally accepted without legal agreements and are acknowledged with a formal letter of appreciation from ASU Libraries to the donor. Gifts of unpublished, archival or mixed materials require completion of a Deed of Gift ([link](#)) that documents transfer of the physical property of the materials. Deed of Gift terms negotiated with the donor in advance of transfer specifically identify the copyright status of unpublished materials and instructions for disposition of any duplicate or unneeded items.

Deaccessioning:

Gifts of published or unpublished materials are generally accepted in perpetuity; however, changes in the curricular or research directions of ASU or unavoidable degradation of physical materials could result in a curatorial decision to deaccession or remove materials from the repository. Deaccessioning may only be completed in accordance with terms of the Deed of Gift and the departmental Deaccessioning Policy ([link](#)) .