Labriola National American Indian Data Center

Draft Collection Development Policy

Mission: The Labriola National American Indian Data Center’s primary purpose is to support undergraduate, graduate and faculty level curriculum and research on American Indian language, culture, social, political and economic issues at Arizona State University. The Labriola Center is responsible for a multidisciplinary collection of resources, strongest in the disciplines of American Indian Studies and history. The Center also has considerable strength in American Indian literature and linguistics and encompasses a broad spectrum of subjects in nearly every academic discipline. Primary users are American Indian students, faculty, affiliated faculty and members of the wider community seeking information or conducting research related to American Indians.

Selection criteria:

Formats:
The Labriola National American Indian Data Center collects published and unpublished information in all formats.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: American Indians in North America, including all tribes in the United States and Canada and border tribes in Sonora, Mexico. Given the geographic location of the Labriola Center, the collections have an emphasis on the Southwest.

Chronological Scope: Secondary material from early cultures to the present, with the majority of the collection focusing on the early 1800’s to the present.

Topical Scope: Using a transdisciplinary approach, the Labriola Center collects secondary material related to the language, culture, social, political and economic issues of American Indians. Primary emphasis is given to material written by American Indian scholars and/or material from the American Indian perspective.

Core Collections

- Contemporary American Indian policy issues, such as sovereignty, gaming, land and water rights, justice and criminal jurisdiction, health, art and cultural preservation, and inter-governmental relations
- American Indian languages and information about American Indian languages and language retention
• Literature and the performing arts, both by and about American Indians
• Southwest American Indian history

Peripheral Collections

• American Indian history outside the Southwest
• Education, including curriculum

Certain topics are excluded because they are covered by other collections, such as government documents and tribal law.

Unpublished or Archival Materials

Geographic Scope: Archival materials on American Indians in the Southwest region with primary emphasis on Central Arizona.

Chronological Scope: Primary source material from early cultures to the present, with the majority of the collection from the 1980's to the present.

Topical Scope: Primary source material which documents the varied lives and histories of American Indians at Arizona State University, Arizona, and the Southwest.

Core Collections

• American Indian primary source material collected or created by ASU faculty and students (including oral histories, language material, personal papers and research material)
• Personal papers of prominent American Indian individuals in the Southwest
• American Indian languages

Peripheral Collections

• Personal papers of prominent American Indian individuals outside the Southwest

Certain topics are excluded because they would be more appropriately held by their tribal community, such as internal tribal government records.

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 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.