Rare Book Policy and Guidelines

Overview

The Hege Library Rare Book Collection maintains titles meeting the following criteria:

- Cohesive collections related to the Guilford College curriculum;
- Individual titles that fall within the general library collection development policy that because of age, value, or commitment to maintaining in print require special handling.

Titles relating to the history and thought of the Religious Society of Friends (Quakers) are maintained as part of the Friends Historical Collection’s Quaker Rare Book Collection.

In addition to curriculum specific titles that may change over time, the Library’s Rare Book Collection reflects the following enduring strengths:

- Anti-Slavery and Abolition;
- Guilfordiana (i.e. select publications by or about Guilford College faculty, staff, and alumni);
- Nineteenth century textbooks;
- North Caroliniana, with primary focus on Guilford County and direct ties to Guilford College’s history;
- Revolutionary War as it specifically relates to General Nathaniel Greene and the campaigns in central North Carolina which impacted Quaker settlement areas of the 18th century;
- Civil War as it specifically relates to related collections of anti-slavery, Guilfordiana, and North Caroliniana;
- Select exemplary fine bindings showcasing books as works of art in consultation with the Guilford College Art Gallery.

Guidelines for Retention

The Library will deaccession and sell for value items not meeting collection development guidelines.

Multiple copies of the same edition are not retained. When a second copy is available, the copies are compared for condition and the best copy is placed in the collection. Unless documentation is available that states otherwise, it is assumed that all books given to the library will be handled according to the library’s discretion.

Books with no artifactual value may be replaced with online access or a non-rare physical edition if the title is important to have in our library collections.
Autograph copies of books can go in the main collection unless the particular autograph is deemed to be especially rare or prone to theft. A note will be made in the record if a copy is autographed.

**Guidelines for Access**

Rare books are kept on the upper level of the Friends Historical Collection closed stacks. They are cataloged with a location code of Guilford Rare Book Collection. Individuals should contact the Friends Historical Collection staff to request access. Items can be consulted in the Friends Historical Collection Research Room during collection hours. Upon special arrangement and depending on the title, some items can be placed on hold at the main front desk for individuals to consult outside of the Research Room hours.

**Guidelines for Processing**

Individual items should have donor information in the bibliographic record, including any notes on conditions or restrictions.

The item barcode number will be penciled in the gutter of the title page verso so each item is traceable even if the rare book identification slip is separated from the book. In the event the original barcode is lost, the number in the book should be lightly crossed out and the replacement barcode entered. This way the old barcode can still be matched with the correct title for inventory purposes if it is located at a later time.

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