

Professional Papers Program Collection Development Policy

L. Tom Perry Special Collections
Harold B. Lee Library
Brigham Young University

I. Introduction

The Professional Papers Program of the L. Tom Perry Special Collections seeks to collect the personal papers of representative faculty, administrators, and staff of Brigham Young University to facilitate the documentation of the intellectual history of the university. Preference is given to those collections open to research.

Faculty papers contain significant information—including information on teaching, research and professional involvement—that allows researchers to gain insight into the intellectual vitality of Brigham Young University.

II. Position Responsible for Collecting Decisions

Coordinator of the Professional Papers Program

III. Scope and Focus of Collecting

The collection will provide general documentation (e.g., curriculum vitae, photographs) of as many faculty and administrators of the school as possible. In addition, the personal papers of select faculty, administrators, and staff will also be collected.

IV. Priorities and Limitations

a. Priorities

i. Areas of Specialization

Faculty, administrators, or staff who teach, conduct research, or participate on professional organizations that focus on the social, cultural, religious, and intellectual history of Brigham Young University, the Church of Jesus Christ of Latter-day Saints, the history of Utah, or of the American West.

ii. Major Faculty Research Interests

As we obtain the papers of faculty members in different departments across campus, other faculty members from within those departments may have an interest in using their colleague's papers to compliment and further their own research. Any faculty across campus that are interested in writing the history of their department, college, or the campus would be interested in looking at the personal papers of their colleagues. Also, faculty from all disciplines that are concerned with the historical experiences of the Latter-day Saints, the history of Utah, and the history of the American West will have interest in the materials, including History, Religion,

American Studies, Sociology, Anthropology, English, Communications, Political Science, and Humanities.

b. Limitations

Any materials that fall under University Records would be transferred to the University Archives. Such materials may include, but are not limited to, materials that document university administrative functions (e.g., official correspondence, reports, agendas, and minutes) and materials that document teaching functions (e.g., course outlines, syllabi, reading lists, and examinations).

The personal papers of faculty, administrators, or staff who do not have the same areas of specialization as outlined above will not be considered for acquisition into the Professional Papers Program. Exceptions to the selection criteria must be approved by the Special Collections Coordinating Committee. Out of scope collections may be acquired by the repository under other collection development policies (e.g., 20th Century Mormon and Western Manuscripts), or will be directed to other appropriate institutions that may be interested in their materials.

Special Collections will not collect official LDS Church corporate records, but will recommend such records be submitted to the LDS Church History Department.

By agreement with the Church of Jesus Christ of Latter-day Saints, the papers of all General Authorities who were living on January 1, 1976 and thereafter are to be preserved in the LDS Church Archives, except when extenuating circumstances make it impossible to follow this policy and the LDS Church Archivist and the University Librarian agree that a person's papers would be more appropriately preserved in the L. Tom Perry Special Collections.

V. General Selection Guidelines

a. Treatment of Subject Depth

The papers of faculty, administrators, and staff of Brigham Young University will support research needs and requirements for undergraduate and graduate students, faculty and scholars, researchers, family historians and genealogists, and community members.

b. Specific Delimitations

i. Type

Historical, archival, and manuscript materials of any type will be collected.

ii. Physical Format

Primary source materials and unique historical, archival, and manuscript materials will be collected, including, but not limited to, manuscripts, photographs, journals, diaries, scrapbooks, letters and correspondence, records and archives, printed ephemera, and digital resources and assets, as well as selected artifacts for exhibition purposes.

iii. Date

1875 – 1903: Collected at the Comprehensive Level

1904 – 1945: Collected at the Research Level

1946 – Present: Collected at the Teaching Level

iv. Geographical focus

1. Brigham Young University campus: Collected at the Teaching Level
2. Satellite campuses (i.e. Salt Lake Center, Study Abroad Centers): Collected at the Representative Level
3. Brigham Young University – Hawaii campus: Excluded
4. Brigham Young University – Idaho campus: Excluded

v. Subject Emphasis

1. Institutional history

Historical collections and materials that document the development and growth of Brigham Young University.

Collected at the Research Level.

2. LDS religion instruction and research

Collections that document the teaching and research activities of the religion faculty of the university.

Collected at the Teaching Level.

3. Teaching and research on LDS social, culture, religious history

Collections and materials that document the instruction and research by the university faculty on the cultural and social history of The Church of Jesus Christ of Latter-day Saints. Foci may include historical, religious, sociological, anthropological, literary, political, and humanistic approaches.

Collected at the Teaching Level.

4. Professional service

Collections and materials that document the professional service performed by faculty, administrators, and staff as employees of the university in organizations that focus on the social, cultural, religious, and intellectual history of Brigham Young University, the Church of Jesus Christ of Latter-day Saints, the history of Utah, or of the American West.

Collected at the Teaching Level.

vi. Languages

Historical, archival, and manuscript materials in any language will be collected.

VI. Deaccessioning Guidelines

The coordinator of the Professional Paper Program may present a proposal to deaccession material to the Harold B. Lee Library's Special Collections Coordinating Committee. Materials may be deaccessioned if they do not comply with the Collection Development Policy for the Professional Papers Program.

VII. Cooperation with other Institutions

The coordinator of the Professional Papers Program will work closely with the other manuscript curators in Special Collections, including the 19th, 20th, and 21st Century Mormon & Western Manuscripts curators and the University Archivist.

The curator also collaborates and cooperates with other libraries and archives and endorses and supports collaborative projects that promote access to shared cultural resources.

VIII. Revisions

This policy was created by Dainan Skeem and Cory Nimer, July 18, 2016.