



**Cardinal Carter Library**  
**Eaton Special Collections Room Collection Policy**

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**Date:** November 2015

**Objective:**

Specialized materials that support the mission of the College, its learning community, and the subject areas unique to King's University College are acquired.

**Language(s):**

English is the primary language of the collection; also French, Italian, Latin.

**Dates of publication:**

The collection includes pre-incunabula manuscripts (pre- 1501) to the present day.

**Chronological coverage:**

The mediaeval period through the 21<sup>st</sup> century is represented.

**Source of publication:**

There are no specific geographical limitations, although most material originates in Canada, the United States, Western Europe, and the United Kingdom.

**Format:**

Manuscripts, monographs, pamphlets, realia, which includes three dimensional objects such as coins, tools and textiles, archival material including paintings and photographs may be acquired.

Material more appropriately housed in the Roman Catholic Diocese of London Archives, or Western Archives; textbooks; material for pre-undergraduates are excluded.

## COLLECTIONS PROFILE

The following categories of material are included:

### 1. ITEMS OF VALUE OR RARITY

Any item costing or likely to be appraised at \$500 CDN or more per unit will be considered, provided it meets subject, archival or artifactual criteria.

- Early items, such as
  - manuscripts, illuminated and other
  - incunabula (books printed before 1501)
- European and British imprints through 1800
  - especially English, French & Italian language, literature, history, biography, philosophy, theology, culture, and travel
- Canadian imprints:
  - Central & eastern Canada through Confederation (1867)
  - Western Canada (Manitoba & the West) through 1900
  - Yukon and the Northwest Territories through 1914
- American imprints:
  - Eastern states through 1850
  - Western states (west of the Mississippi) through 1875
- Aesthetically significant items, entailing:
  - fine printing, paper, binding
  - exceptional illustrations
  - outstanding facsimiles of significant books and manuscripts
- Significant autographed or association copies relating to individuals of national, international, local or institutional (i.e. King's University College) history or events; and particularly to:
  - Dormer, Henry Edward (1844–1866)
  - Bernanos, Georges (1888–1948)
  - Muggerridge, Malcolm (1903–1990)
  - Carter, G. Emmett Cardinal (1912–2003)
- Limited first editions of significance
  - typically 300 copies or less, but item-specific

### 2. BOOKS SUBJECT TO LOSS OR MUTILATION

- Works where size or format may require special handling,
  - (e.g.) miniature books (less than 13 cm. in height or 7 cm. in width), portfolios, ephemera, loose-leaf albums, etc.
- Fragile items, often entailing dead or dying paper, broken bindings, etc.
- Works whose illustrations may make them vulnerable to mutilation (e.g. fine plates).

### 3. ARCHIVAL MATERIAL

- Archival copies of books published by members of King's University College faculty, professional officers, administrators and staff.
- Material of an archival nature relating to King's University College, e.g. histories of the College, Students' Council yearbooks, etc.
- Archival collections associated either with the College or its context and mission.
- Videos, tapes, etc. of events, lectures, conference, etc. held at King's University College.
- Composite photograph

## COLLECTIONS

Special Collections include:

- Samuel & Madeline Clouston Collection
- William Bush Collection of Bernanosiana & Literature of the French Catholic Revival
- Faculty Recognition Collection

Archival Collections include:

- G. Emmett Cardinal Carter Collection
- Gerald Killan Fonds\*
- Henry Edward Dormer Collection
- Peter Dorland Mitchell Fonds\*
- J.M.S. Careless History Club Archival Collection\*
- Canadianization Movement Papers: 1965-1985\*

The materials in the collections do not circulate but may be used in house.

\*Archival material may be housed in compact storage.

## SECURITY AND ACCESS POLICY

The Eaton Special Collections Room is a restricted area with card access by authorized persons only. Guests, escorted by authorized persons, are asked to record the date and time of their visit in the log book. When not occupied, the room is protected by an alarm system.

## PRESERVATION AND CONSERVATION PRACTICES

The library adheres, as best it can, to Preservation and Conservation practices for the items in the Eaton Special Collections Room.

## REPRODUCTION POLICY AND PRICING

In general, permission to copy does not convey the right to reproduce or publish the material. However, in the majority of cases the material in our collections is in the public domain. While special collections require special care reproduction of material is possible in most cases. All requests for reproduction are dependent first of all on the physical condition of the item (tight bindings, fragile or brittle paper, oversize items) as our goal is to preserve the originals for future as well as current use. On occasion reproduction will not be possible because of physical condition, copyright or donor restrictions, or the existence of copies elsewhere in the University.

Photocopying is done by a staff member in order to minimize damage to the collections. There is a limit of 50 pages per bound volume and the cost for standard sizes is 25 cents per page. Digital imaging from original material is carried out by a staff member at a cost of \$25. per image.

We request that you cite the source in the form: "Courtesy of the Cardinal Carter Library, King's University College".

## ENVIRONMENTAL CONDITIONS

The Eaton Special Collections Room has an HVAC system designed to protect rare and archival material.

The room is to be kept at the following levels:

65° F, ± 2° F

45% R.H., with a daily fluctuation not exceeding ± 2%.

## LIGHTING CONDITIONS

To meet the necessary standards regarding *Radiation*, which is one of the nine generally accepted agents of deterioration that affect collections.

Lighting in this room comes from two systems.

1. General room light is provided by fluorescent fixtures suspended below the ceiling facing upward. Light in the room bounces off the white porous ceiling and fairly even across the book cases on all four walls. Ultraviolet radiation levels for this room measure very low at 6 to 7 micro watts per lumen over the whole system. These lights are seldom used thus proving a minimal concern.
2. The second lighting system consists of ambient LED indoor flood lights mounted on the ceiling. LED lights emit virtually no heat and do not fade fabrics or furnishings. These lights are on 7:30 am – 7:30 pm, Monday-Thursday, and Friday 7:30 am – 4:30 pm.

## DONOR INFORMATION

Please refer to the Gift Policy. Additional restrictions may be placed on certain items or collections, based upon negotiations with the donor. Please contact the Director of Libraries for further information.

A portion of the Reproduction and Pricing Policy wording is courtesy of the Thomas Fisher Rare Book Library, University of Toronto.