



Rowan University Archives and Special Collections (UASC) Collections Scope

Please note: The term “University” used throughout this document also refers to all of Rowan University’s historical antecedents, such as Glassboro State Normal School, New Jersey State Teachers College at Glassboro, Glassboro State Teachers College, Glassboro State College, and Rowan College of New Jersey.

The holdings of UASC have grown as a result of donations and purchases of rare and unique materials. The collections contain a wide range of formats including printed books, manuscripts, pamphlets, magazines, maps, photographs, audio/visual recordings, and other formats that support the Libraries’ mission to serve the needs of the Rowan University community, students, and faculty.

Gifts in many areas are sought and considered. UASC continues to welcome gifts in order to enhance the research and intellectual value of our holdings. UASC actively seeks and acquires new collections in anticipation of, or response to, changing academic needs and interests. The first step in offering a gift to UASC is to speak with the University Archivist. Please note that UASC only accepts gifts which have first been evaluated by the University Archivist and approved by the Director of Campbell Library.

UASC consists of materials reflecting the history of Rowan University and its surroundings, including maps, committee minutes, photographs, correspondence, publications, and memorabilia.

UASC materials cover the geographical region surrounding the University, including the borough of Glassboro, the borough of Pitman, and other nearby areas, including Gloucester, Salem, Camden, Burlington, Atlantic, and Cumberland Counties.

UASC is also committed to developing unique and distinctive collections in areas where there is little coverage. Materials may also be transferred from the Library’s general collection in order to preserve their intellectual and research value. All materials are non-circulating and are for use only in the UASC Reading Room.

UASC holdings regarding the University focus on the following:

- Images and sounds, including photographs of significant University personnel, events, buildings, grounds and campus life; and relevant images of nearby counties;
- Videos and audio recordings of important University events, lectures, cultural performances (including dramatic and musical performances), etc.;
- Yearbooks and graduation rosters, especially those earlier than 1950;

- Selected memorabilia, including clothing, banners, pennants, mugs, jewelry, etc., with the University logo;
- Artwork, including drawings, paintings, posters, designs, and illustrations associated with University programs or events;

- Student life and athletics, particularly significant memorabilia and documents reflecting history of University clubs, Greek organizations, and team sports;
- Publications, including print materials produced by the University, one of its departments or other non-University but closely related organizations such as the American Federation of Teachers (AFT), Communications Workers of America (CWA), and other University-affiliated unions;
- Official documents relating to the history and development of the University;
- Architectural drawings and plans of the campus and its buildings;
- Miscellaneous campus flyers and other literature, including print publications, such as flyers; newsletters and other ephemera; and materials produced and/or distributed on campus through unconventional or unofficial channels that provide a sense of the University's culture at a point in time;
- Relevant material about the founders of the University or significant figures whose lives and careers contributed to the history of the University;
- Faculty publications, including select printed monographic works by Rowan faculty;
- Agendas and minutes of Board of Trustee meetings;
- Course catalogs, including those for undergraduate, graduate, and summer sessions;
- Student publications including newspapers, yearbooks, and art and literary publications;
- Documents related to the history of Campbell Library, including publications, annual reports, publicity releases, selected newspaper clippings, and photographs;
- University Senate minutes;
- Annual Reports of the President of Rowan University;
- Alumni magazines;
- Commencement programs; and
- Middle States reports, including Self-Study reports.

The Rare Books Collection consists of material deemed of such value that it is housed separately from the regular stacks. The collection includes books whose format, age, scarcity, fragility, or other unusual characteristics merit their withdrawal from the general collection; limited edition books; inscribed copies of books by distinguished authors; and books whose age, format, scarcity, or other unusual qualities merit special care.

UASC collects rare works from the nineteenth and twentieth centuries, as well as, on a more limited scale, the sixteenth, seventeenth, and eighteenth centuries. Operating with modest funding, the goal of UASC is to acquire artifacts that build on our existing strengths and support the University curriculum. Specific donor guidelines exist and must be satisfied whenever rare works are donated to the collection. However, all gifts and purchases become candidates for rare books classification when they meet the following criteria:

- **Value:** Books must first and foremost provide scholarly value. Books are never collected solely for their monetary or market value, and a book is not considered rare because of its market worth or age. Rare books are purchased to enhance research use or are retrieved from stacks and placed in rare book classification only when they possess first edition status, edition variation, favorable provenance history, or publication scarcity. Commercial bindings do not diminish a rare work's scholarly research value, paper quality, or typography style.

- **Date**: Books published during the hand-press period (prior to 1830) in both England and Europe will be issued rare status, as indicated by the Rare Books and Manuscripts Section of ACRL (the Association of College and Research Libraries). However, rare first editions exist in every century, and twentieth century first editions are not excluded from consideration. All American imprints prior to 1821 will be issued rare book status. Because of UASC's existing New Jersey special collection, books printed in New Jersey before 1850 should also be given rare book treatment.
- **Cost**: Materials costing or valued at more than \$500 per volume.
- **Edition**: First editions and limited editions of 500 copies or fewer are favored.
- **Unusual formats**: Broadside, manuscripts, miniature books, and artists' books are considered.
- **Inscriptions**: Items signed by an author can be both expensive and highly valuable, but provide little scholarly value or research use. Thorough consideration will be placed on such purchases when the need arises. Items inscribed with significant genealogical information will also be considered.

Areas of special interest:

- The history of southern New Jersey;
- The participation of southern New Jersey in wars;
- Genealogical histories of southern New Jersey families;
- Histories of the Quakers and Quaker meetings in southern New Jersey;
- Numismatics and the history of American minting;
- The process of glass-making and its history;
- The history of business in southern New Jersey;
- The history of education in southern New Jersey;
- The history of manufacturing in southern New Jersey;
- Women's history in southern New Jersey;
- The history of the movements for gender equality in southern New Jersey;
- The history of the struggle for African American civil rights in southern New Jersey;
- The history of and the movements to achieve civil rights for the LGBT+ community in southern New Jersey;
- American television history

Areas and items which are not collected include:

- General history;
- Presidential history;
- Religious history;
- Newspapers and newspaper clippings;
- Most works of Rowan University alumni;
- Bibles, unless they contain significant genealogical material;
- General fiction or leisure reading;
- Collections containing confidential data, including but not limited to information protected under HIPAA, FERPA, PCI-DSS, or other regulations governing personally identifiable information (PII) and sensitive institutional records;
- Textbooks and religious or pedagogical texts