

Collection Development Policy

Purpose

This collection development policy acts as a written statement of the UCLA Chicano Studies Research Center Library's intentions for expanding its library and archival holdings. Its purpose is twofold: one, to function as a comprehensive document that guides the library staff's present and future budgeting decisions. This policy together with a collection development plan will help measure the strengths and weaknesses of the collection and guide future acquisition decisions. Two, this policy clearly outlines the roles, duties, and responsibilities of all persons involved in selecting materials. It is intended to inform and educate staff by providing them with a course of action for selecting, purchasing, and weeding collection items. Therefore, this policy sets out a consistent plan for the management and development of the collection to meet the needs of the ever-changing community it serves. The CSRC seeks to ensure that its collections reflect its commitment to respond to the information needs of those interested in Chicana/o/x, Central American, and Latine experiences in the United States.

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1.1 Basis for Policy

1.1.1 Mission Statement

Established in 1969 to support scholarship, teaching, and research in Chicano Studies at the University of California, Los Angeles, the Chicano Studies Research Center aims to serve the field worldwide through access, reference, and instruction and to document the activities of the Chicana/o, Central American, and U.S. Latine communities by collecting primary sources and artifacts of artistic, cultural, historical, political, and scientific significance.

1.1.2 Objectives

- Be an active primary research repository that appraises, collects, organizes, describes, preserves, and disseminates materials essential for advancing and understanding Chicana/o, Central American, and U.S. Latine communities.
- Encourage research efforts to study the history of Greater Los Angeles and California, focusing on the experiences of Chicana/os, Central Americans, and U.S. Latines.
- Enhance research in various subject areas, including, but not limited to, the arts, the hard and social sciences, history, and law, by developing a comprehensive collection of primary source materials accessible to researchers, faculty, students, and the community at large.
- Use the most current library and archival standards to process and provide access to CSRC holdings.
- Organize conferences, colloquia, exhibitions, and workshops on subjects related to CSRC holdings.
- Organize programs promoting outreach to the community and educational institutions, encouraging the access and integration of primary source materials into their curricula.
- Liaise with other campus libraries, special collection units, educational institutions, and other individuals or groups nationally and internationally to share resources and establish collaborative projects.
- Increase outreach efforts to campus departments and faculty, independent researchers, K-12 educators, and diverse Chicana/o, Central American, and U.S. Latine communities to promote the use of the library and archival holdings.
- Develop strong donor relations with the Chicana/o, Central American, and U.S. Latine communities.

1.1.3 Community Description

The CSRC Library and Archive is just one of the research arms of the Chicano Studies Research Center, which is one of four ethnic studies centers located on the UCLA campus. The CSRC Library and Archive serves the entire campus, including undergraduate and graduate students, faculty, and lecturers in the College of Letters and Science and the professional schools. In addition to the UCLA community, the CSRC extends its services to many visiting scholars, independent researchers, and community members worldwide.

1.2 Library

1.2.1 Description of the Library Collection

The UCLA Chicano Studies Research Center Library was founded in 1969 and was the first library of its kind anywhere. Its mission was to serve the research needs of students and faculty who did not find adequate resources and subject expertise on the Chicano experience in college and university libraries. Chicano Studies libraries were soon established at a number of other universities in California and the Southwest. Today, the CSRC Library and Archive continues to serve the needs of students, faculty, and researchers in the United States and internationally. The presence of the library and archive also highlights the heritage of diverse and rich culture and serves as a source of pride to people of Mexican descent in the United States. It is the last freestanding Chicano studies library in the United States.

As of 2023-2024, the Library's holdings comprise roughly 648 archival collections and an estimated 349,712 digital and physical items combined. That includes 320,143 digital objects, 12,799 monographs, 521 journal titles, 1,063 publication titles, 781 dissertations, and 1,364 newspaper titles from local, state, national, and international syndicates. The library's holdings include original artwork (186), posters and prints (1,211), and a film collection comprising over 2,900 audiovisual elements, such as Super 8, BETA, 16mm and 35mm films, audio reels, cassettes, and many other formats.

1.2.2 Selection Plan

A. Criteria

When selecting materials, the following should be taken into consideration:

- Materials that document the life experiences of Chicana/os, Mexican Americans, Mexican immigrants, Central Americans, and the local and national organizations affiliated with these communities
- Materials reflecting the experiences of other Latine groups and communities in the U.S. whose lives intersect with the Chicana/os experience
- Materials should be meaningful and relevant to the needs of patrons

- Materials should promote critical thought and further investigation
- Layout and format should be appropriate and relevant to the type of material
- Materials should be suitable for target groups and independent learning

The Librarian should also consider the logistics of care for such materials, the ease of using and accessing materials, the demand for materials, the source of information, expenses, and the availability of materials at other campuses, and not purely the material's content.

B. Language

The CSRC Library and Archive seeks to document the Chicana/o, Central American, and U.S. Latine experience comprehensively. For this reason, it attempts to acquire materials regardless of language. However, most serial titles, monographs, and reference items are in English, while approximately 25% are in Spanish, and less than 1% are in Portuguese, Italian, French, or German. English translations of publications are preferable. Nevertheless, due to the increasing number of publications in Latin America on these experiences, materials in Spanish will also be considered.

C. Sources

The following sources should be taken into consideration when seeking new materials:

- Bibliographies
- Review Sources
- Vendor Lists
- Faculty Recommendations
- Course Syllabi
- Demand-based on reference interviews

D. Donations

The Library gratefully accepts all donations in good condition, understanding that they will be considered for addition to the collection according to the selection criteria outlined in its Collection Development Policy. Following donations, donors will receive a standard thank you letter, and a bookplate acknowledging the donation will be placed within the new title(s). Donations with stringent donor restrictions will not be accepted, and the CSRC Library reserves the right to sell or otherwise dispose of gift materials not added to the collection.

1.2.3 Use

The CSRC Library is non-circulating. Items are only loaned to exhibiting institutions pending a Loan Agreement outlining the purpose and duration of the loan and any special requirements, including transport, handling, and preservation needs. The borrower must provide insurance and bear all costs of the loan.

1.2.4 Retention Plan

Current materials and/or meet patrons' immediate needs should be retained. Materials should reflect the current demographic of their users, which can be assessed yearly by gathering basic data collected through patron sign-ins stored on the CSRC Access database. Materials should demonstrate use through wear and tear, demand, or circulation. Reference materials, in particular, should be kept with the condition that they remain current.

1.2.5 Weeding

The following plan outlines the criteria and weeding schedule for deaccessioning any library item. The Librarian will create a list of materials to be deaccessioned and present it to the CSRC Director for review. No titles shall be deaccessioned without the Director's approval. No item shall ever be discarded. Whenever possible, the Librarian should attempt to trade weeded items with other repositories for items lacking in the CSRC collection. If no trade is available, items should be sold and funds deposited in the library budget. If materials do not sell within six months, they should be donated to another campus or local public library.

A. Criteria

The following items should be considered for deaccession:

- Items that are outdated, obsolete, or reflect a lack of use
- Duplicate copies (greater than two copies)
- Moldy or severely damaged items that are beyond repair

B. Schedule

The library collection should be weeded every three years to ensure materials remain relevant and current. A title list inventory will be conducted yearly during the summer months. The CSRC Librarian will use the completed inventory to assess the collections' strengths and weaknesses, as well as subject gaps, and identify duplicate, damaged, missing, or lost items.

1.3 Archive

1.3.1 Description of the Archives and Special Collections

For over six decades, notable Chicana/o/x individuals and organizations have donated their papers to the UCLA Chicano Studies Research Center (CSRC) Library. Today, the CSRC houses over 648 archival and manuscript collections totaling more than 5,000 linear feet of historical material. The collections document the Chicana/o, Central American, and U.S. Latine experience in the arts, music, literature, health, history, policy, immigration, border studies, education, language, gender, and sexuality.

Since 2001, the CSRC has launched major preservation projects in music, cinema, and the visual arts, receiving over \$1 million in grants from numerous sources, including but not limited to the Center for Community Partnerships, the Ford Foundation, the Getty Grant Program, the Haynes Foundation, Los Tigres del Norte Foundation, the Mellon Foundation, the Council for Library and Information Resources, the National Endowment for the Humanities, the National Association of Latino Arts and Culture, the Rockefeller Foundation, and UCMEXUS.

Our mission is to document, preserve, and provide access to the rich and diverse history of Chicana/os, Mexican Americans, Mexican immigrants, Central Americans, U.S. Latines, and any other communities whose stories give a greater understanding of the overall experience of these communities. Doing so provides support for future research, classroom instruction, and the public at large. We work closely with community groups to ensure that our projects not only safeguard the historical record but also contribute to the more immediate needs of the community itself.

1.3.2 Selection Plan

A. Criteria

When selecting materials, the following should be taken into consideration:

- Materials should fall within the scope and content of CSRC collection guidelines
- Materials should be meaningful and relevant to the needs of patrons
- Materials should promote critical thought and further investigation in Chicana/o and Central American Studies.
- Can the CSRC afford all expenses related to the processing, preservation, storage, and accessibility of this donation?
- Is the CSRC capable of adequately housing the donation?
- Would the Archive be competing with another repository for this donation? The CSRC Library and Archive does not compete for collections when the competition would endanger the integrity or the safety of the materials. When appropriate, the CSRC will instead collaborate with other repositories to ensure that materials are appropriately processed and effectively utilized.
- Board, faculty, and/or donor recommendation
- Patron usage/demand

B. Scope and Content

The CSRC Library is dedicated to acquiring primary source materials documenting the life experiences of Chicana/os, Mexican Americans, Central Americans, U.S. Latines, and the local or national organizations affiliated with these communities within Southern California, emphasizing the greater Los Angeles area. Materials not directly related to this region will be referred to other appropriate repositories collecting those areas.

C. Date Range

Historians have generally accepted the periodization of Chicano history into two primary periods: 1548 to 1848 and 1849 to the present. The CSRC collects materials from both of these periods. However, there is an emphasis on materials from the 1940s to the present.

D. Format/Language

Materials are acquired comprehensively regardless of format and language (although emphasis is placed on English and Spanish).

1.3.3 Acquisitions

In addition to accepting unsolicited donations, the Archivist will actively seek donations. The library gratefully accepts all donations in good condition, understanding that they will be considered for addition to the collection according to the selection criteria outlined in its Collection Development Policy for the archives. All donors must sign a Deed of Gift. Following donations, donors will receive a standard thank you letter from the CSRC and the UC Regents acknowledging their gift. The CSRC does not accept collections on deposit, loan, or with stringent donor restrictions (see Section 1.3.7, "Limitations"). The CSRC cannot appraise donated materials to determine fair market value, provide tax advice, or interpret tax laws to answer individual questions (see Section 1.3.4, "Appraisal").

The CSRC Archive has no acquisition budget to purchase collections. It relies on the goodwill of potential and existing donors who share the Archives' interest in preserving Chicana/o, Central American, and U.S. Latine history and culture through the growth and development of its research collection. Notwithstanding intrinsic or informational values of records, the acquisition of records will take account of the resources required to make the material available for research purposes in a reasonable period, the extent and terms of any restrictions, the legal rights of the donor to place the records in the Archives, their relationship to the strengths and weaknesses in the existing holdings, the availability of appropriate storage facilities and the physical condition of the records with the probability of being able to conserve them for a reasonable period.

The Archives generally do not acquire monographs or published materials unless they have unique or compelling reasons to accompany acquired archival records. Materials not meeting this prerequisite will be added to the primary library collection or referred to another library.

Artifacts are generally not acquired by the Archives unless there are unique or compelling reasons for them to accompany acquired archival records. Artifacts that do not meet this prerequisite or that the Archivist feels cannot be appropriately cared for at the CSRC will be referred to an appropriate museum authority. In some instances, a joint acquisition process may be appropriate.

1.3.4 Appraisal

FOR TAX PURPOSES. The CSRC cannot appraise donated materials to determine their fair market value since the Center is considered an interested party in the transaction. Such evaluations do not meet the IRS definition of "qualified appraisal." To qualify as acceptable for income tax use, the appraisal must be performed by an objective, qualified appraiser, unconnected with either the donor or the institution, hired for this purpose by the donor. The donor may apply a value on gifts for insurance purposes; however, the IRS requires proof of appraisal for any value exceeding \$4,999.99. Please note that the IRS can request evidence of appraisals under \$4,999.99 if audited. In addition, the Archive cannot provide tax advice or interpret tax laws to answer individual questions. Donors should consult an expert tax advisor for information on using gifts or property for charitable contribution deductions.

1.3.5 Use

The CSRC does not circulate special collection items to the general public. Special Collection items are **ONLY** loaned to exhibiting institutions pending a Loan Agreement outlining the purpose and duration of the loan as well as any special requirements, including transport, handling, and preservation needs. Borrowers must provide insurance and bear all costs of the loan. For reading room rules, see below.

A. Reading Room Rules

- In-library use of archival collections will be under the direct supervision of library staff.
- Ink pens are not permitted in the reading room. Patrons must **ONLY** use pencils while working with archival collections. Pencils and paper are available upon request.
- Patrons may **NOT** eat, drink, or chew gum while using archival collections. This includes water bottles.
- Archival collections **CANNOT** be removed from the library at any time.
- Only materials needed for research may be taken into the reading room when using archival collections. Briefcases, handbags, computer cases, coats, and hats are **NOT ALLOWED**. They may be kept in the librarian's office.
- Loose-leaf paper, pencils, laptop computers, and mobile devices in silent mode are allowed at the study tables.
- Readers must silence cell phones and leave the reading room to place or receive calls.
- You **MUST** request permission to scan any archival documents. Scanning is decided on an item-by-item basis. No more than 10% or 200 pages- whichever is less, will be copied from any collection. Additional restrictions may apply based on copyright law or donor agreements.
- Do **NOT** rearrange any archival materials.
- **NO MORE** than **ONE BOX** and **ONE FOLDER** may be viewed simultaneously.

B. Care and Handling

The patron is responsible for the care and handling of the materials. All materials in the department must be handled with great care.

- Under NO circumstances are marks of any kind to be made or erased on archival materials.
- NO tracing or rubbings may be made of the archival materials.
- Materials should remain on the table while being consulted. All materials are to be viewed flat. Do NOT fold any archival materials.
- Book cradles, pillows, and weight snakes should be employed to aid the use of fragile materials.
- NO books, papers, or objects may be laid on top of the materials, nor should the reader lean on them.
- NO direct handling of photographs is allowed. Appropriate cotton gloves will be provided.
- Non-flash photography is allowed but must be approved and supervised by staff.

1.3.6 Collaborative Agreements

When appropriate, collections that comprise film, video, audiotapes, and other recording mediums will be deposited for storage at the UCLA Film and Television Archive, the UCLA Library Special Collections, the UCLA Instructional Media Library, or the UCLA Music Library. The CSRC will contact the appropriate repository depending on the specific conservation needs of each collection.

1.3.7 Limitation

The Archive can best use its limited resources for preserving and cataloging records and making them available to researchers by only collecting records that remain permanently in the Library and permanently available to the public for research. For this reason, the CSRC Archive does not accept deposits or collections on loan. Donations that carry stringent donor restrictions will not be accepted.

1.3.8 Deaccessioning

The Archivists will remove duplicate copies of the same documents according to the collection's deed of gift (DOG). Standard practice will be applied if this is not addressed in the DOG. The standard practice is to keep only three copies in the collection. Personally identifiable information will be restricted per FERPA, HIPPA, and federal and state laws, and any such items as financial records will be returned to the donor. Items that do not have historical significance or do not fit the collecting scope will be recommended for deaccession and presented to the CSRC Director for final review.