

GUIDELINES FOR EXPENDITURES OF FUNDS  
of  
The Friends of the University of Toledo Libraries

Outline of Priorities:

- A. Acquisitions
  - 1. Support existing Ph.D. programs
  - 2. Develop existing strengths
  - 3. Exemplify History of Books
    - a. history of printing
    - b. bindings and illustrations
    - c. private presses
    - d. first and original editions
    - e. limited editions
    - f. books before certain dates
  - 4. University of Toledo local and oral history
  - 5. Supply required reference tools
- B. Friends' Programs
  - 1. Ordinary activities
  - 2. Special programs
- C. Specialized Equipment

Overview and General Guidelines:

- A. The purpose of building the rare books collection is to support teaching and scholarship, especially in the humanities.
- B. Such collection building is to be done in such a coordinated way that the materials fit the total research design.
- C. Since financial resources are limited, purchases should be made on a narrow basis rather than broad, in-depth collecting of a single author rather than broad coverage of a subject area, discriminating rather than comprehensive.
- D. Build on existing strengths; create Desiderata lists of desired items; make sure working texts of rare editions are available in the general collection.
- E. Effect dialogue and agreement with regional institutions to avoid duplication or overlapping of collections.
- F. Publicize holdings to foster use.
- G. Provide consistent funds for expenditures, perhaps a yearly budgeted amount with the unspent monies building an endowment.

II. Initiate consultation with faculty, graduate students, and subject specialists.

I. Foster a procedure for trading materials with other institutions

Specific Guidelines:

A. History of Printing, Bindings and Illustrations

1. collect only samples
2. include current and non-current printing manuals, type specimen books, and examples of important printers.
3. authenticate binding styles with expert advice
4. collect selectively at a low intensity

B. Private Presses

1. collect only representative examples
2. avoid local and state-wide examples since the Toledo Public Library collects these
3. for existing areas of research, collect comprehensively and with high intensity
4. but for the field in general, collect selectively at a low intensity

C. First and Original Editions

1. collect original editions of significant authors in the fields of academic research
2. consult particularly with the English Department to determine who are the significant authors
3. avoid the first and original editions of great writers unless a collection strength already exists
4. concentrate on secondary authors supporting an area of academic research
5. collect comprehensively and with high intensity

D. Limited Editions

1. only purchase limited editions of 300 copies or less
2. but, only those 300 copy limited editions which support the existing collected authors or for areas of academic research
3. limited editions of up to 500 copies should be carefully evaluated on the basis of the author's relationship to the existing collection or research endeavors
4. for research areas collect comprehensively and at high intensity
4. for the field in general collect selectively and at a low intensity

E. Printing Dates

1. all books printed before 1701
2. printed in Europe before 1770
3. in Great Britain up to 1800
4. in North America before 1820
5. in Ohio and Western U.S. before 1850
6. in South America before 1820

7. other locations in the U.S. according to the date of the start of printing
8. only purchase items before these dates if they support existing research areas or existing strengths
9. accept gifts of items before these dates and attempt to trade them for early items supporting our collecting policy

F. Local and Oral History

1. do not duplicate the efforts of the Toledo Public Library, the Martha Kinney Cooper Ohioana Library Association in Columbus, or the Ohio Historical Society Library in Columbus.
2. foster the archival activity relative to the University of Toledo
3. limit oral history to community persons as they relate to the University
4. support oral history of university personnel
5. coordinate activities with the University's History Department
6. attempt to collect all autographed copies, manuscripts, papers, records etc. of items produced by University faculty during the time they are or were at the University.
7. within these limitations, the collecting and other activities should be comprehensive and at a high intensity

G. Periodicals and Newspapers

1. there should be very limited collecting of this type of material
2. where they support an area of research, the collecting should be selective and at a low intensity

H. Manuscripts and Typescripts

1. for the field in general the collecting should be selective and at a low intensity
2. where areas of research exist, collect comprehensively and at a high intensity

I. Reference and Secondary Sources

1. in general all reference and secondary sources should be kept in the general collection of the library
2. exception should be made for highly used reference materials only when the level of scholarly activity reaches a level to warrant the purchase of duplicate reference materials

Existing Strengths at the University of Toledo:

- A. Professor Noel Stock's Ezra Pound materials
- B. President Carlson's Arctic Collection
- C. 19th Century (middle) literature, donated by John Poag
- D. Black authors, primarily poetry, with many first editions

- E. History of Printing
- F. William Faulkner
- G. Toledo and Northwest Ohio early settlers (1860's, letters, books, manuscripts etc.)
- H. Brand Whitlock letters, manuscripts, books
- I. Children's books (best 20th century illustrators)
- J. Gift Books (Christian keepsakes etc.)
- K. Bindings (cross section of binding samples)
- L. Early school books (nature, chemistry, history)
- M. English grammars, dictionaries
- N. Eudora Welty (?)
- O. Early 20th century novels
- P. Dissidents
- Q. Women's Movement
- R. Periodicals (early runs)
- S. Manuscripts; Archival materials; Private presses; Limited editions; Association copies; First editions; Early printing dates

N.B. An evaluative analysis ought to be made of these strengths to determine how they fit within the overall guidelines elaborated above. Where supposed strengths are not real, consideration might be given to dropping that particular area of collecting.

Potential areas for future collecting to support research:

- A. 20th century American Literature (perhaps Southern authors)
- B. Religion, as part of life (first editions)
- C. History of Colonial America
- D. Far East and Japan
- E. Middle European History
- F. Philosophy (in English language)
- G. Right Wing Dissident Movement (early original editions)
- H. Children language books, textbooks (especially French)

Collection strengths at Bowling Green State University:

- A. Early editions of selected English and American authors, including Dickens, Whitman, Thoreau, Howells
- B. Collection of early 20th century materials on theater, history and stage design
- C. History of Ohio counties and books on Northwestern Ohio
- D. Popular works from the late 19th and early 20th century
- E. The Northwest Ohio-Great Lakes Research Center at B.G.S.U. emphasizes the State of Ohio, local history, Great Lakes history, genealogy. B.G.S.U. participates in the Ohio Network of American History Research Center. (The Toledo Public Library has a local history collection and an oral history special collection.)

Extensive collection strengths at the University of Michigan:

- A. early Bibles
- B. English and American drama before 1850
- C. Stephen Spaulding collection of history and military science
- D. history of astronomy and mathematics
- E. Hubbard Imaginary Voyages collection (mainly Defce)
- F. Islamic and Oriental manuscripts
- G. medieval and Renaissance manuscripts
- H. papyri, including documents and literary fragments in Egyptian, Greek, Latin, Coptic and Arabic from 5th century B.C. to 8th century A.D.
- I. Worcester Philippine collection
- J. French drama
- K. Van Volkenburg and Sanders
- M. theatrical materials
- N. herbals
- O. English including local, French and Hawaiian history
- P. history, language and literature of Friesland and the Netherlands
- Q. history of science
- R. Oneida Community materials
- S. German publications of the Nazi period
- T. English language dictionaries
- U. Shakespeare
- V. works on and by Carlyle, Pater, Swinburne, Tennyson, Trollope
- W. Stellfield music collection, including 18th and 19th century music scores
- X. Hobbs
- Y. polar regions
- Z. Elzevier imprints, French and Belgian society publications
- AA. the Asia Library with Japanese, Chinese and Korean vernacular publications
- BB. history of dentistry
- CC. Michigan historical collections
- DD. Wm. L. Clements Library of American History to 1830
- EE. rare law books and incunabula in medical history
- FF. Museum library of the natural sciences
- GG. Labadie collection on protest and reform movements
- HH. transportation collection: canals; railways; and modern mass facilities

Strengths at Wayne State University:

- A. the archive of labor history and urban affairs, including labor union records, personal papers relating to labor history and related social issues and urban folklore
- B. Leonard N. Simms collections of Michigan history
- C. Kasle collection of Judaica and Hebraica
- D. Eloise collection of children's literature

Strengths at Western Michigan University:

- A. ecology-research collection, including personal library of ecologist C.C. Adams
- B. regional history collection of Southwestern Michigan
- C. Ann Kercher memorial collection on Africa

Strengths at the Detroit Public Library:

- A. National automotive history collection
- B. Michigan Great Lakes and Northwest Territory
- C. Black American in the Performing Arts
- D. Patents
- E. Genealogy
- F. National Bibliography