**Collection Development Policy**

**Ozarks Heritage Research Center**

**Mission**

The mission of the Missouri State University-West Plains Ozarks Heritage Research Center is to acquire and make accessible a variety of materials to promote critical study of the Ozarks.

**Scope**

The Ozarks Heritage Research Center is committed to preserving the work of Ozarks scholars and authors. Materials preserved in the collection are meant to serve scholarly researchers, regional history enthusiasts, and students. To this end, the Research Center seeks to collect and make available documents and visual sources that represent the history and cultural heritage of the southern Missouri Ozarks more specifically, the south-central and southeast Missouri Ozarks. The Ozarks Heritage Research Center seeks to play a role in the broader research community by building collections in historical and cultural collections not available anywhere else.

**Priorities of the Collection**

* **Desired Level of Collecting** – The Ozarks Heritage Research Center will exhaustively collect materials that pertain to the history and culture of south central and southeast Ozarks, including materials written by and about Missourians.
* **Geographic Areas Collected** – Missouri Ozarks and South-Central Missouri, especially the counties of Butler, Carter, Crawford, Dent, Douglas, Howell, Iron, Oregon, Ozark, Phelps, Reynolds, Ripley, Shannon, Texas, Washington, Wayne, and Wright. The Research Center will selectively acquire materials from the Arkansas Ozarks regions.
* **Forms of Material Collected** – The Ozarks Heritage Research Center accepts donations of materials that pertain to the history and culture of the Ozarks. This list, which is subjective and not definitive, illustrates the wide range of materials accepted by the center and those materials most useful for researchers and history enthusiasts:
  + Books
  + Diaries
  + Digital materials
  + Manuscripts
  + Maps
  + Music
  + Newspaper clippings
  + Oral history tapes/CDs (include identifying information)
  + Personal/professional papers and/or correspondence
  + Photographs (with subjects/locations identified)
  + Public records
  + Prints
  + Sound recordings
* **Exclusions** – The Ozarks Heritage Research Center will not generally accept items that are copies of originals. The Ozarks Heritage Research Center will not accept materials without a signed deed of gift.

**Acquisition Protocol**

The MSU-WP Ozarks Heritage Research Center subscribes to the policy of selective acquisition. The Research Center staff processes all requests for donations and loans, and along with the coordinators, has the final authority to accept or deny any proposed objects. Donations are reviewed with consideration of the object’s pertinence to the Research Center’s mission.

**Statement of Deaccessioning Policy**

Systematic withdrawal is an essential function and tool of collection development and curation. Material selected to be deaccessioned may be returned to the donor or heirs (based on donor agreements), gifted/transferred to a more appropriate repository, or discarded. In identifying materials for deaccessioning the staff considers the following:

* Does the material in question fall within the scope of our collection development policy?
* Has the material deteriorated in such a way that it cannot be reproduced or is beyond being useful due to its condition?
* Have the materials been subjected to poor environmental conditions, resulting in mold, damage, or show evidence of being exposed to rodents/pests?
* Do any established externally imposed restrictions such as records retention schedules, disposition authorizations, or donor agreements apply to the material?

**Collection Development Policy Review**

This collection policy is designed to meet the goals of the Ozarks Heritage Research Center. To determine the effectiveness of the collection policy, at the end of every year, the staff will review the acquisitions, user records, and deaccessions of the preceding year. The policy will be evaluated and changed as needed to meet the goals of the Ozarks Heritage Research Center and Missouri State University-West Plains.