

Department of Library Special Collections Collection Policy and Guidelines

The Department of Library Special Collections (DLSC) is made up of three units: Kentucky Library Research Collections, Manuscript & Folklife Archives and University Archives. Donors should contact DLSC at spcol@wku.edu or 270-745-5083 about potential donations.

Collecting Focus:

The Kentucky Library Research Collections chiefly acquires printed material—books, pamphlets, newspapers, serials, maps, broadsides, photographs, postcards, ephemera—about the history and culture of Kentucky and the South with special emphasis on south central Kentucky. Our core collecting area includes these counties:

Adair, Allen, Barren, Breckinridge, Butler, Christian, Clinton, Cumberland, Daviess, Edmonson, Grayson, Green, Hancock, Hardin, Hart, Henderson, Hopkins, Larue, Logan, McLean, Metcalfe, Monroe, Muhlenberg, Ohio, Todd, Russell, Simpson, Warren, Wayne, Webster.

Manuscripts & Folklife Archives chiefly collects holographic (handwritten) material related to the history and culture of Kentucky, with emphasis on the counties listed above. This material may include, but is not limited to, letters, diaries, court records, travel journals, autograph albums, church records, business records, architectural drawings, land grants, hand-produced graphics, literary papers, political papers, etc.

University Archives is a valuable resource for anyone interested in Western Kentucky University and its history. Potential donations of material include WKU-related memorabilia, photographs, postcards, films, student organization records and alumni organization records. We also collect records pertaining to WKU's founding and allied institutions: Bowling Green Business University, Glasgow Normal School, Ogden College, Potter College for Young Ladies and the Southern Normal School. For more information see [Donate to WKU Archives](#).

Donors should know that Library Special Collections:

- does not make monetary appraisals of gifts. If an appraisal is needed, the donor should have one done before the materials are donated. Most gifts-in-kind are tax deductible. Donors should consult their tax preparer when making such gifts.
- evaluates potential donations through an Accession Committee comprised of departmental faculty who may consult with resource specialists and WKU library faculty.
- acknowledges potential donations with a Temporary Custody Receipt when materials are delivered to Library Special Collections for consideration.
- returns donations that are not accepted within 3 months of the date on the Temporary Custody Receipt. These should be picked up by the donor. Library Special Collections personnel will communicate with the donor by registered letter.
- disposes of this material in any manner deemed advisable if not picked up by the donor within 3 months.
- considers a donation completed when the signed Deed of Gift forms are returned by the donor.
- has limited resources and space; therefore, it is not possible to keep more than one copy of the same book. Exceptions to this rule will be determined on a case-by-case basis by the Accession Committee.
- may refuse materials with condition issues such as mold, insect infestation, or physical damage in order to protect existing special collections.
- accepts monetary donations which should be directed to the Department head. Such gifts enable staff to prioritize the processing of collections and digitization projects which make materials more accessible to researchers. Checks should be made payable to Department of Library Special Collections and sent to DLSC, WKU; 1906 College Heights Blvd. #11092; Bowling Green, KY 42101-1092.
- in rare cases may consider deaccessioning for any of the following reasons or combination of reasons: physical damage, potential damage to other archival material, limited research value or use, multiple copies, or conversion to alternate formats.
- can provide limited pickup for large donations when given sufficient advance notice.