

**Maag Library  
Archives & Special Collections**

**Special Collections Policy**

**Purpose:**

The purpose of this policy is to:

- State the mission of Special Collections
- Define “special collections”
- Establish guidelines for the acquisition, approval, and use of Special Collections

**Mission:**

The “special collections” mission of Maag Library Archives & Special Collections is to identify, appraise, organize, preserve, and make available to patrons published works and unpublished manuscripts that have been deemed:

- To have special historical significance regarding Youngstown State University;
- To have special historical significance regarding Youngstown and Mahoning County, Ohio;
- To have special historical significance regarding the iron and steel industry in Youngstown and the Mahoning Valley;
- To have special historical significance regarding Ohio and its people;
- “Rare,” fragile, or to possess unusual monetary or intrinsic value.

**Composition of Special Collections:**

In accordance with the criteria listed above, Special Collections consists of the following types of materials:

- Books on general subjects.
- Oversized and double-oversized books.
- One-half of the B.F. Wirt collection.

- Antebellum and Civil War history.
- Publications relating to Youngstown State University, such as budget books, yearbooks, and catalogs.
- Books published by members of the YSU faculty.
- Publications relating to Youngstown and the Mahoning Valley, including city directories and historical monographs.
- YSU undergraduate and graduate theses and doctoral dissertations.
- Transcripts of oral history interviews.

Use of Special Collections Materials:

Special Collections materials are accessible to all Maag Library patrons; however, the following conditions will be observed:

- Access and use of materials will be limited to the Archives Reading Room;
- A staff member from Archives & Special Collections will be present in the Reading Room at all times whenever special collections materials are being used by patrons.
- No Special Collections items will leave the environs of Archives & Special Collections under any circumstances.
- Photocopies and/or digital reproductions of pages appearing in Special Collections books will be made upon request by a member of the Archives & Special Collections staff, but only at his/her discretion. Items deemed to be in a very fragile state will not be photocopied or digitally scanned.

Position and Authority of the University Archivist:

The University Archivist is authorized, on behalf of Maag Library and Youngstown State University, to solicit, acquire, have accessioned, appraise, arrange, describe, have de-accessioned, and make available the materials comprising Special Collections.

Any one can recommend books or other works for inclusion into Special Collections; however, the University Archivist is the final approval authority for the inclusion or exclusion of such items.

Outline of Responsibilities:

The Archives & Special Collections Staff will maintain and oversee the use of the materials found in Special Collections.

The staff will assess patron needs regarding Special Collections materials and will provide access under the controlled conditions of the Archives Reading Room.

Cataloging functions of Special Collections books will be the prerogative of the Collections Services section of Maag Library.

Collecting Policy:

Books may be donated by individuals directly to Special Collections or through the Collections Service Department of Maag Library.

Access and Reference Policies:

See Archives & Special Collections Reference Policy

Point of Contact:

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