RARE BOOK COLLECTION

Purpose:

The Rare Book Collection is designed to protect, preserve, and make available books which are valuable by reason of age, rarity, or other factors.

Collection Considerations:

1. First or special editions.
2. Autographed, inscribed, or annotated books.
3. Books published before 1895 and/or considered valuable for their intrinsic and informational significance.
4. Relationship with an archival collection.
5. Books recommended by librarians, faculty members, or students as needing extra protection even though they do not meet the above criteria.

Procedures:

1. To preserve potentially rare books, the collection development librarian and the archivist may consult to determine the rarity of a book.
2. Books added to the Rare Book Collection are classified according to Library of Congress system.
3. Rare book tags are given to Technical Processes Division for the purpose of placing the call number, bar code, and proper book designation on the tag.
4. No physical markings are placed on or in rare books.
5. The Rare Books Collection is housed separately from the Louisiana Books Collection in the Research Center.
6. Rare Books are not loaned on interlibrary loan, but may, with special permission from the archivist, be placed on reserve for faculty or student use.