



Collection Development Plan

Purpose

The Cohen Center for Kansas History is a special collection and research library housed within the Barton Community College Library. The collections contained therein are developed primarily to support the twin missions set forth by the late Barton P. and Dr. Mary Davidson Cohen: preserving historic resources in Kansas, and inspiring research, teaching, and creative work on the agricultural, cultural, economic, educational, military, and political histories of Kansas. This purpose has allowed for an enhancement of the main library collection concerning the history of Kansas and the American West; supported the teaching and research programs of the College; facilitated research by patrons whose work relies on primary resource materials; and provided research opportunities through the acquisition, preservation, and access of materials relating to the development of Kansas and the wider Great Plains. The purpose of the Collection Management Plan is to direct and facilitate management of the collection by providing a framework of principles, guidelines, and strategies to Barton Library staff members, the College's students and faculty, and visiting researchers.

Mission

The Cohen Center's collecting mission is to acquire, preserve, and provide access to a wide range of primary research materials in their original formats. By virtue of this undertaking, the Cohen Center fosters inquiry, critical thinking, and distribution of knowledge through an active engagement with the past and a situating of the present within a broader context.

A Commitment to Responsible Stewardship

As a responsible steward of historical materials of enduring value, the Cohen Center is committed to providing equal access and applying archival standards and best practices to the materials under its care.

Collecting Scope

The Cohen Center is dedicated to preserving the work of writers and researchers in their original formats. Materials deposited in the collection are intended for scholarly research that requires use of the original editions or works in original formats. This collection complements the collection plans for the main library collection by supplying rare or fine editions of texts, or by proactively collecting work that will become important historical evidence. Acquisitions must balance and strengthen existing areas of the collection.

The Cohen Center contains a variety of published and unpublished materials that are primarily concerned with the region currently comprising the state of Kansas from pre-history to the end of the 1930s. Items relevant to this geographic area are selected for acquisition if they contribute to an understanding of the historical, political, social, economic, environmental, and artistic aspects of Kansas. The collection includes rare and unique monographs, manuscripts, serial publications, archival records, and ephemeral materials.

Subject Areas Collected

The collection's subject area concentrations originate in the original bequest. Since then, the Cohen Center has acquired works of exceptional depth in various fields. These areas of strength are described below, and form the core of collection development efforts. The primary collecting focus is Kansas and the broader Great Plains region. However, materials that concern the United States as a whole are also present. Certain subject areas, such as the American Civil War, may occasionally require the collection of materials relating to other locales.

Primary Collecting Areas:

- Agriculture, Farming, and Ranching
 - *Existing Collection Strengths:* Published works on barbed wire, cattle breeds, including Herefords and Shorthorns, cattle ranching, custom combining, harvesting, threshing, and wheat farming.

- *Current Collecting Priorities:* Primary and secondary works on agricultural techniques, equipment, and materials, field crops, animal husbandry, hunting and fishing, and conservation; published and unpublished materials on the development and management of water, agricultural, and mineral resources; and scholarly studies on the historical, political, and social role of agriculture in American society. These materials support the AGRI 1100 Agriculture in Our Society class taught at Barton Community College.
- American Civil War
 - *Existing Collection Strengths:* Published primary and secondary works on antebellum issues, “Bleeding Kansas,” military and political occurrences of the war, and postbellum America and Reconstruction.
 - *Current Collecting Priorities:* Published works, manuscripts, diaries, photographs, and other materials relating to period military theory, grand strategy, and tactical doctrine; and significant figures, battles, innovations, and events of the conflict, particularly in the Trans-Mississippi states of Kansas, Missouri, and Arkansas, the territories of New Mexico and Colorado, and the Indian Territory. This collection supports the HIST 1400 American History to 1877, HIST 1403 American History to 1865, and HIST 1461 Military History/American Civil War classes taught at Barton Community College.
- American West
 - *Existing Collection Strengths:* Published works on the history and culture of the western states and territories, including overland migration across and settlement of the Great Plains region, the Pike’s Peak gold rush, the Pony Express, the Homestead Act of 1862, cattle drives along the Chisholm and Western Trails, and the Dust Bowl.
 - *Current Collecting Priorities:* Published works, and manuscripts, diaries, and letters, that document the Great Plains in the antebellum, Civil War, postbellum, and Gilded Age eras, with an emphasis on migration and settlement; primary and secondary works on community development, the William Bent family, the Arkansas and Cimarron River countries, environmental and ecological history, and cattle trail-drives and cowboys; personal and professional papers of historians and social scientists specializing in the American West; scholarly analyses of Frederick Jackson Turner’s “Frontier Thesis,” the New Western History movement, and evolving interpretations of the western American

- experience; and photographs of landscapes and peoples in the Great Plains. Although wide in scope, materials in this subject area complement strengths in the Kansas Studies, Indian Wars, Native American Studies, Santa Fe Trail, and Transportation and Communications collections as well as support the HIST 1400 American History to 1877, HIST 1402 American History 1877 to the Present, HIST 1403 American History to 1865, HIST 1404 American West, and HIST 1425 Women & the American Experience classes taught at Barton Community College.
- Biography
 - *Existing Collection Strengths:* Biographical and autobiographical works on prominent historical figures such as Clara Barton, John Baxter, James P. Beckwourth, the Bender family, John Brown, Dan Casement, the Chandler family, William F. “Buffalo Bill” Cody, Samuel J. Crawford, Cloud L. Cray, George Armstrong Custer, Frank Doster, Kate Hansen, Clifford R. Hope, John James Ingalls, Marquis James, Martin and Osa Johnson, Alfred M. Landon, James H. Lane, Alexander Majors, Alexander Quintella Miller, Sr., Moses Embree “California Joe” Milner, Cary Nation, Preston B. Plumb, William Clarke Quantrill, Jean Pointe de Sable, John Sherman, Merritt Masters Sherman, Francis Huntington Snow, Charles H. Sternberg, William Allen White, and Robert M. Wright
 - *Current Collecting Priorities:* Biographical and autobiographical works concerning distinguished Civil War and Western historians and notable historical figures including George Bent, Jesse Chisholm, James H. Cook, William “Billy” Dixon, George Alexander Forsyth, Ben Holladay, Charles Jesse “Buffalo” Jones, Kicking Bird, Randolph Barnes Marcy, Wesley Merritt, J. Wright Mooar, Quanah Parker, Satanta, Silver Horn, and Ten Bears.
 - Commerce and Economics
 - *Existing Collection Strengths:* General works on trade, business, entrepreneurs, economic systems, and the economics of land in the 19th and early 20th centuries.
 - *Current Collecting Priorities:* The Cohen Center continues to collect materials on regional business concerns and trade networks in the 19th and early 20th centuries as comprehensively as possible. These materials support the ECON 1610 Principles of Macroeconomics class taught at Barton Community College.

- Domestic Arts
 - *Existing Collection Strengths*: Published works on food and cooking. Although there are collected materials due to a relevance to Kansas, this is an underdeveloped collecting area, and the Cohen Center's existing holdings are comparatively few.
 - *Current Collecting Priorities*: Primary and secondary works on 19th and early 20th century home and family management, food and drink, holiday rituals and traditions, household equipment, utilities, furnishings, furniture, sewing and clothing, housekeeping, and child rearing. The Cohen Center collects in this area to support the HIST 1400 American History to 1877, HIST 1402 American History 1877 to the Present, HIST 1403 American History to 1865, HIST 1404 American West, and HIST 1425 Women & the American Experience classes taught at Barton Community College.
- Early Voices
 - *Existing Collection Strengths*: Primary and secondary works that document social organizations, social customs, and everyday life on the Great Plains.
 - *Current Collecting Priorities*: Published works, reminiscences, memoirs, sketches, and personal accounts of homesteading and settlement on the Kansas frontier; scholarly studies of the influences of environment, economics, politics, and ideology upon native-born and immigrant plains culture; contemporary and modern descriptions of recreation and nightlife in Great Plains communities, including the prevalence of saloons, gambling halls, and brothels; and manuals, such as Hoyle's *Rules of Games*, that describe pastimes common in the 19th century. These materials support the ANTH 1816 Cultural Anthropology, HIST 1400 American History to 1877, HIST 1402 American History 1877 to the Present, HIST 1403 American History to 1865, HIST 1404 American West, HIST 1406 History of Kansas, HIST 1425 Women & the American Experience, SOCI 1100 Introduction to Sociology, and SOCI 1129 Cross Cultural Awareness classes taught at Barton Community College.
- Fine, Popular, and Performing Arts
 - *Existing Collection Strengths*: Published works on fine art and photograph collections, and graphic arts.

- *Current Collecting Priorities:* Catalogues of early art galleries and museums; 19th and early 20th century sheet music; published works on decorative arts and the history of dance, painting, photography, and theater in the 19th and early 20th centuries; original drawings and photographs; historic postcards; and personal and professional papers of Kansas artists, filmmakers, and musicians. These materials support the ARTS 1203 Art History Survey II, DANC 1040 History of Dance I, MUSI 1002 Introduction to Music, and THEA 1300 Introduction to the Theatre classes taught at Barton Community College.
- Geography, Exploration, and Travel
 - *Existing Collection Strengths:* Published works on the geography of Kansas, early exploration, and sustained journeys.
 - *Current Collecting Priorities:* Published works and manuscripts detailing early expeditions into the Great Plains by Francisco Vásquez de Coronado, Francisco Leyva de Bonilla and Antonio Guitiérrez, Juan de Oñate, Alonso Baca, Jean-Baptiste Bénard de la Harpe, Pedro de Villasur, and Étienne de Veniard, Sieur de Bourgmont as well as the later excursions of Pierre and Paul Mallet, Pedro Vial, and Facundo Melgares; reports and journals concerning U.S. government expeditions on the plains, including those of Meriwether Lewis and William Clark, Thomas Freeman and Peter Custis, Zebulon Montgomery Pike, Stephen Harriman Long, John Charles Frémont, Philip St. George Cooke, William Henry Chase Whiting, and Randolph Barnes Marcy; memoirs and narratives relating the experiences of overland emigrants and travelers; early printed maps and atlases that complement other core collections such as American West, Kansas Studies, Santa Fe Trail, and Transportation and Communications; 19th century state and road maps, topographical and geological maps, and panoramic (birds'-eye view) maps; and Kansas survey, land use, insurance, and railroad maps. These materials support the GEOG 1819 World & Regional Geography, GEOG 1823 North American Geography, HIST 1404 American West, and HIST 1406 History of Kansas classes taught at Barton Community College.
- Indian Wars
 - *Existing Collection Strengths:* Published works on individual engagements and campaigns, military installations, the United States Army, and specific regiments on the frontier.

- *Current Collecting Priorities:* Primary and secondary works that document particular armed conflicts between Plains Indian tribes and the U.S. Army, inter-tribal struggles, and encounters between Native Americans and emigrants/settlers; period and contemporary accounts of military life, including those of dependents; modern studies of regular and volunteer regiments, class and race in the Army, the federal government's Indian policy, the army's use of Indian auxiliaries, Plains Indian warrior societies, the soldiers' experiences, and uniforms and equipment; and narratives of clashes from the American Indian perspective. This collection is reasonably comprehensive in its holdings of older secondary works, but additional historical and modern materials will be obtained as the opportunity presents itself. Substantial donor support is needed to acquire many of the sought-after items due to their high cost and/or market scarcity. Current foci are rooted in connections between the American West, Kansas Studies, Native American Studies, and Santa Fe Trail collections as well as supporting HIST 1404 American West, HIST 1406 History of Kansas, and HIST 1416 American Military History classes taught at Barton Community College.
- Kansas Studies
 - *Existing Collection Strengths:* Published works on the history, culture, and economics of Kansas from the time of early European exploration and settlement to 1940.
 - *Current Collecting Priorities:* Papers (both personal and professional) and published works concerning 19th and early 20th century Kansas civil rights leaders, educators, historians, journalists, politicians, and writers; primary and secondary materials that discuss buffalo, buffalo hunting, cattle towns and the cattle economy, emigrants, the Great Depression, and immigrant communities; treatments on the activities of abolitionist churches in Kansas, the New England Emigrant Aid Company, and the Beecher Bible and Rifle Colony; secondary works that document the culture, society, and life of Kansas residents; materials published by Kansas preservation groups and historical organizations; and photographs that intersect with other collecting areas including American West, Native American Studies, and Science and Technology. The materials of the collection primarily support the HIST 1406 History of Kansas class taught at Barton Community College.
- Law

- *Existing Collection Strengths*: Primary published works on civil and criminal laws and legal codes; and secondary works on criminal justice. Although there are collected materials due to a relevance to Kansas, this is an underdeveloped collecting area, and the Cohen Center's existing holdings are comparatively few.
- *Current Collecting Priorities*: Primary and secondary published works and records on the development of law in Kansas as a territory and a state; crime and criminal justice; and Great Plains peace officers and outlaws. These materials support the CRIM 1600 Intro to Criminal Justice, HIST 1404 American West, and HIST 1406 History of Kansas classes taught at Barton Community College.
- Literature
 - *Existing Collection Strengths*: Literary works of fiction, poetry, drama, and folklore dating from the 19th century to the 1930s by authors such as Ned Buntline, Margaret Hill McCarter, Willa Cather, E. W. Howe, and William Allen White; the Haldeman-Julius "Little Blue Books" series; essays; speeches; and literary studies.
 - *Current Collecting Priorities*: American literature of the 19th and early 20th centuries in print and manuscript, particularly dime and pulp novels and other works of fiction involving cowboys, Native Americans, life on the plains and prairies, and Western myths written by such authors as Stephen Crane, Bret Harte, Prentiss Ingraham, Owen Wister, B. M. Bower, Clarence Mulford, and William MacLeod Raine; 19th and early 20th century works of humor and satire in print and manuscript; 19th century literacy education materials such as the *McGuffey Readers*, R. G. Parker's *Progressive Exercises in Rhetorical Reading*, and T. S. Pinneo's *Hermans Reader for Female Schools*; scholarly studies on the popularity of classic writers, such as William Shakespeare, Walter Scott, and Alfred Tennyson, in the American West; play scripts of the 19th through early 20th century; literary archives that reflect the various Kansas literary communities; and literary archives of writers of historical fiction. These materials support the COMM 1235 Storytelling, ENGL 1204 English Composition I, ENGL 1206 English Composition II, LITR 1210 Intro to Literature, LITR 1212 The Short Story, LITR 1214 The Novel, LITR 1216 American Literature I, LITR 1228 Introduction to Drama, and LITR 1235 Great Books classes taught at Barton Community College.

- Native American Studies
 - *Existing Collection Strengths:* Ethnographic, ethnohistorical, and archaeological studies of Plains Indian tribes; and published works by native authors.
 - *Current Collecting Priorities:* Ethnographic, ethnohistorical, folkloristic, and historiographical studies on the Southern Cheyenne, Arapaho, Comanche, Kiowa, Pawnee, Osage, and Wichita tribes; early anthropological works by George Catlin, Thomas L. McKenney and James Hall, and Henry Schoolcraft; primary and secondary works documenting treaties, peace policies, and captivity narratives; published works ranging from rare imprints to mass-market books written by native authors; and individual photographs and photograph collections of Plains Indian people and places. While the Cohen Center has numerous foundational materials in this subject area, substantial donor support is needed to acquire many of the sought-after items due to their high cost and/or market scarcity. These materials support the ANTH 1816 Cultural Anthropology, ANTH 1823 Linguistic Anthropology, HIST 1404 American West, HIST 1406 History of Kansas, SOCI 1100 Introduction to Sociology, and SOCI 1129 Cross Cultural Awareness classes taught at Barton Community College.
- Politics and Government
 - *Existing Collection Strengths:* Published works discussing Kansas politicians, government officials, women in politics, the Ku Klux Klan, the Cripple Creek Strikes, and the rise of populism in the late 19th century, and of socialism and fascism in the early 20th century; and primary materials involving state and local government, including legislation and policy.
 - *Current Collecting Priorities:* The Cohen Center continues to collect materials that will strengthen the current holdings in this area, particularly those documenting 19th century and early 20th century political activism and organizations such as the Granger and temperance movements and the Populist Party. Original photographs of territorial and state political figures are of a high priority as is supporting the HIST 1406 History of Kansas, POLS 1800 Government of the United States, POLS 1801 Intro to Political Science, and POLS 1828 State & Local Government classes taught at Barton Community College.
- Religion and Philosophy

- *Existing Collection Strengths*: Published works that discuss personal expressions of faith, histories of religious denominations in Kansas, and reflections on the human condition. Although there are collected materials due to a relevance to Kansas, this is an underdeveloped collecting area, and the Cohen Center's existing holdings are comparatively few.
- *Current Collecting Priorities*: Primary and secondary material on the history and development of the Baptist, Catholic, Lutheran, Methodist, and Mennonite churches and the Jewish congregations in Kansas; published works and manuscripts discussing missionaries among the Plains Indians, including the efforts of Juan de Padilla, Charles de la Croix, Thomas Johnson and the Shawnee Methodist Mission, and the Baptist and the Society of Friends missions; scholarly studies of Native American religious beliefs and rituals; and period editions of philosophers and thinkers appreciated in the 19th and early 20th centuries, including Pythagoras, Socrates, Plato, Aristotle, Cicero, John Locke, Joseph Butler, Adam Smith, William Paley, Jeremy Bentham, Arthur Schopenhauer, Ralph Waldo Emerson, Alexis de Tocqueville, John Stuart Mill, Robert Owen, Henry David Thoreau, Charles Sanders Pierce, Robert G. Ingersoll, William James, Herbert Spencer, Josiah Royce, Borden Parker Bowne, and Gilbert Keith Chesterton. Materials in this subject area complement strengths in the Frontier and Pioneer Life and Native American Studies collections, and support the PHIL 1602 Introduction to Philosophy and RELI 1311 World Religions classes taught at Barton Community College.
- Santa Fe Trail
 - *Existing Collection Strengths*: Published works discussing the carrying trade, merchants and traders, caravans, and waypoints specific to the Trail.
 - *Current Collecting Priorities*: Published works, manuscripts, journals, diaries, and correspondence that document trade and historical events along the Trail; and primary and secondary accounts of personal experiences, especially those of Josiah Gregg, Thomas James, James Ross Larkin, and François Xavier Aubrey. These materials support the HIST 1404 American West and HIST 1406 History of Kansas classes taught at Barton Community College.
- Science and Technology

- *Existing Collection Strengths*: General works on scientific and technological topics, including medicine and the geology of Kansas. Although there are collected materials due to a relevance to Kansas, this is an underdeveloped collecting area, and the Cohen Center's existing holdings are comparatively few.
- *Current Collecting Priorities*: Published works, manuscripts, diaries, and letters that explore the history of the Public Land Survey System and the practice of surveying in Kansas; primary and secondary works that document the physical environment of Kansas; period and contemporary materials on the development of firearms and firearms accoutrements in the American West; scholarly studies documenting the history of medicine in the Great Plains, particularly in Kansas; and personal papers and professional archives of individuals active in scientific and technological fields in Kansas. These materials support the GEOG 1823 North American Geography, HIST 1404 American West, HIST 1406 History of Kansas, PHSC 1402 Introduction to Geology, and PHSC 1404 Physical Geography classes taught at Barton Community College.
- **Serials**
 - *Existing Collection Strengths*: Periodicals published by county museums, and genealogical and historical societies; the complete series of *Collections of the Kansas State Historical Society* and *Kansas Historical Quarterly*; assorted historical journals; and popular magazines of the 19th century.
 - *Current Collecting Priorities*: The Cohen Center seeks to add materials to fill gaps in the existing collection. New titles would be considered if a complete or nearly complete collection could be acquired. These materials support the HIST 1400 American History to 1877, HIST 1402 American History 1877 to the Present, HIST 1403 American History to 1865, HIST 1404 American West, HIST 1406 History of Kansas, and HIST 1425 Women & the American Experience classes taught at Barton Community College.
- **Towns and Counties**
 - *Existing Collection Strengths*: Published works on Kansas communities.
 - *Current Collecting Priorities*: The Cohen Center seeks to add scholarly community studies to the current holdings for those settlements not represented in the collection. These

materials primarily support the HIST 1406 History of Kansas class taught at Barton Community College.

- Transportation and Communications
 - *Existing Collection Strengths*: Published works on various railroad companies and stagecoach lines.
 - *Current Collecting Priorities*: Published works, manuscripts, diaries, and letters that document the history and development of the Atchison, Topeka & Santa Fe, the Kansas Pacific, and the Union Pacific Railroads; primary and secondary materials that examine the Pony Express, John Butterfield and the Butterfield Overland Trail, and David Butterfield and the Smoky Hill Trail, and trace the origins and operations of stagecoach lines such as Waldo, Hall & Company, the Leavenworth & Pike's Peak Express Company, the Southwestern Stage Company, and Barlow & Sanderson; first-hand accounts that narrate the experience of 19th century railroad and stagecoach travel; and scholarly studies on the history and development of the telegraph, the telephone, and the automobile, and their distinct impacts on urban and rural populations in Kansas. These materials support the HIST 1400 American History to 1877, HIST 1402 American History 1877 to the Present, HIST 1403 American History to 1865, HIST 1404 American West, and HIST 1406 History of Kansas classes taught at Barton Community College.

Secondary Collecting Areas:

- Genealogy
 - *Existing Collection Strengths*: Collection of immigrant and passenger arrival records. Although there are collected materials due to a relevance to Kansas, this is an underdeveloped collecting area, and the Cohen Center's existing holdings are comparatively few.
 - *Current Collecting Priorities*: Papers and prepared genealogies by and about long-established Kansas families, especially those with pioneer and/or native ancestors.
- Kansas in Foreign Wars
 - *Existing Collection Strengths*: This is a new collecting area, and the Cohen Center's holdings are relatively nonexistent.

- Current Collecting Priorities: Primary and secondary materials on the Philippine War, the Mexican Punitive Expedition, and World War I, and the involvement of Kansans in these conflicts; and published works, manuscripts, diaries, and letters that document the service of the 20th, 21st, 22nd, and 23rd Kansas Volunteer Infantry Regiments, the 1st and 2nd Kansas Infantry Regiments, Troop A, Kansas Cavalry, Battery A, Kansas Field Artillery, and Company A, Kansas Signal Corps, the 35th and 89th Divisions, the individual soldiers in the ranks, and those people who remained on the home front.
- Reference Works
 - *Existing Collection Strengths*: Antiquarian encyclopedias, dictionaries, and handbooks.
 - *Current Collecting Priorities*: Bibliographies in collecting areas such as the American West, the Indian Wars, Native American Studies, the Santa Fe Trail, and Transportation and Communications; dictionaries and encyclopedias specific to the American Civil War and the American West; period guides on overland travel; and historical registers and dictionaries relating to the United States Army.
- Vertical Files
 - *Existing Collection Strengths*: The vertical files are a subject-based collection of ephemeral materials which are either donated or acquired from a variety of sources by Cohen Center staff. They serve as ready reference files to supplement the core collections. Materials include newspaper clippings, booklets, pamphlets, brochures, journal and magazine articles, photocopies of records and reports, and other grey literature.
 - *Current Collecting Priorities*: The Cohen Center continues to collect these materials as the opportunity presents itself.

Out-of-Scope Items

The following types of materials are out of scope and will not be accepted:

- Incomplete sets.
- Modern encyclopedias and textbooks.
- Copies of items or materials that duplicate existing holdings.
- Artifacts and memorabilia (Interested donors are encouraged to consider contributing to the Barton Community College Archives or the Barton County Historical Society as appropriate).

- Collected fine artworks (Interested donors are encouraged to consider contributing to the Shafer Art Gallery).
- Textiles.

Collecting Criteria

The Cohen Center has the capability to acquire and steward only a small percentage of the materials available from generous donors and antiquarian bookdealers. Therefore, additions to the collection will be carefully selected. Materials may be acquired through donation, internal transfer, or purchase. Donation is the preferred method of acquisition, and the Cohen Center solicits gifts of materials from individuals and organizations. When materials are not available by way of gifts, acquisitions may be obtained through purchases from dealer inventories, auction houses, and private individuals or organizations. Purchases are funded through endowment income and monetary contributions. The potential exists for duplicates of relevant material in the Barton Library's main collection, although preference is given to a single Cohen Center copy except when repeated patron use is expected. Factors to be considered in making acquisitions include:

- Quality of material.
- Authoritativeness of the author.
- Enduring value: evidential, informational, and intrinsic.
- Physical condition.
- Completeness and physical integrity.
- Editions and translations.
- Duplicate copies of printed materials.
- Copyright and fair use.

Selection Responsibility

The collecting of materials is undertaken by Barton Library staff members, often in consultation with faculty members acting as subject experts. All acquisitions must further the missions of the Cohen Center and Barton Community College. The Director of Library and College Archives serves as collections manager and is ultimately responsible for the general supervision and coordination of collection development activities.

Collection Management

Cohen Center materials do not circulate, and replacement decisions will adhere to the Barton Library's general collection development plan regarding replacements.

The Cohen Center does not normally deaccession materials, except in the cases of exact duplication or materials being damaged beyond repair. Should the Director of Library and College Archives determine the necessity of curating the collection, or portions thereof, the following collecting guidelines will be used in tandem with the Library's general criteria for evaluating materials to be weeded.

- Collection enhancement: How vital is the item to the Cohen Center's mission?
- Intrinsic value: Is the item a standard or classic work in its field?
- Duplication: Is demand sufficient for multiple editions of the item?
- Physical condition: Is an item damaged in such a way as to prohibit its use?
- Research value: Are materials still valuable for research interests?
- Uniqueness: is the item irreplaceable, unique, or otherwise valuable?
- Usage: How often has the item been retrieved for use in the Cohen Center? Is future use anticipated?

Donations and Gifts

Donations are strongly encouraged, but are generally accepted only if no onerous conditions specifying retention and access are attached. Whenever appropriate, the Barton Community College Foundation will solicit funding from the donor to help cover the costs of cataloging and preservation. The Foundation will accept materials only with a legal transfer of title through a deed of gift, deposit agreement, or other official acknowledgement. The Foundation Office will work with the Director of Library and College Archives to coordinate donations, and to provide donors with a receipt. Donations should support the missions of the Cohen Center and Barton Community College. Materials will not be accepted for which the College does not have the resources to house, process, or preserve.

Publications written using Cohen Center materials are acquired by donation or purchase. These include books, journal articles, and multimedia; books and media are catalogued within their specific

subject areas, journals are placed into the Serials collection. Authors are requested to notify the Director of Library and College Archives when they publish works based on their research in the Cohen Center.