

## **Appendix B: Archives & Special Collections Collection Development Statement**

Special Collections at the Chinese University of Hong Kong Library collects, preserves and provides access to original, historical, unique, rare, primary or otherwise valuable research materials and resources in various formats to support the learning, teaching and research needs of the students, staff and researchers of the University.

The collections are grouped into three categories.

### **1 Special Collections**

Special collections are featured collections focusing on a specific subject area or theme which is set up to reflect and fulfill the learning, teaching and research interests of the University community. These materials may require special handling or care and are put in closed stack. They are extensively collected based on the following consideration:

**Priorities** - Priorities will be given to strengthen existing collections. A list of existing special collections is available at the Special Collections homepage.

**Language** - Primarily Chinese and English, major European languages and East Asian languages will also be considered.

**Chronological** - Regardless of date in principle but also depends on the scope of the individual collection.

**Geographic** - Primarily on Hong Kong, China and Taiwan but may cover other geographic areas depending on the scope of the individual collection.

**Subjects** - Focuses on subjects in line with the research and instructional profile of the University. They include, but are not limited to, China studies, Hong Kong studies, literature, arts and humanities, etc.

**Formats** - Regardless of material formats but some type of materials may be transferred to other CUHK collections for consistency in collection management.

### **2. Archival Collections**

The archival collections contain manuscripts and other archival materials that have evidential and/or informational value and they are collected according to:

**Priorities** - Seeks to acquire collections which support the University's focused areas of research. Collections of well-recognized persons or organizations are welcome and completeness of collections is appreciated.

**Language** - Collects materials primarily in Chinese or English. Also accepts collections which include materials in other languages.

**Chronological** - Collects materials regardless of date.

**Geographic** - Collects materials regardless of place of origin.

**Subjects** - Collects materials on all disciplines.

**Formats** - Collects materials in all formats, including paper documents (e.g. manuscripts, diaries, and correspondence), photographs, etc. Books, periodicals, and audio-visual materials may be transferred to other CUHK Library collections.

**Other Considerations** - Primarily donations from the general public and people affiliated with The University. Donations will be accepted in line with CUHK Library's terms on gifted items. CUHK Library does not accept any item which does not belong to the donor. CUHK Library will become the legal owner of the donated materials and proper documentation will be prepared and signed.

### **3 Named Collections**

Named collections contain collections of specific subjects or focused themes which are set up to support the research and instructional needs of the University community. They are put on open stack for in library use or for circulating. They are selectively acquired according to:

**Priorities** - Priority will be given to enrich existing collections. A list of existing named collections is available at the Special Collections homepage.

**Language** - Primarily Chinese and English, major European languages and East Asian languages will also be considered.

**Chronological** - Regardless of date in principle but also depends on the scope of the individual collection.

**Geographic** - Primarily on Hong Kong, China and Taiwan but may cover other geographic areas depending on the scope of the individual collection.

**Subjects** - Focuses on subjects in line with the research and instructional profile of the University. They include, but are not limited to, China studies, Hong Kong studies, literature, arts and humanities, etc.

**Formats** - Regardless of material formats but some type of materials may be transferred to other CUHK collections for consistency in collection management.