

## **Collection Development Policy AACA Library & Research Center**

The AACA Library & Research Center is recognized as a world-renowned resource for the collectible vehicle community, striving to set the standard in celebrating, collecting, preserving and sharing our automotive legacy. Our collection contains books, sales literature, brochures, company documents, owner's booklets, periodicals, service manuals and many more items all relating to the automotive industry and hobby.

The Collection Development Policy outlined below helps library staff determine if materials a donor wishes to add to our collections meet the library's goals.

If you are considering donating materials to the AACA Library, we want you to know that we appreciate your interest. We rely on donations to help us build our collections and preserve our shared legacy of transportation and vehicular history.

### **Donating Materials to the Library**

*\*Please contact AACA Library staff before you send or deliver materials you wish to donate*

Start by reviewing the information in this document. It serves as a guide to the subjects our collections cover and the kinds of materials that best serve the AACA Library's research community.

In order for us to accept a gift of collection materials, the materials must be substantial enough to enhance scholarship in their subject area. We may ask you to describe in writing, with supporting pictures, the contents of your donation before we evaluate it.

### **What We Collect**

The following lists show the types of materials currently held at the AACA Library & Research Center. These lists are not all-inclusive, but they will give you some guidance about the kinds of items we collect.

#### **Material Formats**

- Original automotive sales literature
- Owner's manuals
- Shop manuals
- Photographs
- Service bulletins
- Dealer promotional material
- Rare books
- Technical drawings
- Ephemera such as posters, training ads, models, etc.
- Dealer data books
- Fabric & paint sample books
- Historical research data
- Personal effects and papers of historical figures from the automotive industry
- Racing programs, guides, media guides, etc.

## Subject Area Strengths

The AACA Library's holdings are strong in the following areas. We will continue to accept materials from these areas to help make our collections more comprehensive, but in the case of duplicate material, the best copy will remain in the collection and the duplicate will be sold, traded, or discarded.

- Sales literature, American cars & trucks – 1930s to present
- Pennsylvania-specific vehicle manufacturers
- Automotive trade periodicals – 1920s to present
- General automotive references books – 1910s to present
- Fabric and paint samples (American manufacturers) – 1950s to 1970s
- Owner's manuals (American manufacturers) – 1930s to 1990s
- NASCAR programs, photographs and documentation – 1950s to 1970s

## Subject Areas Needing Development

We are especially interested in materials that would increase our coverage of the following topics:

- Materials on minorities, diversity & inclusion (Automobile Green Books) – 1900s to 1970s
- Automotive sales literature (American & foreign) – 1800s to 1920s
- Trade periodicals – 1800s to 1910s
- Automotive reference books – 1900s to 1920s
- Foreign sales literature
- Dealership displays, posters, signs
- Interactive models and displays
- Early years of AACA – 1935 to 1960

## What We Do *Not* Collect

- Any periodicals newer than 1949
- General repair manuals (Chilton, MoToR, Mitchell, etc.)
- Photocopies of original materials
- Materials that exhibit mold contamination, water damage, or damage beyond repair
- Snapshot photos or slides from car shows
- General scrapbooks

## Ownership and Access

As soon as you transfer ownership of your materials to the AACA Library, they become the property of the library. In return, the library will provide you with an acknowledgement letter describing your donation. We are unable to appraise or suggest a value of any donation. The AACA Library will provide public access to all of the materials in our collection. In most scenarios, material is integrated into the existing AACA collection. In certain instances, reviewed on a case-by-case basis, materials can be placed on our shelves as a separate, distinct collection.

Items that do not fit our collection will be sold or discarded. The Library Director and library staff reserve the right to make the final decision on every piece of incoming or outgoing material. If you have any questions about our Collection Development Policy, please contact Library Director, Jen Wolfe.