The Special Collections Department exists to preserve and make available books and research materials in certain defined categories for East Central University faculty, students, and members of the local and scholarly communities. Special Collections materials support the teaching, cultural, and research activities at ECU, and provide a unique record of East Central Oklahoma.

Acquisition of these materials is the responsibility of the Special Collections Librarian. Input will be sought from the Collection Services Librarian and liaison librarians as appropriate.

**Collections**

**The East Central University Collection**

The East Central University Collection encompasses the following:

- Publications about the University, its activities, and personnel (Selectively Collected)
- Books written by ECU faculty members and distinguished alumni, with efforts made to acquire autographed or inscribed copies (Selective)
- Dissertations of ECU faculty members (Selective)
- Dissertations of ECU faculty members which pertain to other areas of collecting interest, e.g. Pontotoc County (Comprehensively Collected)
- Honor and masters students’ theses (Comprehensive)
- Not collected:
  - Essential records of ECU offices and departments
  - Ephemera, e.g. notices of events, advertisements, etc.

**The East Central Oklahoma Collection**

The East Central Oklahoma Collection contains published and unpublished materials on local history, books published by area publishers, and outstanding books written by local authors. The focus of the collection is on East Central Oklahoma, especially Pontotoc County and its environs. Special emphases are as follows:

- Items relating to East Central Oklahoma generally, and Pontotoc County specifically—these include monographs; manuscript collections; published or unpublished records of individuals, businesses, or groups; maps; and photographs. (Comprehensive)
- Local History Collection—a special effort is made to acquire primary and secondary source material on the history of non-Native American minorities in the area. (Comprehensive)
- Oilfield History and Culture Collection—the location of the Fitts oil field near Ada, the connection with Robert S. Kerr, and the library’s Admire manuscripts collection make this an important area of focus. Engineering and geological aspects of oil will only be collected if they illuminate history. (Comprehensive)
• Five Civilized Tribes Collection—The Chickasaw Nation’s input will be sought on these kind of acquisitions. (Selective)
• Oklahoma Politics—Special interest will be given to political advertising, ephemera, memoirs, and papers. (Selective)
• Oklahoma and War—to enhance the MacMillan and Crawford manuscripts collections. (Selective)
• Not collected:
  o Materials about other regions of Oklahoma or the state in general—these will be referred to the University of Oklahoma. Exceptions may be made when the items are rare, unique, or prone to damage or loss.
  o Genealogical materials—these will be referred to the Pontotoc County Historical and Genealogical Society and/or the Chickasaw Cultural Center.

Manuscripts Collection

Currently, ECU owns collections of manuscripts (i.e. handwritten, unpublished, or personal documents) and other materials which belonged to individuals who were significant in the development of East Central Oklahoma or which reflect important aspects of Oklahoma life.

The library will collect manuscript materials that will directly enhance or expand these collections as well as a small number of significant monographs that will aid in their interpretation. Additional manuscripts will be collected in areas already selected for development or closely related to those areas.

• Linscheid Collection. Papers of Adolph Linscheid—the notes and letters of Adolph Linscheid when he was president of East Central University from 1920 to 1949.
• Scrapbook Collection—a collection of scrapbooks about East Central University in its earliest days.
• The Admire Collection. Papers of James L Admire (1869-1956)—The papers, maps, and letters of 89er James L. Admire, who operated a successful farm management service in Hugo, Oklahoma, provide insight into agriculture in Southeastern Oklahoma in the 1920s.
• Crawford Collection. Papers of Judge Johnson Tal Crawford—A Pontotoc County district judge, Johnson Tal Crawford was a member of the Military Tribunal which conducted the Nazi War Crimes Trials at Nuremberg. In addition to photos, transcripts, letters, and other background documentation, his papers include his multi-volume set of the trial proceedings. This set is a gift of Elwood and Gloria Kemp.
• Leaders of World War I Autographed Photo Collection—The World War I collection is host to a number of letters and photographs that record the memorable events and personages of the First World War. This collection was provided by E. A. MacMillan, former ECU faculty member.
• Martin Hauan Collection. Political Campaigns—A gift from alumnus Martin Hauan, this collection includes political advertising on tape, videotape, and film, as well as printed speeches, memorabilia, and books, all associated with the campaigns of
various Oklahoma and nationally known politicians.

**Rare Books Collection**

Rare or scarce materials may be acquired if they enhance the following areas of the East Central University, East Central Oklahoma, or Manuscripts Collections:

- **East Central University**
  - Books written by faculty members or alumni (Selective)
  - Books about the university, especially dealing with its history (Selective)

- **East Central Oklahoma**
  - Early East Central Oklahoma materials (Comprehensive)
  - Outstanding books by local authors (Comprehensive)
  - Works about the Chickasaw Indians (Selective)
  - Works about non-Chickasaw members of the Five Civilized Tribes (Highly Selective)
  - Works about Oklahoma or western culture (Selective)
  - Books pertaining to the history, culture, and folklore of the oilfield (Comprehensive)

- **Manuscript Collections**
  - Books by or about politicians discussed in the Martin Hauan Collection (Selective)
  - Books about world leaders during WWI and about Oklahoma’s participation in the war (Selective)
  - Books about the Nuremberg Trials, especially memoirs of judges, advocates, etc. (Highly Selective)

Books from the circulating collection may be transferred to the Rare Books Collection at the discretion of the Special Collections Librarian if they meet sufficient criteria for the definition of a rare book. These criteria are:

- From a limited edition of 250 or less.
- Published prior to 1900.
- A unique edition. Examples include:
  - Inscribed or autographed by an important author
  - A first edition of significance
  - Contains significant manuscripts or other material
- Irreplaceable material of major importance which is subject to loss or damage, including items which are small, fragile, or expensive.

**Acquisition**

Acquisition of materials for Special Collections will occur in the following ways:

- Routine Book Donation: Liaison librarians forward donated items thought to be
good candidates to the Special Collections Librarian for consideration.

- Solicitation: Materials that are in keeping with the collection goals of the department may be actively solicited. Anyone donating material will be asked to sign a donor agreement.
- Purchase: Books deemed highly relevant to the collection goals of the department are purchased as funds allow.

**Collection Maintenance**

Materials found to be no longer relevant to the collection goals of the department may be removed from the collection. No donated manuscripts will be removed unless the library is in possession of a signed donor agreement which allows for removal. Before any item is removed from Special Collections, careful consideration will be given as to why it was originally placed in the collection, what it currently contributes to the collection, and how it would be removed. Items removed from Special Collections may be:

- Transferred: Materials considered being neither rare nor unique, but which still meet the needs of the Linscheid Library community, may be transferred to other collections in the library.
- Relocated: Items that meet another library's collection goals may be offered to that library.
- Removed: Materials found to be no longer relevant to the collection goals of the library may be removed from the library's collections.