

**Kalamazoo College Upjohn Library
Collection Development Policy
A.M. Todd Rare Book Room**

The A. M. Todd Rare Book Room of Kalamazoo College's Upjohn Library houses rare and unusual books and related materials in a variety of subject areas. The room is located on the third floor of the Upjohn Library Commons. The great majority of the materials have been received as gifts from friends of the College. Many were in the collection assembled by Albert May Todd (1850-1931) and have come to the College from members of his family. Exhibits of materials drawn from the collection are available for viewing on a regular basis as posted. Small group and class visits can be scheduled. Researchers wishing to make use of the collection must make arrangements in advance with the library staff. Materials in the A. M. Todd Room collection must be used in the room under staff supervision.

The Bibliographer/Acquisitions Librarian decides whether to accept offers of donations to the library collections and makes the decisions as to the appropriate collection for housing such materials, in accordance with the Gifts Policy. Materials to support and enhance the collection are purchased occasionally by the Bibliographer/Acquisitions Librarian. Decisions about removing items from the collection are made by the Bibliographer/Acquisitions Librarian.

Decisions about rarity and special significance vary between institutions. Categories of materials of particular interest to the A.M. Todd Rare Book Room collections include, but are not limited to:

- Special presses of particular interest, e.g., Kelmscott Press, Arion Press
- Fine bindings
- Incunables
- Fine ornithological publications, especially those by John Gould, John J. Audubon, Richard Bowdler Sharpe, Daniel G. Eliot, Edward Lear
- Works with the A.M. Todd bookplate
- Items of exceptional market value
- Items considered rare because of date and place of publication
- Special attributes, e.g., signed limited edition, special illustrator, etc.

In general, non-reference materials purchased for the collection which cost more than \$500.00 per volume are housed in the Todd Room and are used by appointment.

Bibliographic records for materials in the A. M. Todd Rare Book Room appear in the library's online catalog and are classified according to the Library of Congress classification scheme. The collection currently is overseen by the Associate Director for the Library.

A portion of the College's art collection is housed in the A. M. Todd Rare Book Room.

The Associate Director for the Library will review this document on an annual basis.