

MARION E. WADE CENTER COLLECTION DEVELOPMENT OVERVIEW

Mission Statement, Collection Usage, and Affiliation

The Marion E. Wade Center of Wheaton College, Illinois, houses a major research collection of writings by and about seven British authors: C.S. Lewis, J.R.R. Tolkien, G.K. Chesterton, George MacDonald, Dorothy L. Sayers, Owen Barfield, and Charles Williams. These writers are well known for their influence on contemporary literature and Christian thought. The Center's primary purpose is to collect, preserve, and make available to the public all writings, and a broad sampling of other media, by or about these authors.

Use of the Collection: As a special collection/archives, the Wade Center has guidelines for use and handling of materials. All materials are non-circulating. Archival staff will direct users on proper handling of rare and fragile items. Certain materials stored outside the Wade Center's Kilby Reading Room require staff to retrieve them, so pre-notification is encouraged for requests to use these resources. Restrictions may apply to materials due to their physical condition, copyright, or donor agreements. The Wade Center reserves the right to determine and administer appropriate access to and usage of its holdings. The Wade Center welcomes visitors from all over the world and its collections are intended for both research as well as personal interest and enrichment.

Administrative Connection to Wheaton College: The Wade Center is a department of Wheaton College, connected to the college administration through the campus library system. However, Wade Center funding comes from a separate, private endowment as well as revenues such as donations and service fees.

Programs and Functions Supported

Research & Scholarship: Materials (both unique and commercially produced) are acquired and made available to serve the research and learning needs of the Wheaton College community and the public. The Wade Center assists users in their study of these seven authors in order to generate new understandings amongst the public, within classroom settings, and in scholarly communities. Select research grants are also available.

Public Programming and Resources: To encourage dialogue on the seven authors and equip deeper engagement with the materials in our collections the Wade Center offers regular lectures & book signings (on-site and livestreamed), special events, museum displays & tours, occasional reading groups and conferences, and learning resources available in-house and on our website. We also publish *VII: Journal of the Marion E. Wade Center*, which encourages emerging scholarship, and produce additional publications. The Wade Center acquires materials relating to the seven authors by scholars and creators featured in our programming and items that supplement the displays in our museum.

In addition, the Wade Center hosts a blog, podcast, YouTube channel, and social media accounts to encourage off-site connections with our programs and content relating to the seven authors. Wade Center staff members also occasionally speak at off-site locations upon request.

Preservation and Security of Collections: The Wade Center is committed to the preservation of its holdings through maintenance of facility environmental controls, storage procedures, handling guidelines, conservation treatment (outsourced), and institutional security measures and equipment. Items for which the Wade cannot support preservation needs due to space or budget limitations, condition, material type, or security concerns are not acquired.

Acquisition and Collection Areas

The Wade Center acquires materials through purchase and donation. Acquisition decisions are made by balancing research and program goals as outlined above, seeking to accurately represent the authors' lives and work, as well as their ensuing influence in scholarship and contemporary culture. All materials relating directly or contextually to the seven Wade authors will be considered for acquisition according to the criteria described by the Collection Development Policy. Items relating to the history of the Wade Center will also be considered.

Collected formats relating to the Wade authors include but are not limited to: books, articles, artwork, audio-visual materials, calendars, digital files, dissertations & theses, letters, manuscripts, memorabilia, merchandise, periodicals, photographs, and posters. The top acquisition priorities are materials owned or produced by the seven authors themselves, followed by rare editions of published materials, such as books and periodicals.

Resource Sharing and Deaccession Policies

Loaning of Materials: The Wade Center Museum exhibits original materials, books, and other items which require a secure display environment. Occasionally, the Wade Center exhibits materials on loan from other repositories and loans materials from its collections to other institutions (either as physical items or digital scans).

Deaccession Policies: Once acquired by the Wade Center, collection materials are permanently retained. Rare cases of deaccessioning are often due to evidence of significant physical deterioration or health risks when handling the item(s), and/or duplicate or comparable items in the existing collections. All deaccessioning decisions are subject to original donor agreements or restrictions and are guided by the principles in the Collection Development Policy.