

**ORGAN HISTORICAL SOCIETY LIBRARY AND ARCHIVES**  
**COLLECTION DEVELOPMENT POLICY**

REV. 13 MARCH 2023

**I. MISSION STATEMENT**

The Organ Historical Society enriches public knowledge, understanding and appreciate of the pipe organ, particularly its place in history and culture.

The OHS Library and Archives (OHSLA) supports the OHS mission by collecting, preserving, and providing access to information about the pipe organ in America and throughout the world.

**II. PURPOSE**

The OHSLA serves OHS members, scholars, students, and pipe organ builders by providing access to information from the OHSLA collections for professional research publications, student research projects, and pipe organ building, relocation, and restoration efforts.

**III. SCOPE**

**A. EXISTING COLLECTION STRENGTHS**

The OHSLA is the world's largest collection of books, periodicals, and manuscripts about the organ. While its focus is on North American pipe organs, the OHSLA also collects materials from all over the world. OHSLA holdings include historical items, from among the earliest known writings about the organ, through the most recent scholarship about the instrument.

Holdings include:

- 12,000 books about organs, organ building, organists, and organ music in more than 20 languages
- 450 periodical titles, including the largest body of organ serials anywhere
- 400 dissertations about organs, organ builders, organists, and organ music
- 20,000 organ stop-lists, photographs, and dedication programs
- 1,500 sales brochures, catalogues, and promotional publications from hundreds of organ builders and firms
- 500 nameplates from various organ builders and firms

- 5,000 postcards of organs
- 15,000 photographs of organs, including stereocards
- Records of the American Institute of Organbuilders, as well as business records, tools, and correspondence of many American organ building firms
- More than 7,000 digital images of drawings from the archives

## B. CURRENT COLLECTING FOCUSES

Areas of collecting interest are defined by the existing strengths of the collection and the anticipated needs of its users. The OHSLA collects research material—both current and rare—related to all aspects of organ building and associated disciplines. The OHSLA is committed to preserving the intellectual works and associated ephemera of North American organ builders and organists, and to promoting and preserving original scholarly research related to all aspects of organ building. The focus of the collection is on pipe organs in the United States and publications in English, but books and journals in many other languages (especially Western European languages) are an important part of the collection as well. Organ scores are not a focus of the collection. At the discretion of the Archivist, however, consideration may be given to scores/manuscripts that are valuable, possess scholarly merit or pedagogical potential.

Although the OHSLA houses a small number of audio recordings, these are not currently a priority for the collection. In making selection decisions, consideration is given to the holdings of other major music library collections.

The OHSLA considers service to scholars on national and international levels to be an important part of its mission. It seeks to play a role in the broader research community by building collections in areas not well-covered by other repositories. Scholars depend upon the OHSLA to support their scholarship through direct borrowing via the inter-library loan service, and the distribution of digitized copies of requested material.

The OHSLA also serves as the repository for records of the OHS and the American Institute of Organbuilders.

#### **IV. GIFT POLICY**

The Archivist is authorized to accept unrestricted gifts to the OHSLA in accordance with the OHSLA collection development policy, provided that the donor makes a complete written transfer of title that the OHSLA accepts in writing. Acceptance of gifts with restrictions must be approved by the Board of Directors. The OHSLA reserves the right to dispose of duplicate or unwanted gift material. The OHSLA cannot provide a monetary assessment to the donor.

#### **V. DEACCESSION POLICY**

Materials in the OHSLA collection may be deaccessioned for one or more of the following reasons:

- the material does not fall within the defined scope of the OHSLA collection policy;
- the material duplicates material already in the collection; and
- the material has deteriorated beyond real usefulness.

#### **VI. REVIEW OF COLLECTION DEVELOPMENT POLICY**

To ensure that the Collection Development Policy reflects the needs of the OHSLA and its users, the Collection Development Policy shall be reviewed no less than once every five years by the Archivist and the OHSLA Advisory Committee.