COLLECTION DEVELOPMENT POLICY

Objective:

Mission: The Pediatric History Center (PHC) strives to identify and safeguard those values which are unique to the profession of pediatrics and which derive from its practice by preserving and ensuring access to the historical records of the American Academy of Pediatrics (AAP) and of child health care in North America. This activity supports one of the universal principles identified by the American Academy of Pediatrics, the profession of pediatrics. Just as the Academy's core vision describes the AAP as "the organization to advance child health and well-being," the PHC strives to be the organization to preserve the core values and history of those efforts.

Scope:

The American Academy of Pediatrics Pediatric History Center is committed to preserving and cataloguing the historical and contemporary documents and artifacts that pertain to the health care of children. It maintains the archives of the American Academy of Pediatrics serving as the corporate memory of the Academy, serves as the repository for records of institutions and individuals with significance to the profession, and preserves artifacts that demonstrate the history of child care.

The scope of the Pediatric History Center’s collection includes:

Records of Institutions: These records include those of the American Academy of Pediatrics, the American Pediatric Society, and the Society for Adolescent Medicine. The Pediatric History Center is a repository for documents, publications, and images of permanent historical value created by institutions prominent in the field of pediatrics.

Records of Individuals: These records include the personal and professional papers of pediatricians, educators, and significant leaders in the field of pediatrics.

Artifact Records: The artifacts collection includes objects that demonstrate the history of pediatrics, such as infant feeders, rattles, pap feeders, bottles, and other paraphernalia related to the care of children throughout history.

Material Collected:

Format: The Pediatric History Center’s collection will incorporate materials of a variety of formats including:

- Blueprints and architectural drawings
- Books
- Diaries
- Letters
- Manuscripts
- Memoirs
- Memorabilia
- Memos
- Pamphlets
- Photographs (all formats)
- Posters
- Video recordings
- Audio recordings
- Born digital media
- Other formats not listed will be considered based on the historical context of its content:

Content: The Pediatric History Center’s collection will consist of materials that reflect the history of the Academy, the profession of pediatrics, the individuals prominent in its history, and the artifacts that demonstrate the practice of child health care. The material will provide historical context that includes but is not limited to:

- American Academy of Pediatrics publications (e.g., Pediatrics, AAP News, Pediatrics in Review)
- Administrative records
- Departmental records
- Personnel records
- Facility records
- Federal affairs records
- Committee, council, section, and task force records
- Chapter and district records
- Photographs of Academy personnel, campus, buildings and events
- Advertisement and marketing records
- Records of individuals
- Pediatric artifacts

Not collected: The following materials will not be included in the collection:

- Routine correspondence
- Work papers
- Copies of invoices, checks, etc.
- More than three copies of any Academy publications
- Multiples copies of articles, artifacts, etc.
- Any materials not appropriate for permanent retention (including toxic or dangerous materials)
- News clippings about the AAP
- Reproductions of copyrighted materials, unless permission to make and retain copies is documented
- Plaques, except those awarded to the AAP (although photographs of other plaques may be retained)

Selection and Acquisition:

Donations: Unrestricted gifts of materials within the scope of this collection policy will be accepted. If a gift is offered which is inappropriate for the collection or which is already adequately represented there, the donor will be referred to another suitable repository.

A signed deed of gift (Appendix B) will be executed before a gift can be added to the collection. This document will transfer ownership of, and legal rights in, the materials to be donated and also specific any terms or conditions of the gift. The signed deed of gift will be kept on file permanently at the PHC.

Transfer: The transfer of records within the American Academy of Pediatrics serves as the Pediatric History Center’s primary means of acquisition. Records transferred from a Department or Division within the Academy that meet the outlined selection criteria described by this policy will be accepted and require that a representative from the transferring office fill out a Records Transfer Form. (Appendix C)

Loan: Loaned material will be considered individually based upon the materials relation to the scope of the collection established by this policy, its usefulness to the Academy and its users, and the size of the material and the Pediatric History Centers ability to house and manage it. Incoming loans require a contractual agreement between the Academy and loaning agency.

Deaccessioning:

Due to space and resource limitations a periodic review of the collection will be conducted by the archivist to determine the continual value of its resources. Should any material merit deaccessioning it will be removed from the acquisitions. The archivist will find an appropriate home in another repository for such records.

Organization and Access:
The Pediatric History Center’s archival collection is organized according to the current best practices of the profession and in a way that promotes access and use by researchers that include AAP members, child health care professionals, and those interested in the profession of child health care and medicine. A records arrangement is available for users in addition to specific finding aids and inventories for collections within the archives.

Access to the collection is provided by the archivist or library staff of the American Academy of Pediatrics. Archival materials may only be used on-site in the Pediatric History Center under the supervision of the Academy archivist or library staff. Because a large portion of the collection is housed offsite it is recommended that users view the records arrangement, finding aids, and inventories and contact staff prior to visiting the Pediatric History Center so that materials may be made available upon the user’s arrival.

American Academy of Pediatrics staff and members, professionals involved in child health care and medicine and the field of pediatrics, and the general public are all invited to access and use the collection. Some restrictions may be stipulated by the donor of the records which can include the Academy and individual donors. Users are asked to maintain the order and arrangement of the records that they use and are required to have the archivist or library staff produce any photocopies or scans of material that they may want. This service may come with some coast.

Publication or the exhibit of any records or materials from the archives is dependent upon the agreement of the Academy and requires the user to fill out a Permission to Publish form. (Appendix D). Citation and recognition of the Academy is required for any reference to research material found within the Academy archives.
### Appendix A

**Specialty Texts for Retention in PHC**
*(List to be developed)*

<table>
<thead>
<tr>
<th>Specialty Area</th>
<th>Retain all editions</th>
<th>Retain one edition/decade</th>
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<tr>
<td>Anesthesiology</td>
<td>Smith’s anesthesia for infants and children</td>
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<tr>
<td>Cardiology</td>
<td>Nichols/Critical Heart Disease in Infants and Children</td>
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<tr>
<td>Cardiology</td>
<td>Moss and Adams Heart Disease in Infants, Children and Adolescents</td>
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<td>Critical Care</td>
<td>Merenstein/Handbook of Neonatal Intensive Care</td>
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<tr>
<td>Critical Care</td>
<td>Rogers/Textbook of Pediatric Intensive Care</td>
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<td>Dermatology</td>
<td>Hurwitz/Clinical pediatric dermatology</td>
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<td>Endocrinology</td>
<td>Lifshitz/Pediatric Endocrinology</td>
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<tr>
<td>Endocrinology</td>
<td>Wilkins/Diagnosis and Treatment of Endocrine Disorders in Childhood and Adolescence</td>
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<td>Gastroenterology</td>
<td>Walker/Pediatric Gastrointestinal Disease Pathophysiology Diagnosis Management</td>
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<td>Gastroenterology</td>
<td>Roy/Pediatric Clinical Gastroenterology</td>
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<td>General</td>
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<td>General</td>
<td>Nelson’s Pediatrics</td>
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<td>Genetics</td>
<td>Smith’s recognizable patterns of human malformation</td>
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<td>Genetics</td>
<td>Scriver/Metabolic and molecular bases of inherited disease</td>
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<td>Hematology</td>
<td>Smith (Miller)/Blood Diseases of Infancy and Childhood</td>
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<td>Nathan &amp; Oski/Hematology of Infancy and Childhood</td>
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<td>Immunology</td>
<td>Ochs, Smith &amp; Puck/Primary Immunodeficiency Diseases: A Molecular and Genetic Approach</td>
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<td>Immunology</td>
<td>Stiehm, Ochs &amp; Winkelstein/Immunologic Disorders in Infants and Children</td>
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<td>Infectious Disease</td>
<td>Feigin/Textbook of Pediatric Infectious Diseases</td>
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<td>Krugman/Infectious Diseases of Children</td>
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<td>Neonatology</td>
<td>Fanaroff &amp; Martin’s Neonatal-Perinatal Medicine</td>
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<td>Neonatology</td>
<td>Schaffer and Avery’s Diseases of the Newborn</td>
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<td>Neurology</td>
<td>Menkes/Textbook of Child Neurology</td>
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<td>Orthopedics</td>
<td>Tachdjian’s pediatric orthopaedics</td>
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<td>Orthopedics</td>
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<td>Avery/The Lung and its Disorders in the Newborn Infants</td>
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<td>Pulmonology</td>
<td>Kendig/Disorders of the Respiratory Tract in Children</td>
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<td>Radiology</td>
<td>Caffey’s pediatric diagnostic imaging</td>
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<td>Rheumatology</td>
<td>Cassidy/Textbook of Pediatric Rheumatology</td>
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<td>Surgery</td>
<td>Grosfeld/Pediatric Surgery</td>
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<td>Urology</td>
<td>Avner/Pediatric Nephrology</td>
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DEED OF GIFT

I, the undersigned Donor, hereby donate and convey to the American Academy of Pediatrics all rights, title, and interest (including all copyright, trademark and related interests) in, to and associated with the material described below.

Description of Objects:

By signing the Deed of Gift I acknowledge that:

1. the materials described above becomes the legal property of the American Academy of Pediatrics.

2. the American Academy of Pediatrics also attains intellectual property rights, which include copyright, trademark, and related interests, of the material.

3. the American Academy of Pediatrics will accept responsibility for the care and maintenance of the material and will manage it according to the professional judgment of the staff of the Pediatric Center and by accepted archival standards.

4. the American Academy of Pediatrics will make this material available for research and use by its users subject only to restrictions that I may indicate below.

5. any materials not retained by the Pediatric History Center may be discarded. Please initial here if you would prefer that the material be returned: ___________________

I am the sole owner of the materials described above. I have full right, power, and authority to give materials to the American Academy of Pediatrics.

Donor’s Signature                                             Date

Name of Donor: (Please Print): _______________________________________

Address: ____________________________________________________________

Phone Number: ___________________________ Email: ______________________

The Pediatric History Center gratefully acknowledges receipt of this gift and agrees to the stipulations outlined above.

Archivist’s Signature                                             Date
RECORDS TRANSFER

Please provide the requested information below concerning the records being sent to the archives. Any questions or comments should be directed to the Academy archivist.

Date: ____________________  Contact Person: ____________________

Phone Number: ____________________  Email: ____________________

Transferring Department and Division: ____________________________________________

Records Information:

Creating Office: ________________________________________________________________

Date Span: ________________________________________________________________

Quantity of Material: (Please indicate a number of files or boxes) ____________________

Description of Records: (Please provide an inventory list of the records, their dates, and if the transfer includes multiple boxes the box number they are in)*

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*please see attached inventory as an example

**please attach any additional documents needed for further description

Archives Use Only  Accession Number: ____________________
PERMISSION TO PUBLISH

Please be aware that the following request applies only to the archival material of the American Academy of Pediatrics within the collections of the Pediatric History Center. AAP manuals, website material, and journals require permission from alternative sources.

Requestor name: ____________________________________________________________

Title of Organization: ______________________________________________________

Contact Information

Address: __________________________________________________________________

Phone Number: ___________________ Email: ______________________________________

Requestor Type:    □ Non-profit    □ Commercial    □ Individual    □ Non-publisher

1. List the materials to be published, exhibited, broadcast, or distributed: (please attach a photocopy if available)
   __________________________________________________________________________
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2. Describe the use of the material: (include whether it will be published, exhibited, broadcast, or distributed, the intended number of copies, its intended audience, whether it is for free education use or a commercial venture, and all other pertinent information)
   __________________________________________________________________________
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Please be advised that the review process may take as many as 4 weeks. Please indicate in your request if you have a deadline preceding this timeframe. No guarantees will be provided but every attempt to meet your deadline will be made.
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The American Academy of Pediatrics requires that use of its materials be cited.

The American Academy of Pediatrics will be given (gratis) 2 copies of any publications (including monographs, articles, video or sound recordings or exhibit promotion materials) that contain or display information or materials from the Pediatric History Center.

By signing this document, I accept personally and on behalf of any organization I represent the conditions set forth above.

__________________________
Signature

__________________________
Date

__________________________
Print Name

When signed by an authorized agent of American Academy of Pediatrics, this form constitutes permission for publication as outlined above.

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Signature

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Date