



GUIDELINES FOR GIFTS TO THE HISTORICAL MEDICAL LIBRARY OF THE COLLEGE OF PHYSICIANS OF PHILADELPHIA

All donations to the Historical Medical Library of The College of Physicians of Philadelphia will be subject to the criteria outlined in the Collections Management Policy of The College of Physicians of Philadelphia. Donations will be accepted only if they adhere to the collecting scope of the College; if they meet the College's ability to catalog, house, secure and conserve them; and if full ownership is conveyed with the gift. Duplicate items will only be accepted under certain circumstances.

Scope of the Collections

The collections at The College of Physicians of Philadelphia are divided into two main categories – object collections and library/archival material. Library collections are stored and managed separately from the object collections. The Historical Medical Library holds one of the world's premier medical rare book collections. Its strengths are concentrated in early European printed books, including early printed editions of classical and Islamic writers. The vast majority of books and journals identified as "rare" date from the eighteenth century and earlier, and all books and journals published before 1866 are housed within the rare book collection.

The collections of the Historical Medical Library include:

- Rare books, journals, pamphlets, and theses (including, but not limited, to all materials with pre-1866 imprints).
- All medical and scientific literature (professional or popular), published through 1950.

Materials regarded as out of scope include:

- Modern sciences that have not been regarded as part of the medical curriculum – including, but not limited to, general chemistry, physics (except biophysics and nuclear medicine), astronomy, geology, zoology, and general botany (medical botany and herbal medicine will be retained). Exceptions will be made when subjects are conceptually related to material that is in scope.

- General history (except reference works)
- Genealogy, except medical genealogy
- Scope of publication dates. With rare exceptions, the Library will not retain any professional literature in clinical medicine, biomedical science, and related fields that was published after 1950.

The Archives of the Historical Medical Library collects both the institutional records of The College and manuscripts relevant to the history of medicine.

The College archives constitute the institutional memory of The College of Physicians. The scope of the collection is potentially any document created by The College. This includes records and documents produced in digital form, including email messages, web pages, and similar electronic documents. Documents housed in The College archives consist of:

- Records relating to the operations of The College, including minutes of meetings of College departments, divisions, sections, and committees.
- Printed programs of meetings and conferences sponsored by The College.
- College publications.
- Photographs and prints relating to the operations of The College.
- Audio and audiovisual recordings relating to operations of The College.
- Ephemera commemorating or celebrating College events.

The scope of the existing manuscript collection is extremely broad, ranging from medieval and early modern codices to letters written by major nineteenth-century figures in American medicine as well as casebooks and similar documents of the 18th through 20th centuries. Archival collections focus on manuscript collections relating to American medicine from the 17th century to the present, with particular emphasis on Pennsylvania and Philadelphia. European manuscripts are collected only in areas of existing collection strengths and on a case-by-case basis. The Archives is most interested in the acquiring the following:

- Collections of personal and professional papers. The College encourages Fellows and Philadelphia-area physicians to consider the Library as a repository for their personal papers.
- Records of medical societies and medical institutions.
- Account books and daily journals.
- Diaries.
- Recipe books and formularies.
- Correspondence.
- Casebooks.
- Photographs, lantern slides, and ephemera.

Donations to the Library are accepted by the Librarian. The donation of archival and manuscript collections requires prior arrangement and review of the material by the Archivist. All gifts to the Library will be acknowledged in writing. In addition, a deed of gift, signed by College representatives and the donor, must accompany donations. The appraisal of a gift to the Library for tax purposes is the responsibility of the donor.

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