

**ADMINISTRATIVE REGULATIONS Document ARM 30-20-30  
Number**

Tab: Collections

Section: Library Collections

Subject: SPECIAL COLLECTIONS

**SUMMARY**

This document defines the basis for establishing a special collection, describes how such collections are proposed, adopted, and continued, and lists currently authorized special collections.

**Effective Date:**

Reviewed

June 15, 2005  
October 4, 2017

**DEFINITION**

a. A special collection is a group of materials housed and classified separately from the general, circulating, reference, or periodical collections, brought together for a specific purpose or to serve a particular clientele.

Exclusions

b. The Library does not maintain a separate collection of rare books. The County Librarian may make provision for the separate storage and protection of rare and unusual items which relate to areas of special emphasis within the Library's general or special collections.

**AUTHORITY**

c. Collections are established or abandoned based on specifications in the Johnson County Library Collections Policy.

October 4, 2017

**ARM 30-20-30 End**