

The Jacob Leisler Institute for the Study of Early New York History
Library and Archives Collection Development Policy
Outline

I. Statement of purpose

The Jacob Leisler Institute for the Study of Early New York History is an independent, not-for-profit study and research center devoted to collecting, preserving, and disseminating information relating to the life of Jacob Leisler (1640–1690), his immediate family, and the people, culture, and history of colonial New York under English rule between 1664 and 1773.

II. Types of programs supported by the Institute

- A. Research
- B. Exhibitions
- C. Community outreach
- D. Publications

III. Clientele served by the collection

- A. Scholars and other professionals
- B. Students
- C. General public

IV. Scope

- A. Languages: Materials are collected in all major European languages with the majority of the manuscripts (and associated copies) in German, Dutch, French English, and Latin.
- B. Chronological Period: Materials relating to Jacob Leisler, his immediate family, and New York between 1664 and 1773 are collected from the sixteenth century to the present.
- C. Geographical Area: Materials are collected from the region that included colonial New York, the wider United States, Europe, and areas of the world that were a part of seventeenth- and eighteenth-century European colonial expansion and trade.

V. Types of Materials

The Institute contains a collection of original, digital, and/or paper copies of primary source manuscripts, books, maps, and illustrative materials, as well as a library of secondary resources that provide scholarly context to the primary sources.

- A. Books
- B. Manuscripts
- C. Maps
- D. Prints
- E. Genealogical vertical file materials
- F. Serials
- G. Ephemera
- H. Institutional Materials

VI. Related Collections

VII. Accession and de-accession procedures

VIII. Procedures for reviewing this policy and its implementation