

Marilyn J. Lass Center for Minnesota Studies Collection Development Policy

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I. INTRODUCTION

- a. This is an area specific collection development policy that supplements information found in the Memorial Library general collection development policy statement. Anything not discussed in the M.J. Lass Center collection policy can be referred back to the general policy.
- b. The mission of the Marilyn J. Lass Center for Minnesota Studies (M.J. Lass Center) is to serve the Minnesota State University, Mankato academic community as well as the Southern Minnesota regional community by collecting, preserving, and providing access to materials relating to Minnesota; with an emphasis on South-Central Minnesota. The M.J. Lass Center is located on the second floor of the Memorial Library.

II. SUBJECTS AND SCOPE OF COVERAGE

- a. Subjects
 - i. The M.J. Lass Center collects materials relating to Minnesota with an emphasis on South-Central Minnesota.
 - b. Geographic Area covered - The collection focus of the M.J. Lass Center is South-Central Minnesota with a secondary priority being the rest of the state.
 - . South-Central Minnesota is defined as the counties of: Blue Earth, Brown, Faribault, Freeborn, Le Sueur, Martin, Nicollet, Rice, Sibley, Steele, Waseca, Watonwon.
 - i. Materials with a larger geographic scope than Minnesota may be included in the collection if it relates to or discusses the state.
 - ii. This geographic emphasis relates to the intellectual content of the material as well as publication sources. For exclusions relating to publication sources see SECTION III - TYPES OF MATERIAL.
 - c. Chronological Periods Covered - Intellectual Content i. The collection covers the time-period from pre-statehood to the present.
- d. Chronological Periods Covered - Publication Dates

- vi. Non-MSU Theses - Only materials relating to South-Central Minnesota may be collected.
- vii. MSU Author Publications - MSU Author publications relating to or about Minnesota may be included in the M.J. Lass Center. See MSU Authors Collection Development Policy for additional information.
 - b. Periodicals
 - . Most periodicals relating to Minnesota are included in the M.J. Lass Center.
 - i. See the Serials Collection Development Policy for details on adding to or deselecting from the M.J. Lass Center periodicals collection.
 - c. Government Documents i. Minnesota State Publications - MSU is a state document depository library. This means that since 1981, MSU has received microfiche copies of documents issued by the executive, judicial and legislative branches of Minnesota state government. There are also a few publications in print format. The Legislative Reference Library coordinates this program.
 - d. Manuscript Collections
 - . Only published manuscript collections will be considered for acquisition for the M.J. Lass Center. These materials are usually in book or microfilm format.
 - i. Most published manuscript collections relating to Minnesota are acquired from the Minnesota Historical Society.
 - ii. Unpublished manuscript collections are acquired by the Southern Minnesota Historical Center. See the Southern Minnesota Historical Center Collection Development Policy for details.
 - e. Maps and Atlases
 - . Most Minnesota maps are collected by the Government Documents/Map Librarian and housed in the Map collection. A limited number of duplicate maps are kept in the M.J. Lass Center for reference purposes.
 - i. The M.J. Lass Center and the Map Collection of the library cooperatively collect atlases pertaining to Minnesota. Normally, each area acquires a single copy.
 - f. Posters
 - . Posters may be collected for the M.J. Lass Center as content appropriate.
 - g. Sound Recordings (Music Compact Disks, Reel-to-Reel tapes, Audio Cassettes, Records, etc.)
 - . Sound recordings can be valuable assets to the M.J. Lass Center; however, the Center does not have the proper facilities to store or review these materials.
 - i. Sound recordings suitable for the M. J. Lass Center will be recommended to the appropriate collection (ERC or Music Library) for acquisition.
 - h. Multimedia (Videos, DVD, CD-ROM, etc.)
 - . Multimedia products can be valuable assets to the M.J. Lass Center; however, the Center does not have the proper facilities to store or review these materials.
 - i. Multimedia products suitable for the M. J. Lass Center will be recommended to the appropriate collection (ERC) for acquisition.
 - i. Electronic Resources (Websites, databases, etc.)

- . As resources become available relating to Minnesota they may be added to the collection providing there is sufficient technical and financial support available within the Memorial Library.

IV. RESPONSIBILITY

- a. Unless otherwise stated, the Archives and Special Collections Librarian is responsible for collection development in the M.J. Lass Center. Recommendations are encouraged.

V. OTHER

- a. There is some overlap between the collection development policy for the M. J. Lass Center and that of the University Archives and Southern Minnesota Historical Center. It is important for these areas to work together when collecting materials.
- b. Duplicate Copies - Preservation and access are important aspects of the M.J. Lass Center mission. When possible, this means that two copies of a work are acquired. One is designated as a circulating copy and one is designated as a reference copy. Additional, multiple copies (3+) may be acquired on a limited basis if they fit one or more of the following guidelines:
 - i. Multiple demand and heavy, continuous use
 - ii. Limited printing of a potential heavy use item
 - iii. Pre-1900 materials in good condition These multiple copies may be used as replacement copies if the need warrants it.
- c. M. J. Lass Center Storage - The M. J. Lass Center is a comprehensive collection of materials relating to Minnesota that has materials dating from the nineteenth century to the present. In an effort to preserve the historical and unique materials for researchers, a secure storage area has been designated for Center materials. These materials are all listed in the library's online catalog and are available on demand under supervised conditions. The purpose of this area is to preserve materials that meet one or more of the following guidelines.
- . Fragile or irreplaceable materials of ongoing value that cannot be replaced or mended
 - i. Materials that may be damaged by leaving them in the main collection or through normal unsupervised use.
 - ii. Copies 3+ of materials of ongoing value. See SECTION V OTHER B. DUPLICATE COPIES
 - iii. The space priority in the M. J. Lass Center Storage is for materials relating to South-Central Minnesota.
 - iv. Access to storage materials is available from the Archives and Special Collections staff and from the first floor reference desk.

VI. PRESERVATION

a. The preservation policies for the M.J. Lass Center are the same as those found in section XI. COLLECTION MAINTENANCE AND PRESERVATION of the General Library Collection Development Policy, with a few additional components.

i. Mending

1. If materials are too far gone for the mending option, these materials can be transferred to M.J. Lass Center Storage if they meet the storage area guidelines. See SECTION V OTHER C. M.J. LASS CENTER STORAGE. These materials are still accessible to the public and protected from further deterioration.

ii. De-selection

1. The nature of the M.J. Lass Center is that of a special collection with a comprehensive collection area. This means that most materials, once added to the collection, remain in the collection.
2. The primary de-selection that may take place in the M.J. Lass Center relates to multiple copies. The Center routinely collects two copies per title, one for reference and one for circulation. There are however numerous examples of multiple (3+) copies. If lack of use warrants it, these additional materials may be de-selected at the discretion of the Archives and Special Collections Librarian.
3. If de-selection occurs, the guidelines, set forth in XI. COLLECTION MAINTENANCE AND PRESERVATION of the General Library Collection Development Policy, are to be followed.