

## **MSU Authors Collection Collection Development Policy**

The MSU Authors Collection is an important part of the Memorial Library's holdings because the works in this collection document the intellectual heritage of the university and the contributions of MSU faculty and staff to contemporary scholarship as well as celebrate and honor the scholarly achievement of Minnesota State University, Mankato faculty and staff.

Due to the fact that some materials are better served in the stacks or other locations in the library, the MSU Authors Collection is not comprehensive. The collection is housed in the University Archives.

1. The MSU Authors Collection is composed of published monographs that were authored, co-authored, compiled, edited/co-edited, translated, or illustrated by a MSU faculty or staff member while he or she was affiliated with this university. The Library attempts to obtain one copy of all such works to add to this collection.
2. The Library also attempts to collect composed music for a published score or recording and commercially distributed films or videos where a MSU faculty or staff member had a primary role in creation. These materials can be better stored in the ERC or the Music Library and will not be housed with the MSU Authors Collection.
3. The MSU Authors Collection normally contains one copy of monographs that qualify as in #1 above. Acquiring additional copies of the same title for the stacks or other locations is at the discretion of the appropriate collection developer.
4. Only monographs of current faculty or staff are added to the MSU Authors Collection. An exception to this rule may be made by the Library Dean to permit adding works by faculty and staff who have retired from MSU but who have maintained their affiliation with the institution.
5. Retrospective collecting of monographs published by MSU authors in the past while they were employed here will be done whenever possible.
6. Retrospective collecting of monographs published by MSU authors prior to being employed at MSU will not be done. An exception to this rule may be made at the discretion of the Library Dean.
7. Once a MSU Author leaves the university, their work will no longer be collected for the MSU Authors Collection. An exception to this rule may be made at the discretion of the Library Dean.
8. Dissertations, articles, scholarly papers, and similar publications are not included within the MSU Authors Collection. However, if bibliographic information regarding these types of works is submitted to the University Archives, it will be added to an ongoing bibliography of MSU Authors works.
9. The Library solicits gifts to the MSU Authors Collection by informing departments about the collection and inviting faculty and staff to donate copies of their works.
10. If a donation is not forthcoming the Library may purchase one copy of the monograph for placement in the MSU Authors Collection. If there is an

anticipated need for a circulating copy, the Library may purchase a second copy for the stacks. (See #3)

11. The MSU Authors Collection is a non-circulating collection. Monographs from the MSU Authors Collection are not available for inter-library loan.

Approved 04/13/01 by the Collection Development Group Drafted by Daardi Sizemore