



MINNESOTA STATE UNIVERSITY, MANKATO

LIBRARY SERVICES

Policy Name: Dr. Mary T. Dooley Map Library Collection Development Policy		
Responsible Group: Map Library	Approver: Map Library	
Last updated: 07/2021	Reviewed on: 04/2022	Page 1 of 3

This collection development policy is specific to a special collection and supplements information found in the Minnesota State University, Mankato Library Services general collection development policy ([link](#)). Anything not discussed in the Dr. Mary T. Dooley Map Library collection development policy can be referred to in the general policy.

I. Introduction

- A. The Dr. Mary T. Dooley Map Library (Dooley Map Library) is located at Minnesota State University, Mankato's Memorial Library. It houses maps and charts, aerial photographs, and atlases. The map collection includes cartographic materials from all over the world, with an emphasis on Minnesota and the local area.
- B. The mission of the Dooley Map Library is to support the Minnesota State University, Mankato academic community as well as the Southern Minnesota region by collecting, preserving, and providing access to cartographic materials. As part of the federal depository library program, the Map Library receives government documents and maps as a selective depository library.

II. Subjects and Scope of Coverage

- A. Subjects
 1. Subject Parameters
 - a. The Dooley Map Library collects physical and digital cartographic materials.
 - b. The Dooley Map Library's first priority for selection decisions is to support the university's curricular needs.
 - c. The Dooley Map Library is a special collection that supports research and graduate-level work. Selection of materials is at a depth to support this level of research.
 2. Chronological Period
 - a. There are no chronological limitations for selection of materials.
 3. Geographical Coverage
 - a. The Dooley Map Library collects a range of geographical coverage, with a particular focus on the local and regional area.
 - b. Specialized geographical areas are selected to support curricular coursework.
 4. Languages
 - a. There are no language limitations, but there is a preference for materials in English.



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III. Collections and Material Types

- A. General Maps and Charts
- B. Oversized Maps and Charts
- C. U.S. Geological Survey Topographic Maps
 - a. Most of the USGS topographic maps are housed in the USGS Topographic Map cases (7.5 min and 15 min quads). There are other map scales and raised relief maps in the General Map Collection.
- D. Atlases and Reference Works
 - a. Many atlases and plat books are housed in the Dooley Map Library. There are a limited number of duplicate or historical atlases and plat books kept in the Marilyn J. Lass Center for reference purposes.
- E. Oversized Atlases
- F. Aerial Photographs
 - a. The majority of aerial photographs are black and white vertical photographs of Minnesota.
 - b. Some unique collections are or in the process of being digitized. They are available on the university's institutional repository, [Cornerstone](#).
- G. Globes
- H. Microform
 - a. Microform is largely Sanborn fire insurance maps of Minnesota and surrounding states.
- I. Digital Maps
 - a. The Dooley Map Library adds digital maps to the collection to support the university's curricular needs, provided there is sufficient technical and financial support available within the Library.

IV. Responsibility

- A. Unless otherwise stated, the Government Documents/Maps/Instruction Librarian and Maps Library Technician are responsible for collection development in the Dooley Map Library. The Dooley Map Library makes decisions in consultation with academic departments. Recommendations are encouraged.

V. Principal Sources of Supply

- A. The Memorial Library participates in the Government Documents federal depository library program and many of the maps are from the U.S. Government Printing



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Office, specifically the U.S. Geological Survey. The Dooley Map Library acquires maps and atlases through Library funds as well as donations.

- B. Gifts and other donations are encouraged and considered on an individual basis. They are added to the collection only if they will add coverage and support existing collection guidelines.

VI. Collection Maintenance

- A. The nature of the Dooley Map Library 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.
 - 1. Mending
 - a. Archival preservation methods will be utilized whenever possible to preserve rare and fragile items.
 - b. If the item is damaged by extensive use and a replacement would cost less than repairing, then another copy will be purchased.
 - 2. Deselection
 - a. The primary deselection that may take place in the Dooley Map Library relates to multiple (2+) copies, ephemeral materials (e.g., travel guides), or materials out of the collection scope.
 - b. Print materials are not automatically deselected if the Dooley Map Library acquires a digital format. Before deselecting, it is best practice to consider how researchers access materials, if older editions are available through the digital format, if there are advantages to retaining a print material, whether the digital format's cost is sustainable, and what digital space/cost is needed to store these digital materials.
 - c. Cartographic materials are not automatically deselected if there are newer editions to support research needs.
 - d. Limited deselection occurs with this collection.