



# MINNESOTA STATE UNIVERSITY, MANKATO

## LIBRARY SERVICES

Policy Name: <b>Marilyn J. Lass Center for Minnesota Studies Collection Development Policy</b>		
Responsible Group: University Archives		
Last updated: 06/2021	Reviewed on: 04/2022	Page <b>1</b> of <b>3</b>

### I. Introduction

- A. This is a subject specific collection development policy that supplements information found in the Minnesota State University, Mankato Library Services general collection development policy statement ([link](#)). 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 support the Minnesota State University, Mankato academic community as well as the Southern Minnesota region by collecting, preserving, and providing access to materials relating to Minnesota with an emphasis on South-Central Minnesota.

### II. Subjects and Scope of Coverage

#### A. Subjects

1. The M.J. Lass Center collection focus is the South-Central Minnesota region 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, and Watonwan.
  - a. Materials with a larger geographic scope than Minnesota may be included in the collection if it relates to or discusses the state.
  - b. This geographic emphasis relates to the intellectual content of the material or the material is written by a Minnesota author. For a definition of a Minnesota author please see Section III.
2. Chronological periods covered.
  - a. Intellectual Content - The collection covers the time period from pre-statehood to the present.
  - b. Publication Dates - There is no limitation related to the collection of materials based on publication dates.
3. Languages collected.
  - a. Any language spoken in or native to Minnesota. The collection is primarily composed of works written in English.

### III. Types of Material

#### A. Books

1. Juvenile Fiction – Select juvenile fiction may be located in the M.J. Lass Center if it was written by a South-Central Minnesotan or is about South-Central Minnesota. All other juvenile fiction is in the Education Resource Center.



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2. General Fiction – Books written by Minnesota authors may be acquired for the M.J. Lass Center collection. Fictional works about Minnesota may also be included.
  - a. Definition of Minnesota Authors (or other artistic creator, such as an editor or illustrator whose work is central and integral to the book). A Minnesota author, or other primary creator must meet at least one of the following qualifications: 1) an individual who maintains a permanent residence in Minnesota or 2) an individual is commonly thought of as a Minnesotan but resides outside the state.
3. Non-Fiction
  - a. Minnesota Related – Books on all subjects relating to Minnesota may be acquired for the collection. Priority is given to South Central Minnesota topics.
  - b. Minnesota Authors – Non-fiction by Minnesota authors that does not relate to Minnesota may be considered for the general collection.
4. Periodicals
  - a. Most periodicals relating to Minnesota are included in the M.J. Lass Center. Priority is given to South-Central Minnesota topics.
5. Government Documents
  - a. Minnesota State Publications – Minnesota State University, Mankato is a state document depository library. This means from 1981 to 2006, Minnesota State Mankato 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. Current documents are available through the [Legislative Reference Library](#).
6. Manuscript Collection
  - a. Only published manuscript collections will be considered for acquisition for the M.J. Lass Center. These materials are usually in book or microfilm format.
7. Maps and Atlases
  - a. Most Minnesota maps and atlases are collected by the Dr. Mary T. Dooley Map Library. A limited number of historical atlases and plat books are kept in the M.J. Lass Center for reference purposes.
8. Multimedia (VHS, DVD, CD, reel-to-reel, cassette.)
  - a. Multimedia products can be valuable assets to the M.J. Lass Center; however, the Center has limited facilities to store and review these materials.



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- b. Multimedia products suitable for the M.J. Lass Center are often recommended to the appropriate collection (ERC or Kiyo Suyematsu Music Library) for acquisition.
- 9. Electronic Resources (websites, databases, etc.)
  - a. 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 Library.

#### IV. Collection Maintenance

- A. 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.
  - 1. Mending
    - a. Because of the unique nature of this collection, preservation of this collection is a priority. Archival preservation methods will be utilized whenever possible to preserve rare and fragile items.
  - 2. Deselection
    - a. The primary deselection that may take place in the M.J. Lass Center relates to multiple (3+) copies and materials outside of the collection scope.
    - b. Limited deselection occurs with this collection.

#### V. 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.

#### VI. 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 or non-circulating copy.
- C. Alternative Storage – The M.J. Lass Center utilizes additional Library storage such as M.J. Lass Center Storage and Library Remote Storage (LRS) to preserve and maintain the collection.