



# MINNESOTA STATE UNIVERSITY, MANKATO

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## LIBRARY SERVICES

Policy Name: <b>Minnesota State Mankato Authors Collection Development Policy</b>		
Responsible Group: University Archives		
Last updated: 07/08/2021	Reviewed on: 04/2022	Page <b>1</b> of <b>2</b>

1. Introduction
  - a. The Minnesota State Mankato Authors Collection is a collection within the University Archives.
2. Subjects and Scope of Coverage
  - a. The Minnesota State Mankato Authors Collection is composed of published monographs that were authored, co-authored, compiled, edited/co-edited, translated, or illustrated by current University faculty, staff, or student. Alumni and individuals with official emeriti status may also be included.
  - b. The Library attempts to collect composed music for a published score or recording and commercially distributed films or videos where a Minnesota State Mankato faculty or staff member had a primary role in creation. These materials may be better stored in the Educational Research Center, the Kiyu Suyematsu Music Library, or the Dr. Mary T. Dooley Map Library and might not be housed with the Minnesota State Mankato Authors Collection.
  - c. Only monographs by faculty or staff, current or emeritus are included.
  - d. Retrospective collecting of monographs published by Minnesota State Mankato authors prior to their being employed at Minnesota State Mankato will not be done.
  - e. Dissertations, articles, scholarly papers, chapters, and similar publications are not included within the Minnesota State Mankato Authors Collection. However, if bibliographic information regarding these types of works is submitted to the University Archives, it may be added to [Cornerstone: A Collection of Scholarly and Creative Works](#).
3. Acquisitions of Materials
  - a. The Library solicits gifts to the Minnesota State Mankato Authors Collection by informing departments about the collection and inviting faculty and staff to donate copies of their works.
  - b. If a donation is not forthcoming, the Library may purchase one copy of the monograph for placement in the Minnesota State Mankato Authors Collection. If there is an anticipated need for a circulating copy, the Library may purchase a second copy for library collections.
  - c. Alumni monographs are only added to the collection if donated copies are received.
4. Collection Maintenance
  - a. The Minnesota State Mankato Authors Collection is a permanent collection.
  - b. To protect the materials in the Archives proper storage and labeling is required.



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- c. The Minnesota State Mankato Authors Collection is a non-circulating collection. Monographs from the Minnesota State Mankato Authors Collection are not available for interlibrary loan.
5. Responsibility
  - a. The Archives and Special Collections Librarian is responsible for the collections of the University Archives and Southern Minnesota Historical Center, which includes the Minnesota State Mankato Authors Collection.