

Ozarkiana Collection

Collection Development Policy

I. Statement of Purpose

The Ozarkiana Collection (OC) is a unit within the Special Collections and Archives Department of the MSU Libraries. The primary mission of the MSU Libraries is to serve the teaching, research, and public service needs of the University community. The role of the OC in accomplishing this mission is to collect, preserve, and make available for research materials relating primarily to the history and culture of the Ozarks region and Southwest Missouri.

II. Types of Programs Supported by the Collections

A. **Research:** Materials collected and made available shall further the research of MSU faculty, staff, and students, the general public, and visiting scholars in the history and culture of the Ozarks and the Southwest Missouri region. In order to support all levels of research, the OC shall seek to provide resources on the history and culture of the Ozarks and the Southwest Missouri region, achievements of Missourians, as well as materials that build on current strengths.

B. **Preservation and Security:** Crucial to the ongoing operation of the Special Collections and Archives program is the preservation of research materials. Collections are stored in acid-free containers in Meyer Library. The OC is a non-circulating collection that is maintained in closed stacks.

C. **Exhibitions:** As part of the overall Special Collections and Archives Department program, the OC mounts on a periodic basis (as staff and time permits), exhibitions featuring and interpreting materials from the collections. Exhibitions are prepared by Special Collections staff, under the coordination of the head of Special Collections and Archives. OC will consider requests to loan unrestricted materials and facsimiles for exhibition to other research institutions when the policies and facilities of those institutions meet acceptable standards and proper credit is given to the MSU Libraries.

D. **Outreach and Publications:** The OC seeks to further the use and development of the collections through an outreach program that increases public

awareness of the nature and relevance of the collections. This program includes exhibitions (see II.C.), tours of the OC facilities and presentations by the head and staff of OC; and publications such as brochures, catalogs, and a newsletter. Awareness of the collections among the scholarly community will be fostered by entering information about the collections in national databases; reporting them to national lists; and publicizing acquisitions in the news media and professional, scholarly, and popular publications.

E. **Acquisitions:** The OC acquires materials through donation, loan, deposit, and purchase. Purchases are financed by legislatively appropriated funds in the MSU Libraries acquisitions budget; by income from endowment funds; and by cash donations. Donations of materials and funds are essential to maintaining and developing the collections, and the support of donors is consistently sought. Grant funding for special projects will be sought when such projects do not diminish the level of routine care and service of the collections.

III. Clientele Serviced by the Collections

The policy of the OC is to make materials available to researchers on equal terms, subject to the appropriate care and handling of the materials by the researcher.

A. **Scholars:** University faculty and staff and non-MSU faculty are permitted to use the OC with proper identification.

B. **Graduate and Undergraduate Students:** III.A. also applies to University and non-MSU graduate and undergraduate students.

C. **General Public:** Members of the general public are welcome to use the OC with proper identification.

D. **High School Students:** High school students are granted use of the OC with proper identification.

IV. Priorities and Limitations of the Collection

A. **Present Collection Strength:** The OC is strongest in the areas of 19th and 20th century Southwest Missouri history, culture, and literature.

B. **Present Collecting Level:** The OC covers the history, literature, economics, politics, and culture of Southwest Missouri and the Ozarks region with emphasis on: early Ozarks settlements, the towns of Springfield and Branson, the Butterfield Overland Trail, the Civil War in Southwest Missouri (esp. the Battles of Carthage, Wilson's Creek, and the occupation of Springfield) agriculture (esp. dairy, fruit, and poultry), forestry, recreation (specifically hunting, boating, fishing, and camping),

regional industries (such as mining) and businesses, and social, cultural, and educational organizations.

C. Present Identified Weaknesses: The OC is weak in certain areas of 19th and 20th century Southwest Missouri history especially in regards to women, minorities, and ethnic groups. OC also lacks primary sources, first-hand accounts, and manuscripts to support and compliment secondary materials. OC will aggressively collect in the above areas.

D. Desired Level of Collecting: As part of the region's major public institution of higher education, the OC will exhaustively collect materials that pertain to the history and culture of Southwest Missouri as specified in IV. B., including materials written by and about Missourians.

E. Geographic Areas Collected: Missouri Ozarks and Southwest Missouri, especially the counties of Barry, Barton, Benton, Camden, Cedar, Christian, Crawford, Dade, Dallas, Dent, Douglas, Greene, Hickory, Howell, Jasper, Laclede, Lawrence, McDonald, Maries, Miller, Newton, Oregon, Osage, Ozark, Phelps, Polk, Pulaski, St. Clair, Shannon, Stone, Taney, Texas, Vernon, Webster, and Wright (see map). The OC will selectively acquire materials from the Oklahoma and Arkansas Ozarks regions.

F. Forms of Material Collected: The OC is an integrated collection that acquires materials in various formats, including monographs, manuscripts, archives, photographs, pamphlets, prints, and selected memorabilia. The OC will select audio-visual, microform, music, and machine readable records only on a case by case basis due to the Collection's limited ability to provide preservation, access, and storage for such formats.

G. Exclusions: The OC will **not** generally accept the following: Materials that reflect the history of geographical areas other than that listed in IV. E.; partial manuscript or archival collections when major portions of the collection have already been deposited in another repository; artwork and artifacts; and collections of purely genealogical material. The OC will **not** generally accept items that are copies of originals. The OC will **not** accept materials without a signed deed of gift.

V. Cooperative Agreements Affecting the Collecting Policy:

The Ozarkiana Collection recognizes that other institutions collect in the same or overlapping areas, and will seek to acquire similar unique resources for their own collections. The OC also recognizes that other institutions may have prior claim on such materials or be a more appropriate repository to house them. Opportunities to acquire such materials, as well as those not covered by the OC collecting policy, will be referred

to an appropriate repository. In cases where the legitimate collecting interests of the OC and another repository directly conflict, the OC will use the best interest of the scholarly community as a criterion in pursuing a resolution.

VI. Statement of Deaccessioning Policy:

Duplicates and materials that do not reflect the collecting areas of the OC may be deaccessioned, subject to the terms of acquisition, University regulations, and state and federal laws, and offered to other more appropriate institutions or the donor or donor's family.

VII. Procedures Affecting the Collecting Policy:

A. **Deed of Gift:** The OC will **not** accept materials without a legal transfer of title, gift agreement or deposit, or other official acknowledgment.

B. **Loans and Deposits:** Materials loaned to or deposited with the OC will be accepted when the conditions for acceptance are favorable to the MSU Libraries.

C. **Closed Collections:** The OC will **not** accept collections of materials that are closed to public access in perpetuity and will **not** ordinarily accept collections that are closed for more than 5 (five) years.

D. **Deaccessioning:** The OC reserves the right to deaccession any materials within its collections, subject to the terms of acquisition and notification of the donor or his/her heirs.

E. **Exhibitions:** The OC reserves the right to include unrestricted materials in exhibitions, in accordance with normally accepted archival principles and practices.

F. **Copies and Digital Surrogates:** The OC will **not** generally accept copies (digital, photostatic, or photographic) of original source material. The department does not generally create or electronically store digital surrogates of primary source material from other institutions, organizations, or individuals due to rights management, changing image standards, hardware and software obsolescence, electronic storage space limitations, and intellectual control issues.

VII. Procedures for Reviewing Collection Development Guidelines:

This collecting policy is designed to meet the goals of the MSU Libraries, the Special Collections and Archives Department, and the Ozarkiana Collection. In order to determine the effectiveness of the collecting policy, at the end of every year, the staff will review the acquisitions, user records, and deaccessions of the preceding year. The

policy will be evaluated and changed as needed to meet the goals of the MSU Libraries and Missouri State University.

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