

Minnesota Library Access Center Operating Principles and Guidelines

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1. Minnesota Library Access Center

Introduction: The Minnesota Library Access Center (MLAC) is the state and university funded cornerstone of Minnesota libraries' efforts to provide cost effective storage, provide access, preserve, promote the use, and ensure the long term survival of the knowledge and culture contained in the collective library resources drawn from multiple library collections throughout the state.

- 1.1 Description: MLAC is a University of Minnesota facility located on the Twin Cities campus and incorporated into the Elmer L. Andersen Library complex. Completed in 2000, the Elmer L. Andersen Library was funded through bonds approved by the Minnesota Legislature in 1996. MLAC operates as an integral unit of the University of Minnesota, Twin Cities Libraries. MLAC staff and leadership report administratively to the University Librarian. Minitex, a division of the University Libraries, manages all MLAC operations.
- 1.2 Vision: MLAC will be a leader in the Nation's stewardship efforts to provide access to and preserve collected library resources in all subject areas with a focus on the unique and at-risk materials held in Minnesota libraries. MLAC will optimize collection storage through collaborative collection development and management emphasizing unique state holdings and enabling effective local collection management of Minnesota's libraries.
- 1.3 Mission: MLAC will provide environmentally controlled high-density storage, technical processing, and access services for lesser used, print library materials acquired by Minnesota libraries. MLAC will collaborate on a regional and national level with digital and traditional preservation efforts.
- 1.4 Governance: The University Librarian, University of Minnesota Libraries (Twin Cities) has MLAC leadership and administrative oversight responsibility. Assisting the University Librarian and the Minitex operational unit is the MLAC Advisory Board. The Advisory Board advises on vision and mission, policy development, guideline development, advocacy efforts, and external agreements on behalf of Minnesota libraries. The MLAC Advisory Board members represent MLAC collections and key Twin Cities Libraries work units and are appointed by the University Librarian.

2. Obligations of Depositing Libraries

2.1 Materials Appropriate for Deposit: Candidates for high-density storage include books, bound periodicals, and loose periodicals which can be categorized and stored with other materials of similar characteristics. Examples of formats not suited for high-density storage at this time are archival materials, media formats, and maps. Note: Exceptions to normal material acceptance criteria will be made at the discretion of MLAC staff but potential deposits must be approved in advance by MLAC staff.

Other requirements for deposit:

- Available for patron use, either for loan or for use on-site in MLAC reading room.
- Suitable for use. Books in fragile condition or slightly damaged should be protected in acid-free boxes, envelopes, and other enclosures to preserve the dust-free environment. MLAC staff shall have discretion to accept or return items lacking appropriate enclosures.
- Free of mold, insect infestation, or loose debris.
- Compatible with high-density storage practices.

2.1.1 Non-duplication of MLAC Holdings: Items that duplicate MLAC holdings are not accessioned and will be returned to the depositing library or discarded with the approval of the depositing library.

- Monographs - books are considered duplicate that have the same title, edition, date, and publisher.
- Periodicals – duplication is determined on the basis of title and volume already accessioned. Depositing libraries should consult with MLAC staff in advance of shipping.

2.2 Memorandum of Agreement: By agreement MLAC is a shared collection. MLAC retains lesser-used library resources to provide for access and use for the long term. Prior to sending items for deposit, libraries must agree to maintain deposited items in MLAC for a minimum of 25 years by submitting a signed Memorandum of Agreement.

2.2.1 Frequent Use: MLAC provides high density storage for lesser used materials from Minnesota libraries. If usage exceeds a threshold deemed inappropriate for this type of storage, MLAC may at its sole discretion return materials to the depositing library.

2.3 Ownership of Materials: Depositing institutions retain ownership of materials deposited in MLAC. Volumes should be property stamped or otherwise labeled for ownership.

2.4 Bibliographic Records: All deposited material must have machine-readable bibliographic records conforming to cataloging standards and University of Minnesota Twin Cities (UMTC) protocols.

- 2.5 Liaison: Depositing libraries shall designate a MLAC liaison with whom the MLAC manager and/or staff can coordinate activities and resolve record problems or other issues.
- 2.6 Shipping: The depositing library is responsible for delivery of deposits to MLAC including packing, transport to MLAC, and all costs associated with these activities.

3. MLAC Responsibilities

- 3.1 Advise Depositing Libraries: MLAC staff will work with depositing libraries to coordinate activities including:
- Determining quantity that can be deposited.
 - Setting a delivery schedule.
 - Assessing special requirements or requests by the depositing library.
- 3.2 Accessioning Deposits: MLAC staff will:
- a) Process items for storage, which includes inspecting, sizing, boxing and shelving.
 - b) Create appropriate cataloging records for MnCAT (University of Minnesota Libraries' catalog), in accordance with national and UMTC policies and protocols.
 - c) Implement a record-keeping process for stored materials to ensure timely and accurate retrieval.
 - d) Maintain collection and usage statistics.
- 3.3 Maintenance of the Collection/Preservation: MLAC staff will monitor the facility for climate control, fire protection, and security safeguards. Deposited materials will be handled in a manner consistent with accepted preservation practices.
- 3.4 Access and circulation: Direct library patron access is not allowed due to the design of the high density storage area. Primary access to materials deposited in MLAC is through lending, scan/electronic delivery, and photocopy services to individual users or through their local libraries. All onsite users may use the MLAC reading room for any MLAC materials during public hours.

3.4.1 Lending: Lending is dependent on the type of item and the requirements of the depositing library. In general:

- Monographs circulate for the standard UMTC loan period or regular interlibrary loan period.
- Periodicals do not circulate except to the depositing library. Titles deposited by UMTC are the exception and have a one week loan period.
- Reference Material circulation is determined by the depositing library.
- Rare materials designated by the depositing library, do not circulate.

3.4.2 Onsite Use: MLAC maintains an unstaffed reading room for onsite use of non-circulating and other materials. A self-service photocopy machine is also available.

4. Role of MLAC: The MLAC vision is to be a leader in cooperative stewardship of library resources and seeks to leverage its resources to participate in regional and national print retention and preservation efforts. This vision requires a repositioning of MLAC from a shared facility for Minnesota libraries to a shared collection benefitting a national community.