



**Archives & Special Collections
Eastern Connecticut State University (ECSU) Authors
Collection Policy**

The Eastern Connecticut State University (ECSU) Authors Collection contains books and bound items published by ECSU faculty, staff and students. The ECSU Authors Collection follows the list of guidelines below.

1. The collection consists of books, bound items, video tape, audio tape and CDROM. Journal articles and theses by ECSU authors, will have the complete citation added to a database and the list will be accessible to patrons in the University Archives. When the author submits a journal article or a thesis to the library, the article/publication will be displayed in the ECSU Authors display case (highlighting the ECSU Author), however the journal article or thesis will not be added to the ECSU Authors Collection. The addition of the journal article or thesis to the library collection will be at the discretion of the serials department and/or the Coll. Dev. Officer.
2. The collection consists of three shelving locations:
 - ECSU Authors Special Collections** [location= essp]
 - ECSU Stacks** [in appropriate format location]
 - ECSU Author Display Case** [location = esspd]
3. Purchase and acquisition of the items will be in priority order:
 - First Copy Purchased / Received will be shelved in Special Collections.
 - Second Copy Purchased / Received will be placed in the library stacks with a circulation status.
 - Third Copy Purchased / Received will be displayed in the Exhibit Case.
4. Each shelving location will be processed in the following manner:
 - ECSU Author Special Collections**
Cataloged in CONSULS and identified with an identistrip (no labels /stickers are placed on this copy).
 - ECSU Stacks**
Cataloged in CONSULS, and identified with standard labels and bar codes strips for stacks items, paying attention to any special format needs.
 - ECSU Author Display Case**
Cataloged in CONSULS, and identified with an identi-strip (no labels / stickers are placed on outside of items). These items need to have clean spine and book covers for display purposes. These items are non-circulating so they will be shelved and accessed by A&SC staff. [Key for access will be in A&SC and Adm. Office]
5. Items will be added to the collection in two ways:
 - Library staff will be informed of a new title and at least one copy (preferably three) of the title will be purchased for the library collection, and its three locations.
 - Faculty member will submit at least one copy (preferably three) to the library and the submissions will be cataloged according to the priority order set in number three above.
6. Items displayed in the exhibit cases will be either displayed on book racks facing forward or will be placed side by side with their spine in view for patrons to browse.
7. At the point in time when the exhibit case on the second floor starts to become full, the archives and cataloging groups should get together to plan the transfer of older titles to an alternate location. For example, transfer copies to the stacks as additional circulating copies.