

**North Dakota State University Archives:
Institute for Regional Studies**

COLLECTION DEVELOPMENT POLICY

**NDSU LIBRARIES
FARGO, NORTH DAKOTA**

2003

This policy was approved by
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INTRODUCTION

The Institute for Regional Studies supports research and learning in almost every discipline, including the arts, humanities, and sciences. It is not concerned exclusively with history nor is it tied to any single NDSU department or program. It supports the university's teaching and research mission at every level, including undergraduate, graduate, and post-doctoral.

The Institute, throughout its more than fifty-year history, has collected a wide variety of historical records. It affirms its role as part of North Dakota's land-grant institution, serving the people of North Dakota, the region and beyond. Its service is in preserving and communicating knowledge about the state and region.

The Institute supports NDSU's mission¹ by acquiring, preserving, and making available records and papers pertaining primarily to the social, cultural and political development of North Dakota. It acquires records and papers in most subject areas pertaining to North Dakota, with a special emphasis given to the agricultural, social, cultural, political, and literary development of the region.

Over the years, the archival holdings reflect certain strengths in the Institute's collecting. By subject, these include the agricultural development of the state, particularly the bonanza farming era; the pioneer period, especially in personal reminiscences and papers; the Nonpartisan League; and women of North Dakota as seen in their varied organizations. Other strengths include the lives and works of North Dakota literary figures; our many ethnic groups such as the Germans from Russia and the Norwegians; and the development of an urban society through City of Fargo records. By format, photographs constitute one of the Institute's most heavily used resources, and the North Dakota publications collection attempts to be as comprehensive as possible.

To guide the Institute for Regional Studies in its collecting program this collection development policy has been developed as one of its key management tools. It provides, in a written format, guidance to the archives staff in making the best possible decision on whether or not material is appropriate for the Institute's collections. It also provides possible donors with basic information regarding the collecting scope of the Institute. This document, along with the 2002 *Preservation Plan* of the Institute for Regional Studies & University Archives, should be consulted for specific preservation needs and actions outlined for the archival collections.

This document will never be finished; rather it will continue to evolve, reflecting changes in collecting scope and the research interests of the academic community and public. This document, critical for the Institute in fulfilling its mission, will:

- Define and chart a course of action regarding collection development
- Provide a framework for carrying it out
- Validate the role and importance of comprehensive planning for the archives
- Aid in securing appropriate research collections
- Record past and current collection activities and plan for future efforts

¹ See Appendix 1 for the complete mission statements of the Institute for Regional Studies, NDSU Libraries and North Dakota State University.

HISTORY

After arriving on campus in 1949, G. Ernst Giesecke, Dean of the School of Applied Arts and Sciences at North Dakota Agricultural College, began developing the idea for a campus center that would enable the faculty to do original research focusing on the Upper Great Plains and, in the process, better themselves as teachers. Out of his discussions with faculty and the encouragement of President Fred Hultz, a proposal was forwarded to the North Dakota State Board of Higher Education for the establishment of an Institute for Regional Studies.

The North Dakota State Board of Higher Education formally approved the establishment of the Institute in March 1950². The founders articulated four principles to serve as guides for the direction of the Institute: first, to stimulate research into the region's resources and culture; second, to provide a center for research; third, to encourage artistic expression of life on the plains; and fourth, to assist in disseminating results of significant work.

In order to assist in the dissemination of significant work, the Institute began its own publishing program. The first book was *Handbook of North Dakota Plants* written by Professor O. A. Stevens and published in 1950. To date over sixty major publications have been issued with the Institute's imprint.

The Institute provided a center for research through the creation of an archival repository, housed in the then new fireproof campus library. The Institute received its first donation of historical documents in 1950. Leonard Sackett, Professor of English and Chairman of the Committee for the Preservation of Historical Documents, became responsible for acquiring further records. The Institute has been committed to collecting records on all aspects of the state's past, but has been especially successful in acquiring records related to agriculture, literary figures, the pioneer era, women, and the development of Fargo as an urban center.

In 1975 the Institute's archival operation was separated from the publishing arm, with administrative and financial responsibility given to the NDSU Library. Also at this time the first full-time professional archivist was hired. The archival collections were housed in the library until June 2000 when the flooding of the library lower level forced them to be moved, together with the staff, to a room in the Skills and Technology Training Center. Fortunately only about twenty feet of records sustained damage and approximately 100 books were lost.

The Institute founders also attempted to stimulate interest in the region through a variety of activities. They held art shows to display the talents of North Dakota artists. The Institute sponsored a Local History Day, which was an attempt to teach people how to preserve documents and aid people in the writing of local history. The Institute, with the aid of a monetary gift, created the Young Memorial Scholarship that was awarded to students who researched and wrote exceptional papers on regional interests and topics.

In 1971, a university archives program was established on campus. It is administered by the NDSU Libraries and housed with the Institute. The University Archives serves as the official repository for the historically enduring records of North Dakota State University. The Archives consists of non-current official and unofficial records, publications, and information pertaining to the University.

GENERAL

Overview

In the course of daily life individuals and organizations record information about their personal, social and business activities. These sources of history exist today in letters, diaries, minutes, financial and legal documents, photographs, sound recordings and publications. The Institute for Regional Studies is a place where these voices from our past are used and valued by the present and future generations.

Since its founding in 1950, the Institute's goal has been to actively develop an archival collection of primary and secondary sources that have lasting value. Developing the collection has been accomplished only through the generosity of those individuals and organizations that have realized the value of such historical documents in their possession and entrusted them to the archives of the Institute where they would be preserved properly and could be used and enjoyed by others.

Mission

In fostering understanding of regional life through research, the mission of the Institute for Regional Studies Archives is to identify, collect and preserve the historical resources of the region that have lasting value, and to promote the use of these materials by the North Dakota State University community, scholars and the public. Its goal is to provide a research experience for students in the use of primary resources, to advance scholarship and to further the instructional, research and public service missions of the university.

Organization Structure

The administrative structure of the Institute for Regional Studies today includes the Dean of the College of Arts, Humanities and Social Sciences and the Director of Libraries as co-directors. The archives staff is responsible to the library director. The director of the Center for Social Research and the publications staff, composed of an acquisitions editor and a production editor, are responsible to the dean. Together the University Archives and the Institute archives constitute a department of the NDSU Libraries. Current archives staff is John E. Bye, archivist and head; Michael Robinson, archivist; and John Hallberg, archives associate.

Programs Supported

- **Research** The archival collections of the Institute first and foremost support an active research program. The research clientele represents a broad spectrum of on- and off-campus constituencies, as outlined in the Collection Use section. The archives does not collect exhaustively in any specific area or areas, rather, it attempts to collect in a broad spectrum of subject areas and formats related to North Dakota, and to a much lesser extent the Northern Great Plains.
- **Exhibits** The development of exhibits based upon Institute archival collections currently is of minor importance. This is due primarily to the lack of exhibit area and staffing.
- **Outreach** The archives staff does promote a modest outreach program. Outreach activities include presentations to classes and off-campus groups, speaking at workshops and other public events regarding the holdings of the archives, and offering tours.

- **Publications** The publishing program of the Institute is administered through co-director, the dean of the College of Arts, Humanities and Social Sciences. Manuscripts for publication have come exclusively from outside sources rather than the archives, although the archival collections have been used by authors in their research.

Priorities and Limitations

- **Strengths** The present strengths of the Institute's collections, by subject, include the agricultural development of the state, particularly the bonanza farming era; the pioneer period, especially in personal reminiscences and papers; the Nonpartisan League; and women of North Dakota as seen in their varied organizations. Other strengths include the lives and works of North Dakota literary figures; our many ethnic groups particularly the Germans from Russia and the Norwegians; and the development of an urban society through City of Fargo records. A recent collecting area is Cass County court records. By format, photographs constitute one of the Institute's most important and most heavily used resources. The North Dakota publications collection attempts to be as comprehensive as possible. Genealogical collections are an important component of the Institute's collecting program. This is reflected in the collecting of microforms, North Dakota publications and Cass County records.
- **Collecting levels** Present collecting levels, by record type, are delineated in the Collection Policy Statements section of this document. The archives over-all goal is to collect broadly regarding North Dakota, rather than comprehensively in only a few areas.
- **Weaknesses** Political papers, Native American documents and audio-visual materials are three areas the Institute has done limited collecting. These areas have historically been more part of the collecting focus of the State Historical Society of North Dakota and the University of North Dakota. Although there is no formal collecting agreement between the three archives, each has respected the historical collecting areas of the others. Also, the Institute photograph collection has substantial gaps in images from the second half of the twentieth century.

Insurance

As a part of North Dakota State University, the collections of the Institute are covered under the insurance provisions of the university.

Dissolution

Although highly unlikely, should the archives program of the Institute for Regional Studies be dissolved, provisions for the transfer of its collections have been made.

- The North Dakota historical book collection would be integrated into the NDSU Libraries collection.
- North Dakota governmental records (Cass County, City of Fargo, and other political subdivisions, etc.) would be turned over to the North Dakota State Archives located at the State Historical Society of North Dakota. The State Archives already holds final legal title to all such records.
- Manuscript collections, and all rights held by the Institute, would be offered to the State Historical Society of North Dakota or the University of North Dakota Chester Fritz Library Department of Special Collections, as appropriate.
- Photograph collections, along with all rights held by the Institute, would be transferred to the State Historical Society of North Dakota.

COLLECTION ACQUISITION

Acquisitions

The Institute acquires most of its collections as gifts from donors, but its purpose is not to act as just a storage facility. Rather, it is an important information resource center at NDSU, created for the benefit of its students, faculty and staff, and the region. The person primarily responsible for the identification and solicitation of archival collections is the Institute archivist.

The Institute also acquires North Dakota related publications and reference materials. The archivist is responsible for identifying those publications to be acquired for the book collection. Consult the 'Publications' section (page 21) for policies followed within this specific collecting area.

Conditions of Acceptance

The Institute accepts only materials that are donated to the archives. All materials become the property of the Institute upon receipt of the material and the signing of a deed of gift by the donor. At that time the Institute retains the right to determine the disposition of the materials. Materials deemed not suitable for inclusion in the Institute may be considered for inclusion in the NDSU Libraries collections. Those items that are duplicates or which are in poor condition, or out of the scope of the collections, may be sold and the money used to purchase materials the Institute needs.

Deed of Gift

A deed of gift is a signed, written instrument containing a voluntary transfer of title to real or personal property without a monetary consideration. This contract establishes conditions governing the transfer of title to documents and specifies any restrictions on access or use. A deed of gift is prepared for all archival donations to the Institute and is signed by the Institute archivist, director of libraries and the donor(s). Two copies of the deed are made, one for the donor to retain and the other is kept on file at the Institute.

Copyright

The Institute attempts at the time of donation to obtain the copyright ownership of the donor for the materials being donated.

Restrictions

The Institute is an information resource, therefore every effort will be made to provide access to the materials in its care. Collections which have restrictions placed upon them limiting such access may be accepted, but only when the restrictions are reasonable and deemed necessary to protect the legitimate rights and interests of the donor. Any such restrictions will be stated clearly in the deed of gift signed by the donor, and will be adhered to by the archives staff.

Tax Deductions

Often patrons will request that their gifts be evaluated for the fair market value so they may qualify for a deduction for income tax purposes. The responsibility for establishing the fair market value of the donated item lies entirely with the donor. The Institute staff cannot perform such an appraisal. Donors should consult the IRS Department of Treasury publication "Determining the Value of Donated Property," Publication 561.

Geographical Areas Collected

The Institute's overall collecting focus is the state of North Dakota. It is recognized that due to its location on the extreme eastern edge of the state, the collecting of manuscripts and archival records in the western portion of the state is not as extensive as in the Red River Valley. For publications, photographs and genealogy collecting is state-wide. Only within the publications collection is a very modest attempt made to acquire materials related to the Northern Great Plains.

Language

North Dakota has a great diversity in the ethnic groups that settled the state. Some kept their records in a language other than English. No collection or publication will be refused based on language, if the primary focus relates to North Dakota.

Materials Excluded

The Institute reserves the right to refuse an offered collection that exceeds its financial, staff and material resources to properly care for it, or that, in its view, has too high a maintenance cost in proportion to the probable research benefits

- **Artifacts** Some artifacts and three dimensional materials find their way into the collection, usually as part of a larger donation. The Institute does not seek these materials out, and generally will not retain those that are donated, unless they have significant value as part of a collection. In most cases, three-dimensional objects will be separated from the collection and returned to the donor or given to a more appropriate repository. For those who wish to donate such items, suggestions will be made as to the most appropriate museum.
- **Electronic records** The Institute does not normally accept computer-dependent electronic records. To give consideration to any such records, complete written data must be provided detailing the contents and the software and version used. The data must be useable on a current computer and software.
- **Physical condition** A collection, or portion of a collection, that is in poor physical condition may be refused. Material showing signs of mold infestation will not be accepted. Consideration will be given to a donor who is willing to fund professional conservation treatment of the affected material.

Loans

The Institute does not normally accept materials on loan or temporary deposit. For materials to be placed at the Institute, the material must be donated and a deed of gift be completed.

Purchase

Most material found in the Institute's archival collections is usually the gift of individuals or organizations. Resources are extremely limited to allow for the purchase of archival and photographic materials for the collection and normally will not be done.

Financial Contributions

The Institute welcomes and appreciates financial contributions. Such donations are used primarily for the purchase of printed material, unless otherwise directed by the donor. A *Special Collections Endowment* for the benefit of the archives program has been established with the NDSU Development Foundation. Contributions to this endowment should be directed to the foundation.

COLLECTION USE

Clientele

The Institute for Regional Studies Archives supports the educational objectives of North Dakota State University and the mission and program objectives of the NDSU Libraries. The Institute seeks to serve a broad clientele, with special emphasis on the academic community of the university (faculty, graduate students and undergraduates) and a particular concern for the citizens of North Dakota.

Today, the Institute's collections are used by the NDSU community, scholars and the public in preparing scholarly articles and books, student research projects, local and family histories, exhibits and a host of other uses. In addition, professional archivists are on staff to both properly organize the documents that have been gathered and to provide the necessary reference assistance to those seeking information from them. They also attempt to direct researchers to additional facilities appropriate to their research needs.

Access

Unless restrictions are included in the initial deed of gift by the donor, a manuscript or archival collection is open for research use. This includes both campus constituents and the general public. Any restrictions on access agreed upon by the Institute staff and donor and documented in the deed of gift will be rigorously enforced by the Institute staff. Certain records of local government preserved in the Institute may have access restrictions imposed by state or federal law. All such restrictions will be enforced by Institute staff. The Institute also reserves the right to restrict access to unprocessed collections.

Research and Use Guidelines

Staff will not perform extensive research for patrons. Finding aids and on-line cataloging records should be the primary method for patrons to identify potential resources. Research requests may be submitted in person, by telephone, e-mail or memo.

The archives staff will facilitate access to archival materials but will not interpret their contents. Viewing of materials will be done in the archives' Research Room during regular business hours. Materials cannot be taken out of the Research Room. Use policies are posted and are the responsibility of the researcher to read and abide by. Researchers also are required to register each time they visit the archives.

Copyright and Reproduction

The Institute attempts, at the time of donation, to obtain the copyright ownership of the donor for the materials being donated. The Institute staff will make researchers aware of any copyright issues related to its collections. For those materials that the Institute owns the copyright, permission must be obtained, and proper credit listed, before material may be published by a third party. Researchers are allowed to photocopy from the collections, but should be aware of the provisions of Section 108 of the United States Copyright Law.

Loans and Cooperative Agreements

No materials in the Institute circulate. In the context of research use, the Institute does allow the temporary loan of its manuscript and archival records to other archival institutions with which it has a mutual loan agreement. Currently such an agreement is in force with the State Historical Society of North Dakota, University of North Dakota, Minot State University, Dickinson State University, and Minnesota State University Moorhead. Likewise, archival collections preserved

at these institutions may be temporarily loaned to the Institute for research use here. This agreement does not include the loan of publications or photographs.

COLLECTION PRESERVATION

Donor Records

The Institute is committed to maintaining complete records documenting all donations of archival records. For each donation and donor a donor file is maintained that contains copies of all correspondence, memoranda, deeds and other documents. All donations are also recorded in an accession register. A general inventory of the contents of each donation is made part of the deed of gift.

Conservation and Care

In accepting donations, the Institute makes a commitment for the preservation of the materials within its care. This commitment is made within the limitations of financial resources provided by the university. At a minimum, collections are maintained in appropriate acid-free folders, enclosures and containers. Restoration and conservation work that must be provided by outside professionals is rarely done, due to expense. Donors will be encouraged to fund such work if needed.

Deaccessioning

Deaccession refers to the process by which a collection is formally removed from the custody of an archives. The Institute may deaccession material that has been reappraised and found to be unsuitable for its holdings. Such reappraisal will be done by the Institute archivist after consulting, as appropriate, with other staff and the director of libraries. Criteria may include:

- Does not fall within collection guidelines
- Competing with the resources of other collections, and may be more appropriately housed at another archives.
- Costs too much to process, describe, provide finding aids and store.
- Future research value determined to be so little that does not merit permanent preservation

These criteria do not make deaccessioning mandatory but possible. Reasonable attempts will be made to contact the original donors or their descendants regarding the return of such material. All documentation regarding such actions will be permanently retained in the donor file.

This Policy

Policy Implementation

This policy shall become effective with the approval of the director of NDSU Libraries. It also is submitted to the NDSU Libraries Collection Management Coordinating Team for comments. Questions regarding interpretation of this document shall be forwarded to the archivist of the Institute for Regional Studies.

Review of Policy

This collection development policy will be reviewed by the Institute staff at the end of each fiscal year and revised as necessary. This review will be done by the Institute archivist together with other archival staff and the director of libraries. The annual review will ensure that it continues to reflect archival standards, and North Dakota State University teaching, research and outreach needs. Such reviews will also reflect changes in collecting policies at other institutions to avoid conflict or duplication.

Review History

- Initial approval by the Director of Libraries, December 2002
- Reviewed and updated September 2003

Collection Policy Statements

The Institute for Regional Studies acquires materials in a broad spectrum of subjects and formats. In developing collecting priorities, this policy takes into account those areas of past collecting strengths, those areas that are heavily used by researchers, and those areas within the present collections identified as lacking adequate materials based upon research requests. The research collections of Institute fall into eight broad categories:

- Manuscripts
- Publications
- Photographs
- Local Government Records
- Film, Audio and Video
- Maps and Ephemera
- Family History and Genealogy
- Lawrence Welk Collection

Following are sections for each of the above categories that outline current and future collecting emphases. Each provides both general and specific collecting criteria. It is expected that these documents will change, reflecting new collecting areas and de-emphasizing others.

Manuscripts

One of the four principals upon which the Institute was founded in 1950 was the establishment of an archival repository. It was committed from its beginning to collect and preserve documents on all aspects of the state's past. It has been especially successful in acquiring records related to agriculture, the pioneer era, literary figures, women, and the development of Fargo as an urban center.

Manuscripts include personal papers, organizational records, single items or small groups of papers, microform copies, and facsimile editions of manuscripts. The Institute does not acquire manuscripts merely for their value as autographs. Manuscript materials are typically acquired through donation by their owners.

Collecting Areas

- **Personal papers:** The Institute acquires the personal papers of individuals or families whose activities have significantly influenced the history and culture of North Dakota or the policies of North Dakota government, and whose papers constitute important source material for the study of the period which they cover, throwing light on major movements, developments, controversies or events.
- **Records of organizations:** The Institute acquires and preserves the records of a broad spectrum of North Dakota organizations, such as women's study, service and homemaker clubs, men's service clubs, political groups and issue-oriented groups. It is through such organizations that the diversity of interests of North Dakotans is shown. The resulting records provide an understanding of each organization's role within the larger context of state and regional history. The Institute is also cognizant that it cannot preserve the records of every organization. It therefore gives preference to the records of organizations of statewide scope that have broad interests and enduring scholarly value. Also of priority are records from ad hoc and other transitory organizations that have enduring value in documenting issues and episodes in North Dakota culture and politics. Individual club and local affiliate records are collected on a sample basis, dependent upon type of club, statewide geographic representation, and the number of similar organization records already preserved at the Institute.
- **Reproduction of manuscripts in microform:** Manuscript collections in microform are acquired on a very selective basis and must meet the criteria specified above regarding personal papers or records of organizations. Funds for the purchase of such material have traditionally been very limited. Microform collections must complete, supplement or complement existing Institute collections or provide broad potential research value.
- **Facsimile editions of manuscripts:** The Institute acquires facsimile editions of individual manuscripts in accordance with its policies governing the acquisition of current publication materials.

Publications

The Institute for Regional Studies since its founding has made the collecting of North Dakota publications a priority, developing an impressive collection of over 5,000 volumes that touch on almost every facet of the state's history. Strengths include county, community, church, family, business and organization histories; microforms; atlases; periodicals; and works of fiction.

A detailed outline of collecting levels by subject, based upon the Library of Congress classification system, has been developed for the Institute publications collection. It can be found in Appendix 6.

Collecting Areas

- Monographic materials directly related to the history and development of North Dakota and Dakota Territory. Also collected are works broader in geographic or topical scope that include North Dakota
- Works of fiction and poetry written by North Dakotans or former North Dakotans. Also included are works of fiction that are set in North Dakota
- Dissertations and theses that have been developed using the resources of the Institute's collections
- Works published by the Institute for Regional Studies
- Periodicals and newsletters published in the state, on a selective basis
- Microforms and audio-visual commercial publications that relate to the above categories

Collecting Level

The Institute attempts to collect North Dakota materials at the Comprehensive Level, as far as is reasonably possible. This level includes all significant works of recorded knowledge and in all applicable languages. This level of collecting intensity is one that maintains a "special collection." The aim, if not the achievement, is exhaustiveness. Budget limitations will impact the ability to collect at this level.

Collecting Priority

A priority has been established in the purchase of North Dakota publications for the Institute's book collection. This policy will be implemented when the established annual acquisitions budget is inadequate in acquiring current publications. This policy does not apply to publications that are donated to the Institute.

- Highest priority
 - Works that have a deadline to reserve copies prior to being printed
 - General histories of the state and its ethnic groups
 - County and community histories
 - Church histories
 - Indexes, bibliographies, guides, etc.
- Low priority
 - Works that likely will remain in print
 - Family histories and genealogies
 - Works of fiction by North Dakota authors
 - Music sound recordings
 - Works that are broader in scope than just North Dakota (i.e. a work on the Northern Great Plains)

Gifts

Gifts of North Dakota related publications are welcomed and encouraged. All donations must be within the scope of the Institute's publications collection policy. All donations are formally acknowledged and gift plates are placed in each publication prior to it being cataloged.

Duplication

The collecting and adding of multiple copies of publications to the Institute rarely is done, except highly used titles. Current or anticipated future use may justify the purchase of an additional copy.

Transfer of Material Between General Library and Institute Collections

Materials located in the general library collection that fall within the scope of the Institute's collection may be transferred to the Institute's collection. Conversely, materials not falling within this policy that are in the Institute collection or donated to the Institute may be transferred to the general library collection. Coordination of such transfers will be made between the Institute archivist and the appropriate subject librarian.

Rare Books

The Institute does not maintain a rare book collection, although some of the items in its collection are indeed rare and monetarily valuable. The Institute will not purchase materials simply because they are rare.

Collection Development Responsibility

The Institute, as a department of the NDSU Libraries, receives an annual acquisitions budget from which it purchases monograph and serial publications for the collection. The Institute archivist is responsible for identifying and determining what publications are ordered and added to the Institute collection. Recommendations are welcome by the archives staff, library staff and the public.

Acquisition

The responsibility for the ordering and payment of identified materials is with the NDSU Libraries Acquisition Department, based upon the order recommendations submitted by the archivist.

Photographs

Photographs, which add a new dimension to the historical record, constitute one of the Institute's most valuable resources, numbering more than 100,000 items. Since the Institute's founding, the collecting of visual resources has been an important component of its collecting policy. Particular strengths of the collection include sod houses and pioneer life, all aspects of agriculture, social activities, and views of Fargo and other towns in the state.

Collecting Areas

- **Documentary photographs** Photographic materials are collected in all formats (prints, cellulose negatives, glass plate negatives, postcards, etc.). The Institute attempts to collect a wide selection of photographs documenting North Dakota history and culture, including:
 1. noteworthy individuals
 2. events of state-wide political, historical or cultural interest
 3. certain periods or subjects, such as the Depression, World War II, and the latter half of the twentieth century
 4. changing styles in architecture, costume, etc.
- **Collections of photographs** The Institute acquires, on a selective basis, collections in any of the above listed categories which represent a complete, self-contained unit. In most cases these constitute the work of a single individual or are the product of a single institution. The Institute does not collect the body of work of photographers or family collections if portraiture constitutes most of that work. Consideration will be given to such collections, if the Institute is allowed to select those images that strengthen its current collections or fills gaps in its holdings.
- **Slides and transparencies** The Institute endeavors to acquire for its permanent collections only those slides and transparencies which present information of value for reference or research and which are not available in the Institute in another form. Slides and transparencies which are original photographs will be acquired on a selective basis. Written or recorded texts which are issued with slides or transparencies will be retained with them.
- **Artistic photographs** The Institute does not specifically collect photographs that may be considered primarily as works of art, or which are illustrative of a movement, an aesthetic theory, or a particular period of artistic photography. Consideration may be given to such works by North Dakotans.
- **History of the medium** The Institute endeavors to acquire a selection of photographs that illustrate the history and technical advancement of the medium. Such works are collected for use in the archival photography course taught as part of the NDSU History Department's public history program.

Considerations

In determining the acceptability of any photographic materials, consideration will be given to their size, quality, physical condition, and relationship to other materials in the archives. Practical

matters such as the organization, housing, and potential use of collections will also be taken into consideration. Other factors include:

- Technical and expressive quality
- Accompanying identifying data
- Negatives keyed to prints
- Legal rights, restrictions, conditions, and copyright issues

Framed Material

Occasionally framed photographs and other documents are offered to the Institute or come as part of a manuscript collection. Standard policy is to remove all photographs and documents from frames, if accepted into the collection. Seldom is the framing done to conservation standards. Potential donors are informed about this policy, should they have concerns. The policy was established to remove acidic matting materials and inappropriate frames, which only accelerate the deterioration of the photographs. In most instances, the image and its frame do not have great intrinsic value as a unit.

Exceptions may be made for items for which the frame is an integral part of the image, the item likely would be used in an exhibition using the original frame, or the size and condition of the item warrants storage in the original frame. If the decision is to retain as a unit, the image would be remounted to conservation standards.

Local Government Records

Legal ownership of local government records can be held by only the local office that created the records or the State Archives of the State Historical Society of North Dakota. Through the years the Institute has accepted a number of local government records that have been donated by individuals and government offices. In 1998 a formal agreement (revised 2007) was signed between North Dakota State University and the State Historical Society of North Dakota. It designates the Institute as a depository for archival resources from Cass County and the City of Fargo. This would include city, school district, park district, and county records.

Collecting Areas

- **City of Fargo** No formal transfer agreement for non-current records has been established with the City of Fargo. Records of departments have and will be accepted if offered. To date the Institute has responded to various offers of records, but it has not actively sought out such records.
- **Cass County, N.D.** Only a limited number of record series have been offered to the Institute to date. Such records are not sought out, rather the Institute will respond to offers as received.
- **Cass County School Districts** The Institute is the official repository for the historical records of the Fargo Public School District. It also has accepted the records of numerous rural school districts in Cass County that were closed due to consolidation.

Considerations

Being a depository for local government records does not require the Institute to accept all offers of such records. Acceptance by the Institute will be based upon:

- Official state records schedules
- Potential research use
- Volume and physical condition
- Processing requirements

Offers of records not accepted by the Institute will be forwarded to the state archivist. The Institute does not collect local government records beyond Cass County, and such offers will be forwarded to the state archivist.

Film, Audio and Video

Film, audio and video tapes are increasingly generated by individuals and organizations. The format of the medium for such materials makes it difficult to evaluate each item or series as is done with paper or photographic materials. Appraisal must generally be done without the opportunity to review each item by listening to or viewing it; thus film and tape labeling must be used as a major appraisal criteria. The impermanence of audio and video tape is also a concern, as is the availability locally of the equipment to play and transfer from one medium to another.

The Institute defers most collecting in this area to the State Historical Society of North Dakota because of its strength in North Dakota related audio-visual materials, and that it has the facilities to preserve, use and duplicate them. Most times the Institute staff will recommend that a donor of such materials contact the SHSND.

Collecting Areas

- **Non-commercial A-V material** The Institute is very selective in the A-V materials it will accept. The following criteria have been established to appraise all such material offered to the Institute or found in donated collections.
 1. Well labeled items or detailed finding aid to such material
 2. Correlation with written materials, especially where texts or transcripts duplicate the audio or visual presentation
 3. Finished film and video tape. Outtakes and film components ordinarily will not be considered
 4. Audio and visual biographies and company histories will normally be retained
 5. Film and tape on an obsolete format normally will not be retained, unless the donor is willing to fund its transfer to a current medium
 6. Films and tapes likely to be permanently available elsewhere in North Dakota will not normally be eligible for retention
 7. Oral or video histories must have a signed deed and transfer of copyright by both the interviewee and interviewer
- **Commercial audio and visual products** Collecting is done on a sampling basis only and all material must relate to North Dakota. Such items include phonograph records, VHS, cassettes, and CDs. All commercial products acquired are cataloged and classified into the Institute's collection.

Considerations

When a sound recording is available in more than one edition, the Institute will seek to acquire the most complete, uncut, and authentic edition available. As to the form of the copy, the Institute will acquire media in the following order of preference: vinyl pressing, open reel tape, CD, cassette.

Maps and Ephemera

The Institute maintains a small collection of maps related to North Dakota. The ephemera collection preserves documents important to our everyday existence. Many of these items are often overlooked in the collecting and preservation process since they are common, ordinary items printed for an occasion and then usually forgotten about or discarded soon after. Such commonplace items include tickets, programs, advertisements, announcements, calendars, documents, posters, labels, etc.

Collecting Areas

- **Maps** Collecting is limited to basic maps of North Dakota without regard to time period, language, size or format of the material. In addition, collecting is done of city, railroad, highway, and other types of cartographic material.
- **Ephemera** Additions to the ephemera collection usually come from manuscript collections as they are processed or donors who find individual items and offer them to the Institute. The collection is organized by broad topics, with a separate collection devoted to Fargo-Moorhead. Although no active collecting is done to search out ephemeral items, donations are welcome. Such offers are evaluated against current holdings since we attempt to develop a sampling of such materials and not collect exhaustively.

Family History and Genealogy

Although family history and genealogy is not a specific collection within the Institute, such research does constitute one of the primary uses of its collections, whether manuscripts, publications, photographs or microforms. With that in mind, this section outlines the broad collecting policies, regardless of format, for family history and genealogical research. Collection development will focus on selective acquisition of general reference materials, genealogical books, indexes, periodicals, and primary or first entry records. Collecting in this area is designed to support the university's broad approach to North Dakota history.

Collecting Areas

- **Reference books** General reference works must have application to conducting research on some aspect of North Dakota history or North Dakota records. All published indexes to North Dakota archival records and publications will be acquired.
- **Genealogical books** Collect books related to all aspects of genealogy in North Dakota. This also includes works that cover the migration patterns of the various ethnic groups that settled the state. Published and self-published compiled family histories and genealogies must directly relate to North Dakota. Of particular interest are family histories that document the pioneer settlement era. Computer genealogical data, whether in paper or digital format, is not collected. Financial resources limit the purchase of individual family histories and genealogies. Donated copies must meet the above criteria.
- **Primary records** Acquire primary or first entry records of genealogical value relating to Dakota Territory and North Dakota. This includes censuses, land records, military service and veteran records, naturalizations, and court records. Naturalization records are limited to the southeastern counties in North Dakota and the court records to Cass County. Primary records usually are obtained in microfilm format from the holding repository.
- **Manuscripts & archival records** Such records are actively solicited, provided they relate to North Dakota. Of particular interest are the papers and records of local historians and genealogists who have compiled data for a particular geographic area in the state.
- **Serials** Serials, journals and newsletters must directly relate to North Dakota or be published in the state. No attempt is made to collect the newsletters of county, city and local historical societies in North Dakota, but such publications are welcome if provided without cost.
- **Germans from Russia** In-depth collecting for this ethnic group is done by the Germans from Russia Heritage Collection of the NDSU Libraries and material is normally not duplicated within the Institute's collection. Exceptions are made for general works that relate broadly to North Dakota.

Lawrence Welk Collection

In 1992 North Dakota State University and Welk Group, Inc. of Santa Monica, California entered into a formal agreement establishing NDSU as the repository for the Lawrence Welk Collection. In February 1993 the initial gift by Welk Group, Inc. was received, consisting primarily of some 10,000 musical arrangements, a series of scrapbooks on Welk's career, and several pieces of furniture. The NDSU Libraries was given responsibility for the administration of the collection and the Institute for Regional Studies staff provides public access and reference assistance to the collection.

Collecting Areas

- **Sound recordings** A copy of every phonograph record, cassette, 8-track, and CD issued by Lawrence Welk or a member of his musical family is collected.
- **Publications** A copy of all books and periodicals relating to Welk and members of his musical family are collected. They are cataloged and added to a separate publications collection within the Institute Research Room.
- **Artifacts** Donation of Welk related memorabilia is welcome. Clothing items are transferred to NDSU's Emily Reynolds Historic Costume Collection.
- **Correspondence** Personal letters to or from Lawrence Welk are accepted. (His personal papers and fan mail were not kept by the Welk organization.)
- **Articles, newspaper clippings, newsletters, etc.** Individual items or collections of such material are preserved as part of a collection of Welk related items.

Conditions

Donations to the Lawrence Welk collection are welcome, provided they are not duplicated already in the collection. Budget restrictions prevent the acquisition of items through purchase.

Appendix 1: *Mission statements of Institute for Regional Studies, NDSU Libraries, and North Dakota State University*

Institute for Regional Studies Mission

In fostering understanding of regional life through research, the mission of the Institute for Regional Studies Archives is to identify, collect and preserve the historical resources of the region that have lasting value, and to promote the use of these materials by the North Dakota State University community, scholars and the public. Its goal is to provide a research experience for students in the use of primary sources, to advance scholarship and to further the instructional, research and public service missions of the university.

NDSU Libraries Mission

Creating dynamic spaces and services, and offering resources to catalyze the pursuit of knowledge by NDSU's diverse community of scholars.

North Dakota State University Mission

With energy and momentum, North Dakota State University addresses the needs and aspirations of people in a changing world by building on our land-grant foundation.

Appendix 2: **Institute for Regional Studies Publication Collecting Levels**

This detailed breakdown of the Institute's publications collection follows the Library of Congress classification system that is used by the NDSU Libraries. Each class covers a wide-range of subjects and thus publications, but highlighted here are only those classes and subclasses related to publications regarding North Dakota.

A Class (General Works)

- **Indexes (AI):** All North Dakota related indexes are acquired, even if the newspaper, periodical or other sources are not within the Institute's collections. Such indexes will not be acquired if the data is also available on-line. Published indexes that have been automated will be re-evaluated for retention.
- **Directories, yearbooks, museums, etc.:** Such works will be collected if they relate to North Dakota.
- **Newspapers:** The Institute limits its collecting of newspaper to those published in Fargo, N.D., and that are available on microfilm. Access to all other extant North Dakota newspapers is available through the State Historical Society of North Dakota, which has placed all North Dakota newspapers on microfilm. They are available through interlibrary loan. Selective historic events newspapers, covering notable events in North Dakota and United States history, are kept in original format. Also, special community anniversary editions are kept in original format. Individual issues of Fargo newspapers are kept in original format, if it is determined they are not in the collections of the State Historical Society of North Dakota.

B Class (Religion)

- **Sacred writings, religious tracts and related works (BL-BV):** Such works are not collected, even if written by North Dakotans or published in North Dakota.
- **Denominational or sectarian publications (BX):** Histories and directories of North Dakota local churches and congregations are actively collected. Historical works documenting North Dakota state, diocesan or regional (that include North Dakota) denominations are collected.
- **Yearbooks, annual reports, directories and periodicals (BX):** Such North Dakota publications are not actively acquired, although offers of such material are accepted, especially if published before 1950.

C Class (Auxiliary Sciences of History)

- **Archives (CD):** Guides to holdings in other archival repositories are collected only if they relate to North Dakota or the Northern Great Plains region. All published guides, inventories, finding aids relating to North Dakota repositories and North Dakota records are collected. General works and manuals related to the archival profession are acquired only as budgets allow, and such works normally are placed in the NDSU Libraries' general book collection.

- **Genealogy (CS):** Published and self-published compiled family histories and genealogies must directly relate to North Dakota. Of particular interest are family histories that document the pioneer settlement era. Such works relating to Germans from Russia are collected by the bibliographer of the Germans from Russia Heritage Collection. Foreign published family histories and genealogies are accepted, if they document lines that settled in North Dakota.
- **Biography (CT):** Published and self-published biography and autobiography are acquired if the person has a direct connection with North Dakota. Such works are also collected if the person was born or grew up in North Dakota, but later moved elsewhere.

D Class (General History and Outside the Americas)

- **World War I and II (D501-680 & D731-838):** All works that have a connection to North Dakota are collected, such as reminiscences by former soldiers, directories, biographical lists, commemorations and souvenir books. Also collected are historical publications of state and local veterans organizations.
- **Vietnamese Conflict (DS918-921 & DS556.9-559.832):** All works that have a connection with North Dakota are collected, including reminiscences by former soldiers, directories, biographical lists, and veterans' organizations.
- **Travelogues:** Published accounts of travels overseas are found in this classification. Although such works are not actively collected, those that do find their way to the Institute and written by North Dakotans are added to the collection.

E Class (United States History)

This class includes other categories of works not listed below that relate to North Dakota. They include biographical works related to North Dakota politicians, patriotic organizations, and African-Americans to name some. All such works are collected.

- **Indians of North America (E75-99):** All works related to the Native Americans who lived or now live in what is North Dakota are collected. To a much lesser extent works that relate to tribes that lived on the Northern Great Plains are also acquired.
- **Elements in the Population (E184-185):** Works regarding the various ethnic groups that settled in North Dakota are collected, provided the work includes material on the North Dakota experience. For the Germans from Russia, all such material is collected by the bibliographer for the Germans from Russia Heritage Collection.
- **George A. Custer & the Battle of the Little Big Horn (E467):** Only selective works of a general nature are collected for the Institute's collection. Collecting in this area is done by the NDSU Libraries.
- **Theodore Roosevelt (E756-760):** Works that relate primarily to or include the period of time he lived in North Dakota are collected. Works on his presidential administration and general career are collected by the NDSU Libraries.

F Class (United States Local History)

This class includes materials related to the United States below the national level, such as the history of states, counties, cities and towns. Local history is an integral part of history at the national level, but focuses on the specific rather than the general. Also, local history publications are closely related to, and, at times, difficult to separate from genealogical publications. The Institute attempts to collect at the Comprehensive Level for all North Dakota local history materials. For Minnesota, the Institute collects only general works for Moorhead and Clay County, Minnesota, and publications that also relate to North Dakota. For the surrounding states of South Dakota and Montana, and the Canadian provinces collecting is done only of works that also relate to North Dakota. Occasionally, local history publications from other states are acquired when there is a direct link to North Dakota.

- **Trans-Mississippi West, Great Plains and Missouri River and Valley (F590.3-598):** Only general works are collected, particularly those that contain information on North Dakota. The major collecting in this area is done by the NDSU Libraries.
- **Lewis and Clark Expedition (F592.3-592.7):** Only general works are added to the Institute's collection, especially those that relate to the time they spent in North Dakota. The limited collecting in this area is a result of limited financial resources. The majority of such publications are at the NDSU Libraries.
- **North Dakota History (F631-645):** An attempt is made to collect all general and specialized works, county and community histories and works on ethnic groups in the state.
- **Dakota Territory (F655):** These materials are grouped within the South Dakota classification. General works are acquired relating to the Dakota territorial period (1861-1889), particularly the territorial government.
- **Red River Valley in Canada (F1060-1065):** No attempt is made to collect local history materials in the Canadian portion of the Red River Valley. The current collection contains only general works dealing with the Hudson's Bay Company and the Selkirk Colony period. Most works in this area are located at the NDSU Libraries.
- **City Directories (F644):** The Institute collects city directories as comprehensively as budgetary restrictions permit. The Fargo city directory is the only directory purchased at the time of publication. For other cities superseded copies are acquired as they become available.

G Class (Geography, Folklore, Manners and Customs, and Recreation)

This class includes a diverse grouping of materials. The collecting policy for maps is covered in a separate section of this collection policy. North Dakota related publications that fall within this class are collected as comprehensively as possible and as funds permit.

- **Atlases (G):** Atlases from all time periods and North Dakota counties are collected. New county atlases are purchased by the NDSU Libraries and placed in the library reference collection. Superseded editions are then transferred to the Institute collection. Microfilm reproductions done by the State Historical Society of North Dakota are purchased as they become available.

- **Recreation (GV):** All North Dakota related publications regarding sports, recreation, leisure, physical education and games are collected. In addition the Institute has actively collected state-wide serials related to high school sports. Historical works on individual leagues and teams are collected; while all publications related to the F-M Redhawks are acquired. Scholarly and popular biographies of regionally and nationally renowned sports figures, both athletes and administrators are acquired if the person is a native of, or has ties to, North Dakota.

H Class (Social Sciences)

The subject matter covered in this class is very diverse. Broad subject areas include economics and business; and sociology (social history, problems and reform; the family, marriage and women; secret and benevolent societies; social and public welfare; and socialism). As broad collecting as possible is attempted within this class for works related to North Dakota. The NDSU Libraries collection is more comprehensive, particularly in the areas of economics and business, and social and public welfare. The library collection includes many state and local government documents. The Institute also will add such documents if they become available, usually as a second copy.

- **Economics and Business (HA-HJ):** The emphasis of the Institute's collecting in this area is historical works, including older serial publications that are transferred from the libraries' collection. This includes recent published histories of North Dakota businesses. Corporate annual reports of North Dakota based business or businesses with a significant impact upon the state are not actively collected. Society and association publications are limited to those of state organizations and for the immediate Fargo area. Directories and compiled statistical publications must have a state scope.
- **Sociology (HM-HX):** Collecting in this area is as broad as possible and includes both historical and contemporary works. The publications of secret and benevolent societies are limited to histories and rare historical monographs and serials. No attempt is made to collect proceedings and journals of such organizations. Historical serials and monographs are a priority within the area of social and public welfare, both privately and government published.
- **Censuses (HA):** The Institute collects all federal population censuses for North Dakota and any compiled indexes. It also has the 1885 Dakota Territory census. For the 1915 and 1925 state censuses only Cass County has been acquired.

J Class (Political Science)

This class pertains to government and politics, and includes general legislative and executive branch publications as well as those regarding political institutions, public administration, and by and about local and municipal government. The Institute collects broadly in this class for North Dakota related publications, although the majority of works regarding North Dakota are held in the NDSU Libraries collection. Official North Dakota legislative documents, which are part of the state publications depository system, are at the NDSU Libraries and not duplicated as part of the Institute's collection.

- **Dakota Territory:** The Institute attempts to collect all governmental publications issued by the territorial government, although its present collection is not extensive.

- **Blue Books:** The Institute currently has a complete run of the North Dakota Blue Book and acquires new copies as they are issued.
- **Local and Municipal Government (JS):** The Institute very selectively acquires documents that are issued by or about local and municipal government entities. Priority is given to publications related to Fargo and Cass County and topics that have current and possible future research value.

K Class (Law)

The Institute's legal collection related to North Dakota is very limited. The vast majority of official state publications are part of the NDSU Libraries collection. General and historical works are collected.

- **Dakota Territory (KFS):** The Institute collects the compiled laws and laws passed each session for the territory.
- **Laws of North Dakota (KFN):** The Institute is attempting to collect, through donation, this series, published after each session of the North Dakota Legislative Assembly. Its current holdings cover only the 1980s and 1990s. A complete set is maintained by the NDSU Libraries.
- **Compiled Municipal Laws of North Dakota:** Superseded editions are kept in the Institute collection.
- **City Ordinances:** The Institute preserved all superseded volumes for Fargo. Historical volumes for other North Dakota cities and towns are added if donated. No active collecting is done in this area.

L Class (Education)

The Institute attempts to collect broadly in the area of North Dakota education. Most state publications are part of the NDSU Libraries collection, although older, historic items and superseded publications are retained as part of the Institute's collection. No textbooks are collected, whether at the elementary, secondary or college level.

Also included in the class are works on teachers and teaching, history of education, school architecture, school life, parochial education, etc. Collecting North Dakota related works in these areas is actively pursued.

- **Elementary and Secondary Schools (LD):** Histories of individual schools and school districts are actively sought, as are published alumni directories. Yearbooks, school newspapers, souvenir programs, descriptive brochures, athletic schedules, etc. are not collected. The only exceptions are yearbooks and school newspapers for the Fargo schools, which are added if they become available.
- **Colleges and Universities (LD):** All NDSU related publications are collected and preserved by the NDSU University Archives. The Institute, in its collection, only has copies of general historical works related to NDSU. For all other North Dakota institutions, including Concordia College and Minnesota State University Moorhead, collecting is limited to general histories and alumni directories. Exceptions are made for defunct or very early schools, such as Fargo College. For such institutions, annuals, course catalogs, histories, etc. would be added to the collection.

- **College and School Magazines and Papers (LH):** The Institute collects selectively school magazines, usually literary in focus, for higher education institutions in the state. None are collected at the secondary level.

M Class (Music)

This policy refers to all materials that pertain to the subject of music. It covers a variety of formats including music scores, monographs, serials, primary source materials, and sound recordings. The Institute's publications collection for music is very minimal, reflecting the low volume of North Dakota publications in this area.

- **Music scores:** The Institute collects published music scores composed by North Dakotans. Rather than being cataloged as part of the publications collection, they are incorporated into the Institute's *North Dakota Sheet Music Collection* (Mss 52).
- **Published Textual Material:** The Institute collects all works on the subject of music in North Dakota, including monographs, serials, dissertations and theses. Works dealing with musical instruction and study are not collected.
- **Sound recordings:** The Institute has for many years attempted to collect as comprehensively as possible all phonograph recordings by North Dakotans. Collected at a slightly lower level of intensity has been sound recordings issues on cassette and compact disc.
- **Primary Source Material:** The donation of the Lawrence Welk collection to NDSU made the collecting of original documents related to music by the Institute an automatic collecting area. The collecting policy regarding the Welk collection is discussed in a separate section of this policy. The papers of other Welk related arrangers, composers and performers have also been acquired. Currently there is no active collecting in this area.

N Class (Fine Arts)

This class includes architecture, the visual arts, sculpture, drawing, painting, print media and decorative arts. Although the Institute's collection in this area is limited, it does attempt to collect all works that fall within the class.

- **Exhibition Catalogs (N):** Such catalogs issued by North Dakota art galleries and museums are not normally collected. Catalogs that feature the work of a North Dakotan or North Dakota as a subject are added to the collection.
- **Architectural Surveys (NA):** The Institute attempts to collect all such surveys from across the state.

P Class (Literature and Language)

In addition to works of fiction and poetry, this class includes works dealing with the performing arts, drama, oratory and journalism. The Institute has developed an extensive collection related to these areas in North Dakota. It also attempts to collect broadly in the area of works of fiction and poetry by current and former North Dakotans, as well as such works that are set in the state.

- **Performing Arts and Drama (PN):** All historical works regarding theater, dance, drama, etc. are actively collected. This would include thesis, dissertations and other general works.
- **Journalism (PN):** Historical works regarding North Dakota newspapers, journalists and publishers are acquired. Actual newspaper issues are covered in the A Class, but collecting in this area is limited to Fargo newspapers that are available on microfilm
- **Collections of Literature (PN):** The Institute collects broadly all collections of literature that have a connection to North Dakota. This would include works that have as their focus the Great Plains, Upper Midwest, Northern Great Plains, and sometimes the West.
- **Fiction and Poetry (PS):** The Institute historically has attempted to collect all major and minor works written by North Dakotans or former North Dakotans from all time periods. One notable exception is the works of Louis L'Amour, since there are several other libraries in the state that already collect his works extensively. For L'Amour only biographical works are added to the collection. Also, for authors of mass-market paperbacks no attempt is made to collect all works by a particular author. Emphasis is given to the author's early works and a sampling thereafter, particularly for those who have published extensively. No attempt is made to collect first editions.
- **Foreign Language Fiction and Poetry (PT):** Works in a foreign language but published in North Dakota or by a North Dakota author are collected. The present collection is heavily represented by works in Norwegian and several in German.
- **Juvenile Literature (PZ):** Collecting in this area is limited to works of fiction and poetry that are intended to entertain children and young adults. Excluded are religious materials, textbooks, school related works and coloring books.

Q Class (Science)

The Institute collects very selective in this class, with the priority given to acquiring histories and general works related to North Dakota climate, biology, botany and zoology. Classic works or early publications are added to the collection, when withdrawn from the NDSU Libraries general collection. Works of a technical nature are collected by the NDSU Libraries for its collection.

R Class (Medicine)

The Institute collects only histories and general works related to the medical field in North Dakota. This would include autobiographical and biographical works, histories of medical facilities and organizations, and social issues related to medicine. Works of a technical nature are not collected by the Institute.

S Class (Agriculture)

In the area of North Dakota agriculture the Institute collects primarily general works, historic publications (pre-1920), and early serial publications. All technical publications related to North Dakota agriculture, most published by the Agricultural Experiment Station and Cooperative Extension Service, are available in the NDSU Libraries collection or the NDSU University Archives. For bonanza farming in the Red River Valley, the Institute does collect at

the comprehensive level. This reflects its long-time collecting emphasis for materials on this subject in all formats.

T Class (Technology)

Institute collecting in this class is quite limited, except for several specific areas, including Garrison Diversion, Fargo telephone directories, aviator Carl Ben Eielson, and home economics. In most areas of technology only general works are acquired, while most technical publications are collected by the NDSU Libraries.

- **Garrison Diversion (TC & TD):** The Institute attempts to collect as comprehensively as possible all general and technical works related to Garrison Diversion. This would include technical environmental and hydraulic engineering works, serials, and general publications.
- **Telephone Directories (TK):** Historic and current telephone directories for the Fargo region are permanently preserved at the Institute. Current telephone directories for all of North Dakota are collected by the NDSU Libraries but are not kept by the Institute when superseded.
- **Carl Ben Eielson (TL):** The Institute attempts to collect all published works by this North Dakota native aviator.
- **Home Economics (TX):** The emphasis of the Institute's collection in the area of home economics is general and historic works. One specific collecting area is cookbooks. The Institute collects only North Dakota cookbooks published before 1940 because of their rarity and historic content. Cookbooks published after 1940 are collected if they also contain historical or family history information.

U Class (Military Science)

Few publications are issued in this category related to North Dakota. The Institute does attempt to collect all historical works in the area of military science. The current collection includes primarily monographs and serials related to the North Dakota National Guard, both historical and contemporary.

V Class (Naval Science)

As would be expected, publications in the area of naval science in North Dakota are extremely limited. Current holdings include only several works on the USS Fargo and the Hjemkomst Viking ship.

Z Class (Bibliography, Library Science)

All bibliographies related to North Dakota are collected, both historic and current. Specialized bibliographies related to a specific topic are classified in the respective subject class, while general bibliographies are kept in the Z class. Regarding library science, only historical works are collected, while contemporary and technical works are maintained as part of the NDSU Libraries collection.