

Minerva Materials Contribution Policy

Per the [Memorandum of Participation in Minerva](#) :

Libraries that participate in Minerva understand that they will:

Maintain a commitment to local collection development as evidenced by maintenance of the library's acquisitions budget at or above the most recent 3-year acquisitions budget averages. Exceptions to this commitment must be approved by the Executive Board. Minerva resources cannot substitute for the building of a strong local collection.

Fully observe in local practice those standards, policies, and procedures (including the principle of open borrowing) relating to Minerva and MIN that have been established and approved by Minerva.

All Minerva libraries are required to run their local High-Demand Holds list monthly and review their patron requests. As a general rule, libraries should consistently maintain a ratio of at least one copy per five local holds. Fleeting spikes in demand which exceed this threshold, like those experienced for a book group, are permissible.

Libraries that do not consistently meet the requirements for local collection development as specified in the MOP and are allowing the consortium to bear the burden for their patrons' needs will be asked by the Executive Board to explain their situation. Repeated failure to take appropriate steps to remedy the situation may result in the disabling of that library and its patrons to place requests through the OPAC.

Supplemental Collections

Supplemental collections may be used to **augment** what a library is contributing to the system. It is essential that all members support the Contribution Policy **before** adding an item to a supplemental collection. These items should be cataloged via the Local Short Term Materials Collection Policy.

Obligations and exceptions to the policy of open lending are further laid out within the Intra-Minerva Requestable Item Policy.

Approved by the Minerva Users Council on October 23, 2020

Revision adopted by the Minerva Executive Board September 17, 2025