



Center for Ethnic Studies Policy

Center for Ethnic Studies:

The Center for Ethnic Studies at Forsyth Library is a facility established for the study of ethnic groups which settled in Kansas and made significant contributions to the economic, social, cultural, political and religious life of the state. A major thrust of the Center is to collect and preserve materials for research purposes. The Center provides controlled access to these materials to promote and support such study.

The Center, located on the campus of Fort Hays State University, Hays, Kansas, currently holds a variety of pertinent reference works, bibliographies and specialized studies, pamphlets, journals, newspapers and dissertations published in the United States and abroad. General histories, diaries and genealogies, obituaries, works on folklore, folk music and art, and manuscripts make up the core of the collection. In addition, the collection contains numerous maps and photographs, as well as several video documentaries, recordings of folk music and interviews.

The Center is supported by Forsyth Library, the Department of History, several interested groups and individual patrons. The Volga German Society of Ellis and Rush Counties and the Bukovina Society of the Americas are playing vital roles in developing the Center through donations of resource materials and funds for equipment as well as enhancement of the facilities. The late Lawrence Weigel, a local historian and folklorist, donated a substantial portion of his personal collection of materials about the Volga Germans to the Center. These materials, together with many of the publications of the American Historical Society of Germans from Russia, provide a rich source for research.

The Center for Ethnic Studies at Forsyth Library is under the direct supervision of the Head of Special Collections.

Collection Development Policy:

Gifts from ethnic societies, families and individuals are welcomed and encouraged. Monies from memorials designated to the Center for Ethnic Studies will be used to purchase books and other items to place in the Center

Principles of Collection Development:

1. The Center collects or accepts for the collection pertinent originals or copies of materials of all types, i.e. books, manuscripts, maps, journals and journal articles, newspapers and newspaper clippings, photographs, sound recordings or videocassettes.
2. The Center does not accept items on loan.
3. It is desirable that a gift to the collection be accompanied by a Donor Agreement which delineates the rights which pass with the gift, i.e., release for quoting, and time restriction on use.
4. Donor Agreement forms and other documents pertaining to the Center will be maintained in a file cabinet located in the Special Collections office, Room 122, Forsyth Library.
5. Gift plates will be placed in or on materials when possible. The donor may specify the wording on the plate if desired.
6. An accession list of gifts and other acquisitions for the collection is maintained by the supervisor of the Center for Ethnic Studies at Forsyth Library.
7. If extra copies of a work presently in the collection are received, the donor(s) will be asked if the material can be placed in an appropriate circulating collection to facilitate a wider dissemination of the material.

Use of the Room:

1. The room is available for use from 8:00 a.m. to 4:30 p.m. Monday through Friday from the beginning of the fall semester to the end of the spring semester. It is available for use from 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. Friday during the summer session.
2. Walk-ins are welcome, and appointments are appreciated. Please call 785-628-5901 or email pnichola@fhsu.edu for appointments.
3. The supervisor of the Center or an attendant approved by the supervisor must be present in the room when it is in use.
4. The room may be used by library personnel, ethnic society groups and other groups for meetings. Contact the Special Collections office at 785-628-5901 to set up the time in which it will be used.
5. The person or persons using the room are asked to sign the Center for Ethnic Studies check sheet and designate the collection used.

Use of Equipment:

1. The room is equipped with:
 - a. Cassette player
 - b. Videocassette player
 - c. Computer terminal
2. The equipment in the room may be used by any scholar conducting research, by groups given permission to use the room and by library personnel.
3. Equipment must be used properly. If one is not familiar with the equipment, assistance should be sought. If equipment does not work properly, let the supervisor of the room know.
4. The equipment is to be used ONLY in the Center for Ethnic Studies room.

Use of Resources:

1. All resources located in the Center for Ethnic Studies must be used within the confines of the room. EXCEPTIONS are as follows:
 - a. Materials to be photocopied may be taken by library personnel to the copy machine in the Interlibrary Loan room; or if the patron has a University Card, he/she may take the material to the copy machines in the Reference Area.
 - b. Microfilm may be taken to a microfilm reader for use. The patron must leave identification, i.e. driver's license, student I.D., etc. until the microfilm is returned.
2. The Center's resources CANNOT be loaned through Interlibrary Loan. EXCEPTION as follows:
 - a. The videocassette "From the Volga to the High Plains" may be sent out on Interlibrary Loan or loaned to individuals through regular library circulation.
3. Photocopying will be done by the supervisor or other library personnel for researchers, unless the patron has a University Card, in which case the photocopying can be done by the patron at the copy machines in the Reference area. In some instances the supervisor can determine that the patron can do the photocopying themselves using the Interlibrary Loan copier if there are a lot of materials that they would like to have photocopied. Also, if there is a time restraint on either the patron or the supervisor, photocopying can be done at a later time and the materials sent to the patron. Fees for copying, shipping and handling are charged.
4. Photocopying of ethnic materials will be at the discretion of the supervisor of the Center. Permission for copying may be withheld if the donor has placed restrictions on the material or if damage might result from photocopying.

NOTE: The Center for Ethnic Studies room also houses a portion of the C Collection which is a restricted collection. This use policy does not apply to the C collection.

Contact Information:

- Center for Ethnic Studies
Forsyth Library – Fort Hays State University
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Hays, KS 67601-4099

- Patty Nicholas, Library Specialist
Special Collections and Periodicals
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