

# OPEN SCIENCE CENTRE HANDBOOK OF COLLECTIONS

Guidelines for management, development and use of the  
Jyväskylä University Library and Museum and Open Science materials

Open Science Centre



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# Collections

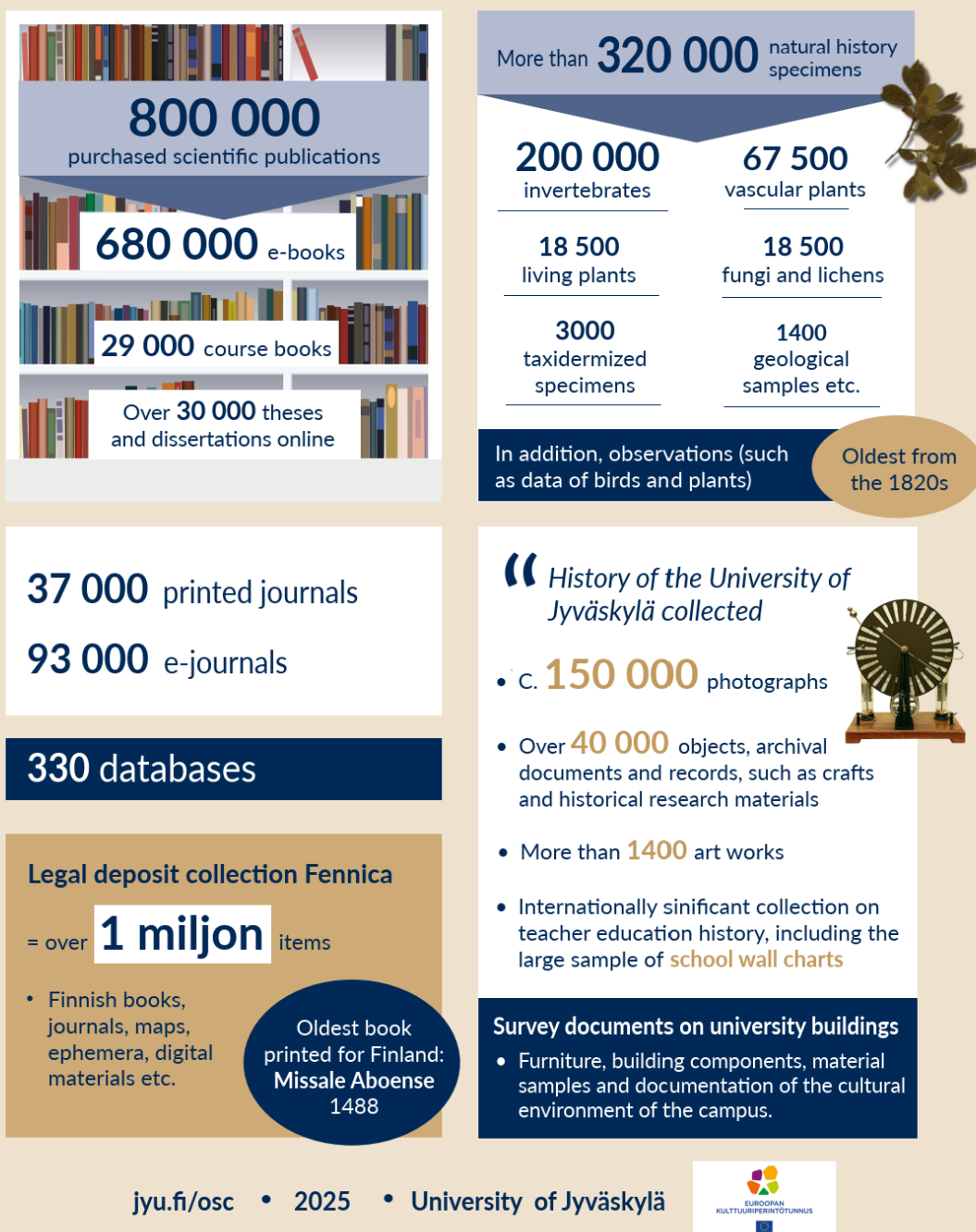


Figure 1. Open Science Centre Collections

# 1 HANDBOOK OF OPEN SCIENCE CENTRE COLLECTIONS

Jyväskylä University Open Science Centre's (OSC) mission is to store, produce, and transmit information and promote openness of information. The work carried out at the OSC implements the university's strategy and its three development programs: a strong research university, university with societal impact, and an internationally attractive university. This handbook of collection outlines the principles of information resource work that best support and promote the university's research, studies, and teaching, as well as citizens' access to information.

The key objective of the handbook is to build the collections of the OSC in accordance with the principles of sustainable development. The mapping of collections, metadata work, and digitization are carried out with respect for comprehensive sustainability. This means, for example, that our own digitization takes into account the digitization carried out by the National Library of Finland or other memory organizations, and that our own metadata work enables the best possible versatility and accessibility of the materials. The number of items stored in the collections is carefully considered. In addition, the OSC is committed to [the University of Jyväskylä's environmental program](#) in its acquisitions.

The principles also aim to describe how the OSC collections have developed over the centuries and our obligation to preserve and make them available for research, teaching and for the public as they are, as a reflection of their own time with their possible value judgments. The collections are always a reflection of the society and community at the time they were compiled.

OSC collections consists of materials from the university library, university museum, and open science. The materials acquired for the collections are intended for all customers, so special attention has been paid to their availability and ease of use.

The OSC also promotes the global visibility and accessibility of publications produced within the university and open science materials. In addition, the OSC digitizes materials in its collections in accordance with its digitization plan. In addition, the OSC digitizes materials in its collections in accordance with its digitization plan. The collections are also part of [the Science for All](#) initiative aimed at the general public.

## University Library Collections

The university's research and teaching needs, as well as purchase requests and feedback from library customers, form the basis for the acquisition of information materials. The library acquires materials by purchasing them as part of its collections or by paying for a license that grants access to them. Most of the materials to be acquired are electronic.

The library also functions as one of Finland's six legal deposit libraries, and its legal deposit collection is built up in accordance with the law governing the deposit and preservation of cultural materials in accordance with the law (Act 1433/2007). The library's collections also include rare books and special collections.

## University Museum Collections

The museum's collections include the cultural history and natural history collections of the University Museum. The museum also manages the university's art collection. The cultural history collection is being expanded with materials related to the university and its predecessors (Jyväskylä Seminary and the College of Education) and intangible cultural and natural heritage, such as the history of teaching and science and the cultural and natural environment of the campus. Through the preservation, research, and presentation of its collections, the museum builds and strengthens both the identity of the university community and its visibility in the surrounding society. The museum's cultural history collections are, in addition to the collections of the Helsinki University Museum, the only collections in Finland that focus on academic cultural heritage. The natural history collections preserve sample materials on

the diversity of nature of the Central Finland (i.e., the biodiversity of living communities and the geodiversity of inanimate nature) and thus document information on the state of the environment and changes therein. The collection samples provide information on the structural and genetic diversity of species and the distribution of species. The museum's information resources are used for research, teaching, citizens, and societal decision-making. The university's botanical collection (botanical garden) preserves living plant collections linked to the cultural and natural environment of the campus in the green areas of the campus.

The activities of Finnish museums are regulated by the Museums Act (314/2019). As a university museum, we are committed to Finland's ratification of the Council of Europe's recommendation on the preservation of European academic cultural heritage: recommendation on the preservation of European academic cultural heritage:

[950th meeting – 7 December 2005 \(coe.int\)](#) and the European Heritage Label awarded to the University of Jyväskylä in 2022 for the status of "Seminaarinmäki and equal model of education", which links the university's material and immaterial cultural heritage. The natural history collection work is also guided by the Nature Conservation Act (5.1.2023/9). The University Museum complies with [the museum ethics rules](#) of the International Council of Museums (ICOM) under UNESCO (5.1.2023/9).

## Open science collections

Open science collections are created by storing digital theses, research publications, research data, and open learning materials produced at the university. The JYX publication archive provides a repository for open science produced at the university. Its activities are guided by, for example, the university's [publication principles](#), [research data policy](#), and [open educational resources policy](#).

## 2 JYVÄSKYLÄ UNIVERSITY LIBRARY: USE AND MANAGEMENT OF COL- LECTIONS

### Collection Premises

#### University Library Building Lähde (B)

- Course literature
- Research literature (general collection)
- Latest volumes of purchased magazines
- Domestic and foreign fiction
- Reading copies of research literature
- Archive vault, where the oldest materials of the OSC are stored

#### [Aalto Library](#), University Main Building (C)

An extensive reference library of source literature, including:

- government documents
- collections of decrees and regulations
- biographies and local histories
- literature on art and culture

#### Collection Centre in Vaajakoski

Free copies of materials located in the Collection Centre cannot be borrowed home but have to be used in the Library Premises. You can place an order in the JYKDOK database, at the library service desk, or by contacting us by email at [jykneuvonta@library.jyu.fi](mailto:jykneuvonta@library.jyu.fi).



# Collection Management

## Acquisition

The library acquires information resources based on the university's research and teaching needs, as well as purchase requests and feedback from library customers. The material to be acquired is mainly electronic. Purchase requests are accepted on [the purchase request form](#) or alternatively by email to [hank-esitys@library.jyu.fi](mailto:hank-esitys@library.jyu.fi).

Electronic journals, databases, and online materials are acquired through the FinELib consortium. The library acquires course literature required for study requirements. The procurement of course literature focuses on electronic materials. Course books are procured at most one copy per three simultaneous course or exam participants. If an electronic version of a course book is acquired, this may reduce the number of printed books.

In some cases, only e-books are acquired. Supplementary literature is acquired as needed, with a few copies. The education planner or other responsible person at the institution informs the library of the books required for study requirements when updating the curriculum. Exam copies are purchased at the expense of the department or unit orders can be placed with [the purchase request form](#). Further information: [kurssikirjat@jyu.fi](mailto:kurssikirjat@jyu.fi).

## Donations

The library accepts donations of materials on a discretionary basis. The research materials accepted must be new foreign literature that fits the collection profile. The free copy collection is supplemented as needed with material that is missing from the collections and is in good condition. Donated material becomes the property of the university.

## Open materials

The library supports open science infrastructures through various membership and participation fees through FinELib. The discoverability of open access materials is promoted by adding open access journals and books to the JYKDOK search service. Customers are guided in finding open access materials when needed.

## Metadata work

The library produces metadata for printed and electronic materials to be included in its collections, not only for the library system but also for national metadata repositories, such as the Finnish national bibliography Fennica. The result of metadata work is high-quality, efficiently produced and linkable descriptive information that enables the versatile use of materials and improves their findability and accessibility.

## Collection evaluation

To evaluate its collections, the library monitors the use of information resources and their relevance to university research and teaching. Based on usage needs, materials are also regularly removed from the collections, excluding free copies, various special collections, and rare books.

## Searching for and using materials

The search interface for library materials is JYKDOK Finna. In addition, digitized card catalogs contain collection and location information from JYKDOK for materials that are still missing.

[Guide to using e-books and other e-materials](#)

[Borrowing](#)

## Legal Deposit Collection

Since 1919, the university library has had the right to obtain free copies of Finnish publications, with the exception of newspapers, and for audiovisual material from 1981 to 2006. The purpose of the Cultural Materials Act is to preserve materials published in Finland for future generations and to make them available to researchers and other

users. The National Library and the National Audiovisual Institute KAVI are responsible for the legal deposit system. The legal deposit collection is preserved and made available in accordance with the principles defined in the Cultural Materials Act, either in the reading room or as [institutional loans](#) to university staff offices. The material is delivered to customers upon request. Orders are accepted through the JYKDOK database.

The use of free copy material in electronic form is possible at the workstations of the digital archive located in the Lähde building of the university library.

### **Rare books and special collections**

The library's collections also include rare books and special collections. The library's collection of approximately 4,000 oldest books and rare books consists of three parts:

1. **Incunabula**, such as our only Finnish incunabulum, Missale Aboense. It was donated by the University of Helsinki Library in 1974. It has been digitized and located in <https://missale.jyu.fi>
2. **Early Fennica**, i.e. domestic literature from the Swedish period 1488–1809.
3. **Foreign collection** 1500–1700.

Our special collections contain valuable rare books, private collections preserved in their entirety, individual prints, maps, manuscripts, individual prints, maps, manuscripts, and posters received as free copies. Special collections and rare books are not actively acquired.

## 3. UNIVERSITY MUSEUM COLLECTIONS

### Collection Premises

#### University Library Building Lähde (B)

- Cultural Historical Photography Collections

#### Collection Centre in Vaajakoski

- Cultural history collections of objects, recordings, and archives
- Natural history collections

#### Vesilinna

- Natural history collections
- Archive of the garden history of the University of Jyväskylä and its predecessors

#### Green areas on campus

- Botanical collection of living plants

The collections are available for customers to view and use in accordance with the agreement. Take advantage of [the collection services](#). The art collections are mainly located in university buildings. For inquiries about cultural history and art collections, please contact [kampusmuseo@jyu.fi](mailto:kampusmuseo@jyu.fi), and for inquiries about natural history collections, please contact [luontomuseo@jyu.fi](mailto:luontomuseo@jyu.fi).

## University of Jyväskylä Museum exhibition spaces

The museum's collections can also be viewed at exhibition venues. Admission to museum exhibitions and the campus is free:

[Soihtu Exhibition Centre](#) in the Seminaari building on Seminaarimäki Hill. The exhibition center brings together science and art.

[Natural History Museum, Vesilinna](#). The Natural History Museum invites you to explore the diversity of nature of Central Finland.

[Temporary exhibitions](#) also at the Lähde building.

[Botanical Garden](#), green areas on campus Jyväskylä University.

## Collection management and donations

The museum accepts donations in accordance with its storage responsibilities and in compliance with the principles of information management set out by the OSC. For donation proposals, please contact the cultural history and art collections at [kampus-museo@jyu.fi](mailto:kampus-museo@jyu.fi) or the natural history collections [luontomuseo@jyu.fi](mailto:luontomuseo@jyu.fi).

The museum has begun storing its collections in the Finna system. Some of the collections are available on the website [taidekokoelma.jyu.fi](https://taidekokoelma.jyu.fi). Natural history collections are stored in the <https://laji.fi/> and [GBIF](#) services as part of the Finnish Species Information Center and the Academy of Finland-funded FIRI project (Finnish research infrastructure) for natural science collections.

The collections cannot be borrowed for home use, but they can be ordered from the collection rooms and viewed in the museum premises in the Lähde building and Vesilinna. Exhibition loans are possible for professionally managed museums.

## General information about the University Museum Collections

The collections of the Jyväskylä University Museum originated in the teaching collections of Finland's first teacher training seminary (c. 1863). Over the decades, the collection has been divided into cultural history, natural history, and art collections. The official archives of the university and its predecessors, as well as some of the personal history archives, have been stored at the National Archives. At the beginning of the 20th century, the seminary's students compiled ethnographic collections (approximately 2,100 ethnographic objects) and folklore collections (approximately 1,000 folklore objects) as well as the coin collections of elementary school teacher Matti Kauppinen and district doctor Wolmar Schildt. Later, the coin collection was deposited in the Museum of Central Finland.

The main part of the cultural historical collections consists of the teaching and scientific history collections of the University of Jyväskylä and its predecessors, the Jyväskylä Seminary and the Jyväskylä College of Education. The museum holds nationally significant collections related to the history of teacher training, including teaching equipments, theses, memoirs, furniture, and photographs. The museum is the only one in the country to preserve the cultural heritage and academic tradition of Finnish physical education teacher training and the country's only physical education faculty.

The collections include the following special personal collections: seminary leader Uno Cygnaeus, Professor Niilo Mäki, Gymnast Heikki Savolainen, Professor Tahko Pihkala, and Professor Ahti Rytkönen.

Most of the specimens in the University Museum's natural history collection are from Finland, but there are also some specimens collected from abroad. The largest sub-collections are insects, vascular plants, mosses, and fungi. The collection also includes stuffed mammals and birds, skeletons, skins, geological samples, and fossils. Some of the collection data can be found in open databases [Laji.fi](https://laji.fi/) and [GBIF](https://gbif.org/).

The natural history collections include also the botanical garden collections, which consist of living plant collections linked to the history of the university campuses and are located in the green areas of the campus. The Seminaarinmäki collection in particular has information signs placed in the terrain about the plants in the area, and more information about the collections can be found on [the Botanical Garden's](#)

[website](#) and, in the coming years, also on the Laji.fi portal. The museum staff does not actively collect natural history samples for the collections. The samples are mainly donated by researchers and enthusiasts.

The oldest part of the university's art collection consists of portraits, the oldest of which were acquired during the Teacher Training Seminary. The art collection has grown through purchases, donations, and state deposits. The art collections include special collections such as the Tissari art collection, the Eero and Erkki Fredrikson art collection, and the art collection of the University of Helsinki Gymnastics Department. In addition, works deposited by the State Art Commission, which are cared for by the museum and catalogued in the university's art database are at display in the university buildings. The metadata of the art collections is supplemented online and can be viewed at the [museum webpage of art collections](#).

The museum's image archive contains approximately 60,000 catalogued photographs, slides, and negatives. The images in the image archive are available for use in publications, theses, dissertations and citizens' projects. The oldest part of the image archive has been digitized. Customers can access the image archive by contacting the museum staff. Visits to the image archive must always be arranged in advance. Original materials cannot be borrowed outside the museum. Original materials cannot be borrowed outside the museum. For more detailed information on donating images, visiting the image archive, and ordering digital copies, please send an email to [kampusmuseo@jyu.fi](mailto:kampusmuseo@jyu.fi).