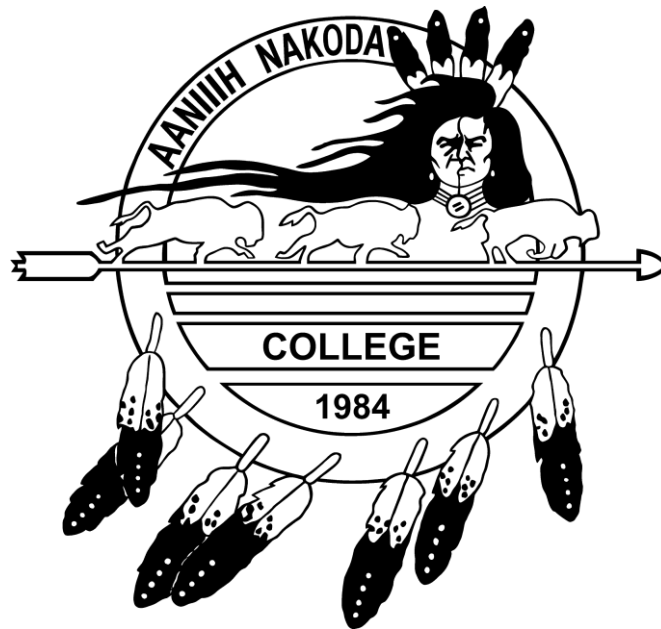


Aaniih Nakoda College Library

Collection Management Policy



Updated and approved
February 2014

Aaniiih Nakoda College Board of Directors
Aaniiih Nakoda College Library Board

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A. INTRODUCTION

1. Mission and Goals

The primary goal of the Aaniiih Nakoda College (ANC) Library is to support the mission of ANC. The mission of ANC is to provide quality post-secondary education for residents of the Fort Belknap Indian Reservation and surrounding communities. The college will help individuals improve their lives by offering them an opportunity to maintain the cultural integrity of the Aaniiih (Gros Ventre, White Clay) and Nakoda (Assiniboine) Tribes as well as succeed in an American technological society.

The ANC Library goals reflect the missions of the college and the Library. This statement also reflects the goal for a continuing support of intellectual freedom and freedom of information.

1. Provide research and reading materials to support the degree and certificate programs offered by ANC. The Library staff will also work to help students develop the library research skills they will need in college.

2. Provide specialized materials on local and tribal history and affairs to foster interest in the heritage of the Fort Belknap Reservation. An effort will be made to make available locally all identifiable material relating to the Ah-Ah-Nee-Nin and Nakoda tribes. To fulfill this goal, indexes and bibliographies will be developed and made publicly available.

3. Provide a variety of resources to allow local people to learn about American Indian affairs and history. This section of the Library will attempt to provide the means to increase local awareness of the history and present day condition of American Indian people in the United States.

4. Make a special effort to have the collection widely used in the community. Through interlibrary loan, the Library will work to make its collection known and facilitate circulation.

5. Improve the availability of serious reading material on the reservation. The Library does not attempt to duplicate the collections of the public libraries with their emphasis on light and popular reading. Some fiction and recreational reading will be kept in the collection, but the Library will concentrate on serious, but not highly technical, non-fiction.

2. Purpose of the Policy

The purpose of the Collection Management Policy is to provide direction for choosing the materials and services that meet the informational needs of Fort Belknap community residents, and ANC students, faculty and staff. Rising costs, increases in publishing output, new technologies, and expanding demands for information necessitate careful materials selection, soundly based on an understanding of the immediate and future goals of the Library. A collection must be systematically shaped and developed in order to make the best use of the funds allotted to it. This policy applies to all materials collected by the Library whether purchase, gift or Federal Depository Library Program.

3. Community and User Groups Defined

The ANC Library serves as the Academic Library for Aaniiih Nakoda College and as the Public Library for the Fort Belknap Indian Reservation and surrounding communities, as well as anyone visiting the area. The library strives to serve the educational, research and recreational needs for all ages.

In its capacity as Public Library, the Library strives to serve each of the 5,200 enrolled members of Fort Belknap's Aaniiih and Nakoda Tribes. Approximately 3,000 tribal members live on the Fort Belknap Indian Reservation. In addition, approximately 1,000 tribal members live off the reservation in the neighboring communities of Harlem (three miles northwest), Chinook (20 miles west) and Havre (45 miles west). Fort Belknap Agency, where the library is located, is the primary residential center on the north end of the reservation and also serves as the headquarters of the tribal government. Hays (35 miles south of Fort Belknap Agency) and Lodge Pole (40 miles southeast) are the population centers for the south end of the reservation. Many tribal members also live in rural locations or scattered site housing across the reservation.

In its capacity as Academic Library, the Library serves the faculty, staff and students at ANC.

4. Patron Needs and Services/Programs Defined

The library provides general library services at the ANC Library site including reference, readers advisory, computer/internet assistance, online databases and assistance, interlibrary loan, and other services as requested and available.

The library also serves as the primary point for information literacy within the college community. Instruction is coordinated through individual instructors and tailored to the needs of each class. ANC has included Information Literacy as one of the General Education Goals for all students, and has developed the following definition: "An information literate person can internalize information, integrate it as knowledge and return it to the world as wisdom. Through collaboration between members of the college community (staff, faculty and students.) ANC will provide the student an integrated approach to information literacy. This will be accomplished by providing the tools needed so that the student will be able to recognize an information need, access and utilize appropriate resources, evaluate resources, then synthesize and communicate the information in a coherent, effective and ethical manner."

5. General Statement Describing the Collection

The collection currently consists of approximately 12,785 materials including 10,745 circulating books, 1,700 reference books, and 340 circulating videos. The growth of the collection depends on year-to-year funding availability, both through the general fund of the

college and grants received by the library. The library attempts to provide reading and reference materials to all age groups, and therefore collects all reading levels.

6. Cooperative Collection Management & Interlibrary Loan

Individual material requests are judged on a case by case basis. If it is determined there will be an ongoing or repeated request for a material, the material will be purchased. If it is determined that a material will only be used once or occasionally, the material will be requested through interlibrary loan.

B. GENERAL PRIORITIES, LIMITATIONS AND POLICIES

1. Chronological Coverage

The library collects currently available materials for both current and historical perspectives on topics. Older materials are collected, when available, on topics of local interest, specifically related to the Fort Belknap Indian Reservation community and people.

2. Formats

The Library primarily collects printed materials. A small collection of large print materials are available, but not actively collected. Paperback is the preferred format for popular fiction. The library subscribes to approximately sixty-five periodicals and twenty newspapers, covering popular to academic topics, and newspapers with local, regional and nationwide coverage. If a video is shown to be of interest to academic or public patrons, if purchased, the preferred format is DVD. The library subscribes to a wide variety of online databases of interest to both academic and public patrons. Currently, no books on tape, CDs, or computer software are included in the collection or collected. The library would like to begin making electronic format books available, however the funding is not currently available. These would primarily serve the public patrons. All collections are dependent upon funding levels, whether through grants, gifts or ANC general funds.

3. Multiple Copies

Duplicate copies are purchased only under circumstances determined by circulation, reference, or reserve statistics. One exception will be when it is determined that an item should be located both in the reference and circulating collections.

4. Languages

Materials will be collected primarily in the English language, except when materials are available in Aaniinen or Nakoda.

5. Funding Considerations

Primary funding comes from various grant sources, with a portion also coming from the ANC General Fund. Depending on grant funding levels and requirements, the policies herein may be modified as required. ANC provides funds primarily for periodicals, online databases and some book purchases.

It is the responsibility of the Library Director to allocate the materials budget in such a way as to fulfill the library's collection management goals as completely as possible.

6. Collection Responsibilities and Selection Procedures

Responsibility for the selection, development, and management of the collection rests with the Library Director, who is aware of appropriate selection tools, use patterns, collection imbalances, and the specific informational needs of library users as well as funding availability. Input and requests for specific materials will be solicited from community members and college representatives. Other requests for purchase of materials are accepted and reviewed by the Library Director.

7. Gifts Policy

Gifts are accepted with the understanding that the Library may dispose of or add the item to the collection at its discretion, following the same guidelines and procedures outlined in Section C: Subject Areas Collected. Gifts are given to the Library Director, who will make the initial decision to accept or decline the gift. The Library assumes no responsibility for appraisal of gifts, nor will the Library accept gifts under restricted conditions. When a gift is accepted, it becomes the property of the Library, which will determine whether it is to be added to the collection or discarded. If an item is discarded, it will be given away either at the library or one of the outreach sites. If a donor wishes to claim a charitable deduction for income tax purposes, the donor is responsible for providing a detailed inventory of the gifts, with a request for an acknowledgment from the Library Director. No member of the Library staff will provide an appraisal. If the donor wishes to make a tax claim, the donor must determine the fair market value.

8. Collection Maintenance

Weeding, or the removal of materials from the Collection, is an integral and ongoing aspect of collection management. On a yearly basis, the Library Director and other library employees will review the library holdings. Materials will first be judged on condition. If the material is judged to be valuable to the collection, it will either be repaired or replaced if repair is not possible. If material is determined to not be integral to the collection, it will simply be

discarded. Materials will then be judged on importance/relevance of the information. If the material is outdated, it will be determined if a newer edition is available, and the newer edition will be purchased. Popular fiction will primarily be judged on current use. If a material has not been checked out for 2 years, it will be weeded from the collection. The exception to this will be American Indian related fiction.

9. Complaints and Censorship

The ANC Library supports the American Library Association's Statements on Intellectual Freedom, particularly the Bill of Rights and the Interpretation on Challenged Materials. The library attempts to purchase materials which represent differing opinions on controversial matters. Selection is without partisanship regarding matters of race, sex, sexual preference, religion, or moral philosophy.

The library has an approved complaint/reconsideration form which is available to all patrons. (See Appendix A)

C. SUBJECT AREAS COLLECTED

1. Subjects

Primary selection priority will always be given to any materials having to do with the Fort Belknap Reservation or surrounding communities as well as the Nakoda and/or Aaniiih Tribes in **any subject area** (not necessarily included in the following list).

Adult Non-Fiction will be collected at approximately the following priorities, according to course offerings, and patron interest levels.

Priority will be given to the following Dewey Decimal Classification Areas:

- 150 - Psychology
- 300 - Social Sciences
- 360 - Social problems and services
- 370 - Education
- 510 - Mathematics
- 550 - Earth Sciences
- 580 - Botanical Sciences
- 590 - Zoological Sciences
- 610 - Medical sciences and Medicine
- 810 - American literature (American Indian specifically)
- 970 - General history of North America

All other areas will be collected on the basis of identified need or requests from patrons.

Reference titles will be collected in approximately the same proportion as Adult Non-fiction. One new encyclopedic title will be acquired at least every three years, with the replaced title being made available for check-out in the general collection. The library director will remove the oldest encyclopedia in the general collection by attempting to find an office or group that will be able to use it.

Current Periodicals will be ordered which represent the course schedule at anc. When new programs are added, it is expected that at least one new periodical title will be ordered. Likewise, when programs are cut, the periodicals associated with that program will also be cut. However, the Library will also attempt NOT to acquire short runs of periodicals simply to cover a subject area. When a periodical title is added, it is expected that the title will be maintained in the future. A small collection of popular periodicals will also be maintained for the public library patrons.

These priorities may change in the future and are always dependent upon funding. These goals were developed after reviewing circulation statistics, which show primary subject areas of interest. If funding is received for a specific program (grants), the needs of that program must be met with the funds provided (grant), not necessarily in accordance with the goals outlined above.

The library does not maintain a “special collections” or “American Indian” collection. Instead, American Indian/Native American materials are located within the appropriate Dewey Decimal Classification location.

Materials obtained through the Federal Depository Library Program will be collected and cataloged along with all other acquisitions.

2. Present Collection and Future Acquisition Levels

Dewey Decimal Classification Number	Present	Future
000 – Computer science, information & general works	M	M
100 – Philosophy and psychology	M	M
150 - Psychology	S	S
200 – Religion	M	M
300 – Social sciences	B	B
360 - Social problems and services	S	S
370 - Education	S	S
400 – Language	M	M
Any materials published IN or ABOUT the Ah-Ah-Nee-Nin and Nakoda Languages	R	R
500 – Science (including mathematics)	M	M
510 - Mathematics	B+	B+

550 - Earth Sciences (Environmental Sciences)	S	S
580 - Botanical Sciences	S	S
590 - Zoological Sciences	S	S
600 – Technology	B	B
610 - Medical sciences and Medicine	S	S
650 - Management (Business Studies)	S	S
700 – Arts and recreation	M	M
Any materials published IN or ABOUT art created by members of the Ah-Ah-Nee-Nin and Nakoda Tribes	S+	S+
800 – Literature	M	M
810 - American literature (American Indian specifically)	S+	S+
900 – History, geography, and biography	B	B
970 - General history of North America (Fort Belknap Indian Reservation and Blaine County, Montana, specifically)	S+	S+

This key to the collection levels is adapted from the Montana State Library's collection management policy format. The levels are:

OS	Out of Scope	Library does not actively collect in this area
M	Minimal	Uneven, limited collection
B	Basic	Up-to-date collection that will introduce the reader to the subject and indicate the varieties of information available elsewhere
S	Study	Collection adequate to support undergraduate instruction and sustained independent study
R	Research	Includes all the major published source material required for dissertation research

D. CIRCULATION POLICY

1. Check-out privileges

- a. Aaniiih Nakoda College students, faculty and staff.
- b. Members of Fort Belknap Aaniiih and Nakoda tribes.
- c. Members of community at large.

Anyone who has abused, destroyed, or failed to return or pay for Library materials may be denied future library and interlibrary loan privileges.

2. In-library use

No restrictions unless user is damaging material. The Library does reserve the right to charge for extensive use such as for legal or business research. The Librarian will be responsible for deciding whether a particular project constitutes 'extensive use' and for setting a fair charge for use of Library services. Both the charges and designation can be appealed to the Library Board.

3. Interlibrary Loan

Because of the size of the Library, interlibrary loan is used whenever necessary. The Library participates in the statewide OCLC agreement for interlibrary loan services. So long as they do not currently have overdue materials, anyone may request items through interlibrary loan.

4. Overdue Fines

At this time, the ANC Library does not charge overdue fines.

5. Chargeable materials defined

a. What can be charged/loaned?

- i. Processed and circulating books, DVD's and video cassettes.

b. What cannot be charged/loaned?

- i. Reference materials.
- ii. Unbound periodicals.
- iii. Newspapers
- iv. Unprocessed items.
- v.. Reserve materials as requested by instructors.

6. Loan periods

a. General Collection materials are due after 2 weeks. Two extensions will be granted but the Library must see material for second extension.

b. Reserve materials for classes are the discretion of instructor (i.e., 1 week, overnight, in-library use only).

7. Unreturned materials

- a. Overdue notice sent on items 2 weeks overdue.
- b. Bill sent for items after 4 weeks overdue.




If book is not returned, the patron is liable for the replacement cost of the book plus shipping and handling charges and a \$5 service charge. A patron may personally purchase a replacement copy of the lost title, however they will still be subject to the \$5 service charge to cover cataloging and processing charges.

8. Penalties

- a. No one who has fines due or overdue books may check out books.
- b. Aaniiih Nakoda College students who have overdue materials will not receive transcripts
- c. Anyone who owes the Library for unreturned books, may be sued in tribal court for the amount due. Hardship cases can be appealed to the Librarian, Library Board, Aaniiih Nakoda College President, or Aaniiih Nakoda College Board for relief.

E. POLICY IMPLEMENTATION, EVALUATION, AND REVISION

This policy shall be reviewed and revised as needed, at least every three years, at the January meeting of the Aaniiih Nakoda College Library Board.

 _____ Library Director, Aaniiih Nakoda College	<u>2-25-14</u> Date
 _____ Chair, Aaniiih Nakoda College Library Board	<u>2/25/14</u> Date
 _____ Chair, Aaniiih Nakoda College Board of Directors	<u>2/25/14</u> Date

Updated February 2014

RECONSIDERATION FORM

Reconsideration of Objectionable Book or Other Library Material

To the person requesting reconsideration of material held by the Aaniiih Nakoda College Library: Library policy requires that complaints be filed on this Reconsideration Form so that the complaint can be discussed in detail by the Library Board. Copies of the library's materials selection policy and other documents bearing on this complaint will be made available to you at your request.

Complete Title of Material: _____

Author of Material: _____

Call Number of Material: _____

* * * * *

In the space provided below, please describe, in detail, the reasons you object to the inclusion of this material in the Aaniiih Nakoda College Library. Please give page number(s) if applicable. _____

Please offer suggestions of titles which you feel would cover the topic addressed in a more suitable manner _____

How may we contact you regarding the resolution of this matter? (Please give name, address and phone number) _____