

	Title: Lummi Library Collection Development and Management Procedure For Policy #POL-402	Procedure # PRO-402 Revision # 2
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402.1 PURPOSE

The purpose of these procedures is to guide the implementation of the Library Collection Development and Management Policy.

402.2 SCOPE

These procedures apply to all who use the library, either in person or remotely, and all who work in the library, whether paid or unpaid.

402.3 RESPONSIBILITY

It is the responsibility of all who work in the library, whether paid or unpaid, to implement these procedures.

402.4 SELECTION

The librarian consults regularly with department chairs, the Associate Dean for Two-Year Programs of Study, site managers, faculty members, to ensure that the collections in their areas of expertise are sufficiently current, broad, and deep to meet the needs of their programs. The librarian also consults professional review media and catalogs in relevant fields. As new programs of study are developed the librarian consults with the developers to assure that the library's collections meet the needs of the new programs. The library solicits recommendations from faculty, staff, students, and members of the community.

402.4.1 Criteria for selection of materials

The selection of materials for the Lummi Library will be based on the following criteria:

Importance of the subject in relation to the curriculum and/or community support, acknowledging that materials related to the indigenous peoples of North America and especially the Pacific Northwest are of special importance.

Currency, accuracy, and importance of information

Author's and /or publisher's reputation and significance

Availability of other material on the subject in the library, in other area libraries, and in print

Inclusion of the title in standard bibliographies or indices

Recommendation in standard review sources
Scope and depth of subject coverage
Price
Language (languages other than English are not normally collected)
 Format, including legibility, binding, and type
 Duplication
Selection of Special Topics and Formats

The selection of materials includes the following special topics and formats:

The library subscribes to print and electronic serials.
The library does not ordinarily collect books written as textbooks.
The library does not actively collect general adult fiction.
Video: DVD and VHS are used, DVD is preferable. VHS is not actively collected.
Audio: The library actively collects audio materials that support the curriculum as well as those of Native music and storytelling.
The library has a collection of general interest audio books on CD but is not actively adding to it.

Electronic resources are subject to the same acquisitions criteria as other resources.

402.5 DESELECTION

The same criteria used to select materials for the collections will be used to withdraw materials from the collection. Among these are:

- physical condition
- age of material
- date of last loan
- number of loans
- number of copies in the collection
- currency of information,
- coverage of the subject by other material in the collection

Materials which have been damaged or worn will be evaluated for repair, replacement, or withdrawal. Withdrawn materials may be recycled, sold, given away, or thrown away. Items in the Special Collections are not ordinarily withdrawn.

402.6 GIFTS

The library welcomes donations of materials which support the mission of the library.

Donations to be added to the collection will be subject to the same acquisitions criteria as purchases.

Donations which are not added to the collection will ordinarily be disposed of at the library's discretion.

The library will offer a letter of receipt indicating the quantity and/or type of materials, but, in accordance with IRS regulations, will not place a monetary value on donations.

Gifts, to which the potential donor wishes to apply conditions, will be accepted at the discretion of the

librarian.

Cooperative Collection Management and Interlibrary Loan

The library does not actively collect collaboratively with other libraries but may consider nearby collections when making decisions.

Interlibrary loan is available.

402.8 General Description of the Collections

The collections focus on support of the NWIC curriculum, community interest with particular concern for young people, and on tribal and cultural materials related to indigenous peoples, especially of the Pacific Northwest. Formats in the collection include books, periodicals, audio cassettes and CDs, VHS tapes and DVDs and electronic materials.

402.8.1 Collections

Reference: encyclopedias, dictionaries, handbooks, and similar materials are available for use in the library, but not circulated.

General non-fiction and fiction

Youth collections: Picture books, easy readers, juvenile non-fiction, juvenile and young adult fiction. Apart from a few high-interest topics, non-fiction written for young adults is shelved with the adult non-fiction. These are not academic collections but intended to be useful and attractive to young readers.

Pacific Northwest Collection: Materials of particular local interest, especially Native materials, which would be difficult or impossible to replace, or to assure that one copy remains in the library. These are held in open stacks but do not circulate.

Rare Books: Books which fall within the scope of the collection, which would be difficult or impossible to replace, and need protection. These are held in closed stacks and do not circulate.

Vine Deloria, Jr. Collection: The personal library of Vine Deloria, Jr. is held in closed stacks, and is available by appointment. These materials do not circulate.

Historical: Largely fiction and largely geared towards children, these are materials that may contain biases, stereotypes, misinformation, outdated information or presentation but may be useful for research purposes.

Electronic Collections: The library provides access to electronic serials, databases, specialized collections, and e-books.

Federal Depository Library Program:

The library is a member of the Federal Depository Library Program as an online-only selective

repository.

Government documents will be selected according to the same criteria as other materials in the collection.

402.8.2 Subjects and Levels Collected

The Research Libraries Group and the Pacific Northwest Collection Assessment Project have developed a conspectus model to assign a numerical value to collections, either to assess a collection's current level or the level the library would like to achieve. The five basic levels are 0-out of scope, 1-minimal, 2-basic information, 3a-lower division undergraduate, 3b-upper division undergraduate, 3c-master's level, 4-doctoral level, 5-comprehensive. Details are included in Appendix I. The values assigned here are those the library believes it should achieve. An assessment plan is included in Appendix II.

Collection Levels by Library of Congress Classification

The specific subject areas in the collection include:

A: General Works

Including encyclopedias, dictionaries, and other general reference works: 2

B: Philosophy, Psychology, Religion

B: Philosophy:3a

BF: Psychology: 3a

BL: Religions, Mythology, Rationalism: 3a

Other subclasses: 2

C: Auxiliary Sciences of History (General)

CB: History of Civilization: 3a

CT: Biography: 3b for Native Americans, 2 for others

Other subclasses: 2

D: World History and History of Europe, Asia, Africa, Australia, New Zealand, etc: 2

E-F: History of the Americas

Subclasses pertaining to the Indians of North America: 3b

Subclasses pertaining to the Pacific Northwest: 3b

Other subclasses: 2

G: Geography, Anthropology, Recreation

G: Geography: 3b

GE: Environmental Sciences: 3b

GF: Human Ecology. Anthropogeography: 3b

GN: Anthropology 3a

Other subclasses: 2

H: Social Sciences:

Those areas which support the curriculum: 3b
Other: 3a

J: Political Science:

Indian policy and government: 3b
Other: 3a

K: Law

Indian law: 3b
Other: 2

L: Education

Early childhood education: 3a
Indian education: 3b
Other: 2

M: Music and Books on Music: 2

N: Fine Arts

Pacific Northwest Indian art: 3b
Other: 2

P: Language and Literature

PM: Local Indian languages: 3a
PS: American literature: 3a
Native authors: 3b
Other subclasses: 2

Q: Science

Q: General: 3b
QA: Mathematics: 3b
QB: Astronomy: 3a
QC: Physics: 3a
QD: Chemistry: 3b
QE: Geology: 3b
QH -QR: Biology: 3b

R: Medicine

Native topics: 3a
Other: 2

S: Agriculture

Topics which support the curriculum: 3b
Other: 2

T: Technology

Engineering: 3a
Other topics with support the curriculum: 3b

Other: 2

U: **Military Science 2**

V: **Naval Science 2**

Z: **Bibliography, Library Science, and Information Resources (General): 2**

Challenges to Materials in the Collection

Reading, listening to, and viewing library materials are individual, private matters. While one is free to select or to reject materials for oneself, one cannot restrict the freedom of others to read, view, or inquire. Parents have the primary responsibility to guide and direct the reading and viewing of their own minor children. A "challenge to the collection" is defined as a patron requesting that an item or items be removed from the library's collection.

A challenge to the collection, if not resolved by the patron and the library director, will be submitted to the Library Advisory Board for resolution.

- a. The patron will be asked to submit a Request for Reconsideration form.
- b. Within three business days the librarian or appropriate staff will acknowledge receipt of the form in writing, including an anticipated timeline for its consideration.
- c. The form will be forwarded to the board, which may meet in-person or may choose to discuss the matter remotely.
- d. The board will offer a written response to the patron with an invitation to further discussion if necessary.
- e. If the board and the patron do not come to agreement the decision of the board will stand

402.9 REVIEW DATE

This procedure is subject to review every five years.

RELATED DOCUMENTS

Library Collection Development and Management Policy (POL 402)

Library Use Policy (POL 401)

Library Use Procedure (PRO 403)

Appendix I

Details of the Research Library Group Conspectus Model

The five collection depth indicators and definitions are:

0 OUT OF SCOPE

The library does not collect materials in any format for this subject.

1 MINIMAL INFORMATION LEVEL

Few selections

Includes basic authors, some core works and a spectrum of points of view

2 BASIC INFORMATION LEVEL

Basic explanatory works

Histories of the development of the topic

General works about the field and its important personages

General encyclopedias, periodical indexes and statistical sources

A "2" indicator shows this collection is sufficient to support the inquiries of patrons and students through high school attempting to locate general information about a subject.

3 STUDY OR INSTRUCTIONAL SUPPORT LEVEL

3a BASIC STUDY OR INSTRUCTIONAL SUPPORT

In addition to the previous profile the collection also has:

A high percentage of the most important literature or core works in the field

An extensive collection of general monographs and reference works

An extensive collection of general periodicals and indexes/abstracts

Defined access to appropriate electronic resources

A "3a" indicator means this collection supports lower division undergraduate courses, as well as the independent study needs of the life learner

3b INTERMEDIATE STUDY OR INSTRUCTIONAL SUPPORT LEVEL

In addition to the previous profile the collection also has:

Resources adequate for imparting and maintaining knowledge about more specialized subject areas which provide more comprehensive coverage of the subject with greater breadth and depth; materials that include:

A high percentage of the most important literature or core works in the field, including retrospective resources

An extensive collection of general monographs and reference works and selected specialized monographs and reference works

An extensive collection of general periodicals and a representative collection of specialized periodicals and indexes/abstracts

A defined access to a broad range of specialized electronic resources

A "3b" indicator means this collection supports upper division undergraduate courses

3c ADVANCED STUDY OR INSTRUCTIONAL SUPPORT LEVEL

In addition to the previous profile the collection also has:

Resources adequate for imparting and maintaining knowledge about all aspects of the topic which are more extensive than the intermediate level but less than those needed for doctoral and independent research.

An almost complete collection of core works including significant numbers of retrospective materials and resources

A broader collection of specialized works by lesser-known, as well as well-known authors

An extensive collection of general and specialized monographs, reference works, periodicals, and indexes/abstracts

Defined access to a broad range of specialized electronic resources

A "3c" indicator means that this collection supports master's degree level programs as well as other specialized inquiries

4 RESEARCH LEVEL

Older material is retained and systematically preserved to serve the needs of historical research.

Collections contain the major published source materials required for doctoral study and independent research.

5 COMPREHENSIVE LEVEL

Collections in a specifically defined field of knowledge that strive to be exhaustive.

Quantitative Guidelines

From the Pacific Northwest Manual as quoted in *Developing Library and Information Center Collections* by G Edward Evans:

Monographic coverage in a division:

1 2,500 titles or fewer

2 2,500-8,000 titles

3a 8,000-12,000 titles

3b or more, more than 12,000 titles

Percentage of holdings in major standard subject bibliographies:

1 5% or below

2 10-15%

3a 15-20%

3b 30-40%

3c 50-70%

4 or more 75-80%

Appendix II

Library Collections Assessment Plan

Goals:

- I. Inform stakeholders about the collections, including the accrediting body
- II. Maintain collections thoughtfully and deliberately
- III. Align collections with user needs

Objectives:

- I. Inventory of the tangible collections
- II. Inventory of electronic collections
- III. Break down the collections for detailed assessment
- IV. Analysis Tools:

A. Bibliographies

- B. Peer comparisons
- C. User feedback
- D. Usage reports for electronic resources

Results:

- I. Report of analysis
- II. Plan for additions to the collections
- III. Plan for withdrawals from the collections