
	Title: Lummi Library Collection Development and Management Procedure	Procedure# PRO-402 Revision # 0.0
Prepared By:	Valerie McBeth, Library Director	Date Prepared: 3/25/2015
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Approved By:	College President's Signature 	Date Approved: 4/08/2015

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 PROCEDURE

402.4.1 General Description of the Collections

The collections focus on support of the NWIC curriculum, community interest with particular concern for young people, and on 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.

402.4.2 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.

402.4.3 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. With the exception of 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. 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 are in need of protection. These are held in closed stacks and do not circulate.

Vine Deloria, Jr. Collection: The personal library of Vine Deloria, Jr. is cataloged, 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 ebooks.

Federal Depository Library Program

The library has recently joined the Federal Depository Library Program as an online-only selective repository.

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

402.4.4 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 the appendix. The values assigned here are those the library believes it should achieve. A thorough, detailed collection analysis needs to be made in order to create a plan to bring the library collections to these levels.

402.4.5 Collection Levels arranged 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

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

Subclass PM: Local Indian languages: 3a

Subclass PS: American literature: 3a, but Native authors 3b

Other subclasses: 2

Q: Science

Q: General: 3a

QA: Mathematics: 3a

QB: Astronomy: 2

QC: Physics: 2

QD: Chemistry: 3a

QE: Geology: 3a

QH - QR: Biology: 3b

R: Medicine

Native topics: 3a

Other: 2

S: Agriculture

Topics which support the curriculum: 3b

Other: 2

T: Technology: 2

U: Military Science: 2

V: Naval Science: 2

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

402.5 REVIEW DATE

This procedure is subject to review every three years.

Appendix 1

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

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

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

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.

Appendix 2

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%