**Lummi Library**

**Collection Development Policy**

**Revision Approved by the Library Advisory Board**

**January 28, 2014**

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**Collection Development Policy**

**Introduction**

**Lummi Library Mission Statement:**

The mission of the library is to support the Northwest Indian College and the Lummi Community with research, informational, and recreational resources that enhance life-long learning.

Adopted by the Library Advisory Board: November 5, 2008

**Purpose of the Collection Management Policy**

The purpose of the collection development policy is to guide selection and deselection of resources, clarify the purpose and scope of library collections and assign specific levels of collection depth and breadth.

**Community of Patrons**

The library serves two primary constituencies: The Northwest Indian College and the Lummi Reservation Community. The library also serves the students, faculty, and staff of Bellingham Technical College, Whatcom Community College, and Western Washington University through reciprocal agreements, and the residents of the city of Bellingham and Whatcom County through the Whatcom One Card, One Community program. The library collections are open to the public.

**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.

**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.

**Collections and Their Selection**

**Collections in the Library**

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.

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.

Special Collections: These generally do not circulate, but there may be duplicates in the circulating collections.

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.

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.

Vine Deloria, Jr. Collection: The personal library of Vine Deloria, Jr. is cataloged, held in closed stacks, and available on request for in-library use..

Duplicate Collection: Duplicates of items in the circulating collections, these are held in closed stacks, but do circulate.

**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.

**Collection Levels arranged by Library of Congress Classification:**

**Specific Subject Areas in the Collection**

**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 Tribal Governance and Business Management program: 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

**Responsibility for Selection**

Responsibility for selection lies with the librarian. The librarian consults regularly with 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 community library users. The following are criteria that may be used in selection:

**Criteria for Selection of Materials**

**a**. Importance of the subject in relation to the curriculum and/or community support

**b.** Currency, accuracy, and importance of information

**d**. Author's and /or publisher’s reputation and significance

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

**f**. Inclusion of the title in standard bibliographies or indices

**g**. Recommendation in standard review sources

**h.** Scope and depth of subject coverage

**i.** Price

**j.** Language (languages other than English are not normally collected)

**k.** Format, including legibility, binding, and type

**l.** Duplication

**Selection of Special Topics and Formats**

Serials and Subscriptions: 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: VHS and DVD are used, DVD is preferable, VHS is no longer actively collected

Audio: The library has a collection of general interest audio books on cassette and CD but is not actively adding to it. The library does actively collect audio materials that support the curriculum as well as those of Native music and storytelling. **Additional Issues**

**Deselection**

The same criteria used to select materials for the collection will be used to weed the collection. 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, and other factors are considered. Materials which have been damaged or worn will be evaluated for repair, replacement or withdrawal. Withdrawn materials may be recycled appropriately: sold, given away or thrown away.

**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.

Conditional gifts will be accepted at the discretion of the librarian

**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.

1. The patron will be asked to submit a Request for Reconsideration form.
2. The librarian will acknowledge receipt of the form in writing, including an anticipated timeline for its consideration.
3. The form will be forwarded to the board, which may meet in-person or may choose to discuss the matter via telephone or email.
4. The board will offer a written response to the patron with an invitation to further discussion if necessary.
5. If the board and the patron do not come to agreement the decision of the board will stand.

**Collection Development Policy Review**

The collection development policy will be reviewed annually by librarian and the Library Advisory Board and amended as needed.

**Appendix**

**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%