

	Title: Lummi Library Collection Development and Management Policy	Policy # POL-402 Revision # 0.0
Prepared By:	Preparer's Name/Title Valerie McBeth, Library Director	Date Prepared: 03-25-2015
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402.1 PURPOSE

The purpose of the Lummi Library Collection Development and Management Policy is to guide the selection and deselection of library materials in all formats and in accordance with the standards of the library profession.

402.2 SCOPE

The Policy applies to all who use the library, either in person or remotely, and all who work in the library, whether paid or unpaid.

402.3 BACKGROUND

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 borrowing 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

402.4 POLICY STATEMENT

This policy is written to provide direction for the administration of the Lummi Library relating to library collection development and management, consistent with the mission of the library to support the Northwest Indian College and the Lummi community with research, informational, and recreational resources that enhance life-long learning.

402.4.1 Criteria for Selection of Materials

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

- a. 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.

- b. Currency, accuracy, and importance of information
- c. Author's and /or publisher's reputation and significance
- d. Availability of other material on the subject in the library, in other area libraries, and in print
- e. Inclusion of the title in standard bibliographies or indices
- f. Recommendation in standard review sources
- g. Scope and depth of subject coverage
- h. Price
- i. Language (languages other than English are not normally collected)
- j. Format, including legibility, binding, and type
- k. Duplication

402.4.2 Selection of Special Topics and Formats

The selection of materials includes the following 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: DVD and VHS are used, DVD is preferable. VHS is not 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.

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

402.4.3 Deselection

The same criteria used to select materials for the collections 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, sold, given away, or thrown away. Special collections are not ordinarily weeded.

402.4.4 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.

402.4.5 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 via telephone or email.
- 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.

402.4.6 Definitions

Definitions of the collections are included in the Procedures document, PRO-404.

402.5 RESPONSIBILITY

Under the supervision of the Dean for Academics and Distance Learning, 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 patrons.

402.6 REVIEW DATE

The collection development and management policy is subject to review every three years.