
	<b>Title: Lummi Library Collection Development and Management Procedure</b>  <b>For Policy #POL-402</b>	<b>Procedure #</b> <b>PRO-402</b>  <b>Revision #</b> <b>1</b>
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<b>Approved By:</b>	<b>Administrative Team</b>	<b>Date Approved:</b> <b>04/22/2020</b>
<b>Effective Date:</b> <b>06/03/2020</b>	<b>College President's Signature</b> 	<b>Date Approved:</b> <b>04/22/2020</b>

#### 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

##### **402.1.1 General Description of the Collections**

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

##### **402.1.2 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.

### **402.1.3      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. 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 ebooks.

#### **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.

#### **402.1.4 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-minlmal, 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 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**

**REVIEW DATE**

This procedure is subject to review every three years.

Lummi Library Collection Development and Management Procedure 402 was revised and approved on 04/22/2020