
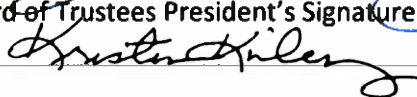
	<b>Title: Lummi Library Collection Development and Management Policy</b>	<b>Policy #</b> <b>POL-402</b> <b>Revision #</b> <b>1.0</b>
<b>Prepared By:</b>	<b>Preparer's Name/Title</b> Valerie McBeth, Library Director	<b>Date Prepared:</b> 04/01/2020
<b>Approved By:</b>	<b>College President's Signature</b> 	<b>Date Approved:</b> 06/03/2020
<b>Effective Date:</b> 06/03/2020	<b>Board of Trustees President's Signature</b> 	<b>Date Approved:</b> 06/03/2020

#### 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, including students, faculty, and staff in all locations and via all modalities, and the Lummi Reservation Community. The library also serves the students, faculty, and staff of Bellingham Technical College, Whatcom Community College, Western Washington University, and the Skagit Valley College through reciprocal borrowing agreements, and the residents of the city of Bellingham and Whatcom County through the Whatcom Connections program. The library collections are open to the public.

#### 402.4 POLICY STATEMENT

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

##### 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

#### 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 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 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 deselected  
withdrawn

#### 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 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.

#### **402.5 RESPONSIBILIITY**

Under the supervision of the Dean of Academics, responsibility for selection lies with the librarian. The librarian consults regularly with department chairs, the Associate Dean of Two Year Programs of Study, site managers, faculty members, the Lummi Nation School, and the Culture Department of LIBC 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 DEFINITIONS**

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

#### **402.7 REVIEW DATE**

This policy is subject to review every three years.