



Policies Manual

This manual outlines Woodenlegs Library policies and provides guidelines for the development and maintenance of resources and services. It is expected that this manual will be reviewed on a regular basis.

Contents

1.	About the Library	2
2.	Collection Policies	3
2.1.	Development and Maintenance	3
2.2.	Discarding Material	4
3.	Operational Policies.....	5
3.1.	Library Accounts & Circulation	5
3.2.	Confidentiality of Patron Information.....	6
Borrower Records	6	
3.3.	Fines & Fees.....	6
3.4.	Suspension or Denial of Privileges.....	7
4.	Use Policies.....	7
4.1.	Code of Conduct	7
Rules of Conduct for Library Patrons	7	
4.2.	Computer Use	8
4.3.	Child Safety on the Internet	10
4.4.	Copyright and Database Use	10
4.5.	Unattended Children.....	11
4.6.	Lost and Found	11
4.7.	Complaints & Censorship.....	11
4.8.	Gifts & Donations	12
4.9.	Subject Coverage & Collection Notes.....	13
5.	Appendix.....	17
5.1.	Library Card Application	17
5.2.	Request for Reconsideration of Library Resources	18
5.3.	Reservation Map	20

1. About the Library

The Dr. John Woodenlegs Memorial Library (Woodenlegs Library or WL) is the academic library of Chief Dull Knife College and the public library of the Northern Cheyenne Reservation and surrounding communities. The library has three, interconnected roles:

1. To support college goals, programs, and curricula.
2. To serve as the community library for the Northern Cheyenne Indian Reservation.
3. To preserve uniquely Northern Cheyenne materials.

Patrons of the library are the college community: students, faculty, staff; the public community: children/teens/adults/seniors, schools, temporary visitors, historians, and researchers.

Chief Dull Knife College (CDKC) was chartered in 1975 by the Northern Cheyenne Tribal Council. CDKC offers Associate of Arts, Associate of Science, and Associate in Applied Science degrees as well as certificates and dual enrollment courses.

The Northern Cheyenne Reservation was created in 1884 and consists of five districts, Lame Deer, Muddy, Busby, Ashland, and Birney (§4).

The library facility has tables and chairs for work and study, desktop and laptop computers, study carrels, lounge seating, and a children's area. A wheelchair accessible ramp and automatic door provide entry for patrons that require it. A conference room with audiovisual equipment is available for the college community as well as nonprofit community groups. Printing, copying, scanning, and faxing services are available. Reference, research, and technical assistance is available during operating hours and to a more limited extent, outside these hours via email. Library staff will assist patrons with basic hardware and software questions, online catalog searching, location of materials, and readers' advisory suggestions.

WL is committed to providing:

- Qualified, knowledgeable, and sufficient staff
- Access to computing hardware and software
- Materials that support the curriculum of the college
- Materials in a variety of formats
- Materials to support reading at all levels, abilities, and ages
- Culturally important Cheyenne and Montana materials
- Materials and information pertaining to local, state, national and world events
- Resources to foster lifelong learning
- A safe and comfortable learning environment

WL adheres to the American Library Association's Core Values of Librarianship and its policies and statements pertaining to Intellectual Freedom; Literacy; Equity, Diversity, & Inclusion; and Privacy.¹

WL creates and sponsors a variety of college and community activities including workshops, lectures, author talks, plays, and book clubs. Partners have included Montana Committee for Humanities,

¹ <http://www.ala.org/advocacy/>

Montana Repertory Theatre, Wild Rose Center, Boys and Girls Club Northern Cheyenne, SHAC, and many other individuals and groups.

The library maintains professional partnerships with state and national organizations including Montana Library Associations, Treasure State Academic Information & Library Services (TRAILS) consortium, and OCLC WorldShare Interlibrary Loan.

2. Collection Policies

2.1. Development and Maintenance

Library materials are selected to support CDKC goals, programs, and curriculum and the research needs of the college community and the needs and interests of the public community. The library strives to meet varied interests, abilities, and learning styles. Race, nationality, religion, gender, sexual orientation, or political/social views do not have a bearing on the selection or exclusion of materials. The Library Director uses reputable, unbiased, and professionally prepared reviewing and selection aids and patron requests to aid in selection including Library Journal, American Libraries, Book Marks, Montana: Magazine of Western History, Quarterly Journal of the Western Literature Association, Journal of American Indian Education, American Indian Culture and Research Journal, and American Indian Quarterly.

Criteria considered in the selection of titles:

- Credibility of the creator
- Appropriate academic-level content
- Faculty/student requests
- Relevant to the curriculum
- Adequate, balanced coverage of the subject matter
- Current holdings and demand
- Non-print formats-current and/or multiple
- Cost/budget
- Available by interlibrary loan

The library maintains five distinct, complementary collections: nonfiction, fiction, youth, Cheyenne, Archive. The collections may be physical or electronic and may consist of books, CDs, DVDs, periodicals, manuscripts, photographs, documents, and ephemera. The library subscribes to 36 print periodicals consisting of popular and scholarly newspapers, journals, and magazines. Six electronic databases provide access to millions of journal/magazine/newspaper/reference articles, books, reports, images, and audiovisual content: JSTOR, American Indian Experience, EBSCO, ScienceDirect, ProQuest, Gale.

The library attempts to purchase all books in new, hardback form, but will purchase paperback versions if the cost is significantly lower as well as used hardback/paperbacks. Due to limited space, the library seldom keeps duplicates of physical materials with the exception of rare Northern Cheyenne materials. Documentary and major motion picture DVDs, especially those relating to Northern Cheyenne, Montana, and Native American studies are regularly purchased. The library has an extensive major motion picture DVD collection provided by the generosity of a single donor who

sends items several times a month. A small CD collection contains audiobooks, music, and learning resources.

The library is developing an archive to preserve Chief Dull Knife College, Northern Cheyenne, and Montana rare and unique manuscripts, documents, ephemera, photographs, and oral histories.

To supplement collections, WL participates in resource sharing with partners in-state and nationally via TRAILS and OCLC Interlibrary Loan (ILL). Montana libraries have made significant strides to develop and manage collections so that unnecessary duplication of materials is reduced.

WL uses the Dewey Decimal Classification System, a knowledge organizational tool comprised of ten main classes:

- 1) 000 Computer Science, Information, & General Works
- 2) 100 Philosophy & Psychology
- 3) 200 Religion
- 4) 300 Social Sciences
- 5) 400 Language
- 6) 500 Natural Sciences & Mathematics
- 7) 600 Technology
- 8) 700 Arts & Recreation
- 9) 800 Literature
- 10) 900 History & Geography

WL has two digital e- and audiobook subscriptions: MontanaLibrary2Go is purchased in collaboration with the state library and contains general interest and fiction books; TRAILS is purchased in collaboration with nine other MT academic libraries and contains course-related, general interest, and some fiction books. The e- and audiobook formats for these two services include: EPUB, PDF, Kindle for the former and MP3 for the latter. The options to listen to a book or change the font settings on a device alleviates the need to purchase large print items, which are still available via ILL.

2.2. Discarding Material

Library staff regularly assesses the collection and removes or replaces items that are worn/damaged, outdated, or have low circulation. Obsolete equipment is also routinely withdrawn from the collection. Items that have historical and cultural value as well as those considered classic and standard works will be retained.

Criteria considered in the withdrawal of titles:

- Material is inaccurate, outdated and/or superseded
- Material is in poor physical condition
- Material is no longer in demand
- Material is an unneeded duplicate
- Material is not within scope of the collection
- Equipment no longer supports advances in technology

Disposal of weeded material will be at the discretion of the Library Director and may be offered to other institutions, the local jail, sold at the library book sale, put out on the free shelf, sent to Better World Books, or discarded.

Print scholarly journals are backfiled for permanent access; magazines are retained for 1-3 years depending on publication frequency and then put out for free or otherwise disposed of. Back issues of newspapers are kept for 2 months and then put out for free or otherwise discarded.

3. Operational Policies

3.1. Library Accounts & Circulation

College students and employees and residents of the Northern Cheyenne Reservation and neighboring communities are welcome to sign up for a library account. A valid photo ID² and local mailing address (PO Box or street address - general delivery will not be accepted) are required at the time of registration for patrons 13 and older. Patrons aged 4-12 may apply for a card in the presence of a parent/guardian. Both child and parent/guardian must be present and the latter must provide a valid photo ID with proof of residence and co-sign the application form.

It is the responsibility of account holders to:

- Pay for any loss of or damage to library materials borrowed.
- Inform the library of any changes to the contact information and/or the status of parent/guardian.
- Notify the library in case of loss or theft of their Library Card.

PATRON GROUP	ITEMS	LOAN PERIOD
Community	books, 3 max	28 days
	media, 3 max	3 day
	technologies	2 hour
Student	books, 10 max	28 days
	media, 3 max	7 day
	technologies	2 hour
Employee	books, 20 max	60 day
	media, 10 max	7 day
	technologies	7 day
Visitor	books, 2 max	14 day
	media, 2 max	3 day
	technologies	2 hour

² CDKC ID, Tribal ID, Driver’s license/permit, Passport, Military ID, State ID, International Driver’s License

Institution	books, 15 max	28 days
	media, 3 max	3 day

Books may be held for 7 days; DVDs may be held for 1 day.

ILL

Patrons can request books and articles not held by WL using Interlibrary Loan (ILL). This service is available to the college students and employees as well as community patrons in good standing. Requests for items available electronically or in the library will not be processed.

All patrons are expected to return their interlibrary loan items on or before the date due. Failure to return items on time may result in a fine/fee and ILL privileges may be suspended. Items may be renewed at the discretion of the lending library.

Patrons are responsible to the lending library for any loss or damage to loaned books.

3.2. Confidentiality of Patron Information

Woodenlegs Library protects the confidentiality of patron information as part of its commitment to intellectual freedom.

Borrower Records

Confidentiality extends to all records with identifying information about patrons, including their requests for information and materials and their loan transactions. It also includes their use of Library computers and the online sites and resources they access.

Per Montana Code Annotated 22-1-1103:

- No person may release or disclose a library record or portion of a library record to any person except in response to:
 - a written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library; or
 - an order issued by a court of competent jurisdiction, upon a finding that the disclosure of such record is necessary because the merits of public disclosure clearly exceed the demand for individual privacy.
- A library is not prevented from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation if those reports are presented so that no individual is identified therein.
- Library records may be disclosed to the extent necessary to return overdue or stolen materials or collect fines.³

3.3. Fines & Fees

- The library does not charge overdue fines.
- The library will charge for lost and/or damaged items (cost not to exceed replacement price of item).

³ <https://leg.mt.gov/bills/mca/22/1/22-1-1103.htm>

- The library charges for printing/copying, laminating, and faxing.
- The library will charge for a replacement Library Card.

3.4. Suspension or Denial of Privileges

Patrons that have lost item/s have 3 months (known as 'notification months' that runs calendar day to calendar day: 11/2/18 – 12/4/18) to pay off item/s or their borrowing privileges will be suspended for all transactions. The patron can continue to check out items within the notification months.

4. Use Policies

4.1. Code of Conduct

To ensure that library facilities are safe and welcoming and to provide equitable access to materials and services, all library patrons must abide by this Code.

Patrons who violate these rules may be removed from the library for a period of time based on the severity of the misconduct. Library staff and/or the Lame Deer Police Department may intervene to stop prohibited activities and conduct. Failure to comply with these rules may result in withdrawal of a person's permission to remain in the library and/or a loss of library privileges. A violation of law may also result in arrest and prosecution. Persons who violate this Code may have their photographs or video captured by library staff.

When possible, staff will first educate patrons about the applicable policies before taking stronger measures to enforce those policies.

Rules of Conduct for Library Patrons

To ensure the comfort and the protection of all library patrons and to prevent a few persons from making the use of the library inconvenient and disruptive to the majority of users, the library has adopted the following policy:

- The Woodenlegs Library and its grounds are a smoke-free and drug-free environment. Smoking is prohibited in the library and on its grounds, as is the use of all tobacco products, e-cigarettes, and alcoholic beverages.
- No one who is intoxicated or under the influence of drugs/chemicals will be allowed on library premises. No one that smells strongly of alcohol or drugs will be allowed on library premises. Northern Cheyenne Tribal Law and Order Code, Title 7 Chapter 9 prohibits the possession, use, manufacture, and distribution of drugs or alcohol.⁴
- Sleeping on library premises is prohibited.
- Disruptive and/or disorderly conduct is prohibited. Disruptive conduct is any behavior that interferes with the normal functioning of the library. This may include, but is not limited to: loud talking or laughing, the use of cell phones or other electronic devices, fighting, throwing objects, boisterous behavior, skateboarding, and scooters.
- Mutilating, destroying, and/or defacing library materials, equipment, or property is forbidden.

⁴ CDKC Catalog, 2017, 44-45.

- Misuse of the restrooms, such as shaving, washing clothing or person, smoking, stealing paper, etc. is prohibited.
- Harassment of other patrons or staff is forbidden.
- Language, clothing, body odor, etc. that is offensive to other patrons or staff is prohibited, as is the use of obscene language, behavior or gestures. The definition of obscene is: offensive to modesty or decency; lewd; disgusting; filthy; and or repulsive. Obscene can be defined as language, behavior, dress, or gestures which convey a sexually explicit message or describe intimate bodily function in a coarse or crude manner. Any form of sexual misconduct, including exposure, offensive touching or sexual harassment of patrons or staff is strictly prohibited.
- Solicitation of library patrons is prohibited unless authorized by the library in advance. This includes the selling of anything either for personal gain or for a charity. Begging, panhandling, or circulating petitions or political materials is also prohibited.
- Running and playing (with the exception of playing quietly with blocks and toys in the children's area or participating in library-sponsored activities) is not allowed in the library. Parents or caregivers are expected to monitor and control the behavior of children in their care at all times.
- Animals are not allowed in the library unless the animal is owned by the library, or is being used as a part of a library-sponsored activity. Aide animals for persons with disabilities are permitted.
- Leaving young children unattended is not allowed unless they are taking part in a library activity and the person in charge has accepted responsibility for the children. If parents or caregivers cannot be located on library premises, Law Enforcement will be called. In the event of a second such incident, both Law Enforcement and Child Protective Services will be contacted.
- Patrons must be clothed, including shirt and shoes, or they will be asked to leave.
- The library reserves the right to inspect any parcels, book bags, bags, etc., that are carried into or from the library.
- Any illegal behavior is prohibited. Staff is directed to call Law Enforcement to handle the situation.
- Repeat offenders may experience lengthy banning from the premises. Returning without prior permission opens up offenders to prosecution for trespassing.

Violators of these rules will be advised of the rules and asked to correct their behavior. If the behavior cannot/will not be corrected, they will be asked to leave the Library for an amount of time to be determined by the Library Director. Law Enforcement will be called if anyone refuses to leave the library when requested.

The library reserves the right to remove any person whose behavior is disruptive or inappropriate for a library environment, or who interferes with the use of the library by others.

4.2. Computer Use

Computer use encompasses all tasks performed on library computers including but not limited to word processing and internet browsing. The library computers are located in public areas which must be shared by library users of all ages, background, and sensibilities, individuals are asked to

consider this when accessing potentially controversial information and images. The Library reserves the right to terminate an internet session that disrupts library services or that involves user behavior that violates the Library's policies.

- Library computers are available on a first-come, first-serve basis and may not be reserved except by the college or for a library program. There is a 2-hour daily limit for computer use per patron, a ticket-based time management software monitors this.
- The library has no control of the internet resources and assumes no responsibility for the quality, accuracy, or currency of any internet resource.
- Patrons may not use their own software and may not download on the hard drive. The computers are set to delete all saved data at the end of each business day.
- The computers may not be used for illegal or unauthorized purposes, which include but are not limited to:
 - Uses that violate the law or encourage others to violate the law: transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; downloading or transmitting confidential, trade secret information, or copyrighted materials and/or transmitting messages which threaten, harass and/or verbally assault others. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - Uses that compromise the safety and security of minors when using e-mail, chat rooms and other forms of direct electronic communications:
 - Minors under age 17: Giving others private information about one's self or others, including credit card numbers, social security numbers, names and/or addresses; entering chat rooms and/or social networking sites and/or engaging in communications on such sites without a parent or guardian's express permission; arranging a face-to-face meeting with someone one has "met" on the computer network or internet without a parent's permission; viewing materials that are obscene, pornographic, sexually explicit and/or adult oriented.
 - Adults at or over the age of 18: Viewing materials that are obscene, pornographic, sexually explicit and/or adult oriented and/or permitting a minor to view such: accessing, viewing, importing, sharing and/or obtaining child pornography. Use of Library computers for anything whatsoever related to child pornography will be immediately reported to law enforcement authorities and shall subject the user to arrest, detention and conviction of a State and/or Federal crime. In addition, the user's computer privileges will be suspended indefinitely.
 - Uses that cause harm to others or damage to their property: engaging in defamation (harming another's reputation by lies); uploading a worm, virus, or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

- Uses that jeopardize the security of access of the computer network or other networks on the internet: disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the library's computers; altering the Library's computer settings; damaging or modifying computer equipment or software.
- Internet policies are the same for usage on all wireless devices.
- Parents/legal guardians must assume responsibility for deciding which library and internet resources are appropriate for their children under the age of 17 (§2.6.1).
- Persons with special needs should request staff assistance at the circulation desk for accommodations.
- The library is not responsible for any damage done to computer users' disks, or data, as a result of the malfunctioning of library hardware or software or for any other reason whatsoever. Users assume all of the risk of using the library's computers and agree to indemnify, defend and hold harmless the library and its employees, representatives, agents, designees, officers and/or officials from and against any and all claims, liabilities and/or damages, including costs and attorneys' fees, which may arise from use of the Library's computers and/or damage done to a user's disks, data and/or files.
- The library may suspend a user's computer privileges at any time if it determines, in its sole and complete discretion, that its computers are being misused in any respect.

Violation of this Computer & Internet Use policy may result in suspension or loss of the privilege to use these resources. Any illegal activity involving the library's internet resources or equipment will be subject to prosecution by the appropriate authorities. The library reserves the right to take appropriate action to ensure compliance with this policy.

4.3. Child Safety on the Internet

Parents/guardians are solely and exclusively responsible for their minor children's use of the library's resources and facilities, including computers and the internet access (minors are defined in this policy as children and young people under the age of 17 years). Parents who believe that their children cannot responsibly use the library's computers and/or internet access shall monitor their children's computer and/or internet use. By permitting their children to use library computers, all parents and/or guardians expressly acknowledge and agree that the library, its employees, officials, officers, representatives, agents and designees shall have not responsibility whatsoever to monitor and/or supervise their children's use of the internet and/or library computers in general.

4.4. Copyright and Database Use

The responsibility for the proper use of copyrighted and licensed material lies with the user. The unauthorized use, or misuse, of copyrighted or licensed information may lead to a loss of library privileges and/or criminal prosecution.

As a patron, your ability to post or link to copyrighted material is governed by United States copyright law. The library reserves the right to delete or disable any post or link that, in the judgment of library staff, violates copyright law. In accordance with 17 USC S 512 (i)(1)(A), the library may terminate a patron's access to the system or network for disrespect of the intellectual property

rights of others, or for repeat infringements of copyright. The library has adopted this policy and will make all reasonable effort to enforce it in appropriate circumstances.

4.5. Unattended Children

Woodenlegs Library welcomes patrons of all ages to use and enjoy library services and resources. Staff is committed to helping children find materials for schoolwork and recreational reading and providing an environment that encourages study and exploration. However, children are the sole responsibility of the child's parent/legal guardian/caregiver. The library assumes neither responsibility nor liability for the actions, care, supervision, or safety of minors.

- Children between the ages of 6 and 12 must be supervised by a responsible individual at least 13 years of age or older. This responsible individual must supervise, guide, and control the behavior of the child at all times.
- Children under the age of five (5) must be supervised by and in the visual sight of the child's parent/legal guardian/caregiver at all times.

Disruptive children, attended or unattended, may be asked to leave the library. Disruptive behavior is any form of behavior that seriously or constantly disturbs library patrons or staff, damages library property, interferes with library services, or endangers the well-being of the disruptive child or others.

Staff may, as needed:

- Notify parents, guardians, or responsible caregivers whose children need additional supervision.
- Contact authorities such as the Police to ensure the safety of an unattended child.
- In the event of an emergency, staff will call 911.

4.6. Lost and Found

The library is not responsible for the security of personal items brought into the library. Unclaimed items are managed in accordance with the following guidelines:

- If the owner of a Lost and Found item satisfactorily identifies the lost item, the item will be returned.
- Perishable items such as food and personal care items will be disposed of immediately.
- Lost and Found items will be dated and stored for a period of ten (10) days. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within ten (10) days will be set out for free.
- After ten (10) days unclaimed money will be deposited in the library's general fund.

4.7. Complaints & Censorship

Chief Dull Knife College believes freedom of access to information is vital in a democracy. Woodenlegs Library endorses the American Library Association's Intellectual Freedom statements and policies.⁵

⁵ American Library Association, 2018, <http://www.ala.org/advocacy/intfreedom>

There may be occasional objections to certain materials in the collection despite the care taken to select materials meeting the criteria of this policy. If such an objection or complaint is made there are certain procedures to follow.

All complaints to staff members will be directed to the Library Director who will discuss the matter with the complainant. If not satisfied, the patron may make an appointment with the Library Director to discuss the matter further. The patron may be supplied with a "Request for Reconsideration of Library Materials" form (Appendix 4.2). If this form is submitted the Library Director will assemble a committee that will include the Library Director, college President, a library assistant, President of the Student Senate, and one or more faculty members to examine and evaluate the item in question. The President of Chief Dull Knife College will convene this committee to whom copies of the complaint and copies of the material, if possible, will be distributed. At the first meeting the committee shall schedule a time to act on the complaint and will decide whether to withdraw the material pending their decision. At the scheduled meeting, the committee shall determine whether or not to withdraw the material from the library collection in this manner:

- The complainant may be present to present their views on the material in person.
- The committee, having read or viewed the challenged material, will check the information made available by the Library Director on the general acceptance of the materials by reading reviews and selection aids.
- The members of the committee who have read or reviewed the materials in its entirety will then discuss the materials value and fault and form opinions based on the material as a whole.
- The majority consensus of the committee will be determined by ballot and the Library Director will take the action indicated by the decision of the committee.

4.8. Gifts & Donations

WL welcomes and appreciates material and monetary gifts from individuals, groups, foundations, or corporations. The Library Director will assess such gifts and donations using the following guidelines:

- Gifts of library materials will be evaluated using guidelines set forth in Section 2. The Library reserves the right to add any donated item(s) to the collection, or distribute, sell, or discard them. No conditions regarding location, use or eventual withdrawal from the collection or building can be imposed.
- The decision to accept gifts such as furnishings, artwork, or equipment shall be made by assessing need, space, impact on staff time, and expense and frequency of maintenance. Such gifts will be accepted only on condition that they may be used, sold, given away, or discarded.
- The Library cannot assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgment will not contain a statement of value.
- The Library reserves the right to refuse any gift.

Gifts of cash, securities, and bequests that support the mission of the library will be handled by the Library Director, who, with the Chief Financial Officer of CDKC, will work out terms of acceptance

that are compatible with library policies, the donor's intent, and applicable laws. The library welcomes major gifts including those directed towards a building project or other large project.

The library accepts donations of money for the purchase of material in memory of or to honor community residents or others. Library staff will use guidelines set forth in Section 2 in determining which materials to purchase. Although the Library cannot guarantee the purchase of specifically identified titles with such funds, donors are encouraged to suggest subject areas for the use of their donation. A bookplate may be affixed to such material upon request.

Monetary gifts without restriction are added to the Library's general operating fund to be used for the purchase of materials, equipment, or programs not included in the Library's normal operating budget.

If feasible, a list of items to be donated should be offered to the library in advance to determine if the items meet the above gift policies, avoiding unnecessary transfer of materials.

A donation form will be provided. The library does not assess for tax value.

While all gifts are appreciated, not all may be appropriate for the library or within the library's ability to properly display, store or preserve. Gifts of non-library items will be considered and a case-by-case basis. Donors may be referred to a more suitable recipient.

4.9. Subject Coverage & Collection Notes

Subject area coverage is supplemented by extensive databases and resources sharing services. In 2018, the Library Director incorporated materials from the non-circulating reference collection into the circulating collections to increase use of the materials and address changing patron expectations and use.

000 Generalities-Due to space limitations and priorities, many of the library's reference materials have moved online.

100 Philosophy and Psychology- Collection was updated to comply with the curriculum.

200 Religions and Mythology-materials in this range cover the major religions of the world and general myths. This collection has numerous Native American and Cheyenne Myth titles. Material supports the current curriculum at the college; the subject area is of particular interest to the community at large. Given the interest, the library will maintain the current collection and where resources exist, add primary religious texts, recent popular religious works, and other comparative or scholarly religion material when appropriate to the needs of the college and community. Theft is a problem with modern cult and witchcraft titles.

300 Social Science, Law, Political Science, Education, Business, Customs and Folklore-Older items have been weeded. Montana Code Annotated, updated law and tribal government titles have been added recently. In 2009 updated titles were added focusing on environment, personal finance, elderly, social issues, drugs and alcohol. Special attention was given to Indian Education. Folklore titles are rarely weeded due to curriculum and community demand. Future acquisitions will focus on career and job development, skills and opportunities.

400 Languages, Linguistics-The collection needs to be developed and broadened to include more current information and give the subject area more depth. Linguistics is an important subject area

for the Northern Cheyenne community. Cheyenne language material is always of interest and acquisitions concerning the Cheyenne language are always sought. Future collection development will also focus on acquiring recently published materials on linguistics.

500 General Science, Math, Physiology, Meteorology, Chemistry, Natural History, Biology, Zoology, Botany, Biochemistry, Microbiology, Geology, and Anthropology-The subject areas are a valuable resource to the college because this material directly supports the curriculum. Weeding took place in 2009 and updated material replaced the deselected items. Special focus was given to Math, Botany, Biology and Microbiology. The Natural History, Geology, and Anthropology collection contain a number of materials of interest to the Northern Cheyenne community, such as Geological information on Montana and the Black Hills. Therefore, the subject will be of continued interest to collect and develop. The library will also continue with collection development in the area of Anthropology, which serves to support related future curricula at the college.

600 Medicine, Agriculture, Technology, and Military-This large collection directly supports degrees within the Sciences, Agriculture and Allied Health. The Sciences and Allied Health are very popular programs among students and community. Circulation also reflects high interest among the community in this area. Animal care of horses and raising rabbits, chickens and goats have been added to the collection. There has been a surge in raising animals in the community. The animal husbandry section is heavily utilized by the 4H groups in the region. Military history is an important and significant subject area for students and community. Cooking is a very popular subject. Diabetic meal planning and recipes have been recently added to the collection. Also, heart healthy and natural ingredient cookbooks have been added because of recent demand from the public. Continual development of the 600's will be a focus given the student and community interest.

700 Recreation, Sports, Games, Music, Arts, and Architecture-This collection supports the Humanities and Fine Arts curriculum at the college; it receives only moderate use. Humanity classes are offered at the college as an elective. One cannot major in Art or Humanities. There has been a slight increase in circulation in this subject area. Beadwork and quilting are heavily circulated. Titles that deal with baseball or basketball are popular. "How-to" and crafts are well used and also material is frequently lost. Camping and hunting books need to be updated. There are only a few hunting books and occasionally students will do research or give speeches on this topic. The library needs to promote and make this area more visible to enhance circulation.

800 Communication, Grammar, Poetry and Literature-Recent acquisitions have been made to enhance and strengthen the literature and poetry collection. Focus has been given to Native American Literature and Poetry. Acquiring Native American authors has been a focus in the collection development and will always be of great importance. Native American authored books are being displayed in a prominent area to encourage circulation. The 800's support the communication arts curriculum and this section will continually be updated to meet the needs of the students. Style manuals, newsletter writing and "how to do" research books are needed.

900 History, Archaeology, Autobiography and Biography-This collection is one of the largest in the library. It supports the college curriculum and it is extremely important and of great interest with the community. Materials in this collection cover general history, Native American History, American History, Local and Montana History, World History and Latin American History. Strong Native American coverage is included this section. More current events titles are needed. There is adequate

coverage for biographies. Historic and sports figures dominate this section, but this seems to meet the demands of the public. Biographic coverage on U.S. Presidents is frequently in demand. What the collection lacks, ILL will fill in the gaps with the unusual requests.

Fiction-this section is the largest in the library. A strong basic collection of popular titles and authors is represented. The Story Collections and novels fulfill the needs of the students and the Communication Arts curriculum. Donations frequently replace worn titles. Interlibrary loan fills requests for certain authors to be expanded. To keep pace with the reader's demand for new, popular authors the library frequently adds current material. Sequel titles that are in high demand need to be added to the collection. Older material intentionally retained has a permanence and timeliness quality. Native American authors are of great interest to our students and the community and continually are being acquired. The fiction section is maintained at all levels to include popular, high demand, recreational and current works as well as classic and distinguished works listed in standard bibliographies.

Juvenile & Easy Collections-is a vital part of the library collection and is central to the education and community-building aspects of the library's mission. In recent years the library has worked on enlarging and revitalizing this collection. Native American Children's Literature is a priority acquisition for the collection. Head Start programs in Lame Deer and the college daycare are frequent users of the children's section. The collection has also been reorganized and programs such as the Summer Reading Program have been added to encourage children and their families to make use of the collection. This collection was weeded in 2008. Books that did not circulate or were badly worn were deselected. Collection development decisions for the Children's collection will be based on the recommendations and requests of community members, college students, faculty and staff (especially those involved with adult education department, whose opinions may be actively solicited).

Cheyenne Special Collection-The library's primary goal is supporting the curriculum and Chief Dull Knife College. Once curriculum needs have been met, the library selects materials to fulfill its obligations to the community and to provide informational and general interest materials to the Northern Cheyenne and Native American materials. The library has an extensive Northern Cheyenne Collection. The Cheyenne Special Collection is a non-circulating collection of materials concerning the Northern Cheyenne history, culture, language, and tradition. The collection does not circulate. The collection includes materials on other Native American tribes, as well as materials relating to the history of the local geographic region and Montana, all of which contain some information on the Northern Cheyenne. The purpose of this collection is to preserve materials that are of particular significance to the Northern Cheyenne Community. The preservation of materials dealing with the Northern Cheyenne Tribe's history and culture is a valuable service to the community. The importance of this area to the Northern Cheyenne population is great; therefore, the library will continue to focus on selecting new and historical materials to be added to the collection.

The Cheyenne Special Collection is non-circulating collection of materials concerning Northern Cheyenne history, culture, language and tradition. The collection includes materials on other Native American tribes, as well as materials relating to the history of the local geographic region and Montana, all of which contain some information on the Northern Cheyenne. The purpose of this

collection is to preserve materials that are of particular significance to the Northern Cheyenne community. The preservation of materials dealing with the Northern Cheyenne Tribe's history and culture is a valuable service to the community. The importance of this area to the Northern Cheyenne population is great; therefore, the library will continue to focus on selecting new materials to be added to this collection.

5. Appendix

5.1. Library Card Application



Wodenlegs Library

Library Card Application

Patrons 13 and older are welcome to apply for a library card: a valid photo identification* and mailing address (PO Box or street address-general delivery will not be accepted) must be provided during registration. Patrons aged 4-12 may apply for a card in the presence of a parent/guardian. Both child and parent/guardian must be present and the latter must provide photo ID with proof of residence and co-sign the application form.**

Please, Print

Last Name: _____

First Name: _____

Parent/Guardian: _____

Mailing Address: _____ Apt. _____

City: _____ State: _____ Zip: _____

Phone: _____

Email Address: _____

Please, read statement and initial in space provided:

_____ I agree to abide by all library rules and policies (available upon request) regarding borrowing, behavior, and technology use.

_____ I agree to pay for any loss of or damage to materials borrowed on this card.

_____ I understand I am responsible for notifying the Library in case of loss or theft of this card. Failure to do so will result in my being held liable for materials on this card and for fines incurred on this card.

_____ I also agree to inform the Library of any changes to the above information or change in the status of parent/guardian.

Signature of cardholder:

Signature of parent/guardian:

*ID types: CDKC ID, Tribal ID, Driver's license/permit, Passport, Military ID, State ID, International Driver's License

**The Library has an open access policy to all materials and information sources, which means that the Library does not restrict access to any item in the collection or limit access to the Internet. It is a parent or guardian's right and responsibility to guide their own children, ensuring that they use the Library according to individual family values.

5.2. Request for Reconsideration of Library Resources



Request for Reconsideration of Library Resource/s

Contact Information

Name	Date
Phone	Email
Address	

Resource/s Information

- Please describe the item in question as fully as you are able:
Title: _____ Author(s): _____
Format (book, recording, etc.): _____
- What brought this resource to your attention?
- Please state the action you wish taken on this item:
 Add it to the Library Shelve it elsewhere
 Remove from the Library Other (specify): _____
- Why?
- Please explain how such an action would improve the Library's service to the community:
- Have you examined the entire resource? If not, what sections did you review?

Next Steps

Per Library Policy 3.13 Complaints and Censorship:

If this form is submitted the Library Director will assemble a committee to include the Library Director, College President, a library assistant, President of the Student Senate, and one or more faculty members to examine and evaluate the item in question. The College President will convene this committee to whom copies of the complaint and copies of the material, if possible, will be

distributed. At the first meeting the committee shall schedule a time to act on the complaint and will decide whether to withdraw the material pending their decision. At the scheduled meeting, the committee shall determine whether or not to withdraw the material from the library collection in this manner:

- The complainant may be present to present their views on the material in person.
- The committee, having read or viewed the challenged material, will check the information made available by the Library Director on the general acceptance of the materials by reading reviews and selection aids.
- The members of the committee who have read or reviewed the materials in its entirety will then discuss the materials value and fault and form opinions based on the material as a whole.
- The majority consensus of the committee will be determined by ballot and the Library Director will take the action indicated by the decision of the committee.

~

5.3. Reservation Map

