

STONE CHILD COLLEGE/ROCKY BOY COMMUNITY PUBLIC LIBRARY MANUAL

1.0 GENERAL POLICIES

1.1 PHILOSOPHY AND GOALS

Philosophy:

The SCC Library functions as an academic library for the College and as a public library for the Chippewa Cree Tribe. As an academic library, it provides learning resources and services to support the mission of the Stone Child College by fulfilling the information needs of research and academic endeavors of students and faculty. As a public library, it meets the needs of the residents of the Rocky Boy Indian Reservation relating to information, knowledge, education and recreation. Furthermore, the library is developing archives to preserve materials relating to history, heritage, language and culture of the Chippewa Cree Tribe. The archives serve as a repository of important documents and publications and a source of inspiration and pride to the members of the tribe.

Goals:

Stone Child College/Rocky Boy Community Public Library Goals are:

****Tribal****

To encourage library use by providing a friendly environment and easy access to all resources

To improve library services by providing instruction in library and information use, expanding and renovating the library building, and expanding the collection of information, academic resources, and materials of general interest to meet the library services needs of Rocky Boy Indian Reservation.

To continue providing computerized library operations and online databases that will benefit the patrons.

****Cultural****

To develop an extensive Native American Collection with a strong emphasis in the history and culture of the Chippewa Cree Tribe

****Academic****

To provide reference and research materials for students and faculty that supports the curriculum and educational programs at Stone Child College.

To assist the students of the college in developing and applying college level research skills

To promote resource sharing with other libraries in the northwestern part of the country and tribal college libraries in Montana: the interlibrary loan system will be extensively utilized.

To develop a collection of audio visual media and materials which will be available for instructional use in the college, area schools and for educational purposes in tribal institutions.

To encourage and support the library staff in professional development and training

****Community****

To make available materials representing a wide range of viewpoints in conformity with the American Library Association Bill of Rights.

1.2 Authority and Responsibility for the Selection of Library Materials

The ultimate authority and responsibility for the selection of library materials rest with the Board of Directors of Stone Child College. The Board has delegated the authority to the director of the library through the President of the college. The librarian is responsible for the selection and acquisition of library materials in accordance with the library goals described earlier and procedures detailed in the materials policy. In the selection of library materials, the librarian shall give due consideration to the advice offered by the Library Advisory Committee.

1.3 Library Advisory Committee

The Library Advisory Committee will consist of the Dean of Academics faculty members, one member of the administrative staff, one student and one community member. The President of the college will nominate the members other than the Dean of Academics. The librarian will, at the beginning of the academic year convene the meetings of the committee as well as participate in each meeting. Meetings will be held quarterly on the second Thursday of the month.

1.4 Budget Preparation

- Budget preparation is the responsibility of the librarian
- The budget year starts on the first of July of each planning year and ends on the 30th of June of the following year.
- The budget is prepared considering the past year's allocations, expenses, library plans for the budget year and expected availability of funds.

- The librarian prepares the budget proposal and presents it to the Library Advisory Committee during its first meeting of each planning year. The librarian finalizes the budget proposal and forwards it to the President of the college through the Dean of Academics for approval.
- After the President's approval the budget proposal becomes the working document for the library.

1.5 Cooperation and Membership of Library Organizations

- The library cooperates actively with other libraries in the Northwest for resources sharing. The library already subscribes to the databases of Montana Shared Catalog and has access to the resources of the participating libraries.
- In view of tighter budgets and the rising cost of library materials, the library will explore all possibilities of maximizing resources sharing including subscribing to larger bibliographic databases.
- The library cooperates with other Tribal Libraries in the US and Canada not only for resource sharing, but also for joint acquisition of library materials, furthering the library development and safeguarding the common interests.
- The library will seek membership of professional library organizations like the American Library Association, the Montana Library Association, the American Indian Library Association and the Association of College and Research Libraries.

1.6 Public Relations

The library will engage in public relations work to create awareness among the community about the services and programs offered by the library. Towards this goal the library will:

- Include information about the library services in the college newsletter.
- Organize Community Library Day, conduct contests in art, storytelling etc. for the members of the community and give awards.
- The member representing the community in the Library Advisory Committee will do the liaison work for the library in the community.

1.7 Staff Development and Performance Evaluation of Staff

- Towards the goal of professional development, library staff is encouraged to attend workshops and professional meetings. Due provisions are made in the library budget for this purpose.
- Stone Child College's policies allow members of faculty/staff to avail of educational leave to furthering their education by attending a school or college. During the educational leave period, employees receive all or part of their salary to meet their expenses.

- The librarian’s performance is evaluated annually by the Dean of Academics, and other library staff is evaluated by the librarian.
- The personnel office of the Stone Child College always makes available to the library suitable forms for the performance evaluations.
- The criteria for performance evaluation are conscientiousness and discipline in work, ability to grasp and perform new jobs, willingness to work as a member of a team, efficiency and effectiveness.
- After the evaluations are completed library staff are informed of their strengths and weaknesses, and suggestions are given on how they can improve in the areas of their weakness. The completed evaluation is signed by both the supervisor and the employee.

1.8 Confidentiality of Library Records

- The library shall adhere to the relevant provisions of “Montana’s Library Records Confidentiality Act,” and “The USA PATRIOT Act.” All records, formal and informal in Stone Child College/Rocky Boy Community Public Library relating to the registration of patrons, circulation of library materials, requests for information or use of materials provided by the library that may identify specific library users are deemed confidential.
- Information that shall not be disclosed include (but is not limited to): a patron’s name, address, telephone number, place of business: whether the individual is a registered borrower or has ever been a patron; circulation records; borrower’s records; the number or character of questions asked by a patron; frequency or content of a patron’s lawful visits to the library or any other information supplied to the library or gathered by it.
- Confidential library records shall not be made available to any agency of state, federal or local government or other parties except upon receipt of “an order issued by a court of competent jurisdiction upon finding that the disclosure of such record is necessary because the merits of public disclosure clearly exceed the demand for individual privacy.” Upon receipt of such a legal order, the librarian and Library Advisory Committee shall consult with legal counsel to determine if the order is in proper legal form and requires compliance. The exception to the above rule would be The USA PATRIOT Act.

1.9 Gifts Policy

- Gifts will be accepted with the understanding that the library staff has the right to handle and preserve them in the best interest of the library. Gifts may be added to the library collection upon meeting current library needs, standards of selection and other appropriate criteria. All gifts become the sole property of the library, and no gift will be accepted with conditions attached.
- Donors of funds for the purchase of memorials will be encouraged to provide guidance in the selection of suitable item or items by specifying an appropriate broad subject area. Library staff will make selections according to current selection criteria and factors that may include quality of material, continuing usefulness, durability etc. Memorial gifts will be designated by a bookplate or other appropriate identification during processing.

- The library will not accept materials of any kind without prior agreement for inspection or other purposes. Such materials will not be returned to the sender, nor will the library be responsible for payment of their cost or for acknowledging their receipt. Unsolicited material or the material which the library has not already agreed to accept may be added to the collection or disposed of according to the policies and procedures of the library.
- 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 such as collections, artwork, etc. will be considered individually for appropriateness. Donors may be referred to a more appropriate recipient.
- Library staff will not do appraisal of gifts for tax or other purposes. For protection of donor, appraisal should be done by a qualified, disinterested party prior to donation.
- The library, upon request, will provide a receipt reflecting the acceptance by the library of a given quantity of materials on the appropriate date and from the donor.
- All gifts and materials will be considered for withdrawal using the current collection management criteria applied to the library collection.
- Gifts not added to the library's collection will be disposed of in the manner deemed most appropriate. Methods may include, (but are not limited to) distribution to other libraries or community service sites or sale.
- The forms to be used for making donations and gift receipt are shown in appendix "A".

1.10 Library Security and Patron Behavior

In order to provide a readily available collection of library materials and a suitable atmosphere for use of library's materials and services, the library shall adhere to the following policies:

- Any patron who shall willfully and maliciously or wantonly and needlessly destroy, mutilate, deface, break, cut, tear, write upon or in any way injure or steal, take or carry away, contrary to the library regulations, any item of library material, plate, picture, engraving, statue or other property belonging to or deposited in the library shall be punished as provided for in the locally applicable law.
- Library patrons are expected to conform to generally acceptable standards of behavior.
- The following are not permitted within the library;
 - a) Smoking
 - b) Eating or drinking (except in the designated areas).
 - c) Disruptive noise.
 - d) Use for other than intended purposes of library furniture, materials and equipment; and
 - e) Pets (except for guide dogs).

If after contact, the patron continues the above behavior(s), he or she will be asked to leave the building and may be liable under the locally applicable disturbing the peace ordinance.

If the patron exhibits aggressive, abusive, violent or suspicious behavior, the library staff will seek help from the local police.

2.0 Unattended Children Policy

In order to help prevent disruption of normal library activities, to provide for the general welfare of all patrons using the library, and to especially insure the safety of children, the Stone Child College Library will adopt the following regulations.

- All children age five and under shall be adequately supervised by an adult or mature adolescent at all times.
- Children over five and less than eight may be left unattended for a half hour.
- Persons responsible for children with special problems shall remain with them at all times.
- Children eight and older may use the library unattended, subject to the rules concerning conduct and behavior. Parents need to be aware of the Library's hours so children are picked up at closing time.

2.1 Maintenance of Equipment, Furniture and Fittings

- Maintenance and repair of furniture and fittings will be done by the maintenance department of Stone Child College. This will be monitored by the librarian and attended to as and when the need arises.
- Preventive maintenance and repair, if any, of the equipment covered by service warranties will be done by the service technicians of the equipment suppliers.
- Repair and maintenance of the computer systems in the library will be the responsibility of the Computer Network Administrator of the college. If necessary, the above administrator will arrange for the services of an outside firm.
- The librarian will arrange for the repair and maintenance of audio-visual equipment by engaging a specialist firm for the purpose.

2.2 Circulation Policy

In-Library use:

There is no restriction for in-library use of library materials as long as the patron's behavior does not violate the Security and Patron Behavior Policy of the library as detailed earlier.

Check out:

Members of the Chippewa Cree Tribe, students, faculty and staff of the Stone Child College and other residents of the Rocky Boy Indian Reservation are eligible to check out library materials. Patrons and faculty have to become members of the library by providing their

information to staff to include them in the Sirsi Dynix Symphony system. Information required is a legal name, a current physical and mailing address, email address and phone number.

Anyone who has abused, destroyed or failed to return or pay for library materials loses the privilege of checking out library materials until the matter has been resolved to the satisfaction of the library director.

2.3 Membership Procedure

- A person desirous of becoming a member needs to provide staff with their name, physical address, mailing address, email address and telephone number in order to place them in the Sirsi Dynix Symphony system.
- Make sure the person understands that by providing the above information it allows staff to contact them if the material is overdue and assess charges for unreturned items.
- If a person under 18 years of age wishes to check out materials they must have a parent or guardian present to provide the above information.

2.4 Procedure for Checking Out Materials

- Check to see if the patron's information is in the Sirsi Dynix Symphony system. Information will be updated every time a patron checks anything out.
- Check to see if the patron has overdue library materials. If the patron has overdue materials do not check out further material.
- In the case of materials other than books or periodicals, patrons need to sign and date a form that states they accept full responsibility and agreeing to be held liable for any repairs or replacement of items while materials are in their possession. The form must be filed until the material is brought back.

2.5 Procedure for Checking In Materials

- Check the returned library material for damage. In case damage is found, inform the patron and take necessary action.
- Reshelf the book or other library material checked out.
- In the case of materials other than books or periodicals, the form needs to be retrieved and signed in by the library staff.

2.6 Loan Policy

- Patrons other than faculty may borrow ten books and/or two periodicals (non-current issues only).

- There is no limit on the number of books and/or periodicals the faculty may borrow, however, there is a limit to how long they may keep them. Duration of loan to faculty will be the same as for students and community.
- The library has five laptops and three iPads available for checkout and use in the library only when all computers in the lab are in use. Staff and faculty members of SCC may check out the laptops for use on campus for work related purposes such as trainings. The laptops may not be removed from campus. They must be checked back into the library by the close of business each work day.
- The library has four Kindle Fire and six Nook e-readers for checkout and use by library patrons. These devices will be loaned for two weeks at a time. If the patron wishes to renew the loan period they will be required to physically bring the device to the library for examination and renewal. Only one renewal of a device will be allowed per check-out.
- Reference materials, vertical file materials, unprocessed materials of any type, and archival materials are also not available for loan. Some vertical file and archive materials may be photocopied if it is determined that they do not break copyright laws or do harm to the item being copied. Faculty may check out reference materials for 7 days.
- Reserve materials may be borrowed at an instructor's discretion.
- The loan period for library materials borrowed by patrons shall be four weeks then need to be renewed thereafter. Materials must be brought to the library for renewal.
- The loan period for reserve material is determined at the instructor's discretion.
- Holds can be placed on the material currently in use so that the next patron needing the material will have access to it. Holds can be placed either in person, over the phone or online using patrons ID #.

2.7 Penalties

- An overdue notice shall be sent to the patron for material overdue by one week and each week after until the item is either returned or paid for.
- Patrons with overdue material and/or fines will lose the privilege of borrowing from the library until materials are returned or paid for.
- Stone Child College students with overdue library material will not receive transcripts, final grade or degrees until all materials are returned to the library or compensated for.
- Materials overdue by more than four weeks are considered lost and the patron is liable for paying the replacement cost of the material plus a \$5.00 service charge. Library staff will pursue collection of replacement cost through any means necessary and appropriate including payroll deduction.

2.8 Inter-Library Loan

- Patrons may make use of interlibrary loan to obtain books and facsimile copies of periodical articles not found in the Stone Child College collection. Copies of periodical articles are subject to copyright law, and a patron can request only one article from a given periodical at a time.

- At present, interlibrary loan is facilitated by our membership in OCLC Western.
- Patrons shall adhere to the loan period stipulated by the lending library, and return the borrowed book to Stone Child College Library well within time to mail it back to the lending library. If materials are returned late and the lending library charges a fine, the patron will be responsible for paying any fines, interest or late charges.

2.9 Audio-Visual Software and Hardware Loan

- Audio-visual materials and equipment are available for loan to Stone Child College faculty, tribal program directors and other public organizations.
- A liability agreement must be signed and an individual designated to check out materials and equipment for each group or organization.
- The liability agreement makes the organization or program responsible for the cost of repairs to or replacement of equipment or materials damaged while checked out.
- A limited number of VHS tapes and DVDs are available for loan to the adult public. Three at a time may be checked out for 7 days at a time. Photocopies of covers of those available for loan are in a binder at the circulation desk or can be viewed in our online card catalog.

2.10 Materials Policy

Stone Child College library adheres to the American Library Association's Bill of Rights and Intellectual Freedom Manual, including the Freedom to Read and Freedom to View policies. Collection Development and Management decisions are made independently of interest group pressure or coercion of any sort, but are based on the quality of the material and its usefulness with regard to the College's mission and the Library's goals.

The library has developed and manages a collection to:

- Support the instructional programs offered by the college
- Meet the information and recreation needs of the residents of the Rocky Boy Indian Reservation including education about Native American history, heritage and culture.
- Meet the needs of the children (juvenile collection) of Rocky Boy Reservation.

3.0 Collection Development

Purpose and Mission

This policy is intended to serve as a statement of guidelines used for maintaining materials for the library collection at Stone Child College/Rocky Boy Community Public Library. The collection must be continuously shaped and developed in order to make the best use of the college's financial resources. As the college curriculum changes and programs are added or deleted the collection policies will continue to change to fit those needs.

The Stone Child College/Rocky Boy Community Public Library serves both as an academic library for Stone Child College as well as a community library for the Rocky Boy Reservation. The Library supports the mission of Stone Child College and seeks to assist students in meeting their educational goals. The library also works to provide services to the Chippewa Cree Tribe and prioritizes the Chippewa Cree culture, language and history in regard to the collection development. As the only public library within the reservation boundaries, collection development seeks to be an active source of information for community members.

3.1 Collection Management

Stone Child College/Rocky Boy Community Public Library's present collection levels includes 15,210 printed titles in the subject categories found in section 3.1.1 Collection Depth. In addition to the criteria listed below for types and collections of materials, the library collects within each discipline at levels that support its academic programs. Collection levels provide guidance in determining the collection strength based on current needs, and identifies the collection intensity to which the library aspires to build its collections.

3.1.1 Collection Depth

Art:

The collection includes library materials relating to painting, music, freehand drawing and handicrafts. Selection of library materials is done based on similar and related topics in the course curricula. The collection on American Indian Arts is in-depth and extensive. This covers in addition to the above; traditional forms of American Indian Art, including dress, personal decorations, dwellings, tools and artifacts.

Business:

Selection of library materials is done to cover a variety of business related topics. However, the collection on topics similar or related to those in the course curricula will be in-depth. Collection includes the whole gamut of business subjects including accounting, finance, and marketing, management including small business and tribal management as well as other topics. Library materials are chosen for their current value as much as possible.

History:

Selection is made to cover the gamut of history from ancient to modern times with emphasis on the history of the United States; American Indians and the Chippewa Cree Tribal histories in particular. The aim is to develop a representative collection relating to the history and culture of the Chippewa and Cree tribes. It is the policy of the library to observe tolerance of another individual's attributes, beliefs and culture by learning about diversity.

Humanities:

The collection includes all the major disciplines of humanities: language, literature, philosophy, religion and criticism of art. Selection of library materials is done to cover a variety of topics and is aimed at developing an in-depth collection on topics similar or related to those in course curricula. The language and literature collection consist of works in English and the Cree language. It is the aim of the library to develop an exhaustive collection of whatever is available in Cree and Chippewa, and relating to Cree and Chippewa language. The collection in English literature, in addition to curriculum related materials, has popular works relating to the Victorian age and modern times including works of fiction. Concerning collection on religion, the library policy is to emphasize tolerance and appreciation of the diversity of religious beliefs around the world. The library attempts to have collections representing the works relating to different major religions. An exhaustive collection of works on the Chippewa Cree religion is being developed. The library has developed a representative collection consisting of the works of well known philosophers.

Sciences:

The library develops a balanced collection of library materials relating to subjects in the biological and physical science corresponding to the instructional program of the college. It also develops a representative collection of general works relating to the various disciplines falling under the board category of sciences to satisfy the needs of the community served by the library. The curriculum related collection is in-depth to support the instructional program of the college. The selection of library materials is done for their current value.

Social Science:

The collection includes Sociology, Psychology, Economics, Anthropology, Chemical Dependency and Rehabilitation. The selection of materials is done with emphasis on similar and related topics to support the instructional program of the college. The needs of the community served by the college also a major criterion for the selection of library materials. The member representing the community in the Library Advisory Committee will do the liaison work for assessment of community needs in the library.

Technology/Applied Sciences:

Collection development efforts are mainly aimed at developing a collection in Computer Science and Secretarial Science. Greater importance is given to current value in the selection of materials. Selection is done to include topics similar or related to those in the course curricula.

Reference:

Collections include various types of dictionaries, general and special encyclopedias, business directories, searchable electronic databases, and handbooks relevant to the college curriculum and needs of the community. Subject coverage is basic and broad.

Recreational Reading:

Both fiction and non-fiction works of general interest are collected. Emphasis is on works relating to American Indian themes. American Indian stories, legends, folklore and novels are collected in greater depth.

Juvenile:

A representative collection of works of authors specializing in the education and recreation of children has been developed and will be maintained. Emphasis is on works relating to American Indian themes to instill a sense of pride in the heritage and self esteem among the reservation children.

3.1.2 Determining Resources Needs

For the purpose of determining the needs, the information resources are divided into three categories; Resources for Instructional Support, Resources of General Interest and Reference work.

- Resources for Instructional Support are determined by the instructors and the Curriculum Committee. The need for resources of general interest and reference work is determined by the librarian and the Library Advisory Committee.
- As the instructors determine the need for certain information resources, a list of such resources are given to the librarian.
- The need for reference materials and materials of general interest, including the materials pertaining to American Indian History and Culture are determined by the librarian based on reference queries, relevance to the programs offered by Stone Child College and information gathered by members of the Chippewa Cree Tribe.

3.1.3 Selection of Library Materials

The library collects materials in the following formats:

- Book format
- Video and audio format
- Computer database format- this format is utilized for reference resources and back issues of periodicals and newspapers.
- Digital format for preservation purposes.
- Formats supported by electronic readers owned by the library
- Microforms

The following guidelines are used in the selection of monographs:

- Subject matter
- Intellectual content
- Potential usage
- Relevance to the collection
- Cost

- Bibliographies

If the monograph is required to meet a specific request or if it is likely to be used a couple of times over a period of years, such a monograph will not be acquired, but the need will be met through interlibrary loan.

For selection of periodicals, rising cost of periodical subscription and long-term commitment of subscribing are significant factors. Selection is done considering the following:

- Usefulness of the periodical for research work relating to the instructional programs offered by the college.
- Demonstrated demand as evidenced by interlibrary loan statistics of periodical articles obtained from other libraries.
- Relevance to the American Indian History, Heritage and Culture.

The library will make increased use of electronic resources like CD-ROM and online databases and the Internet for reference and research work. This will have an impact on the reference and periodicals collection of the library.

3.1.4 Acquisition

- The Library Advisory Committee meets quarterly to discuss the needs determined in accordance with the Determining Resources Needs policy and approve the materials to be acquired.
- When the items as determined above are too many, and the budget provisions do not permit their acquisition, the Library Advisory Committee will ask the librarian to prioritize the needs. The items will be approved for acquisition in the order of priority.
- Textbooks used in courses taught at Stone Child College will not normally be acquired by the library. However, when textbooks are the primary sources in a discipline, they will be acquired.
- In cases of books of lasting value and whose subject matter is not likely to change for at least five years, hardbound volumes are preferred to paperbacks.
- The library will purchase normally only one copy of each book title. However, exceptions can be made at the discretion of the librarian.
- Purchase of library material is done using the following methods:
 - Direct purchase: this program is funded through the college budget, and is managed in consultation with faculty and the Library Advisory Committee.
 - Joint purchase: the library will cooperate with other tribal libraries to take advantage of the bulk discounts offered by the suppliers of library materials.
 - Purchase at book sales: some of the larger libraries in the State and the American Association of University Women conduct annual sales of older books priced nominally. Useful books will be purchased at these sales.

3.1.5 Processing

- The library follows the Library of Congress classification system for classification of all library materials.
- The classification of library materials shall conform to ALA guidelines AACR2.
- Cataloging is completed on the electronic database Work Flows from Sirsi Dynix through the Montana Shared Catalog online.
- All library material, after receipt, is stamped with the Stone Child College library stamp and a security tag is affixed to the book.
- All library material is protected against theft in any way deemed necessary.
- The Montana Shared Catalog Sirsi Dynix system will remain the primary source of information on the library collection.

3.2 Archival Materials

Stone Child College/Rocky Boy Community Public library in cooperation with other tribal libraries and institutions/individuals on the Rocky Boy Reservation is developing a collection of archival materials relating to history, heritage and culture of the Chippewa and Cree Tribe. The Chippewa Cree Special Collection is a comprehensive collection of items about the Chippewa Cree Tribes, Rocky Boy Indian Reservation history and issues, and Stone Child College. The Library's desire is to collect multiple copies of all items within this scope, regardless of format. The library will purchase and accept gifts of rare books and manuscripts for the Chippewa Cree Special Collection. These materials are primarily books, pamphlets, manuscripts, artifacts, photographs, films and recordings. Archival materials are kept in closed locking shelves and do not circulate unless other copies are readily available. If possible, printed materials and manuscripts are photocopied for use outside the library. The card catalog records for archive materials are in the electronic catalog and are identified as non-circulating. The automated circulating system that is used to check out books will not allow archive materials to be checked out. When viewing the special collection, the patrons are required to sign in and out of the Archive room indicating the date and time of entry and exit and any items they viewed. A library staff member stays in the archive room with the patron until they are through viewing materials. The security camera located in the archive room provides additional protection to this collection.

3.2.1 Evaluation of Collection

Evaluation includes the following:

- Determination whether the collection is of an appropriate quality.
- Determination whether the library management process is effective and efficient.
- Determination how far the library's collection is relevant to its mission and goals.
- Comparison of size of the collection with quantitative standards of ALA
- Evaluation is an on-going process and is done once a year during the month of March.

3.2.2 Maintenance

- Shelf maintenance is a part of regular shelf reading duty, during which damaged books are pulled out, and potential damaging situations cleared up (missing book ends replaced, tight areas for books will be expanded and include more room, dust removed etc.).
- While re-shelving, books are checked for damage and damaged books are kept aside for repair.
- Minor repairs of books like gluing torn covers, dislodged pages etc. are done in-house.
- Major maintenance like rebinding is done by an outside contractor.

3.2.3 Weeding

The collection is checked for weeding out once a year during the month of August. The following criteria are used for weeding out library materials:

- Extent of use of the material
- Physical condition of the material
- Obsolescence

Print and non-print material which has not been circulated even once during a period of five years will be weeded out and stored separately. This will help in better utilization of shelf space. If the books are damaged and torn beyond repair, they are weeded out and discarded.

For the purpose of weeding, periodicals are divided into four categories:

- Periodicals related to the instructional programs offered by the college.
- Periodicals useful for research work
- Periodicals containing information useful to the residents of the reservations.
- Periodicals other than those listed above.

Periodicals in the first three categories are kept indefinitely. This is particularly true for periodicals of American Indian interest for which microforms are not available. Back issues of periodicals in the last category are kept for five years and are discarded after that.

3.3 Controversial Materials Policy

One of the goals of the Stone Child College/Rocky Boy Community Public Library is to make available materials representing a wide range of viewpoints in conformity with the American Library Association's Bill of Rights which follows. An effort is made to include materials representing views with which some of the patrons may disagree. Books or other items which represent unpopular viewpoints are not removed because many people find them disagreeable. Patrons who oppose the conclusions or viewpoints of available materials are invited to either donate or suggest the purchase of items representing their perspective on the problem.

In the event a user feels that an item in the library is offensive to social values, he/she can file an objection to material. This objection must be on the form in Appendix "C" and must state the specific portions of the material the user finds offensive, and why he/she feels the material is of

no value. The user is requested to suggest titles which balance out or correct the viewpoint taken in the offending item. The offending item will not be removed, but the library will attempt to balance the viewpoint in the offending item.

3.4 Sectarian Materials

The library endeavors to include materials representing a wide range of political and religious viewpoints. Unless the material advocating different religious and/or political philosophies relate directly to Stone Child College or community education course, it is not purchased with library funds. Donations are the normal source of this type of material. All sectarian or partisan material should clearly indicate its particular viewpoint. The minimal shelf space available requires that this type of material be stocked only in limited quantity. Students need access to different religious and political philosophies. However, it is the library's obligation to keep a diverse and balanced selection available.

3.5 Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Material should not be excluded because of the origin, background or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs of affiliations of individuals or groups requesting their use.

Adopted June 18, 1948
Amended February 2, 1961, and January 23, 1980,
Inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council

3.6 Policy on Internet Access

The following are considered as offenses and constitute violations of the student conduct code and can lead to serious disciplinary action, including suspension or expulsion from the college.

1. Theft or other abuse of computer facilities including (software and equipment), capabilities and/or change computer time including but not limited to:
 1. Unauthorized use of computing facilities that interfere with the work of another student, faculty member or college staff.
 2. Use computing facilities to send harassing or abusive messages (Internet & social networking sites i.e.: facebook, twitter, yahoo messenger, MSN messenger, etc...)
 3. Use of the Internet for pornography in any form, such as downloading, printing, email, chat lines or chat groups.
 4. Unauthorized file transfer.

Due to time restrictions of the computer lab the following policy is utilized in Internet use:

1. Students and community members are limited to available time not interfering with class or lab usage.
2. Community members are limited to no more than thirty minutes unless prior approval from SCC staff is obtained.
3. SCC staff follow the above mentioned student policy.
4. Community Children must follow the Library Children's policy and the Internet Acceptable Use Policy regarding Internet use.
5. Children under 18 years of age must have an Internet Acceptable Use Policy & Permission Form signed by their parent or guardian before using the internet (See Appendix A/4).

APPENDICES

Appendix A/1

Stone Child College/Rocky Boy Community Public Library Donation of Library Materials

I am donating _____ to the Stone Child College/Rocky Boy Community Public Library with the understanding that the Stone Child/Rocky Boy Community Public Library has the right to handle or distribute gifts in its best interest as detailed in the Gift Policy. Such material may be added to the collection provided it meets library needs, standards of selection and other appropriate criteria. I understand that no gifts will be accepted with conditions attached and all gifts become the property of the Library. The library staff cannot appraise gifts for tax or other purposes. For the protection of the donor, it is recommended that appraisals be done by a qualified, disinterested party prior to donation.

I also understand that by signing this form I relinquish all ownership rights to the materials in question and that these materials will not be returned to me if they are not added to the library collection.

Date _____ Signature of Donor _____

Staff Initials _____

Name _____

Address _____

Telephone Number _____

Appendix A/2

**Stone Child College/Rocky Boy Community Public Library Gift
Receipt**

Received from _____

Date _____

Address _____

Telephone Number _____

Type and Quantity of library Material

Stone Child College/Rocky Boy Community Public Library welcomes gifts and appreciates your thoughtfulness and generosity. Gifts are accepted with the understanding that the Library has the right to handle or distribute them in the best interest of the Library as detailed in the Library Gifts Policy. Such material may be added to the collection provided it meets library needs, standards of selection and other appropriate criteria. No gifts can be accepted with conditions attached. All gifts become the property of the library and cannot be returned. Library staff cannot appraise gifts for tax or other purposes. For the protection of the donor, it is recommended that appraisals be done by a qualified, disinterested party prior to donation. All ownership rights to the materials in question are relinquished by the donor.

Received By _____

Donor's Signature _____

Appendix A/3

1. Reconsideration of Book or other Library materials

To the person requesting reconsideration: Library policy requires that complaints be filed on this form so that the complaint can be discussed in detail. Copies of the library's materials selection policy and other documents bearing on this complaint will be made available to you. Thank you for taking the time to provide needed information.

AUTHOR _____ TITLE _____

PUBLISHER OR PRODUCER _____

REQUEST INITIATED BY _____

Telephone _____ Address _____

City _____ Zip code _____

REQUEST REPRESENTS:

Individual _____

Organization _____

Check one item:

Book _____ Paperback _____ Magazine _____ Pamphlet _____ Picture _____

Film _____ Other _____

1. Specifically to what do you object? (Cite pages, instances, etc.)
2. What do you feel might be the result of reading, hearing, or seeing this material?
3. Is there anything good about this material?
4. Did you read the entire book or examine the entire item? If not what parts did you read?
5. Are you aware of the judgment of this material by professional critics?
6. What do you believe is the theme of this book or material?

7. What materials would you like to see added to the library collection to balance or correct this material?

Signature _____ Date _____
(For additional comments, use the space on the back of this form)

Appendix A/4

Stone Child College/Rocky Boy Community Library Internet Acceptable Use Policy & Permission Form

Stone Child College/Rocky Boy Community Library wishes to offer its patrons access to technology and the Internet. Access is a privilege and, as such, entails responsibility on the patron's part. Transmission of any material in violation of U.S. or state regulations including copyrighting, threatening, or obscene materials is prohibited. Use for commercial activities for profit by organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

Terms & Conditions for Internet Usage

1. All patrons under 18 must have a signed permission slip from their parents that authorizes them access to the Internet.
2. Respect for the equipment of the library and its network is a condition for use of the computers.
3. Patrons are to notify the librarian immediately of any disturbing material they may encounter on the web or in e-mail.
4. Patrons are not to give out personal information like telephone number, full name, address, etc. to anyone on the Internet.
5. Patrons are to never give anyone their password to any of their accounts or allow another person to use their account to access the Internet or library network.
6. Do not access other people's files, folders, passwords, or e-mail without their permission.
7. All floppies, CDs or jump drives brought to the library to be used in the computers must first be scanned for viruses by the librarian.
8. Do not change system settings.
9. Be aware of, respect and obey copyright laws.
10. Use of e-mail for fraudulent purposes resulting in tangible damages (i.e. placing an e-mail order in someone else's name or using someone else's credit card number) is considered to be criminal damage.
11. Use of e-mail for fraudulent purposes resulting in intangible damages (i.e. betrayal, deception) is considered to be civil damage.
12. Do not eat or drink in the computer area.
13. Do not waste paper or printer cartridges.
14. Do not access, knowingly, pornographic or hate sites.
15. If pornographic or hate sites are accessed by mistake, exit immediately and notify the librarian.
16. Never access a chat room without permission.
17. Use appropriate language. Do not swear, use vulgarities or any other offensive language.
18. Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.

19. Vandalism - any malicious attempt to harm or destroy data of another user will not be tolerated. Any questionable action will result in the cancellation of user privilege.

Violation of the terms of this agreement will result in suspension or revocation of patron's access to the internet. Your signature(s) on this agreement is (are) legally binding and indicates the parties who signed have read the terms and conditions carefully and understand their significance.

Directions:

After reading the Stone Child College/Rocky Boy Community Library Internet Acceptable Use Policy, please read and fill out the appropriate portions of the following contract completely and legibly. **The signature of a parent or guardian is required for patrons under the age of 18.** Please return the contract to the Stone Child College/Rocky Boy Community Library.

Patron's Name _____ Patron's Signature _____

As the parent or guardian of this patron I have read and agree to the Stone Child College/Rocky Boy Community Library Internet Acceptable Use Policy. I understand that the patron named below is expected to use the resources according to the specified guidelines. I have discussed these guidelines with my child and believe he or she has and understanding of them. I also recognize that it is impossible for the Stone Child College/Rocky Boy Community Library to control information available to patrons through the internet and I will not hold the Stone Child College/Rocky Boy Community Library or any of its employees responsible for materials this patron may acquire on the network. I hereby give my permission for the patron named above to use the internet and certify that the information contained on this contract is correct.

Parent or Guardian Name (please print) _____

Daytime Phone _____ Evening Phone _____

Parent or Guardian Signature _____ Date _____

If patron is under 18 please fill out the following:

Patron's full name (please print) _____

Patron's Date of Birth _____

Your relationship to the patron _____

Parent's email _____ Child's email _____

Revision of the Library Manual

This manual will be reviewed once in two years. At this time, recommendation will be considered for possible revisions of the Stone Child College/Rocky Boy Community Public Library Manual. Recommendations should be sent to Helen Windy Boy, Librarian, Stone Child College/Rocky Boy Community Public Library, 8294 Upper Box Elder RD, Box Elder MT 59521.

Certification:

I, the undersigned, as Chairperson of the Board of Directors of Stone Child College do hereby certify that the Stone Child College Board of Directors is composed of nine members of whom five members constitute a quorum were present at the meeting thereof, _____ duly and regularly called, noticed, convened and held this 26 day of February, and that the forgoing Library Manual was adopted by the affirmative vote of seven (7) for, 0 opposed, and that said approval of the Subject Library Manual has not been rescinded in any way.

Chairperson 

Date 2-26-2013