

Stone Child College

Archive Manual



INTRODUCTION

The Stone Child College (SCC) Archive sustains the history of the Chippewa Cree people of the Rocky Boy's Indian Reservation in Montana. The Archive was founded in 2008/2009. The SCC Archive serves the Chippewa Cree people through the safekeeping of cultural and historical materials. It is a place dedicated to the Rocky Boy Community as a resource of learning and memory and as a preserver and defender of all historical documents. The Archive is located in the Stone Child College Library.

The SCC Archive is a very important resource for the Chippewa Cree community as well as for the students, faculty, and staff of SCC. Outside researchers are also welcome to use the Archive room. The reason for this manual is for a guide for both library staff and Archive users. (See Access Policy)

SCC Archive Mission Statement:

The purpose of the Stone Child College Archive is to preserve the culture, history, and language of the Chippewa Cree people. The SCC Archive will collect, organize, describe, protect, preserve, interpret, and make available the variety of materials in order to preserve the history and culture of the Chippewa Cree people. The SCC Archive will also assist in self-knowledge, identity and purpose of the Chippewa Cree people.

SCC Missions Statement:

Stone Child College (SCC) is a tribally chartered college established to deliver post-secondary educational opportunities through degrees, certificates and continuing education. SCC stresses the importance of preserving the Chippewa Cree language, culture and history. SCC will promote transfer students, professionally prepared and career-ready individuals.

SCC Vision Statement:

"Making our Dreams Happen with Academic Excellence, Culture and Commitment"

SCC Core Values:

Preserving the Past, Educating the Present, Planning for the Future.

ACQUISITION

The SCC Archive is an Archive that collects cultural, language, and historical materials regarding the Chippewa Cree people for the purpose of education and research.

- The SCC Archive is a resource of materials pertaining to the Chippewa Cree people and the Rocky Boy's Indian Reservation of Montana.
- The SCC Archive contains materials in various forms
 - VHS tapes, CD, cassette tapes, DVDs, books, transcripts, etc.
 - Oral histories are in both audio and transcript form
 - Visual histories materials include VHS tapes, DVDs, slides, and photographs.

The Librarian will have the official authority to accept or decline materials. It must be made clear that the SCC Archive is not meant to be used as a storage unit, but of place of preservation for cultural, language, and historical materials.

Due to the SCC Archive having very limited space and limited resources not all materials will be approved to be placed in the SCC Archive.

The library staff will not be purchasing materials to be added to the SCC Archive. The exception to this rule is books purchased from various vendors.

All materials that are located in the archive room are the intellectual property of Stone Child College and must be handled in an ethical manner. The library staff will make sure that campus and community elders are involved in the handling of culturally sensitive materials and that they are given the highest respect.

ARCHIVE APPRAISAL

What is Archive Appraisal?

1. The process of identifying materials offered to an Archive that have sufficient value to be accessioned. - 2. The process of determining the length of time records should be retained, based on legal requirements and on their current and potential usefulness. - 3. The process of determining the market value of an item; monetary appraisal. (<https://www2.archivists.org/glossary/terms/a/appraisal>)

The SCC Archive appraisal is NOT a monetary evaluation and appraisal. If a donor wants material(s) to be appraised the donor must do so at his/her own expense. All materials will undergo Archive appraisal before being placed in the SCC Archive.

The librarian will appraise the value of the material(s) based on the standard Archive characteristics:

- Uniqueness
- Authenticity and integrity
- Historical and archival value
- Reasonable condition
- Ability of the SCC Archive to provide appropriate preservation and care of the materials.

The Librarian has the authority to recommend that materials be **deaccessioned** from the Archive. This means that the materials are formally removed from the SCC Archive collections. The materials are either returned to the Donor, transferred to another facility or Archive, or destroyed when they become redundant, deteriorated beyond repair, or are out of the scope of the Archive's mission statement. The recommended materials for deaccession will be taken to the library board who will give the final decision. The library board has the right to review all documents and materials recommended for removal.

DONATIONS AND GIFTS

Potential donations or gifts to the SCC Archive will be appraised before being accepted into the Archive. The appraisal will be done by the Librarian, Archivist, and the SCC Cultural Committee. If materials are determined to be not within the scope of the SCC Archive mission statement they will be declined and returned to the Donor.

Materials that are accepted into the SCC Archive collection may have restrictions placed on them by the donor. However, the Librarian would encourage the donor to leave the materials free of any restrictions to better facilitate the management and accessibility of the materials.

When materials are added to the SCC Archive the donor will be asked to sign an **Archive Donation Agreement Form** or in the case of audio visual materials such as oral histories or interviews, an **Oral History Release**. Materials that are added to the SCC Archive collection will become the property of the SCC Archive. Stone Child College is a non-profit organization and will hold all copyrights for all added materials unless the donor specifies otherwise.

ACCESS POLICY

All users will sign in before entering the SCC Archive room.

Chippewa Cree members with **tribal identification** will have full access to all materials located in the SCC Archive.

Non-tribal members will have access to the Archive for research and educational purposes only. Access will be limited to **culturally sensitive** materials such as ceremonial practices. The SCC Library staff will encourage non-tribal users and researchers to respect the fact they will not have access to certain materials that are located in the SCC Archive room. They will also have to honor copyright, privacy, and donor restrictions that may govern the use of certain materials. The SCC Archive is not denying users a right to information there is the reason behind the restrictions that are in place to protect materials that are identified as culturally sensitive.

Access to time/seasonal materials will also be limited such as the proper time to view Chippewa Cree stories/legends.

All users of the SCC Archive will have the same rights and must follow all rules and policies of the SCC Archive. The Librarian has the authority to enact any precautions necessary to protect the integrity of the collection and to prevent any physical damage or deterioration materials.

If the Librarian is absent, the Librarian will assign responsibility of the Archive to the Library Assistant. The Library Assistant will collect, arrange, and describe the materials that come into the Archive. The Library Assistant will be responsible to protect the integrity of the Archive to the best of his/her ability.

CULTURALLY SENSITIVE MATERIALS

Culturally sensitive materials – “tangible or intangible property and knowledge which pertains to the distinct values, beliefs, and ways of living for a culture. It often, includes property and knowledge that is not intended to be shared outside the community or tribe that it originates. (<http://www2.nau.edu/libnap-p/protocols.html>) What might be considered culturally sensitive for one tribal community might not be considered culturally sensitive for another tribal community. General materials that are included in this are “any indigenous materials that depicts a tribal spiritual or religious place (e.g., kiva or Midewinn map), object (e.g., Iroquois masks), belief or activity (e.g., Cherokee sacred formulae). A spiritual or religious activity may include prayers, ceremonies, burials, songs, dances, healings, and medicine rituals. (“American Philosophical Society Protocols for the Treatment of Indigenous Materials,” *Proceedings of the American Philosophical Society*, Vol. 158, No. 4, December 2014, p. 415)

The SCC Library staff will not display materials that are identified as culturally sensitive. The materials will not be placed on the library’s website or social media platforms. The materials will not be placed in exhibits publicly and they will not be shown to classes or groups that come in to view the SCC Archive.

USAGE

The materials that are located in the SCC Archive are specific to the Chippewa Cree people. That being stated, it is of the utmost importance that all materials located in the SCC Archive be treated with the highest form of respect and care. Even though the SCC Archive is located in the SCC library the materials that are housed in the SCC Archive will **NOT** circulate. The materials of the SCC Archive can be viewed in the Archive room or in the library's conference room. SCC Archive materials will NOT be allowed to leave the library unless approved by the librarian.

All patrons and visitors to the SCC Archive must sign in at the front desk in the library, noting his/her name, date, and what materials he/she will be accessing.

In order to preserve and protect materials in the collection only pencils and word processors may be used in to take notes while accessing materials in the Archive. It is completely against SCC Archive Policy for anyone accessing the Archive to deface, alter, damage, destroy, or steal any materials in the Archive. All users will be advised that there are cameras located in the Archive and the library conference room.

INVENTORY

The SCC Archive inventory is an every changing document. As soon as items are accepted into the Archive they will be added to the Archive inventory.

Books that are located in the Archive that pertain to the Chippewa Cree can be located in the library's card catalog when searching for materials.

The SCC Librarian is an excellent source of information for all materials that are located in the Archive and will happily answer any questions and help to locate materials.

COPIES

Copies can be made in the library. Copies or reproductions of materials, audio/visual recordings, and photographs will be made if there are no restrictions placed on the requested materials and if the Librarian has determined that no risk is posed to the materials. There is no charge for making copies of materials.

COPYRIGHT

Stone Child College Library holds all copyrights for all permanent materials located in the Archive unless otherwise specified by the donor. All patrons that utilize the Archive are responsible for following the Copyright Laws when making copies of materials that are housed in the Archive. If there are any questions regarding copyright please consult the library staff.

<https://www2.archivists.org/publications/brochures/copyright-and-unpublished-material>

All materials that are located in the archive room are the intellectual property of Stone Child College and must be handled in an ethical manner. The library staff will make sure that campus and community elders are involved in the handling of culturally sensitive materials and that they are given the highest respect.

ARCHIVE MATERIALS CITATION

When using materials that are located in the Archive to write a paper, article or any kind of publication it is proper to cite where the materials came from by giving credit to the Archive. The proper citation is as follows:

(Collection name) ex. Rocky Boy History Project.

(Date when archive was accessed)

Stone Child College Archive

Box Elder, MT 59521

ARCHIVE PROCEDURES

The following archive procedures should be followed when accessing the Archive and using the materials that are located within. All patrons are expected to follow all policies and procedures if they wish to utilize the Archive and its materials.

1. ALL patrons must agree to adhere to all the policies pertaining to the Archive that are detailed in this manual. Rules are posted in the Archive room and should be read by all patrons.
2. Before entering the Archive all patrons will sign in at the front desk of the library including their name, date, and what material(s) they will be accessing.
3. To Researchers wishing to access the Archive for educational purposes they must first fill out a **Researcher Form** and submit it to the Librarian. It must be kept in mind that some materials will not be accessible by non-tribal members due to cultural sensitivity. All non-tribal Researchers need to submit their Researcher Form prior to arrival giving the Librarian time to consult campus elders, library board and cultural committee before approval can be given.
4. Photocopies of material(s) are allowed and must be made in the library only when the Librarian has deemed that making copies will not damage the material(s) in any way. There is no charge for making copies.
5. To obtain copies of photographs or audio such as Cree language CDs, patrons need to fill out and submit to the Librarian a **Request for Reproduction**. If there are no restrictions on the desired material(s), the Librarian will prepare the material(s) for the patron.

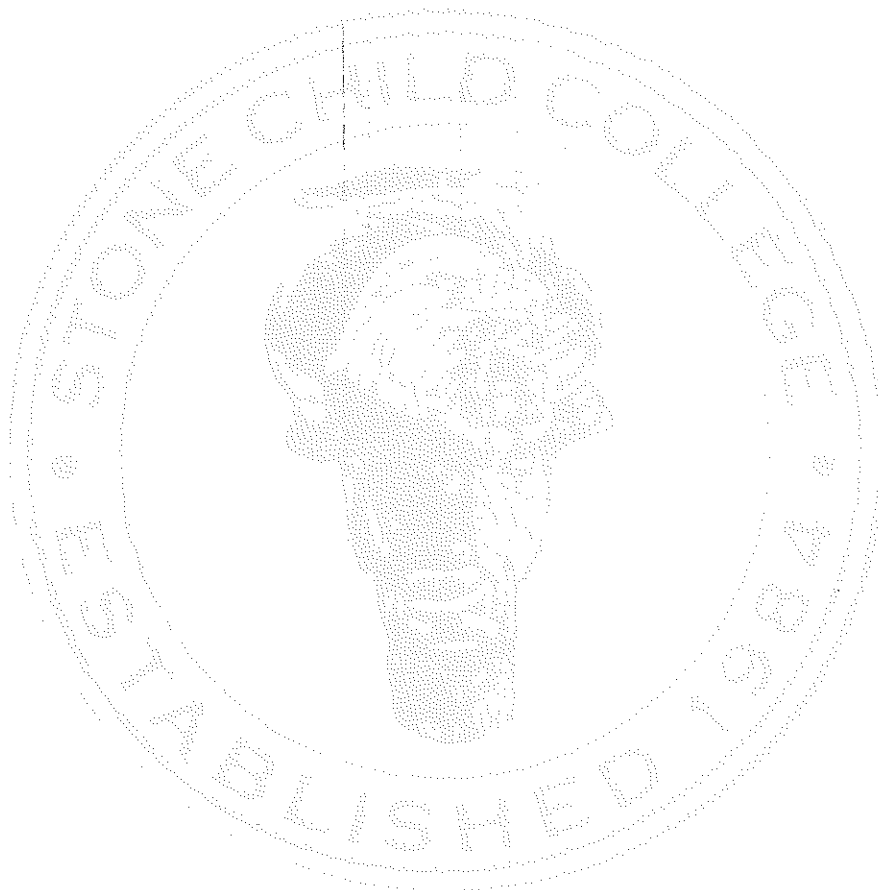
ARCHIVE RULES

The materials that are located in the SCC Archive are very important to the Chippewa Cree people and must be treated for the upmost respect and care. Therefore, to ensure the safety of all materials the following rules must be followed:

1. No eating, drinking, smokeless or smoking will be permitted in the SCC Archive room.
2. All patrons must sign in on the Archive sign in sheet located at the library front desk.
3. Only pencils/paper and word processors may be used to take notes. No pens or ink of any kind will be allowed around materials from the SCC Archive.
4. We ask that coats, backpacks, handbags, and other personal property not be taken into the Archive.
5. All Archive materials must be used within the SCC Archive itself or within the library. SCC Archive materials will not leave the library for any reason. The library staff reserve the right to inspect all personal belongings before the patron leaves the Archive or library.
6. All SCC Archive materials must be treated with the upmost respect and care. It is against the SCC Archive policies to mark on, fold, crease, bend, or alter in any way materials from the SCC Archive. The original order in which materials were given to the patron must be retained.
7. Before any photocopies of materials can be made the Librarian must be consulted.
8. All patrons that access the SCC Archive are responsible for following copyright, privacy, and property rights laws.

DIGITALIZATION OF THE ARCHIVE

The SCC Library staff is working to digitalize the archive. The reason for this digitalization is for preservation and conservation of the materials that are being held in the archive. Culturally sensitive materials will also be digitalized for preservation purposes only.



Appendix A

STONE CHILD COLLEGE ARCHIVE

8294 Upper Box Elder Road
Box Elder, MT 59521
406-395-4875 Ext. 3213/3214

Archive Donation Agreement

The Stone Child College Archive acknowledges the donation from

Name of Individual/Organization: _____

Address: _____

Phone Number: _____

Of the following property:

Date: _____

Librarian Signature: _____

I give this donation to the Stone Child College Archive, a non-profit organization, to become its property. The property is to be placed in the Stone Child College Archive, as administered by the College Library in accordance with their established archive policies and procedures. I agree that this donation may be made available for research on an unrestricted basis, subject only to those restrictions which may be specified below:

Access:

Copyright:

Other:

Please attach additional pages as needed.

Hereafter, if for any reason the Archive becomes unable or unwilling to maintain and preserve the property, the materials may be disposed of, provided that prior to any such disposal and during the lifetime of the donor, the donor shall be notified thereof, and at the donor's request, the materials proposed for disposal shall be returned to the donor.

Date: _____

Signature of Donor/Donor Representative: _____

STONE CHILD COLLEGE ARCHIVE

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406-395-4875 Ext. 3213/3214

Oral History Release Form

I hereby give consent to the Stone Child College Archive as a donation for such scholarly, educational, academic, and historical purposes as Stone Child College shall determine, according to the governing regulations of the College, all legal title and interest in copyright in this specific recorded interview and most particularly the exclusive right of reproduction, distribution, preparation of derivative works, public performance and display, except for those restrictions listed below.

Interviewee's restrictions:

Date of Interview: _____

Date of Agreement: _____

Interviewee's Name (print): _____

Signature of Interviewee: _____

Address: _____

Name of Interviewer: _____

Signature of Interviewer: _____

Appendix C

STONE CHILD COLLEGE ARCHIVE

8294 Upper Box Elder Road

Box Elder, MT 59521

406-395-4875 Ext. 3213/3214

Researcher Form

Name: _____ Date _____
(Please print)

Address: _____

Phone Number: _____

Research Affiliation or Institution: _____

Please check the most applicable:

☐ Staff	☐ Current SCC Student
☐ Alumnus	☐ Faculty
☐ Chippewa Cree Tribal Member	☐ Graduate Student
☐ General Public	☐ Research Assistant
☐ Other	

Subject and Description of Research: _____

Archive Materials Requested: _____

I have read the attached Archive rules and agree to abide by them.

Signature of Researcher: _____ Date: _____

Signature of Librarian: _____ Date: _____

Archive Appointment: _____
(Date) (Time)

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5. We ask that coats, backpacks, handbags, and other personal property not be taken into the Archive.
6. All SCC Archive materials must be used within the SCC Archive itself or within the library. Archive materials will not leave the library for any reason. The library staff reserve the right to inspect all personal belongings before the patron leaves the SCC Archive or library.
7. All Archive materials must be treated with the upmost respect and care. It is against the SCC Archive policies to mark on, fold, crease, bend, or alter in any way materials from the Archive. The original order in which materials were given to the patron must be retained.
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Appendix D

STONE CHILD COLLEGE ARCHIVE

8294 Upper Box Elder Road
Box Elder, MT 59521
406-395-4875 Ext. 3213/3214

Request for Reproduction of Photographs and Audio/Visual Materials

Date: _____

Full Name: _____

Address: _____

Phone Number: _____

Materials Requested (Be Specific):

Number of copies: _____

Librarian Signature

Archive Manual Approval:

First Reading – July 29, 2025

Second Reading – August 26, 2025

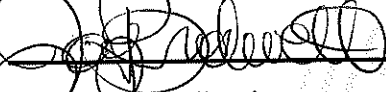
Third Reading – October 28, 2025

Stone Child College Board of Trustee Approved the Stone Child College/Rocky Boy Public Library Manual unanimously on October 28, 2025.

Stone Child College/Rocky Boy Public Library Board:



Tyson Courchane, Chair



Joy Bridwell, Librarian

