

Little Big Horn College Library
Collection Development Policy
April 2016

Collection Development Policy

Mission Statement

The Little Big Horn College Library serves to:

- support the curriculum of Little Big Horn College
- support the research needs of Little Big Horn College
- provide information resources and recreational reading materials to the Crow community
- enhance and refine Library resources in all formats

The Little Big Horn College Library has three roles. The library's primary purpose is to support the curriculum and mission of Little Big Horn College; its collections are intended to support the courses offered at the College. The Library also serves an important role as the Public Library for the Crow Indian Reservation. A major part of the mission of Little Big Horn College is commitment to "the advancement of the Crow Indian family ... and community building" (Little Big Horn College Mission Statement). This extends beyond the classrooms of Little Big Horn College, to all types and levels of education. Materials for the General Reading and Children's collections, as well as Career Development materials are particularly important in the library's responsibility to the public. Finally, the Little Big Horn College Library maintains extensive collections of Crow and Native American materials. This supports the College mission of commitment to the "preservation, perpetuation and protection of Crow culture and language ..." and for "... inspiring Crow and American Indian Scholarship." (Little Big Horn College Mission Statement). These materials are available to the Crow community, the students and faculty of Little Big Horn College and to interested researchers from outside the community.

Responsibility for Selection

The Library Director is charged with the responsibility of selecting materials for the Library's collection. Selection decisions are based upon the Library's general, format, and subject-specific selection criteria. The Librarian may receive input on selection from the Little Big Horn College faculty, staff, students, and other personnel, as well as from members of the community at-large (see

[Library Purchase Request Form on p.8](#)), but the final decision regarding the selection, classification, location, deselection and maintenance of information resources is the responsibility of the Library Director.

The Library Director also draws upon review sources, publishers, vendors, and similar sources for selection suggestions, as well as the use of a vendor approval plan.

General Selection Criteria

Given the Library's primary goal of supporting the curriculum and Little Big Horn College, the main factor when selecting materials is support of the curriculum and students. The Library also selects materials to fulfill its obligations to the community: to provide informational and general interest materials to the Crow Community and maintain strong collections of Crow and Native American materials.

To best serve the various education levels of its college community, the Library includes materials from high school to lower-division undergraduate levels. The exception to this is the Crow and Native American collections, which may include materials at the undergraduate upper division and graduate or professional level, including primary source materials. The Library collects materials in all appropriate formats: print, audiovisual, and electronic materials (see format-specific criteria for more information). The Library also houses materials typical of a public library, including a children's section, as well as a general collection across subjects of community interest.

Selection is based on:

1. Relevance to the college curriculum
2. Relevance to the current subject coverage (see subject-specific criteria for more information)
3. Relevance to community needs
4. Anticipated demand and interest
5. Recommendations from faculty, students, and community members
6. Review of authoritative sources on the material

7. Appropriateness of specific media to the content
8. Accuracy, currency, and permanence of the information
9. Organization and ease of use
10. Reputation of author, publisher, or producer
11. Format durability
12. Availability of materials in neighboring or OMNI consortium (Outreach Montana: Networked Information) libraries
13. Cost (compared to anticipated use)

Languages

Because the curriculum of Little Big Horn College does not provide courses taught in languages other than English and Crow, the Library collects materials only in these two languages.

Geographical Areas

The geographical focus of the collection is Montana, the Northern Rocky Mountains, the Northern Plains, and the Pacific Northwest. Materials dealing with the United States in general and various other parts of the world are also acquired.

Format-Specific Selection Criteria

Although the Library collection is made up primarily of print materials, there is growing importance and demand for information in other formats. The collection includes monographs, journals, e books, magazines, newspapers, as well as DVDs, videos, and CD-ROMs. The Library provides Internet access to its community. The Library also provides free access to a variety of commercial databases with full text magazine and journal articles.

The Library considers varying formats when making selection decisions. Major factors in these decisions include cost, availability, technical support requirements, and demand for the content

in the format under question. These considerations are secondary to the primary factors in general and subject-specific selection criteria.

Subject-Specific Selection Criteria

The following is a list of the major subject areas in the Library collection, arranged by Library of Congress call number. In addition, information about the current collection, the frequency of use, significance to the overall collection and mission of the Library, as well as goals and criteria for future development are provided for each subject area. Particular areas of interest are noted as they result from academic and/or community need or interest.

Much of the subject area criteria are summarized in Appendix B in the Summary of Collection Goals at the Division Level which largely follows the major divisions as noted in *Using the Conspectus Method: a Collection Assessment Handbook* (Mary Bushing, et al., Lacey, Washington: WLN, 1997).

The popular DVD collection and the Children's collection are not arranged by Library of Congress call number and come under the public library function. These two collections are in alphabetical order by film title and author, respectively.

The Library Director uses this information, as complementary to the general and format-specific criteria, when making selection decisions. One exception to all rules is the Crow and Native American collection, which is expanded when possible across education levels, format, and sub-subjects.

Children's Collection

The Children's collection is a vital part of the Library collection and is central to the education and community-building aspects of the Library's mission. The Library endeavors to encourage children and their families to make use of the collection and sponsors a children's summer reading program.

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 in the education department, whose opinions may be actively solicited). Review media such as Booklist, which provides information on recently published children's materials, will also be consulted, as well as the knowledge and observations of library staff.

Collection Maintenance

The ongoing evaluation and maintenance of a library collection is as essential as any other library function. A major part of this process is the "deselection" or "weeding" of currently held library materials. Without an ongoing weeding program, a collection can quickly age and become difficult to use. The aim of the Library's collection maintenance policy is to keep the library's collection current and accessible to library patrons.

Weeding

Weeding of the Library collection is the responsibility of the Librarian, with aid from various staff members as needed. Weeding is an ongoing process and should correlate in a timely manner with evaluation of the collection.

Works to be considered for weeding include:

- Material containing obsolete, misleading, or outdated information. This is particularly important when evaluating the reference collection, as well as the science and information technology materials.
- Multiple copies. Generally only one copy of a given item will be kept in the Library collection. In the case of the Crow collections, more than three copies will be considered a surplus, but with a few definite exceptions. In the General collection, more than one copy would be an exception. The exception to this is course reserve materials; additional copies of reserve items may be acquired upon faculty request.

- Damaged titles that cannot be preserved due to time and monetary constraints or due to irreparable damage.

Preservation

Although the Library has only limited resources dedicated to the preservation of current holdings, some preservation of materials deemed significant to the collection is attempted when possible.

Changes in Collection Focus

The Little Big Horn College Library works to collect materials of varying complexity, formats, and viewpoints in order to best serve a community with diverse needs and interests. The Library's collection policy is designed to facilitate that process.

The Library welcomes constructive input from College faculty, staff and students, as well as community members and will consider changing various parts of the collection subject focus upon request.

Intellectual Freedom

The Little Big Horn College Library strives to provide the faculty, staff, and students of Little Big Horn College, as well as the members of the Crow community and outside visitors to the Library with equal access to information. The Library adheres to the standards set forth by the American Library Association's "[Library Bill of Rights](#)" as well as to the interpretive "Intellectual Freedom Statement" (see Appendix B).

The Little Big Horn College Library will abide by all laws regarding copyright and will make information on these laws readily available.

Gift Policy

It is the policy of the Little Big Horn College Library to graciously accept gifts that enhance the current collection and complement the general collection goals and policies of the Library. Due to minimal shelf and storage space, limited staff, and strict collection goals, accepted gifts must meet the following guidelines:

- Materials accepted for the collection should be current and no older than five years (unless they are Native American materials or if age is not a factor due to literary or other value)
- Materials related to Crow Indians or areas of significant local interest will be accepted; materials on the Northern Plains Indians, Northern Rocky Mountain and Plateau Indians, Montana and Native Americans are also of interest
- Materials must be in good condition:
 - Binding must be intact and in sturdy condition
 - There can be no evidence of mildew or mold
 - Covering must be free from tears, watermarks, or other damage and in generally good overall condition
- Duplicate copies (either within the items to be donated, or duplicates of items already existing in the collection) are discouraged unless there is a demonstrated need based on circulation or other statistics

Appendices

Purchase Request Form

Use this form to suggest materials to be added to the LBHC Library. Please fill in the form completely.

Name

Address

Telephone

E-mail

Your affiliation

Type of material

Title

Author

(if applicable)

Volume, issue, edition, date

 (if applicable)

Publisher

Place of Publication

Date of Publication

How did you learn about this?

Library Bill of Rights and Intellectual Freedom

Little Big Horn College affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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 or affiliations of individuals or groups requesting their use.

American Library Association

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the American Library Association Council.

Intellectual Freedom Statement

Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored. Intellectual freedom is the basis for our democratic system. We expect our people to be self-governors. But to do so responsibly, our citizenry must be well-informed. Libraries provide the ideas and information, in a variety of formats, to allow people to inform themselves. Intellectual freedom encompasses the freedom to hold, receive and disseminate ideas.

Collection Goals Summary

The following pages contain a table with an outline of disciplines arranged by Library of Congress Classifications with suggestions for where the collections need to be built with new books for course support or community interest and where the library should use their electronic resources instead. The current LBHC catalog was used to identify courses in each discipline area and these are listed as well.

The extensive journal collections available through the proprietary electronic databases provided by the library and the access to other free electronic resources means that all disciplines are strongly supported by journals and other resources in electronic form. This access means that all disciplines are supported to a greater degree than ever before. The goals indicated for the collections are intended primarily to inform acquisitions for the print collections and these goals assume a continuation of the electronic resources without which the collections could not be considered any higher than very basic.

In all areas, Interlibrary Loan should be a fallback position when the library does not have or does not wish to purchase an item. All interlibrary loan requests should be evaluated for purchase rather than for borrowing from elsewhere if the library can afford it, deems it appropriate not just for one person but for the collections and the item can be purchased quickly for the client.

Goals are based on conspectus collection depth indicators for library collections:

0 = out of scope

1 = Minimal information level

1a = minimal and uneven

1b = minimal but focused coverage

2 = Basic information level

2a = Introductory material, history of topic, general works

2b = Advanced introductory material, more reference, more periodical access

3 = Study or instructional level

3a = basic study or instructional support (through community college level)

3b = Intermediate study or instructional support, high percentage of important material & core works (support university undergraduate degree program)

3c = Advanced study or instructional support (master's degree support)

4 = Research level

Very extensive general & specialized materials, material in languages other than primary language (support independent research at doctoral and postdoctoral levels)

5 = Comprehensive level - Exhaustive in all applicable languages, manuscripts, all pertinent formats

A = Primary purpose is academic; to support teaching & student work at LBHC

C = Primary purpose is community use or student use for purposes other than academic

In some cases both purposes are equally relevant for a discipline area although the level of the materials will vary based on the intended user group.

CLASS	SUBJECTS	DEGREES & CERTIFICATES	A	C	COURSES Black = primary course users Red = listed elsewhere also	GOALS for physical collections electronic resources add overall depth & breadth to some
A	General works					Seldom need any purchases in this class. 0
B-BD, BH & BJ	Philosophy, logic, aesthetics, ethics				American Indian Thought & Philosophy (support in NAS or Crow collections rather than here) Survey of Humanities	Only add gifts of core titles or primary works by important authors. 1a
BF	Psychology	Psychology Human Services Addiction Studies			Fundamentals of Group Counseling Addictive Counseling Addictive Appraisal Addictive Assessment Addictive Treatment & Planning	Emphasis should be on purchasing up to date materials in all formats in support of actual course content with regular recommendations from faculty. Materials for community use should be current and include here or in the H's materials that are recommended by local practitioners to their clients.

				<p>Multicultural Competency</p> <p>Group Counseling</p> <p>Psychology of Learning</p> <p>Fundamentals of Counseling</p> <p>Drugs and Society</p> <p>Legal, Ethical & Professional Issues</p> <p>Clinical Practicum</p> <p>Introduction to Psychology</p> <p>American Indian Psychology</p> <p>Abnormal Psychology</p> <p>Developmental Psychology</p>	<p>3a</p>
BL-BX	<p>Religion, mythology, eastern, western, Christianity, Bible, etc.</p>			<p>Introduction to World Religions</p>	<p>New purchases should be useful for actual course assignments and should reflect the interests of the students and community.</p> <p>1b</p>

C	Auxiliary Sciences of History – civilization, archaeology, genealogy, biography				Do not add unless of current local interest 1a
D & E	History – general, Europe, Asia, Africa, Oceania & American history – Indians, history by periods	Liberal Arts		World Civilizations U.S. History 1 & 2	Reduce old material and only add material that will support course work and actual assignments. Avoid too many coffee table type books. 3a

F	History, US local, Canada, South, etc.			Montana Indians Prior to 1851 Montana Indians 1851 – Present U.S. History 1 & 2 Much of the materials for these courses in NAS or Crow	Reduce old material and only add material that will support course work. 3a
G-GB	Geography			Environment & Culture Geographic Information Systems	Add current titles of local interest only 1a
GC	Oceanography				0
GE	Environmental Sciences	Environmental Health Natural Resources		Natural Resource Conservation Natural Resource Ecology Environmental Science Principles of Biodiversity	Newer academic titles on these topics are plentiful. More should be added but not textbooks & of regional interest. 3a

GF-GT	Anthropology, Folklore			Environment & Culture American Indian Anthropology (courses in NAS & Crow studies also)	Newer academic titles should be added if deemed necessary by faculty. 1b
GV	Recreation, leisure			Introduction to Coaching Baseball Theory of Coaching Volleyball Theory of Coaching Basketball Techniques of Basketball – Women Techniques of Basketball – Men Fundamentals of Martial Arts Wellness for Life Cardio training Conditioning Women’s fitness Men’s fitness	Continue to add titles on “hot” topics primarily for community use and everyday life. Reduce old material. 1b
H	Social Sciences				0

HA-HJ	Stats, econ, business, finance	Business Administration/ Small Business Management option 1 yr Office Assistant 1 yr Accounting Assistant Tribal Management		<p>Economics of Agricultural Business</p> <p>Economic Way of Thinking</p> <p>Introduction to Business</p> <p>Accounting Procedures</p> <p>Introduction to Business Writing</p> <p>Principles of Macroeconomics</p> <p>Business Law</p> <p>Principles of Financial Accounting</p> <p>Principles of Managerial Accounting</p> <p>Computerized Accounting</p> <p>Introduction to Organizational Behavior</p> <p>Small Business Management</p> <p>Contemporary Business Mathematics</p> <p>Economics in Indian Country</p>	<p>Consult faculty regarding specific needs if any. Electronic resources & students' textbooks may be sufficient for most work. Current information for community useful but must be kept current.</p> <p style="text-align: center;">2b</p>
HM-HX	Sociology: history, family, marriage, women, communities,	Psychology Human Services Addiction Studies		<p>Introduction to Human Services</p> <p>Human Relations</p> <p>Fundamentals of Counseling</p> <p>Legal, Ethical & Professional Issues</p>	<p>Reduce older materials of dubious value and little use. Consult faculty and front desk staff whether more clinical emphasis and self-help topics are needed and in demand.</p>

	criminology, "isms"	Community Health		Drugs & Society Introduction to Sociology Developmental Psychology American Indian Psychology Abnormal Psychology Core Health Concepts	<p style="text-align: center;">2b</p>
J	Political Science, public admin, local government, international	Community Health Tribal Management		American Indian Political Science American Indian Law	<p>Purchase some materials on public administration in addition to tribal government.</p> <p style="text-align: center;">2a</p>
K	Law			Business Law American Indian Law	<p>When new materials purchased, remove older redundant titles or editions when appropriate. Also compare with Indian law reference materials.</p> <p style="text-align: center;">3a</p>

L	Education, theory, practice	Elementary Education Early Childhood Education		Indian Education History & Issues Skills for Success Schools & Society Educational Technology Creative Expression in Preschool Math & Science in Preschool Educational Psychology Psychology of Learning Math for Elementary Teachers	Purchase only when specific need identified. 2b
M	Music			Music & Dance of the Crow Survey of Humanities	Do not purchase unless a need arises. Reduce size of collection. 1b
N	Fine arts – architecture, sculpture,	Liberal Arts		Crow Indian Art	Purchase a single title on each of +/-20 Native American artists of note. Purchase one current, good textbook on

	drawing, painting, decorative			Creative Expression in Preschool Survey of Humanities Foundations of Art American Indian Representation in Film	art history (not the one used at LBHC) for the collection. 1b
P-PL, PN-PR	Language & other literatures	Liberal Arts		Reading for College & Developmental Writing College Writing I and II Introduction to Literature Introduction to Journalism Fundamentals of Public Speaking Fundamentals of Creative Writing Fundamentals of Interpersonal Communication Reading & Writing Across the Curriculum	Use faculty advice AND student recommendations to purchase. Prefer paperbacks when available. Important to consult recommended titles. 3a
PM	Native American	Crow Studies Native American Studies		Literature of the American Indian Crow Language courses Crow Oral Literature	3a

PZ	Fiction & juvenile			<p>Literature of the American Indian</p> <p>Introduction to Literature</p>	<p>Purchase periodically from bookstore rather than from approval plan. Visit schools on res to see firsthand what print resources are available. Complement those rather than duplicating them.</p> <p style="text-align: center;">2b</p>
Q	General science	Natural Resources – Environmental Science		<p>Physical World Around Us</p> <p>Natural Resources Ecology</p> <p>Natural Resources Conservation</p> <p>Environmental Science</p> <p>Geographic Information Systems</p>	<p>Needs average age improved & faculty advice for type of material needed.</p> <p style="text-align: center;">2a</p>
QA1-70, QA77-939	Mathematics	Math Pre-engineering 1 yr. accounting		<p>Math for Liberal Arts</p> <p>Contemporary Business Mathematics</p> <p>Math & Science in Preschool</p> <p>Basic math Pre-Algebra</p> <p>Pre-Calculus Calculus</p> <p>Math for Elementary Teachers</p> <p>Survey of Algebra College Algebra</p>	<p>Do not add books here unless recommended by faculty</p> <p style="text-align: center;">1b</p>

QA 71-76	Computer science	Information Technology 1 yr. Info Tech Assistant 1 yr. Office Assistant		Introduction to Computer Science Introduction to Programming Educational Technology Key Boarding Introduction to Computing & Applications Microsoft Office: Word, Excel, PowerPoint, Access HTML & Web Design Introduction to networking Network Server Configuration Router Configuration Geographic Information Systems	Do not buy books for this area, reduce size of what is there. Ebooks may be good option. 1b
QB	Astronomy			Mysteries of the Sky	Only get general level materials. Get good star atlas if there isn't one. 1b
QC	Physics				General level only 1b

QD	Chemistry			Introduction to General Chemistry Organic & Biochemical Principles Introduction to Organic Chemistry Introduction to Biochemistry	Do not buy unless requested. 1a
QE	Geology			Introduction to Geology	Mainly need general not academic info. Regional focus. Use requests to purchase. 2a
QH	Natural history – Biology	Biology Life Sciences		Survey of Biology Natural Resource Conservation Principles of Living Systems Principles of Biodiversity Current Topics in Biology Natural Resource Ecology Environmental Science Introduction to Biodiversity	Purchase both general & academic titles as needed but not coffee table type books. 2b

QK	Botany			Range Plants Conservation Soils	Purchase both academic and general as needed. Keep field guides less than 10 yrs old. 2a
QL	Zoology			Introduction to Animal Science	Add as needed with appropriate animal info. 2a
QM	Human anatomy	Pre-nursing Pre-medicine Community Health		Anatomy & Human Physiology	No need to buy much but keep current 1b
QP	Physiology	Pre-nursing Pre-medicine		Anatomy & Human Physiology	Rely on recommendations from faculty or students 1b
QR	Microbiology			Introduction to Biodiversity Microbes & Disease	Rely on recommendations. 1b

R-RS	Medicine	Pre-nursing Community Health Environmental Health Pre-medicine		Wellness for Life Core Health Concepts Cardio training Conditioning Women's fitness Men's fitness Anatomy & Physiology Medical Terminology Nutrition Microbes & Disease	As much for community as for students. Reduce average age, add relevant topics. Keep average age less than 5 yrs. Review & withdraw old. 2a
RT	Nursing	Pre-nursing		Anatomy & Physiology Medical Terminology Nutrition Microbes & Disease Core Health Concepts	Review & withdraw old. 1b
RV-RZ	Botanic, homeopathy, etc.				Rely on recommendations and approval plan for all health titles. Consider community needs primarily.

					1b
S	Agriculture	Natural Resources Rangeland Ecology Agriculture		Range Plants Conservation Soils Natural Resource Conservation Economics of Agricultural Business Range & Pasture Monitoring Forest Fire Management Environmental Science Natural Resource Ecology	Should create e links to MT Extension documents online. Gov docs (fed and state) best ag info. Free online. Only buy from recommendations of faculty. 2a
SB	Horticulture	Rangeland Ecology		Range Plants Conservation Soils Range & Pasture Monitoring	See above 1b
SD	Forestry			Forest Fire Management	See above & UM forestry publications online 1b

SF	Animal husbandry	Livestock Management Rangeland Ecology		Introduction to Animal Science Range Livestock Production Applied Techniques in Livestock Management (horse) Applied Techniques in Beef Cattle Management Range & Pasture Monitoring	See above re Extension pubs 2b
SH	Fisheries, etc.				Purchase MT interest & see above re docs 1b
SK	Hunting				Purchase MT interest & see above re docs 1b
T	Technology Engineering	Pre-engineering Environmental Science			Do not purchase unless recommended by faculty. Reduce age of existing. Computer books should be e books. 1b

TR	Photography				Purchase if in demand or recommended. 0
TT	Handicrafts, arts and crafts				Purchase as appropriate and in demand for community interest. 1a
U	Military science				0
V	Naval science				0
Z	Library science, information resources				Bibliographies could be re-classed to be with subject instead. More likely used. 0

Crow Circulating Collection

GOAL = 5 (comprehensive)

This collection is the responsibility of the Librarian. Unnecessary duplication should be avoided. Two copies should be sufficient for most titles.

Music & Dance of the Crow

Crow Indian Art

Crow language courses

The Horse in Crow Culture

History of Crow Chiefs

Conversational Crow

Crow Oral Literature

Crow-Socio-Familial Kinship

Crow Tribal Historic Preservation

Crow History

Plains Indian Sign Language

Montana Indians Prior to 1851

Montana Indians 1851 to Present

NAS Collection

GOAL: 3a (support independent research)

See comment on page 3 regarding need for clarity regarding what is or is not appropriate so that the collection has more focus. This collection is the responsibility of the Librarian. Unnecessary duplication should be avoided. Two copies should be sufficient for most titles. The existing collection is very dated.

American Indian Thought & Philosophy
American Indian Psychology
American Indian Political Science
Indian Representation in Film
American Indian Law
Literature of the American Indian
Indian Education History and Issues
Montana Indians 1851 – Present
Montana Indians Prior to 1851
Economics in Indian Country
Introduction to Native American Studies

Plains Indian Sign Language
Contemporary Issues of American Indians
Indian Education History & Issues
American Indian Anthropology
American Indian Representation in Film

More focus on the Rockies/Plateau, material culture, war art, economic resources, Indian education/history, American Indian

Indian education/history, American Indian political science/tribal governments, astronomy across cultures, books by Native American authors (literature?), retrospective books on these authors, more photographic books especially Rocky Mountain Indians e.g. Moorhouse, Walter McClintock