

DOCUMENT RESUME

ED 250 462

IR 051 811

AUTHOR McCabe, Carol, Ed.
 TITLE Policy Statements on Collection Development. A Compendium from Alaskan Libraries.
 INSTITUTION Alaska State Library, Juneau.
 PUB DATE Aug 86
 NOTE 249p.; Pages 16-27 and 66-74 are marginally reproducible; pages 187-191 contain light print.
 PUB TYPE Collected Works - General (020) -- Legal/Legislative/Regulatory Materials (090)
 EDRS PRICE MF01/PC10 Plus Postage.
 DESCRIPTORS Academic Libraries; Elementary Secondary Education; Higher Education; *Library Collection Development; Library Cooperation; *Policy; Public Libraries; School Libraries; *Shared Library Resources; Special Libraries; *Statewide Planning
 IDENTIFIERS *Alaska

ABSTRACT

Developed as part of a statewide coordinated collection development effort, this document is a compendium of the narrative statements of collection development policies from 19 Alaskan university, public, school, and special libraries. Only the basic narrative plus any unique appendices are included for each policy, and some of the policies are incomplete. The Library Bill of Rights and other American Library Association intellectual freedom statements are referenced in the majority of policies, but are appended to the Anchorage Municipal Libraries policy only. Collection development policies, organized by region, are included for the following libraries: (1) Capital City Libraries; (2) Alaska Department of Environmental Conservation Library; (3) Juneau-Douglas High School Library; (4) Juneau Public Library System; (5) U.S. Bureau of Mines Library; (6) University of Alaska, Juneau Library; (7) Petersburg High School and Middle School Library; (8) Kettleton Memorial (Sitka Public) Library; (9) Sitka School District; (10) Irene Ingle (Wrangell) Public Library; (11) Alaska Resources Library (U.S. Department of the Interior); (12) Anchorage Municipal Libraries; (13) University of Alaska, Anchorage Library; (14) Kuskokwim Library (Bethel); (15) Matanuska-Susitna Community College Library (Palmer); (16) Fairbanks North Star Borough Public Library; (17) Fort Wainwright Post Library (Fairbanks); (18) Rasmuson (University of Alaska, Fairbanks) Library; and (19) Kegoayah Kozga Library (Nome). (KM)

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POLICY STATEMENTS

ON

COLLECTION DEVELOPMENT

A COMPENDIUM
FROM ALASKAN LIBRARIES

Edited by
The Alaska Statewide Collection Development
Steering Committee

August, 1986

IR 0571811

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INTRODUCTION

Alaskan libraries during the last several years have found themselves on the cutting edge of the collection development movement taking place across the United States. Libraries nationwide -- including major university and research institutions such as Harvard, Yale, Stanford -- realize that no one library can or should attempt to "do it all." Only by working collectively can the nation's libraries meet the information needs of our society. Standard methods and a common scale by which to assess strengths have been agreed upon. Several states have taken impressive first steps to actively share collecting responsibilities and to assign primary responsibility for selected subject areas.

Because cooperation has always been a way of life in Alaska, our statewide work in the area of coordinated collection development has made us a model for the nation. What the nation finds unique about Alaska's collection development effort is its multi-type nature, with school and special libraries taking an active and central role along with the university and public libraries. We started later and have further to go in development of library resources than most other states. However, resource sharing on the Last Frontier is as natural as breathing, and cooperative collection development agreements are beginning to evolve just as naturally within our Alaska Library Network. (Membership in ALN is informal and consists of all libraries in Alaska.)

The initial step for most libraries has been the written collection development policy, consisting of a narrative statement and a shelf assessment. Many libraries have finished both sections and are focusing on the next step: coordinated cooperative agreements among libraries.

This volume is a compendium of the narrative statements of collection development policies from Alaskan libraries. Other key policies, such as the one now in preparation by the Alaska State Library, will be shared as soon as available. (Assessment data, the other integral part of a collection development policy, will be gathered in a separate statewide conspectus for ease of comparison.)

Of particular interest is the written multitype library agreement recently completed by Juneau's Capital City Libraries group. It is the first written coordinated cooperative collection development agreement within the state. (See pages 9 through 12.)

Some of the policies in this compendium are incomplete. Only the basic narrative plus any unique appendices are included rather than the entire policy which typically includes a narrative statement, assessment data, and various appendices. The Library Bill of Rights and other ALA intellectual freedom statements are referenced or appended in the majority of policies, but have been printed once only in this compendium. (See Anchorage Municipal Libraries, pages 136 through 146.) Similarities in wording among the various policies are the result of frequent and open sharing of draft statements during training sessions.

Our purpose in gathering these narratives is threefold: (1) to share information about collection strengths, special interests, our various client populations and library missions; (2) to enable all types of libraries statewide to begin drafting coordinated collection agreements; and (3) to encourage those who have not yet done so to complete collection development policies for their libraries.

This compendium is being printed by the Alaska Statewide Collection Development Steering Committee. Funding for the committee's activities in fiscal years 1986 and 1987 has been through interlibrary cooperation grants from the Alaska State Library and through support from the LIRN program of the Fred Meyer Trust. Substantial in-kind contributions have also been made by the institutions whose collection development/acquisitions staff members currently serve on the Alaska Statewide Collection Development Steering Committee:

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PALMER

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Contact any Steering Committee member for further information on Alaska's Collection Development Project. Co-chairing the committee in 1986-87 are Cathie Innes-Taylor and Martha Shepard. Contributors of individual policies would also be pleased to hear from readers of this compendium; addresses and telephone numbers are listed in the Alaska Library Association Directory.

Compendium Editor
Carol McCabe
Juneau, Alaska
August, 1986



ALASKA LIBRARY NETWORK

S O U T H E A S T R E G I O N

Research Library:

Alaska State Library
P.O. Box G
Juneau, Alaska 99811

Resource Library:

Juneau Public Libraries
114 West 4th Street
Juneau, Alaska 99801

CAPITAL CITY LIBRARIES

Cooperative, Coordinated
Collection Development and Resource Sharing
Agreement

The Capital City Libraries (CCL) is an informal cooperative of three Juneau libraries; the Alaska State Library, the Juneau Public Libraries and the University of Alaska-Juneau Library. The primary goal of the CCL is to coordinate resource sharing agreements and collection development activities among the three libraries for the benefit of all local library users. A future goal is participation in the cooperative by every library in Juneau, including special and school libraries.

PHILOSOPHY:

The CCL recognizes that cooperation will result in increased interdependence among the participating libraries. However, in response to the dual economic realities of increasing materials costs and tightening budgets, libraries which coordinate resource sharing and collection development will be able to offer, collectively, more materials and services more cost-effectively than any one of the libraries could provide individually.

BENEFITS:

Benefits to be realized by each library through the agreement are:

1. Greater selectivity because of a better understanding of each individual library's mission-related collection development policy.
2. Acceptance of primary collecting responsibilities to make possible reduction of purchases in some areas with confidence that these subject areas are being covered adequately by another library.

3. Elimination of undesirable and unnecessary duplication of materials among the libraries
4. Coordination of weeding, cancellation and preservation of library materials.
5. Better understanding and monitoring of collection development performance both individually and cooperatively.
6. Coordination of planning for better access to the collective holdings of participating libraries.

Capital City Libraries agree to implement this agreement under the following provisions:

1. The implementation of this agreement shall not substitute for development of an individual library's core collection of materials needed to support its fundamental mission.
2. This coordinated collection development agreement shall build on collection strengths and commitments, as these are appropriate to each library's mission and address collectively those weaknesses which hinder each individual library's effectiveness.
3. Coordination of collection development activities shall be the responsibility of the CCL Collection Development Committee, which shall meet at least monthly. Committee members will be appointed by the respective library directors. The CCL Collection Development Committee should be composed of one librarian from each institution who has a major responsibility for collection development.

GOALS

1. Complete collection surveys in individual libraries and consolidate assessment data for all three libraries for the purpose of comparison and coordination.
2. Evaluate each individual library's collection development priorities in relation to city-wide collection priorities.
3. Identify collective subject strengths and weaknesses.
4. Implement cooperative coordinated collection development agreements, including primary collecting responsibility among the three libraries.
5. Produce a union periodicals list/coordinate periodical holdings input to WLN.
6. Develop means to share "on order" acquisitions information.
7. Coordinate Approval Plan profiles.
8. Profile all uncataloged special collections in each library and compile this information in a guide.
9. Share planned purchase information among libraries, especially regarding expensive titles, sets, etc.
10. Design and recommend as appropriate a program for shared purchase of expensive items.
11. Coordinate CCL collection development efforts with statewide and regional activity.
12. Coordinate a plan to involve other Juneau libraries in the CCL.

6-19-86

Recommended for approval by the
Capital City Libraries' Directors:

Karen R. Crane
Karen Crane, Alaska State Librarian

8/10/86
Date

Donna Pierce
Donna Pierce, Director, Juneau
Memorial Libraries

7/18/86
Date

Michael Herbison
Michael Herbison, Director,
University of Alaska-Juneau Library

7/10/86
Date

ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION LIBRARY

COLLECTION DEVELOPMENT POLICY STATEMENT

JUNE 1986

Written by Alison Talley, Librarian

Alison Talley

Approved by Amy Kyle, Deputy Commissioner

Amy D. Kyle

and Bill Publicover, Director of Administrative Services

Bill Publicover

and George Smith, Deputy Director of the Alaska State Library

George Smith

ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION LIBRARY
 COLLECTION DEVELOPMENT POLICY STATEMENT
 JUNE 1986

PURPOSE OF POLICY

The purpose of this collection development policy is to:

Provide continuity to library staff who make decisions concerning the acquisition and disposal of library materials.

Increase the awareness and understanding of Alaska Department of Environmental Conservation (ADEC) staff members who provide funds for the library's acquisitions.

Clarify the library's collection development goals to the Alaska State Library personnel who provide technical assistance.

Illustrate the strengths and weaknesses of the library's collection for the benefit of library users, including other libraries in the Alaska and Western Library Networks.

This policy will be reviewed periodically and updated as necessary.

MISSION STATEMENT

The purpose of the ADEC Library is to:

Serve the information and research needs of ADEC personnel.

Provide information to anyone with similar research needs.

Serve as a depository for all ADEC publications.

ADEC's mission, briefly, is to protect Alaska's environment and public health. This mission is accomplished primarily through gathering and dispersing information and technical assistance, and through writing and enforcing various state regulations.

ADEC's major programs concern the following subject areas:

Air quality - both indoor and outdoor

Water quality - including drinking water, wastewater and groundwater

Hazardous waste - including oil pollution, chemical disposal and pesticides/herbicides

Solid waste

Treatment and disposal facilities - planning, construction and operation

Mining

Wetland and coastal zone management

Alaska's seafood, dairy and meat industries - including food processing inspections and animal health

Community sanitation - including inspections of restaurants, schools, grocery stores, beauty and barber shops, etc.

Laboratory and monitoring support

Public information

ADEC personnel include environmental engineers, sanitarians and field officers, as well as planners, ecologists, chemists, microbiologists, a veterinarian, a paralegal assistant, a public information officer, data processing personnel and various administrative personnel. As of June 1986, there are approximately 240 ADEC employees working in 20 offices throughout Alaska.

Other users of the library include engineers, consultants, students and anyone requesting information through the Alaska or Western Library Networks.

OVERVIEW OF COLLECTION

The library collects only materials which apply to the subject areas included in ADEC's program concerns. With very rare exceptions, materials are in English and pertain largely to Alaska, Canada, the Pacific Northwest and the Pacific Rim.

Materials include periodicals, books, government documents and conference/symposium proceedings. Approximately one-fifth of the collection is cataloged Library of Congress; the remainder is arranged by issuing agency.

A collection of special interest consists of approximately 4,000 Environmental Protection Agency documents, arranged by EPA number.

COLLECTION DEVELOPMENT POLICIES

Responsibility For Selection

The librarian has responsibility for the overall development and maintenance of the library collection, and makes selection decisions based on the criteria contained in this policy.

Suggestions from library users are encouraged, and the library attempts to honor requests from ADEC personnel. Gifts and donations are welcome, but are scrutinized according to the selection criteria contained in this policy. Any gifts not accepted for the collection will be returned to the donor or sent to another library.

Selection Criteria

The library is a depository for all ADEC publications, including draft and interim reports. The library also selectively collects EPA documents.

All acquisitions, whether purchased or donated, are considered according to the following criteria:

Usefulness to ADEC personnel, in terms of subject suitability, depth of treatment and significance of the author.

Relation to the existing collection and other material on the subject.

Usefulness to the librarian in providing reference services.

Collection Maintenance

The library is intended to be an active, useful collection. Space limitations do not allow the retention of items which are out of date or little used. Weeding, therefore, is an ongoing process. Discarded items are made available to ADEC personnel, and then sent to another library or destroyed, according to the librarian's discretion.

Inter-Library Cooperation

The ADEC Library participates in both the Alaska Library Network and the Western Library Network. Inter-library loaning of materials and cooperative collection development are high priorities of these networks and of the ADEC Library.

JANEAL DOUGLAS HIGH SCHOOL LIBRARY

COLLECTION DEVELOPMENT POLICY

Prepared by:

Ann Symons
Susan EngenDecember
1985

PREFACE

This collection development policy has been prepared using the methodology adopted in February 1983 by the Alaska Statewide Collection Development Steering Committee. The policy consists of two parts: a narrative statement and a collection assessment.

The format has been adapted from the Association of Research Libraries/Research Libraries Group (ARL/RLG). The scale of values used is consistent with the ARL/RLG and as a result, data will be comparable with other school libraries not only statewide but nationwide as well.

Estimated Collections strength levels are essentially self-assessments. The OCHA library assessment was done on May 16, 1985 by 26 librarians volunteering their time. The librarians were from the City and Borough of Juneau School District, Juneau Memorial Library, Alaska State Library, University of Alaska - Juneau Library and the Regional Library System.

This collection development policy is intended to be a living document, both in the narrative statement and in the assessment. All editions of the policy are to be retained as a record of growth and development. The original documents, including all sets of worksheets, was prepared in June 1985. Subsequent revised editions were prepared with the assessment in summary form on the following dates:

JUNEAU DOUGLAS HIGH SCHOOL
COLLECTION DEVELOPMENT POLICY

PART 1: INTRODUCTION

MISSION STATEMENT

The purpose of Juneau Douglas High School Library is:

To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.

To provide materials that will stimulate growth in factual knowledge; literary appreciation; aesthetic values; and ethical standards.

To provide materials on opposing sides of controversial issues so that students may develop under guidance the practice of critical analysis of all media.

To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.

To coordinate the instruction to students and staff in the effective use of non-printed and printed and audio-visual materials.

COMMUNITY AND SCIENCE

Juneau Douglas High School is the only high school in the Juneau School District. It is located near downtown Juneau; has approximately 1250 students grades 9-12; a professional staff of 73.1, and 14.2 non-professional staff. During the 1984-85 school year the 9th grade was placed in the high school causing a population increase of approximately 300 students. The student population of the high school is expected to remain stable, growing only slightly in the next five years. Juneau area residents are primarily caucasian; students have a variety of backgrounds with many from professional families. Tlingit Indians, other Alaskan natives; and Filipinos are significant minority groups. Blacks and Southeast Asians are small but growing minority groups. Most students do not live within walking distance of school.

¹ Adapted from American Association of School Librarians, Policies and Procedures for Selection of Instructional Materials (Chicago: American Association of School Librarians, 1978, p. 2)

66-68% of JDHS students are college bound and there is an emphasis toward college preparatory course work. To graduate from JDHS one must satisfactorily complete 21 credits which include 4 credits of English; 2 credits of Math; 2 credits of Science; 1 1/2 credits of Physical Education; 1 1/2 credits of World of Work; 1 credit of Fine Arts; 1/2 credit of Civics/Government; 1 credit of U.S. History; 1/2 credit of other Social Studies elective and 6 credits of other electives. Electives include courses in Business; Art; Home Economics; Industrial Arts; Foreign Language; Music; Theatre Arts as well as specialized courses in English; Social Studies, and Science. Preparation for a vocational career is also possible through a strong emphasis of elective courses.

The primary clientele of Juneau Douglas High School is its students and staff. A secondary use of the library's collection is a duplication, 1950 to other Juneau schools. We also receive requests from small high schools in Southeast Alaska for photocopies of articles from our periodicals collection.

JUNEAU-DOUGLAS HIGH SCHOOL
COLLECTION DEVELOPMENT POLICY

PART III. COLLECTION

RESPONSIBILITY FOR COLLECTION DEVELOPMENT

The Board of Education of the City and Borough of Juneau School District is legally responsible for all matters related to the Juneau School District. The responsibility for coordination of the selection of library materials for the Juneau Douglas High School Library rests with the professional library personnel. Administration, faculty, students, and parents are involved in the selection process. Final decision on purchases rests with the professional personnel in accordance with the formally adopted school board policy.

HISTORY AND GENERAL STATEMENT

Over the last 13 years reports from the library staff to the administration and school board have mentioned lack of adequate staff and the need for additional funding for collection development as its two main priorities. These requests were based on the need to meet the unmet goal of providing excellence in library services to students and staff.

Staff

Historically, the JDHS library has had one professional librarian no matter what the size of the student body, the physical plant, or the collection. During the last two decades substantial changes have taken place at JDHS. In the early 70's the ninth grade was placed in the junior high schools; in 1984-85 the ninth grade was placed back in JDHS. During the 70's and early 80's the student population of JDHS remained fairly stable at around 900 students.

or

Adequate clerical staff has also been a problem. In recent years we have had 1 library aide and 1.2 time AV aide. In the 1984-85 school year the AV aide position was increased to full time. Prior to the 1984-85 school year students were able to work in the library to earn elective credit. Each year the library averaged 25 students working 50 minutes each day on clerical work. Beginning in 1984-85 no elective credit was given for library work so the few students who worked in the library did so on a volunteer basis. We averaged 5 students working 50 minutes each day. In the 1985-86 school year a second clerical position has been added. This position will relieve the overload of clerical duties previously handled by the one library aide and some of the routine tasks previously done by student aides.

Collection

In May of 1985 20 librarians from the libraries all over the Juneau Borough spent a Saturday helping to assess the JDHS library collection. Quantitatively the collection has been well below the standard number needed to provide adequate materials to high school students. With the addition of the 9th grade students the collection was only 50% of the number of books needed. The assessment also provided a qualitative measure which will be outlined in the narrative section on collection development.

Two factors contribute to the present state of the library's collection. During the 1970's as book prices increased at a greater rate than the library's budget, there was a high loss rate. In some years there was a net loss in the collection total at the end of the year rather than a gain. Book loss each year were most often new materials. Secondly, the library budget allowed for only purchases of new materials to keep current without providing the additional funds needed to expand the basic collection. An extra money was allocated to the high school library's book budget at the time the 9th grade was placed back in the high school and now much of the library collection is at a reading level which is too high for 9th graders. Additionally, this year's request by the staff of JDHS Library for a special collection development budget was turned down due to budgetary considerations.

But today the basic collection still contains many books which are now over 20 years old, unrelated to the present curriculum, out of date, and thus not used by students or staff. During the assessment done in May 1985 many outdated materials were withdrawn from the collection.

SELECTION GUIDELINES

Selection of materials is made primarily on the basis of book reviews and other professional tools such as standard catalogs and bibliographies. Booklist, Library Journal, VOYA, New York Times Book Review, Books for Secondary Libraries, and Wilson catalogs are consulted in the selection process, but selection is not limited to their listings.

No single standard exists which can be applied in all acquisition decisions. Some materials must be judged primarily on their artistic merits, scholarship, or value as human documents; others are intended to satisfy recreational and entertainment needs.

General criteria considered in evaluation and re-evaluation of materials for the Juneau Douglas High School Library include:

Usefulness in relation to curriculum presently taught in school

Reading level

Suitability of content and style for intended audience

Representation of varying points of view

Artistic effectiveness, & timeliness of presentation

Reputation and/or significance of author

Suitability of physical form for library use

Costs

INTELLECTUAL FREEDOM

The library does not promote particular beliefs or views nor is the selection of any book equivalent to endorsement of the viewpoint of the author expressed therein. To be a resource where the student can examine many points of view is one of the essential purposes of a secondary school library. The library recognizes the responsibility to provide materials representing all sides of controversial issues.

The library endorses the "Alaska State Board of Education Policy on Academic Freedom and Public Education" and the American Library Association's "Library Bill of Rights".

Access to library materials will not be restricted beyond that required to protect materials from theft or damage.

WEEDING AND REPLACEMENTS

Weeding = Selection of library materials for discard is a systematic ongoing process done by the professional staff. Due to the lack of adequate professional staff weeding has had lower priority than service to students and teachers, acquisition of new materials, etc. Prime candidates for items which contain outdated or inaccurate information; unless valuable historically; (2) superseded editions; (3) worn out or damaged items and (4) seldom used material on an inappropriately high or low level.

Missing or worn-out items are replaced if they are important to the collection.

RECONSIDERATION OF CHALLENGED MATERIAL

The suitability of particular materials may be questioned by a student or by a student's parent and reconsideration formally requested in accordance with the school board's policy PROGRAM 1248. Procedures for this policy will be followed in dealing with challenged material.

GIFTS

Gifts are accepted with the proviso that they will be evaluated for inclusion in the collection in the same manner as other materials; and unusable gifts will be disposed of in an appropriate manner.

The library cannot legally appraise gifts for tax purposes. Donors are offered a signed and dated gift statement as a receipt.

COOPERATIVE COLLECTION DEVELOPMENT

The Juneau Douglas High School is in an active interlibrary loan program with all other schools in the district. We also participate in the Alaska Library Network. The Capital City Catalog, on microfiche, contains the holdings of the Alaska State Library, the Juneau Borough Libraries and the University of Alaska Juneau Library. The Capital City Catalog is used heavily as a means of providing additional resources to JDHS students. That JDHS Library's collection will eventually become part of the Capital City Catalog is one of our long range goals.

JUNEAO DOUGLAS HIGH SCHOOL LIBRARY
COLLECTION DEVELOPMENT POLICY

PART III: COLLECTION ASSESSMENT

ASSESSMENT BY SUBJECT AREA

The worksheets which follow in the appendix to this policy will provide a detailed assessment of the library's non-fiction collection by subject. This assessment applies the collection intensity indicators developed by the Research Libraries Group (RLG) and adapted and adopted by the Alaska Statewide Steering Committee on Collection Development. The indicators provide a nationally agreed upon scale of one to five; with one being a minimal and five being an exhaustive collection in any given subject area.

Both an existing collection strength (ECS) and an intended collection intensity (ICI) are assigned for each subject area in order to relate present levels to target levels.

BRIEF ANALYSIS OF ASSESSMENT RESULTS

The Juneau Douglas High School Library collection is generally now at a 14 to 18 level.

Given JDHS's high proportion of college bound students, the high proportion of professional parents in the community; generally the intended collection intensity should be at least a 24.

24 is a Basic Information level: a collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, historical surveys, bibliographies, and periodicals of the minor number that will serve the purpose. A basic information collection can support school instruction and routine public inquiries, but is not sufficiently intensive to support higher level academic courses or independent study or wide-ranging recreation reading demands of a highly educated general public.

COLLECTION DEVELOPMENT GOALS

Significant steps must be taken to correct major deficiencies which include:

1. Lack of many basic works of principal authors in many fields at appropriate reading levels for grades 9-12

2. Lack of up-to-date general material to introduce and define many subjects

3. Lack of an adequate general reference to 1900 or to support books of students and teachers

4. Lack of depth in quantity and quality of titles needed to cover all disciplines taught in a high school of 1900 students.

APPENDIX

JUNEAU DOUGLASS HIGH SCHOOL LIBRARY FIVE YEAR PLAN

CITY AND BOROUGH OF JUNEAU SCHOOL DISTRICT POLICY - PROGRAM 1240

CITY AND BOROUGH OF JUNEAU SCHOOL DISTRICT - PROCEDURE FOR CHALLENGED MATERIAL

COLLECTION DEVELOPMENT ACTIVITIES

CRITERIA FOR ASSESSING COLLECTIONS

RE-EVALUATION/WEEDING SOURCES

COLLECTION INTENSITY INDICATORS

DEMYSTIFY ASSESSMENT WORKSHEETS

JUNEAU DOUGLASS HIGH SCHOOL COURSE DESCRIPTION AND PLANNING GUIDE

Long Range Goals

Collection Development - to assess and evaluate library holdings, weed and acquire new materials to serve needs of all students, to acquire additional materials to bring collection up to recommended standards

Computer Technology - to provide on-line data base searching, on-line circulation, and membership in the Washington Library Network

Staff - to increase professional staff by one professional librarian, clerical staff by one and reinstitute student aide program, or clerical staff by two if no student aide program

THEN 1973-79 NOW 1984-85 FIVE YEAR GROWTH PLAN → GOAL 1989-90
 1985-86 1986-87 1987-88 1988-89

	THEN 1973-79	NOW 1984-85	FIVE YEAR GROWTH PLAN →				GOAL 1989-90
			1985-86	1986-87	1987-88	1988-89	
NUMBER OF STUDENTS	968	reflects the 1250 return of 9th	1297	1317	1315	1290	These are figures received from the district Office 5-1-85.
STAFF -PROFESSIONAL	1	1	1	2	2	2	100%
-CLERICAL (HRS./DAY)	1	2	3	3	3-4	3-4	100%
COLLECTION (NO. OF ITEMS)	12,290	13,472	13,922	14,372	14,822	15,272	58%
SPACE (SQUARE FEET)	3,672	11,336	11,366	11,336	11,336	11,336	100% up to 2200 students

Number of Students -With only one high school facility, we will see an increase in the number of students limited only by the physical plant. If at any time we went to a staggered schedule or split shift schedule, this would alleviate pressure on space but not on staff or collection.

Staff-Professional - The staff at Juneau-Douglas High School has seen no increase since the hiring of the first librarian. Since 1978 student enrollment has been large enough to require an additional librarian, but there still has been no increase. If by 1989-90, we reach a student population of 2000, professional staffing should be up to 3 persons.

Staff-Clerical - The increasing need for clerical staff will depend on whether or not the library has student aides to supplement the clerical staff and whether or not there is a professional librarian to work with the audio-visuals.

Collection - The Juneau-Douglas High School Library collection is probably our most critical problem. Due to rising cost of library materials and circulation loss, the increase in our collection has been very slow. At the present time we have approximately 10 items per student which is one half the twenty items per student recommended. The collection has not been weeded thoroughly in recent years to remove outdated. After a collection development assessment scheduled for May 1985, the collection will be weeded to remove outdated materials which will widen the gap between actual collection and needed collection further. This assessment will also enhance areas of weakness in the collection.

Another demand on the collection is to update it to meet the needs of the 9th grade curriculum and to meet the demands placed on some areas of the collection by the increased use.

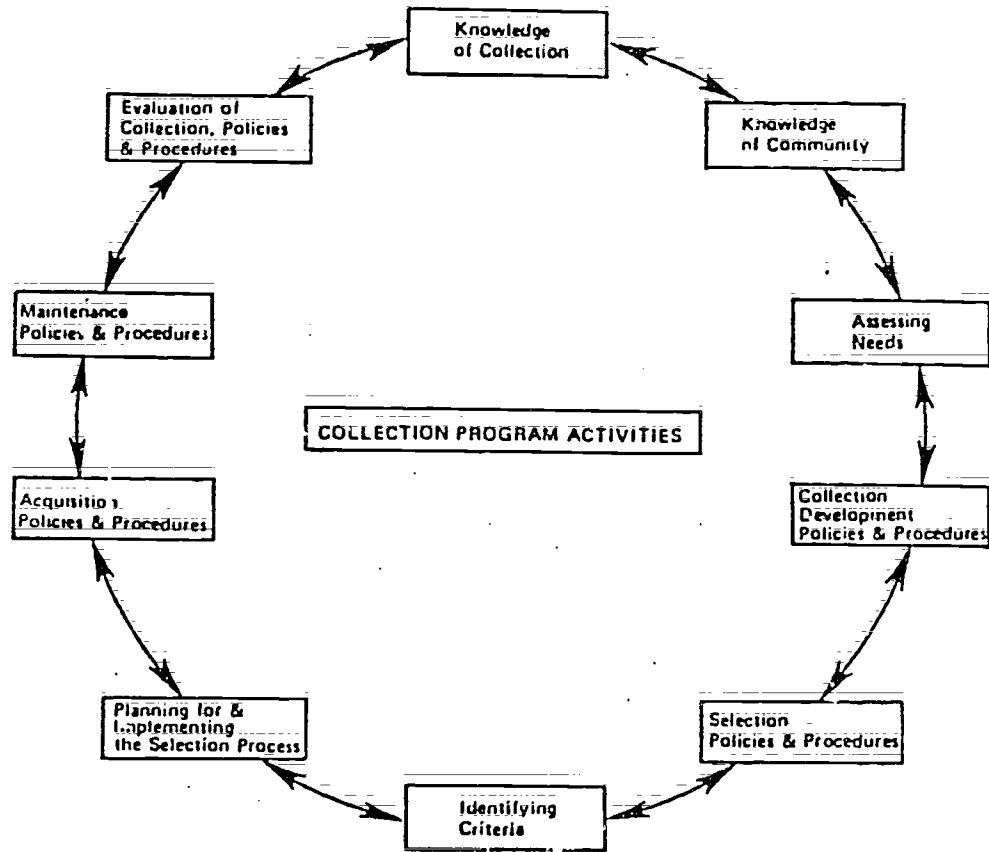
Space - The 1982-84 remodeling project at JDHS adequately met the needs for space in the Library. The existing floor space should meet the needs of a student population up to 2000 students.

In addition to on-going needs, there are also demands which we must meet to keep us abreast of the changes in library technology.

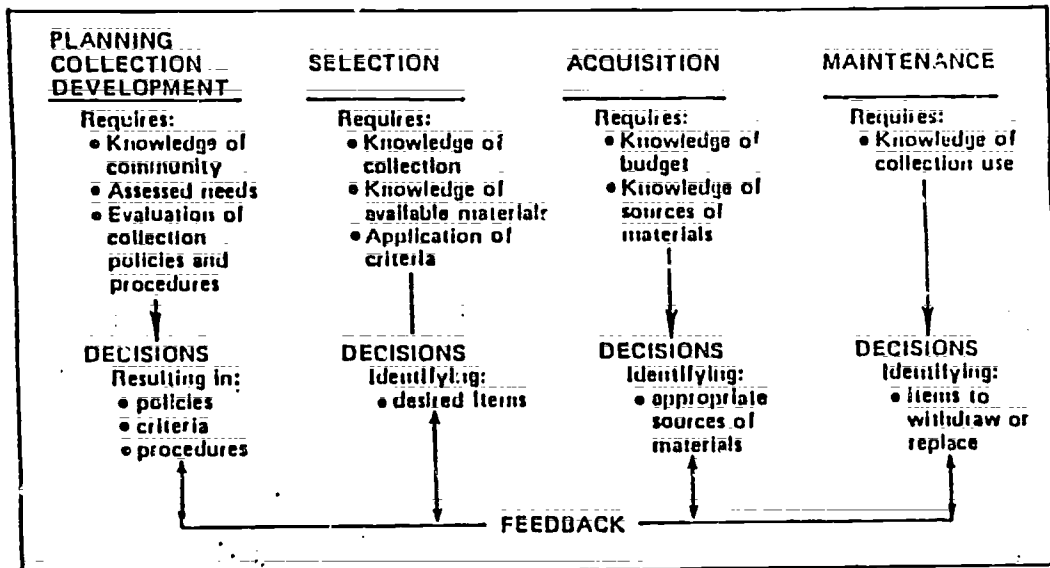
1. Computer applications for libraries -

- An on-line circulation system will simplify the circulation procedure and overdues as well as meet the requirements of anticipated library patron privacy legislation.
- Upgraded data base applications which will allow for interlibrary loan services, etc. between libraries in the district.
- A district wide recon project and eventual membership in the Washington Library Network which will allow for direct research searches and interlibrary loan capabilities extending beyond our district statewide and into libraries of the Pacific Northwest as necessary. This recon project will also allow us to become part of the Capitol City Catalog which at present contains the holdings of five of the major libraries in Juneau.





Factors That Govern Collection Activities



Collection Program Activities

REEVALUATION/WEEDING

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JUNEAU PUBLIC LIBRARY SYSTEM
COLLECTION DEVELOPMENT POLICY

JULY 1986

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PREFACE

This collection development policy has been prepared using the methodology adopted in February 1983 by the Alaska Statewide Collection Development Steering Committee, on which Juneau Public Libraries seat a participating member. The policy consists of two parts: a narrative statement and a collection assessment.

The format and scale of values used are consistent with those adopted by the Association of Research Libraries/Research Libraries Group (ARL/RLG). As a result, data will be comparable with other libraries not only statewide but nationwide as well.

An Alaska Library Resource Conspectus is being prepared from the data gathered by the Alaska Steering Committee. This statewide conspectus will provide an overview or summary of existing collection strength and intended collection intensity, arranged by subject. The Alaska conspectus will become the basic document defining a coordinated collection development policy to which additional Alaskan libraries will contribute data.

Each Steering Committee member's work has been aided by at least one on-site visit by consultant Paul Mosher of Stanford University. Dr. Mosher visited Juneau Memorial Library to consult on stack evaluations on April 14, 1983.

Only the Juneau downtown library collections have been assessed at this time. Douglas and Valley holdings are to be included in the assessment as soon as possible.

This collection development policy is intended to be a fluid document, both in the narrative statement and in the assessment. All editions of the policy are to be retained as a record of growth and development. The original document, including full sets of RLG conspectus worksheets, was prepared in May 1983. Subsequent revised editions were prepared with the assessment in summary form on the following dates:

October 1984; August 1985; July 1986.

JUNEAU PUBLIC LIBRARIES
COLLECTION DEVELOPMENT POLICY

PART I: NARRATIVE STATEMENT

Mission and Clientele

The primary mission of the Juneau Public Libraries is to develop, maintain, and facilitate the use of a collection of books and other materials responsive to the diverse and constantly changing informational needs of those to whom it has a service obligation. The library strives to offer the most complete and balanced collection possible within existing fiscal and physical limitations. Providing free access to materials which satisfy educational, cultural, informational, and recreational needs of constituents of all ages, backgrounds, and occupations is a central concern, which must be met both from within and from beyond the system's own collection.

With grant funding from the Alaska State Library, Juneau Public Libraries (1) administer the mail service program for Southeast Alaska and for the Southcentral Region; (2) provide library service to inmates of the Southeast Regional Correctional Institution (SERCI); and (3) offer a volunteer-staffed Outreach Service for the Homebound within the Juneau area. As the Southeast Regional Resource Library, according to the state plan Library Service for All Alaskans, the Juneau Public Libraries seek to provide backup service for the other community libraries of Southeast Alaska.

The Juneau Public Libraries consist of four facilities serving as a single library in four locations, rather than the traditional main library and branches. Juneau Memorial Library is located in downtown Juneau, serves as the system's central headquarters, and has the largest collection of materials. It provides resource support and reference backup for the other three system facilities. Juneau Memorial Library serves the general public with a special focus on the needs of the business and government communities, providing materials, reference assistance and referrals to appropriate special or research libraries in the Juneau area, including the Alaska State Library, Alaska State Court System Library, University of Alaska at Juneau Library, and various other state and federal libraries.

The Ann Coleman Annex of the Juneau Memorial Library houses both Children's and Audiovisual Departments for the downtown area and is located one block from its parent facility.

Douglas Public Library serves the community of Douglas, across the Gastineau Channel on Douglas Island, approximately three miles southwest of downtown Juneau. The Mendenhall Valley Public Library is a storefront facility in the Mendenhall Mall, approximately nine miles north of downtown Juneau, and serves the suburban area in which about half the total Juneau area population resides. The intent of these two community libraries is to provide (1) a collection of basic authors and core works, (2) a strong juvenile collection with special emphasis on preschool materials, and (3) a selection of current, popular, and high interest general materials clearly responsive to community needs.

Use by families with small children is high throughout the public library system. Regular visits by public and private school groups are scheduled at all four facilities.

Population characteristics

According to the U.S. census, the population of Juneau in 1980 was 19,528. The city and Borough of Juneau was certified for revenue sharing in 1985 for a population of 29,000. Other estimates place it between 24,466 and 26,432. The estimated holding capacity for the Juneau area is 63,800, according to the City and Borough of Juneau Planning Department. Population characteristics suggest a potential above-average use of public library facilities, with nearly 34% of population 25 years and older having completed four or more years of college. The median age is 26, with 39.1% of the population under 18 years of age and only 3.8% 65 or over. With a 1980 per capita income level of \$15,732, Juneau ranked 1 among the 29 Alaska census divisions; median family income was \$37,298.

Almost three-quarters of the working force are considered "white collar." Government is the basic employer in Juneau, the capital city of Alaska, with approximately 53% of the work force employed by federal, state, or local governmental agencies. Retail and wholesale trade, along with services, construction and transportation, communication and utilities accounted for the major portion of private sector employment. Tourism and fishing are minor but important basic industries. There is considerable mobility, with newcomers moving in from other states as well as movement from one part of the area to another. Juneau area residents are primarily white. Tlingit Indians and other Alaska natives, Filipinos and Hispanics are significant minority groups. Blacks and Southeast Asians are small but growing minority groups.

Population characteristics for the entire Southeast Alaska region have been recognized as a concern since Juneau was designated as the proposed regional resource collection. Other than government, the primary industries of the region are logging, mining and tourism. Haida, Tsimshian, and Tlingit are the major Alaska Native groups in Southeast. Russian and Scandinavian cultural ties are significant.

Southeast communities are relatively small and isolated, scattered along Alaska's Panhandle among the rain forests and fiords of the Inside Passage. They are connected not by land highway but by the Marine Highway of state-owned ferries. Gold mining, glacial geology, and maritime resources are important aspects of the region's dynamic history, along with the rich heritage of Northwest Coast Indian art and culture.

Special Emphasis Areas

Subject areas of considerable strength in the system's collection are art and art history; American and English literature; feminism; marriage and the family; juvenile fiction and picture books; boats and boating; voyages and travels; water sports; winter and mountain sports.

Collection Development

The library director has the final responsibility for the maintenance and development of collections in all four of Juneau's public library facilities. The assistant director serves as acquisitions librarian, coordinating the purchasing of books and other informational media for all adult and juvenile sections.

Newly published titles are chosen by an adult selection committee and a juvenile selection committee; each of these staff groups meets once or twice monthly. The acquisitions librarian, in consultation with the director, the children's librarian and other appropriate staff, is responsible for replacement and retrospective selection. All library staff members are expected to recommend titles for purchase consideration.

Purchase suggestions from library users are encouraged. "Purchase Suggestion" forms are available at all library service desks. All Interlibrary Loan requests are considered as purchase requests. Multiple reserves on a title are considered as requests for duplicate copies. The acquisitions librarian will review all purchase requests and determine whether they fall within selection criteria. The factor of potentiality of use will be weighed in these purchase request decisions.

Selection Guidelines

Selection of materials is based on the professional judgement of the library staff, on book reviews, and on other professional tools such as standard catalogs and bibliographies. Major selection tools for the Juneau system include Booklist, Library Journal, School Library Journal, New York Times Book Review, Publisher's Weekly, Hornbook, and the Wilson catalogs (particularly the Public Library, the Fiction, and the Children's Catalogs).

No single standard exists which can be applied in all acquisition decisions. Some materials must be judged primarily on their artistic merits, some on their scholarship, some on their value as human documents; others are intended to satisfy recreational and entertainment needs; each needs to be considered in terms of the audience for whom it is intended.

General criteria considered in evaluation and re-evaluation of materials for the Juneau Public Libraries include the following:

(1) Administrative criteria

- . Suitability of physical form for library use;
- . Availability of material in other area collections;
- . Funds and space.

(2) Substantive criteria

- . Cultural, recreational, informational and/or educational value;
- . Usefulness in relation to other materials in the collection;
- . Suitability of content and style for intended audience;
- . Contribution of work toward balanced collection representing a broad range of perspectives and opinions, including extreme and/or minority points of view;
- . Authority, effectiveness, timeliness of presentation;
- . Attention of critics, reviewers, and public;
- . Reputation and/or significance of author.

Two categories excluded from the collection as clearly not within selection criteria are (1) forms of expression that are unprotected by the First Amendment, and (2) explicit and direct instructions for the manufacture of contraband materials.

Intellectual Freedom

The library does not promote particular beliefs or views nor is the selection of any book equivalent to endorsement of the viewpoint of the author expressed therein. To be a resource where the free individual can examine many points of view and make his own decisions is one of the essential purposes of the public library. The library recognizes the responsibility to provide materials representing all sides of controversial issues.

The library endorses the American Library Association's "Library Bill of Rights," the "Freedom to Read Statement," and the "Intellectual Freedom Statement." These three documents are considered guiding principles for this collection development policy, and full texts are appended.

Access to library materials will not be restricted beyond that required to protect materials from theft or damage.

Responsibility for supervising a child's reading rests with parents or legal guardians. Parents who wish to limit or restrict the reading of their own child should personally oversee that child's choice of reading material.

Pre-publication Selection Plan

To help meet demand for immediate availability of new adult titles, some pre-publication selection will be done, without benefit of critical review, primarily using Baker and Taylor's Booking Ahead purchase plan.

This selection will be done from lists offered approximately two months prior to publication date. As this stock will include many titles of ephemeral interest or of unknown value, as well as multiple copies of best sellers, a reassessment of each title will be done within 18 months after purchase.

Gifts

The library accepts donations of materials, or money to purchase them, with the following understanding: (1) that, to be added to the collection, gift materials must meet established selection criteria, and (2) that gift materials not retained for the collection may be given to other libraries, sold to secondhand book dealers or other libraries at fair market price, sold at the Friends of the Library book sale, discarded or otherwise disposed of, the choice being the library's entirely.

No condition or restriction on gifts can be honored unless agreed upon by the Library Director and donor in advance of delivery of the gift. The library cannot legally appraise gifts for tax purposes. Donors are offered a signed and dated Gift Statement as a receipt for tax purposes. This form provides for the donor's own description and/or valuation of the donation. A copy of the Gift Statement is appended. Book plates with the donor's name or a memorial inscription are provided by the library upon request.

Conservation

The library supports the efforts of the major historical collections in the state and region rather than maintaining an active collection of rare and valuable items. Therefore the library does not attempt extensive conservation or preservation of historic materials.

In-house mending is done for ordinary wear and tear. Some materials, notably Alaskanā, are sent out for professional binding.

Storage and Discard

All library staff members participate in the ongoing process of deselection or weeding. As space in the stacks becomes tight and/or as items no longer appropriate are identified, the library will move materials to remote storage or withdraw for discard. Prime candidates for deselection are: (1) items which contain outdated or inaccurate information, unless valuable historically, (2) superseded editions, (3) worn out or damaged items, and (4) seldom-used materials.

Reconsideration

Because some materials are of necessity acquired without benefit of critical review, reconsideration is an integral part of the collection development process. Reconsideration may be either staff-initiated or citizen-initiated.

Should the suitability of a particular item be questioned by a member of the public, reconsideration may be formally requested. However, once acquired, because of implications of censorship, materials will not be removed at the request of the public unless they clearly do not meet any of the substantive selection criteria.

A patron request for removal, relocation, or restriction of an item shall be presented to the library director using the "Request for Reconsideration of Materials" form, a copy of which is appended. Materials shall not be removed from the collection, or relocated or restricted, during the reconsideration process.

The library director shall appoint a standing committee of no fewer than three staff members to reconsider questioned material. This reconsideration committee shall:

1. Read, view, or listen to the material in its entirety;
2. Check general acceptance of the material by reading reviews and consulting recommended lists;
3. Judge the material for the strengths and values as a whole and not in part, and apply all appropriate substantive selection criteria to the work;
4. Present a written recommendation, which may include a minority opinion, to the library director within fifteen days of submission of the written reconsideration request.

The library director shall convey the recommendation of the committee to the patron. The library director will discuss the decision with the patron, if requested.

No further appeals will be heard. No other reconsiderations of this material will be addressed.

Religion

Because religion is a subject of such deep and intense concern to so many people, it is important that the public library maintain a balanced collection. Standard works relating to the world's religions will be included, and also works of comparative religion, mythology, atheism, and agnosticism. The library recognizes an obligation to provide information about religious denominations, consisting of the major official statements of doctrine. Other purely denominational or proselytizing works are not collected.

Foreign Language Material

The main library has a representative collection of foreign language materials which includes dictionaries, grammars, English-as-a-second-language titles, recreational reading, works of literature and basic life skills information. Languages represented include but are not limited to the following: Spanish, French, German, Italian, Russian, Norwegian, Swedish, Danish, Chinese, Vietnamese, Tagalog, Ilocano, Japanese, Latin, Greek, Tsimshian, Haida, and Tlingit.

Special Collections

Alaskana. The Alaska Collection includes materials of special interest to Alaska and its wider region. Depending on the subject, the collection may include materials relating to the Pacific Northwest, the entire Pacific Rim, neighboring British Columbia and the Yukon, as well as Arctic Canada and the circumpolar regions.

In general the goal will be (1) as complete coverage as possible of the immediate Juneau area, (2) broad coverage for Southeast Alaska, and (3) selected coverage for the rest of Alaska, based on expected demand and popular appeal. The downtown library will house the basic Alaska Collection including materials on Alaska history, geography, geology, wildlife and natural resources, economics, social, cultural and political affairs. An Alaska Reference section will include the standard reference titles, as well as duplicate copies of selected circulating titles. The Historical Collection is an extension of the Alaska Reference section providing extra security for known irreplaceable titles of special value. Autographed copies of works about Alaska and Alaskan subjects by local authors will be placed in the Historical Collection. The Mendenhall Valley and Douglas Libraries will have an Alaska collection of core works and highest demand titles, and will provide a modest Alaska Reference section.

Subjects of special interest in the Juneau Public Libraries' Alaska Collection are:

- . History and lore of the Gold Rush, in Southeast Alaska and the Yukon;
- . Mining methods, technology and resources;
- . History and lore of logging in Southeast Alaska and the Pacific Northwest;
- . Current timber resource issues and practices in southeast Alaska;
- . History and lore of fishing industry, fisheries and marine resources of Southeast Alaska and the Pacific Northwest;
- . History of Russian America;
- . Prehistory, history and contemporary issues of southeast Alaska Native peoples and Native groups of the Pacific Northwest;
- . History of state, territorial government and politics.

Audio-Visual Materials. An extensive circulating collection of phonograph recordings is offered at Juneau Memorial Library. Browsing is facilitated by shelf division into popular, classical, and miscellaneous (which includes folk, spoken language, foreign language) categories. A small selection of juvenile recordings is circulated at the other three facilities.

Spoken word cassette recordings are offered at all facilities. These are for general use as well as for support of the children's program and the Outreach to the Homebound service.

The 16mm film collection of the Alaska State Library is extensively requested and used by Juneau area patrons.

Some items of A-V equipment (projectors, players) are available for short-term checkout on a reserve basis from the downtown Annex and the Valley libraries.

Large Type. A small collection of current popular fiction and nonfiction is offered in large type at the Valley and the downtown libraries.

Juneau Documents. Materials published by or for departments of the City and Borough of Juneau, or contracted by them, are actively collected by the library. These municipal documents are for reference use at the downtown library.

Cooperative Reliance

The Juneau Public Libraries' operating assumption of a single collection in four locations is based on active resource sharing and extensive cooperative reliance. Although the Douglas and Valley libraries began as relatively independent and autonomous facilities, they are now closely linked with the downtown library. All three libraries have become system-oriented in recent years. Collection development is coordinated for the library system as a whole. With access to materials dramatically improved systemwide, citywide, statewide, and throughout the Pacific Northwest region, one result is less need for duplicate titles, more ability to broaden and strengthen the system's holdings with unique titles.

The Juneau Public Libraries contracted for full participating membership in the Western Library Network in July, 1983. This provides the library with an extensive resource-sharing arrangement throughout the Pacific Northwest region.

Membership in Alaska Library Network facilitates resource-sharing among libraries of all types within the state.

Juneau Public Libraries became in Fall of 1985 one of three founding members of the Capital City Libraries (CCL) group, along with the Alaska State Library and the Library of the University of Alaska at Juneau. This local resource-sharing group produced its first cooperative citywide catalog on microfiche in December 1985. The CCL's online public access catalog is scheduled for full use by December 1986.

Use of these bibliographic databases and other cooperative arrangements such as the statewide conspectus have great impact on collection development. They give Juneau Public libraries the ability to support both core and special interest collections at a reasonable level, while increasing coordinated and cooperative reliance on other libraries for materials in areas of peripheral concern. As mutual reliance is more clearly defined, appropriate revisions will be made in this policy.

Purpose of this Policy

The purpose of this collection development policy is to describe the existing collection strengths and intended levels of collection intensity by subject class and by other relevant categories. It has been prepared to guide library staff in selecting, building, and maintaining the Juneau public library collections, and to help with management decisions regarding allocation of acquisition funds. The policy is meant to facilitate inter-institutional comparisons and cooperative resource planning with other libraries. It aims to give all concerned, including the general public, an understanding of the library's goals, user needs, and established priorities as they relate to collection development within the Juneau public library system.

Policy Determination

The library director and the acquisitions librarian are responsible for assessing existing collection strength, assigning intended collection intensities, and regularly reviewing both the narrative policy statement and the collection level indicators. They will update all sections of the policy as necessary, review it annually, and seek reaffirmation from all appropriate parties whenever changes are substantial enough to require a revised edition.

COLLECTION DEVELOPMENT STATEMENT
U.S. BUREAU OF MINES LIBRARY
JUNEAU, ALASKA

PURPOSE - MISSION STATEMENT

To support the research needs of Bureau of Mines professionals in the field of Alaskan mining history and geology. To be a source of information on Alaskan geology, mining and mining engineering to the general public.

The goal of this library is to be a source of in-depth information on the mines, prospects, and geology of Alaska with supporting information on geology and minerals.

AUDIENCE

This statement is written to help define the direction of growth of this library and to define for users and Bureau of Mines officials the potential uses and strengths of the library.

USERS

First priority are Bureau of Mines employees. The Bureau of Mines has three offices in Alaska; Juneau, Anchorage, and Fairbanks, each of which is served directly by this library.

The library also serves other Federal and State of Alaska employees, usually geologists, engineers, and economists. Local private mining industry utilizes the library as well as many prospective and active prospectors.

Students from elementary school through graduate school level do research in the Bureau of Mines Library.

The general public asks for service related to the mission of this library.

COLLECTION POLICIES

Selection of items for the library is accomplished by reviewing journals relative to the field of interest of Bureau of Mines employees. Fliers on earth science publications and circulars from Canadian and state mineral related agencies are circulated to Bureau professionals for added input. The staff may request the purchase of materials for the library.

The library is a depository for all Bureau of Mines published reports and selective State of Alaska mineral industry related publications.

Gifts are accepted with the stipulation that the library personnel makes the decision whether to add items to the Bureau of Mines collection.

Duplicate materials are kept for those publications that are directly relevant to the Bureau activities and projects. Other duplicates are offered to other libraries or gift exchange programs.

COLLECTION MAINTENANCE

The library is assessed every four years. During the assessment outdated editions are removed and special attention is paid to the basic reference volumes in peripheral subject areas that are used perhaps infrequently but often enough to warrant a volume less than five years old. This assessment also is used to point out areas of incompleteness or missing volumes.

COLLECTION SPECIALTIES

Periodicals concerning various aspects of mining, geology, and economics are acquired and available to the public. Backfiles are maintained, many in microform, for selected journals. Other periodicals are kept for about a year.

Two Alaskan daily newspapers and the Wall Street Journal are circulated among the local Bureau staff, not being kept or displayed in the library.

Holdings of the published series of the the Bureau of Mines are nearly complete. Selected unpublished reports are also collected. Reports and publications of Alaska by the U.S. Geologic Survey, report series of the State of Alaska Department of Natural Resources concerning minerals, mines and geology, permafrost and cold weather papers published by the Army Corps of Engineers CRREL, and selected geologic reports published by Canada emphasis on British Columbia and the Yukon.

The general collection is oriented toward geology, minerals, and mining engineering. The classic texts are collected and an effort is made to order new editions of these.

The library has onsite access to a collection of files on the individual mines and prospects in Alaska. These are maintained by the Minerals Availability Section of the Bureau of Mines. These materials are available for reference only, not for loan.

LIBRARY AND MEDIA SERVICES

COLLECTION DEVELOPMENT POLICY

Edited by Mary C. Nicolson
Acquisitions Librarian

June 13, 1983

University of Alaska, Juneau

Juneau, Alaska 99801

Working Draft
Third Revision 8-15-83

PART I

INTRODUCTION

The University of Alaska, Juneau, an emerging institution concerned with defining a unique and viable identity, has passed through several stages of development in a very short period of time. The need to draft, review, revise and disseminate a library collection development policy statement (hereafter referred to as the Policy) to clarify the general principles upon which the library collection is built is recognized as a vital step in the University's development. The total publishing out-put of the world combined with the continuing escalation of costs of library materials has reached such proportions that it is beyond the reach of any library, including the largest national and research libraries, to obtain all materials needed. The Policy should reflect the current needs as well as the long-range goals of the University and provide written guidelines for systematic selection to insure high standards of excellence in choice from the wide array of published materials. No policy statement can be definitive for all time, since a library is not a static institution. Therefore, a policy to guide the development of a library's collection must be responsive to change. It is anticipated that this document will be studied and discussed by departments, groups and individuals with recommendations made for its revision or improvement.

THE LIBRARY'S MISSION AND OBJECTIVES

The policy for the selection of library materials for the University of Alaska, Juneau shall be in accord with the responsibilities and aims of the University as stated in its special mission statement approved by the Board of Regents on January 20, 1983:

The University of Alaska, Juneau is located in a major governmental center on inland waters, near commercial fisheries, and has been assigned primary responsibility for the sea-grant functions of the statewide system. It provides higher education opportunities to the citizens of Juneau in a service area that extends to small towns and isolated rural villages scattered across heavily forested islands and the coastline of Southeast Alaska.

General education in the liberal arts forms the core of the educational program of the University of Alaska, Juneau. It is authorized to offer baccalaureate, professional and master's degree programs in the applied areas of business, fisheries, public administration, and teacher education. Having the statewide mission in fisheries education, management and research and in forestry, it will continue to develop programs related to the management and responsible use of renewable resources in both the seas and forests. UAJ's two-year and certificate programs in vocational-technical education meet the needs of industry and business in its service area. UAJ promotes and supports research which strengthens its academic programs.

UAJ has a major commitment to outreach education. A variety of the delivery methods extend educational opportunities to the people of the region. UAJ responds to life-long educational, cultural, and other needs of its service area through continuing education, public service, and arts and humanities activities and programs.

UAJ shares in the overall mission of the University of Alaska. It cooperates with other segments of the University community and maintains special relations with Ketchikan and Sitka community colleges in its efforts to serve Southeast Alaska.

The transition of the institution from a combined community college and senior college to the broader role of a fully-recognized branch campus of the University of Alaska in 1979 is still underway in terms of the balance and adequacy of the library collection to support existing institutional programs. The strengths and weakness of the library collection reflect this history. The goals and objectives of the library which are reflected in this Policy focus on strengthening the library's role as a vital instructional arm of the University and are outlined in the following statements:

1. The library seeks to develop, improve and maintain library and other support services which are necessary for and enhance the quality of instruction, research, public service and student development programs.
2. The library seeks to develop and maintain cooperative agreements with other university units, as well as public and private agencies and institutions, which would maximize or complement UAJ's instructional, research and public service programs for the citizens of its service area.

SCOPE

The Policy includes guidelines and general statements pertaining primarily to the collection as a whole. The policy statements which describe existing collection strengths and future collection goals by subject area are included in this Policy in preliminary form. Evaluation and analysis of the library collection are now in progress and the results will be incorporated into this document at a later date.

AUDIENCE

The Policy is intended to provide the following audiences with an understanding of present and future collecting goals of the library:

1. Faculty, students, librarians and library staff.
2. University administrators and staff.
3. Librarians in the City and Borough of Juneau, particularly those from libraries with whom cooperative agreements are maintained.

4. Librarians throughout the State of Alaska.
5. The general public.

USERS

Faculty, students and staff of the University of Alaska, Juneau, including those individuals served by UAJ's outreach program throughout Southeast Alaska, are the primary users of the library. In addition, the library serves the citizens of the the City and Borough of Juneau by extending direct borrowing privileges, and others throughout Alaska and the Pacific Northwest through resource sharing programs.

GENERAL POLICY STATEMENT

Library materials will be acquired in accordance with the following priorities, ranked in descending order of importance:

1. Materials capable of supporting basic undergraduate and graduate education in those areas in which courses are offered. Emphasis at the undergraduate level is on materials supporting core requirements and degree programs. At the graduate level, emphasis is on materials supporting basic research needs of faculty and students, particularly in those areas in which graduate degrees are offered (Fisheries, Business Administration, Public Administration and Teacher Education). General reference materials, including dictionaries, encyclopedias, indexes and bibliographies, are selectively acquired to support research and reference needs of library users within a wide range of subject areas.
2. Materials in fields not directly related to the curriculum, but which are of such importance that they should be acquired by any academic library.
3. Materials to support cooperative programs with other libraries; to form a basic informational level collection in support of anticipated future programs; to acquire titles to meet lifelong learning, recreational and general interests, as funds permit.

Specific considerations applicable to almost all library purchases include:

1. The permanent or timely value of the material.
2. The authoritativeness of the material and/or its author.
3. The usefulness of the material with respect to other materials already in the collection or easily available from other area collections.
4. The cost of the material in comparison with other equally useful material.
5. The form of the material in comparison with other available forms of the same material.

Emphasis in purchasing materials should be on those which make a substantive long-range contribution to the overall academic program of the University. This emphasis is necessary because of budget limitations which require careful evaluation of purchases, particularly in materials of sophisticated research value. Due to high costs, major investments will be almost exclusively directed towards areas with graduate degree programs, except in those core areas where the collection is clearly inadequate.

The library endorses the American Library Association's "Library Bill of Rights," the "Freedom to Read Statement" and the "Intellectual Freedom Statement." The principles of these documents are considered an integral part of this Policy and are included in the Appendix.

All materials purchased with funds allocated to the library become library property, available for the use of the entire University community. Using library funds to acquire materials for the exclusive use of any group or individual is considered inappropriate. Departmental or personal office collections should be purchased with funds from the department or person using such collections.

SELECTION RESPONSIBILITY

While the ultimate authority for selection responsibility and policy direction lies with the Director of Library and Media Services, selection of library materials is a joint responsibility of the faculty and library staff. The Acquisitions Librarian, working closely with the faculty, is responsible for development and maintenance of selection procedures and coordination of collection development activities. Faculty are encouraged to make recommendations for purchase and to participate in the evaluation of materials received through the Approval Plan. Since faculty members are most directly involved with the teaching and research programs of the University, it is important that they have a major role in selecting materials supporting these programs. All library faculty participate in the selection process and strive to achieve balanced coverage in subject areas overlooked by the faculty. Requests for material purchases from students will be given serious consideration whenever the material requested meets the guidelines of this Policy.

ORDER REQUESTS

Specific guidelines for requesting materials for purchase are included in the separate "Faculty Ordering Guide," a document distributed to all faculty. (To be included in Appendix after revision)

OUTREACH PROGRAM

The library will purchase materials in support of outreach programs sponsored by the University throughout Southeast Alaska in accordance with the general criteria for selection of library materials as stated in this Policy. The library is working closely with the Center for Teacher Education to establish an effective system for timely ordering of materials needed, delivery of materials to the sites involved and circulation procedures.

DUPLICATION

As a rule, duplicate copies are not acquired. Exceptions are made when genuinely needed. Multiple demand and heavy, continuous use of individual titles will be the primary consideration for duplication of these titles, i.e. users do not have reasonable access to a publication without acquiring another copy.

GIFTS

Gifts of library materials are accepted when they meet the same criteria as applied to materials purchased and as long as the donor agrees that the final authority for the use and disposition of the gift rests with the library. The library will not assume responsibility for a statement of monetary value of the gift.

OUT-OF-PRINT MATERIALS

Out-of-print materials which meet the same criteria as other materials purchased are sought through the catalogs of antiquarian dealers and/or through listing with such dealers.

GOVERNMENT DOCUMENTS (Federal and State)

The status of the library as a selected depository of U.S. Government publications makes certain categories of government publications available free of charge. Categories of documents are selected on the same basis as other material added to the collection. Limited staff assistance available for processing U. S. Government publications mandates careful selection and coordination with the rest of Alaska's depository collections to avoid unnecessary duplication. The UAJ Library and the Alaska State Library cooperate in coordinating selections of categories to be acquired. Beyond that, a statewide committee is developing a plan to produce a computerized list of item selections so that libraries in Alaska will have access to a much broader collection of documents.

The UAJ Library also serves as a local depository of Alaska state documents, distributed by the Alaska State Library. The collection of state documents provides on site access by agency to those publications which are produced with public funds. Because users have access to the more comprehensive collection of cataloged state and local documents through the Alaska State Library, the UAJ Library selectively identifies state documents to receive full cataloging.

NON-PRINT MEDIA

Non-print media, including such formats as audio cassettes, records, films, slides, video-cassettes, multimedia kits, etc. are considered an important component of this Policy and are selected for purchase in accordance with the basic criteria for the selection of any library

materials. Special considerations in regard to particular formats are as follows.

Sound Recordings

Wherever possible, audio-cassettes will be purchased in preference to records.

Films

Because of the high initial cost and maintenance thereafter for films, at this time rental must be considered as an alternative to purchase. Access to the film resources of the state through the Alaska Film Network provides a means to utilize films without substantial cost and use of these resources is encouraged.

Multi-media Kits

The library will acquire such multi-media or mixed media kits for which the library has viewing and/or playback equipment and which are needed for specific curricular support.

Slides

Slide sets needed for instructional support will be considered for purchase.

Video Cassettes

Video cassettes will be purchased in support of instruction following criteria stated in the general policy statement.

Computer Software

The purchase of software to support instruction will be evaluated against the same criteria as for purchase of other library resource materials.

MICROFORMS

Materials reproduced in microform generally provide a considerable advantage in storage and cost. Backfiles of serials are purchased in microform with exceptions made for some indexes, art and illustrated science journals.

MAPS

While the library will attempt to meet all instructional and research needs, it does not plan to develop a large map collection. Topographical sheet maps and nautical charts of Southeast Alaskan will be acquired as funds, staffing and space permit.

FOREIGN LANGUAGE MATERIALS

Materials in foreign languages are purchased to support the language courses offered by the university. A broad range of foreign language dictionaries will be acquired as well as materials deemed necessary to support curricular or research needs. Emphasis will be on materials supporting graduate level research, particularly in fisheries.

SERIALS

The acquisition of serials (periodicals, series, annuals, etc.) requires a higher degree of selectivity than that of monographic titles. Once a serial is selected, an ongoing and costly commitment is made for many years to come. Requests for new serials are evaluated according to the following criteria:

1. Relevance to the curriculum of the university.
2. Research value, particularly in subject areas in which graduate programs are offered. An effort is made to provide serials in those fields in which serial resources are the primary research materials.
3. Access through other collections in Juneau.
4. Access through other collections through the Alaska Library Network and the Washington Library Network.
5. Projected use of the serial.
6. Bibliographic access through indexes and abstracting services.
7. Cost.

In order to provide the widest possible journal coverage with the funds available, the library will not place duplicate subscriptions. For economy in cost, storage and durability of content, microform will be the preferred format for purchase of journal backfiles and for retention unless there are specific reasons the micro format limits utilization of the material. A limited number of general interest serials will also be purchased by the library. Serial subscriptions should be reviewed regularly and caution taken to maintain a balanced allocation of funds for serials and monographs. Purchase of individual issues and scattered or incomplete files will be avoided.

BACKFILES

Backfiles of serials are selected according to the same criteria as for new subscriptions and as funds allow. Backfiles are purchased in microform whenever possible.

NEWSPAPERS

A limited number of newspapers reflecting local, state and national news will be purchased. Recent issues of newspapers are retained for three months with the exception of the New York Times and the Wall Journal which are retained in microform.

DISSERTATIONS AND THESES

Two copies of all UAJ theses will be retained permanently by the library. Dissertations will be added to the collection provided they fit the general materials selection criteria.

MUSIC SCORES

The library will attempt to acquire a collection of music scores as requested by the music department staff to support instruction.

RARE BOOKS

The present financial structure does not permit the library to engage in building a rare book collection in any subject area. Therefore, rare books will not be purchased unless a strong research or instructional need is demonstrated.

ALASKANA

The library attempts to acquire materials about Alaska as needed to support curricular and research needs. Publications of the University of Alaska are received as part of the University Publications Distribution Center. No attempt will be made to establish a comprehensive, separately housed Alaskana Collection as several other libraries in the state have strong collections in this area.

TEXTBOOKS

In general, the library will not acquire textbooks except when they may represent the best or only source of information on a subject.

REPLACEMENTS

Library materials which have been reported as missing will be replaced if available through the current book trade and if they are still considered to be appropriate according to the selection criteria stated in the Policy.

MCNAUGHTON BOOKS

The library maintains a rental agreement with McNaughton Books, Inc. whereby current fiction and non-fiction titles are acquired on a temporary basis at a nominal cost. The rotating collection of one hundred titles serves as a General Browsing Collection and primarily includes popular "best sellers" which would not generally be purchased for the permanent collection. If it is determined that a title received through the McNaughton Plan would be an appropriate addition to the collection, it will be acquired through the standard book ordering procedure.

APPROVAL PLAN

Currently published scholarly books received according to an interest profile established with a book vendor will be acquired according to the same criteria applied to other materials purchased. Approval books are available for evaluation for a period of not less than three weeks. Faculty members and librarians are responsible for making selection decisions.

The Approval Plan is carefully and continually monitored against current faculty book requests and standard reviewing sources. Profile adjustments are made to insure that materials received are appropriate for purchase consideration according to the criteria outlined in the Policy.

HARDBOUND vs. PAPERBACK BOOKS

Because of greater durability, hardbound books are generally purchased instead of paperback books unless the difference in price is substantial.

DESELECTION OF LIBRARY MATERIALS

Deselection is the systematic evaluation of the library's collection to identify and remove those items which are no longer appropriate to the collection. This process is an integral part of collection development and maintenance and, in general, the same criteria apply to deselection as are used in the selection of new materials.

Guidelines for deselection of materials are as follows:

1. Materials which contain outdated or inaccurate information, unless valuable historically.
2. Superseded editions.
3. Worn out or damaged items.
4. Duplicate copies of seldom used materials.

Decisions to withdraw will be made in consultation with faculty members of academic departments concerned with possible future use of the resources.

COOPERATIVE ARRANGEMENTS WITH OTHER LIBRARIES

The UAJ Library recognizes its own financial limitations to be able to provide all resource materials needed. While the primary responsibility of the library shall be to serve the needs of its own students and faculty, all possible consideration shall be given to cooperative arrangements with other libraries to enhance access to a much broader range of materials. One such arrangement exists with the Alaska State Library, the text of which follows:

April 4, 1983

MEMORANDUM OF UNDERSTANDING
BETWEEN
ALASKA STATE LIBRARY
AND
THE UNIVERSITY OF ALASKA, JUNEAU
REGARDING
COOPERATIVE LIBRARY SERVICES

As members of the Alaska Library Network and the community of Juneau, the Alaska State Library and the University of Alaska, Juneau Library are committed to interlibrary cooperation for resource sharing.

The University of Alaska, Juneau Library is open to all individuals in the City and Borough of Juneau and welcomes use of its facility and collections by state workers.

Students, faculty and staff of the University of Alaska, Juneau have free access to all materials housed in the State Library and may take full advantage of the professional reference and information services provided by the ASL staff. The ASL, a rich repository of Alaskan materials, serves as an important complement to the University Library collections by providing in-depth resources and expertise in areas not appropriate for the University Library collection.

Materials may be checked out of ASL by UAJ patrons through a convenient interlibrary loan system. UAJ library staff takes full responsibility for materials overdue or misplaced by UAJ faculty and students.

In addition, the two libraries jointly determine collection development priorities to ensure the appropriate growth of each collection and freely share technical expertise and resources to the mutual benefit of both institutions and the State of Alaska.

The UAJ Library has representation on the Alaska Statewide Coordinated Collection Development Committee, which is actively involved in identifying collection strengths of the various libraries in Alaska. The outcome of such activity will be the increased cooperation in resource sharing through interlibrary loan and increased coordination of purchases of extraordinarily expensive or peripheral materials. Such coordination will allow the UAJ Library to focus its collecting efforts in those areas of greatest need for UAJ, with an awareness of the collecting priorities of other libraries within the state.

At the present time, to support the Fisheries program, the UAJ Library relies heavily on the valuable research collection of the National Marine Fisheries Service Library at Auke Bay. A cooperative agreement whereby the UAJ Library funds a support staff position in the NMFS Library in exchange for graduate student and faculty access to its collection is presently in place. Such examples of cooperation clearly illustrate means by which area libraries can work together to share resources for

the mutual advantage of all parties involved. The benefactors of this cooperation are the library users who are able to have access to materials which would not be otherwise available.

Regionally, the participation by the UAJ Library in the Washington Library Network (WLN) has opened up access to the collections of over one hundred libraries within the Pacific Northwest and beyond. By recognizing what resources may be available through other libraries which can supplement or substitute for its own resources the UAJ Library can better serve its users.

COLLECTION ANALYSIS

At present, the UAJ Library collections are roughly adequate for a community college with two-year degree programs. The overall number of volumes in the library is about 48,000, with about 1,100 serial subscriptions. To adequately support basic undergraduate education and graduate instruction in fields where programs have been established, significant steps must be taken to correct the major deficiencies which are:

1. Lack of many basic works of principal authors, criticism or commentary in many fields.
2. Lack of important or complete sets or series of the most significant authors.
3. Lack of depth in the quantity and quality of titles needed to define a discipline.
4. Only minimal journal support, particularly lacking in fields serving graduate programs.

The following section of this Policy will provide a detailed analysis of the library's collection by subject class. The methodology used is consistent with that adopted by the Association of Research Libraries/Research Libraries Group (ARL/RLG). It applies a set of agreed-upon evaluation criteria to each subject area, allowing for inclusion of specific comments as appropriate to define an area's major strengths and/or weaknesses. The data in the columns on the left represent an overview of existing collection strengths (ECS) while data in the columns on the right represent future collection intensity (FCI). The collection assessment results are very rough and in preliminary draft form. They need further refinement, but can serve as a beginning point for defining the most critical need areas. This initial assessment was primarily based on going through the book stacks, and applying the collection assessment criteria included below. Assessment levels will be verified by comparing holdings against standard bibliographies and lists to substantiate the results.

COLLECTION ASSESSMENT LEVELS

In general UAJ's collection is presently at a 1b level (minimal, but well-chosen), with some areas reaching a 2a level (basic information level). The ultimate collection goal should be to bring the library's collections from a 1b level to eventually a 3a level (basic instructional support) which is adequate for curriculum support for basic undergraduate education; and collections in fisheries, business and education to at

least the 3c level (advanced instructional) capable of supporting graduate instruction or sustained independent study. The following nationally agreed-upon collection intensity indicators were applied to all subject areas:

Collection Intensity Indicators

- 1a. Minimal, with uneven coverage: Unsystematic representation of subject.
- 1b. Minimal, but well-chosen: Few selections made, but representative basic authors and core works are included.
- 2a. Basic information level: A collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, historical surveys, bibliographies, and handbooks in the minimum number that will serve the purpose. A basic information collection is not sufficiently intensive to support any courses or independent study in the subject areas involved.
- 2b. Augmented information level: As above, except a few major periodicals, selected editions of important works, wider selection of reference materials.
- 3a. Basic instructional support level: Adequate for curriculum support for basic undergraduate instruction. It includes a selection of basic monographs, including the most important primary and secondary literature, a selection of basic representative journals, and the fundamental reference and bibliographical tools pertaining to the subject.
- 3b. Intermediate instructional level: As above, except a wider range of basic monographs, wider selection of the more important writers and secondary materials, stronger journal support. Collection adequate to support term paper writing.
- 3c. Advance instructional level: As above, except adequate for honors undergraduate or most graduate instruction or sustained independent study; adequate to maintain knowledge of a subject required for limited or generalized purposes, but not strong enough for original research in a subject. It includes complete collections of the works of the important authors, selections from the works of secondary writers, a selection of representative journals, and all the reference tools and fundamental bibliographic apparatus pertaining to the subject.
4. Research level: A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Older material is retained for historical research.

5. Comprehensive level: A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is one that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research.

Note: These Collection Intensity Indicators are adapted from the RLG Collection Development Manual, 2d ed.

Language Codes

Except where specifically identified by an "F", it is to be understood that the language code for all subject areas is "E".

- E - English language material predominates; little or no foreign language material in the collection.
- F - Selected foreign language material included, in addition to English language material.

Criteria for Assessing Collections

1. Chronological coverage: Are older and newer materials consistently represented? Should they be?
2. Language coverage: How extensive is appropriate or significant foreign language coverage of the subject in the collection?
3. Principal authors: Are the standard, chief, or more important authorities and authors included?
4. Principal works: Are the classic, standard, essential and important works in the collection?
5. Primary sources: Are critically edited original texts and documents included? How extensively?
6. Criticism/commentary/interpretation: How complete is secondary monographic or critical treatment?
7. Complete sets: Are sets and series well represented in the collection? Are they complete?

8. Periodical coverage:
How extensive is periodical coverage of the subject? Are the chief titles included.
9. Number of volumes:
Count of shelf-list, or approximation based on 10 vols per foot of shelf occupancy.
10. Circulation data:
Circulation records may need to be checked to add to assessments of above. In addition, circulation or use data may be helpful in assigning future collection intensity levels at 1-3 collection intensity levels.

COLLECTION DEVELOPMENT STATEMENT

PETERSBURG HIGH SCHOOL AND MIDDLE SCHOOL LIBRARY--Revised June 3, 1986

Mission

The mission of the PHS-PMS Library is to support the schools' curriculums through the achievement of the library's five basic goals: 1. to provide study materials to support the scope and sequence of the curriculum 2. to provide work and study areas for staff and students 3. to stimulate reading and thinking 4. to teach library skills 5. to provide instructional materials and equipment and a professional library for the staff. The library seeks to promote the philosophies of both the Petersburg Middle School and Petersburg High School.

Audiences

This policy is a guide for citizens, administrators, school board members, teachers and students. Its purpose is to inform everyone of the tasks of the library, its goals and plans to achieve them.

User Groups

The primary users of the library are all of the students and teachers of Petersburg High School and the Petersburg Middle School. Other users include students and teachers who need to go beyond the elementary school library resources. Materials are lent to the citizens of Petersburg if not in immediate demand by students and teachers.

Overview of the Collection

The nonfiction book collection consists of 6,000 volumes in all Dewey classes, written on levels ranging from grade 3 to adult and covering subjects in the curriculums of Petersburg High School and Petersburg Middle School. The fiction collection consists of approximately 1200 hardback books, classics and modern novels. There are approximately 400 paperback books, mainly works of young adult fiction. There are nearly 700 AV items (records, filmstrips, etc.) and 7,000 periodicals indexed by the Readers Guide to Periodical Literature. We have a special collection of 300 books about Alaska. The library is equipped with a full range of AV equipment, from phonographs to videotape.

Collection Policies

The selection policy of the PHS-PMS Library is appended.

This library depends on the Petersburg Public Library and the Alaska State Library Network for shared resources, so our sharing policy is that we are ready to lend our materials to other libraries and their users, if the materials are not immediately needed by our students and teachers.

Lending periods are set by the librarian.

Those checking materials out are responsible for replacing anything that are lost or damaged.

Gifts are received and evaluated according to our selection policy, and those not needed in our collection are passed on to the public library.

Programs we serve

We serve all academic programs of Petersburg High School and the Petersburg Middle School and provide materials to promote the activities and philosophies of both schools. We promote reading and independent research at every level and opportunity.

Plan for Collection Development

The course descriptions and scope and sequence in our curriculum guides provide a firm basis for materials selection. An initial survey of the collection was completed in 1985. The librarian will evaluate the collection by subject areas as these subject areas appear for rotational review by the Curriculum Steering Committee. The librarian will add appropriate materials to support revised curriculum each year.

appended to this is our selection
policy & complaint procedure

Collection Development Policy

Kotlikson Memorial Library

January 1988

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Introduction/Purpose

This collection development policy has been prepared by the Board of Library Commissioners of the Kettleson Memorial Library. Its purpose is to guide the library staff in the selection of materials and to inform the public about the principles upon which selection is made.

The policy serves as a link between the library's mission and goals, the collection, and the users. It includes a systematic analysis of the collection and provides a clear statement of the materials selection criteria and responsibility.

(1)

(2)

Mission and Goals

The public library is an institution that serves everyone in the community regardless of age, mental or physical capacity, ethnic origin or economic status. It can be used by anyone throughout their whole life to increase their knowledge, discover new ideas, find answers to questions and obtain many hours of free entertainment. The library is a neutral place where people, who wish to, can confront and explore the ideas of the world - the popular as well as the controversial, the ideal as well as the non-sensical - in a secure and private manner.

The goals of the Kettleson Memorial Library are:

To make available books and other materials of a recreational, cultural, educational or informational interest that will enlighten and enrich the lives of its users.

To provide a place where inquiring minds may find opposing views on controversial subjects. The library does not promote any particular belief or point of view, but it should provide a resource where the individual can examine both sides of controversial issues or ideas freely and make his own decisions.

To cooperate with other libraries in Sitka and in the state with collection development and document delivery to provide residents with a collection that is as comprehensive as possible and that is easily accessed. The Kettleson Memorial Library will emphasize recreational materials to make the most economical use of our limited funds, relying on other libraries in Sitka to provide educational materials and the state to provide back list materials.

Provide a welcoming atmosphere and prompt friendly service to all users.

Develop broad community awareness of the library's resources and services.

Maintain outreach service to the Pioneer Home, Jail, Hospital and to mail service borrowers who live within the limits of the City and Borough of Sitka and to address other needs as they are recognized, to the best ability permitted by the level of funding received.

The PML is the public library for the City Borough of Sitka which include all of Baranof Island and the Southern end of Chichagof Island, an area of 2,500 sq. miles. While most residents live within the city, there are some who live in remote areas of the Borough.

The major occupations engaged in by Sitka residents are government service, fishing, tourism, retail trade and the lumber industry. There are five grade schools, a junior and a senior high school. The Mt. Edgecumbe high school for rural Alaskan residents is opening in 1985 after being closed for two years. There are two colleges, the Islands Community College is state supported and the Sheldon Jackson College, is a four year private institution.

The Pioneer Home for retired Alaskan citizens has approximately 150 residents and employs a large number of Sitkans.

The 1980 census revealed the following characteristics about Sitka's population:

Total Population	7,329 (est. 7,300 in 1985)
Age	
Under 5	795
5-9	868
10-14	1,397
15-19	1,208
20-24	1,739
25-29	446
30+	78
Median Age	27.3

Significant ethnic groups include American Indian/Alaska Native (1,669), Filipino (150), Spanish surnames (108), Japanese (3), with the remaining being white or other groups.

(4)

Cooperation

Cooperation is a basic tenet of library philosophy. Kettleston Memorial library recognizes its responsibility to cooperate with other libraries in Sitka and also with other libraries in the state and the nation.

We acknowledge the scholarly resources of our neighbor library the consortium of the Sheldon Jackson College and the Islands Community College Library. As this library is open to the public, we will make no attempt to duplicate the kinds of research and curriculum related collections they provide; rather we will attempt to compliment and supplement one another. Likewise we will cooperate with the Sitka Historical Society in collecting material relating to Sitka's history.

Responsibility for the provision of curriculum related materials belongs properly to the schools, but the public library will provide materials which supplement and enrich the needs of all our borrowers of all ages.

As part of the Alaska Library Network, the library agrees to participate in the system of interlibrary loan agreed upon in the state, both to supplement our resources and for the loan of our materials to others. Libraries cannot exist independently without cooperative reliance on the resources of each other.

Selection Criteria and Guidelines

(5)

The KML is for the whole community and desires to make the collection useful to all. The library intends to give support to those user needs as they become known and will endeavor to stay aware of community interests. The KML encourages suggestions for purchase by its users and from the staff who become aware of areas that need development. The ultimate responsibility for selection of materials as with all library activities rests with the Library Director who operates within the framework of policies determined by the KML Board of Library Commissioners. Because the Director must be able to answer to the Commission and the general public for actual selections made, the authority to reject or select any item rests with her.

Selection of materials is based on the professional judgment of the librarian. She will be guided by the needs of the community and the balance and comprehensiveness of the collection. Selection is aided by staff reviews and other professional selection tools such as standard catalogs and bibliographies. Major selection tools include Booklist, Library Journal, Hornbook, School Library Journal, Bulletin for Children, Children's Books, New York Times Book Review and the Washington State (particularly Public Library, Fiction, Senior High School) and the Children's Library Catalogs.

Selection criteria considered in the evaluation and the acquisition of materials are:

1. Relevance to educational, informational, and/or recreational needs.

2. Consistency in relation to other materials in the collection: availability of content and style for the intended audience; authoritativeness of source; timeliness of presentation; readability for intended reviewers, the public; frequency of publication; availability of the author; availability of physical form for library use; general quality of material in other area collections; format of presentation.

Local History

(6)

The library will attempt to collect material related to the history of Sitka. It will make an effort to collect local publications of significance, including but not limited to those written by local presses and by local authors and material produced by local government, clubs, organizations or other groups. The library's local history collection will be complimentary to the collection of the Sitka Historical Society.

The library will collect Alaskan of general interest but will not attempt to collect a comprehensive Alaskan collection as this can be better collected and afforded by the acquisition and by the State Library.

Gifts and Donations

(7)

The library encourages gifts of useful library materials. Donated materials are accepted if they fit the selection criteria and are deemed to enrich the collection by the Librarian. Material not kept by the library will be given to other libraries or institutions or sold for the profit of the library. Those that are out-of-date, duplicated or material in poor physical condition will not be added to the collection.

A donor who wishes the material which is not added returned may so state, leaving their name, address and telephone number so that they may be notified.

It is the policy of the library not to accept special collections of books and like material to be kept together as a separate entity. Gift collections may be accepted by the Librarian with the understanding that they be integrated into the general collection with the only form of identification being a bookplate.

The library is pleased to receive and encourages cash gifts either for the purchase of a memorial, tribute or for any other reason. Selection must be based on the same selection criteria used to select items for the collection. The genre or subject of the book or its subject area can be based upon the interests of the donor or the wishes of the donor and the needs of the collection.

Collection Maintenance

The gift of a collection will also be used in the removal of items from the collection. Prime candidates for removal are: 1) items which suffer from physical deterioration, unless valuable historically, or superior editions; 2) duplicate or damaged items; and 3) seldom-used materials.

Intellectual Freedom

The library will, at all times, attempt to select materials that represent a wide range of viewpoints and will do its best to exercise impartiality in all selection activities.

The public library is unique among institutions as an unbiased repository for the recorded expression of thought. It must, therefore, accept responsibility for providing free access by the public to all points of view; however, the addition of an item to the collection in no way represents an endorsement by the library of any theory, idea or policy contained in it.

The library endorses the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Intellectual Freedom Statement. These statements are appended at the end of this policy statement.

Procedure for Handling Complaints

The suitability of particular materials may be questioned by a borrower and reconsideration formally requested in accordance with the following procedure:

A request for removal of an item from library shelves will be presented to the library director using the "Request for Re-evaluation of Library Materials" form. Challenged materials shall not be removed from the collection during the reconsideration process.

The director shall:

- 1: Read the material in its entirety.
- 2: Check the general acceptance of material by reading reviews and consulting recommended lists.
- 3: Judge the material for the strengths and value as a whole and not in part, and apply all appropriate selection criteria to the work.
- 4: Present a written recommendation to the complainant within 15 days.

If the patron remains seriously dissatisfied, an appeal can be heard before the Library Board. The Board will hear the appeal, review the recommendation by the library director and make a final judgement. No other appeals will be heard or other reconsiderations of this material for one full year from the date of final judgement.

TO: Administrative Staff - Librarians
FROM: Art Woodhouse
SUBJECT: Superintendent's Materials Selection Policy
DATE: January 10, 1984

The attached policy and procedures are to be used in response to community complaints concerning materials in use in the Sitka School District. The policy includes materials such as audio-visual, computer software, and text books as well as those items associated with the school libraries.

Pages one, two and three are the policy. Pages four through eight include the resources you will need to implement the policy.

Copies of the selection policy have been provided to the school librarians, the school board and district administrators. Building principals will need to inform their faculties of the policies existence and provide copies to staff members who wish to review it.

SITKA PUBLIC SCHOOLS
SUPERINTENDENT'S
MATERIALS SELECTION POLICY

I. RESPONSIBILITY FOR SELECTION

The superintendent of schools shall be responsible for the selection of materials. The actual process of selection of materials shall be delegated to professionally trained, certified staff, who shall discharge this obligation consistent with the Superintendent's selection criteria and procedures.

II. CRITERIA FOR SELECTION

- A. Materials which are an integral part of the instructional program.
- B. Materials which are appropriate for the reading level and understanding of students in the school.
- C. Materials which reflect the interests and needs of the students and faculty.
- D. Materials of merit because of their literacy and/or artistic value.
- E. Materials which present information with the greatest degree of accuracy and clarity possible.
- F. Materials which represent a fair presentation of information regarding race, creed, color, national origin, age, handicap or sex. In controversial areas, materials representing as many opinions as possible will be selected in order that students may have available varying viewpoints.

III. PROCEDURE

- A. In selecting materials, professional staff will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection and other appropriate sources.
- B. Recommendations for purchase will involve administrators, teachers, students, district personnel and community persons, as appropriate.
- C. Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.
- D. Selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value. Materials removed will be appropriately disposed of according to Board Policy.

IV. PROCEDURE FOR HANDLING COMPLAINTS

A. No duly selected materials whose appropriateness is challenged shall be removed from the school except upon the recommendation of a review committee (as provided below) with the concurrence of the superintendent or, upon formal action of the School Board when a recommendation of a review committee is appealed to it.

B. Procedures to be observed:

1. All complaints shall be reported to the staff member involved, whether received by telephone, letter, or in personal conversation.
2. Staff member involved shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the school district.
3. If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the district's instructional goals and objectives, materials selection policy statement, and the procedure of handling objections. This packet will also include a standard printed form which shall be completed and returned before consideration will be given to the complaint.
4. If the formal request for reconsideration has not been received by the building principal within two weeks, it shall be considered closed. If the request is returned, the reasons for selection of the specific work shall be reestablished by the appropriate staff.
5. Pending the outcome of the request for reconsideration, access to questioned materials can be denied to the child (or children) of the parents making the complaint, if they so desire.
6. Upon receipt of a completed objection form, the principal in the building involved will call together a committee of five to consider the complaint. This committee shall consist of the principal, staff member directly involved, the librarian, one teacher with knowledge or expertise on the subject matter of the questioned material, and a PTA representative or other member of the community.
7. The committee shall meet to discuss the material, following the guidelines set forth in Instruction to Evaluation Committee and shall prepare a report on the material containing their recommendations on disposition of the matter.



8. The principal shall notify complainant of the decision and send a formal report and recommendation to the superintendent. In answering the complainant, the principal shall explain the materials selection system, give the guidelines used for selection, and cite authorities used in reaching decisions. If the committee decides to keep the work that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the principal will acknowledge it and make recommended changes.
9. If the complainant is still not satisfied, an appeal maybe made to the school board which shall make a final determination of the issue. The board may seek assistance from outside organizations such as the American Library Association, the Association for Supervision and Curriculum Development, etc., in making its determination.

INSTRUCTIONS TO EVALUATING COMMITTEE

Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.

Your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned material.

REQUEST FOR RECONSIDERATION OF EDUCATIONAL MATERIALS

TITLE _____ BOOK _____ PERIODICAL _____ OTHER _____

AUTHOR _____

PUBLISHER _____

REQUEST INITIATED BY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ TELEPHONE _____

DO YOU REPRESENT:

 YOURSELF AN ORGANIZATION (NAME) _____ OTHER GROUP (NAME) _____

1. TO WHAT IN THE WORK DO YOU OBJECT? (PLEASE BE SPECIFIC. CITE PAGES.) _____

2. DID YOU READ THE ENTIRE WORK? _____ WHAT PARTS? _____

3. WHAT DO YOU FEEL MIGHT BE THE RESULT OF READING THIS WORK? _____

4. FOR WHAT AGE GROUP WOULD YOU RECOMMEND THIS WORK? _____

5. WHAT DO YOU BELIEVE IS THE MAIN IDEA OF THIS WORK? _____

6. WHAT REVIEWS OF THIS MATERIAL HAVE YOU READ? _____

7. WHAT WOULD YOU LIKE YOUR LIBRARY/SCHOOL TO DO ABOUT THIS WORK?

 DO NOT ASSIGN/LEND IT TO MY CHILD. RETURN IT TO THE STAFF SELECTION COMMITTEE/DEPARTMENT FOR REEVALUATION. OTHER: EXPLAIN. _____

8. IN ITS PLACE, WHAT WORK WOULD YOU RECOMMEND THAT WOULD CONVEY AS VALUABLE A PICTURE AND PERSPECTIVE OF THE SUBJECT TREATED? _____

DATE

SIGNATURE

SAMPLE LETTER TO COMPLAINANT

Dear :

We appreciate your concern over the use of _____ in our school district. The district has developed procedures for selecting materials, but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are enclosing copies of the district's:

- 1. Instruction goals and objectives
- 2. Materials Selection Policy statement
- 3. Procedure for Handling Objections
- 4. Request for Reconsideration
- * 5. Library Philosophy and Goals

If you are still concerned after you review this material, please complete the Request for Reconsideration of Material form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within two weeks, we will assume you no longer wish to file a formal complaint.

Sincerely,

Principal

* To be sent only with complaints involving materials in the school libraries.

FROM: Handbook of Basic Policies and Procedures, Sitka School District

INSTRUCTIONAL PROGRAM PHILOSOPHY

Instructional Programs

The Sitka District recognizes that the education of each child who enters our schools is our responsibility. This responsibility means the transmitting of knowledge and the providing of opportunities to use skills, values, attitudes, and knowledge which will enhance the student's growth toward becoming a mature, creative, and knowledgeable human being who will contribute to the welfare of society.

The District's instructional programs shall be based upon the following philosophies:

- a. Education is a continuous process throughout life.
- b. Education for all is essential and necessary in a democracy.
- c. All children are entitled to the best that public education can offer them.
- d. The curriculum of the school should be broad, flexible, and contribute to the development of the varying abilities of students.
- e. Children have individual differences; they should be treated as individuals and be expected to progress at different rates of achievement.
- f. The basic skills should be taught as the foundation of all of the various learning experiences.
- g. Our schools should provide opportunities to develop in each child an understanding of the values of varying world cultures.
- h. Students should become educated decision-makers. They should be helped to apply information gained to problem solving situations.

FROM: Library Curriculum for The Sitka School District

PHILOSOPHY

Education is an instrument to strengthen and safeguard our democratic society. Our government is based on participation by educated, enlightened citizens who have access to information. These citizens must act intelligently, based on information available to them, to preserve our freedom. In this era of rapidly expanding knowledge and issues, it is critical that our citizens have not only the access, but the skills to find information. Our educational system must create independent learners and problem solvers who can go beyond the limits of the textbook. The library is a force for educational excellence. The school library program can provide both the skills to locate information and the information necessary to meet individual educational needs.

BASIC GOALS OF THE SCHOOL LIBRARY

1. To teach students to use books and media to expand knowledge and understanding.
2. To encourage the development of lifetime library users.
3. To encourage students to read and appreciate a variety of worthwhile books.
4. To encourage the development of a lifetime reading habit.
5. To work with teachers in the use of library materials as an integral part of their classroom activities and studies.
6. To make library instruction more relevant and meaningful to the student by as often as possible having library skills and evaluation occur as an integral part of the regular classroom program.

IRENE INGLE PUBLIC LIBRARY

The "Friends of the Library" have established, accepted and approved this policy in the best interests of the citizens of Wrangell, Alaska:

MATERIALS:

The purchasing of books for the library collection depends on many factors: requests of patrons; significance of subject, updating of books already in the library's collection; subject matter, age level, recently published reading materials; review: fiction or non-fiction, the guidelines of collection development; etc. Also, selection is an on-going process which includes replacement of lost or stolen books.

Books or other materials are purchased with the intent to serve the public of Wrangell. The intent is for the selection to be varied in viewpoint and subject matter with special emphasis on the culture of Wrangell and Alaska. The selection of materials is vested in the librarian and the library staff.

No material shall be excluded because of race, nationality or political and social views of the author.

The library prefers not to obtain paperbacks due to the short lifespan and the cost of cataloging and necessary reinforcing to make the books available to the public. However, if demands are numerous there may be exceptions to this.

REFERENCE WORKS:

There are some books which may not be checked out of the library due to the expense of replacement, irreplaceability, or because of

their reference usage. These books may be read in the library during regular library hours.

CHECKOUT POLICY:

The library reserves the right to limit the circulation of books to non-residents or to patrons with a history of overdue books or failure in returning library materials. Persons checking out books for the first time are limited to three books per individual. Upon their return, the patron is eligible to check out up to ten books for the two week checkout period. An overdue fine of five cents a day is charged on all books returned late. If the librarian, library staff or another appointed person has to collect a book outside of the library facility then the individual shall be limited to checking out one book at a time for a six month period. However, if the individual is handicapped or otherwise physically unable to return items, the staff is more than willing to accommodate. Books and media may be renewed by phone or by advance notice when checking out materials. Persons with overdue books will be requested to return them prior to obtaining any more books from the library. Since the library has such a large selection of free paperbacks for such individuals, this policy has been adopted to minimize the loss to the public of Wrangell.

If a person would like to check out a certain book and is not a resident of Wrangell, then they may leave a deposit which will be held until the library materials are returned.

Children under ten years old will be required to obtain permission from a parent or guardian before borrowing books, cassettes, and records.

GIFTS:

Upon receipt of gift items such as books, media, paintings, etc. the library assumes full ownership. Such items will be included and maintained if they are viewed as being advantageous to the collection; if not, they will be disposed of in a judicious manner. A "Gift Statement" is attached to this policy.

RE-EVALUATE:

Removal of materials no longer appropriate is done in every library. Discarded books/materials will be handled in the same manner as gift items. The criteria applied to the selection of books will also be applied to their removal. The library cannot maintain all books purchased or donated.

INTERLIBRARY LOAN:

The library may borrow books from other libraries in the state. To keep requests to a minimum, the staff will borrow only those books which most likely would not be considered for purchase due to obscure subject matter or if the book is no longer in print. Bestsellers are a category in which borrowing will be strictly limited. The library staff will make every effort to obtain the requested book from another source.

LOST OR DAMAGED MATERIALS:

Patrons who lose books or damage them to the extent that they cannot be checked out to other patrons will be charged \$5.00 for each children's book and \$10.00 for each adult book.

CONTROVERSIAL BOOKS AND MATERIALS:

The library is not responsible for censorship of materials. No one is obligated to read books he or she does not view as acceptable reading matter.

If a book is discarded or added to the collection that a patron views as beneficial or not beneficial to the library, he or she may submit a "Citizen's Request for Reconsideration of a Book." If a completed request is not returned within two weeks to the librarian, the case or matter shall be considered closed. The material in question will not be removed from or added to the collection (whichever the case) during this period of time. A letter will be written to the complainant to report on the outcome of the patron's complaint, if it was filed with the librarian. If the complainant does not feel that the "Request" was adequately considered or if there are further questions on the matter, then the librarian will inform the City Manager of the City of Wrangell and they will work together to resolve the request.

The library is aware that some persons may disagree with selections. However, the library does not limit material selections to satisfy personal views or preferences. It is, in fact, the library's purpose to supply various materials. The library follows and accepts the same guidelines as the Alaska Library Association, the American Library Association and adheres to the Library Bill of Rights.

CONFIDENTIALITY OF CIRCULATION RECORDS:

The library recognizes that its circulation records and other records identifying borrowers are confidential. No records shall be made available to individuals, any agency of state, local, or federal

government except those specifically authorized by the librarian:

However, if an order or subpoena is issued by such an authority, the librarian will consult with the library's legal counsel to determine if such an order of subpoena has a showing of good cause.

CONDUCT:

Individuals are expected to act in an orderly manner when in the library. However, if problems occur the librarian or staff may prohibit the use of the library to any person who willfully or persistently interferes with the rights of others.

The librarian and the staff will not be held responsible for the actions of children or the children themselves.

BOOK FAIR GUIDELINES:

The library sponsors a book fair each year and a few guidelines have been adopted to minimize conflicts that may occur:

Only those persons selected to help with setting up the book fair are allowed in the area at that time. Other individuals may come to view the material when the set-up is completed.

Only those persons appointed to give assistance will have first choice of the stock. This small concession enables the library to obtain assistance with minimal effort.

FRIENDS OF THE LIBRARY:

The Friends of the Library is a group of individuals interested in the improvement of the library. Attached is a description of their objectives.

FRIENDS OF THE LIBRARY

The following guidelines of the "Friends of the Library" are to assist members in defining their interests and obligations to the Irene Ingle Public Library. They are open and subject to change. The guidelines are purposefully vague to accommodate fluctuating needs and trends. The "Friends of the Library" is an organization of citizens interested in the improvement of the Irene Ingle Public Library and serve without compensation. "Friends" participate in policymaking, public relations, programs, and fund raising for extra services, equipment, and materials that cannot be provided through the municipal budget. In addition, they may provide volunteer help for special library projects. In the process, they gain personal participation in their library.

The "Friends" will meet once a month on the second Friday unless it is agreed upon to cancel or change the meeting.

IRFNE INGLE PUBLIC LIBRARY

Kay Jabusch, Librarian

P.O. BOX 679

WRANGELL, ALASKA 99929

907/874-3535

GIFT STATEMENT

_____ (donor) has donated
to the _____ library of Wrangell, Alaska. The listing or
estimate of the number of books and the determination of their
value is by the donor.

(Donor may list or estimate books below and attach separate pages)

Donated to the library by _____

Date _____

Accepted for the library by _____

AUDIO-VISUAL POLICY

The library has specific projectors and films available for check-out purposes. Patrons adhering to the current check-out policy for books for three months, maintain a permanent residency in Wrangell, and are 18 years of age or older are eligible to make use of this service.

Persons who have previously exhibited negligence in the care, operation, or returning materials promptly, forfeit the right to use this service for two months. This service may be forfeited if items are continually being returned in damaged condition. Also, if a library staff person or another assigned person has had to pick up a projector and/or films from a delinquent patron, this service may be withheld for up to six months. If this happens a second time, individuals may lose this privilege for up to one year. Persons checking out equipment will be instructed in use and care of projectors and films and will be required to demonstrate their ability in operating the equipment before materials are checked out. Films are to be used in private homes or where no admission fee is charged. The library is a public agency and its services are not to be used by organizations, clubs, groups, or individuals for profit making endeavors. The maximum check-out period for films and projectors is overnight unless other arrangements have been made. Overdue fines for late projectors and films is \$1.00 for each item per day.

ALASKA LIBRARY NETWORK

SOUTH CENTRAL REGION

Research Library:

University of Alaska Anchorage
3211 Providence Drive
Anchorage, Alaska 99508

Resource Library:

Anchorage Municipal Libraries
3600 Denali
Anchorage, Alaska 99503-6093

COLLECTION ON DEVELOPMENT POLICY
AT RESOURCES LIBRARY
U.S. DEPARTMENT OF THE INTERIOR

INTERIM FINAL OCTOBER 1984

Mission:

1. To serve the research needs of Department of the Interior employees in the state of Alaska, primarily in the field of natural resources. To make information on all aspects of Alaskan natural resources available to citizens of Alaska and through networking, to anyone interested in this subject.

2. To serve the research needs of the Alaska Native Corporations, Alaska state employees, and other members of the public in the field of natural resources.

3. Goal of the library is to have as much information as possible on the subject of Alaska's natural resources, primarily technical and difficult to locate materials. Secondary goal is to make this information as available as possible through various networking methods--courier, ILL, ALN, electronic mail, and a library open to everyone.

Audiences:

This policy is to help our clientele understand what we collect and why, to give continuity to the staff in order that development remain stable, and to our parent library in Washington, D.C. as a method of utilizing our library to locate Alaska materials for clients in the Washington, D.C. area. This policy should also help any prospective patron decide whether or not this resources collection will actually help him or her in the pursuit of information.

Users:

First priority are DOI employees, usually biologists, geologists, botanists, petroleum economists, mining engineers, auditors and legal researchers. Second priority are other Federal government employees doing the same type of work and FAA employees with whom the library has a contract to provide library service.

The Library also serves Alaska State Employees who have many of the same job titles as the Dept of the Interior employees. The third largest group of users are consulting firms and engineering firms who are much of the time funded through state or federal contracts.

The library also serves a number of unaffiliated public, usually miners, commercial fishermen, members of environmental groups such as Sierra Club and Trustees for Alaska, and college students.

Collection policies:

The Resources Library encourages gifts and donations of materials, but reserves the right to place in the collection only those items which are not duplicates and will enrich an Alaska natural resources collection. Those not accepted for the collection will be returned to the donor or sent to the Gifts and Exchange Program at UAA or the Natural Resources Library.

The library receives numerous items through the state of Alaska document depository program of which the Resources Library is a member. The library is also a selective depository for federal documents and is the depository for all publications published by the Dept. of the Interior in the state of Alaska. The library keeps all DOI publications indefinitely, including draft or interim reports. The library does not necessarily keep draft or interim reports of state and other federal agencies.

Responsibility for the selection of materials, both purchased and gifts, rests jointly with the Head Librarian and the Acquisitions Librarian. Both review selected journals in representative fields for publications of interest to the library. Each item added to the collection is reviewed by both librarians. The acquisitions librarian is also charged with actively seeking out ephemera, historical materials or foreign language materials if it is deemed desirable to include them in the collection.

Rare Alaskana is bought only when it is pertinent to the collection and, if there is a choice, the library buys a reprint edition. Master's and Doctoral theses are actively purchased if they deal with Alaska natural resources.

Weeding

The library is inventoried every two years by the acquisitions librarian and the head librarian. Special attention is paid at this time to outdated editions, missing volumes, unused materials, incomplete sets, areas which are heavily used and those in the which the library may have under or over bought.

The library is intended to be an active, useful collection. There is not the physical space to maintain items which have not been used or are out of date. The library is also not an archival library and will not keep archival materials.

Requests

Requests for materials to be bought for the library are solicited from all patrons. All requests will be honored if it is felt by the librarians that the volume or serial will enhance the collection for other users. The library does not buy for permanent loan to an individual or an agency.

Cooperation

ARL is a full member of OCLC through FEDLINK and has approximately 3/4 of its materials on the OCLC system. ARL is also a full participant in the WLN network and is taking tapes from OCLC and putting them on WLN. The library interlibrary loans through the OCLC ILL subsystem, the ONTYME system, DIALCOM electronic mail system and accepts all written requests. The library is fully committed to a strong Alaska Library Network and a strong Federal Library Network.

Collections by Format

Periodicals

Periodicals are purchased to fill a definite and sustained demand, usually verified through ILL requests. The library prefers to acquire very specialized journals in one of the natural resources fields, preferably a title not already owned by a library in Southcentral Alaska.

Each periodical has a decision made as to how long it will be kept in the library, i.e. indefinitely, 5 years, 2 years, current year. For those journals kept indefinitely the library attempts to buy backfiles, preferably in microform. Any title available in microform is bought that way.

Periodicals which are not filling any patron need and are deemed unneeded in the collection are given to another library in the immediate area.

Newspapers

A very small selection of newspapers is kept for browsing. In an attempt to be representative, the library subscribes to one local daily paper, one daily national newspaper, the Wall Street Journal, and various small specialized newspapers from within the state.

Serials

The library buys a large number of serials. In a technical library there is oftentimes only the information found in proceedings, annual reports, circulars, etc. The library attempts to obtain all preceding years of a serial to which it subscribes. It is the philosophy of this library that if the serial is worth buying, it is worth cataloging and many employee hours are dedicated to analyzing monographic titles within serials in order to make them more available to the patron.

Maps

ARL collects maps on natural resources of Alaska on a scale of 1:250,000 and 1:2,500,000 (series E) plus Alaska Landsat photographs. The map librarian is responsible for acquiring and weeding the collection. The map collection has become a less important portion of library service as more and more mapping within Alaska is being digitized on automated systems and with the location of the NCIC (National Cartographic Information Center) office in Anchorage.

Special Collections

The library maintains a special historical collection of Alaska materials which are deemed to be valuable enough that they should not go out of the library.

The Bureau of Mines publications and the U.S. Geological Survey publications are collected in their entirety as they pertain to Alaska. Both are maintained in special locations within the library.

ANCHORAGE MUNICIPAL LIBRARIES

COLLECTION DEVELOPMENT POLICY

April 23, 1986

Prepared by:
Municipality of Anchorage
Library Department

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INTRODUCTION

The Collection Development Policy of the Anchorage Municipal Libraries guides the continuing development of the library system's resources. The policy has several functions:

1. It provides the public with a description of the existing collection and the objectives for the continuing development of that collection;
2. It provides criteria for the evaluation and improvement of the collection by library staff;
3. It aids library administrators in allocating funds for collection development; and
4. It informs other libraries of the collection development objectives of the Anchorage Municipal Libraries.

The collection development objectives established by this policy reflect the Areawide Library Plan(1) and the "Mission Statement of the Anchorage Municipal Libraries".(2) Past and current public use of the collection, professional judgment of the library staff, an awareness of the Anchorage community and of Southcentral Alaska, and knowledge of other available library resources have all guided policy development. The policy is reviewed every three years by a collection development committee consisting of library staff and Library Advisory Board representatives.

The Collection Development Policy has been prepared in coordination with the Alaska Statewide Collection Development Steering Committee and will be included in the Alaska Library Resource Conspectus currently under development. This conspectus, a descriptive statement of library resources throughout Alaska, will guide cooperative collection development efforts among Alaskan libraries in the future.

1 Municipality of Anchorage, Community Planning Department, Areawide Library Plan, April 10, 1984.

2 Municipality of Anchorage, Library Advisory Board, "Mission Statement for the Anchorage Municipal Library System," March 28, 1984.

See Appendix A for the full text of this statement.

The Collection Development Policy consists of a descriptive statement and sections detailing the general and format collections in the libraries. The descriptive statement describes the Anchorage Municipal Libraries, the Anchorage community, and policies which apply to the entire collection. The general collections include the adult, youth and Alaska collections. The format collections are collections of materials distinguished by format and include media, periodicals, documents, maps & atlases, paperbacks and large type books.

DESCRIPTIVE STATEMENT

THE ANCHORAGE MUNICIPAL LIBRARIES

The goal of the Anchorage Municipal Libraries is to meet the informational needs of the general public through the provision of cultural, recreational, educational and technical resources. Library services are delivered to the public through the Z. J. Loussac Library as the headquarters for the system; the Chugiak-Eagle River, Muldoon, and Samson-Diamond regional branches; and the Grandview Gardens, Mt. View, Sand Lake, Scott & Wesley Gerrish, and Downtown neighborhood branches.

The Anchorage Municipal Libraries have three major roles:

1. As the public library for the Municipality of Anchorage, the system offers direct public service to Municipal residents.
2. The Z. J. Loussac Library provides collection support and reference assistance to the branch libraries.
3. As the Southcentral Regional Resource Library designated in the state plan, Library Service for All Alaskans (3), the Z. J. Loussac Library provides supplemental and back-up service to community libraries throughout the region and the state.

A collection goal of 3.5 volumes per capita was established for the library system in the 1984 Area-wide Library Plan. It is particularly important that the present collection of 1.4 volumes per capita (1985) be expanded to the recommended level as quickly as possible to fulfill the presently unmet information needs of both the Anchorage community and the Southcentral region.

COMMUNITY DESCRIPTION

The library staff uses information about the community to shape the collection. The Anchorage Municipal Libraries directly serve the residents of the 1,884 square miles of the Municipality of Anchorage. The population of the area is estimated at 248,263 as of January 1986. According to Municipal Planning Department projections, an accelerating growth rate throughout the next decade could lead to a population of about 400,000 by the year 2000. The staff uses statistical census data to aid in the assessment of present and future information needs to be met by the public library. The following graphs are based on census data provided in 1980 Census Profile Municipality of Anchorage. (4)

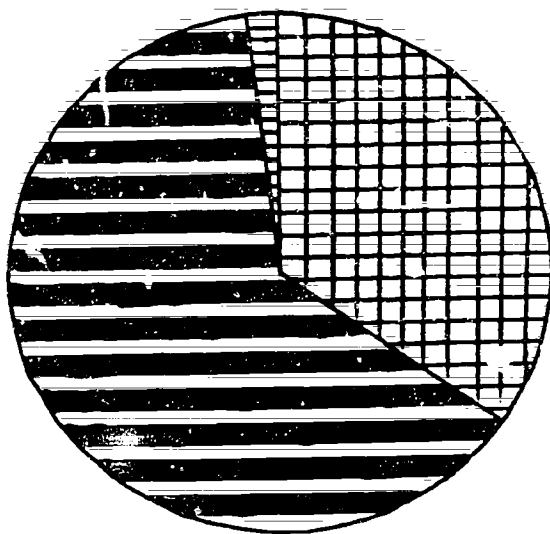
3

Library Service for All Alaskans: a Statewide Plan for Library Development and Interlibrary Cooperation (Chicago: Public Administration Service, 1969). pp. 72-84.

4

Municipality of Anchorage, Community Planning Department. 1980 Census Profile: Municipality of Anchorage, pp. 5-13.

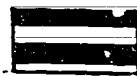
Age of Characteristics of Anchorage Population Based on 1980 Census



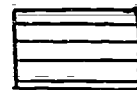
AGE CHARACTERISTICS



Under 20

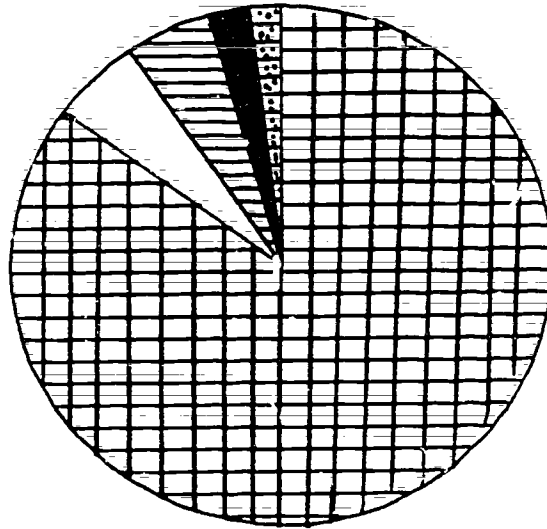


Between 20 and 65


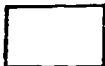
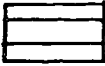

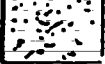


Over 65

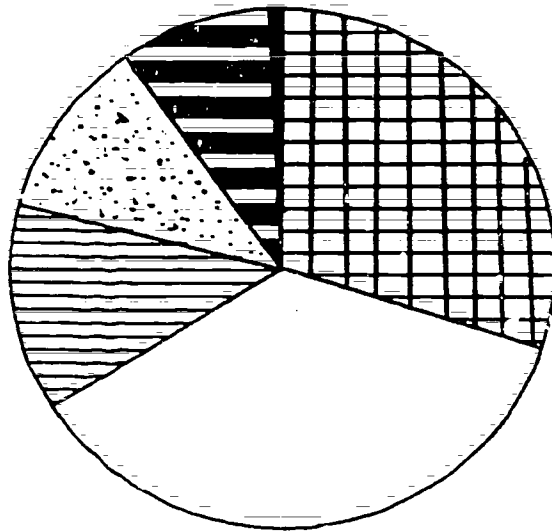
Racial Characteristics of Anchorage Population Based on 1980 Census



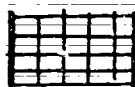
RACIAL CHARACTERISTICS

-  White
-  Black
-  American Indian, Eskimo, Aleut
-  Asian and Pacific Islander
-  Other

Occupation Distribution of Anchorage Population Based on 1980 Census



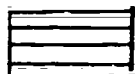
OCCUPATION DISTRIBUTION



Managerial and specialty



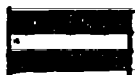
Technical, sales, and administrative support



Service industries



Precision production, craft and repair



Operators, fabricators, and laborers



Farming, forestry and fishing

Detailed statistics on population characteristics by census tract appear in the Area-wide Library Plan and the staff uses these to define the collection needs of the individual library branches.

The Southcentral region of Alaska served by the Z. J. Loussac Library as Regional Resource Library includes Southcentral Alaska, the gulf coast of Alaska, Alaska Peninsula, Kodiak, and the Aleutian Islands.⁵ Tourism, petroleum, fisheries, and agriculture are the predominant industries outside the urban Anchorage area. Available library service ranges from well-established community libraries to limited collections in smaller villages. The Z. J. Loussac Library provides back-up resources for the specialized needs of local communities of the region.

⁵ See appendix B map "Alaska Library Network Regions".

SELECTION RESPONSIBILITY

The Collection Development Coordinator is responsible for recommending policy and implementing procedures for the development and management of the Anchorage Municipal Libraries' collections. Collection development includes regular assessment of community needs; establishment of policy and development of budget to support those needs; the selection and acquisition of materials according to the policy; maintenance activities to prolong and promote the use of materials; and evaluation of the collection and its effectiveness.

The collection development committee participates in needs assessment, policy development, budget allocation, maintenance activities, and collection evaluation and serves as an advisory group for the Coordinator. The committee is composed of a Youth Services librarian, a Reference Services librarian, a Media Services librarian, the Alaska Collection Bibliographer, the Acquisitions Librarian, and two representatives of the group of adult materials selectors. Selection assignments may be given to any of the professional library staff based on subject knowledge or expressed interest. Assignments may range from long term responsibility for a subject area to special short term areas of development. The libraries' collections benefit from as broad a representation of selectors as possible. All library staff are responsible for recommending titles or subjects that come to their attention as needed in the collection.

The staff actively encourages patrons to suggest items for addition to the collection. Purchase recommendation forms are available in all library facilities and will receive prompt response.

Ultimate authority for selection rests with the Municipal Librarian.

SELECTION CRITERIA

Staff selects materials identified from a number of sources including professional and commercial reviews, book lists and bibliographies, catalogs and announcements, gifts, and public and staff recommendations. There is no single standard against which these materials are judged, but rather there is a wide range of criteria which are applied. An item need not meet all the criteria to be selected. General selection criteria are as follows:

- Accuracy
- Appropriateness and effectiveness of medium to content
- Attention of critics, reviewers, media and public
- Availability and price

Contemporary significance or permanent value
 Contribution to the balance of coverage on controversial subjects
 Importance of the subject matter in the collection
 Literary and artistic merit
 Reputation of the author, illustrator, editor, publisher or producer
 Suitability of physical format for library use

The suitability of particular materials may be questioned by a patron and reconsideration formally requested. Statement of Concern about Library Materials forms are available at all libraries. All formal concerns about library material are submitted on this form. The Collection Development Librarian will acknowledge the receipt of the form. A committee of three staff members will review and respond to the written complaint within ten days. The decision may be appealed to the Municipal Librarian.

INTELLECTUAL FREEDOM

The Library Advisory Board, Municipal Librarian and library staff recognize the responsibility of the library to provide materials representing diverse points of view. The principles expressed in the American Library Association's Library Bill of Rights and Challenged Materials statement; the Freedom to Read and Intellectual Freedom statements of the American Library Association and the American Book Publishers' Council; and the Educational Film Library's Freedom in View statement are basic to this policy and are incorporated herein.(6)

The presence of an item in the library does not indicate an endorsement of its content by the library. Access to library materials will not be restricted beyond what is required to protect the materials from theft or damage. Controlled access is provided for archives and noncirculating Alaska Collection materials. Responsibility for the reading of children rests with their parents and legal guardians.

6. See appendix C for the full text of these statements.

GIFTS

The Anchorage Municipal Libraries welcome gifts of single volumes to extensive collections from individuals, organizations, businesses, or other sources. Financial donations to benefit the collection as needed or to develop specific subject areas are encouraged and may be made directly to the library or through special programs of the Anchorage Library Foundation or the Friends of the Library. The Library encourages support of the private sector as an important means of enhancing the libraries collections.

Gifts are accepted with the understanding that they will not necessarily be added to the collection. In most cases the material is judged by the same criteria as those applied to the purchase of new materials. The Library reserves the right to dispose of unsuitable material through referral to or exchange with another library, transfer to the Friends of the Library for sale to benefit the library, or discard, unless the donor has made arrangements in advance for its return. Items not identified as gifts received in the bookdrop are retained for at least one month and then considered for addition to the collection as gifts. The Collection Development Coordinator is responsible for the acceptance of all gifts although items may be received at any library. Designated staff review gifts for items to be added to the collection. Any condition or restriction on donated material must be stated in writing and accepted by the Collection Development Coordinator in advance of the library's receipt of the donation. Bookplates showing the name of the donor or a memorial inscription are provided by the library upon request.

Appraisal remains the responsibility of the donor. A gift receipt form providing for a description of the material donated and date of the donation is given when requested. For major donations the library will work with the donor in obtaining professional assistance for the purposes of evaluation. Gifts to the Archives and Manuscripts Collection are governed by the Archives and Manuscript Policy (7) and require the execution of a Donor Agreement Form.

7

See page 28 for the full text of that policy.

COLLECTION MAINTENANCE

Materials collections are regularly and systematically reviewed by public services librarians to maintain their overall quality, preserve their physical condition, and provide for the best possible use of available resources. Materials of current value in the collection but in poor physical condition are rebound, replaced, or mended. Rebinding is preferable for long term retention if the cost of binding is less than the cost of replacement and if rebinding will restore an item to usable condition. If the material is not suitable for rebinding, replacement is preferable to extensive mending. Mending is only performed in cases of minor damage or when there is no alternative. Special preservation techniques are applied as appropriate to materials in the Alaska Collection.

Shortage of space may require that some materials be removed from direct public access and placed in an active storage collection from which they may be retrieved on request. Library materials selectors, with the direction of the Collection Development Coordinator, identify materials to be added to or removed from the storage collection. Types of materials appropriate for storage include duplicate copies, seasonal materials, less frequently used research materials, and historical collections.

Materials considered no longer of value are removed from the collection and discarded according to Municipal procedures. Factors considered in the weeding of materials are obsolescence, number of copies in the system, current or potential use, research value, adequacy of coverage in the subject field, and availability of similar material. Branch librarians refer materials no longer of active use in their collections, but considered to have potential lasting value, to the Collection Development Coordinator or subject bibliographer for consideration for addition to the Z. J. Loussac Library collection.

COOPERATIVE DEVELOPMENT/INTERLIBRARY LOAN

The rapidly expanding store of information requires coordinated planning and cooperative service among coalitions of libraries. The Anchorage Municipal Libraries take an active role in cooperative collection development plans and resource sharing networks in order to expand the resources available to residents of Anchorage, Southcentral Alaska, and the state. Interlibrary loan enables the library to provide material that supplements its present holdings. Participation in such agreements enhances the Library's ability to provide the materials required to meet the needs of its users as stated in its institutional mission.

COLLECTION OVERVIEW

The Z. J. Loussac Library houses the primary collection of materials. With the exception of a few special collections, the Z. J. Loussac Library collection generally offers more depth and breadth of coverage, more historical and technical materials and more reference and research materials than any branch collection regardless of subject. The Z. J. Loussac Library collection includes multiple copies of materials to support the branch libraries.

Branch collections are limited in size and are current, popular and highly responsive to the character of the specific area served. All branches offer general book, periodical and sound recording collections for adults and children, as well as basic reference materials in response to the needs of the particular community served. Subject emphases in the branches remain flexible and are adapted as community interests change. Anchorage regional branches serving a large physical area and a broad range of patrons, provide strong general collections and more extensive collections of periodicals and reference materials than the neighborhood libraries. Neighborhood branches serve a smaller audience and offer a smaller core of general interest materials with more specific materials focused on community interests.

General and format collections are described in detail in the following sections of the policy. The library includes two special collections, the Alaska Collection(8) and the Loussac Children's Literature Collection(9). Strengths of note within the general collection include genealogical research materials; foreign literature in French, Spanish, German, Russian, Italian, Korean, and Vietnamese languages; documents of the municipal, state, and federal governments; fiction and nonfiction current interest bestsellers; U. S. and foreign telephone book collection; reference materials to support the business and economic community; and an extensive collection of musical sound recordings. Books by Southcentral Alaskan authors on non-Alaskan subjects are acquired for the general collection.

Significant holdings in formats other than print are noted in the subject conspectus. Multiple copies of materials are actively acquired to meet reasonable demand. Materials may be duplicated in various collections if doing so improves user access. Development of the collection is not specifically linked to the curriculum of any educational institution, but the library does recognize a responsibility to respond to requests for supplemental materials from students at all levels.

8

See p. 27 for full description of this collection.

9

See p. 31 for full description of this collection.

GENERAL COLLECTIONS

The general collections include the adult, youth and Alaska collections. These collections are described by written statements, and the adult collection is also described in a subject conspectus. The conspectus provides an overview of the Libraries current collection strength and development goals arranged by subject according to the Dewey Decimal Classification system. Separate conspecti are planned for the youth and Alaska collections and will be incorporated into the policy as they are completed. In the interim they are described by written statements only.

The conspectus methodology was originally developed by the Research Libraries Group as an instrument to facilitate coordinated collection development among member libraries. This approach has been adopted by the Alaska Statewide Collection Development Project, Learning and Information Resources for the Northwest Collection Assessment Project, and the North American Collection's Inventory Project. As a participant in both the Alaska and Northwest projects, Anchorage Municipal Libraries has adopted their standard collection level indicators in order to have comparable data. Although parts of the definitions apply more specifically to an instructional environment, the definitions can also be applied to the self study needs of the general public in the public library setting. Definitions of the collection level indicators are:

- 0 **Out of scope:** The library does not collect in this area.
- 1A **Random:** Unsystematic coverage with less than adequate representation of core works and basic authors. A few selected titles, but entire subject not covered.
- 1B **Minimal Level:** A few well-chosen selections of basic works are included.
- 2A **Basic Information Level:** A collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, historical surveys, bibliographies, and handbooks in the minimum number that will serve the purpose. It is not sufficiently intensive to support any courses of independent study in the subject areas involved.
- 2B **Augmented Information Level:** As 2A above, except a few major periodicals, selected editions of important works, wider selection of reference materials.

- 3A **Basic Study Support Level:** Includes a selection of basic monographs, including the most important primary and secondary literature, a selection of basic representative journals, and the fundamental reference and bibliographical tools pertaining to the subject. Adequate for curriculum support for basic undergraduate instruction or the beginning independent investigator.
- 3B **Intermediate Study Level:** As 3A above, except a wider range of basic monographs, wider selection of the more important writers and secondary materials, stronger journal support. Collection adequate to support term paper writing.
- 3C **Advanced Study Level:** Includes complete collections of the works of secondary writers, a selection of representative journals, and all the reference tools and fundamental bibliographic apparatus pertaining to the subject. Adequate to maintain knowledge of a subject for limited or generalized purposes, but not strong enough for original research in a subject. Adequate for honors undergraduate or most graduate instruction or sustained independent study.
- 4 **Research Level:** A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the fields. Older material is retained for historical research.
- 5 **Comprehensive Level:** A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is one that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research.

Collection level indicators are assigned in the conspectus to the current collection level, the acquisitions commitment, and the collection goal.

Ⓐ = current collection level

This indicator of the strength of the existing collection is based on an objective assessment of the range of materials currently available.

+ = acquisitions commitment

This indicator reflects the current level of activity at which the collection is being developed with available resources.

* = collection goal

This indicator represents the collection strength needed to fulfill the institutional mission of service to the community.

ADULT COLLECTIONS

General Adult Collection

The adult collection conspectus describes subject coverage in the general adult, foreign language, reference, periodical and microform collections. Additional information about the foreign language and reference collections follow the conspectus in written statements. Further description of the periodical collection can be found under Format Collections. The fiction collection is described in the written statements only.

(The adult collection conspectus is inserted here.)

Fiction Collection

Contemporary American novels, contemporary novels of major world authors in English and English translation and collections of stories by a single author are included in fiction collections at all libraries. Representative selections of classic works are included. Science fiction, mysteries, and westerns all receive separate collection designations and are emphasized independently in response to community interest. Branch collections are primarily current and popular with a high rate of turnover. Z. J. Loussac Library also includes more serious, experimental and foreign works and retains materials of historical interest.

Reference Collection

Non-circulating collections of materials which provide quick access to factual information are maintained at all the libraries. Included in this reference collection are items such as dictionaries, encyclopedias, indexes, bibliographies, directories, almanacs, atlases, manuals, and laws. Items not inherently of a reference nature, such as test study guides and selected travel guides, are included in the reference collection in order to assure availability of the material at all times. Reference materials are acquired in microform when it is the only available format or if cost savings, reduction in required storage space and added durability make it preferable to hard copy. The subject strengths in the reference collection are described in the Adult Collection Conspectus.

College and University Catalogs: A collection of college and university catalogs is maintained on microfiche in Z. J. Loussac Library and some branch libraries. The collection covers undergraduate and graduate institutions and is international in scope. Catalogs of Alaska institutions are acquired in hard copy for all libraries.

Telephone Directories: Telephone directories are acquired in both hard copy and microfiche formats and maintained in noncirculating collections at all libraries. The Z. J. Loussac Library houses the most extensive collection of domestic directories available on microfiche. All foreign directories available on microfiche are also included except for smaller communities in eastern Canada. These presently include directories from Great Britain, Italy, Switzerland, Australia and China. The Z. J. Loussac Collection of directories in hard copy supplements what is available on microfiche with duplication limited to all state capitals and U.S. cities with a population over 200,000. Hard copy directories are limited to those available through American Telephone and Telegraph. All communities from the Rocky Mountain states west with populations

of 5,000 or more are selected. All Hawaii directories are included regardless of population. Texas communities of over 10,000 people are added as well as all remaining communities in the U. S. with 20,000 or more residents. U. S. dependent territories are also selected. Foreign directories include major cities in Canada, Western Europe, Pacific Rim countries, and Central and South America.

All libraries have all current Alaskan telephone directories in hard copy. Non-current Alaskan telephone directories are retained in the Alaska Collection. Branch collections are primarily microfiche with the major west coast cities, including Honolulu, available in hard copy.

Foreign Language Collection

The Z. J. Loussac Library foreign language collection contains classic literature, contemporary popular reading, translated English bestsellers, and basic life skills information in languages other than English. Languages represented in the current collection are French, German, Spanish, Russian, Italian, Japanese, Korean, Filipino, and Vietnamese. Other languages to be included are Cambodian, Chinese, and Thai. Branch libraries collect foreign language materials only as needed to serve a user population in their community.

ALASKA COLLECTIONS

Alaska Collection

Scope: The Alaska Collection at Z. J. Loussac Public Library is an extensive collection of materials concerned with Alaska and adjacent northern regions. It includes books, maps, periodicals, pamphlets, government documents, and ephemera. Some of these materials are collected in microform. The Alaska Collection aims to include all published works on Alaska, in the English language. Significant works on Alaska in foreign languages are acquired, with emphasis on Southcentral Alaska. Materials in Alaskan native languages are included in the collection. Unique materials such as archives, manuscripts, and photographs form a significant part of the collection. They are discussed in the Archives and Manuscripts Policy.

Purpose: The purpose of the Alaska Collection is to encourage the appreciation and enjoyment of Alaska's history, culture, development, institutions, and natural resources, as well as to support reference and research. Materials are acquired in cooperation with the statewide library plan. Much of the Alaska Collection is available. One copy of every title in the collection is permanently on open shelves for reference and research in the library. However, there are materials whose age, character, rarity make special handling or security measures necessary. All policies and procedures balance public access with the preservation of materials.

Maps and Government Documents: The evolution of cartographic knowledge of Alaska is represented. Historic maps of Alaska are acquired to support the reference and research purpose of the Alaska Collection. Southcentral Alaska is emphasized. Current Alaskan maps are found in the general map collection at Loussac Library and branch libraries.

Publications of Alaskan local governments and institutions are collected with emphasis on Anchorage and Southcentral Alaska. Publications of the State of Alaska are received under the depository program of the Alaska State Library. Alaska-related federal documents are selected from the federal depository collection and placed in the Alaska Collection.

Northern Collections

Circulating collections of Alaskan materials are maintained in all libraries and are designated Northern Collections. Multiple copies of high-demand items are purchased.

Archives and Manuscripts

Introduction:

The Archives and Manuscript collection is the part of the Alaska Collection which acquires primary historical material, and is located at the Z.J. Loussac Library. The purpose of the Archives and Manuscripts Collection is to gather, preserve, and make available to the public materials of cultural and historical significance relevant to Alaska and neighboring Pacific Northwest and circumpolar regions. The collection includes unpublished documents, artifacts and photographs produced by organizations, institutions or individuals. The Archives and Manuscripts Collection reflects the commitment of the Library to provide primary resource materials for original research and scholarship, and subscribes to accepted practices as outlined in the publications of the Society of American Archivists. The Collection serves the public by helping to preserve the memory of cultural life in the north and by sharing the thoughts and experiences of those who fashioned life in this region.

Core Mission Statement:

- A. To identify, collect, and organize records of enduring historical value for the use of the public.
- B. To provide suitable storage facilities and a properly controlled environment for the retention and preservation of historical materials within the Collection.

C. To provide professional archival services to the public at regular and convenient hours to ensure the highest and best use of the Collection.

D. To serve as a catalyst for creative interest and learning about the history of the southcentral region of Alaska, with particular emphasis on Anchorage, and to encourage cooperative activity within the community of historical scholars and repositories.

E. To provide services to all members of the public by encouraging the use of the Collection by beginning as well as experienced scholars, developing outreach programs, and maintaining a contributing presence in the educational and cultural life of Anchorage.

F. To serve the ideals of historical scholarship by reporting organized collecting programs and accessions to local, national and international repositories or their professional publications, such as union guides, lists, or historical bibliographies.

Collection Focus: The state library plan establishes the Anchorage Municipal Libraries as the southcentral regional resource library. Because of this, the collection gives primary consideration to materials relevant to the history and development of southcentral Alaska, with particular emphasis on Anchorage. Other materials not central to this focus may be acquired if they make a significant contribution to the collection on their own merit or supplement materials already in the holdings of the Collection.

Criteria for Acquisition: In keeping with the role the Archives and Manuscripts Collection plays as a part of a public library and regional resource center, the primary criteria used for judging archival material will be the usefulness of that material to the public of the southcentral region.

Selection and Collection of Materials: The archivist is charged with the selection, acquisition, and management of materials. It is the archivist's responsibility to build a coherent, interconnected collection according to the guidelines established by the collection focus. The archivist will not routinely purchase collections, unless they are unavailable through donation and represent an exceptional value to the Alaska Collection. The archivist or another representative of the Alaska Collection will make every effort to travel to donors and materials when it is necessary in order to inspect that material and to expedite its transfer.

Appraisals: Prospective donors to the Archives and Manuscript Collection are advised that the Library cannot, for tax purposes or otherwise, appraise a collection or an individual document for monetary value. However, the staff of the Archives will be able to help prospective donors in locating a qualified appraiser for their material.

Access:

A. **Equality of Access--**Materials are available to the public on equal terms of access, according to the rules for use of archival material available for inspection by the public.

B. **Full Access--**Access is granted to all materials with the exceptions of materials restricted by the legal or ethical constraints noted below in section D.

C. **Security--**The archivist is charged with developing procedures to provide for the physical safekeeping of the holdings. Rules and regulations ensuring the protection and continued availability of the materials apply to all users of the material on an equal basis. Those rules and regulations are found in the archives and manuscripts procedure manual.

D. **Restrictions --** Donor imposed restrictions are not encouraged. The Library recognizes that some restrictions on the use of materials may be mandated by Federal, State, or Municipal law. The Library also recognizes that other potential donor restrictions may be imposed to protect the privacy of the donor as well as that of third parties not involved in the transfer of the materials to the Collection. Under no circumstances will the Archives and Manuscript Collection accept materials which carry restrictions on use by individuals or classes of individuals. In the case of restrictions on any material in the Collection, whether requested by the donor, required by law, or imposed by the Library, a statement detailing the origin of the restrictions and the provisions will be prepared and kept on file by the archivist.

E. **Transfer and Disposition--**The Library seeks full transfer of legal title, literary rights, and copyright from donors in order to assure that materials in the Archives and Manuscript Collection will be available to the public to the full extent that the dual constraints of legal confidentiality and donor restrictions will allow. With completion of this transfer, the Library reserves the right to return to the donor, transfer to another institution, or dispose of materials not relevant to the scope of the collection. If possible the donor of the materials or the appropriate designees will be contacted before the disposal of any materials.

YOUTH COLLECTIONS

Young Adult Collection

A collection of fiction and recreational, popular interest nonfiction is acquired on topics of current interest and basic life skills for young adults in all libraries. Format is primarily paperback. Periodicals and popular sound recordings of interest to this age group are included in the young adult collection at Z. J. Loussac Library.

Children's Collection

Fiction and non-fiction book collections, periodicals and sound recordings for children are maintained at all libraries. Up-to-date, contemporary materials and the classics of children's literature are emphasized at all locations. Z. J. Loussac Library retains items considered to have historical importance as well as a sampling of notable award-winning books produced in other countries. Books in French, German, Italian, Spanish, Russian, Japanese, Chinese, Korean, Vietnamese and Filipino languages are purchased to support user populations in the Anchorage community.

The Z. J. Loussac Library collection provides breadth and depth of non-fiction support to the branches. Multiple copies of popular and award-winning titles are included. Seasonal and duplicate items are stored at Z. J. Loussac Library for system support. Non-circulating materials are acquired to provide reference service.

Loussac Children's Literature Collection

Funded by a grant from the Loussac Foundation, this specialized collection is temporarily housed at the Samson-Diamond Branch Library and will be permanently located within the Z. J. Loussac Library. The collection is intended for adults who work with children and for students of children's literature. Works include bibliographies and studies of children's literature; histories, indexes, and biographies of authors and illustrators of children's literature; books about child psychology and the psychology of reading; guides to crafts and activities for children; manuals on library services for youth; Alaskan children's books; and award-winning books written for children. Non-circulating reference works are included in this collection.

FORMAT COLLECTIONS

MEDIA

The media collection at Z. J. Loussac Library is composed of art prints, sheet music and scores, sound recordings, 16mm films, video tapes, and a reference collection. In addition, sound recordings are available at all branch libraries. The following considerations apply to the selection of media materials.

Art

Framed prints by Alaskan artists are collected for general circulation. A limited collection of non-circulating original Alaskan art and posters commemorating Alaskan events are acquired for library system display.

Sheet Music and Scores

The collection of sheet music and scores includes folk, popular, classical, piano/vocal selections from musicals, and pocket scores of major classical works.

Sound Recordings

Works of music and the spoken word are collected including classical, popular, and folk music; poetry readings, drama recordings of historical events, recorded books, instructional aids, and sound effects. The same work may be purchased in more than one format. Selection of format is based on industry trends, availability, public demand, and durability. All of the branch libraries have a selection of key sound recordings in the above listed areas. The primary collection is housed at Z. J. Loussac Library. This collection has in-depth coverage of all categories of recordings including multiple examples of performers' works, as well as comparative interpretations of composers' works.

Film and Video

The film collections are designed for public circulation and library programming. Material is selected for all age groups. Format selection is based on intended audience and type of presentation. Films are previewed before purchase, when possible, by at least one librarian. The Media Librarian selects films to be previewed on the basis of subject needs of the collection, professional reviews, and patron and library staff requests. Film titles are selected for purchase on the basis of content, significance of subject, intended audience and purpose, accuracy and authenticity, and technical quality. Responsibility for the appropriateness of a film shown to a particular audience rests with the patron.

16mm Films

Subject areas for 16mm films emphasize Alaska and adjacent regions, documentary, feature films, sports and recreation, and children's films.

Video

Video formats of 1/2" and 3/4" are collected. Subject areas of emphasis include Alaska, contemporary award winners, American and foreign classics, documentary, instructional, and children's films. Included in the 3/4" video is a circulating depository collection of all locally produced programs from the public television station, KAKM.

Reference

A reference collection of media-related periodicals, biographical works, bibliographies, catalogs, reviews, and dictionaries is available for public use and to assist the Media staff in selection.

PERIODICALS

Newspapers are acquired to provide up-to-date information on current events and to meet recreational reading needs. Selection for Z. J. Loussac Library includes all local and Alaska newspapers, newspapers from major cities of the United States, newspapers from major foreign cities, financial and business publications, and newspapers of special or popular interest. Back files for local newspapers, major national newspapers, selected foreign newspapers, and financial and business publications are maintained in microform. Selection of newspapers for branch collections is responsive to community interest with local newspapers included at each library. No effort is made to retain newspaper back files at the branches.

The magazine and journal collection at Z. J. Loussac Library contains material of popular interest for general reading as well as specialized subject support. Included are all Alaska titles; most periodicals indexed in Readers' Guide to Periodical Literature(10) and Magazine Index(11); an extensive selection of titles from Business Index(12) to support the business and economics subject emphasis; and representative publications indexed in Sci Index(13), Applied Science and Technology Index(14), Social Science Index(15), Humanities Index(16), and General Science Index(17).

10

Readers' Guide to Periodical Literature (New York: H. W. Wilson Company, 1905-).

11

Magazine Index (Belmont, California: Information Access Company, 1977-).

12

Business Index (Belmont, California: Information Access Company, 1979-).

13

Sci Index (New York: H. W. Wilson Company, 1930-).

14

Applied Science and Technology Index (New York: H. W. Wilson Company, 1913-).

15

Social Science Index (New York: H. W. Wilson Company, 1974-).

16

Humanities Index (New York: H. W. Wilson Company, 1974-).

17

General Science Index (New York: H. W. Wilson Company, 1974-).

Selection is determined by user demand, gaps in the existing collection, local availability of similar material, index access to titles, and availability of out-of-print publications on microform. Back files of magazines are retained primarily in microform. All Alaskan magazines are retained as hard copy. A very limited selection of publications is maintained in bound volumes when no microform is available or when the reference value would be reduced in microform: examples are National Geographic, American Artist, and Architectural Digest. Branch magazine collections include selected periodicals indexed in Readers' Guide and Magazine Index and popular items in response to user interest. Alaskan publications of broad public interest are available in branch library collections. Limited back files in microform and bound volume are retained for reference use in the branches.

DOCUMENTS

Municipality of Anchorage Documents

The Z. J. Loussac Library collects documents published by the Municipality of Anchorage. One copy of every document acquired is retained in the permanent non-circulating collection. Z. J. Loussac Library is the official depository for minutes of municipal boards and commissions. Documents of general interest and popular appeal are included in branch collections.

State of Alaska Documents

The Z. J. Loussac Library is a depository for State of Alaska documents. The library is sixth on the Alaska State Library document distribution list. Therefore the Library receives a copy of every state document which the issuing agency provides at least six copies for distribution. A limited selection of state documents with reference value is in branch collections.

Federal Documents

The Z. J. Loussac Library is a selective depository for U. S. government documents and is subject to federal regulations governing depository collections. Publications which support the subject emphases of the general collection and particularly those which relate to Alaska are selected. Suggested core list of government publications for public libraries are used as guides when making selections for the collection. Depository selections are reviewed annually for additions and deletions. Publications are selected to complement other depository document collections in Anchorage. As a designated Patent Depository Library, Z. J. Loussac Library offers U. S. patents from 1964 on microfilm and online searching of patent literature through the CASSIS system.

MAPS AND ATLASES

Maps

All current maps of political units within Alaska, neighboring Canadian provinces, Washington and Oregon are included in the Z. J. Loussac collection. Selective maps of other states are also included, Asian and European political maps are acquired to supplement information found in atlases. Political maps produced by the Central Intelligence Agency are received through the Federal Document Depository Program.

All United States Geological Survey topographic quadrangle maps of Alaska are acquired for the Z. J. Loussac Library through the Federal Document Depository Programs. Branch libraries have bound sets of these maps which are updated every five years.

Current topographic maps of Alaska from other sources and maps covering the natural and cultural resources of the state, providing information not available in atlases, are available at the Z. J. Loussac Library only. Current plat maps for the Chugiak-Eagle River and Girdwood areas are maintained at the Chugiak-Eagle River and Scott and Wesley Gerrish Branches respectively.

The Z. J. Loussac Library offers street maps of major Canadian, Asian and European cities, including capitals, regardless of size. The map collections at all libraries include all current road maps of the state of Alaska and street maps of Alaskan communities; current road maps of other states and bordering Canadian provinces; and street maps of major U. S. cities.

All published maps related to Alaska are retained in the Alaska Collection for historical purposes.

Atlases

A representative selection of general topographic, historical and political atlases of the United States and the world are acquired for all libraries. The Z. J. Loussac Library collection additionally includes all current atlases of Alaska, bordering Canadian provinces, and the Pacific Northwest and selective U. S. and world economic and oceanographic atlases, U. S. national atlases, and extraterrestrial atlases.

All atlases of Alaska are retained in the Alaska Collection for historical purposes.

PAPERBACKS

Hardbound format is preferred for durability in the general collections. Paperbacks are selected when no hardbound edition is available. If the material is likely to require long term retention, paperbacks will be durabound before addition to the collection. Uncataloged collections of primarily donated paperbacks are maintained at all libraries to provide supplemental copies of high interest material and extended collections of genre material. The size and scope of these collections are dictated by patron interest at each library.

BOOKS BY-MAIL COLLECTION

A small collection of paperbacks primarily of current popular interest is maintained in the Regional Services Section to support mail service to rural Alaskans and institutional residents.

LARGE TYPE

Fiction and popular non-fiction titles are collected in large type for circulation. Titles frequently duplicate materials in the general collection. The major concentration of large type materials is in the Z. J. Loussac Library with all branches maintaining at least a small sampling of large type materials. Branches serving institutions or neighborhoods with demonstrated demand for large type materials acquire new titles regularly.

OTHER FORMATS

From time to time new formats may be tested to determine public interest.

APPENDIX A

Mission Statement
for the Anchorage Municipal Library System
March 28, 1984

To assemble, preserve, and administer organized collections of books and related informational, educational and recreational materials in order to promote the communication of ideas and the enrichment of personal lives.

To provide access to human records of the past and present--factual, imaginative, scientific, and humanistic--through its own collections, and through an effective network linking all collections in the region, state, nation, and the world.

To provide to all clients who request it, the highest level of professional guidance, and personal assistance in the use of any or all library materials.

To develop special collections of library materials as appropriate to the needs of the community.

To promote continuing efforts to acquire appropriate technologies which enhance the delivery of library services. Library automation and media services are particularly important.

To provide direct public use facilities through a headquarters library, various branch libraries, and outreach activities.

To serve as a focal point for community programs in furthering the educational, cultural, and recreational objectives of the library's mission.

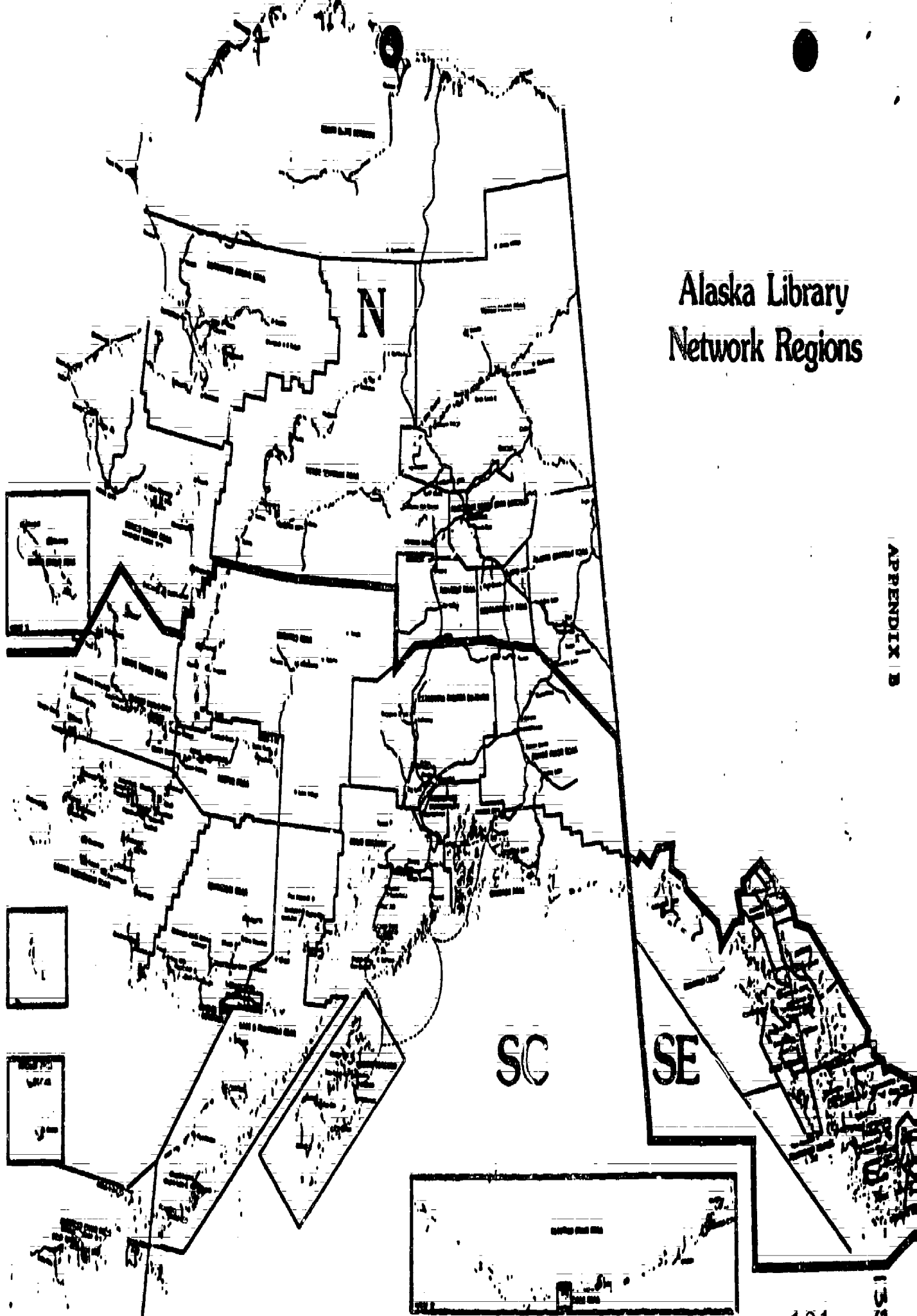
To provide through the selection of library materials the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

To serve all residents of the community, with service neither denied nor abridged because of religious, racial, social, economic, or political status.

To achieve the development of an effective organization of the public relations function within the library administrative structure, and in so doing ensure that the library system maintains an ongoing, comprehensive and high level public relations and public information program.

To regularly review and revise the goals of this mission statement to ensure that the resources of the system are marshalled to best satisfy the needs of the community which the library serves.

Alaska Library Network Regions



APPENDIX C

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.

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.

Adopted June 18, 1948.

Amended February 2, 1931, June 27, 1967, and January 23, 1980
by the ALA Council!

INTELLECTUAL FREEDOM STATEMENT

An Interpretation of the LIBRARY BILL OF RIGHTS

The heritage of free men is ours.

In the Bill of Rights to the United States Constitution, the founders of our nation proclaimed certain fundamental freedoms to be essential to our form of government. Primary among these is the freedom of expression, specifically the right to publish diverse opinions and the right to unrestricted access to those opinions. As citizens committed to the full and free use of all communications media and as professional persons responsible for making the content of those media accessible to all without prejudice, we, the undersigned, wish to assert the public interest in the preservation of freedom of expression.

Through continuing judicial interpretations of the First Amendment to the United States Constitution, freedom of expression has been guaranteed. Every American who aspires to the success of our experiment in democracy—who has faith in the political and social integrity of free men—must stand firm on those Constitutional guarantees of essential rights. Such Americans can be expected to fulfill the responsibilities implicit in those rights.

We, therefore, affirm these propositions:

1. We will make available to everyone who needs or desires them, the widest possible diversity of views and modes of expression, including those which are strange, unorthodox or unpopular.

Creative thought is, by its nature, new. New ideas are always different and, to some people, distressing and even threatening. The creator of every new idea is likely to be regarded as unconventional—occasionally heretical—until his idea is first examined, then refined, then tested in its political, social or moral applications. The characteristic ability of our governmental system to adapt to necessary change is vastly strengthened by the option of the people to choose freely from among conflicting opinions. To stifle non-conformist ideas at their inception would be to end the democratic process. Only through continuous weighing and selection from among opposing views can free individuals obtain the strength needed for intelligent, constructive decisions and actions. In short, we need to understand not only what we believe, but why we believe as we do.

2. We need not endorse every idea contained in the materials we produce and make available.

We serve the educational process by disseminating the knowledge and wisdom required for the growth of the mind and the expansion of learning. For us to employ our own political, moral, or esthetic views as standards for determining what materials are published or circulated conflicts with the public interest. We cannot foster true education by imposing on others the structure and content of our own opinions. We must preserve and enhance the people's right to a broader range of ideas than those held by any librarian or publisher or church or government. We hold that it is wrong to limit any person to those ideas and that information another believes to be true, good, and proper.

3. We regard as irrelevant to the acceptance and distribution of any creative work the personal history or political affiliations of the author or others responsible for it or its publication.

A work of art must be judged solely on its own merits. Creativity cannot flourish if its appraisal and acceptance by the community is influenced by the political views or private lives of the artists or the creators. A society that allows blacklists to be compiled and used to silence writers and artists cannot exist as a free society.

4. With every available legal means, we will challenge laws or governmental action restricting or prohibiting the publication of certain materials or limiting free access to such materials.

Our society has no place for legislative efforts to coerce the taste of its members, to restrict adults to reading matter deemed suitable only for children, or to inhibit the efforts of creative persons in their attempts to achieve artistic perfection. When we prevent serious artists from dealing with truth as they see it, we stifle creative endeavor at its source. Those who direct and control the intellectual development of our children--parents, teachers, religious leaders, scientists, philosophers, statesmen--must assume the responsibility for preparing young people to cope with life as it is and to face the diversity of experience to which they will be exposed as they mature. This is an affirmative responsibility that cannot be discharged easily, certainly not with the added burden of curtailing one's access to art, literature, and opinion. Tastes differ. Taste, like morality, cannot be controlled by government, for governmental action, devised to suit the demands of one group, thereby limits the freedom of all others.

5. We oppose labeling any work of literature or art, or any persons responsible for its creation, as subversive, dangerous, or otherwise undesirable.

Labeling attempts to predispose users of the various media of communication, and to ultimately close off a path to knowledge. Labeling rests on the assumption that persons exist who have a special wisdom, and who, therefore, can be permitted to determine what will have good and bad effects on other people. But freedom of expression rests on the premise of ideas vying in the open marketplace for acceptance, change, or rejection by individuals. Free men choose this path.

6. We, as guardians of intellectual freedom, oppose and will resist every encroachment upon that freedom by individuals or groups, private or official.

It is inevitable in the give-and-take of the democratic process that the political, moral and esthetic preferences of a person or group will conflict occasionally with those of others. A fundamental premise of our free society is that each citizen is privileged to decide those opinions to which he will adhere or which he will recommend to the members of a privately organized group or association. But no private group may usurp the law and impose its own political or moral concepts upon the general public. Freedom cannot be accorded only to selected groups for it is then transmuted into privilege and unwarranted license.

7. Both as citizens and professionals, we will strive by all legitimate means open to us to be relieved of the threat of personal, economic, and legal reprisals resulting from our support and defense of the principles of intellectual freedom.

Those who refuse to compromise their ideals in support of intellectual freedom have often suffered dismissals from employment, forced resignations, boycotts of products and establishments, and other invidious forms of punishment. We perceive the admirable, often lonely, refusal to succumb to threats of punitive action as the highest form of true professionalism: dedication to the cause of intellectual freedom and the preservation of vital human and civil liberties.

In our various capacities, we will actively resist incursions against the full exercise of our professional responsibility for creating and maintaining an intellectual environment which fosters unrestrained creative endeavor and true freedom of choice and access for all members of the community.

We state these propositions with conviction, not as easy generalizations. We advance a noble claim for the value of ideas, freely expressed, as embodied in books and other kinds of communications. We do this in our belief that a free intellectual climate fosters creative endeavors capable of enormous variety, beauty, and usefulness, and thus worthy of support and preservation. We recognize that application of these propositions may encourage the dissemination of ideas and forms of expression that will be frightening or abhorrent to some. We believe that what people read, view, and hear is a critically important issue. We recognize, too, that ideas can be dangerous. It may be, however, that they are effectually dangerous only when opposing ideas are suppressed. Freedom, in its many facets, is a precarious course. We espouse it heartily.

Adopted by the ALA Council,
June 25, 1971

Endorsed by the FREEDOM TO READ FOUNDATION,
Board of Trustees
June 18, 1971

FREEDOM TO READ STATEMENT

Adopted June 25, 1953
 by the ALA Council
 Revised January 28, 1972

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts of suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by those pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our best books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections. We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the tastes of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent serious artists from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many people. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Endorsed by:
AMERICAN LIBRARY ASSOCIATION
 Council, June 25, 1953
AMERICAN BOOK PUBLISHERS COUNCIL
 Board of Directors, June 18, 1953

CHALLENGED MATERIALS
An Interpretation of the LIBRARY BILL OF RIGHTS

The American Library Association declared as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the LIBRARY BILL OF RIGHTS, and which is approved by the appropriate governing authority.

Challenged materials which meet the materials selection policy of the library should not be removed under any legal pressure. The LIBRARY BILL OF RIGHTS states in Article 1 that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article 2, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981, by the ALA Council.

FREEDOM TO VIEW

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to ensure the constitutional guarantee of freedom of expression.

2. It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

3. It is our professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Educational Film Library Association's Freedom to View Committee, and was adopted by the EFLA Board of Directors in February, 1979.

Adopted by the Council, American Library Association, June 1979.

UAA Collection Development Policy

The University of Alaska, Anchorage Library (UAA) was formed in 1972 by combining the libraries of Anchorage Community College and Alaska Methodist University. The present UAA Library serves the three higher education institutions in Anchorage; University of Alaska, Anchorage (UAA), Anchorage Community College (ACC), and Alaska Pacific University (APU).

The missions and goals of the three schools are contained in the appendix. The primary focus for collection development is to support the instructional programs of the three schools and the research needs of the faculties. In addition, the Library is designated the Research Library for Southcentral Alaska in the statewide plan for library development; Library Service for All Alaskans 1969.

We recognize that our library can not be all things to all people and we attempt to maximize our available funds through careful collection development, and formal and informal resources sharing.

GENERAL POLICY STATEMENT:

The library acquires print and non-print material in support of the following programs.

1. UAA and APU undergraduate liberal arts degree programs.
2. ACC vocational and technical certificate programs.
3. ACC Associate of Arts degree programs and transfer studies.
4. Master's degree programs offered at UAA.

Subjects not covered by the curriculum of the three schools or required for faculty research are acquired selectively.

Lists of specific degree programs are contained in the appendix.

SCOPE OF THIS POLICY STATEMENT:

This document covers the basic collection policies of the UAA Library.

AUDIENCE:

The audiences for this policy are:

1. The UAA Library Staff,
2. Library Advisory Committees,
3. Administration and faculty of UAA, ACC, and APU,
4. Librarians within the University of Alaska Statewide System,
5. Libraries and institutions within the community of Alaska, and
6. Institutions within the scope of the Western Library Network.

USERS:

1. Students and faculty of UAA, ACC, and APU.
2. Residents of Southcentral Alaska

SELECTION RESPONSIBILITY:

The acquisitions librarian has responsibility for overall library acquisitions and acts as the Collection Development Officer for the library. Selection of materials is a joint responsibility of the librarians, and other faculty of UAA, ACC, and APU.

CRITERIA FOR PRINT AND NON-PRINT SELECTION AND ADDITION:

The library endorses the American Library Association's Library Bill of Rights, the Freedom to Read Statement and the Intellectual Freedom Statement. Texts of these statements are contained in the appendix.

CONFIDENTIALITY OF LIBRARY RECORDS:

Circulation records and other records identifying the names of library users are confidential. No information concerning an individual's borrowing records, or the contents of borrowers records, or the frequency or nature of questions asked by borrowers will be divulged by the library to any individual, corporation, institution, government agency, except under court order or other form of due process which has been reviewed and approved by the University Counsel.

RESOURCE SHARING:

The library seeks to avoid duplication of expensive materials and collections which are available in the state unless the need for such material at UAA justifies their purchase. Through participation in the Statewide Collection Development Project, the Library will be able to focus its acquisitions effort and further rationalize the acquisitions efforts. The library is committed to providing the best possible service with its collections and to do this, dependence on, and participation in, a statewide resource sharing network is necessary.

Casual cooperative efforts abound, both in acquisitions and resource sharing and through coordination with librarians throughout the UA System, the Resource and Research Library Directors and the Alaska Library Network, much valuable coordination and cooperation is accomplished.

SPECIAL COLLECTIONS:

The Library includes an Archives and Manuscripts Dept., the Alaska Health Sciences Library, Sheet Music Collection, Alaska Collection, Government Documents Collection, and Curriculum Collection.

Alaska Health Sciences Library:

The Alaska Health Sciences Library (AHSL) is located in the UAA Library. The primary mission of AHSL is to serve the health sciences information needs of health professionals throughout Alaska and the needs of the College of Nursing and Health Sciences at UAA and related programs at UAA, ACC and APU. Funding for the AHSL Collection comes from the UAA Library materials budget and primary responsibility for collection development for AHSL lies with the AHSL Librarians. Additional purchases are made upon recommendations by UAA and ACC Health Science faculty, Health professionals in the state, and members of the UAA Library faculty.

Archives And Manuscripts Department:

The Archives and Manuscripts Department was founded in 1979. Primary collection focus is Southcentral Alaska. The Archivist and Manuscripts Curator is responsible for acquisitions with the assistance of interested faculty. Active solicitation of manuscripts and archival collections is ongoing.

Curriculum Collection:

This collection is designed to serve the needs of the School of Education and teacher education students.

Acquisitions guidelines:

1. Editions of textbooks adopted by the Anchorage School District K-12.
2. Curriculum guides for schools in Alaska.
3. Appropriate print and non-print curriculum material.
4. Faculty requested titles

Sheet Music Collection:

The library purchases multi-part musical scores to support orchestral and band music programs at UAA and ACC as well as choruses and choirs on campus and in the community at large.

ORDERING PROCEDURES:

Specific procedures for requesting additions to the UAA collections are covered in the faculty and student handbooks in the appendix.

DUPLICATION OF MATERIALS-NON-ALASKANA:

Duplicates of print and non-print materials are added to the collections if the titles fall into one of the following categories.

1. Titles requested for Reserve use may be purchased if the class size is more than 30. These extra titles are not cataloged. When the additional copies come off Reserve they are reviewed by the acquisitions librarian for addition.
2. Reference titles heavily in demand such as style manuals, dictionaries, etc.
3. Special needs are considered in support of out-reach programs and interlibrary loan.

GIFTS:

General Policies: The Library assigns no monetary value to incoming gift material.

Monetary donations are used to acquire material based on the stipulations attached to the gift and the needs of the library. Gifts that are duplicated in the collection and unneeded material are reviewed when appropriate and offered to community college libraries within the state or are sold.

1. Back issues of periodicals currently subscribed to by the library are added as needed.
2. Monographic titles are accepted and added if needed for support of programs and disciplines offered.
3. Gift subscriptions to journals are accepted by the library if there is a reasonable expectation that the library could or would wish to carry on the subscription after the initial year, and if the title is required for support of our programs.

EXCHANGES:

At present the library does not participate in active exchange relationships. The limited number of titles produced on our campuses and our access to them for exchange purposes preclude exchanges at this time.

OUT OF PRINT

Out of print titles are acquired as available, funds permitting. Because of the costs involved and the length of time required for an out of print search, careful screening of requests for out of print titles is performed prior to ordering.

NON-PRINT

The library acquires all forms of non-print except 16mm films, video tapes, and computer software.

MAPS:

The library maintains a collection of Geological Survey Quad maps of Alaska and adds specialized maps on Alaska and the Polar Regions as available. These maps are housed with the Alaska Collection.

FOREIGN LANGUAGE MATERIAL:

The library acquires material in support of the foreign languages taught on the campuses. At present, foreign language offerings are French, German, Russian, Spanish, and Japanese; almost all of these courses are limited to first and second year offerings with only a few upper division courses. Other foreign language material is acquired in the form of dictionaries and foreign language encyclopedias. The library acquires selective foreign language material in support of other subjects.

TEXTBOOKS:

Textbooks are added in support of specific courses when the best available treatment is a textbook; otherwise, textbooks are not added to the permanent collection.

REPLACEMENTS:

Replacements for lost and missing material are purchased if still needed for the collection and as funds permit.

WITHDRAWALS FROM THE COLLECTION:

Materials are withdrawn from the collection when:

1. Material is outdated.
2. Volumes are superseded.
3. Titles are damaged beyond repair.
4. Duplicate copies are no longer needed.

DISSERTATIONS AND THESES:

The library collects two copies (the original and one copy) of all theses from graduates of UAA.

PERIODICALS AND SERIALS:

New periodicals and serials are added to the collection as funds permit. Emphasis in acquisition is given to indexed titles and titles recommended in standard bibliographies. Recommendations from the faculty are encouraged and sent to the library in a prioritized order from the individual units.

BACKFILES OF PERIODICALS AND SERIALS

The Library seeks to acquire backfiles of all periodicals and serials subscribed to by the Library if specifically requested. Hard copy backfiles for scholarly titles is the preferred format, with Microform acceptable for general titles or when hard copy is unavailable.

NEWSPAPERS

The Library subscribes to the major Alaskan newspapers. We also subscribe to selected papers from Northern and Western Canada, Japan, and Europe. Newspapers from the other 49 states are acquired selectively, to provide coverage of the various regions of the U.S.

RARE BOOKS

The Library does not actively acquire or purchase rare books. We have a small collection of rare and scarce titles predominantly on Alaska Polar Regions and early Pacific Northwest exploration.

DOCUMENTS--FEDERAL AND STATEFederal

The Library is a select depository for U.S. documents.

State

The library is a complete depository for Alaska state documents. With the exception of some ephemeral pamphlets, all Alaska documents are cataloged into the Alaska collection.

APPROVAL PROGRAM

The Library participates in a comprehensive approval plan with a major vendor. Subject coverage is based on a profile of the programs offered at our three schools. Books are selected by library and classroom faculty.

PROFESSIONAL STAFF

The Library has eight professional librarians with full academic rank. The two librarians with the Alaska Health Sciences Library are members of the Alaska State Library staff.

ACCREDITATION

The Library faculty is actively involved in accreditation activities on the UAA and ACC campuses and attempts to provide the necessary statistical and evaluative data required by units requesting information during accreditation reviews, self study reports and site visits.

COLLECTION DEVELOPMENT POLICY

Kuskokwim Consortium Library

Pouch 1068
Bethel, Alaska 99559

The following statements of intellectual freedom, adopted by the American Library Association, will be a part of this policy statement:

Library Bill of Rights
Freedom to Read statement
Intellectual Freedom Statement;
An Interpretation of the Library
Bill of Rights.

The Kuskokwim Consortium Library's Advisory Board approved this policy on March 5, 1986. An earlier version of the policy was adopted by the library's board, the Bethel City Council, and the Kucc Community College Advisory Board.

Teddy Wintersteen, Librarian
March 20, 1986

STATEMENT OF PRINCIPLES

Kuskokwim Consortium Library

The Kuskokwim Consortium Library serves three constituencies: the students, faculty, and staff of the Kuskokwim Community College; the people of the Bethel community; and the people of the Yukon-Kuskokwim Delta area.

The mission of the library as a community college library is to provide materials to support courses taught at the Kuskokwim Community College, and to provide students, faculty, and staff with materials for their information and entertainment. In its role as a public library, the library seeks to provide materials for the information and recreation of its community patrons.

The library will accomplish this mission with the following principles:

A. The library will meet the curricular needs of students and staff of the Kuskokwim Community College, always keeping the accreditation standards for that institution as a top priority.

B. The library shall assemble, preserve, and administer an organized collection of books and related educational and recreational material in order to promote the communication of ideas, an enlightened citizenship, and enriched personal lives.

C. The library shall serve the community as a center of reliable information.

D. The library shall provide a place where inquiring minds may encounter the information necessary to a society that depends for its survival on free competition of ideas.

E. The library shall seek continually to identify community educational, civic, and cultural needs, and to cooperate with other organizations, agencies, and institutions which can provide programs or services to meet community needs, to the extent that community chooses to fund such programs and services.

F. The library shall provide opportunity and encouragement for children, young people, and adults to educate themselves continuously.

G. The library shall provide opportunity for recreation through the use of literature, music, films, and other art forms.

H. The library shall serve as the link between the community of Bethel and the people of the Yukon-Kuskokwim Delta and the Alaska Library Network with interlibrary loans and other forms of information retrieval.

I. The library shall serve as the community's cultural center and as a place for display of the arts as well as a depository of documents and photographs relating to the history of the area.

J. Because of its nature as a consortium library serving both the community of Bethel and the community college, the library shall seek to distribute its efforts and resources equitably and to protect the interests of both groups in using the library's resources.

K. The library shall serve as an area center library with loans of material to patrons in the Yukon-Kuskokwim Delta and as a resource for other information services needed by people of the region.

L. The library shall seek to develop a regional archives for organization and storage of historic and current records of community groups, as funding and space permit.

M. The library shall seek to establish an environment for children and young adults which will lead to an application of and respect for literacy.

COLLECTION DEVELOPMENT POLICY

MISSION STATEMENT

The mission of the Kuskokwim Consortium Library as a community college library is to provide materials to support courses taught at the Kuskokwim Community College, and to provide students, faculty, and staff with materials for their information and entertainment. In its role as a public library, the Kuskokwim Consortium library seeks to provide materials for the information and recreation of its community patrons.

PURPOSE AND AUDIENCE OF COLLECTION DEVELOPMENT POLICY

The purpose of this policy statement is to define the present and intended scope and depth of the library's collection and to describe the way the future goals will be met.

This policy will be utilized by the library staff in its selection, deselection, and budget planning; and by the college and community patrons and other librarians in understanding the scope of the library's present and intended collection.

USER GROUPS

The Kuskokwim Consortium library serves three constituencies: the community of Bethel; the students and staff of the Kuskokwim Community College; and patrons from the southwestern region of Alaska.

Begun in 1972, the mission of the Kuskokwim Community College is to the people of the southwestern part of Alaska. KuCC serves a total possible constituency of about 20,000 people scattered in tiny villages over an area the size of the state of Washington. Almost all the people in the villages are Yup'ik Eskimos, many of whom use English as a second language. This means that many of KuCC's students need developmental studies. A recently defined focus of the college is to include a transfer program for students who hope to transfer to a four-year-institution. Also offered are associate degrees in early childhood education, community health aide training, and Yup'ik language; vocational training in areas of interest to the population; ABE and development education; and community interest courses. Some courses are provided in village locations, taught by part-time instructors under the supervision of KuCC staff members.

The FTE for KuCC for the 1985 fall semester was about 144 with a headcount of 621. This translates into 49 full-time students and 572 part-time students and non-degree-seeking community members.

The community of Bethel has about 3,800 people, with a recent decrease in size due to the downturn in the local economy. About half the people are native and half are non-native, with a very young average population. Most of the native people in the community have a high school education or less, and English is a second language for many. Most of the Yup'ik people lead a semi-subsistence lifestyle, trying to maintain an anchor in the traditional ways while also taking advantage of modern technology. Although this segment of the population does not use the library in proportion to their number, library use by the Yup'ik people is increasing as they recognize the need for problem-solving information.

The public patrons of the library are largely professional, college-educated non-natives who work in the community's educational, economic, or social services. Their use of the library is typical of public patrons in other communities.

GENERAL POLICY STATEMENT

Library materials will be acquired in accordance to the following policies:

1. Funds from the college shall be used to purchase materials to support college curriculum with the following priorities to be completed in descending order:

- a. Materials to support the two-year transfer curriculum;
- b. Materials to support other degree programs;
- c. Duplicate materials as needed to support course offerings in the villages;
- d. Materials to support course offerings in community interest areas;
- e. General information sources in a wide range of subject areas.

2. Funds from the city and from the state library's grants to public libraries will be used to purchase materials to support community interest with the following priorities to be completed in descending order:

a. Books of current interest to adults, including a representative collection of the best of the best-sellers purchased through the McNaughton plan;

b. Materials for children with special emphasis on materials for pre-schoolers, paperback books for leisure reading for middle-grade children, a minimal nonfiction collection for the middle grade children, and children's classics and standards in hardback editions;

c. Materials needed to meet the information needs of the community;

d. Standard and classic fiction and nonfiction works;

e. Duplicate materials as needed to support loans to area patrons.

SCOPE

The library will seek to develop the collection to at least an over-all 1b level, and a 2a level in subject areas taught by the college. It will seek a 3c level in the history, culture, and language of the Yup'ik Eskimo people of Southwest Alaska. An intended collection intensity of 3c means that that collection will be developed to an advanced study level adequate to support honor undergraduate study and some graduate instruction. These collection level indicators are developed by the Alaska Statewide Collection Development Steering Committee.

RESPONSIBILITY FOR SELECTION

The legal responsibility for the operations of the library lies with the KuCC Policy Advisory Board and the Bethel City Council, each being primarily concerned with the constituency it represents.

KuCC faculty members are encouraged to recommend purchases in their subject areas. Students and public patrons are also encouraged to submit requests for purchases. The librarian has the final responsibility for selection and coordination of the collection's development.

TYPES OF MATERIALS TO BE PURCHASED

Selection of materials should be determined by the relevance of content rather than by form, according to the priorities listed in the general policy statement. Materials may include but are not limited to books, magazines, newspapers, pamphlets, microform, filmstrips, slides, transparencies, graphics, 16mm films, videotapes, audio records, audio cassettes, discs and cards, games and toys, models and sculpture, specimen, and computer hardware and software.

Special considerations in regard to particular formats are as follows:

a. 16mm films

Because of the high initial cost of films, film rental from commercial sources or film borrowing from the University of Alaska and the Alaska State Library is the usual alternative to purchase. A small collection of films of wide appeal about Alaska will be purchased; this will probably not be more than 1 or 2 films a year.

b. Periodicals

Periodicals are to be evaluated according to the following criteria:

- (1.) Relevance to the college curriculum;
- (2.) General popular interest to community patrons;
- (3.) Availability through other collections in the Bethel community and through the Alaska Library Network and Western Library network;
- (4.) Bibliographic access through the Magazine Index and The Education Index;
- (5.) Cost.

Because of limited storage space, the library can retain hard copy of most periodicals for only 3 years. Back issues of newspapers are retained for 1 month. Microfiche copies of serials will be purchased as funds allow, with the following priorities:

- (1.) Periodicals which are not available from the Lower Kuskokwim School District Media Center;
- (2.) Periodicals which support the KuCC transfer curriculum;
- (3.) Periodicals of general reference interest to community patrons;

(4.) Periodicals which support KuCC community interest courses.

OUT-OF-PRINT ALASKANA

Out-of-print Alaskana books are purchased when they are of overriding interest to college or community patrons. The library does not aim to develop a comprehensive collection of rare Alaskana. Out-of-print books are not circulated out of the library.

TEXTBOOKS

In general, the library will acquire textbooks only when they represent the best or only source of information on the subject. The library will buy 1 copy of a course's current text for use on reserve status, upon request of the instructor.

MCNAUGHTON

The library maintains a rental agreement with McNaughton Books whereby current fiction and nonfiction books are acquired on a temporary basis. The rotating collection of 300 books is primarily popular fiction and nonfiction best-sellers. These books are purchased for the permanent collection according to the same criteria as other materials.

COOPERATION

1. The Kuskokwim Consortium Library, as part of the Alaska Library Network and the University of Alaska system, borrows and loans print and nonprint materials from libraries in the ALN and the WLN according to the established protocol. As the library puts more of its collection into the Western Library Network database, more titles will be included in the Alaska Library Network catalog on microfiche. This will increase the accessibility of the collection for patrons all over the state.

GENERAL CRITERIA FOR SELECTION

The library exists to serve its patrons. Materials are added because they meet the library's stated objectives, meet quality standards, and are of interest to readers and to organizations. Selection follows from application of the selection criteria to a study of the circulation pattern, user survey, and patron requests.

The following general criteria will be considered in the selection of materials:

- a. Relevance to the college's curriculum will be of primary concern for materials purchased with college funds.
- b. The usefulness of the material with respect to other materials already in the collection or easily available from other area collections;
- c. Permanent or timely value of the materials;
- d. Cost of the material in comparison with other, equally useful material;
- e. Form of the material in comparison with other available forms of the same material;
- f. The artistic, historic, and literary qualities;
- g. The author's qualifications to produce materials on the subject;
- h. The relevance of the material to the library's program;
- i. The presentation of differing viewpoints on controversial subjects;
- j. The stimuli to creativity;
- k. Presentation with racial, cultural, or sexual bias;
- l. The organization and general attractiveness;
- m. Materials of overriding local interest may be selected outside these criteria.

In addition to the criteria regarding content as listed above, print materials should be evaluated by the following technical criteria where possible:

- a. The quality of format;
- b. The readability and typographically well-balanced print;
- c. The quality of binding, strong paper, and good spacing between lines;
- d. Clear and attractive illustration.

In addition to the criteria regarding content as listed above, nonprint materials should meet the following technical criteria unless interest in an item is of overwhelming concern:

- a. The durability (dialzo microform will be purchased);
- b. The appropriateness of format to the content;
- c. The ease of use and repair;
- d. The attractiveness;
- e. The fidelity and clarity of tone.

PROCEDURES FOR SELECTION

The following selection and reviewing tools shall be consulted in the selection of materials in the following order of importance, but selection is not necessarily limited to their listings:

Library Journal
 Booklist
 New York Times Book Review
 Choice
 Public Library Catalog
 Fiction Catalog
 Books for Junior College Libraries
 Books for College Libraries
 Books for Occupational Education Programs
 Senior High School Library Catalog
 Books for the Secondary School Library
 Children's Catalog
 Newsweek
 Time
 Sourdough
 Newspoke

GIFT MATERIALS

Gift materials and unsolicited subscriptions should be judged by the criteria used for purchasing, and they will be accepted or rejected on the basis of those criteria. Gifts not placed into the permanent collection will be put on the library's give-away shelf.

DESELECTION

Selection is an ongoing process which should include the removal of materials no longer appropriate or of value according to the selection criteria; the replacement of lost and worn materials; and removal of unnecessary duplicates. Deselected materials shall be offered to patrons on the library's give-away shelf.

PRESERVATION AND BINDING

Materials of current value in the collection but in poor physical condition should be mended, bound or replaced. Binding is preferable for long-term retention if the cost of binding is less than the cost of replacement and if binding will restore an item to usable condition. If material is not suitable for binding, replacement is preferable to extensive mending. Mending is only performed in cases of minor damage or when there is no alternative. Special preservation methods are considered for rare Alaskan materials.

PAPERBACK BOOKS

Books available in a good quality paperbound edition will be purchased in that edition in preference to a more expensive, hardbound edition. At least one copy of each Alaska Geographic publication will be prebound.

PROCEDURES FOR HANDLING CHALLENGED MATERIALS

The Kuskokwim Consortium Library recognizes the patron's right of free access to many different types of books and nonprint materials. Materials shall be chosen for values of interest and enlightenment of all patrons, and shall not be excluded from the collection solely because of the race, nationality, political or religious views of the writer, nor because of the style and language. Books or other materials of sound factual authority shall not be proscribed or removed from library shelves because of partisan or doctrinal approval or disapproval.

Furthermore, no patron or group of patrons shall determine the reading matter for patrons other than themselves or their own children.

The suitability of particular books or other materials may be questioned through the following procedures:

1. All criticism shall be presented to the librarian by completion of the "Request for Reconsideration of Materials" form, adapted from a form developed by the National Council of Teachers of English. The challenged materials shall be kept on the shelf during the reconsideration process.

2. The material shall be reviewed within 15 days of the receipt of the complaint by the Library Advisory Committee.

3. The Library Advisory Committee shall take the following steps after receiving the challenged materials and the complaint:

- a. Read, view, or listen to the material in its entirety.
- b. Check general acceptance of the material by reading reviews and consulting recommended lists.
- c. Complete the appropriate checklist for "Library Advisory Committee's Reconsideration of Library Materials," judging the material for the strengths and values as a whole and not in part.
- d. Present a written recommendation of the committee, which may include a minority report, to the librarian.

The librarian or the patron may appeal the committee's recommendation to the appropriate governing body. The city council or its representatives will hear appeals concerning materials protested by a public patron; the college advisory committee or its representatives will hear appeals concerning materials challenged by a college patron. If the jurisdiction is not clear, a joint committee made up of two representatives from each group will hear the appeal and make a final judgment.

The Library Advisory Committee will hear only those complaints which have been filed using the appropriate completed form. The City Council or the KuCC Policy Advisory Committee or a joint committee of the two will hear only those complaints which have first been considered by the Library Advisory Committee in the manner outlined above. At each point, every effort will be made to satisfactorily resolve complaints. The city council will be the final authority as to the resolution of a protest made by a public patron. Appeals from the decision of the KuCC Policy Advisory Committee will be heard through the hierarchy of the University of Alaska system.

A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility on the part of the professional involved in the original selection and/or use of the material.



Matanuska-Susitna Community College

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OF THE
UNIVERSITY OF ALASKA

P.O. BOX 889
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MATANUSKA-SUSITNA COMMUNITY COLLEGE COLLECTION DEVELOPMENT POLICY

Prepared by

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Community College Librarian

April, 1983

PURPOSE OF COLLECTION DEVELOPMENT POLICY

The library's goals are incorporated in the collection development policy which follows. The policy is the library's acquisitions philosophy, services, policies, and procedures.

It was written to provide information regarding library goals and objectives to the faculty, administration, students, and users of the college library.

MISSION AND GOALS OF THE COLLEGE

The library plays an integral role in the advancement of the mission of Matanuska-Susitna Community College; therefore, the goals of the library and the school are interrelated. The library's goals are designed to serve as a guide to reach these mutual objectives and thereby meet the demands of the faculty, staff, and students.

As one of ten community colleges in the state of Alaska, administered as part of the University of Alaska, the goals and objectives of Matanuska-Susitna Community College as defined by the Campus President are:

1. To help people find their places in today's society;
2. To satisfy people's desire for knowledge; and
3. To develop responsibility and the leadership qualities necessary to cope with life.

The objectives of the Matanuska-Susitna Community College are to serve:

1. People interested in transferring to a four-year institution;
2. People desiring job preparation in two years or less;
3. People who are seeking specific training or retraining for a single trade or function;
4. People who wish to broaden their educational backgrounds for personal reasons;
5. People who need or desire educational counseling; and
6. People who feel the need to involve themselves in creative or cultural affairs.

Within this context, the special mission of Matanuska-Susitna Community College is to serve the residents of the communities of the Matanuska-Susitna Borough in particular, and the state in general, by providing a balanced and comprehensive offering of programs, services, and educational opportunities. The college strives to become a resource center of the community. As people and conditions change, the college must adapt to serve the changing needs of its clientele.

MISSION OF THE LIBRARY

The primary mission of the library is the acquisition and organization of materials to serve the library community. In addition, the library must provide access to these materials through instruction in the use of materials, trained staff, convenient hours and facilities, and adequate publicity of its programs and services.

LIBRARY SERVICES

As the primary objective of the library's services is to bring together users and library materials, the following services must be maintained:

1. Acquisition of materials.
2. Organization of materials in a manner conducive to their use.
3. Orientation and instruction in use of library materials.
4. Interlibrary cooperation achieved through interlibrary loan and local, regional, or national networking to provide materials not locally available.
5. Creative use of displays, publicity, and promotion of the library to encourage use of materials and publicize services.
6. Utilization of electronic technology such as computers and rapid document delivery to decrease delivery time and increase accessibility to a wider base of materials.
7. As services and collection expand, staff size must grow proportionately.

USERS

The primary users are the faculty, students, and staff of Matanuska-Susitna Community College. In addition, the library encourages citizens of the borough to use its services and materials. Through the library's membership in the Alaska Library Network and the Washington Library Network, a formal agreement of resource sharing throughout Alaska and the Pacific Northwest is in place.

FACILITIES

The goals of facilities planning are:

1. To make the library the distribution center for all instructional materials including books, motion pictures, and other audio-visual software and hardware;
2. To provide convenient access to the library in order to encourage maximum usage of the resources;
3. To facilitate library use by offering attractive and comfortable furnishings, good lighting, signs, and informational brochures;

4. To attract users to the library through exhibits, displays, and programs;
5. To provide for a variety of activities, adequate quiet zones, casual reading, listening rooms, conversational areas, as well as media viewing rooms, a typing room, and private study carrels.

SELECTION RESPONSIBILITY

The library director has the responsibility, as delegated by the college president, for the maintenance and development of the library's collections, facilities, and services.

Faculty members are responsible for recommending purchases in their subject areas. Any faculty member may request that an item be added to the collection by submitting suggestions to the librarian. Librarian will decide whether to purchase.

Students, staff, and administration are also encouraged to submit requests for purchases. They may do so by filling out a "request for purchase" form available in the library.

SELECTION METHODS

Materials are selected primarily on the basis of critical reviews. Major selection tools used are:

1. Standard bibliographies, including: Books for College Libraries, The Vocational-Technical Core Collection, and Choice's Outstanding Academic Books.
2. Book review journals, primarily: "Choice," "Library Journal," "Booklist," "Kirkus Reviews," "Wilson Library Bulletin," and "New York Times Book Review."

DEFINITION OF LIBRARY MATERIALS

Library materials are defined as all print and nonprint instructional materials such as books, newspapers, periodicals, maps, audio and video recordings, slides, and computer software which are organized and housed in the library to fulfill the aims and objectives of the college curriculum or to further the stated goals and objectives of the institution.

PERIODICALS AND NEWSPAPERS

The following points are considered when selecting periodicals:

1. Titles which support the curriculum.
2. Are of interest to students, faculty, and other patrons.
3. Are indexed.
4. Items not available readily elsewhere.
5. Cost of the title.
6. Hard copy will be held for several years; older volumes converted to microforms.

Newspapers from Alaska's major cities, Anchorage, Fairbanks, and Juneau, will be subscribed to and converted to microfilm where cost allows. Representative newspapers from other major U.S. cities will also be purchased.

AUDIO-VISUAL MATERIALS

Audio-visual software which supplements the collection will be purchased. As a rule, 15mm films will not be purchased from the budget. The library will borrow or rent films from one of the media libraries in the state. All audio-visual materials acquired for a department are to be cataloged and stored in the library regardless of the funds used to obtain them.

MAPS

The library is a depository for USGS maps of the Pacific Northwest region.

GOVERNMENT DOCUMENTS

The library selectively collects and holds a limited number of federal documents. A larger portion of state documents will be collected in relevant course-related subject areas.

COLLEGE CATALOGS

The library has the latest editions of major U.S. university and college catalogs; emphasis is on schools in the Pacific Northwest. A more complete selection will be available on microfiche, with most U.S. colleges being represented.

TELEPHONE DIRECTORIES

The library has recent directories for all major U.S. cities on microfiche. Alaskan directories are retained in hard copy when available.

UNIVERSITY REPORTS

Reports from major University of Alaska and community college departments will be retained. University records shall include documents, files, catalogs, and other materials of historical value pertaining to the activities and functions of the system.

GIFTS

The library encourages gifts and donations of materials or money to purchase them, provided they fit the collection policy. Unwanted gifts will be accepted but passed on to other libraries or disposed of as the director deems appropriate. The library cannot legally appraise gifts for tax purposes.

MATERIALS NOT NORMALLY PURCHASED

The library will not purchase the following:

1. Rare books, with the exception of gifts and some Alaskana.
2. Research materials.
3. Extensive collections in limited subject areas.

4. Foreign language publications.
5. In general, the library will not acquire textbooks adopted as required texts. Some texts which are valuable as reference materials or where no other materials are available will be bought.
6. Highly specialized technical books.
7. Expensive materials readily available elsewhere.
8. Duplicate copies of materials are not generally purchased.
9. Current popular fiction. The library does provide the McNaughton Collection, a lease plan supplying current popular fiction to patrons without purchasing the titles for the permanent collection.
10. Out-of-print materials, unless of enough importance to justify the efforts.

PRUNING

The library will regularly dispose of duplicate or outdated materials. Damaged materials will be sent to the bindery or replaced.

SPECIALIZATION IN THE COLLECTION

Areas of primary specialization having statewide significance are:

1. Electronics Technology - includes materials on electronics technology at the undergraduate level.
2. Heating/Refrigeration Technology - the collection covers material of interest to heating and cooling in homes, industry, and marine refrigeration.
3. Agriculture - materials to support the curriculum of a new statewide vocational agriculture program recently begun at Matanuska-Susitna Community College.

Areas of secondary specialization related to the college's curriculum are:

1. English and American literature.
2. Speech.
3. Art - particular emphasis on studio arts: weaving, stained glass, ceramics, photography.
4. Business administration.
5. Secretarial skills.
6. Computer information systems.
7. Social sciences.

CONTROVERSIAL ISSUES

It is the college library's obligation to endeavor to select materials on all subjects of interest to its users including materials on all sides of controversial questions. Materials on any subject are properly admitted to the college library. The library adheres to the principles of the Freedom to Read Statement adopted by the American Library Association which is appended to this policy.

POLICY KEPT CURRENT

Selection criteria are not absolute; they are goals to strive for and plan for in developing the collection. Like the college, they are changing rather than static. They should be examined annually and updated as necessary.

ALASKA LIBRARY NETWORK

N O R T H E R N R E G I O N

Research Library:

Elmer E. Rasmuson Library
University of Alaska, Fairbanks
Fairbanks, Alaska 99775

Resource Library:

Fairbanks North Star Borough Library
1215 Cowles Street
Fairbanks, Alaska 99701

**COLLECTION DEVELOPMENT POLICY
DRAFT
AUGUST 1984**

MISSION

The Fairbanks North Star Borough Public Library and Regional Center provides opportunities for independent education, recreation, acquiring information, and conducting research through its materials and services. The Library meets these requirements of Borough and other Northern Region residents without charge and assists them to make effective use of library resources according to group and individual needs.

To achieve this mission sufficient significant materials reflecting past and present human experiences are provided. Selection of materials is based on this Collection Development Policy, the criteria given below, and the Selection Guidelines.

To bring every person, regardless of age, education, religion, ethnic and cultural background, and mental and physical health into contact with the human record contained in the Library collections, various services are provided. These include the efficient organization of materials to make them accessible; lending policies and procedures to ensure the use of materials; guidance to assist the user in what he/she wants whether the material is at hand or available elsewhere; and maintaining effective local, regional, and national networks capable of supplying the material when and where needed.

GOALS

1. To provide the highest quality user-oriented public library service which will effectively contribute to the development of the community.
2. Develop and organize collections of materials to meet users' needs within the framework of the Library's Collection Development Policy.

AUDIENCE

This Policy is to provide an understanding of the present and future development of the Library's collections to the following:

1. Librarians and library staff.
2. Library and Borough administration and the Library Commission.
3. Librarians throughout the State of Alaska.
4. The general public.

POLICY DETERMINATION

The Director of the Fairbanks North Star Borough Public Library, with the approval of the Library Commission, will set the policy and guidelines governing materials selection. This policy should be reviewed and reaffirmed annually by the Director and the Library Commission to ensure that both the Library Director and the Library Commission are knowledgeable about the policy and agree to it.

USERS

The Fairbanks North Star Borough Public Library System and Regional Center collections serve the entire population of the Borough. As the Regional Center for the Northern Region, the Library also provides use of its collections to those residents unserved by other libraries.

The Borough is a prosperous, culturally diverse community with an educated, mobile, and young population. The work force is employed primarily in government, with trades and services secondary in importance, and military third in importance.

The Borough has five high schools, five junior high schools, 21 elementary schools, and the University of Alaska.

The 1980 Census figures reveal the following about the Fairbanks North Star Borough:

- Total population is 53,983. (1984 = 69,683)
- Half the population is under 25.8 years old.
- 85% of the residents are less than 45 year old.
- Only 1,275 residents are over 65 years old.
- The ratio of men to women is 1:2:1.
- There are 11,246 students in the Fairbanks North Star Borough School District.
- 85% of the population is white.
- 6% of the population is Black.
- 6% of the population is Alaska Native or Native American.
- 2% of the population is Asian or Pacific Islander.
- 3% of the population is of Spanish origin.
- The population of correctional centers was 337.
- 79% of Alaskans are high school graduates.

The typical user of the library, as reflected in Fairbanks North Star Borough Public Library - a study of collections, facilities and services and with recommendations, by Robert H. Rohlf (January 1982), is a female between the ages 31 and 50 who has done some college work, lives in the City of Fairbanks, but has been in the community for five years or less. She comes to the library one or more times each month for her personal interests and needs.

Although the Fairbanks North Star Borough Public Library serves the entire community, its collection priorities place user needs

above non-user needs. Therefore, based on the Rohlf study and Census data, the collections primarily serve the following groups:

- Adults with an educational level of twelfth grade or above.
- Students, grades K through 12.
- Pre-school children.
- Senior Citizens.
- Adults with less than a twelfth grade education.
- College students.
- Institutionalized citizens.

COLLECTION DEVELOPMENT RESPONSIBILITIES

Collection development at the Fairbanks North Star Borough Library and Regional Center will be guided by this Policy and Selection Guidelines.

The initial responsibility for selection lies with the Collection Development Librarian. The Library Selection Committee, made up of the Deputy Director and all professional librarians, assist by reviewing and recommending materials for purchase in specified subject areas.

The Library encourages community and individual participation in collection development. Recommendations from the public shall be given serious consideration.

Ultimate responsibility for materials selection rests with the Library Director.

INTELLECTUAL FREEDOM

The Fairbanks North Star Borough Public Library subscribes to and support the American Library Association's Library Bill of Rights (Appendix I), American Library Association interpretations of the Library Bill of Rights, and the American Library Association Freedom to Read Statement (Appendix II).

COLLECTION DEVELOPMENT CRITERIA AND SELECTION GUIDELINES

To meet the needs and demands of its clientele, the Library strives to maintain a minimal level collection of basic works in all main Library of Congress Classification classes so a full range of knowledge is provided. The collections will not necessarily exclude any foreign language materials.

The Library collections will support the following program and user needs:

- Reference services.
- Leisure reading needs.
- Grade 1-12 study needs.
- Technical and instructional materials.
- Media services.
- Pre-school children's needs.
- Young adult needs.

Outreach programs.
Local history needs.

In general, the Library will continue strong support for those collections needed to meet basic user needs as they are known. The Library will also strongly support those collections which supply needed materials not easily obtained by other means or from other institutions.

The Library will give minimal attention to those subject area collections which duplicate other collections readily available in the service area, notably at the University of Alaska, Fairbanks.

No collections will be developed to a research level.

The Library will provide its strongest support to the following subjects or areas:

Those identified as 2A or higher in the Alaska Statewide Collection Development Conspectus.
The reference collection.
Fiction.
Children's materials.
Nonprint materials such as audio recordings, video tapes, and 16mm films.
Alaskana and local history.

Basic support will be given to:

Those collections identified as 1 in the Conspectus.
Young adult materials.
Bookmobile and Regional collections.
Newspapers.

Minimal support will be given to:

Those collections identified as 0 in the Conspectus.
Foreign language materials.
Microforms other than periodicals and newspapers.
Federal government documents.
Software, slides, kits, filmstrips.

Materials will be collected in the following formats:

Books (hardbound and paperback).
Magazines.
33 1/3rpm sound recordings.
VHS video tapes.
3/4" U-matic video tapes.
Cassette recordings.
Software on floppy diskettes.
Maps.
Microfiche.
35mm microfilm

Pamphlets.
 RCA video disks.
 16mm motion pictures.
 Filmstrips.

Materials in the following formats will not be collected:

Theses.
 Art reproductions.
 Posters and charts.
 45rpm records.
 8-track tapes.
 Reel to reel tapes.
 Beta format 1/2" video tapes.
 Slides.

Formats not listed above will be decided upon on a case by case basis and will be added to the Policy.

Rare books and materials will not be actively collected except as part of the Alaskan Collection.

Gifts will be evaluated according to the Collection Development Policy and Selection Guidelines.

SELECTION FACTORS

Each piece of material must be considered in terms of its own kind of excellence and the audience for whom it is intended. There is no single standard which can be applied in all cases when making an acquisition decision. Some materials may be judged primarily in terms of artistic merit, scholarship, or their value as human documents; others are selected to satisfy the recreational and entertainment needs of the communities served.

Expanding areas of knowledge, changing social values, technological advances, and cultural differences require flexibility, open mindedness, and responsiveness in the evaluation and re-evaluation of all library materials, old and new. To build collections of merit and significance, materials will be considered according to objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of the following criteria:

General criteria

- 1: Suitability of subject and style for intended audience.
- 2: Relation to existing collections and other materials on the subject.
- 3: Suitability of physical form for library use.
- 4: Present and potential relevance to community needs.
- 5: Appropriateness and effectiveness of medium to content.
- 6: Insight into human and social conditions.
- 7: Importance as a document of the times.
- 8: Reputation and/or significance of author.

9. Skill, competence, and purpose of author.
10. Attention of critics, reviewers, and public.

Specific criteria for the evaluation of works of information and opinion:

1. Authority.
2. Comprehensiveness and depth of treatment.
3. Objectivity and integrity.
4. Clarity, accuracy, and logic of presentation.
5. Representation of challenging, though extreme or minority, points of view.

Specific criteria for the evaluation of works of imagination:

1. Representation of important movement, genre, trend or national culture.
2. Vitality and originality.
3. Artistic presentation and experimentation.
4. Sustained interest.
5. Effective characterization.
6. Authenticity of historical or social setting.
7. Sympathy and conviction.

COLLECTION MAINTENANCE

Librarians from the Selection Committee are expected to use the Selection criteria above and their own experience and good judgement to remove from the collections what no longer serves a need, is outdated, or is of little historical significance; and to refurbish by rebinding or other means those materials that require preservation.

draft
Jan. 1986

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PERIODICAL AND NEWSPAPER
COLLECTION PROFILE

I. Purpose

The periodical and newspaper collections are purchased to provide information that may only be available in these formats, or for supplemental coverage for subjects that are not covered in depth by other elements of the materials collection. The types of information that may be found in these collections include, but are not limited to: sports, current events, information of an ephemeral nature, craft projects, book reviews and in the case of retrospective holdings, primary research into historical events.

This collection profile reflects activity for the Noel Wien Library only and does not include Extension Services.

All titles possible will be purchased through the library subscription services.

Audiences includes the full range of library patrons from youth through adult. Types of coverage includes recreational, educational research, youth recreational collection (located in the Berry Room), and materials selection journals for professional in-house use.

II. Selection Criteria

The following are a list of factors that are taken into account when selecting magazine and newspaper titles. Three of the first five criteria listed should be satisfied before a title is selected.

- A. Coverage of a selected subject area. How does the title in question compare to others in the subject area?
- B. User recommendations. Client requests for particular titles as well as subjects that need coverage are formerly recognized and considered.
- C. Uniqueness. Does the title cover an area not covered in the existing collection or does it support materials available in other areas of the material collection?
- D. Indexing. Is the item indexed in any of our standard indexes i.e. Readers Guide, Magazine Index, etc.?
- E. General Criteria. Does the title meet the requirements of the library's general selection policy?
- F. Availability. Is the item available in other libraries in the area or through interlibrary loan?

III. Selection Procedures

- A. Titles being considered for purchase by the Noel Wien Library are reviewed at semi-annual selection meetings. The following are factors used for this evaluation:
1. Reviews in library literature
 2. Sample copies
 3. Patron recommendations
 4. Budgetary constraints
- B. Final determination is made by the periodicals librarian.

IV. Review and Deselection

- A. Semi-annual use surveys are done on titles to determine level of use.
- B. After the survey has been completed, magazines that have been shown to receive minimal use are again reviewed by the selection staff before being dropped from the selection list.
- C. Factors for deselection are:
1. Under-use
 2. Theft (ability to retain)
 3. Budget limits
 4. Shift in priorities
 5. Are there new titles that work better?
 6. Does the magazine still fit with the general selection policy?
 7. Is the title available in other libraries in the area?
- D. After the review has been completed, final determination regarding any "close calls" rests with the periodicals librarian.

PERIODICAL AND NEWSPAPER COLLECTION PROFILE
PAGE 4

2. Alaska Magazines

- a. Alaska Northwest Publishing Company magazines on Alaska are purchased with complete runs maintained in non-circulating hard copy when they are available.
- b. Alaska Geographic. These are cataloged in the book and also the non-circulating bound magazine collections with extra copies kept for circulation.
- c. Other major Alaska magazines. These are purchased and maintained in runs of varying length, depending mostly on availability. Attempts are made to have complete holdings.

3. Other

- a. Magazines representative of various subject areas but become dated are purchased and maintained, generally for the current and two previous years.
 - b. Titles where visual quality is important such as craft magazines are maintained in hard copy for longer runs.
4. Bound Periodicals. Selected magazines are collected and bound for archival purposes.

PERIODICAL AND NEWSPAPER COLLECTION PROFILE
PAGE 3

V. Formats Collected

A. Newspapers

1. Retrospective/Indexed. The following are indexed in National Newspaper Index and are purchased retrospectively on microfilm. These titles will be maintained in hard copy until the microfilm arrives.
 - a. New York Times
The New York Times and its index are maintained back to 1920 since it is considered the "Newspaper of Record".
 - b. Wall Street Journal
 - c. Christian Science Monitor
2. Current National Newspapers. These are selected from major cities across the country. They are generally retained in hard copy for one month. They are chosen from recommendations of staff and patrons with an attempt made at regional representation.
3. Alaska Newspapers
 - a. Local. Selected papers from various towns within Alaska are purchased and maintained for one month. Geographic representation and patron recommendation are used when choosing titles. Full retrospective holdings of most Fairbanks newspapers will be maintained on microfilm with hard copy holdings maintained until the microfilm is received.
 - b. Other. Principal newspapers from the major cities of Anchorage and Juneau are purchased on microfilm with hard copy maintained until microfilm has been received. These are chosen as ones that give different viewpoints of statewide news.

B. Magazines

1. Major news magazines. Time, Newsweek, etc. are purchased with back files maintained on microfilm. In addition, journals covering current events and political commentary from the complete spectrum of public opinion are purchased with back files maintained on microfilm.

MATERIALS SELECTION POLICY

I. Policy Determination

The Director of the Fairbanks North Star Borough Public Library, with the approval of the Library Commission, will set the policy governing materials selection. This policy should be reviewed and reaffirmed annually by the Director and the Library Commission to ensure that both the Library Director and the Library Commission are knowledgeable about the policy and agree to it. In addition, the policy will be reviewed and approved by the Borough Attorney and the Borough Mayor.

II. Responsibility

Initial responsibility for selection lies with the Library Selection Committee made up of the Deputy Director and all professional librarians involved with reviewing and recommending materials for purchase.

The Fairbanks North Star Borough Public Library encourages community and individual participation in collection development. Recommendations from the public shall be given serious consideration.

Ultimate responsibility for materials selection rests with the Library Director.

III. Intellectual Freedom

The Fairbanks North Star Borough Public Library subscribes to and supports the American Library Association's Library Bill of Rights (Appendix I), the American Library Association interpretations of the Library Bill of Rights, and the American Library Association Freedom to Read Statement (Appendix II).

IV. Selection Criteria

Selection of library materials, whether purchased or donated, is based upon the informational, educational, and recreational needs of the community but is limited by factors such as materials budgets, space, content of existing collections, and the organizational structure of the library system.

Each piece of material must be considered in terms of its own excellence and the audience for whom it is intended. There is no single standard which can be applied in all acquisition decisions. Some materials may be judged primarily in terms of artistic merit, scholarship, or value as human documents; others are selected to satisfy the recreational or informational needs of the community.

Expanding areas of knowledge, changing social values, technological advances, and cultural differences require flexibility, open mindedness, and responsiveness in the evaluation and re-evaluation of all library materials. In order to build collections of merit and significance, materials will be considered according to the following objective guidelines, and all acquisitions, whether purchased or donated, are considered in terms of the following criteria:

A. General Criteria:

1. Suitability of subject and style for intended audience.
2. Relation to existing collection and other material on subject.
3. Suitability of physical format for library use.
4. Present and potential relevance to community needs.
5. Appropriateness and effectiveness of medium to content.
6. Insight into human and social conditions.
7. Importance as a document of the times.
8. Reputation and/or significance of author.
9. Skill, competence, and purpose of author.
10. Attention of critics, reviewers, and public.

B. Specific Criteria for the evaluation of works of information and opinion:

1. Authority.
2. Comprehensiveness and depth of treatment.
3. Objectivity and integrity.
4. Clarity, accuracy, and logic of presentation.
5. Representation of challenging works, including extreme and/or minority, points of view.
6. Contribution to balance of the entire collection.

C. Specific Criteria for the evaluation of works of imagination:

1. Representation of important movement, genre, trend, or national culture.
2. Vitality and originality.
3. Artistic expression, presentation, and experimentation.
4. Sustained interest.
5. Effective characterization.
6. Authenticity of historical or social setting.
7. Sympathy and conviction.

V. COLLECTION MAINTENANCE

The selection committee will hold regularly scheduled meetings. Librarians serving on the Selection Committee are expected to use the selection factors and their own experience and good judgment to remove from the collection materials that: 1. are outdated and can be replaced by more recent, comprehensive material; 2. are of little historical significance, or 3. are no longer in use. The same criteria will be used for decisions on rebinding or other means of materials preservation.

VI. User Input in Selection Process

- A. Users' suggestions for purchase of materials will be accepted for consideration. Purchase decisions will be made by Selection Committee members following these guidelines:
1. Current selection policy and procedures
 2. Consideration of budgetary limitations
 3. Availability of requested material
- B. A user's concern about library materials will be accepted in written form and may be discussed with the Deputy Director or Director if the individual desires. The Deputy Director will report user input to the Selection Committee.
- C. Any request for re-evaluation of library material must be presented in signed and written form to the Deputy Director, who will present each request to the Selection Committee and the Director. The designated re-evaluation procedure will be followed.
- D. Gifts and donations of library materials from the public may be accepted with the provision that both will be subject to the standard selection procedures of the library and that any materials which are not added to the collection will be made available to the public at Library Foundation book sales.

Selection & Reconsideration Procedures

User Input in Selection

A. Books

1. Record user suggestions for book purchases on a COWS slip when the suggestion is made.
2. If possible, check BOOKS IN PRINT and FORTHCOMING BOOKS IN PRINT in the presence of the user. If not, see step 4.
3. If materials can be verified from other source, complete the COWS slip to explain the selection procedure briefly. If the availability of material cannot be verified, ask the user if she or he can supply a review, an ad, or other references to the material or if the individual wants us to try to borrow the material through interlibrary loan.
4. Ask the user to fill in his or her name and mailing address on a notification card. Staple the card to the COWS. If the user wants the book placed ON HOLD, attach a RESERVE SLIP.
5. Give the request to the member of the Selection Committee who is responsible for the appropriate area of the collection. The Selection Committee member will mail the notification card when a selection decision has been reached.

SAMPLE NOTIFICATION CARD

----- This is to notify you that the title(s) which you requested will be ordered by your Borough Library. Thank you for the suggestion.

AUTHOR:

TITLE:

----- We are sorry that the title(s) you requested will not be ordered at this time. Please contact our interlibrary loan service to see if we might borrow the book(s) for you from another library. Thank you for your suggestion.

B. Audio-visual Materials

1. Refer the user directly to the Media Department. If the Media Department is closed, record the request along with the patron's name, mailing address, and phone number, and route to the Media Librarian.
2. Media Department procedures will follow the procedure for books wherever possible and applicable. The Media Department will notify the user if his or her suggestion is purchased for the library collection.

User Interest or ComplaintsA. Facilities, Personnel and Policies

1. Refer users' concerns or complaints about facilities, personnel, and policies of the library to the Librarian in charge, who will notify the appropriate library administrator. Whenever feasible, the Library Resource Reaction form should be used. ALWAYS take time to discuss a complaint immediately.
2. Direct suggestions or comments of a general, non-urgent nature to the suggestion box, or ask the user to fill out a Library Resource Reaction form, as the individual prefers.

B. Books and Audio-visual Materials (Complaints)

1. Ask the user who wishes to express concern or interest to fill out a Library Resource Reaction form. These may be found at the Reference desk.
2. Do not argue or engage in lengthy discussion with any angry user. Feel free to refer the patron directly to the Library Director. The Director's home phone number may be given out if necessary.
3. Give the completed form to the Deputy Director or Director, who will contact the user and present copies of the completed Reaction form to the Selection Committee.
4. If, after discussing the material and informing the user of the library selection policy, the Deputy Director determines that the patron wishes action to be taken, the user will be informed of the re-evaluation process and be asked to complete and sign a Materials Action Request form. The Deputy Director will present the patron's concern and completed forms to the Selection Committee and the Director at the next regularly scheduled Selection Committee meeting.
5. The item in question, any reviews available, and the Materials Action Request form will be distributed to the Selection Committee and the Director at the next regularly scheduled Selection Committee meeting. The committee will review these materials as quickly as possible (7 to 10 days) and make a recommendation to the Director.
6. The Library Director will communicate the Library's decision to the individual who submitted the Materials Action Request.
7. If the user wishes to appeal the decision of the Selection Committee, the Library Director will bring the complaint and supporting documentation to the Library Commission at the next regularly scheduled Commission meeting.
8. In accordance with Borough Ordinance 2.32.041 four members of the commission shall be required for a quorum and four affirmative votes shall be necessary to carry the question. The decision of the Commission shall be final. Further appeal must be referred to a court of competent jurisdiction.

Materials Action Request

1. Did you read the entire work? _____ What parts? _____

2. If you have an objection, please be specific. _____

3. Do you have a recommendation for supplementary information or a replacement? _____

4. Please make any additional comments that are relevant. _____

Title _____ () Book () Periodical () Other

Author _____

Publisher _____

Action Requested By _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Do you represent:

() Yourself _____

() An organization (Name) _____

() Other group (Name) _____

Signature _____

Date _____

Staff Initial _____



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**Fairbanks
 North
 Star
 Borough**

PUBLIC LIBRARY

Mayor

LIBRARY RESOURCE REACTION

() COMMENDATION () OBSERVATION () RECOMMENDATION () COMPLAINT

This form has been developed for library users in expressing opinions they might have in regard to the resources of the FAIRBANKS NORTH STAR BOROUGH LIBRARY SYSTEM. If you wish, the Principal Librarian or Director are available to discuss your comments.

DATE: _____

1. Please identify the resource about which you wish to comment:

- () LIBRARY POLICY If library material, AUTHOR & TITLE: _____
- () LIBRARY STAFF _____
- () LIBRARY MATERIAL _____
- () LIBRARY PROGRAM _____
- () OTHER - PLEASE DETAIL: _____

2. Please make your comments as specific as possible. Use other side as needed.

3. Your recommendation. _____

4. NAME: _____ PHONE: _____

ADDRESS: _____

Fort Wainwright Post Library

COLLECTION DEVELOPMENT POLICY

DRAFT
JULY 1985

INTRODUCTION

MISSION

The Post Library is a part of Fort Wainwright, a United States Army post, which is adjacent to Fairbanks, Alaska. As a federal library it can be considered a special library, but it is essentially a public library intended to support the Fort Wainwright community as clarified in "User Groups." The authorized public which is mostly active duty and retired military, their families, and civilian employees on Fort Wainwright, form a community of some 8,000 people.

Being a part of Morale Support, which includes the bowling alley, golf course, ski lodge, gymnasiums, etc., emphasis is placed on recreational content. The post library is the primary source for recreational books, magazines, audio records and cassettes, video cassettes and now, computer software. It is a supplementary source of largely "popular" treatments of information available elsewhere on post.

As should be true of all public libraries, the Post Library strives to provide a balanced collection to meet the needs and interests of its patrons. "User Groups" will define some of the things the Post Library is not.

Three major changes may occur in the near future. The activation of the Sixth Infantry Division (light) might increase the library's patrons by more than 75% with the resulting need for greater quantity and variety in its resources. The Division's headquarters may move to Fort Wainwright; if so, the library's need to support higher management will grow. The library might move in the chain of command from a recreational organization into an informational one; if so, there may be more support for reference including on-line services, but it may also become more difficult to maintain its present level of recreational material.

AUDIENCES

The purpose of this policy statement is to provide an understanding of the present and future collection to the following:

1. Librarians and library staff.
2. Division, FORSCOM, and DA offices.
3. Librarians throughout Alaska and the Pacific Northwest.
4. Library patrons.

USER GROUPS

While it is true that the Post Library serves the general informational needs of the post community, there are many specific informational areas it is not intended to support directly:

The schools on post are a part of the Fairbanks North Star Borough School District with their own libraries. A medical library is in the hospital on post. Legal information is limited to popular works since the MOS Library and JAG have their collections.

There is less need for material related to jobs on post than the general public would expect. The arm/pub. shes manuals, regulations, pamphlets, and other assorted types of publications on how to perform all the military and civilian jobs. Many of these are books that are hundreds of pages long. These are in the MOS (Military Occupational Speciality) Library on post.

Friendly Fairbanks neighbors with their larger general, and their specialized collections lessen the need for many works.

Although the preceeding indicates many things it is not to its patrons, one must remember that it supplements those areas in addition to providing a wide range of other informational and recreational material. Besides books the library circulates magazines, pamphlets and vertical file material, audiocassettes and records, video in VHS and U-Matic (also for limited in-house viewing), public domain Apple and IBM computer programs (plus additional programs for use in the computer lab), 16mm films, and equipment including 16mm projectors, slide projectors, and typewriters. The in-house facilities draw a number of people living in the barracks for whom the library frequently serves as a living room. It is very important to provide for their recreational interests. There are also sections of children's books and juvenile fiction.

The Post Library does strive to provide material to support the college courses taught on post. This need will grow dramatically with an increase of troops. Recognizing that some military members, and many spouses and children, are fluent in other languages, the library provides some material for them.

OVERVIEW OF THE COLLECTION

Areas of specialization that may have statewide interest ARMY, and to a lesser extent, the U. S. MILITARY IN GENERAL WHICH THE U. S. ARMY PARTICIPATED.	the U. S. and WARS IN
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GENERAL STATEMENTS ABOUT COLLECTION

The library recognizes the need to provide materials representing diverse points of view. The principles expressed in the American Library Association's Library Bill of Rights and Challenged Materials statement, the Freedom to Read and Intellectual Freedom statements of the American Library Association and the American Book Publishers' Council, and the Educational Film Library's Freedom to View statement are incorporated herein.

Collection of materials purchased with _____ funds is done by the library staff; suggestions are considered by other offices, especially Education and Moral Support, with _____ coordination of the library often purchase materials that can be best used in the Fort Wainwright community if made available in the _____ . Many books are obtained through a purchasing office at the _____ of the Army level which provides lists of titles they might purchase for army libraries--these don't come from the individual libraries' budgets which are often quite small.

Gifts are accepted and added to the collection if they meet the selection criteria and are in acceptable condition. Rejects are disposed of as librarians consider appropriate. The library cannot appraise gifts for tax purposes.

Selection is based on the staff's application of all the usual considerations of the quality of the work and its appropriateness to the collection. Selection does not require finding a favorable review.

Weeding is done at irregular intervals. Emphasis is placed on removing books that have not circulated for some time or are clearly outdated in content. Important damaged books that can't be satisfactorily repaired are generally replaced rather than repaired. No special preservation techniques are utilized. The collection is intended to be active. Presently there is no need for Fort Wainwright to provide archival services.

Duplicates are few with most being test preparation books. Others must also be needed on a long term basis. Duplicates of current interest are handled by having one or more in the McNaughton collection.

COOPERATION

The Fort Wainwright Post Library is a full member of WLN with approximately 97% of its books in the database. It is one of the few army libraries that is a net lender. Requests are accepted by mail on ALA forms; via the University of Alaska's VAX electronic mail; and the WLN ILL subsystem when it becomes available.

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FORMATS

NOTE TO OTHER LIBRARIES:

Interlibrary Loan
is generally limited to books
and photocopies from periodicals.

PERIODICALS

Magazines, journals, and newspapers are a combination of popular and military titles; most of which are in the Magazine Index. Backfiles of two years are kept of most magazines and journals, and circulate the same as books. There are no permanent backfiles at the present time.

MICROFORMS

Major microfiche collections are Newspaper, Phonefiche, and College Catalogs. Other fiche are the smaller collections relating to Alaska libraries or materials. The Command Reference Center at Fort Bragg, North Carolina, can provide copies from many major microform collections not available in the Fairbanks area.

AUDIO-VISUAL MATERIALS

Video in VHS and U-Matic are collected. Much of the larger format is educational material relevant to a wide range of audiences; with the most recent acquisitions emphasizing management techniques, computer literacy. Some support the GED program and materials for college courses. The present VHS are mostly feature films and popular how-to tapes. There are some 16mm films; however, new titles are purchased in video. Future acquisitions of recreational and educational tapes will be largely in VHS as the army is changing from U-Matic to VHS for its training tapes. No new 3/4" decks will be purchased.

Audio cassettes and discs are largely of music. When the budget permits tapes of talking books, how-tos, management, self improvement, etc. should be acquired. Also when possible new foreign language learning tapes should be obtained for those patrons who wish to learn another language on their own.

Computer software is an important addition to the library. Presently most is for the Apple II family. Selection ranges from programs for children to business applications. Currently only public domain programs are for use outside the library. Cost and copyright concerns still limit copyrighted programs to use in the library.

ALASKANA

A small collection of Alaskana is maintained following the general book selection policy.

FICTION

A large fiction collection is maintained in accordance with the general book selection policy. A large variety should be available for the many patrons who can't conveniently leave the post in the winter. The library is within walking distance of most of the barracks and is on the shuttle bus route.

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Rasmuson Library/Media Program
Collection Development and Management Council

COLLECTION DEVELOPMENT POLICY STATEMENT

WORKING DRAFT 7/11/86

Edited by
Dennis Stephens
Collection Development Officer

DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT 7/86

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- E. Univ. of Alaska-Fairbanks Program Emphases FY85-90 [10/83]
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- G. Current catalog: Degrees and Programs [1986/87]
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- I. American Library Assoc. Library Bill of Rights
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draft draft draft draft draft draft

Rasmuson Library/Media Program
COLLECTION DEVELOPMENT POLICY STATEMENT
Draft 7/11/86

1.0 Purpose of the Collection Development Policy

This Collection Development Policy is intended to serve as a communications, planning, and implementation tool. It articulates the premises on which the library/media collections are being built, and describes, in the Conspectus section, the existing strengths, acquisition commitments, and collection goals of the constituent parts of the collections. It serves as a guide for library/media staff, users, the UAF administration, funding agencies, and for cooperating libraries. It seeks to translate the mission of the library/media program and the programmatic needs of its users into plans, acquisitions, and products.

The policy statement enables short and long-term planning for collection development, and helps collection developers to proceed rationally and consistently toward defined goals. Its aim is to shape more effective collections and optimize use of funds, and to relate collection generating activities to the goals and mission of the library/media program and of the Univ. of Alaska-Fairbanks.

The Appendix includes the various goal and mission statements of the University, of UAF, and of the library. The Rasmuson Library/Media Program Statement of Purpose is included as Appendix F. It provides a framework within which collection development and maintenance, collection interpretation and resource sharing, and research can be carried out.

2.0 Organization of the Policy Statement

This policy document consists of two parts: a narrative section followed by the Conspectus. The first section describes the library environment and policies for the various collections in narrative terms. The Conspectus is a detailed survey of the existing collections to provide a map of the shallows and depths of the constituent parts of the collections by Library of Congress classification.

The Conspectus also permits policy to be recorded governing current collecting commitment and collection goals at these functional levels. It enables the library to more easily distinguish the core collections necessary for its mission from peripheral areas of interest, and enables cooperative collection planning to be based on actual collection strengths and acquisition activity. This data is conveyed to other libraries via the Alaska Conspectus and the Pacific Northwest Conspectus.

3.0 Audience for Whom Policy is Intended

- a. Library faculty engaged in collection development work.
- b. Other library faculty and library administration.
- c. UAF academic faculty, students, and staff.
- d. Librarians at other institutions:
 - 1. Alaska Library Network members
 - 2. Statewide Collection Development Steering Committee
 - 3. Librarians outside Alaska
- e. Campus and statewide university administration
- f. Other interested parties

4.0 Collection Development Objectives

1. Support the instructional, research, and public service roles of UAF and TVCC by:

- a. Systematic, timely, selective acquisition of appropriate print and audio-visual materials when such are commercially available and of suitable quality and format. This requires knowledge of academic book and AV markets and publishing practice, and effective use of services offered by publishers and booksellers, as well as familiarity with the requirements of library users.

- c. Design and production of materials for specific instructional needs when suitable materials are not commercially available.

2. Develop collections with adequate resources in each subject area in which courses are taught and research or public service efforts conducted. All possible viewpoints will be represented. The library subscribes to the American Library Association Library Bill of Rights (App. I.)

3. Promote this campus as a world center for the study of Alaska and the Polar Regions by building the most comprehensive collection of its type available anywhere, in all formats.

4. Maintain the collections through appropriate conservation and preservation methods.

This collection development policy is a guide for addressing these objectives; for prioritizing the allocation of collection development resources, and as a strategic tool for planning how the collection development function contributes with other library activities in the attainment of overall library goals.

5.0 Basic Documents Guiding Collection Development

The basis of collection development can best be described as eclectic, in that collection developers draw on the widest possible variety of information about available materials, and about the needs of library patrons and their use of library resources:

Several documents do, however, form a basis of assumption:

1. The current UAF and TVCC catalogs delineate curricular programs which the library collections are expected to support: The 1986/87 UAF catalog includes some 140 degrees and programs (Appen. G) and 65 graduate degree fields (Appen. H):

2. The Research Annual Report describes, in broad terms, current research activities by faculty and graduate students, for which Rasmuson and other UAF libraries provide support. The latest such report, for 1982/83, shows research in marine sciences, geophysics and atmospheric sciences, arctic biology, wildlife management, fisheries, the WAMI medical program, agriculture, forestry and land management, mineral industries, and engineering, as well as a variety of other fields in the liberal arts, social sciences, and humanities.

3. UAF Research Support News lists research proposals funded, by title and principal investigator.

These documents provide only limited advance warning of courses, programs, or research directions of the future. Librarians engaged in collection development functions, as in other library/media programs, must keep abreast of academic planning to consider the costs and services associated with new or expanded programs.

6.0 User Community

Rasmuson Library/Media Program builds its collections to serve the faculty, students, and staff of the University of Alaska-Fairbanks and Tanana Valley Community College as its primary clientele. These collections also serve the specialized information needs of the Fairbanks community in complement with the collections at the Fairbanks North Star Borough Library.

As the largest library resource in the state, and a member of the Alaska Library Network, Rasmuson Library also has a significant statewide function, for both the University of Alaska system and for non-university libraries. This is particularly true with regard to the Alaska and Polar Regions collection, which serves a regional, national, and international community as well.

7.0 The Collection Development Function

A question commonly about a library/media program's acquisition or materials production programs is this: How does the library/media staff determine which materials to create, produce, or to buy for the collections from the approximately 500,000 new titles appearing annually (40-50,000 in the U.S. alone), the 200,000 out-of-print titles available through the second-hand book market, the announcements of new journal titles which appear almost daily, the variety of audio-visual media and computer software available?

This policy document serves as a guide for collection developers who make daily decisions on what library materials from this universe of books, serials and periodicals, and audio-visual resources--are necessary and appropriate for Rasmuson Library in its support of the UAF and TVCC mission and goals and within the constraints of available funding.

The questions collection developers ask include: does this item fit the parameters of our collections? Who will use it? Is the format suitable? What is the relationship between the costs of producing, cataloging and processing this item and its utility? Does its subject matter fall within the core needs of this library, or we can depend on another library in the state to create or acquire this item and make it available through inter-library loan? Could the item be borrowed and microcopied for our collections, rather than adding an original?

Collection development policy to guide this process is set by the Collection Development and Management Council, as approved by the Director of Libraries. The Council is chaired by the Head, Alaska & Polar Regions Department. Members include:

- a. Collection Development Officer
- b. Arctic Bibliographer
- c. Serials Librarian
- d. Rare Book Curator
- e. Instructional Media Production and Communications Technology representative
- f. Information Access Services representative

Primary collection development responsibilities are as follows. Academic faculty are an integral part of the process and are consulted whenever appropriate.

- a. General monograph collection: Collection Development Officer, in liaison with appropriate teaching/research faculty.
- b. Alaska Book and Serial Collection: Arctic Bibliographer
- c. Bio-Medical Library: Bio-Medical Librarian
- d. Rare Books: Rare Book Curator
- e. Maps: Rare Book Curator & Documents Librarian
- f. Federal Documents: Documents Librarian

- g. Serials: appropriate collection librarians in coordination with Serials Librarian and Collection Development Officer
- h. Reference: IAS Dept. in conjunction with Reference/Instruction Quality Circle
- i. Audio-visual materials acquisition & production: appropriate IMPACT staff
- j. Archival Materials: Archivist
- k. Oral History: Curator of Oral History

Secondary collection development responsibilities are shared by library faculty whose primary assignments may be in other areas. Their collection development tasks include examination of approval books; selection from forms and other bibliographic information; and liaison with academic departments.

8.0 Policy Review

Accuracy, relevance, and completeness of this policy will be monitored on an on-going basis by the Collection Development Officer, and revisions will be issued as appropriate. A thorough review will be made in FY88 and each second year thereafter.

The Policy Statement will be compiled and edited by the Collection Development Officer. The Collection Development Council will review this document and revisions and recommend approval of the Director of Libraries. Copies will be provided in-house, to each of the Alaska Statewide Cooperative Collection Development Steering Committee Libraries, and to others as appropriate by the Collection Development Officer.

9.0 General Collections

For all appropriate fields, the necessary primary (literary, historical, statistical, etc); secondary (monographs, journals, conference proceedings, technical reports, etc); bibliographic and reference sources (handbooks, indexes, dictionaries, etc) are collected.

Books, monographic series, and periodicals account for most materials collected. These and microforms are routinely selected, as are materials in other formats appropriate to the various collections (maps, audio-visual materials, etc).

9.1 Current Monographs

Monographs are purchased in the fields and depths appropriate to the current curriculum, research, and public services requirements of UAF and TVCC, as shown in the catalogs, annual research reports, and UAF Research Support News.

The major emphasis is on current imprints, and among those, works

which could be expected to have future as well as current utility. Out-of-print books are ordered only as replacements for missing items considered of high priority, and for other titles on a very selective basis, due to budgetary constraints.

An academic approval plan is a primary tool for acquiring current North American materials, enabling selection to be made with book in hand. Approval plans are typically the most cost-effective gathering methodology, with books available for review soon after publication. Selection forms are provided in lieu of books in specified cases. The approval profile is reviewed at least every second year to be sure it reflects current requirements and budgets. All faculty are encouraged to review approval books on a routine basis. Performance of the approval bookseller is checked routinely to assure coverage of scholarly and academic publishing.

Purchase suggestions from library and academic faculty, staff, administration, and students are an important means of identifying monographic materials for acquisition. Purchase suggestions are essential for those items not covered on the approval plan. Faculty are encouraged to discuss their needs with the Collection Development Officer. All purchase suggestions will be considered if appropriate for current or anticipated curriculum, research, or service requirements, and within the limits of the current budget. Notifications will be sent to those who so request, when the book has been received and cataloged.

Priority will be given to materials requested for specific academic requirements and to materials for specific faculty research purposes. Second priority will be given to non-faculty requests and to materials selected for long-range building of the collections and to materials selected by collection development librarians in areas in which academic faculty are not active in selecting.

The collections in specific subject areas should be built in proportion to the functional level that part of the collection must support. For example, it is not effective to build a collection suitable for master's degree work when the university offers a baccalaureate, or only a minor. It may also not be appropriate to build a collection of materials for the exclusive use of one individual, when it may be more suitable for personal collections to be bought with personal funds.

Books are ordered from anywhere in the world, and priority is given to English-language materials except in those subjects in which other languages are most appropriate, such as language study and belles-lettres.

The library will seek to have most important works of major writers in German, French, Spanish, and Russian in the original languages. Writers in other languages will be represented in English translation.

The library will not as a rule buy lower-division textbooks which

students are required to buy for class use, and will buy upper-division and graduate textbooks selectively, when they represent the best coverage of the material in the field. A disproportionate share of book funds could be absorbed in buying textbooks, which in many cases become obsolete with the publication of new editions.

Duplicate copies are added only in the case of heavily-used materials in core subject areas, when book funds permit.

In the past few years the budget has not been adequate to support buying for recreational reading other than literature well-reviewed in the critical media. No mass-market paperbacks are purchased.

Replacement of worn or missing copies is done only after a determination by the appropriate collection development librarian that the replacement is warranted; particularly so if the title is out-of-print.

Out-of-print book needs are influenced by program need, collection strength, availability of required material on the book market, and availability from other libraries. Generally speaking, under normal circumstances priority must be given to current and retrospective in-print books.

Reprints and facsimile editions are routinely selected and since they are often printed on more durable paper than the original works, are often preferred to original editions.

9.2 General Serials

Serial titles are selected, whether as purchased, gifts, or exchanges, on the same basis as are monographs: relevance to the current teaching, research, and service requirements of UAF and TVCC.

Standing orders for books in series are used for acquiring appropriate new titles, ensuring that new editions, numbered volumes, and similar serial materials are received promptly and automatically upon publication. Standing orders are lodged with the original publishers or with booksellers.

A continuing difficulty in obtaining adequate and consistent funding for periodical subscriptions has resulted in a collection less than adequate in many subject areas. ILL transactions are analyzed to identify titles in particular demand; and these are purchased as funds permit.

The periodicals and standing order lists are to be reviewed on alternate years.

Newspapers are selected to include, in priority order, the major papers such as the New York Times, to provide representative

geographic North American coverage; major non-U.S. English-language publications; and non-English language newspapers.

9.3 Reference/Reference Index Collections

A reference collection is a collection of books and other materials in a library; useful for supplying authoritative information or identifying sources; kept together for convenience in providing information service by the reference librarian. Some users possess skills that enable them to access the reference collection without the assistance of the reference librarian. Materials in the reference collection, by the arrangement and treatment of their subject matter, are designed to be consulted for definite items of information rather than to be read consecutively. To better facilitate this process, the use of these reference materials is restricted to the library building².

Materials chosen for the general reference collection at the Elmer E. Rasmuson Library are selected to serve the various curricular and research needs of the University community. To satisfy these informational needs the reference staff has developed documents to guide the building, maintenance, and weeding of the Reference Collection (see Appen. J) These documents define the types of materials to be included in the general reference section and the various criteria to be used in their selection. To facilitate meeting these basic user needs, certain categories of materials are included in the general Reference Collection. In all these categories there is an effort to maintain currency of the information, authority of the source, and appropriate scope for our university audience. Foreign items are acquired in the format best suited for the information contained. The Information Access Services Department in conjunction with the Reference Quality Circle is responsible for building a balanced and useful general Reference Collection that includes:

- Dictionaries (English, multilingual and subject oriented)
- Encyclopedias and Almanacs (general and subject oriented)
- Handbooks and Manuals (including travel guides)
- Guides to the Literature (directing users to standard sources)
- Bibliographies (scholarly treatment of current and retrospective materials)
- Sources of Biographical or Directory Information (including individuals and organizations)
- Yearbooks and Annuals (general and subject oriented)
- Histories of Subject Fields or Regions (scholarly surveys of particular relevance to curricula and research)
- Indexes and Abstracts (general and subject oriented)
- Catalogs of Library Collections (useful for specialized bibliographic research and verification)
- Guides to Translated Materials (retrospective and current in all areas where the University maintains research and curricula)
- Statistics (current as well as those containing some

historical perspective concerning general and special areas)

Atlases (general and comprehensive as well as political, social, and economic)

The dynamic nature of information must be reflected in the reference collection. Any written policy is subject to change as the emphasis of the University's curricula and research direction change and also as trends in publishing; change. To maintain the integrity of the various categories, proper selection policies must be balance with deselection activities. Pruning from the collection those items that are no longer useful is an integral part of the collection development process:

¹ From "Reference Collection" in the The ALA Glossary of Library and Information Science (Chicago: American Library Association, 1983), p: 188.

² From "Reference Book" in The ALA Glossary of Library and Information Science p: 188.

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9.4 Gifts

Gifts, whether of funds or materials, provide a valuable potential source for collection enhancement, and are welcomed. But since significant staff time and other library resources are involved in properly evaluating and processing material gifts, and since no library dealing with finite space limitations and following an orderly and rational collection development policy can absorb all materials which might possibly be donated, the following guidelines are established.

1. The gifts policy of Rasmuson Library falls within the general acquisitions criteria and shares the objectives of the collection development program.

2. The Alaska and Polar Regions collections have special requirements as described in those specific policies. Several criteria and procedures are unique to this collection. Its parameters are especially broad in the relevant geographic areas; and provide for the acquisition of multiple copies whenever possible.

3. The library must always consider the problems of best use of staff resources, physical space limitations, bibliographic access, and the most effective development of the collections. Since gift materials involve these factors and are therefore not free of cost, they cannot be added simply because they are gifts.

4. Gifts of funds for general library use or for particular items, collections, or memorials relevant to library needs

are always appreciated. Funds so received will be acknowledged and used in accordance with accepted library procedures for collection development.

5. The library does not propose itself as a censor of what its users should or should not be exposed to, but would rather include materials from a broad spectrum of opinion as part of its obligation in the educational process. It is recognized that some gift materials may be oriented to one or the other end of the spectrum, and the library may attempt to balance such materials through gift solicitation or by purchase, subject to budget limitations and to its overall collection development policy.

6. The library may add materials on religion if relevant to curricular, research, or service requirements, e.g. have application to philosophy courses offered. As no courses in religion per se are offered, additions of such items would be selective.

7. The library is not in a position to make any formal commitments concerning the shelving, housing, processing, or final disposition of gifts, unless specifically noted in writing to the donor. The library is obliged to process all materials, whether purchased or gift, in a cost-effective manner, which requires that routine and standard procedures be followed as closely as practicable. Gifts with conditions or restrictions according to normal library procedures are not acceptable unless such conditions or restrictions are considered advantageous by the library and accepted in writing. Such conditions as separate housing or shelving may well serve to restrict, rather than enhance, access by patrons.

8. If requested by the donor, gift materials accepted into the collections will be acknowledged, and if format allows can be giftplated.

9. All gifts become the property of the library. If an item is not finally accepted into the collections, alternative disposition or location of the item will be made at the discretion of the library.

10. The library cannot legally perform its own appraisals for purposes of tax deductions for donors. If such an evaluation is requested, the library may be able to suggest competent and objective appraisers. The cost of appraisal must be borne by the donor.

9.5 De-acquisition

De-acquisition, or pruning the collections of obsolete, worn, redundant, or otherwise no longer suitable materials, is a desirable process, but demanding of staff time. The general collec-

tions have not been systematically pruned. Such a program should be undertaken and accomplished according to time and guidelines to be established by the Collection Development and Management Council. The Council would need to consider in its guidelines the disposition of surplused materials.

9.6 Microforms

Microforms are acquired whenever available and suitable, if the library has the reading/copying machines required. Some items may be less expensive in microform than paper copy; others may be available only in microformat. In some cases microform is preferable to paper copy for reasons of ease of use, storage, or conservation/preservation. Back files of serials on microfilm or fiche may be more cost-effective than binding paper issues, for example. Decisions on whether to bind or microfilm back issues of periodical titles will consider User Committee recommendations as well as the following criteria:

1. Titles where color in the illustrations is pertinent to the use of the journal will be bound and not purchased in microform. Examples: Nature, Art journals.
2. Titles where half-tone photography is pertinent to the use of the journal will be bound and not purchased in microform.
3. Titles such as Time, Newsweek, and Life that have no major research value will not be bound but will be purchased in microform.
4. Titles that are used frequently will be purchased in microform rather than be bound, but will be retained in hard copy until replaced by microform. Examples: Engineering News-Record, Aviation Week & Space Technology.
5. Titles that are the leading journal in a particular discipline will be bound and not purchased in microform. Example: American Anthropologist.

It is recognized that special situations exist from time to time that may warrant modifying the above guidelines. The library staff, particularly the serials and periodicals librarians, will make the above decisions.

A number of major information sources are available only in microformat. The library receives, for example, ERIC, HRAF, Phonefiche, and college catalogs in microfiche.

Microforms are also produced in-house, such as the rare book microfilm project.

9.7 Curriculum Collection

The Curriculum Collection comprises some 600 volumes and is housed on level 5. It was accumulated independent of the library but accepted to be housed in the building. It is not cataloged but has its own access system. No current collection development efforts are directed toward it by Rasmuson Library staff.

9.8 Sheet Music

Sheet music will be purchased on the recommendation of the Music Dept. faculty, and will be cataloged and shelved in the general collections.

9.9 Recordings

Music and spoken word recordings will be purchased upon recommendation of the Music Dept. faculty as a first priority. Suggestions from other users will also be considered. Materials will be purchased in compact disc format when so available.

Recordings and discs will be located in the public area but will not circulate except to Music Dept. faculty and music students.

9.10 Re-evaluation of Challenged Material

Materials challenged by a user will be re-evaluated according to a procedure to be devised by the Collection Development and Management Council.

9.11 Exchanges

The library exchanges to obtain materials which may not be available through normal book trade channels, such as certain foreign publications, or to receive publications free of charge which would otherwise cost. UAF publications, such as the Biological Papers and Anthropological Papers, are used whenever possible. In some cases the library will buy or subscribe to materials for the exchange partner. Care must be taken to ensure the value of publications received makes exchange arrangements cost-effective, and exchange arrangements should be reviewed periodically.

10.0 Federal Documents

Rasmuson Library became a partial depository for US government documents in 1922 and currently receives about 65% of the publications of the US Superintendent of Documents. Also collected are reports and maps on Alaska produced by federal agencies with large commitments to federal programs in Alaska. The Documents Collection contains a reasonably comprehensive

collection of Alaska materials, many of which are duplicated in the Alaska Book and Periodicals Collection. Government documents from other nations such as Canada, the Soviet Union, and the Scandinavian countries are cataloged as part of the Alaska Book Collection. Documents follows a standard classification system designed specifically for government publications.

Documents staff maintain and support this collection through the following activities:

1. Acquire federal documents. through the Government Printing Office's Library Depository program in accord with requirements of federal law. Additional federal documents and reports required by library collections are obtained through purchase from GPO or NTIS and by direct correspondence with federal agencies. Special attention is given to reports and documents emanating from regional offices of federal agencies pertaining to Alaskan interests.
2. Process Documents. Documents are processed for addition to Documents collection or routed to other library collections as required.
3. Provide access to Documents. All documents received by the library are accessible through locally maintained shelf lists or published guides available in the Documents work area. Selected documents are available through the WLN database and COM files. Documents staff provide interpretation of these records.
4. Provide reference and research assistance. Documents staff assist researchers and students with effective use of finding aids for documents collection and instruct the public in the basic techniques of legal research.
5. Provide public awareness of Documents collection. Promote awareness of this federal depository collection and individual publications through displays and personal contact with individual faculty and researchers.

11. General Maps Collection

The Map Collection contains a complete current series of US Geological Survey maps as well as many retrospective USGS maps. Numerous maps of the Soviet Union and the Canadian North are included as well. The Map Collection is housed with US Government Documents.

12.0 Bio-Medical Library

The Bio-Medical Library is physically separated from, but administratively part of Rasmuson Library. Located in the Arctic

Health Building on the West Ridge of the Fairbanks campus, the Bio-Medical Library houses much of the university library's collection of materials in the broad field of animal physiology.

Originally the library for the Arctic Health Research Center (AHRC) in Anchorage, then in Fairbanks, the collection and facility was turned over to the University in 1973 when the AHRC closed. Reflecting the work done at the AHRC, parts of the collection duplicated items in the Rasmuson Library. Through shifting of materials between Bio-Med and Rasmuson most duplication has been eliminated.

The collection at Bio-Med attempts to meet the informational needs of units located in the Arctic Health Building and secondarily the needs of other life sciences personnel on the West Ridge. Presently all materials in veterinary medicine and the health sciences are housed in the Bio-Medical Library. Materials in fish biology and fisheries science are also required to be housed at Bio-Med but not all items have as yet been transferred. Most of the newer literature in the fields of microbiology, animal physiology, immunology, cell biology, enzymology, molecular biology, genetics, human anatomy and plant pathology are selected for the Bio-Medical collection. Older materials in these areas tend to be housed at the Rasmuson Library. Special emphasis is given to materials dealing with animals in a cold environment. Materials in the botanical sciences tend to be excluded from the Bio-Medical collection and items in natural history are evaluated on a title by title basis.

13.0 Alaska and Polar Regions Collections

By virtue of its geographic location and user community, the Rasmuson Library desires to promote the UAF campus as a world center for the study of Alaska and the Polar regions. Its purpose is to provide the most comprehensive access to and utilization of information possible to its user community which includes the students, faculty, and administration of the University of Alaska as well as state residents and an international community of scholars.

To carry out this mission, the Library collects, preserves, and provides access to several types of materials. These include:

1. Current and retrospective books, periodicals and other serials.
2. Federal documents and State of Alaska publications.
3. Reports, pamphlets, brochures and other ephemeral materials.
4. Manuscript papers of individuals, business and organizational records which are significant to

Alaska's history:

5. Rare books.
6. Printed and manuscript cartographic material.
7. Sound and visual recordings.
8. Still and motion picture photographic materials.
9. Archival records of the University of Alaska-Fairbanks and the UA statewide administration.

Materials are acquired in a variety of ways. Most published works are obtained through purchase but a significant portion are acquired through donation and legal depository provisions. Most archival records are obtained through transfer from University administrative units while manuscripts and papers are deposited through owner donations.

Several separate collections exist which are maintained according to physical format and/or intensity of effort required for processing and maintenance. These include: published monographs and serials; rare books; rare maps, manuscripts, photographic prints; government documents, archival records, etc. While the content of each collection focuses on Alaska and the Polar regions; acquisition parameters and priority emphasis differs within each collection. These collections reflect separate histories of development; funding, limited commercial availability of materials; and the uniqueness of one-of-a-kind items such as manuscripts and photographs.

13.1 Alaska Book and Serial Collection

The Alaska Book and Serial collection has broader geographic parameters than any other special collection of the Rasmuson Library. Criteria for acquisition is primarily geographic but availability, cost, user demand, research emphases of UAF, and staff resources needed to acquire factors which influence the degree of effort expended to obtain specific items. The Library attempts to acquire two copies of all published monographs about Alaska, northern Canada, Greenland, northern Russia (especially Siberia), northern Scandinavia, and Iceland as well as Antarctica. One copy of serial publications is generally obtained, but on a geographic scale of priorities.

Acquisition of Alaskan is the priority focus of the collection and all other geographic regions are secondary. Thus, much greater effort in terms of time and funding are expended to obtain Alaskan books, serials, and "gray literature" than is expended on other geographic regions. The goal is to obtain at least one copy of all published works about Alaska.

Publications of non-Alaskan geographic regions are obtained on a sliding scale of priority in the following order: northern Canada; Russian Siberia, Greenland, northern Scandinavia, Antarctica and Iceland. Primary effort is made to collect monographic publications about these regions. Serials are selected on the basis of estimated importance to UAF's user community, current demand, and estimated future value. Little attention is paid to ephemeral literature of non-Alaskan regions.

13.2 Archives Program

It is the responsibility of the University of Alaska-Fairbanks to gather, preserve and make available the significant records of the University of Alaska-Fairbanks and the UA Statewide offices that have administrative, legal, financial and historical value. The records of the University collected should encompass not only chief administrative officers, the records of the Deans and Directors of academic and administrative units, records relating to particularly important programs, and significant faculty. In addition, an effort should be made to collect the records of significant student groups and student publications.

The primary purpose of the Archives is to document the history and development of the University as an institution of higher learning and its impact both on its students, faculty and the community it serves.

The materials in Archives are maintained primarily for the use of University officials and staff. Because they document the development of the University and treat the development of science, arts and letters in the state, they also provide a rich resource for historians and others. Under Alaska's freedom of information policies the vast majority of them are available for public use.

The challenge of preserving University records is in identifying those records of significance, convincing administrators, managers, faculty and students to entrust those records to the care of the Archives in pulling together the staff and physical resources to preserve and make those records available. This requires a great deal of contact and should be matched with a records management program that helps identify and helps systemize the transfer of significant records either to the Records Management Program or to the University Archives.

13.3 Manuscript Program

The Manuscript Program is designed to acquire primary source materials relating to Alaska's history and development. These may be the papers of individuals, the records of organization,

groups or corporate businesses that have had a significant impact on Alaska's history. The research interest of students and faculty at the University of Alaska-Fairbanks and a responsibility to scholarship to preserve the records of the history of development of Alaska so that they might be used by a wider range of interested scholars is the primary reason driving the Manuscript Program. The Manuscript Program would include the acquisition of photographic and near-print materials that closely relate to Alaska.

The collection is directed and maintained to meet the research needs of students and faculty of the University of Alaska primarily, but it is also viewed and is available to the citizens of the state of Alaska and scholars who want to do research on such varied topics as the history of Alaska, the development of public policy, scientific research, and life and relations of native peoples.

The materials are acquired through personal contact, mail, word-of-mouth, and through the assistance of interested faculty and others aware of the Manuscript Program. Concentrations have been developed in terms of personal narratives, political papers relating to the Territory/State/Federal relationship (i.e. Delegates and Representatives to Congress), the moderate concentration of records relating to Alaska business and cultural social and religious groups. The primary challenge in developing the Manuscript Program is to identify likely sources of records and then to interest those individuals and organization and corporate officers in placing records here at the University. The acquisition program is highly opportunistic due to the vagaries in this kind of solicitation and collection environment. Copies of significant collections that relate to Alaska are sought after in either photostatic copy or microform. Examples of these would be records of significance at the National Archives or particular other repositories.

13.4 Historical Photograph Collections

The Historical Photograph collections document the history and development of Alaska in a different, yet visually more interesting way than the Manuscript Collections which they compliment. We seek to collect photographs that illustrate events, activities, people, sites, and land forms that can contribute to the researchers' understanding of Alaska and its peoples.

Photographs are acquired both as part of the Manuscript Program when they are associated with personal papers and records of organizations, as well as being sought by themselves when they are available through individuals or dealers.

13.5 Oral History Collection

Until 1980 when the Curator of Oral History was hired, oral history collections at Rasmuson tended to be random, and opportunistic. (Most oral history collections at other repositories are formed on well-defined themes, personalities, or issues.) Efforts at Rasmuson are now directed at three types of interviews:

1. Quick hitters consisting of one or two interviews with noteworthy local personalities with little, if any, follow up.
2. Series builders, interviews directed at specific topics but collected on an opportunistic basis with little planning for final product.
3. Series interviews which are designed with an audience and final product clearly in mind from the start. The latter is our most valuable type of collection effort and an area where we would like to expand effectiveness.

The oral history program also provides support to researchers undertaking oral history collection. The support includes loaning of equipment, tape copying, and academic advising on project design and methodology. In addition, a course in oral history is offered to students interest in gaining a background in this area. These supportive efforts are designed to improve the quality of the oral history collection.

In addition to collection development, the oral history program solicits tapes for the collection and maintains indexes and specialized accessing tools for patron use.

13.6 Historical Maps Collection: [see Rare Books; specific statement yet to be written]

13.7 Rare Books Collection

Rare books and rare maps are Alaska materials which, due to age, delicate condition, or value, require special atmospheric and environmental controls to guard against deterioration. They are housed in a security vault in the Alaska and Polar Regions Dept. The collection consists of some 2500 monographs and over 800 sheet maps. Systematic expansion of the collection took place over the last decade through funding and materials from Elmer E. Rasmuson and the National Bank of Alaska, and special legislative appropriations.

Special strengths include rare maps and atlases of the Russian era of Alaskan history, unique items relating to the Collins Overland Telegraph Expedition, and an extensive collection of older publications on Arctic exploration in all major languages. The collection also houses a smattering of traditional rare books.

13.8 Wickersham File

The Wickersham File consists of photocopies of "pamphlet-like" publications, listed in the Bibliography of Alaskan Literature, 1724-1924, by James Wickersham. Book-length materials listed in the Bibliography are cataloged separately and are part of the Alaska Book and Periodical Collection. The Library presently owns about 90% of the items in the Wickersham Bibliography of Alaskan Literature.

Materials in the file are placed in sequential order utilizing the Wickersham item number, and access to these reports is through the index to the Wickersham Bibliography of Alaskan Literature. A search of the bibliography index will provide the user with the necessary Wickersham number(s). Users can then request the relevant reports from library staff. The Wickersham File is located in the Archives and Manuscripts section of the Alaska and Polar Regions Dept.

13.9 Alaska Reprint File

The Alaska Reprint File contains articles and reprints found in periodicals not owned by the library. It also contains a number of typescript reports and published pamphlets on Alaskan subjects. Information in the Alaska Reprint File is accessed through an index listing author, title, and subject. The index is available in the Alaska and Polar Regions Department and the main Reference Collection. The file itself is in the Archives and Manuscripts section of the Alaska and Polar Regions Dept.

13.10 Alaska Newspapers Collection: [yet to be written]

13.11 Alaska Microfiche Collection (NTIS fiche)

The National Technical Information Service reproduces numerous US Government reports in microfiche format. The Alaska and Polar Regions Dept. has organized the Alaska and Polar NTIS fiche reports into a separate collection. These are housed in a fiche cabinet next to the Alaska Book and Periodical Collection. Access to these reports is through an NTIS microfiche index housed in the fiche cabinet. This index is arranged by author and keyword/subject. Library users should request assistance from library staff if they have difficulty locating or using this material.

13.12 Archival Films

The library owns several hundred titles of archival movie film covering a wide variety of subjects, especially Alaska. Film

quality varies with age, historical use, and photographic quality. Not all archival film is available for study since some film is in such fragile condition it must be reproduced before it can be viewed by users.

14.0 Instructional Media Production and Communications Technology (IMPACT) Collections---

Principles and Policies for Basic Selection and Procedures for Re-evaluation of Library Materials.

A wide variety of appropriate educational media are needed to support the philosophy, goals, and instructional programs of the University of Alaska-Fairbanks. These materials include, but are not limited to film, video tapes, film strips, slide audio cassettes, computer software, digital recording, laser disks, and other media.

1.0 OBJECTIVES

The primary objectives in the selection of educational media are as follows:

- 1.1 To support and enrich all areas of the curriculum.
- 1.2 To meet the needs, abilities, and interests of students.
- 1.3 To acquire media in the subject areas pertinent to Alaska, especially those produced within Alaska.
- 1.4 To stimulate thinking, provide facts, and contribute to student growth in information and aesthetic appreciation.
- 1.5 In order to achieve these objectives, the Rasmuson Library endorses the following tenets as set forth in Statement on Intellectual Freedom approved by the Association for Educational Communications and Technology Board of Directors, Kansas City, 1978:
 - 1.5.1 "The First Amendment to the Constitution of the United States is a cornerstone of our liberty, supporting our rights and responsibilities regarding free speech both written and oral.
 - 1.5.2 "The Association for Educational Communications and Technology believes this same protection applies also to the use of sound and image in our society.

- 1.5.3 "Therefore, we affirm that:
- 1.5.3.1 "Freedom of inquiry and access to information-regardless of the format or viewpoints of the presentation - are fundamental to the development of our society. These rights must not be denied or abridged because of sex, age, race, religion, national origin, or social or political views.
- 1.5.3.2 "Users have the right to freedom of inquiry and access to information.
- 1.5.3.3 "The need for information and the interests, growth and enlightenment of the user should govern the selection and development of educational media, not the age, sex, race, nationality, politics, or religious doctrine of the author, producer, or publisher.
- 1.5.3.4 "Attempts to restrict or deprive a learner's access to information representing a variety of viewpoints must be resisted as a threat to learning in a free and democratic society. Recognizing that within a pluralistic society efforts to censor may exist, such challenges should be met calmly with proper respect for the beliefs of the challengers. Further, since attempts to censor sound and image material frequently arise out of misunderstanding of the rationale for using these formats, we shall attempt to help both user and censor to recognize the purpose and dynamics of communication in modern times regardless of the format.
- 1.5.3.5 "The Association for Educational Communications and Technology is ready to cooperate with other persons or groups committed to resisting censorship or abridgement of free expression and free access to ideas and information."

2.0 Policy for Legal Responsibility

The University of Alaska-Fairbanks is legally responsible for all

of its media resources. It delegates authority and responsibility to the Rasmuson Library Media Program for establishing selection and acquisition procedures that will take into consideration and student's cultural backgrounds, curricular, and individual needs as well as the budgetary factors of the University.

3.0 Personnel for Selection of Educational Media

Materials selection is an ongoing process in which the Faculty, professional staff, media personnel, and students should participate.

- 3.1 Faculty/professional staff may request media for rental or preview, evaluate media and make recommendations for purchase. Faculty and Departments should be kept informed of media materials currently available in their subject areas and have access to current media catalogs and brochures. It is recommended that the Library/Media program personnel in the selection of the resources for the media center by appointing a media advisory committee. The committee should include the media personnel, at least one faculty representative from each college and one or more students.

4.0 Functions of the Media Advisory Committee

- 4.1 Become familiar with Rasmuson Library Collection Development Policy to review, modify and implement the "Basic Selection Principle for Instructional Media" as described below (see section E).
- 4.2 Develop written guidelines for the selection of media materials based on Rasmuson Library Collection Development Policy.
- 4.3 Recommend media materials needed in specific curricular areas.
- 4.4 Determine priorities of requests for media material.
- 4.5 Maintain an up-to-date media collection by continuous examination of the existing collection in order to replace worn materials and to withdraw out-of-date and inappropriate materials.
- 4.6 Evaluate new media materials before they are purchased.
- 4.7 Encourage the appropriate use of media materials in the information accessing, learning, and teaching environment of the University.

5.0 Basic Selection Principles for Instructional Media Program

The process of examining and evaluating materials being considered for purchase is continuous and systematic. It is preferable to preview materials which are being considered for purchase; however, selection may be made from bibliographic tools, selected lists, and reviews which appear in library and education journals.

Gifts, free and inexpensive materials, sponsored materials, and resource speakers should be judged and accepted by the same standards observed in the selection of materials to be purchased.

Educational media must be selected to:

- 5.1 Develop appropriate resources of information, aesthetic appreciation, creative thinking, and objective evaluation.
- 5.2 Meet the needs of the University of Alaska-Fairbanks.
- 5.3 Media also must match the abilities, interests, and learning levels and styles of students.
- 5.4 Reflect characteristics of the world's societies, the information age, and to foster understanding for ethnic, racial, and minority groups within our society.
- 5.5 Strengthen the student's positive self-image and personal code of ethics.
- 5.6 Allow students to examine controversial economic, political, and/or social issues. Students must be able to assess conflicting viewpoints from examples of propaganda and extremist views. The use of controversial material does not imply endorsement of the ideas by the professional staff or the University of Alaska-Fairbanks.
- 5.7 Present factual information which has been evaluated for accuracy and clarity.
- 5.8 Include material relevant to the citizens of Alaska. Such as native culture, resource development, politics and history.
- 5.9 Provide for students with varying degrees of mental, physical, and emotional ability.
- 5.10 Avoid exclusion because of the origin, nationality, race, political, or religious views of the author or producer or other persons participating in the preparation and presentation of these materials.
- 5.11 Present factual information or clearly indicate when information is opinionated.

5.12 Include materials for their overall merit, social value, and aesthetic contributions even though they may contain dehumanizing, demeaning sexual incidents, profane language, violence, or potentially offensive behavior. These materials must not be routinely disqualified, but be evaluated for their usefulness in presenting life in its true proportions in realistic circumstances, or creative representations of literary value.

5.13 Responsibility for final evaluation and selection of media for purchase rests with IMS librarian.

5.14 Media should be evaluated for purchase according to the following criteria:

- 5.14.1 Faculty recommendations and requests for purchase
- 5.14.2 Relevance to instructional needs
- 5.14.3 Accuracy and timeliness of information presented in media
- 5.14.4 Items frequently rented by Instructional Media Services
- 5.14.5 Award winning or critically acclaimed films
- 5.14.6 Media commonly used by many other universities

6.0 Procedures for Re-evaluation of Educational Media

Worn or damaged media materials should also be re-evaluated before being replaced. The following criteria would be used in this re-evaluation:

- 6.1 Does the item still meet the collection's goals?
- 6.2 Has the item been used much?
- 6.3 Is the item outdated? Could a more current film on the same subject be more useful?

Despite both the care taken to select appropriate materials for students and faculty use, and the qualifications of persons who select materials, there may be objectives to a selection.

6.4 When a re-evaluation is to be made, the following steps should be taken.

- 6.4.1 Staff will be courteous to the complainant, make no commitment, and notify the IMS

librarian.

- 6.4.2 The librarian arranges a conference with the complainant.
- 6.4.3 A formal record of the complaint is made by the librarian.
- 6.4.4 The challenged material remains in circulation until a final decision has been reached.
- 6.4.5 The School Media Advisory Committee will take the following steps after receiving the challenged material:
 - 6.4.5.1 View and/or listen to the material and its "wrap around" in its entirety.
 - 6.4.5.2 Check general acceptance of the material by reading reviews and consulting recommended list.
 - 6.4.5.3 Judge the material for its strength and value as a whole and not in part -- the impact of the entire work being more important than the words, phrases, or incidents out of which it is made.
- 6.5 The librarian will review the recommendations of the Advisory Council and request a conference with the complainant.
- 6.6 The librarian will notify the complainant of the recommendation for the challenged material.

15.0 Resource sharing

Libraries have acknowledged the impossibility of building totally comprehensive collections, and increasingly need to rely on cooperative activities.

Rasmuson Library actively participates in resource-sharing programs of the Alaska Library Network, and lends materials without charge to borrowers whether in Alaska or elsewhere. Through its participation in the Alaska Cooperative Collection Development Project and the Library and Information Resources for the Northwest Pacific Northwest Conspectus programs, the library is also committing itself to cooperative collection building and resource sharing on a larger scale. Detailed strategies for these programs are in the process of being devised, and will be based on data derived from the collection survey effort called

the Conspectus.

Rasmuson Library has tentatively agreed to assume primary collecting responsibility in the state for mathematics materials. The Alaska State Library has primary responsibility in the field of library science. In Fairbanks, the Fairbanks North Star Borough Library has agreed to collect travel books. These and other agreements are yet to be formalized.

There is close cooperation among the UAF campus libraries: the Geophysical Institute, Institute for Marine Science, Institute for Arctic Biology, Bio-Medical, and Institute for Northern Forestry. It will be necessary to formulate cooperative collection planning more effectively, however, with the decline in budgets.

16.0 The Rasmuson Library Conspectus: [will be appended as data becomes available from the Pacific Northwest Conspectus and the Alaska Conspectus]

App. A

OBJECTIVES OF THE UNIVERSITY

To instruct youth and adults seeking higher learning in the liberal arts, the sciences and the professions.

To increase, and apply through research, knowledge of value to mankind and particularly to the residents of the State.

To serve the people throughout the 586,400 square miles of Alaska as an intellectual, scientific, and cultural resource.

To provide and to develop competent leadership for the people of Alaska in their continued improvement of the State as a good region in which to live.

To strive above all to develop in its students at all levels those qualities of mind and body that are necessary for life as a worthy human being in a democratic society.

Source: Faculty Handbook

THE UNIVERSITY OF ALASKA MISSION STATEMENT

The primary mission of the University of Alaska is to provide for the public postsecondary educational needs of the citizens of Alaska. The University merges the traditions of the land-grant and sea-grant institutions as well as the traditions of the community college movement in focusing its instruction, research and scholarship activities on the educational, cultural, and developmental needs of the State and its peoples. The University of Alaska achieves its mission through a system of university centers, community colleges and extension programs.

Through its institutions, the University of Alaska supports and assists in the appropriate development of Alaska's natural resources, renewable and non-renewable, and in the development of its principal resource - its people. The large pool of talent - faculty, staff, and students - that makes up the University of Alaska is a resource available to all Alaskans.

The University's institutions seek to make higher education of the highest quality accessible to all who have the interest, dedication and ability to learn. The University has a special mission to make its educational programs accessible to rural Alaskans.

The University of Alaska serves not only as an intellectual resource for the State but also as a cultural resource. Through its programs in the fine and performing arts and the humanities, the university seeks to enhance the texture and quality of life in Alaska.

The University of Alaska is accountable to the people of the State for the quality and relevance of its programs and for the efficient and effective use of public resources.

The community colleges, the university centers, and the extension programs all share and cooperate in carrying out the overall mission of the University without extensive duplication. Each institution has a special complementary focus.

THE UNIVERSITY OF ALASKA-FAIRBANKS SPECIAL MISSION

The University of Alaska-Fairbanks reflects its historic role by assuming primary responsibility for the land grant functions of the system. It is the State's primary residential institution serving students from all of Alaska as well as from other states and nations. UAF offers baccalaureate and master's degree programs in the arts, sciences, and professions as well as selected doctoral programs in areas of particular strength, such as the natural sciences. Additionally, it provides the State's major instructional resource in music.

Professional preparation of students is offered in the following areas: engineering with particular emphasis on the unique stresses imposed by the arctic environment; petroleum and mineral engineering; management, economics, and business administration with a special focus on natural resources and meeting the needs of Alaska Native corporations; high latitude agriculture; journalism; and the human service professions including education, which are directed toward multicultural groups, rural populations, and cross-cultural methodologies. Within the human services, it will provide an off-campus delivery network and upper division courses in selected areas, maximizing its efforts through cooperation with rural community colleges and extension programs.

The University of Alaska-Fairbanks is the State's center for organized activity in basic and applied research with particular emphasis on high latitude and Alaskan problems which have provided this University with a well-earned national and international reputation. Foci are directed toward marine science and high latitude studies in geophysics, biology, environmental sciences, and engineering disciplines. It will further conduct studies relative to the definition, exploration, and development of Alaska's natural resources, with a special emphasis on agriculture and minerals.

UAF further serves as a cultural center for interior Alaska by offering activities and programs in the creative and performing arts. Through its museum and through its Alaska and Polar regions library collection, it also provides a major cultural and information resource to the State.



TANANA VALLEY COMMUNITY COLLEGE

MISSION/GOALS/OBJECTIVES

Tanana Valley Community College exists to promote and enhance human productivity. This may take on many forms including, entry-level training for jobs, performance upgrading and improvement, personal development or enrichment, community problem solving and completing a degree. The basic idea is the key - An educational training setting that demands and nurtures excellence, high performance, personal responsibility, ethical behavior and human independence.

The mission of TVCC is to:

- 1) Identify the critical post-high school education and training needs of the citizens and the region.
- 2) Develop and deliver high quality academic and vocational/technical programs that meet the above needs.
- 3) Promote personal, family and community development approaches.
- 4) Provide educational opportunities that strengthen the individual as a self critical, self guiding learner.
- 5) Ensure that continuing opportunities of upgrading, improving and enhancing life is available.
- 6) Collaborate with public and private sector groups and agencies to make Fairbanks/North Star Borough and the Interior Alaska an outstanding place to live and work.

- more -

Page Two
Draft Mission/Goals/Objectives

TVCC is a two year community college that provides:

- a) Associate degree programs for students planning to transfer to senior institutions.
- b) Degree and certificate vocational/technical programs in medium and high technology areas appropriate to the Alaska Interior.
- c) Programs to support business, industry and labor for special training and retraining needs.
- d) Courses and workshops aimed at improving the human capacity, skills and performances of the citizenry.
- e) Services that support individual accomplishment including advising and basic skills development.
- f) Community Services to improve and enrich the quality of life in the area.

UAF PROGRAM EMPHASES -- FY85-FY90

Essentially, the emphases that we propose to support over the next six years fall under the heading of five general objectives that we are trying to accomplish. Some of the emphases may address more than one objective and not all of the emphases are mutually exclusive of each other. For instance, a particular emphasis directed toward expanding a program or developing a new one might also assist in meeting expanded enrollment needs. It should be noted, also, that some emphases do not necessarily have a financial impact, but rather reflect a philosophic thrust that can be accomplished within existing resources. These objectives and emphases are as follows:

1.0 Maintenance of Standards.

This is directed toward assuring that we are at least able to retain the existing quality of our programs in the face of increasing enrollment demands, inflation, and crowded conditions.

- 1.1 Meet increasing enrollment demands, but improve overall class size average.
- 1.2 Achieve an adequate support base in order to permit faculty to perform optimally. Goals to achieve here are a clerical ratio of at least one secretary to five faculty and assuring that we maintain in our non-personal services base at least 15% of our total program costs for commodities, travel, and necessary contractual services. We must also assure sufficient infusion of equipment so that equipment-intensive academic activities represent the state-of-the-art and are of sufficient quantity to permit students the learning experiences that they deserve.
- 1.3 Strengthen the student and administrative support systems as needed to parallel enrollment gains and improve management and efficiency.

2.0 Enhancement of Quality.

Strengthen and enhance the quality of certain existing programs as identified in the following emphases.

- 2.1 Update and modernize the University of Alaska-Fairbanks as it pertains to student and faculty use of and familiarity with computers. Assure that appropriate curricula are implemented in Computer Sciences and that departments which have a need for specialized courses in this area make optimal use of existing resources.
- 2.2 Strengthen the graduate program by increasing the number of assistantships available so that we are better able to attract the top student candidates into our graduate programs.

- 2.3 Expand our Library holdings or our modern technological access to such holdings by 10% per year over this planning cycle.
- 2.4 Professionalize the existing Theatre Program.
- 2.5 Increase the quality of our access to rural Alaskans and achieve an improved success rate in the commencement of Alaskan Native students. Additionally, decrease the attrition rate for all students between Freshman and Sophomore years.
- 2.6 Improve the quality and reputation of our programs by attracting senior-level faculty with already established national and international reputations.
- 2.7 Foster an improved climate for inter-disciplinary teaching and research. Many problems require a multi-disciplinary team and programmatic approach. Assure efficient use of resources and talents and develop informal lines of integration across school, college, and institute lines. Re-evaluate Northern Studies Program.
- 2.8 Strengthen and support qualitative research in the professional schools and the College of Arts and Sciences.
- 2.9 Stimulate studies in connection with climate research, global pollution transport, and large scale ocean-ice-atmospheric interactions.
- 2.10 Improve programs in statistics and numerical methods.
- 3.0 Address State Needs.

Intensify the University efforts to address specific state needs by providing a cadre of well-educated Alaskan personnel in critical fields and by providing a knowledge base from which the state might make well-founded policy decisions.

- 3.1 Provide the research and education necessary to assist the state in implementing its agricultural action plan. There has been adequate evidence throughout the rest of the country that despite the dollars spent on the development of a physical infrastructure for agriculture, it will fail if adequate research and education in the agricultural sciences are not provided.
- 3.2 Strengthen our engineering, teaching, and research programs with particular attention to the stresses caused by arctic and sub-arctic conditions both on-shore and off-shore.
- 3.3 Bring to our mineral industry programs a national reputation with particular emphasis over this planning period on the type of research necessary to achieve a viable mineral economic base for Alaska.

- 3.4 Enhance management and economics programs as they pertain to the natural resources of Alaska and with applications to the major private corporations in Alaska. Utilize all existing resources within the University of Alaska-Fairbanks structure.
- 3.5 Establish a center for applied state research. This should be viewed not as a structure but as a nebula supplied with financial resources which will permit faculty to explore applications of their basic research and resolve specific Alaskan problems. A Faculty Council will be formulated in conjunction with state policy makers to recommend research priorities over specific periods of time. Address pertinent topics such as geophysical hazards, energy sources, resource assessment and management, ecological industrial development problems of isolation, and problems resulting from human interactions in a multi-ethnic state.

4.0 Enhancement of International Reputation.

Achieve and enhance a national and international reputation in selected areas which maximize our location as a laboratory not only from which to study problems which will have significance to the state, but to the global community as well.

- 4.1 Alaska has one of the richest cultural histories in the nation, yet it has not evolved the degree of reputation that it is capable of achieving in this field. We shall emphasize the strengthening of cultural anthropology, cultural behavior, and cross-cultural interactions as it pertains to high-latitude and polar regions.
- 4.2 Reclaim a national and international leadership role in Arctic Biology with particular emphasis on eco-systems development in high-latitudes and human adaptation to cold and isolation.
- 4.3 Substantially stimulate development in ice and solid earth programs in geology and geophysics with particular attention to permafrost, physics of frozen ground, ice, sea ice, and snow and avalanche conditions.
- 4.4 Strengthen our efforts in marine geology, limnology, and fisheries oceanography.

Particular attention in these programs must be directed toward attracting high caliber senior faculty with a substantial record of prior achievement.

5.0 Expansion of Promising Program Areas.

Provide for expansion of promising program areas and services which will optimize the use of the institution and increase the depth of instruction.

- 5.1 Expand summer session and evening programs.
- 5.2 Expand the graduate program to the parameters discussed above.
- 5.3 Expand hours of Library utilization.
- 5.4 Expand the Geology Program to embrace Petroleum Geology.
- 5.5 Stimulate the development of carefully selected advanced degree programs in the arts and sciences.
- 5.6 Enhance the reputation of the University of Alaska-Fairbanks as the state center for expertise in the fine arts.
- 5.7 Increase the internationalization of the student body to approximately 5%. It is necessary that university students achieve a broader world view and one of the means of accomplishing this is through interaction with peers and colleagues from other countries. Additionally, the formulation of relationships during student years may result in improved trade and business interactions in later years as these individuals become the commercial and industrial leaders within their own states and countries. Focus will be directed toward Canada, Pacific Rim Asian countries, and high latitude countries.
- 5.8 Develop some degree of national reputation in at least two sports appropriate to Alaska.

The objectives and emphases listed above do not represent any type of priority order. Priorities will be developed and put forth in subsequent budget documents.

April 30, 1985

ELMER E. RASMUSON LIBRARY/MEDIA PROGRAM

STATEMENT OF PURPOSE

It is the purpose of the Elmer E. Rasmuson Library/Media Program to provide for comprehensive access to and utilization of information in support of the academic, research and public service programs of the University of Alaska-Fairbanks and Tanana Valley Community College.

The Rasmuson Library/Media Program strives to provide total information services. Capabilities include design and production of instructional programs through acquiring and processing existing materials and programs in all formats, retrieving and disseminating information by means of a vast array of computer, telecommunications and other technologies and manual techniques, database design and building, serving as a world-class center for Alaska and Polar Regions materials, and conserving and preserving rare books, maps, films, oral histories, documents and other materials which would otherwise be lost to scholars. This support occurs in an environment focused on ensuring maximum "user-friendliness" of systems and services.

As the major information center in Alaska, the Rasmuson Library/Media Program forms a predominant element of the Alaska Library Network. The Program performs vital statewide tasks in supplying technical expertise, planning, research, and innovation, and in the sharing of resources. This produces the best programs and services for the primary clientele--the students, faculty and researchers at the University of Alaska-Fairbanks--while serving as a model for other information access programs statewide.

Central to all library/media functions is the teaching/learning concept. The development of life-long learning skills for acquiring and utilizing information is a critical part of the library/media instructional program. In addition, the Library Science Program, within the College of Liberal Arts, is also the responsibility of the Rasmuson Library.

These functions are carried out under the program elements Information Access, Information Resources Development, User Instruction, and Program Quality Improvement.

ASSP430.185

Degrees and Programs

- B.A.—Bachelor of Arts**
B.B.A.—Bachelor of Business Administration
B.Ed.—Bachelor of Education
B.F.A.—Bachelor of Fine Arts
B.M.—Bachelor of Music
B.S.—Bachelor of Science
B.T.—Bachelor of Technology
Ed.S.—Educational Specialist
E.M.—Engineer of Mines
M.A.—Master of Arts
M.F.A.—Master of Fine Arts
M.S.—Master of Science
M.A.T.—Master of Arts in Teaching
M.B.A.—Master of Business Administration
M.C.E.—Master of Civil Engineering
M.Ed.—Master of Education
M.E.E.—Master of Electrical Engineering
Ph.D.—Doctor of Philosophy
- Accounting, B.B.A.**
Alaska Native Studies, B.A.
Anthropology, B.A., B.S., M.A.
Applied Linguistics, B.A.
Applied Physics, B.S.
Applied Statistics, B.S.
Arctic Engineering, M.S.
Art, B.A., B.F.A.
Asian Studies (minor only)
Athletic Coaching (minor only)
Atmospheric Sciences, M.S., Ph.D.
Biological Sciences, B.A., B.S.
Biology, M.S., M.A.T., Ph.D.
Botany, M.S.
Business Administration, B.B.A.
 Finance
 International Business Management
 Marketing
 Travel Industry Management
Business Administration, M.B.A.
Chemistry, B.A., B.S., M.A., M.S., M.A.T.
Civil Engineering, B.S., M.C.E., M.S.
Coal Science and Technology, M.S. (pending approval)
College Student Personnel Administration, M.Ed.
Computer Information Systems (minor only)
Computer Science, B.S., M.S.
Earth Science, B.A.
Economics, B.A., B.B.A.
Education, B.Ed.
 Elementary
 Secondary
Education, B.T.
 Secondary
Education, Ed.S., School Administration
 Cross-Cultural Studies
 Public School Administration
- Education, M.Ed., Elementary and Secondary**
 Cross-Cultural
 Curriculum and Instruction
 Educational Administration
 Language and Literacy
Electrical Engineering, B.S., M.S., M.E.E.
Engineering Management, M.S.
English, B.A.
 Forms and Techniques of Writing
 Literature
 Teaching
English, M.A., M.A.T., M.F.A.
Environmental Quality Engineering, M.S.
Environmental Quality Science, M.S.
Fisheries Science, B.S.
 Research
 Management
Fisheries Science, M.S.
Foreign Languages, B.A.
 French
 German
 Russian
 Spanish
General Science, B.S., M.S.
Geography, B.A., B.S.
Geography and Regional Development, B.A.
Geological Engineering, B.S., M.S.
Geology, B.S.
 Economic Geology
 General Geology
 Petroleum Geology
 Solid Earth Geophysics
Geology, M.S.
 Economic Geology
 General Geology
 Petroleum Geology
Geology, Ph.D.
Geophysics, M.S.
 Snow, Ice and Permafrost
 Geophysics
 Solid Earth Geophysics
Geophysics, Ph.D.
Geosciences, M.A.T.
Guidance and Counseling, M.Ed.
 Elementary
 Secondary
History, B.A., M.A.T.
Humanities, B.A.
Human Services, B.A.
Interdisciplinary Studies Option, B.A., B.S., M.A., M.S., Ph.D.
Inupiaq Eskimo, B.A.
Journalism, B.A.
 Broadcast
 News-Editorial
Justice, B.A.
Linguistics, B.A.
- Marine Biology, M.S.**
Mathematics, B.A., B.S., M.S., M.A.T., Ph.D.
Mechanical Engineering, B.S., M.S.
Military Science/Army ROTC (minor only)
Mineral Preparation Engineering, M.S.
Mining Engineering, B.S., M.S., E.M.
Music, B.A.
 Music Education
Music, B.M.
 Music Education
 Performance
Music, M.A.
 Alaska Ethnomusicology
 Music Education
 Music History
 Performance
 Theory/Composition
Music, M.A.T.
Natural Resources Management, B.S.
 Agriculture
 Forestry
Natural Resources Management, M.S.
Northern Studies, B.A.
Oceanography, M.S., Ph.D.
Petroleum Engineering, B.S., M.S.
Philosophy, B.A.
Physical Education, B.A., B.S.
Physics, B.A., B.S., M.S., M.A.T., Ph.D.
Political Science, B.A.
Psychology, B.A., B.S.
Psychology, M.A.
 Community
Resource Economics, M.S.
Rural Development, B.A.
 Applied Land Management
 Community Information Systems
 Local Government Administration
 Village Corporation Management
 Youth Organization
Russian Studies, B.A.
Science Management, M.S.
Social Work, B.A.
Sociology, B.A., B.S.
Space Physics, M.S., Ph.D.
Speech Communication, B.A.
Theater, B.A.
Wildlife Management, B.S.
 Management Biology
 Research Biology
Wildlife Management, M.S., Ph.D.
Yupik Eskimo, B.A.
Zoology, M.S., Ph.D.

least ten months prior to the date the applicant plans to enroll if he/she is interested in single student housing.

How to Apply — Read Carefully

Application forms may be obtained from the Office of the Director of Admissions and Records. Applications for admission will be considered only when the following credentials have been received by the Office of the Director of Admissions and Records:

1. **Application for Admission** — A \$20 processing fee must accompany the completed Application for Admission form.
2. **Scholastic Records** — An applicant is required to have complete official transcripts of all college credits sent to UAF in support of his/her application. The applicant is responsible for requesting that these transcripts be sent to the university but transcripts will not be accepted unless they are sent directly to the Director of Admissions and Records from the other college or university attended. The applicant may not submit personal copies of transcripts.
3. **Letters of Recommendation** — At least three letters of recommendation are required from people capable of describing the applicant's character and his/her ability to undertake graduate study and research. The letters should be forwarded to the Director of Admissions and Records.
4. **A brief description of the proposed plan of study** is required to be submitted to the Director of Graduate Programs for those wishing to apply for admission into a Ph.D. program or an interdisciplinary master's program.

5. **Results of the Graduate Record Examination (GRE)** and other tests, when required, must be forwarded to the Office of Admissions and Records. Applicants should refer to the admission requirements of the specific degree program for which they are applying to ascertain what tests, if any, are required.

6. **Graduate foreign student applicants** also should refer to the admission requirements for foreign students on page 12.

Conditional and Final Acceptance

After the required credentials are received, reviewed and processed, a statement of acceptance will be mailed to the qualified applicant. The statement of acceptance will contain the conditions under which the applicant has been admitted.

A qualified applicant can be accepted for admission while currently enrolled in his/her last semester of college. However, the acceptance may be conditional upon receipt of an official transcript indicating satisfactory completion of the work in progress at the time of acceptance and completion of graduation requirements.

Final acceptance to the university for the purpose of earning scholastic credit becomes complete only when all credentials have been received and accepted by the Director of Admissions and Records.

GRADUATE DEGREE PROGRAMS OFFERED AT UAF

Master of Arts (M.A.)

- Anthropology
- Chemistry
- English
- Music

Master of Arts in Teaching (M.A.T.)

- Biological Sciences
- Chemistry
- English
- Geology/Geosciences
- History
- Mathematics
- Music
- Physics

Master of Business Administration (M.B.A.)

- Business Administration

Master of Civil Engineering (M.C.E.)

- Civil Engineering

Master of Electrical Engineering (M.E.E.)

- Electrical Engineering

Master of Education (M. Ed.)

- College Student Personnel Administration

- Cross-Cultural Education
- Curriculum and Instruction
- Educational Administration
- Guidance and Counseling
- Language and Literacy

Master of Fine Arts (M.F.A.)

- Creative Writing

Master of Science (M.S.)

- Arctic Engineering
- Atmospheric Sciences
- Biology
- Botany
- Chemistry
- Civil Engineering
- Coal Science and Technology (pending approval)
- Computer Science
- Electrical Engineering
- Engineering Management
- Environmental Quality Engineering
- Environmental Quality Science
- Fisheries Biology
- General Science
- Geological Engineering
- Geology
- Geophysics
- Marine Biology
- Mathematics

- Mechanical Engineering
- Mineral Preparation Engineering
- Mining Engineering
- Natural Resources Management
- Oceanography
- Petroleum Engineering
- Physics
- Resource Economics
- Science Management
- Space Physics
- Wildlife Management
- Zoology

Educational Specialist (Ed.S.)

- Cross-Cultural Education
- Public School Administration

Doctor of Philosophy (Ph.D.)

- Atmospheric Sciences
- Biology (Interdisciplinary)
- Geology
- Geophysics
- Mathematics
- Oceanography
- Physics
- Space Physics
- Wildlife Management (Interdisciplinary)
- Zoology (Interdisciplinary)

In addition to the programs listed above, individualized master's and doctoral degree programs may be arranged in some specialized areas for which there are not established programs or programs may be arranged for specific plans of study involving a combination of disciplines. An applicant for admission to this program must submit a brief description of the proposed program with his/her application.

1986-87 UAF 222 Catalog

App. J

REFERENCE POLICY

Any written policy is subject to change as the emphasis of the University's curricula and research direction change and also as trends in publishing, particularly scholarly publishing, change.

I. TYPES OF MATERIALS TO BE INCLUDED IN REFERENCE SECTIONA. Dictionaries

The general English language dictionaries, the special subject dictionaries, technical dictionaries, the bilingual, and polyglot dictionaries are all in demand. The general as well as the special subject dictionary may serve as a starting point for research in an unfamiliar area or may provide the information sought. In addition to defining words and phrases (including slang) and supplying pronunciations, dictionaries may break down abbreviations, provide synonyms, antonyms, rules of usage, pronunciation and meanings of proper and geographic names, as well as locations and population figures for specific areas.

Dictionaries treating very fine delineations of subjects or extremely technical subjects will not be located in reference nor will those relating to individual countries concerning which little interest has been evidenced here in this community such as Latin America and African nations. Such information will be available in the main collection unless the direction of interest changes. In some instances, more than one dictionary will be retained because one will supplement the other in information supplied.

B. Encyclopedias and Almanacs

General encyclopedias and almanacs answer countless questions and provide introductory information and bibliographic services. Special subject encyclopedias supply excellent historical background, identify prominent persons and events in the field, current trends, and references for further reading. Both the single subject encyclopedia such as Encyclopedia of Psychology as well as the encyclopedia covering a large group of related subjects such as the Encyclopedia of the Social Sciences are of vital importance in the reference area. Encyclopedias will not be located there, however, which treat subjects in which the University does not maintain curricula or research programs. Neither will those encyclopedias which treat fine divisions of subjects or highly technical subject matter.

Foreign language encyclopedias often supply biographies of persons associated with histories and cultures of countries not readily available in English language sources. Such encyclopedias present unique viewpoints and often include historical backgrounds for terms and proper names which are not provided in American encyclopedias.

C. Handbooks and Manuals

Frequently revised and confined to one subject area, these tools supply charts, tables, statistical data, and historical background. Comprehensive in scope and condensed in treatment, they acquaint the reader with the latest developments and practices in a given field and are useful in isolating a single fact or figure. They often contain lists of important references in the major fields as well as for specialized areas of the subject. Handbooks relating to the United States as a whole, to other countries, to the state of Alaska, or to the city of Fairbanks are in frequent demand.

As in the case of the dictionary, handbooks treating fine subject divisions or technical subjects will be placed in the main collection. Care must be taken not to retain in the reference area those which serve the user more adequately in the circulating collection.

D. Guides to the Literature

These guidebooks direct the user to the standard sources in given subject fields and also instruct him in their use. Current guides are needed for all major subject fields and divisions of subjects in which the University maintains curricula or research programs. The most effective guides are those which also treat retrospective sources, especially in the humanities and social sciences.

E. Bibliographies

Because of the increasing brevity of information provided by the subject catalog, the availability of carefully chosen bibliographies in the reference area is important. In addition, the overwhelming bulk of publications necessitates their presence as a reference tool to be utilized in assisting patrons in specific searches. Some bibliographies are difficult to use because of the symbols employed or because of their arrangement. Many users (particularly those we encounter here who have limited library experience) require assistance in using them.

Bibliographies to be retained in the reference area must be selected carefully, and the collection should be weeded frequently to insure that only the most scholarly and those which include both current and retrospective materials (when applicable to the subject field) are kept there. Those treating highly technical materials or narrow aspects of a subject field will not be located in reference; they are more useful to the user when he/she can check them out. In addition, bibliographies treating subjects in current vogue will not be retained there; the user may obtain such information by utilizing current periodical indexes or current abstracting services.

F. Sources of Biographical and Directory Information

Reference tools providing addresses and titles of individuals, names and addresses of officers in corporations; associations, institutions, and government (federal, state, local, as well as foreign) are in constant demand. Also continuously sought is biographical information, both current and retrospective. Biographical dictionaries, directories of governments, corporations, associations, and institutions as well as specialized compilations of persons engaged in various fields cannot be oversupplied.

G. Yearbooks and Annuals

These sources may summarize latest events, trends, and research in a specific discipline; they may list new publications or include current directories for the field. They may also provide similar summaries for governments (national, state, local) or for a geographic area. They are increasingly valuable now when the most current data is sought. They are vital in updating histories, encyclopedias and bibliographies in the field. The latest of those yearbooks which summarize the current status of the subject field and provide directory or biographical service should be retained in reference if the subjects they treat are closely related to University curricula or research. Those yearbooks treating narrow divisions of subjects or extremely technical subjects will also be in the main stacks.

Decisions to separate yearbooks (current editions from earlier ones) must be considered carefully to insure location(s) that will best serve patrons. Is it more helpful to the library user to have all editions in one place (in main, Alaska, Periodicals, or Reference as the case may be)? Or will particular sets be more useful if the newest edition (which may provide, for example, current directory information) is located in reference? This decision must be made individually for each set, based on the nature of the information provided and patterns of patron usage.

H. Histories of Subject Fields or Regions

Broad historical surveys furnish important names, facts, and events in the development of a discipline or of a geographic area. They are essential for all disciplines in which the University maintains curricula, especially in the humanities and social sciences fields where there is customarily a greater emphasis upon historical development than in the natural science fields. These will be acquired for the reference area quite selectively. The basis for selection will be scholarlyness of treatment and the presence of detailed indexes and bibliographies. Histories of regions and subjects where there is presently no marked interest among users here will be shelved in the main library collection.

I. Indexes and Abstracts

Indexes and abstracts to periodicals, journals, plays, short stories, poems, quotations, reviews of books, films, research reports, and dissertations are reference tools upon which more and more students and researchers depend. If space permits, as a result of the possible relocation of several library units, it will be desirable to locate such tools in the reference area. Most of these materials are now in Periodicals, and a number of them are in Government Documents. It would be efficient to draw these into the reference area where the librarian can instruct users in their use during all hours when the library is open.

J. Catalogs of Library Collection

Printed dictionary catalogs or classified catalogs of large public, academic, and research libraries containing special collections serve as excellent bibliographies of materials in particular subject areas, or by given authors. They also serve to identify titles and verify citations for interlibrary loans. Easily available to the reference area should be those dealing with subjects or regions relating to the University's teaching and research programs.

K. Guides to Translated Materials

Need for such guides would seem to be unlimited now and increasingly so in the future. Information regarding translations of Soviet research in Arctic technology, for example, is eagerly sought. Even though the Rasmuson Library will be unable to acquire all of these, sources listing them must be available in the reference collection. Both retrospective and current translation sources are needed in all areas where the University maintains research and curricula.

L. Statistics

Sources of these will never be sufficient to supply the demand; they are particularly required in special subject or regional areas. Especially helpful are those which are detailed and thoroughly indexed. Most frequently requested are the most current compilations, but many researchers require historical figures for comparative studies.

M. Atlases

Two categories of atlases will be retained in the reference collection: 1) those which are general and comprehensive in scope and, 2) those dealing chiefly with political, social, and economic aspects concerning which numerous inquiries are presented in the reference area.

Atlases dealing with specifically Alaskan or Polar Regions, when they fall into the above categories will be located in the Alaska collection. Some may be duplicated in the reference atlas collection if prices permit, as it would seem desirable to have them easily available to readers.

Atlases dealing with regions on a primarily geological or topographical basis, or in a distinctly technical manner will be located in the map collection.

GENERAL NOTE:

In the case of most reference tools, the latest edition only will be located in the reference area. Earlier editions are in the main stacks or in the Alaska collection, when they pertain to Alaskan or Polar regions. In the case of encyclopedias, histories, and other reference materials with historical emphasis, whenever essential text, artistic plates, or informative tables and charts are deleted in the new edition, both older and recent editions will be retained in the reference area. With regard to subject fields in which bibliographies are frequently published, only the best ones will be retained in reference. The "best" may be defined here as those which are complete in coverage of books, periodicals, newspapers and newspaper articles, lists of persons and organizations active in the field (and where applicable), publication of governments, technical reports, etc. The above qualifications will be applied to those which are purported to be comprehensive in scope. When emphasis is current, recency of titles will be important. The librarian must weed the collection carefully and continuously to insure that only the "best" or essential ones will be retained in the reference area.

In the cases of foreign language or special subject dictionaries, for example, this does not mean that only one dictionary for that language or subject field will be located there. In the case of a language for which dictionaries are frequently requested, it is desirable to keep several on the reference shelf to insure that one is always available. Often, too, words or terms not included or fully treated in one dictionary will be in another.

A monograph which is a part of a numbered series that has been cataloged for main stacks or elsewhere will be separated from the set only if it is of exceptionally high reference value.

II. RESPONSIBILITY FOR DECISION REGARDING MATERIALS TO BE LOCATED
IN REFERENCE

The Information Access Services Department will be responsible for building a general reference collection.

Information Access Services
6/84

RASMUSON LIBRARY: UNIVERSITY OF ALASKA
SUMMARIZED REFERENCE POLICY
1984

INCLUDED IN REFERENCE:

A. DICTIONARIES:

1. English language
2. Bilingual
3. Polyglot
4. Technical
5. Special subject
6. Quotation (To be added on a very selective basis.)

Latest and/or most definitive edition will be in reference. For some language dictionaries, reference will retain more than one copy. Dictionaries treating fine delineations of subjects or highly technical information will be available with the subject materials in the main collections.

B. ENCYCLOPEDIAS AND ALMANACS:

1. General information encyclopedias
2. Subject encyclopedias
3. Foreign language encyclopedias on a selected basis

Subject encyclopedias treating fine divisions or highly technical information will be located with the book collection in the subject area.

C. HANDBOOKS AND MANUALS:

Latest edition handbooks will be in reference on a selective basis. When they serve the reader more adequately in the circulating collection, they will be located in the subject areas.

Travel guides fit most nearly in the handbook category. Those dealing with Alaska may be retained in both the reference and Alaska collections if library budget permits. If only one copy of any Alaskan reference material may be purchased, reference will have priority. In the case of some continuing reference materials, latest editions only will be retained in reference when the patron is better served by this arrangement. Older editions will be in the Alaska collection.

D. GUIDES TO THE LITERATURE:

Current guides are needed in reference for all major subject fields and larger divisions of subjects in which the University maintains curricula or research programs.

E. BIBLIOGRAPHIES:

Bibliographies to be retained in reference will be selected carefully to insure that only the scholarly and those which include both current and retrospective materials will be kept there. Those treating highly technical materials or narrow aspects of a subject field will be more useful to the scholar when he can check them out.

F. SOURCES OF BIOGRAPHICAL OR DIRECTORY INFORMATION:

Reference tools providing addresses and titles of individuals, names and addresses of officers in corporations, associations, institutions, and governments will be "latest edition reference".

The most recent biographical dictionaries, directories of governments, corporations, associations and institutions, as well as specialized compilations of persons engaged in various fields, will be available in reference. Older editions will be shelved in the main collection.

G. YEARBOOKS AND ANNUALS:

The latest editions of a very select group of yearbooks which summarize the current status of the subject field and provide directory of biographical service will be retained in reference. Others will be located in the subject areas in the stacks.

Decisions to split sets of yearbooks (current from earlier) must be weighed carefully on a basis of whether patron will be better served by retaining the latest editions either in reference or by having entire set shelved there or in main, Alaska, Periodical section, etc. Patterns of usage and types of information provided will be the basis for the decision.

H. HISTORIES OF SUBJECT FIELDS OR REGIONS:

Scholarly historical surveys of subjects and regions in which there is interest, research, or teaching curricula will be acquired selectively. The presence of detailed indexes and bibliographies will be a determining factor in the choice.

Other histories of regions and subjects will be shelved in the main library collection for the individual researcher.

I. INDEXES AND ABSTRACTS:

Indexes and Abstracts are reference tools. Some are in the reference area; some in Periodicals; some in Governments Documents. With re-location of special needs, consideration will be given to locating most indexes and abstracts in the reference area.

J. CATALOGS OF LIBRARY COLLECTIONS:

Printed dictionary catalogs of some libraries which deal with areas relating to the teaching and research programs of the University are useful. Only a select few will be placed in reference collection.

K. GUIDES TO TRANSLATED MATERIALS:

Retrospective and current sources for translations are needed in all areas where the University maintains research and curricula.

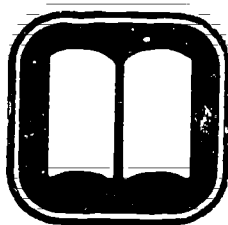
M. ATLASES:

1. Reference will retain some general and comprehensive atlases for the World and the United States.
2. Also retained will be atlases which include political, social, and economic information not duplicated elsewhere in reference and for which there is a demand.
3. Other atlases dealing with regions on a geological or topographical basis will be located in the Map Collection.
4. Comprehensive or political atlases of Alaska will be in the Alaska Collection.

STATEMENT OF RESPONSIBILITY:

The Information Access Services Department will be responsible for building a balanced and useful Reference Collection.

Information Access Services
6/84



Regoayah Kozga Library
P.O. Box 1168
Nome, Alaska 99762 Telephone (907) 443-5133

COLLECTION DEVELOPMENT POLICY STATEMENT

1. INTRODUCTION

1.1. This policy is intended to clarify the criteria used in collection development for the Regoayah Kozga Library.

1.2. To analyze the existing collection and identify its strengths and weaknesses.

1.3. To serve as a planning and working tool for the maintenance and selection of materials.

1.4. To aid in the pursuit of resource sharing and library networking with the libraries of Alaska.

2. MISSION STATEMENT

2.1. To make freely available informational materials and services to the citizens of Nome and the Seward Peninsula, Alaska.

2.2. Through diverse programs encourage reading and examination of published and printed matter in order to promote an enlightened citizenship and to enrich personal lives.

2.3. To select, procure, organize, retrieve, and develop the use of print and non print materials in organized collections for the communication of ideas which satisfy the educational, cultural, and recreational needs of the patrons without distinction as to age, race, religion, sex or color.

3. AUDIENCE

3.1. This statement is written to communicate to the public the plan for continuing development of the library's resources.

3.2. To assist staff in selection of materials.

3.3. To aid the administrators in the allocation of budgeted funds for library materials.

4. USER GROUPS

4.1. Primary users of the Library are the citizens of Nome, Alaska.

4.2. The Library serves the citizens of the Seward Peninsula, Alaska by resource sharing with the Village Library/Learning Centers.

4.3. Direct borrowing privileges are extended to those bush citizens without accessibility to library services.

5. COLLECTION OVERVIEW

5.1. The Kegcoyah Kozga Library is dedicated to the Memorandum of Agreement with Northwest Community College Learning Resource Center which states:

"...the parties do mutually agree that they shall...develop a joint long-range plan for library growth and development...; look toward and plan for a collaborative acquisitions policy...; develop and implement policies and procedures for cooperative circulation usage; develop a plan for joint acquisition and maintenance of special collections."

AND "...it is in the public interest to work together jointly and cooperatively in as many ways as possible..."

Due to the memorandum of agreement, and subsequent resource sharing:

5.2. The adult fiction collection is confined to contemporary authors.

5.3. The adult non-fiction collection does not include technical and scholarly materials.

5.4. Special emphasis is placed on life skills, social and applied sciences.

5.5. Additional subject areas of considerable strength are travel and biography.

5.6. Basic reference sources are directed towards the adult reading level.

5.7. Of note is the Alaskan collection with multiple copies and rare editions available.

6. SPECIAL COLLECTIONS

6.1. MCNAUGHTON BOOK PLAN

This rental plan is intended to make available currently popular adult and juvenile fiction and non-fiction as soon as possible. Titles chosen conform to selection policies used for purchased materials. Some titles in the rental collection may be purchased for the permanent collection. Other titles or copies may be returned when their usefulness is ended.

6.2. NON-BOOK MATERIALS

6.21. The majority of the FILMSTRIPS/CASSETTE collection is targeted for children. Subject areas include: children's stories, National Geographic series; holiday programs; and pre-school instruction materials. A large variety of folktales and fables is included.

6.22. The RECORDS/CASSETTS collection includes classical, general, and holiday music; children's stories and music, language tapes, oral history, aerobic exercise and native literature.

6.3. ALASKA REFERENCE

This collection is placed in the locked display cabinet. Emphasis is on rare volumes pertaining to Nome, the Seward Peninsula and the Eskimo culture.

6.4. VERTICAL FILE

A file is kept for those materials of odd or small shape that would be difficult to display on the shelf. Emphasis is placed on materials pertaining to the history of Nome and the Seward Peninsula.

6.5. KOZGA COLLECTION

Housed at Northwest Community College Learning Resource Center, the Alaskan collection is owned by the City of Nome, Kegoayah Kozga Library. It is considered a rare collection of Alaskan materials of wide interest.

7. POLICIES and OBJECTIVES

7.1. BOOK SELECTION POLICY -- revised 6/84

7.11. PURPOSE OF POLICY

- 7.111. To guide the Library in the selection of materials
- 7.112. To inform the public about the principles upon which selections are made
- 7.113. To further the stated objectives of the Kegoayah Kozga Library.

7.12. DEFINING THE BOOK SELECTION

- 7.121. "Selection refers to the decision that must be made either to add materials to the collection or to retain materials already in the collection.

7.13. GOALS OF BOOK SELECTION

- 7.131. To maintain a well-balanced and broad collection of materials for information, education, pleasure, or research, and in the creative use of leisure time.

7.14. RESPONSIBILITY FOR SELECTION

- 7.141. The responsibility for selection of all materials lies with the Librarian who operates with the framework of policies determined by the Library Board and City of Nome.
- 7.142. The general public and staff members may recommend materials for consideration.
- 7.143. Competant reviewing sources and basic lists of standard works are consulted as an aid in selection.

7.15. GENERAL PRINCIPLE

- 7.151. Selection is based on the merits of a work in relation to the needs, interests and demands of the community of Nome and the surrounding villages.

7.152: Basic to this policy is the "Library Bill of Rights", as adopted by the American Library Association, to which this Library subscribes, which states, in part, "In no case should any book be excluded because of race, or nationality or the political or religious views of the writer... These should be the fullest practicable provision of materials presenting all points of view concerning the problems and issues of our times--inter-national, national and local; and books or other reading materials of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal approval."

7.16: SPECIFIC CRITERIA

- 7.161. Relevance to community interests and needs.
- 7.162. Accuracy and authority of author.
- 7.163. Budgetary considerations and format.
- 7.164. Scarcity of information in subject area in relation to existing collection.
- 7.165. Availability of material elsewhere in the community; Holdings of other libraries within the community are considered in developing the Library's collection. i.e. Materials particularly those of a technical nature, may be borrowed from the Northwest Community College Learning Resource Center, as stated in a Memorandum of Agreement.
- 7.166. Popular demand -- The library should make available materials for enlightenment and recreation even if not enduring in value, interest and accuracy.
- 7.167. Duplication of materials already in the collection -- Purchase of additional copies of materials should be governed by intrinsic or historical value and need. Paperbacks may be used to satisfy a temporary heavy demand.

7.17: NON-BOOK MATERIALS

Purchase of non-book materials should be governed by the same principles and criteria applied to the selection of an item of purchase.

7.18. GIFTS

- 7.181. Selection of gifts should be governed by the same principles and criteria applied to the selection of an item of purchase.
- 7.182. Rejects are to be disposed of or given away.
- 7.183. Duplications are left to the discretion of the Librarian.

7.19. MAINTENANCE OF COLLECTION

The collection should be periodically examined for the purpose of weeding, binding or repair of materials to maintain a balanced, attractive book stock.

7.20. PROVISION OF REVIEW OF POLICY

This policy may be revised as time and circumstances require:

7.2. WEEDING POLICY--revised 9/85

7.21. Weeding is the withdrawing of damaged or obsolete materials from the collections, a process which is part of collection development and maintenance.

7.22. The Librarian is responsible for weeding the collection on a continuing basis.

7.23. Materials that fall into the following categories should be considered for withdrawal:

- 7.231. Superseded editions.
- 7.232. Worn, mutilated, or badly marked items.
- 7.233. Duplicate copies of seldom used titles.
- 7.234. Materials which contain outdated or inaccurate information.
- 7.235. Uncirculated items of 4 years or longer and not needed for reference.
- 7.236. Fiction, once popular but no longer in demand, and non-fiction books which were purchased to meet demands no longer existing.

7.24. The Librarian is authorized by the Library Board to dispose of discarded library materials.

7.3. DISPOSAL OF WITHDRAWN MATERIALS POLICY--revised 6/84

After materials have been withdrawn, they will be disposed of in one of the following ways:

7.31. Gifts to other libraries. Materials in good condition which are found to be inappropriate for our collection, no longer needed, or of a special research nature may be given to other libraries. Nome libraries will receive first consideration in such gifts.

7.32. Outdated, damaged, or worn materials which may be of interest to others will be placed in the paperback book section for give-away.

7.33. Materials of very limited use to the general public (old statistical reports, outdated directories, documents, etc.) reference books owned by the publishing companies which the Library is not permitted to pass on, materials of very poor physical condition and those that have not been disposed of in one of the above ways are discarded through the City of Nome waste disposal procedures.

7.34. Desirable titles that cannot be replaced (out of print, local histories, and expensive books) are mended.

7.35. Popular items with a new or revised edition are replaced.

8. COOPERATION WITH OTHER LIBRARIES -- created 6/84

8.1. The KEGDAYAH KOZGA LIBRARY actively promotes cooperation with other libraries to ensure its users access to the information they need. Whenever possible, reciprocal arrangements are made with other libraries so that the combined resources of the entire library community may be used to satisfy the information needs of the public.

8.2. The Library supports planning for and participation in networks of cooperating libraries to share resources and technology, exchange information and avoid unnecessary duplication of materials. The library also makes available materials from other libraries through existing state and regional inter-library loan systems.

8.3. The Library encourages formal and informal continuing education of its staff through field trips and workshops at other library facilities.

8.4. The Library believes that through cooperative effort a larger share of the public will benefit and better understand the location and value of library service, and libraries in general will benefit from a broader base of support.