

Yellowhead Tribal College Library Collection Policy

GENERAL INFORMATION

Mission Statement:

Yellowhead Tribal College (YTC) Library supports the mission of the college which is to deliver accredited programs that meet the needs of its students and communities while nurturing First Nation culture and traditions.

YTC Library's mission is therefore to:

- Support the program curricula of the college
- Provide information resources and recreational reading materials to YTC students, staff and communities

YTC Library's primary mandate is to collect and provide access to a diversity of materials in a variety of formats that support the academic programs and individual courses taught at the college. The Library also aims to serve the information and reading needs of the YTC communities (Alexis, Alexander, Enoch, Sunchild and O'Chiese First Nations) whose members may not have easy access to a public library. The Library is also developing an extensive Aboriginal Collection which is available to YTC students, faculty, staff, Elders, and interested researchers from outside the college community.

INSTITUTIONAL CONSTORTIA AND PARTNERSHIPS

The Alberta Library
Lois Hole Campus Alberta Digital Library
University of Alberta
First Nations Information Connection

SELECTION

Responsibility for selection lies with the Librarian and Library Technician with input from YTC staff, Elders, faculty members and students. Instructors are encouraged to identify materials for the library to purchase that are needed for the courses they are teaching. Instructors are also encouraged to supply lists of recommended reading to students that are available in the Library. If the library lacks appropriate materials, instructors are asked to suggest items for purchase.

The Librarian and Library Technician are responsible for monitoring the existing collections for gaps based on collection use and feedback from library users and community members. The Librarian and Library Technician are also responsible for deselection, replacing damaged or missing materials, or discarding damaged materials if necessary.

Suggestions for new titles are always considered, and can be made by filling out an Acquisitions Request Form (see Appendix A). Requests must meet the principles of this collection policy and goals of the Library, as articulated in its mission.

SELECTION CRITERIA

Selection decisions are based on considerations of the following:

1. Relevance of materials to course curricula
2. Subject coverage ranging from literacy to the undergraduate level, with the exception of the Aboriginal Collection which includes graduate level materials.
3. Interest based on popularity and demand
4. Recommendations of faculty, staff, students, Elders, and community members
5. Review sources
6. Reputation of publisher, author, producer
7. Accuracy
8. Currency, where appropriate
9. Format longevity (DVD versus VHS for example)
10. Availability of items through FNIC (First Nations Information Connection) or the internet
11. Cost

FORMATS

The Library collects printed materials in the form of monographs, journals, magazines, newspapers, and documents. The Library also collects videos (VHS and DVDs) and CDs. Through the **First Nations Information Connection**, the library provides access to digital collections containing journals, on-line reference, e-books, and Aboriginal-focused internet resources.

YTC Library purchases DVDs and videos at the request of instructors for use in the classroom or as supplementary material for specific courses. DVDs are continuously purchased for the Aboriginal Collection. DVDs are generally preferred over VHS; however, VHS items will be purchased in some instances if the item is not available in DVD.

LANGUAGES

The collection is primarily English. The library is actively expanding its First Nations language resources, particularly Cree, Nakota (Stoney) and Ojibway (Saulteaux). Because the preservation of language is central to the college's cultural mission, the Library will continue to acquire books in indigenous languages as well as language learning materials in all formats. These resources will be selected with input from language experts in the college community.

COLLECTIONS

Reference Collection A-Z:

This is a non-circulating collection consisting of encyclopedias, almanacs, dictionaries, thesauri, directories, indexes, and government publications. This is an important resource and will be kept up-to-date, in terms of currency and format. Care will be taken

to monitor availability of materials and the provision of such items in alternative formats against selection criteria.

General Works A-Z:

The Library collects in all major subject areas which are arranged by Library of Congress call number. These include:

General Works; Philosophy, Psychology and Religion; Auxiliary Sciences of History; History: General and Old World; History: Western Hemisphere (particularly North America); Geography, Anthropology and Recreation; Social Sciences; Political Sciences; Law; Education; Music; Fine Arts; Language and Literature; Science, Medicine (particularly Nursing); Agriculture; Technology; and Bibliography.

This collection will be developed more comprehensively in the subject areas taught at the College and based on selection criteria.

Children's Literature Collection:

This small collection was developed to support the Early Childhood Development program and includes non-aboriginal and aboriginal children's books. This collection will be developed with input from ECD instructors, and based on requests and recommendations of users. This is a popular collection used by the general student population, many of whom have children. It will be continually expanded to meet the needs of these students.

Popular Fiction Collection:

The Library collects graphic novels, paperback and hardcover novels to encourage recreational reading and active use of the library. This collection is small but will continue to be updated and expanded based on recommendations, reviews, and user requests.

Aboriginal Collection:

This is a rich collection of monographs, documents and printed ephemera, videos and DVDs, music CDs, serials, newspapers, rare books, and digital resources (through FNIC) that reflect local, regional, provincial/territorial, and national aboriginal experiences and perspectives. The Aboriginal Collection covers the same topic areas as those found in General Works (BD 581-TX 710); however, most items fall within History (E-F) according to LC classification. The organization of the Aboriginal Collection using an alternative classification scheme that reflects an aboriginal perspective has not been ruled out.

The Library aims to collect as extensively as possible all works by First Nations and aboriginal authors. While works *about* First Nations, Métis, and Inuit people of North America are also collected, the primary aim is for the collection to be representative of Aboriginal peoples' perspectives and therefore to highlight their voices, in all their uniqueness and diversity.

Languages represented in the collection are primarily Cree, Nakota (Stoney), Ojibway (Saulteaux), Dene, and Michif. Cree is taught at the College and there are many Cree, Nakota and Ojibway speakers in the YTC communities. The documentary heritage of our local tribes and our member first nations is, and will continue to be, of particular interest as we develop this collection. Rare archival materials and first edition books are also being actively sought.

COLLECTION MAINTENANCE

Collection Evaluation:

Deselection occurs throughout the year in order to ensure the collection is current, authoritative, and meeting its mission. A comprehensive evaluation, followed by more thorough weeding, will take place over the summer months.

Deselection Criteria:

- Currency (outdated or obsolete information)
- Duplication
- Unwanted or unsolicited gifts
- Condition (worn, torn, shabby, pages missing, infested)
- Sets with volumes missing

DONATIONS

The Library welcomes donations to the collection or funds. In order to ensure that donations contribute to the Library's mission, the following policies must be observed.

- Donations will be accepted if they meet selection criteria and help the Library to achieve its mission, bearing in mind the costs associated with cataloguing, processing, maintaining the collection.
- Materials must be current and in good condition (binding intact, pages not worn, marked, mildewed or torn).
- Aboriginal materials or items of interest to our member communities are more liberally accepted.
- Only current reference materials (published within the last 2 years) will be accepted.
- Unsolicited items will not be accepted.

Procedures:

- The Librarian or Library Technician must be notified by email or phone by the donor.
- If the donation is large, a list of items with bibliographic information should be provided in advance to allow the Library to access items against the collection policies.
- Donated items not added to the collection will be given away to students, staff and YTC members, donated to small community libraries in the Edmonton area, or disposed of.

INTELLECTUAL FREEDOM AND SOCIAL RESPONSIBILITY

YTC Library is committed to the principles outlined in both the Canadian Library Association's *Position Statement on Intellectual Freedom* and its *Position Statement on Diversity and Inclusion* (see Appendix B). As a Tribal Library, however, it respects and upholds the values, beliefs and customs of its member nations. This applies in its approach to cultural knowledge and archival materials, as well as the provision of access to materials that might be sacred, confidential or sensitive in nature. The Library understands, therefore, that in cases where materials are deemed "sensitive," privacy rights may supersede the public right to access.

APPENDIX A

**Yellowhead Tribal College Library
Request Materials**

Date of Request: _____ Name: _____

Title: _____

Author: _____

Subject: _____

Office Use Only:

Signature for approval: _____

Date of approval: _____

APPENDIX B

CLA Position Statement on Intellectual Freedom

Approved by Executive Council ~ June 27, 1974; Amended November 17, 1983; and November 18, 1985

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

CLA Position Statement on Diversity and Inclusion

Approved by Executive Council ~ May 25, 2008

The Canadian Library Association believes that a diverse and pluralistic society is central to our country's identity. Libraries have a responsibility to contribute to a culture that recognizes diversity and fosters social inclusion.

Libraries strive to deliver inclusive service. Canada's libraries recognize and energetically affirm the dignity of those they serve, regardless of heritage, education, beliefs, race, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, or income.

Libraries understand that an acceptance of differences can place individual and collective values in conflict. Libraries are committed to tolerance and understanding. Libraries act to ensure that people can enjoy services free from any attempt by others to impose values, customs or beliefs.

References

CTCL Standards Committee. "Standards for Canadian Libraries."

http://www.cla.ca/AM/Template.cfm?Section=Occasional_Paper_Series&Template=/CM/ContentDisplay.cfm&ContentID=4040 (9 April 2010).

Evans, G. Edwards, and Margaret Z. Saponaro. *Developing Library and Information Centre Collections*. 5th ed. Westport, Conn.: Libraries Unlimited, 2005.

Protocols for Native American Materials. <http://www2.nau.edu/libnap-p/protocols.html> (9 April 2010).