

LIBRARY HANDBOOK



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College of the Muscogee Nation

Library Handbook



Okmulgee, Oklahoma
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College of the Muscogee Nation Library Handbook

College Mission Statement

The College of the Muscogee Nation is the institution of higher education for the Muscogee Creek Nation emphasizing native culture, values, language, and self-determination. The College provides a positive learning environment for tribal and non-tribal students as citizens of a tribal and global society supported by teaching excellence and offers exemplary academic programs that meet student, tribal, and societal needs. Through instructional quality and visionary leadership, the College of the Muscogee Nation encourages lifelong learners, for personal growth, professional development, and intellectual advancement.

Library Mission Statement

The College of the Muscogee Nation Library exists to serve the research, teaching, and learning needs of the college community and the citizens of the Muscogee Nation at large.

General Policies

The CMN Library is committed to creating an environment conducive for learning and studying. As such, disruptive behavior and loud talking will not be tolerated and individuals demonstrating such behavior will be asked to leave the library. Because the library is an institution of learning and studying and not a daycare, children must be supervised by an adult at all times; parents will be asked to leave the library if their children are being disruptive to students.

Cell phones must be turned to silent or vibrate and no cell phone calls are to be placed or received in the library.

Food is prohibited. Only beverages in a spill-proof container are allowed.

Computers are to be used by enrolled CMN students and Muscogee Creek Citizens. While there is no time limit on computer usage, if all computers are full and other students need to use them, a time limit and/or waiting list may be imposed. Any school-related material may be printed (i.e. class assignments, journal articles, and other research material), but recreational (non-school related) printing is prohibited.

Circulation Policies

While the library is open to the general public, only CMN students, faculty, and staff and citizens of the Muscogee (Creek) Nation may borrow library materials. All patrons must show a current CMN or Muscogee Nation ID card to check out library materials. Books are checked out for a period of two weeks, media (DVDs, VHS tapes, CDs, and audio tapes) for one week, and back issues of periodicals for three days. Items may be renewed an unlimited number of times unless a hold has been placed on them. Course reserves and current periodicals are non-circulating and may be used in the library only.

Material placed on reserve by instructors and may be checked out for a period determined by each individual instructor, usually ranging from several hours to one week. Course reserves must be used in the library.

A limited number of laptop computers are available to be checked out for a period of two business days. Students may place their names on a waiting list should all computers be in use and notified once one has been returned. During times of peak demand for laptops such as mid-terms and finals, a 24-hour check out period may be imposed to ensure all students have access to a laptop if needed.

Overdue fees are assessed at a rate of \$.25/day and will not exceed the cost of the item. Library material not returned within sixty days of the due date will be classified as Lost/Missing and the patron will be charged for the replacement cost plus a \$5.00 processing fee. Items returned with significant damage may result in fines or a replacement cost at the discretion of the college librarian.

Patrons may place a hold on any item that is checked out to another individual and will be contacted once the item has been returned. Individuals who have material checked out on which a hold has been placed will have 48 hours to return the item or incur an overdue fine of \$1.00 per day.

Collection Policy

Statement of Purpose

The College of the Muscogee Nation Library serves to:

- support the curriculum of the College of the Muscogee Nation
- support the research needs of the college
- provide information resources and reading materials to the Muscogee (Creek) community

The College of the Muscogee Nation Library has two important roles. Its primary purpose is to support the curriculum and mission of the College of the Muscogee Nation; its collections are intended to support the courses offered at the college. In addition, it maintains extensive collections of Muscogee (Creek) and American Indian materials. These materials are available to the Muscogee (Creek) community, the students, faculty, and staff of the college, and to interested researchers from outside the community.

Responsibility for Selection

The librarian is charged with the responsibility of selecting materials for the library's collection. Selection decisions are based upon the library's general format and subject-specific selection criteria. The librarian may receive input on selection from the College of the Muscogee Nation faculty, staff, students, and other personnel, as well as from members of the community. The librarian also draws upon review sources, publishers, vendors, and similar sources for selection suggestions.

Selection Criteria

Given the library's primary goal of supporting the curriculum at the College of the Muscogee Nation, the

main factor when selecting materials should be how well they do or do not support the college's courses of study.

Once curriculum needs have been met, the library selects materials to fulfill its obligations to the community: to provide informational and general interest materials to the Muscogee (Creek) community and maintain strong collections of Muscogee (Creek) and Native American materials.

To best serve the various education levels of its college community, the library includes materials from a wide range of education levels. The library collects materials in all appropriate formats: print, microforms, audiovisual, and digital materials.

Selection of material is based on:

1. Relevance to the college curriculum
2. Relevance to the current subject coverage (see subject-specific criteria for more information)
3. Anticipated demand and interest
4. Recommendations from faculty, students, and community members
5. Review sources on the material
6. Appropriateness of specific media to the content
7. Accuracy, currency, and permanence of the information
8. Organization and ease of use
9. Reputation of author, publisher, or producer
10. Format durability
11. Availability of materials in neighboring libraries
12. Cost (compared to anticipated use)

Although the Library collection is made up primarily of print materials, there is growing importance and demand for information in other formats. The collection includes monographs, journals, magazines, newspapers, books-on-tape, CDs, VHS tapes, and DVDs. The library provides access to online databases essential to research at today's colleges and universities. Many of these databases feature full-text versions of scholarly articles and primary source research material.

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

Language and Geographic Focus

Because the curriculum of the College of the Muscogee Nation does not provide courses taught in languages other than English and Mvskoke, the Library collects materials only in these two languages. The geographic emphasis of the collection is Oklahoma, the Great Plains, and the Indigenous homelands of tribes in Oklahoma.

Collection Maintenance & Retention

The ongoing evaluation and maintenance of a library collection is as essential as any other library

function. A major part of this process is the deselection or deaccessioning (weeding) of currently held library materials. The aim of the library's collection maintenance policy is to keep the library's collection current and accessible to library patrons.

Deselection/Deaccessioning

Weeding of the library collection is the responsibility of the librarian, with aid from various staff members as needed. Deselection/deaccessioning is an ongoing process and should correlate in a timely manner with the evaluation of the collection.

Works to be considered for weeding include:

- Material containing obsolete, misleading, or outdated information. This is particularly important when evaluating the reference collection, as well as science and information technology materials.
- Multiple copies. Generally, only one copy of a given item will be kept in the library collection. Exceptions include material related to the Muscogee (Creek) Nation as well as course reserve items; additional copies of reserve items may be acquired upon faculty request.
- Material that falls outside the scope of the collection's criteria that has been donated to the library.

Changes in Collection Focus

The College of the Muscogee Nation Library works to collect materials of varying complexity, formats, and viewpoints in order to best serve a community with diverse needs and interests. The collection policy is designed to facilitate that process. The library welcomes constructive input from college faculty, staff and students, as well as community members and will consider changing various parts of the collection focus upon written request.

Retention Schedule for Periodicals

All newspapers and serials not related to Indigenous topics will be held for no longer than six months, with the exception of academic journals not available online that are pertinent to the CMN curriculum. Faculty or staff may request that periodicals be retained for a longer period of time should these materials be needed for classroom assignments. A published "Retention Schedule" will list all periodicals subscribed to by the library as well as the number of months they should be kept in hard copy form.

Donation Policy

Donations of material to the College of the Muscogee Nation Library are welcome so long as they fall within the collection parameters outlined above. All donations must be approved by the librarian prior to acceptance and be accompanied by a signed gift agreement.

CMN Intellectual Freedom Statement

The College of the Muscogee Nation Library strives to provide faculty, staff, and students as well as the members of the Muscogee (Creek) community and outside visitors to the library with equal access to information. The library adheres to the standards set forth by the American Library Association's "Library Bill of Rights" as well as to the interpretive "Intellectual Freedom Statement" (see Appendix).

The College of the Muscogee Nation Library will abide by all local, state, and federal laws regarding copyright and will make information on these laws readily available.

Internal Review Procedures

Statistical Reports

Patron usage reports will be completed on a monthly basis to evaluate traffic flow, monitor circulation of library materials, and assess the needs of the collections.

Surveys

At the beginning of each trimester, incoming students will be given a survey to evaluate their knowledge of library resources so that an orientation program can be designed to suit their needs.

Suggestion Box

A suggestion box will be placed at the circulation desk to allow patrons to address library staff in an anonymous manner for the betterment of the institution.

APPENDIX 1: LIBRARY BILL OF RIGHTS

The College of the Muscogee Nation affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

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

American Library Association
Adopted June 18, 1948.

APPENDIX

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

ALA Intellectual Freedom Statement

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

Appendix 2: CMN Procedures for Interlibrary Loan

Interlibrary Loan is a service that will obtain books, article photocopies, and other materials not owned by College of the Muscogee Nation (CMN). It is available to students, staff, and faculty. Interlibrary loan provides patrons with access to many additional resources. Patrons must be in good standing with CMN and the library to request an interlibrary loan.

Interlibrary Loan Restrictions

Interlibrary loan is intended for academic research only. The lending library may set limitations or restrictions on loans. Popular DVDs, music CDs, and audio books are more readily available from a local video store, online vendor, or public library. Requests for such items will be denied by the librarian. Current textbooks not available through the library's reserve system should be purchased; they are not available for loan for an entire trimester.

Borrowing Limit

There will be an interlibrary loan limit of one item at any given time.

Loan Period

The loan period will vary according to the lending library. Loan periods vary and may last from two to four weeks. Materials may take up to two weeks to arrive at CMN.

Renewal

Renewals must be coordinated with the librarian. The lending library has discretion on renewals.

Overdue Materials

A charge of \$1.00 per day will be assessed for overdue materials. Overdue fines will continue to be added until the item is returned. Additional fees may be assessed by CMN and the lending library.

Lost and Damaged Items

Patrons are responsible for any lost or damaged items. Charges will be assessed by the lending library. The student will reimburse CMN for any additional costs relating to the lost or damaged item, such as shipping and handling.

Notification of Arrival of Items

You will be notified by phone and/or email when your item arrives.

Material Pick Up and Return

Materials can be picked up and returned at the CMN library circulation desk.

Interlibrary Loan Charges

Although every effort is made to obtain interlibrary loan items free of charge, some materials (especially photocopies and large books) cost. In an event that the interlibrary loan request requires payment, patrons will be notified in advance for approval.

Copy Right Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyright materials. The CMN library reserves the right to refuse to accept an interlibrary loan request that would involve the violation of copyright law.

To Request an Item

Please see the CMN librarian to make an interlibrary loan request. You can make a request by visiting the circulation desk or by calling 918-549-2812.

Student Agreement

My signature below indicates that I have read and understand this form, and agree to abide by the policies, procedures, and guidelines specified therein.

Printed Name

Phone Number

Signature

Date

Student ID