



Bezhigoogahbow Library and Archive Policies

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2100 Introduction to Library Policies

The mission statements of the Leech Lake Tribal College Library and Archives are intended to outline the philosophy and principles that represent the purpose and that guide the direction of the Leech Lake Tribal College Library and Archives.

2110 Mission Statement

The mission of the Library is to support the mission and the goals of the College and its learning community and to preserve Anishinaabe culture by providing quality resources and capable service from a professional, dedicated staff.

2120 Service Population

The Library serves the current College faculty, staff, and students in addition to providing services to community members. The academic mission of the library takes priority over all other functions and services. The Bezhigoogahbow Library provides services to local academic libraries at Bemidji State University and Northwest Technical College through a shared electronic catalog (Primo), and beyond through Resource Sharing/Interlibrary Loan services.

2130 Behavioral Guidelines

Library users are expected to treat the facility, resources, staff and fellow library users with respect and courtesy, recognizing that each patron has individual needs for library use.

1. Protect rights of individuals to use library property, materials, and services;
2. Protect rights of library employees and volunteers to conduct library business without interference;
3. Ensure the safe use of facilities, materials, and services by the greatest number of individuals;
4. Preserve materials and facilities from harm;
5. Ensure the safety of library patrons, employees, and volunteers.

Any misconduct that hinders use of the library or library materials is prohibited. Such misconduct may include, but is not limited to:

1. Loud or boisterous behavior;
2. Conversation that is disturbing to other individuals or employees;

3. Profanity or other abusive language toward other library patrons or toward employees;
4. Abusing library furniture, equipment, or materials;
5. Harassing others, either verbally or through actions. Harassment may include but is not limited to initiating unwanted conversations; impeding access to the building; or other actions another individual reasonably perceives to be hostile, threatening or offensive;
6. Using cell phones, radios, recording devices or other personal equipment at a level that can be heard by other individuals;
7. Not wearing shirt or shoes;

.01 Campus phones

Campus telephones in the Library are for staff use. One phone at the circulation desk is available for use to call for transportation. This phone has no long distance access and is not available for personal calls. Use is strictly limited to necessary patron calls only.

.02 Cell phones

As a courtesy to library users cellular phones are to be used outside the library. Talking, playing music without headphones, watching videos with sound, etc. is not permitted in the library.

.03 Children

Children 12 and under must be accompanied by a parent or adult guarding in the library. The adult is responsible for the child or children's behavior while in the library. For the child's safety, a parent must directly supervise their child in the play area. Children may not be left alone or unattended in the library.

.04 Food and Beverages

Responsible handling of food and beverages is expected in the library. Library patrons with food are expected to clean up after themselves, use garbage receptacles appropriately, and avoid spills and messes. Cleaning supplies can be made available for accidents. Food and drink is permitted in the library for responsible patrons. Library patrons who do not act responsibly may be asked to leave and/or may be banned from the library for a term or indefinitely.

.05 Unattended possessions

No personal possessions, including but not limited to backpacks, purses, coats, or electronic devices, may be left unattended in the Library. Unattended items may be

removed from the library by campus security. Library staff is not responsible for any lost, stolen, or damaged personal property.

.06 Computer Use & Printing

Computers in the library are generally available for use with no time limit. Study rooms with computers in them are limited to 2 hour use for the room. In the event that all computers are in use, the Library staff will initiate a priority use time limit during the heavy use periods.

Four computers are set aside for community use computers. In the event of a greater number than 4 community users arrive, Library staff may set up another computer for temporary use of a single community member. After the initial user is done or another of the 4 designated computers becomes open, the Library staff will no longer open additional computers for public use.

Printing is free for students, faculty and staff. Printing for community members is free for a reasonable limit. Printing for personal or professional businesses, however, must go through the Leech Lake Tribal College Print Shop and is not allowed on Library printers.

To protect the privacy of the computer user, printing must be removed immediately from the printer. No printing will be stored or held by Library staff for unknown users. Any printing found with personal identification on it will be shredded to maintain privacy of the individual.

Copyrighted materials may not be printed on the Library's copy machine.

For a full statement of acceptable uses of LLTC's Information Systems, Compliance, and Guidelines for use of LLTC Computers and IT resources, see the college website under Resources – Campus Operations. The Bezhigoogahbow Library follows and enforces IT Policy for computer users. Library computer users are under observation by Library Staff and by security camera at all times. Computer users may be asked to leave for inappropriate use, and privileges may be terminated for extreme cases of abuse of resources.

2140 Reciprocal Use

.01 Partnership

Students, Faculty and Staff of Leech Lake Tribal College have access to borrow materials from Bemidji State University and from Northwest Technical College Libraries. The shared catalog provides direct access to all three (3) college holdings. The ability to borrow from each college necessitates traveling to the

campus where the materials are held to provide proof of college privileges to enable borrowing to be set up at the alternate college/university library. LLTC Librarian can assist in establishing the borrowing privileges between colleges.

.02 Resource Sharing (Interlibrary Loan)

Students, Faculty and Staff of Leech Lake Tribal College have direct access to borrow and request material items or electronic copies of journal articles through the electronic library catalog (Primo) from across the MnPALS network (approx.. 89 libraries) and the University of Minnesota Libraries. Resource sharing is monitored by the LLTC Librarian. Misuse of this system can result in revocation of library privileges. Copyright laws are expected to be honored. Community members are not eligible for Resource Sharing.

Extended interlibrary loan services are available through the Worldcat.org website. Requests for materials not available within the Minnesota networks are required to go through the Librarian due to the nature of requesting and loan management.

2150 Circulation

Circulation of physical library materials is available to LLTC students, faculty, staff and community members who have applied for library privileges.

.01 Loan limits

Loan Limit	Student	Employee	Community
Books	10	10	2 general, 5 children
DVDs	1	3	1
Loan Periods			
Books	3 weeks	4 weeks	2 weeks
DVDs	1 week	1 week	1 week

.02 Non-circulating items

Reference titles, special collections materials, Ojibwemowin room titles, special collections materials and archival book collections are non-circulating and are intended for in-library use only.

.03 Overdue/Lost Materials

Students are exempt from replacement costs of lost library materials. Replacement costs are included in the Technology Fee collected with tuition.

Faculty, staff and Community members are responsible for the cost of overdue or lost materials fees, including automatic payroll deduction for not returning library materials.

2160 Collection Management

It is the aim of the Bezhigoogahbow Library to support the informational, educational and cultural needs of our patrons (students, faculty, staff, and community members) by providing library materials and information sources in a variety of formats and reading levels in accordance with the mission and goals of the Leech Lake Tribal College, the varied interests of our patrons, and budgetary constraints.

.01 Development

Materials are selected in an effort to maintain authoritative, accurate, up-to-date, useful and attractive collections of materials that will meet the needs of the Leech Lake Tribal College as a whole. Factors affecting materials selection include suitability of a material's format for library purposes, availability of funds, availability of new materials in needed subject areas, replacement of outdated and worn materials (weeding) and space.

.02 Scope

The Bezhigoogahbow Library gathers primarily materials to support, supplement and complement the educational mission of the institution and to reflect the interests and needs of the learning community. The collection will support basic research in the curricular areas offered by the College. In addition, the library will collect materials that support the study of Anishinaabe culture with selected materials in the broader area of Indigenous studies.

.03 Selection Criteria

The Bezhigoogahbow Library collects materials that:

1. Are relevant to the disciplines offered by the college;
2. Offer a Native American/Indigenous perspective and/or provide historical and modern context and insight for native/Indigenous issues;
3. Are of interest to the library's community;
4. Are of quality and value commensurate with cost.

.04 Selection Responsibility

The Director of Library Services is responsible for the selection of materials within the Library collection.

.05 Weeding/Discards

Materials may be discarded from the Library on the basis of unusable physical condition, out-of-scope content, outdated information, lack of shelf space, and lack of use (as recorded by the item's circulation history). The weeding of materials from the Library's collection is a normal and necessary function of responsible librarianship. Records of discarded materials will be maintained by the Director of Library Services.

2170 Gifts and Donations

The Bezhighoogahbow Library accepts donations of clean, tight bound books, unscratched DVDs and Audiobooks on CD. The Library accepts titles published within the most recent 20-year period. Some relevant or classic titles from the early to mid-twentieth century may be considered for the nature of the print volume. The Director of Library Services determines whether the donation will be appropriate for adding to the collection.

Donations are accepted for the Free Bookshelf as well. Out-of-scope materials accepted on donation may be put on the Free Bookshelf for adoption by visitors to the Library at the discretion of Library staff. Dirty, dusty, old books are generally not acceptable.

Donations and Gifts of a claimed monetary value exceeding \$500, or as determined by state or federal law, may be subject to tax deductions. The Library takes no responsibility for providing advice, appraisal of donations, or otherwise consultation on titles. The donor is recommended to seek professional guidance.

Once a donation has been accepted, the donor relinquishes all title and ownership of the materials to the LLTC Bezhighoogahbow Library, without reserve. The Director of Library Services may determine disposition of all donated materials. Materials accepted on donation for the Archive undergo a separate, documented process. The Bezhighoogahbow Library Staff is not in any way responsible for unintended donations – the donor is responsible for knowing clearly all material donated to the Library and that it may be impossible to return any items after the donation is accepted.

2180 Archive Policies

.01 Mission/Purpose

The Mission of the Leech Lake Tribal College Archive is to support and strengthen teaching, learning, and research by providing collections, services, and

environments that lead to intellectual discovery for all within an Anishinaabe worldview.

.02 Acquisitions

To fulfill this Mission the Archive will acquire, preserve, and provide access to a wide range of primary research materials including books, manuscripts, archives, audio-visual materials, objects, realia, and other items in support of the educational and research activities of the College and LLBO Community constituents.

To this purpose the archive will provide service in:

1. Documenting the history of the Leech Lake Tribal College and the people of the Leech Lake Reservation area;
2. Provide access to primary sources for students, faculty and the community;
3. Provide facility storage/accessioning/access for the Leech Lake Band of Ojibwe through the Tribal Historic Preservation office and Division of Resource Management.

The archive acquisitions policy serves to emphasize collection development to serve the purpose toward fulfillment of the Mission. The Archive is selective in increasing its collection. The list below identifies the areas of primary collection emphasis:

The Archive will responsibly

- Select only those records that best document the College and its Mission, including:
 - Records created, received, and maintained by the Board of Trustees. The President's Office maintains the original minutes and document files;
 - Papers of the President, Vice-Presidents and/or Deans of the College, including statements of policy, major reports and statistical summaries, major correspondence relating to policy development and other appropriate material;
 - Papers from other offices, administrative and academic, to supplement the papers of the above;
 - Papers of members of the Board of Trustees, faculty, student groups, or staff as a supplement to these official records;
 - All printed publications (administrative, academic and student);
 - Accept only documents or objects with established provenance.
- Ensure the integrity of evidence through maintenance of the context and order of archival records and other documents entrusted to its care;
- Provide a physical environment for records and collections that ensures their long-term viability and usefulness;
- Collaborate with the LLBO Department of Resource Management and other LLBO agencies to act as a repository for objects or collections that provide educational or research opportunities to the College and community.

The Archive does not:

- Seek donations of personal objects or realia except through the LLBO THPO or in exceptional circumstance whereby a personal collection is of specific interest or application to the educational teaching of the College.
- Hold items for preservation that have no access for research, education, or teaching opportunities.
- Release items to individuals without documented cause and intent and full provenance; and submitted for approval with thorough documentation/provenance to the Archival Advisory Council.

The Archive may:

- Hold cultural and sacred objects, regalia or realia for educational purposes
- Maintain its own cultural ceremonial attendants and elder counsel not affiliated with the College.
- Provide its own ceremony to protect, cleanse, and care for cultural and sacred objects or realia upon original receipt of those objects or realia and as regular maintenance that is not affiliated with the College.
- Establish and appoint representatives to an Archival Advisory Council to include the Director of Library Services (Archivist), one elder associated with the College, one financial representative of the College, the LLBO Tribal Historic Preservation Officer, Employees of the Department of Resource Management (LLBO), a member of the Tribal Council (as available), and members of the LLBO community.

The Director of Library Services (Archivist) for the Bezhigoogahbow Library is responsible for the management and oversight of the Archive, communication with the Advisory Council, and selection of appropriate materials to be included in the Archive following guidelines set above.

.03 Access

The Archive has a three-fold purpose of documenting the history of the Leech Lake Tribal College and the people of the Leech Lake area, providing access to primary sources, and providing facility storage/accessioning/access for the Leech Lake Band of Ojibwe through the Tribal Historic Preservation office and Cultural Resources division. Access to materials in the archive is determined based on each individual object/manuscript, its provenance, and any donor restrictions imposed.

The Archive makes its resources and services available to all people including students, faculty and staff of Leech Lake Tribal College, and community members. The archive may have a legal, institutional, or other obligation to restrict access to some collections or parts of collections. Access may be limited to some collections based on the object, traditional use, or its provenance.

The Leech Lake Band of Ojibwe, Tribal Historic Preservation Officer, or other Cultural Resources Department personnel may set restrictions on objects which are owned by the Tribe and held in the archive through the Tribe. These items may retain ownership by the LLBO (as documented) and therefore are subject to access and use restrictions specified by those representatives listed above. The Director of Library Services will maintain records and determine access based on agreements or restrictions levied by the Tribe.

Who to Contact: The Director of Library Services oversees all access by any persons or groups to the Archive. The Director must ensure that the access policy is applied without reserve to all groups based on the limitations recorded for each object or collection. The Director will inform researchers of the conditions governing access to its collections.

How to get access: Users/researchers must make an appointment with the Director of Library Services to receive access to the archive.

Use Restrictions: Object/manuscript provenance will document any use restrictions as part of the accession record. Restrictions are determined by donor agreement, cultural and/or Tribal restrictions, age/fragility concerns, uniqueness, and other criteria which set the collection apart.

Loans: Limited parts of the collection may be available for loan at the discretion of the Director and based on the content, quality, and use of the collection being requested for loan.

Physical access: Most objects/manuscripts/archive material must be used within the archive room or room designated by the Director, under direct supervision by designated Library staff.

Handling: Most objects/manuscripts require special handling. The Director will provide instruction as needed; following are a few guidelines:

1. Materials must be handled carefully. All materials must be used flat on the table. Do not make any marks on materials or affix extraneous items such as Post-It notes. No books, papers or other objects may be laid upon materials. Please report to the staff any concerns about the material, and comply with any staff instructions regarding material.
2. No pens, permanent markers, book bags, phones, cameras, purses, personal books, recording devices, etc. allowed in the archive room without permission of the Director of Library Services. Absolutely no food or drink allowed in the archive room. Only pencil and paper is permitted, unless otherwise permitted by the Director.

3. Any fragile, non-paper, aged, or valuable objects/manuscripts require handling with cotton gloves provided. Archive room users must wash hands before handling any materials with or without gloves.
4. Many cultural objects have handling restrictions which are documented in the catalog. No person is above the restrictions. The Director of Library Services has the responsibility for enforcing restrictions at all times.
5. Any disrespectful use of the resources of the archive may result in access prevention.

New acquisitions: Unprocessed archival and manuscript collections are generally considered open for research, provided they are not restricted. However, the Archives may need to delay access for a reasonable period of time to inventory the records or stabilize fragile materials.

Termination of privileges: The Director of Library Services may limit the access of an individual who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the archival collections, or violated its policies and regulations.

Reproduction: Any reproduction requests will be subject to review by the Director of Library Services. The Director may require a decision for reproduction by the Archive Committee. Reproduction such as photo copying or scanning is subject to copyright laws. Any copying will be determined by the Director of Library Services and may be delegated to Library Staff.