

PAUL M. ADAMS MEMORIAL LIBRARY  
ROCKY MOUNTAIN COLLEGE  
COLLECTION MANAGEMENT POLICY

TABLE OF CONTENTS

I.	Introduction	
	A. Mission Statement	1
	B. Goals Statement	1
	C. Collection Description	1
	D. Purpose of the Policy	2
II.	Collection Management Policy	
	A. Selection of Materials	3
	1. Monographs	4
	2. Series	4
	3. Indices	4
	4. Periodicals	4
	5. Special Collections	5
	a. Geology	5
	b. College Archives	5
	c. Special Collection Books	5
	B. De-selection of Materials	
	1. Monographs	5
	2. Series	6
	3. Indices and Periodicals	6
	4. Special Collections	6
	a. Geology	6
	b. College Archives	6
	C. Maintenance of the Collection	
	1. Ordering Materials	7
	2. Processing Materials	7
	3. Housing Materials	7
	a. Monographs	7
	b. Indices and Periodicals	7
	c. Other Materials	8
III.	Policies	
	A. Public Services	9
	B. Circulation	10
	C. Gifts	12
	C. Special Collections	12
	1. Archives	12
	2. Geology	13
	3. Church Archives	13
	A. Interlibrary Loan	13

B. Reserve Policy	13
C. Honors Students	14
D. Library Behavior Policy	14
E. Computer Use	15

#### Appendices

A. Archives Collection Development Policy	17
B. Acknowledgement Letter Template	23
C. Concerns and Complaints	24
1. Complaint Form	
D. RMC Right to Read and View Statement	25
1. ALA Freedom to read statement	
2. ALA Freedom to view statement	
E. Confidentiality of Library Records	31
F. Agreements	32
G. Volunteer Policy	33
H. Collection Level Definitions	35
I. Policy Implementation, Evaluation, and Revision	36

## INTRODUCTION

### A. MISSION STATEMENT

The mission of the Paul M. Adams Library is to serve the students, faculty, and staff of Rocky Mountain College by providing resources that support the College's curriculum and meet general information needs of the College community. Furthermore, the library strives to develop critical thinkers and information-literate students and to serve as a primary campus space for students to gather, study, and learn in a compelling and comfortable environment.

### B. GOALS OF THE PAUL M. ADAMS LIBRARY

In order to fulfill this mission the library will strive to:

1. Promote general information literacy among its patrons by helping them become competent in determining their needs and subsequently developing strategies for finding, evaluating and selecting appropriate materials to meet those needs;
2. Support the curriculum and research needs of the College through selection and de-selection of both the print and non-print collections as outlined in this Collection Management Policy;
3. Expeditiously acquire learning materials from outside sources for which patrons have a demonstrated need;
4. Increase patron use of and access to information through appropriate library instruction;
5. Increase the patron use of both the facilities and the materials in the library by making them inviting, comfortable and easy to use;
6. Use electronic resources whenever appropriate to accomplish the mission of the library.

### C. COLLECTION DESCRIPTION

As of this date, the Paul M. Adams Library collection consists of the following basic undergraduate liberal arts materials:

48,786 Book titles  
213,102 E-books  
1,303 Juvenile books  
396 Periodical titles,

55,961 E-journals  
3,245 Reference materials.  
12 Newspaper titles  
529 Music CDs  
1,829 DVDs  
72,359 Streaming Video  
48 Audiobooks  
79 Pieces of circulating Equipment  
125 Databases

The chronological range of the collection varies, dependent upon the subject matter. The library is committed to collecting current information as well as maintaining an historical perspective for research endeavors. The collection is evaluated on an ongoing basis; retention and de-selection guidelines are delineated in detail within this document.

The library has had an ongoing weeding project in areas where space and updating is needed. This is primarily in the B's, Q's and S's. Various faculty have been involved and asked to submit title lists for updating the collection in these areas.

In addition to the funds allocated to the library from the college budget and library endowments, additional monies are received from grants, special bequests, and gifts. Within the library, 35% of the budget is allocated to books and supplies and 65% allocated to serials and databases.

#### D. PURPOSE OF THE COLLECTION MANAGEMENT POLICY

This policy has been created to guide development of the collection as well as access to resources at the Paul M. Adams Library. It provides guidelines for the library staff and advisory committees in managing the collection and serves as a means to inform others about the principles used in developing and maintaining the library's resources. Policies such as this one are not static, but change with institutional changes such as expansion or downsizing, budget concerns and technological changes.

## II. COLLECTION MANAGEMENT POLICY

### A. SELECTION OF MATERIALS

Books, periodicals, serials, and non-print resources added to the library whether by purchase, gift, or other means should support the College's undergraduate and graduate instruction programs. The holdings should be of sufficient size and quality to avoid dependence on the collections of large academic libraries or special collections, although such collections may be used to supplement the library's holdings via interlibrary loans. The collection should contain the most important primary and secondary literature, a selection of basic representative periodicals, and the fundamental reference and bibliographic tools pertaining to each subject area in which a degree is offered. The collection should contain additional materials of an informational and up-to-date nature in the fields of knowledge and interest of members of the academic community. It should also contain materials of a newsworthy and up-to-date nature, at a basic reference level, which can support school instruction and routine public inquiries.

All materials collected are in the English language. New materials are selected by the professional staff to support curricular changes. In lieu of a selection committee, the librarians are individually responsible for all subject areas in consultation with the teaching faculty. Requests for new materials from teaching faculty are purchased if funds are available and the requests meet the selection criteria. Additionally, the collection is continually monitored by the professional staff for deficiencies. (See appendix I for definitions of collection levels).

The library collects in the following broad categories:

Business – Present collection is at the basic level: strong on journals and current reference sources, including Gales's Onefile Business, Ebsco's Business Source Complete and Proquest's ABI/Inform collection.

Future Goals: Maintain basic level in all formats.

Education – Present collection is at the basic level: strong on journals and reference sources including access to ERIC through Ebsco and Proquest's Education Database.

Future Goals: Continue acquiring needed up-to-date materials for circulating and reference collections.

Arts and Sciences – Present collection is at the basic level: strong on journals, books and reference sources including access to 125 databases including e-books and streaming videos.

Future Goals: Continue acquiring needed up-to-date materials and weed for out dated materials.

The library also collects in the following specific categories:

Aviation – Present collection is at the basic level: Have current reference sources and some new circulating books.

Future Goals: Maintain basic level in all formats.

Equestrian Studies – Present collection is at the study level.

Future Goals: Maintain the collection at the study level.

Physician Assistant Program – Present collection is at the study level: Have an up-to-date collection of reference books, circulation books, and periodicals.

Future Goals: Maintain study level in PA collection. Work towards most material being available online.

Occupational Therapy Program – Present collection is at the study level. All material is available online. Science Direct and Ebsco's CINAHL are the primary databases that provides the needed materials.

Future Goals: Maintain a study level in OT Collection

Specifically, the following types of materials will be collected:

### 1. MONOGRAPHS

The library will acquire new monographs with copyright dates no older than ten years prior to the date of acquisition except cases of "classic" materials. Single copies of all materials will be purchased and added to the collection except in rare instances of extreme use or if the money for the duplicate purchase comes from outside the library budget and the duplicate is purchased at the specific request of the individual or department supplying the money.

The content of monographs will take precedence over the format. Electronic, as well as, print monographs will be purchased as long as the content meets the library's selection criteria. Print monographs will be purchased in hardback when possible and reference books will be purchased with library bindings when possible.

Textbooks will be added to the collection only if no other book contains the information at an appropriate level for undergraduate use.

### 2. SERIES

Books in series will be continued whenever possible assuming that the material continues to be relevant to the curriculum and the quality of the series remains high. Series materials must conform to the usual standards set for other monographs. This does not apply to popular series where the library purchased the book as a representation of a genre.

### 3. INDICES AND DATABASES

Indices and databases will be selected to complement the curriculum. Those relevant at the undergraduate level and those which contain full text or references to materials readily available will receive priority. Other indices and databases will be acquired at the special request of tenured faculty. Indices and Databases will all be electronic unless another format is the only format available.

### 4. PERIODICALS

Periodicals will be selected to complement the curriculum. Those selected should be indexed in a major index, preferably one held by the library. Periodicals not indexed will be

acquired only if the material cannot be found elsewhere, is unique and/or is specially requested by a tenured faculty member for use in a specific class. Some popular periodicals may be selected to meet recreational reading needs if in high demand.

Periodical materials may be acquired in any one of a variety of formats including paper (which must be of high grade), online, or other state-of-the-art formats.

## 5. SPECIAL COLLECTIONS

Gift materials for special collections will be added to the library as they arrive. These materials must be of unique character and be in good condition. The library does not have the wherewithal to purchase these materials and therefore, at this point, will not do so. However, valuable items given to the library will be carefully stored and catalogued.

### c. GEOLOGY COLLECTION

Geology materials, including monographs, periodicals, serials, indices, and electronic resources will be acquired to complete the collection and may contain older materials otherwise not relevant to the library collection. The geology collection is an historical collection and covers materials relevant to the area west of the Mississippi. Duplicate items are sometimes accepted as gifts and may be retained by the library depending on space considerations.

### b. COLLEGE ARCHIVES

Materials will be added to the college archives in accordance with the policy in the RMC Archives Collection Development Policy and Procedures. (See Appendix A.)

### c. SPECIAL COLLECTION BOOKS

This is a collection of books that does circulate but was determined to have a greater value and therefore needed to be housed in a secure location. They are housed in the RMC Archives.

## B. DE-SELECTION OF MATERIALS

### 1. MONOGRAPHS

Library materials will be withdrawn from the collection when they are no longer relevant to the institution's goals and objectives, or when they no longer support the College's curriculum, or when their content becomes out of date, or when their condition warrants removal. Monographs in certain subject areas, such as business and science, will be reviewed for withdrawal every seven to ten years; other materials will have a longer shelf life, especially in the areas of music and literature. Withdrawal of materials will be at the discretion of the library faculty and will be based on time and space constraints as well as the value, both in terms

of research value and monetary value, of the materials. Weeding standards for subject areas will be created by library staff and faculty teaching in the subject areas. All faculty will have the opportunity to review withdrawn materials, before they are actually removed from the collection.

Materials selected for withdrawal must be processed in two ways: 1) the item must be physically withdrawn, and 2) the access points for the materials must be removed.

## 2. SERIES

Series materials will be considered for withdrawal at the same time as other materials in the subject area. Based on the standards for that subject area, the series, or parts thereof will be kept in accordance with said guidelines. Disposal of the materials will follow the pattern described in the procedures manual.

## 3. INDICES AND PERIODICALS

Indices and periodicals will be considered for withdrawal at the same time as other materials in the subject area. Based on the standards for that subject area, the availability of the same or similar materials in the area, and the condition of the materials, the indices or periodicals or parts of each will be kept in accordance with the guidelines drawn up prior to the withdrawal of materials. The faculty will be asked to review the materials before they are disposed of in the usual fashion.

## 4. SPECIAL COLLECTIONS

Materials in the special collections area will be withdrawn as specified below.

### a. GEOLOGY

Materials in the geology collection will be withdrawn when they are no longer of value to the collection. Generally, materials will only be withdrawn from the collection when they are duplicates, when they pertain to areas east of the Mississippi or when they are in poor condition. Guidelines for withdrawal will be specified before any deselection is performed.

### b. COLLEGE ARCHIVES

Materials in the college archives will be withdrawn in accordance with the procedures for the Archives in the RMC Archives Collection Development Policy and Procedure. (See Appendix A.)



## D. MAINTENANCE OF THE COLLECTION

### 1. ORDERING MATERIALS

Materials, including electronic resources, will be ordered on a regular basis in accordance with the funds available in the library budget. Priority will be given to the continuation of a current series and standing orders which have not been withdrawn from the collection and which form an integral part of the library's reference collection. Also reference materials that need to be updated on a regular basis will be high priority items. Monographs in subject areas will be chosen on the basis of need in that particular subject area and will follow the selection guidelines.

Whenever possible materials will be ordered through one of the major vendors and the highest possible discount rate will be requested. All purchases must be approved by the Library Director and money must be available in the appropriate library budget area.

### 2. PROCESSING OF MATERIALS

Materials will be processed as soon as possible after their arrival in the library. The processing will consist of adding the records to the OCLC database (or other bibliographic utility), adding to the ALMA library catalog, and putting the appropriate labels and stamps on the books. All book materials, except the Juvenile paperbacks will be classified according to the LC Classification system. Other non-print materials will be catalogued in LC format when possible or will be given an accession number and records will be added to the online catalog. Every endeavor will be made to see that materials are processed in a timely fashion. The processing will be done by the Assistant Library Director who will direct the process and use student or other assistants as needed.

### 3. HOUSING MATERIALS

#### a. MONOGRAPHS

Library materials will be stored in a neat and orderly manner on appropriate shelving. The books will be arranged by LC Classification number. The Oversize books will be arranged in a separate section, also by LC Classification number. The juvenile books will be shelved in a separate section as will the reference books. The geology collection is integrated into the regular collection and will be arranged by both LC Classification number and U.S.G.S. number as appropriate for shelving. Series are interfiled with other monographic materials and are arranged by call number rather than series titles in instances where there is a discrepancy.

#### b. INDICES AND PERIODICALS

Periodical materials will be arranged in alphabetical order by title in the space allotted to them. Current issues will be placed on display shelves. Non-current periodicals will be shelved in an area apart from the current ones unless space constraints are rectified. Indices are arranged by LC Classification at the end of the reference shelving area.

c. OTHER MATERIALS

Archival materials will be arranged according to the standards set up by the archival policy. Non-print materials will be housed in cabinets or on shelves in the media-AV area or on reserve as requested by faculty, or as deemed appropriate by the library staff.

### III. POLICIES

#### PAUL M. ADAMS MEMORIAL LIBRARY

##### A. PUBLIC SERVICES

In order to facilitate the use of library materials and resources, the following policy will be adhered to as much as possible given current staff availability and library budget.

The library will be open during the school semesters as follows:

Monday-Thursday	7:30 am – 10:00 pm
Friday	7:30 am – 4:30 pm
Saturday	1:00 pm – 5:00 pm
Sunday	1:00 pm – 10:00 pm

The library will be closed on school holidays.

During the interim periods, beginning the day following the last final, the library will be open weekdays from 8:30 am – 4:30 pm.

The RMC library will provide services for approximately 1000 students, 50 faculty, 120 college staff members, local geologists, and members of the community to fulfill their information and research needs. These users may:

1. Check out materials in accordance with established policy;
2. Use reference materials and other library resources;
3. Have access to reference services, including electronic reference;
4. Use library equipment, including the public access computer terminals, laptop computers and LCD projectors.

Interlibrary loan requests will only be processed for members of the college community, Bahsic members, and Billings geologists unless prior arrangements are made. Interlibrary loans may be done for courtesy borrowers for a \$10.00 fee.

Neither smoking, chewing tobacco, vaping or alcohol is allowed in the library.

Only service animals are allowed in the library.

According to the ADA website <http://www.ada.gov> title three section a ***Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or***

**tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.**

The public rooms in the library are for study and library use only. The seminar room may be scheduled through the Student Records Office or Library for meetings or classes. The President of the College may use the building at his/her discretion and will advise the library staff when this is done. The computer lab in the library is open during library hours, but may be limited to use by the college community only. The computer lab is maintained by Academic Computing Services.

When a written complaint is received, the library staff evaluates and responds to the complaint within one week if possible. If the complaint is about library materials, the library staff evaluates the named materials by the standards delineated in the selection criteria. If the materials fail to meet selection standards, then the material is withdrawn. If the material does meet the selection standards, the material is retained. In either case the person who initiated the complaint is informed of the library staff's decision in writing. Additionally the person is given the option to appeal the library staff's decision to the Academic Vice-President.

## B. CIRCULATION

As a private institution, Rocky Mountain College recognizes and appreciates the support of the private sector. For this reason, the Paul M. Adams Memorial Library offers its services to all members of the community, whether directly affiliated with the college or not. However, to avoid overburdening the personnel and the resources available, the following priorities are established:

A. The primary recipients of services and resources of the library will be the students, faculty, staff and alumni of the college. They will have priority of use of the resources and the services offered by the library personnel.

B. All other persons wishing to use the library may do so upon agreeing to the following conditions:

1. The patron must register as a patron in the library by obtaining a courtesy borrower library card. To obtain this the person must present a picture I.D. providing full name, address, email and telephone number prior to checking out library materials.

2. The patron must agree to abide by the library's circulation policies. The user agrees to pay all replacement fees incurred. If excessive overdue items accumulate, the user will be denied borrowing privileges.

Materials in the library circulate for the following time periods.

Books	30 Days*
Periodicals	7 Days
Juvenile Books	30 Days
Reserve Materials	2 Hours-3 Days**
Reference Books	Only with permission
Special and Uncatalogued Items	7 Days
Videos and CDs	7 Days
DVDs	7 Days
Equipment	7 Days***

\*Faculty and Staff may check out books for the entire semester. If another patron requests the book, the book can be recalled.

\*\*Length of reserve material loan periods is determined by the faculty member placing the item on reserve.

\*\*\* Graphing Calculators check out for 30 days.

AV Equipment is circulated from the library. The checkout period varies depending on the user's request and the demand for each specific item. AV equipment is renewable if no holds are on the item. Equipment is only circulated to the campus community. Equipment generally circulates for 7 days but may circulate for longer periods depending on the circumstances.

There will be replacement fees for long overdue materials as follows:

Books	\$65.00 or the cost of the book whichever is greater.
Periodicals	\$25.00 or the cost of the periodical whichever is greater.
DVDs/Blu-rays	\$25.00 or the cost of the DVD/Blu-ray whichever is greater.
CDs	\$25.00 or the cost of the CD whichever is greater.
Equipment	\$1,500.00 or the cost of the equipment whichever is greater.

If an item is not returned to the library by the end of the academic semester, the item will be considered lost and the patron will be charged the replacement fee or the actual replacement

cost, whichever is higher. All borrowing privileges will be suspended and student transcripts will be encumbered until restitution is made.

Under Montana Library Records Confidentiality Act (MCA 22-1-1101) all circulation records are confidential and in no instance may a patron's name be divulged to another person for any reason. This law applies to all materials that circulate from the library, even if that material is a personal copy of an article or book belonging to a faculty member.

### C. GIFTS

The Paul M. Adams Memorial Library of Rocky Mountain College welcomes donations of books, periodicals, and other items, as well as memorial gifts. In order to acknowledge receipt of donations and provide clarity concerning the use of donations, the following policy exists.

1. All gifts become the sole property of the library and Rocky Mountain College to be used in whatever manner the librarians and the administration deem to be in the best interest of the library. The material will be reviewed and evaluated for inclusion in the library collection or some other use. This includes, but is not limited to, addition to the library collection, exchange with other libraries, donation to charitable organizations, or sale.
2. Upon receipt of the donation, the library will send an acknowledgment letter to the donor. (See sample letter/ Appendix B)
3. If the donation is a memorial, the name of the person should be listed in writing so that memorial plates can be placed in the items.
4. The library does not assign a monetary value to gifts for tax purposes. Donors are advised to consult IRS Publication 561 – Determining the Value of Donated Property and IRS Publication 526 – Income Tax and Charitable Contributions.

### D. SPECIAL COLLECTIONS

#### 1. ARCHIVES

The Archives collection is housed in the DeRosier Educational Resource Center and is maintained by the professional library staff with supervised assistance from student employees and qualified volunteers. The collection has its own collection development policy and access to the collection is limited. Appointments must be made for use of the archival materials.

## 2. GEOLOGY

The library houses a special collection of geology reference materials and USGS publications. These materials are housed in the lower level of the library in open stacks. Circulation policy varies depending on the type of material.

## 3. CHURCH ARCHIVES

The DeRosier Educational Resource Center houses two collections of church materials, the Yellowstone Conference of the United Methodists Archives and the Montana-Northern Wyoming Conference United Church of Christ Archives. These collections are maintained and serviced by the church representatives themselves. The RMC library staff provides access to the rooms for use at the request of the church personnel, but has no access to the locked bookcases, cupboards, and file cabinets in those rooms.

## E. INTERLIBRARY LOAN

Rocky Mountain College Library extends its library collection by use of interlibrary loan services. The library has reciprocal agreements with TRAILS libraries, member libraries of the Billings Area Health Sciences Information Consortium (BAHSIC), and with other individual libraries throughout the state and nation. Materials may be borrowed from those libraries at no cost to either the library or the patron. The lending library's rules as to loan periods, fines and all other regulations apply to RMC and RMC patrons in the same manner as they apply to the lending library's own patrons. RMC in turn lends materials at no cost to these libraries and enforces all of its usual rules. The mailing charges are paid by each library as they mail materials.

Materials from non-reciprocal libraries are borrowed and the charges levied by the lending library are passed on to the patron. RMC reserves the right to charge photocopy costs, postage charges, and a handling fee to all non-reciprocal libraries.

Requests from RMC patrons for interlibrary loan materials must be made on the appropriate form or in a format acceptable to the Library Associate i.e. email. Library staff will attempt to verify citations when possible.

## F. RESERVE POLICY

Any current faculty member may place materials on reserve for a current class. It is the responsibility of the faculty member to obtain copyright permission if needed before placing the materials on reserve. The faculty member will establish the criteria for reserve circulation. All reserve materials will be checked out by the library staff and will be entered into the reserve system. This includes photocopies, personal copies, CDs, videos and all other materials.

Faculty are requested to present this material to the circulation staff in advance of the class by at least two days as this is a time consuming process. Again, the faculty member is responsible for obtaining copyright permission.

The library staff will abide by the copyright guidelines of the Copyright Center if permission is not granted.

## G. HONORS STUDENTS

Senior honors students are extended the following privileges:

1. Extended checkout of materials – students named by the honors board committee may check out RMC materials until the end of the current semester; interlibrary loan materials are governed by the lending library and may not generally be renewed.
2. A study carrel with locking drawer may be requested for 2 semesters use. A \$10 replacement fee will be assessed for lost keys.

## H. LIBRARY BEHAVIOR POLICY

The Paul M. Adams Library welcomes all students, faculty, staff and members of the community. However, it is expected that all patrons will exhibit proper behavior and respect the rights of others. This policy is intended as a guideline.

### **Obtaining Assistance:**

In the event of an emergency, call 911. Other emergency phone numbers are listed in the circulation office.

Staff and student workers are encouraged to call Campus Safety (238-7233) or the vice-president for student affairs (657-1018) if behavior becomes untenable.

### **Cell Phones and Phone Calls:**

Patrons are expected to respect the rights of others around them and talk in a quiet manner or leave the area.

Patrons using the library phone are requested to use it for short phone calls only. Students/staff are not required to search for a patron if a call comes for a patron. They will do so in emergency situations.

### **Complaints:**

An RMC library complaint form is available at the main desk. This form should be used by any person wishing to file a formal complaint. It may be used for materials complaints as well as staff or building complaints.



**Food and Drink:**

Small snacks and drinks with covers are allowed in the library. The patrons are requested to pick up after themselves and to notify the staff immediately if something spills. Food and drink should not be brought into the computer lab area. Alcohol consumption is prohibited in the library.

**Noise:**

Although the library is no longer a silent place, patrons are requested to keep noise to a minimum. The upper floor is used for small group studying and tutors. There is often much talking. Those requiring more quiet may use the lower level. The seminar room, when not in use for classes, may be used for small groups as may the upper level study room. All rooms are on a first come, first served basis and may not be reserved.

**Smoking, Vaping, and Tobacco Use:**

All tobacco and vaping use is prohibited in the library.

**Unruly Behavior:**

Unruly behavior will not be tolerated. Broken furniture should be reported to the staff at once. Patrons acting in an unmanageable fashion will be asked to leave.

**I. COMPUTER USE POLICY****Library Workstations:**

All computers are on a first come, first served basis and may not be reserved by students. The public access computers may be reserved by library staff for class instruction.

**Library Lab:**

The library staff will try to assist with computer related problems and questions in the library lab, but the computer department (657-1161) or [support@rocky.edu](mailto:support@rocky.edu) will ultimately be responsible for resolving all technical problems.

**Scanners and Color Printers:**

The library scanners and the color printers are available for student and faculty use. The cost of color prints is .30/page. Scanning is free.

The College's computer use agreement is in effect in the RMC library and is endorsed by the library staff.

Adopted 10/2000

Second revision 10/2007  
Third revision 11/2010  
Fourth revision 12/2015  
Fifth revision 12/2020

## APPENDIX A

## HERITAGE ARCHIVES

1. The Heritage Archives project was established by interested alumni, staff, faculty and students of Rocky Mountain College to acquire; preserve and illustrate the history and development of Rocky Mountain College, Billings Polytechnic Institute, Intermountain Union College and Montana Wesleyan College, the College of Montana and Montana Collegiate Institute.

All title for gifts to the Archives are conveyed to the Heritage Archives.

2. Archives Collections are comprised of materials whose primary purpose is for research by alumni, students and the public. Acceptable material will generally relate to documentation of the history of Rocky Mountain College and will include manuscripts, records, photographic materials, pamphlets and programs, school related publications, publications of Alumni Yearbooks, records of organizations and offices on campus.

Literary rights: Unless otherwise restricted by copyright or by the donor and agreed to, in writing, by the Archives Representative at the time of acquisition, all literary rights are conveyed to the Heritage Archives of Rocky Mountain College. The Archives can assume no responsibility for misuse of literary or copyright restrictions by users of unrestricted material beyond normal professional ethics and standards. Material placed in the Archives is primarily for research and, unless restricted, will be used for that purpose

Archives material may on occasion be used in the Library, other educational programs, and public or personal review. All use subject to authorization.

3. Gifts to the Archives are considered outright and unrestricted donations to be used in the best interests of the Heritage Archives. Usually, accepted gifts are considered extremely important or the best available at the time acquired. However, no individual or institution can predict nor govern the changing attitudes of future generations, nor guarantee permanency beyond the best available preservation procedures.

It is sometimes impractical to evaluate all material at the time of acquisition. Upon evaluation some material may be declared expendable. In addition, certain material already in existing collections may become expendable by acquisition of better examples. Expendable material includes surplus, duplicate, non-relevant or material of deteriorated condition or limited use. Such material will be used in the best interests of the Archives and the College, including but not limited to sale and

exchange programs to acquire other needed materials, loans to schools and other institutions, and disposal if the condition or value so warrants. Any material declared the Archives Representative must approve expendable.

Certain items within the donation may be immediately determined to not be adaptable to the Archives collections and policies. Reasons for such determination would include: duplication, lack of space and facilities, or failure to fit the Archives areas of acquisition. Those items so deemed (if any) are listed on a separate sheet attached to the back of this receipt. The donor is asked to advise the Archives concerning disposition of such items.

4. Heritage Archives cannot appraise donations for tax purposes. For the protection of the donor, it is recommended that a qualified disinterested third party do such appraisals.

## Regulations for Use of Archives

1. The archive collections and materials are not for circulation. (Exceptions for taking materials out of archive for specific purposes may be authorized by a committee member only.)
2. All patrons will be required to sign a "Research Materials Request" before they are permitted to use any archival materials. A member of the committee will sign this form before materials are used.
3. All reproduction (photocopying, microfilming or any other reproduction) will be done with committee authorization at patron's expense.
4. There is to be no ink used when working in the archives.
5. Restricted materials usage by patrons will be in accordance with the specific restrictions placed on the items. Restrictions are located at the front of the collection. If there are any doubts about restrictions, a committee member must be consulted.
6. The value and life of archives materials must be preserved with special care by the patron handling manuscripts with care, always keeping them in order and being careful not to mark them, clean hands, and taking care not to lean on documents.
7. Tape should not be used on archival material.
8. Patrons will not be permitted to use the Oral History tapes, summaries or transcripts are available.
9. Smoking is prohibited in the archive research area.
10. Researchers assume full responsibility for conforming to the laws of libel and literary property rights which may be involved in the use of any document preserved in the archives collection.
11. The Heritage Archives Committee reserves the right to refuse the use of any material and may at any time prohibit the further use of a collection by a research worker. Any and all questions regarding the archives policy or procedures should be directed to the Heritage Archives Committee.

THESE RULES AND REGULATIONS ARE NOT INTENDED TO PLACE A BURDEN ON THE RESEARCHER, BUT INSTEAD TO PROTECT AND PRESERVE THE MATERIALS FOR CONTINUED USE AND ENJOYMENT OF ALL ROCKY MOUNTAIN COLLEGE PATRONS PAST, PRESENT, AND FUTURE!

## ROCKY MOUNTAIN COLLEGE

### HERITAGE ARCHIVES

#### Collection Development Policy and Procedures

##### Introduction

The Heritage Archives serves as the final repository for the historical records of Rocky Mountain College and its predecessor schools. Its primary purpose is to document the history of the College and to provide source material for administrators, faculty, students, alumni, and other members of the College community, as well as scholars, authors, and other interested persons who seek to evaluate the impact of the College's activities on Billings, Yellowstone County, and Montana.

##### Core Mission

- The core mission of the Heritage Archives is as follows:
- To collect, preserve, describe, organize, and make available records of historical, legal, fiscal, and/or administrative value to Rocky Mountain College\*.
- To provide adequate facilities for the retention and preservation of such records.
- To provide information services that will assist the operation of the College.
- To serve research and scholarship by making available and encouraging the use of its collections by members of the College and the community at large.
- To promote knowledge and understanding of the origins, aims, programs, and goals of the College, and of the development of these aims, goals, programs.
- To facilitate efficient records management within the college offices.

Rocky Mountain College refers to Rocky Mountain College and its predecessor schools, including College of Montana, Montana Wesleyan College, Intermountain Union College, and Polytechnic Institute.

##### Collection Development

The records of Rocky Mountain College emanate from many sources. The Archives must rely on the cooperation and support of the administration, deans, directors, faculty, students, and alumni to ensure that material of historical value is collected and

preserved. The Heritage Archives may collect material in the following categories from administrative and academic units of the College.

## I. OFFICIAL RECORDS, PAPERS, AND PUBLICATIONS OF ROCKY MOUNTAIN COLLEGE

The official records encompass the records or papers generated by or received from various administrative offices of Rocky Mountain College in the conduct of their business. These records may include:

- A. Minutes, memoranda, correspondence, and reports of the Board of Trustees.
- B. Records of the office of the President, including correspondence, administrative subject files and reports.
- C. Correspondence, subject files, and reports of the Office of Academic Affairs.
- D. Minutes, memoranda, and reports of all major academic and administrative commissions, councils, and committees including the Executive Council, Administrative Council, and Faculty Executive Council.
- E. Departmental records, including reports, correspondence, syllabi, and records of the Continuing Education Office.
- F. Accreditation reports and supporting documentation.
- G. Annual budget and audit reports.
- H. Personnel records of retired, resigned, or deceased faculty.
- I. Records of the Registrar including timetables and class schedules, enrollment reports, graduation rosters, and other reports issued on a regular basis.
- J. Minutes and records of the Alumni Association.
- K. Reports and agendas of the Office of Student Affairs including Admissions, Financial Aid, and Student Services.
- L. Reports and records of the Development Office including Annual Fund, Capital Fund, Fund Development, Constituent Relations, and Public Relations.
- M. Records of student organizations.
- N. All publications, newsletters, or booklets distributed in the name of Rocky Mountain College including: catalogs, College directories and faculty/ staff rosters, faculty and administration newsletters and publications, alumni publications and ephemeral material.
- O. Audiovisual materials documenting the development of the College such as photographs, negatives, slides, motion picture films, oral history interviews, and audio and video tapes, discs, and recordings.
- P. Maps, prints, and drawings documenting the physical growth of the College.
- Q. Reports of research projects, including grant records.
- R. Artifacts relating to the history of Rocky Mountain College.

The official administrative records of Rocky Mountain College (correspondence, reports, and subject files) should be inactive and no longer of use in the activities of the originating office. They should be forwarded to the Archives according to a schedule agreed upon by the Archives staff and the office of origin. A representative of the Archives will consult

with the various offices to arrange for orderly transfer of non-current material destined for the Archives. When material is forwarded it should be accompanied by an inventory describing the records being transferred. The originating office may wish to place restrictions on access to non-current records.

## II. PERSONAL AND PROFESSIONAL PAPERS OF ROCKY MOUNTAIN COLLEGE FACULTY

As an important part of its mission of documenting the internal life of the Rocky Mountain College community, the Heritage Archives actively seeks to acquire, organize, and make available the personal and professional papers of the Rocky Mountain College faculty.

Faculty papers offer insight into the history and operation of the College that otherwise may be lost by relying only on official administrative records. They reveal professional interests and opinions that frequently clarify matters mentioned in the official records of the central administration. Faculty papers document the academic life of the College and relate one's academic career to his or her total interests, thereby constituting an important historical record. Personal viewpoints expressed in private correspondence and documentation resulting from service on academic committees provide a better basis for understanding the offices. Without a broad range of faculty papers the formal official accounts of the College are often misleading.

The following reflects the types of documentation sought by the Heritage Archives:

1. Correspondence
  - a. Official: outgoing (copies and drafts) and incoming correspondence and memoranda generated in the course of conducting College business.
  - b. Professional: outgoing and incoming correspondence relating to all facets of one's academic career, colleagues, publishers, professional societies, students, etc.
  - c. Personal: letters to/from friends, relatives, acquaintances, business correspondence, etc.
2. Biographical material: resumes, vita sheets, bibliographical sketches, chronologies, genealogies, newspaper clippings, personal memoirs, etc.;
3. Photographs: Prints, slides, negatives;
4. Tape recordings: lectures, speeches, discussions, etc.;

5. Class lecture notes and syllabi;
6. Research files;
7. Departmental or committee minutes and records.

\*\*\*\*Rocky Mountain College refers to Rocky Mountain College and its predecessor schools, including College of Montana, Montana Wesleyan College, Intermountain Union College, and Polytechnic Institute.



---

APPENDIX B

---

## Acknowledgement Letter Template

Date

Name  
Address

Dear,

On behalf of the Rocky Mountain College academic community, I would like to thank you for your recent unrestricted gift of

to the Paul M. Adams Library here at Rocky. Your donations do make a difference in the quality of our library collections and services.

As you may know, our library is open to the public and frequently used by local community members in addition to our faculty, staff, and students. We also share our resources through interlibrary loan with other libraries in the state and region. So your gifts not only benefit Rocky, but the greater community as well.

We very much appreciate your generosity and thoughtful recognition of Rocky Mountain College and its library users. Thanks again.

Sincerely,

Director of the Library  
Rocky Mountain College

## APPENDIX C

## PAUL M. ADAMS MEMORIAL LIBRARY COMPLAINT FORM

The Board of Trustees of Rocky Mountain College, Billings, MT has delegated the responsibility for library/educational material and policies to the Director of the Library and the library staff working with the faculty and administration of the College. The following procedures have been established to address concerns in those areas. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library material or policies, please return the completed form to the Paul M. Adams Memorial Library, Director of the Library, 1511 Poly Drive, Billings, MT 59102.

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Phone \_\_\_\_\_

Zip \_\_\_\_\_

Do you represent self? \_\_\_\_\_

Organization? \_\_\_\_\_

Type of Complaint: (Be specific; describe the problem fully and accurately.) \_\_\_\_\_

---



---



---



---



---

### Staff Use Only

Where was this request routed? \_\_\_\_\_

What action was taken? \_\_\_\_\_

Date: \_\_\_\_\_ Initials: \_\_\_\_\_

---

## APPENDIX D

### **PAUL M. ADAMS MEMORIAL LIBRARY STATEMENT ON THE RIGHT TO READ AND VIEW**

The Rocky Mountain College Library recognizes as a responsibility of service that books and all other library materials selected for use in the library are chosen for their relevance to the curriculum and their values of interest, information and enlightenment to the members of the college community. Library materials will not be excluded because of the race, nationality, social, political or religious views of the authors.

RMC Library will provide books and other materials which present all points of view concerning the problems and issues of our times; library materials will not be removed from the library because of partisan or doctrinal disapproval. Censorship of library materials will be challenged. RMC Library and the library staff will work with local and national groups concerned with resisting abridgement of free expression and free access to ideas.

RMC Library recognizes the rights of any individual to use the library within the proscribed circulation and public services policies of the college library. Access will not be denied or abridged because of age, race, religion, national origins, political or social views.

Approved 4/15/88

Reviewed 11/2010

Reviewed 12/2020

### **The Freedom to Read Statement**

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 or limit access to reading materials, to censor content in schools, to label "controversial" views, 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 counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions

about what they read and believe. 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.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. 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 controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that 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 toward 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 people 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 that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to

maintain themselves in power by the ruthless suppression of any concept that 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 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 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 can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

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 people can flourish that 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 taste 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 expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers 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 values differ, and values cannot be legislated; nor can machinery be devised that 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 the prejudgment of a label characterizing any expression or its 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 others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. 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; and by the government whenever it seeks to reduce or deny public access to public information.*

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 individuals are free to determine for themselves what they wish 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. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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, they 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 the reader cannot obtain matter fit for that reader's 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 the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans 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 the written word. We do so because we believe that it is 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 persons. 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.

---

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers for Free Expression  
The Association of American University Presses  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

### **Freedom to View Statement**

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 these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, 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.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**

-



---

## APPENDIX E

### **PAUL M. ADAMS MEMORIAL LIBRARY Confidentiality of Library Records**

22-1-1103. Nondisclosure of library records. (1) No person may release or disclose a library record or portion of a library record to any person except in response to:

(a) a written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library; or

(b) an order issued by a court of competent jurisdiction, upon a finding that the disclosure of such record is necessary because the merits of public disclosure clearly exceed the demand for individual privacy.

(2) A library is not prevented from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation if those reports are presented so that no individual is identified therein.

(3) Library records may be disclosed to the extent necessary to return overdue or stolen materials or collect fines.

History: En. Sec. 3, Ch. 476, L. 1985.

## APPENDIX F

### **PAUL M. ADAMS MEMORIAL LIBRARY AGREEMENTS**

Rocky Mountain College Library has entered into a variety of agreements to improve services. First and foremost is the Agreement with OCLC, the bibliographic utility. OCLC provides cataloging and interlibrary loan services. The services are renegotiated every year.

Rocky Mountain College Library has an agreement with Treasure State Academic Information and Library Services (TRAILS) and the University of Montana – Missoula Mansfield Library by which they contract ALMA/PRIMO services for RMC. ALMA/PRIMO services include the online public access catalog, discovery service, circulation module, cataloging module and system administration.

Rocky Mountain College Library has an agreement with the Billings Area Health Sciences Consortium (BAHSIC) to share resources and services.

Rocky Mountain College Library also maintains membership in and contracts other services through a variety of sources including TRAILS, Lyrassis library services, WALDO library consortium and the Montana State Library. These services are negotiated and renewed on an annual basis.

## APPENDIX G

### **Volunteer Policy for the Paul M. Adams Memorial Library & the Rocky Mountain College Archives**

Volunteers, who are an important extension of the staff of the Rocky Mountain College Library & Archives, perform a wide variety of tasks that are important to the Library & Archives mission. The Library welcomes and values its volunteers, recognizing the wide variety of skills and knowledge they contribute. These individuals undertake a range of roles that extend accessibility to our collections and enable us to expand our services. Volunteers will be given the right to be given meaningful assignments; the right to be treated as an equal; the right to effective supervision; the right to full involvement and participation; and the right to recognition of good work. The following policy is designed to promote a maximum degree of excellence for both the volunteer and the Library/Archives.

#### **Definitions:**

A **volunteer** is an individual who performs a service of his or her own free will; who contributes time, energy and talents directly to or on behalf of the Library & Archives; and who is not paid by Library funds. Such individuals are crucial to the efficiency of the Library & Archives.

A **student intern** is a middle school, high school or college student who performs volunteer work, without any remuneration, as part of an authorized school program to earn academic credit.

#### **Supervision and Training:**

Volunteers will work directly with paid Library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers. When appropriate and affordable, the Library may fund the cost of training for volunteers who have made a long-term commitment to the Library. There will be no formal evaluation process for volunteers.

#### **Statement of Purpose:**

The Library & Archives will use the services of volunteers to:

- Enhance the efforts of paid library staff in meeting demands for quality public service.
- Serve as a method for encouraging students, college staff and faculty, and community members to become familiar with the Library & Archives and the services being offered.

The volunteers will:

- Make note of time donated in the Volunteer log.
- Be covered with respect to insurance in relation to their duties.
- Be responsible for maintaining the confidentiality of ALL library information.

#### **Benefits:**

- Awards and honors.
- A feeling of accomplishment, such as by helping to complete projects that would otherwise not be done without them.
- Being of service to your community.
- Opportunities for continuing education
- Getting to know library procedures, policies, and the effort it takes to run and maintain a library and archive
- Job training and experience for future jobs and opportunities.
- Meeting new people and making new friends.
- Recognition by staff, community, friends, and others.
- References provided.
- Special benefits offered by the Library and College.

**Recognition:**

Recognition, an important component of a volunteer program, is often the only way in which the Library can say “thank you” to a volunteer. Although individual, informal recognition of volunteers should be ongoing, it is important that volunteers be recognized formally as a group on a regular basis, at least annually. The Library staff will find ways of recognizing volunteers throughout the year.

## APPENDIX H

### Collection Level Definitions

Out of scope: the library does not collect in this subject.

Minimal level: have a few good items.

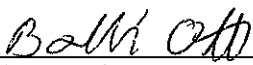
Basic level: have an up-to-date collection that will introduce readers to the subject and indicate the varieties of information available elsewhere.

Study level: have a collection adequate to support undergraduate instruction & sustained independent study. Includes material at all appropriate reading levels.

Research level: includes all the major published source material required for dissertation research.

## APPENDIX I

The Collection Management Policy of the Paul M. Adams Memorial Library will be implemented on a daily basis by the library staff including student workers. The policy will be reviewed, evaluated, and updated every three years by the library staff and appropriate faculty and administrators of the college.

  
Library Director

8-27-2021  
Date

  
Academic Vice President

08.27.2021  
Date