

Medweganoonind Library

Red Lake Nation College and Community Library

Handbook of Policies



“We live in the college;
We serve the community.”

Red Lake, Minnesota
Updated January 2019

Medweganoonind Library Handbook

Table of Contents

Red Lake Nation College Mission Statement:	1
Red Lake Nation College Vision Statement:	1
Red Lake Nation College Motto:	1
Library Mission Statement:	1
Library Vision Statement:	1
Library Motto:	1
Appropriate Behavior:	2
Behaviors that will not be tolerated in the library include:	2
Violation of Library conduct:	3
Children in the Library:	3
Censorship:	3
Circulation:	4
Library Cards	4
Loan Periods and Item Limits	4
Overdue fees	4
Reference and Reserves	5
Collection Development Policy:	5
Statement of Purpose	5
Description of Collection:	5
Collection Responsibilities and Selection Procedures	6
Deaccessioning/Weeding	6
Computer Usage:	6
Guidelines/Regulations for use of RLNC Computers and/or IT Resources	7
Unacceptable/Irresponsible Use of College Computers and Resources	7
Compliance	8
Donation Policy:	8
Nontraditional Gifts	9
Food and Drink:	9

Internal Review Procedures:	9
Statistical Reports	9
Suggestion Box	9
Privacy Statement:	9
APPENDIX	10
LIBRARY BILL OF RIGHTS	10
ALA INTELLECTUAL FREEDOM STATEMENT	11
BANNING LETTER:	12
APPEAL PROCEDURE:	13
Signature Sheet	14

Library Handbook

Red Lake Nation College Mission Statement:

To provide excellent higher education that is grounded in the Ojibwe language and culture of the Red Lake Nation.

Red Lake Nation College Vision Statement:

Red Lake Nation College will strive to be a center for academic excellence on the Red Lake Indian Reservation, equipping students with knowledge of their language, culture, and self, and preparing them to carry this knowledge forward into future generations.

Red Lake Nation College Motto:

Ji-Mino-Bimaadiziiwan
(The good life for us all)

Library Mission Statement:

The Medweganoonind Library exists to serve as the academic library for the Red Lake Nation College community and a public library for the citizens and staff of the Red Lake Nation.

Library Vision Statement:

The Medweganoonind Library strives to meet the goals and mission of the college by providing information and technology resources, promoting lifelong learning and information literacy through both course-guided formal instruction and every day informal instruction, and assisting faculty, staff and students in their efforts to achieve academic success. In order to address the needs of the Red Lake Nation community, the library makes a special effort to create programming and collect all materials relating to the Red Lake community, including history, culture, and language.

Library Motto:

“We live in the college; we serve the community.”

Appropriate Behavior:

The Medweganoonind Library has established the following behavior policies in order to ensure patrons' library facilities safety. Appropriate library conduct is centered on the Seven Values of Red Lake Nation College, which are based in Anishinaabe values. In keeping with our values, patrons should remember to exercise:

- Dabasendizowin (Humility)
 - To demonstrate sensitivity to others in their use of library facilities
 - To develop and practice good listening and observation skills
- Debwewin (Truth)
 - To not steal library materials or attempt a dishonest act in the library space
 - To speak the most honestly one can, according to our own perceptions
 - To be loyal in all our relationships, avoiding hypocrisy
- Zoongide'iwini (Courage)
 - Libraries can be seen as scary places. Put aside personal fears and ask questions in order to engage with library programming and resources.
- Gwayakwaadiziwin (Honesty)
 - To possess the ability to manage confidential information
 - To cite sources when necessary in order to back up research and give credit to original authors
- Manaaji'idiwin (Respect)
 - To accept cultural, religious and gender differences of all library patrons
 - To maintain high standards of conduct at all times when in the library space
 - To safeguard the dignity, individuality and rights of others, especially with regard to items they browse on the shelves or check out
- Zaagi'idiwin (Love)
 - To work cooperatively and harmoniously with others in the library space
 - To offer hope, encouragement and inspiration to others
- Nibwaakaawin (Wisdom)
 - To persist in acquiring knowledge and improving on library, reading, and research skills
 - To strive for the accomplishment of goals and dreams
 - To acknowledge the opportunity to learn from others
 - To practice ethical behavior at all times while in the library space

Behaviors that will not be tolerated in the library include:

- Entering staff-only areas of the library without permission
- Hurtful, loud, or inappropriate language
- Intentional annoyance or disturbance of fellow library users
- Littering
- Running, jumping, or climbing
- Sexual contact, activities, or similar behavior
- Sleeping for extended periods of time

- Theft of any kind
- Use of alcohol, drugs, or commercial tobacco products
- Violating the computer and Internet policies

Violation of Library conduct:

It is essential to remember that the library is a safe space for students and community members to learn, gather, and share in the Red Lake culture. When misconduct occurs, it is the goal of library staff to first educate patrons regarding appropriate behavior and use of library facilities before taking additional or stronger actions.

Any person who violates library policies or behaviors may be asked to leave. If inappropriate behavior or inappropriate use of library facilities persists, further action may be required. The first action will always be education regarding policies, the second action will be asking a patron or patrons to leave the library for the day. Any further action required will be considered repeat offenders.

Repeat offenders will be issued written warnings and reports of their misconduct will be submitted by the Library Director to the Library Advisory Committee. The Library Director, acting on behalf of suggestions made by the Library Advisory Committee, may suspend the library privileges for a decided amount of time of any individual who willfully and/or continually violates library regulations. A written notice of banning will be issued by the Library Director and given to the individual with information regarding the incident which led to banning and possible appeal procedures.

In order to regain library privileges once the ban has been lifted, patrons must reread the library handbook and sign it in order to show their agreement and understanding of the policies.

Children in the Library:

Children under the age of 10 must be accompanied by a responsible adult while in the library. The library is not a daycare, and library staff cannot be expected to assume responsibility for the care of children in the library.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of today's society.

The reading and viewing activity of children is ultimately the responsibility of parents and guardians who guide and oversee their own children's development.

Censorship:

The Medweganoonind Library supports education and lifelong learning. As such, there is a wide variety of material and resources available in the library. On occasion, there may be questions or concerns about materials present in the library. If you have a question, concern, or complaint about library material please make these known to the Library Director. Please see the above section regarding children in the library for information about the monitoring of children's use of library materials.

Circulation:

Library Cards

Students and staff of RLNC, Red Lake Tribal members, and Tribal staff are all eligible for a library card.

RLNC students will use their student ID card as the library card, but they must read and sign the library policies form before getting library privileges.

Red Lake Nation community members and Tribal staff must fill out a library application form at the circulation desk and read and sign the library policies form before being issued a library card.

Children under the age of 14 must have a parent/guardian/responsible adult co-sign their library card application and library policies form before being issued a card. The co-signer must also apply for a library card and agree to library policies. If a child has an outstanding library balance, the co-signer will be responsible for any and all fees accrued by the child for whom they co-signed.

Loan Periods and Item Limits

Items can be checked out for 21 days and renewed once for an additional 21 days. DVDs can be checked out for 7 days and cannot be renewed. Some items that have a higher demand such as Ojibwe language materials and Red Lake specific resources may have a shorter loan period (7 days) in order to accommodate demand.

Up to 5 items can be checked out at a time, but there is a limit to only 2 DVDs checked out per account. If a patron has any overdue or lost items, borrowing privileges will be suspended until the item(s) have been returned or a replacement fee has been paid in full. See overdue fees for more information on replacements.

Overdue fees

There will be no daily overdue fees on items. However, once a patron has overdue items, borrowing privileges will be suspended and a block will be placed on the account. A suspended account means that enrolling for classes and/or receiving a diploma will not be permissible until the account has been set right.

In order to remove a suspension from an account, the patron must return the overdue item or discuss replacement options with the Library Director. Replacement options include, but are not limited to: buying a new copy of the book/item and giving it to the library, finding an available copy for purchase and paying the amount of a new copy, or paying a flat “lost item fee” of \$40.

Reference and Reserves

The library will have a collection of textbooks and reference materials available for library use only. These items must be checked out before use in order to keep track of the items. These items will be kept on a special shelf marked as Reference and Reserves and cannot be taken home. Instructors can place special items on reserve, like movies shown in class, by contacting the Library Director.

Collection Development Policy:

This policy aims to present practical, basic guidelines for the development and maintenance of the Medweganoonind collection in supporting teaching and research at the college as well as information resources for the Red Lake community. It is an outline of the library’s general collecting principles and processes. It is expected that this policy will be reviewed on a regular basis to reflect the evolving needs of the college and community.

Statement of Purpose

The Medweganoonind library collects materials in order to fulfill its function as both an academic and public library. The library will aim to collect materials in a variety of formats in order to comply and assist with the mission and goals of the students and staff of Red Lake Nation College. The collection also serves the popular and recreational needs of the general public of Red Lake Nation.

Description of Collection:

The collection consists of:

- Course reserves/textbooks
- Reference materials such as dictionaries and citation manuals
- Ojibwe Language, History, and Cultural resources
- Children’s and Young Adult books
- General non-fiction

- Fiction
 - General Fiction
 - By and about Native Americans
 - YA Fiction
- Non-fiction
 - General Non-Fiction
 - By and about Native Americans
- DVDs and Blu-rays
- Audio books

Collection Responsibilities and Selection Procedures

Library materials are selected to support the curriculum of RLNC and needs of the community. The library strives to meet varied interests, abilities, and learning styles. Race, nationality, religion, gender, sexual orientation, or political/social views will not have a bearing on selection or exclusion of materials although special attention will be paid to materials created by and/or about Red Lake Nation.

Criteria considered in selection of titles include:

- Authenticity: Credibility of the author, issuing body, and/or publisher
- Appropriateness: Does it fit the mission of the college and/or library?
- Relevant: Does it adhere to the curriculum and /or the users' interests?
- Adherence: Does it follow the Seven Values of RLNC?
- Technical aspects: Is it well organized, includes an index, illustrations, accessible/user-friendly?
- Cost: Does it fit within the overall budget?
- Availability: Can it be accessed through interlibrary loan?
- Desire: Has it been requested by RLNC faculty or other patrons?

Deaccessioning/Weeding

Periodically, library staff will assess the collection in order to find gaps in the collection or weed unused or unnecessary material. Items from the collection may be weeded based on whether material is:

- Inaccurate, outdated and/or superseded
- In poor physical condition
- Material is no longer in demand
- An unneeded duplicate
- Not within scope of the collection

Materials withdrawn from the collection will be put on a FREE shelf located in the small computer lab. Disposal of weeded material will be at the discretion of the Library Director.

Computer Usage:

Access to computer systems and networks owned or operated by Red Lake Nation College imposes certain responsibilities and obligations and is granted subject to college policies, and local, state, and federal laws. Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, individuals' right to privacy and to freedom from intimidation and harassment. Connection of privately owned computer equipment to college information technology services is permitted as long as college guidelines and regulations are followed.

Guidelines/Regulations for use of RLNC Computers and/or IT Resources

Protect your User ID and Password from unauthorized use. You are responsible for all activities generated from your User ID.

- It is the responsibility of each student to monitor your e-mail account for communications from the staff members, instructors and student representatives.
- Be considerate in your use of shared resources.
- Use resources only for authorized purposes.
- Respect the rights of others.
- Abide by the security restrictions on all systems and information to which you have access.
- RLNC is not responsible for damage or loss of personal equipment brought onto campus.

Unacceptable/Irresponsible Use of College Computers and Resources

Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, printer paper, or other resources.

- Concealing or misrepresenting your name or affiliation to dissociate yourself from responsibility for your actions is never appropriate. One test of appropriateness would be to only "say" things via e-mail that you would be willing to say directly to another person. Messages sent as electronic mail should meet the same standards as tangible documents. Identify yourself clearly and accurately.
- Do not send threatening or harassing materials.
- It is unacceptable to use the RLNC college system to engage in wasteful or disruptive practices, such as creating or sending "chain letters," "broadcast" messages or unwanted material, "flaming" or overloading a system.
- Do not use RLNC e-mail for inappropriate personal use or gain such as commercial purposes or financial gain, wagering, or fundraising, unless sanctioned by RLNC.
- Do not use another person's system, User ID, password, files or data.
- Never attempt to circumvent or subvert the system or network security measures or engage in behavior that is intended to create or propagate viruses, damage files or make unauthorized modifications to university data.
- Do not use college resources for partisan political purposes, such as using electronic mail to circulate advertising for political candidates.
- Do not make or use illegal copies of copyrighted materials or software.
- It is unacceptable to download, view, create or distribute material or visit sites that include, but are not limited to those containing pornographic, racist, hate promoting

material, or other material whose access may undermine campus policies and college values.

Compliance

In circumstances of alleged or suspected abuse or misuse, an investigation will be initiated. The Library Director retains the right to revoke access, examine directories, files, or other electronic records that are relevant to the investigation. Hardware may be seized temporarily for the purposes of investigation, if necessary. Investigation and resolution, including possible disciplinary action will be governed by college policies and the student code of conduct. Disciplinary action may include suspension or expulsion.

Donation Policy:

Donations are graciously accepted with the understanding that the materials become the sole property of the Medweganoonind Library. The Library may add them to the collection at its discretion, or dispose of them in the same manner as weeded materials. Due to limited shelf space and adherence to the goals of the college and community donated items are assessed based primarily upon:

- Relevance to the Red Lake Nation College and library mission statements.
- Authority, currency and support toward RLNC's academic programs.
- Relevance to Red Lake Nation, Minnesota tribal communities, or Anishinaabe culture
- Condition: materials should be in good condition with no excessive wear, writing, highlighting or physical damage.
- Public patron survey data measuring recreational/personal reading interest.
- Duplicate copies are discouraged unless there is a demonstrated need based on circulation or other statistics.

If possible, a list of items to be donated should be offered to the library in advance to determine if the items meet the above gift policies, avoiding unnecessary transfer of materials.

The Library will accept quality hard/paperback books, DVDs, CD Audiobooks, and Music CDs into the collection.

The following materials are no longer added to the library's collections:

- Cassette Tapes
- VHS tapes
- Legal reference materials
- Encyclopedias

The Library Director must approve all gifts and donations. The library assumes no responsibility for appraisal of gift items, nor can the Library accept gifts under restricted conditions. Please see official Donation Form for additional information.

Nontraditional Gifts

While all gifts are appreciated, not all may be appropriate for the library or within the library's ability to properly display, store or preserve. Gifts of non-library items such as artwork, beadwork, rock collections, bird nests, etc., will be considered on a case-by-case basis. Donors may be referred to a more suitable recipient such as the Tribal Archives.

Food and Drink:

There will be no food allowed in the library. Beverages are allowed, but they must have lids or covers.

If a special occasion presents such as a community event or library program, food may be allowed if approved beforehand by the Library Director.

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.

Suggestion Box

A suggestion box will be placed near the circulation desk to allow patrons to address library staff in an anonymous manner for the betterment of the institution. These suggestions can include purchase requests, programming ideas, or general comments for the library and library staff.

Privacy Statement:

In accordance with ALA guidelines we post publicly and acknowledge openly the privacy and information-gathering policies of this library. Whenever policies change, notice of those changes is disseminated widely to our users.

In all cases we avoid creating unnecessary records, we avoid retaining records not needed for the fulfillment of the mission of the library, and we do not engage in practices that might place information on public view.

Information we may gather and retain about current and valid library users include the following:

- User Registration Information
- Circulation Information

APPENDIX

LIBRARY BILL OF RIGHTS

The Red Lake Nation College and Medweganoonind Library 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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

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 for 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.

BANNING LETTER:

Banning Letter:

TO:

On _____ at approximately _____ you were observed at the Medweganoonind Library.

At that time you were:

_____ INTOXICATED

_____ LOUD AND DISTURBING

_____ IN THE LIBRARY DESPITE BEING PREVIOUSLY BANNED
UNTIL _____

_____ OTHER CONDUCT (As set forth below)

COMMENTS:

Because of the behavior listed above, and/or other history of inappropriate behavioral conduct at the Medweganoonind Library, you are banned from the Medweganoonind Library until the date listed below. If you enter the Medweganoonind Library before the return date listed below, police will be called.

Upon the end of the banning period, banned patrons must reread the Handbook of Policies and resign the agreement form in order to be fully reinstated.

You may file a written request to Director of Library Services and Tribal Archives, Red Lake Nation College, 15480 Migizi Drive PO Box 576, Red Lake, MN 56671, to reconsider this ban from the Medweganoonind Library. Your written request shall set forth your reasons for reconsideration of the ban. **THE LENGTH OF THIS BAN SHALL REMAIN AS STATED IN THIS DOCUMENT UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.**

BANNED FROM LIBRARY _____

RETURN DATE _____

Staff initials: _____

APPEAL PROCEDURE:

Step 1: Issue a written request for the appeal to the Director of Library Services. Please include a copy of the Banning Letter.

Step 2: The Director of Library Services will take your appeal to the Library Advisory Committee for a decision.

The appeal process can take weeks. Please be patient.

Signature Sheet

I have read and agree to adhere to the policies described in the Medweganoonind Library Handbook.

Name

Signature

Date

If patron is under the age of 14:

Name of parent/guardian

Parent/guardian Signature

Date