

THE ALUTIIQ MUSEUM & ARCHAEOLOGICAL REPOSITORY
215 Mission Road, First Floor • Kodiak, Alaska 99615 • 844-425-8844 • FAX 866-335-7767



Library Collection Policy

Authority

As the policy setting body for the Alutiiq Museum, the AHF board represents the final authority in all operations of the museum. This fiduciary responsibility includes making decisions regarding the museum's library holdings and insuring public confidence in the museum's stewardship of library resources and its service of library patrons. The details for meeting these responsibilities are outlined in this policy. It is the duty of every museum board member, staff member, and volunteer to be familiar with this policy and uphold its tenets.

The AHF entrusts decisions regarding the care and management of Alutiiq Museum library to the museum's executive director and its collections manager. The people in these positions will work with the museum's curatorial staff to develop, stabilize, document, research, store, and share library resources following applicable professional standards.

I. LIBRARY COLLECTION DEVELOPEMENT

History:

The Alutiiq Museum's library collection began in the Kodiak Area Native Association's Culture and Heritage Department—the predecessor of the museum. Many of the reprints and a few of the books in our holdings were transferred to the museum at the organization's founding in April of 1995. In the museum's first decade, the library collection grew as museum projects required printed and photographic resources, and as researchers donated summaries of their work. For example, in 2004 anthropologist Dr. Lydia Black gave the museum a large collection of books from her library. This valuable donation substantially expanded the library collection. In 2018, the museum received a large donation of library materials from the estate of Donald W. Clark. The materials came from Clark's personal library and included about 1,400 books, journals, and reprints. Very few materials have been expressly purchased for the library collection.

In 2017, Koniag, Inc. designated the museum's library as its official tribal library. This designation recognizes the Alutiiq Museum as the organization that will build and maintain library collections for the benefit of Koniag shareholders. The museum maintains all rights and responsibilities for its library collections.

This partnership allows Koniag to apply for an annual basic library grant from the Institute for Museum and Library Services to support the Alutiiq Museum's library services. In 2017, the first year of this partnership, funding allowed the museum to consolidate library materials in a designated library space in the Alutiiq Center, moving library materials out of staff offices and uniting them in a room with ample shelving, work tables, and a computer station. As part of this effort, the museum updated its library tracking software to a Collective Access platform.

At present, the museum's library contains about 3,600 items including, thousands of books and reference photographs, hundreds of reprints, and a small number of recordings.

Collection Status:

Although library materials are an essential, valued part of the museum's holdings, they are not considered part of the permanent collection and are not governed by the Alutiiq Museum Collections Policy. They are a separate, unique collection governed by the policies and procedures described herein.

Collection Objectives:

The Alutiiq Museum's library collection is a set of non-circulating resources focused on the cultural history of Alaska's Kodiak Archipelago. The central objective of this collection is to support the collecting, scholarly, interpretive, and educational function of the museum by providing resources for staff, volunteers, and visiting researchers. Additionally, the library collection is a community resource. It is open to the public by appointment.

Scope of the Collection:

The Alutiiq Museum's library collection contains materials in a variety of formats that support the mission and work of the museum. The collection includes but is not limited to, books, journals, articles, catalogs, conference papers, educational materials, maps, newsletters, speeches, pamphlets, photographs, presentations, recordings, technical reports, transcripts, unpublished manuscripts, and videos—both original and copied. These materials are largely physical objects, but the collection contains both digitized and born-digital items. For example, the library collection holds a large number of photographs documenting Alutiiq artifacts in the world's museums, videos on heritage programming, as well as digital copies of family photographs, historic photographs, and archival documents stored in other repositories. Typically, the museum does not retain title to these images. The museum collects works on the following topics for addition to its library collection.

Relevant Topics:

- Alaskan Anthropology & Folklore
- Alaskan Archaeology & Prehistory
- Alaskan History & Ethnohistory
- Alaska Native Languages

- Alutiiq Museum Publications
- Archaeological Method & Theory
- Geography of Alaska
- Heritage Preservation
- Language Education & Preservation
- Museum Collections
- Indigenous Studies
- Museum Science
- Native Alaskan Art
- Natural History of Alaska
- Russian Orthodoxy
- Social Statistics

Exclusions from the Collection:

- Materials not related to the mission of the museum.
- Original photographs or archival documents (personal papers) suitable for addition to the museum's permanent holdings for which the museum has title.
- Duplicates of materials already in the collection, unless:
 - The item is popular and warrants multiple copies
 - The item is rare and deserving of long-term care
 - The item contains information about objects in the museum's collections or about museum programs or history
 - The item contains a contribution from a past or current board member, staff member, volunteer, or patron
- Items that are not in good condition (e.g., water damaged, missing pages)
- Items that cannot be appropriately cared for by museum staff or with the museum's current facilities and resources.

Acquisitions

Materials may be added to the Alutiiq Museum's library collection through purchase and donation. The Alutiiq Museum will not accept library materials on loan.

The museum's curatorial staff will, as needed, review the objects offered to the library collection to determine whether they meet the collection's objectives and standards outlined herein. A simple majority vote of the curatorial staff will determine acceptance or rejection.

Donations:

The Alutiiq Museum will encourage gifts of books and archival materials within the thematic scope of its library collection, and pursue grants and gifts to support the purchase, care, and sharing of these items. The museum will accept gifts of library materials with the understanding that only those items that meet selection standards outlined herein will be added to the library collection. The museum's curatorial staff will decide whether an item is appropriate for the library collection. Additionally, the museum's Collections Advisory Committee may recommend that an item be deposited in the library collection rather than the permanent collection.

Gifts are accepted with the explicit understanding that they become the sole,

irrevocable property of the Alutiiq Museum, to be used or disposed of in accordance with the policies of the museum and in the best interest of the museum.

Donors who wish to give library materials to the museum must complete a Library Deed of Gift form transferring title of the materials to the Alutiiq Museum. The Alutiiq Museum will promptly acknowledge, with a letter from a member of the curatorial staff, the receipt of all gifts to its library collection.

The Alutiiq Museum prefers to accept library materials with no use restrictions but recognizes that some materials may contain sensitive material (e.g., detailed information on the locations of ancestral settlements). The museum will not accept library materials with a restriction that they must be displayed. However, materials offered with access restriction may be accepted at the discretion of the executive director, if the benefits of proposed donation outweigh the costs and difficulties of maintaining the stipulations of restricted access.

Donations to the museum's library may be tax deductible. However, Alutiiq Museum staff members will not appraise donations for tax purposes. Donors are responsible for obtaining their own appraisal before an item is donated.

Purchases:

The museum's curatorial staff may identify library materials beneficial to the museum's library holdings and as approved by the Executive Director, purchase these materials for deposition in the library. Similarly, curatorial staff members may identify free resources (e.g., reprints, digital reference materials) or museum generated resource appropriate to the museum's library collecting criteria and add these to the library holdings.

Documentation

The Alutiiq Museum will maintain an electronic inventory of all library materials to aid in their documentation, location, and use.

All completed Library Deed of Gift forms will be kept in perpetuity, in paper and digital form, in a comprehensive museum library file. If a library item is disposed of (see below), the date and reason for disposal will be noted on the Library Deed of Gift by a member of the museum's curatorial staff and in the library database.

Library items accepted with access restrictions will be visibly flagged (e.g., with a red sticker), shelved separately, and tagged in the library database to indicate the presence of restrictions. The restrictions will be noted in the electronic inventory and in the museum library file for reference by staff members.

All library materials will be labeled as "Property of the Alutiiq Museum".

Bookplates acknowledging a donor may be added to books and journals as deemed appropriate by curatorial staff.

Disposal

The Alutiiq Museum reserves the right to reevaluate the materials in its library collections and dispose of any item due to duplication, irrelevance, limited use, or deterioration. The decision to dispose of an item will be made by a consensus of the curatorial staff in consultation with the museum's executive director. Where appropriate disposed materials will be offered to other non-profit, community organizations (e.g., the public library, Good Will, a school), or recycled.

All disposed library materials will be conspicuously labeled "Withdrawn" on the item, its deed of gift, and in the library database, and the date of withdrawal noted.

II. LIBRARY COLLECTION USE

Access:

The Alutiiq Museum's library collection will be available for use by the public by appointment. The library will be open during regular museum hours and there will be no charge for a library appointment. Staff members may access the library as needed by contacting the collections manager for assistance.

Appointments to use library materials will be made in advance by contacting a member of the museum's curatorial staff. Appointments will be granted based on the availability of staff and the materials requested.

Access to the museum's library collections will be provided with assistance from a staff member. Museum staff members will pull books, articles, archival materials, or photographs for visitors to consult in the museum's laboratory. Materials in the Alutiiq Museum library collection are non-circulating. They must be used in the museum.

Researchers will store their backpacks, bags, purses, briefcases, coats, computer bags and other such items before using library collections. When working with library collections, researchers may only use items essential to their work (e.g., pencil, paper, notebooks, laptop computers, etc.).

Privacy

Alutiiq Museum is committed to ethical practices of library management. In accordance with the American Library Association's Code of Ethics:

"We will protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

Library users shall have the right to open inquiry. The interests of library patrons shall not be examined or scrutinized by others. For management and security purposes, the museum will track the use of its library by recording visitors' names. However, it will not collect any other library user information, record the subjects users research, or record the items users consult.

The Alutiiq Museum shall post a privacy statement in the museum library and on the page of the museum's website that discusses the library. Patrons with questions about library privacy policies or procedures will be directed to the collections manager.

Reproduction of Materials

Researchers may scan or photocopy library collection materials at the discretion and convenience of the museum staff. All duplication must adhere to copyright law. Scans will be charged at \$.10 per page. Photocopies will be charged at \$.10 per page for black and white and \$.25 per page for color.

Researchers who use the museum's library collection to produce a publication or report will provide the museum with one complimentary copy of their work upon completion.

Authors are encouraged to acknowledge the museum's assistance with their research.

Copyright Notice

The Alutiiq Museum makes no claim that it is the owner of any copyright in the materials contained in its library collection. In providing access to such materials, the museum does not assume any responsibility for obtaining or granting permission for publication or use. The responsibility for determining the nature and ownership of any rights and for obtaining the appropriate permissions to cite, duplicate, alter, distribute, or use such materials in any way rests entirely with library collection users.

III. REVIEWING THE LIBRARY POLICY

Formal review of this library policy will take place at least once every five years from the date of last review. Proposed changes or amendments will be brought to the attention of the Alutiiq Heritage Foundation's Board of Directors by the museum's collections manager. The AHF Board shall review the proposed changes and enact any revisions they believe to be necessary.

This policy was first adopted by the Alutiiq Heritage Foundation Board of Director on November 27, 2006. The first official revision took place in 2019 with board adoption on May 21, 2019.