



Library Collection Policy

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 journal articles 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, anthropologist Dr. Lydia Black gave the museum a large collection of books from her library. This valuable donation substantially expanded the library collection. Very few of the materials have been expressly purchased for the library collection.

At present, the museum's library contains thousands of books and thousands of 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 holding, 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 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materials, maps, newsletters, speeches, pamphlets, presentations, recordings, technical reports, transcripts, and unpublished manuscripts – both original and

copied. The library collection also holds a large number of photographs documenting Alutiiq artifacts in the world's museums, videos on heritage programming, as well as copies of family photographs, historic photographs and archival documents stored in other repositories. The museum does not necessarily 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
- Museum Collections
- 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 two copies
 - The item is rare and deserving of long-term conservation
 - 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.

Acquisitions

Materials may be added to the Alutiiq Museum's library collection through purchase, donation, transfer and exchange. 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, as well as grants and gifts of money for the purchase 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. Materials offered with restriction may be accepted at the discretion of the curatorial staff if the benefits of storing the collection outweigh the difficulties of maintaining the stipulations of the restricted use.

Donations to the museum's library may be tax deductible. However, Alutiiq Museum staff members will not appraise donations for tax purposes.

Documentation

All completed Library Deed of Gift forms will be kept in perpetuity 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.

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

Library items accepted with use restrictions will be visibly flagged (e.g., with a red sticker or a stamp) 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.

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

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 director. Where appropriate disposed materials will be offered to other non-profit, community organizations (e.g., the public library, Good Will, a school).

All disposed library materials will be conspicuously labeled "Withdrawn".

II. LIBRARY COLLECTION USE

Access:

The Alutiiq Museum's library collection will be available for use by visiting scholars, researchers, artists, students, and community members by appointment. The library will be open during regular museum hours.

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. As library materials are housed in staff offices and in the museum's secure collections room, browsing will not be allowed. 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.).

Reproduction of Materials

Researchers may photocopy library collection materials at the discretion and convenience of the museum staff. Photocopying must adhere to copyright law. Photocopies will be charged at \$.10 per page.

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.

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 publish or use such materials 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 curator. 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 _____.