



Nisqually Indian Tribe

Library Policy

Developed: March 12th, 2021
Library Operations Program Manager
Revised:
Approved:



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1. Overview

The Nisqually Tribe Library serves an important role to the Nisqually Indian Tribe and Community through the collection and management of, and engagement with culturally relevant published materials and collections. This policy acts as the foundation for the program to rely upon when continuing this work of developing and curating collections, providing access to and programming around materials and events, and when operating and maintaining the facility for the continued protection and access to materials.

1.1. Policy Scope

The purpose of the Nisqually Indian Tribe Library Policies are as follows:

- 1) To promote a safe and professional environment for staff and patrons;
- 2) To provide direction and guidance for collection development activities – purchasing, cataloging, circulating, and disposition;
- 3) To clarify services provided by the program for patrons – including lending rules and eligibility; and,
- 4) To develop a baseline for the program to conduct and measure service and professional growth.

1.2. Vision and Values

Vision

The Nisqually Tribe Library strives to become the primary source for culturally relevant published information for the Tribal Membership and Community.

Values

We are guided by the following principles: honesty, transparency, and creativity.

1.3. Roles and Responsibilities

1.3.1. Authority

It is the responsibility of the Program Manager to ensure Library Staff are trained and that the program as a whole implements best practices and standards as they will apply to the daily operations of the Library.

It is the responsibility of the Library Staff to perform in a professional capacity and to implement learned and experienced best practices and standards as they apply to the daily operations and position-specific tasks related to their jobs.

1.3.2. Chain of Command

The organizational structure of the Nisqually Tribe Library and associated Chain-Of-Command will be implemented as follows:



Technicians → REPORT TO → Program Manager
Program Manager → REPORT TO → Supervisor/Division Head
Supervisor/Division Head → REPORT TO → Tribal Administrator(s)

1.3.3. Advisory Board

The Nisqually Tribe Library values the input of Tribal Community members and will develop an Advisory Board consisting of at minimum five (5) individuals, the total of which is not inclusive to Library Staff.

These Board members will serve voluntarily to help guide the vision and mission of the Library by providing insight, experience, and opinions to aid in programming, collections and operational development.

1.4. Review and Approval

These policies have been approved by the Nisqually Tribal council and supplement the current policies and procedures of the larger Nisqually Tribe government. They are subject to annual review and revision as needed.

TRIBAL COUNCIL APPROVAL:

E.K. Oleska

DATE:

4/21/21

1.5. Frequently Used Terms

- Cataloging: The process of uploading information from each item procured by the program to the subscribed online content management system [CMS] to promote general access, searchability, and to request holds by patrons.
- Circulating: The process of disseminating items from the library to borrowers for personal use and back to the library, typically involves a form of checking materials in and out via established library card account.
- Culturally – relevant: To be related to, and respectful of, a specified culture and further taking into consideration specific cultural practices and protocols.
- Disposition: The formal process of removing items from a collection, typically by means of transfer, sale, donation, recycle, or disposal.
- External Applications: Third-party softwares available online.
- Patron: In conjunction with policy 4.1, those established customers of the receiving services or participating in general library programs and activities.
- Published: Items legally made public for general use and research.

2. Facility Rules

As a facility dedicated to serving the Tribal Membership and Community while taking into consideration our staff capacities and availability, the following rules have been established to accommodate health and safety requirements within a professional work environment while satisfying patron research needs:



2.1. Hours of Operation

The Nisqually Tribe Library hours of operation are from 9 AM to 5 PM daily, excluding annual Tribal and Federal Holidays, emergency and funeral closures as determined by Tribal Administration, monthly staff trainings, and situations where limited staff (less than two) are available.

The facility is closed daily for a staff lunch period from 12 PM – 1 PM.

2.2. Minors in the Library

Children 13 years of age and younger must be accompanied at all times by a parent or guardian 18 years of age or older.

2.3. Conduct and Behavior

- Excluding water, no food or drink is permitted in the Library;
- No sleeping in the Library;
- If inappropriate and/or suspicious behaviors are suspected by staff or patron(s), specified individual or groups will be asked to leave;
- If at any time staff or patron(s) feel unsafe or threatened, police will be notified to accompany specified individual or groups from the facility;
- Individuals or groups may be banned from the Library due to unsafe, risky, or threatening behavior;
- Per Tribal-wide policy, as employees of the Nisqually Indian Tribe staff members are obligated to report suspected neglect or child abuse;
- Children of school-age (5 years – 18 years) will require written verification to use facility during typical school hours (9 AM – 3 PM) in the standard school year;
- Truancy officers may be called for children of school-age who do not present written verification for school absence.

2.4. Computer Use and Access

Computers are available for patron use under the following conditions:

- Approved websites only (No pornography);
- No downloading of external applications;
- Time limits may apply to ensure fair access/use;
- Copy/Printing services limited to 50 copies/day.

2.5. Maintenance

Library staff are responsible for light maintenance of the facility. This includes tasks both specific to the program and tasks general to operating a safe and healthy work environment, many activities of which will be logged into the Maintenance Record located in the staff room.

Program Specific

- o Shelving books and materials;



- Dusting and vacuuming shelves and surrounding spaces;
- Wiping down computer stations with disinfectant(s);
- Maintaining general order in the Children's Area.

General Tasks

- Picking up objects from floor;
- Keep walking spaces clear and unobstructed;
- Storing materials in closet and out of the way;
- Reporting facility maintenance and repair needs.

2.6. Cleansing

Cleansing will take place annually, as needed, and as requested by staff and/or the community of the Nisqually Indian Tribe. All cleansing activities will take place prior to daily operating hours unless specified.

3. Collection Development

3.1. Scope

To build a comprehensive catalog of culturally relevant works that meet patron information and research needs, the Nisqually Tribe Library prioritizes the following when selecting and purchasing materials on an annual basis:

By Priority (% of total collection)

- 30% – Materials written by, related to, or mentioning the Nisqually Indian Tribe as a collective, or individuals within;
- 20% – Materials written by, related to, or mentioning the Pacific Northwest and/or Coastal Salish tribes as a collective, or individuals within;
- 20% – Materials written by indigenous peoples;
- 20% – Popular Culture titles by patron request, reference and/or research;
- 10% – Other titles as selected by designated Library staff.

3.2. Acquisitions

The majority of all materials are purchased using Tribal and grant funds. However, materials may also come into the possession of the Nisqually Tribe Library through the following:



Donations

The Library accepts donations of materials but does not guarantee these will be added to the facility collection. Donations will be subject to the same criteria as purchases when reviewing titles for addition to the collections. Those materials that do not support the priorities of the Library will not be added to the collection, rather they will be disposed of at the discretion of Library staff typically through transfer to another department, as giveaway items during community events, or donation to a local organization. As a last resort, items may be thrown away.

Gifts

As with donations, the Library accepts gifts but does not guarantee these will be added to the facility collection. Gifts will be subject to the same criteria as purchases when reviewing titles for addition to the collection. Gifts may be plated with a bookplate indicating said gift status when requested by the donor. Those materials that do not support the priorities of the Library will not be added to the collection, and will be disposed of at the discretion of Library staff.

Title

All materials donated and/or gifted are done so with the explicit knowledge of and by the donor that all title and ownership are transferred to the Nisqually Tribe Library. Donors must sign an Agreement Form as prepared by designated Library staff indicating acceptance of this transfer.

3.3. Disposition

The Nisqually Tribe Library has the right to dispose of materials as deemed fit and at the discretion of designated Library staff or upon review during the inventory and weeding processes. All disposed materials will be recorded in a Disposition Log maintained by all Library Staff. Means of disposal include:

Transfer

Materials that do not support the collection priorities and criteria of the Library may be transferred to another department. Materials will be offered to other departments and will be transferred on a first come, first serve basis.

Giveaway

Materials may also be used as giveaways during community events, activities, and for Library supported programming.

Donate

Where materials are not requested for transfer to another department and are made available at least once – but not selected – during community events,



activities, or Library supported programming, they may be donated to a separate, local organization.

Dispose

Lastly, in the rare situation where materials are not successfully transferred, given away, or rejected for donation at a local organization, the Library staff has the right to throw materials in the garbage.

4. Circulation

To best accommodate the Nisqually Tribe membership and community, this circulation policy details the criteria and methods implemented to register patrons, those materials designated for patron checking out, loan periods for these materials, and the process required to compensate for overdue and lost materials.

4.1. Eligibility

The following requirements have been established and at least one (1) must be met in order to receive a Library Card and check materials out:

1. Enrolled Nisqually Tribal Members;
2. Spouses of Nisqually Tribal Members;
3. Tribal Community Members;
 - a. "Tribal Community" is defined as living on or within the boundaries of the Nisqually Indian Reservation OR a recipient of Nisqually Tribe services.
4. Nisqually Tribe employees;
5. Nisqually Head Start and Early Head Start students;
6. Northwest Indian College [NWIC] students.

Eligibility for Library Services and an associated card expires the January following the end of the school year for Head Start, Early Head Start, and NWIC students.

Patrons that do not meet the requirements listed above may use materials within the Library, but cannot check materials out for at-home use.

4.2. Library Card Registration

In order to check out materials from the Library, patrons must have in their possession a Nisqually Tribe Library card. The process for receiving a card includes:

1. A complete and signed application
 - a. Any potential patron under the age of 18 must have a parent or guardian's original signature on the application;
2. Physical address verification
 - a. Utility Bill



- b. Washington State identification or Driver's License
- c. US Passport
- 3. Validation from designated Library Staff
 - a. Information entered into Content Management System
 - b. Duplicate accounts reconciled
 - c. Card number issued to account
- 4. Delivery of Library Card via postal mail

4.2.1 Information regarding Personally Identifiable Information [PII]

- a. All PII to be maintained in CMS and accompanying spreadsheet for 3 years after patron's account has been cancelled or expires;
- b. Library staff will receive annual training in the management and protection of PII, with verification of training completion held by the Library Manager;
- c. Library staff may use components of PII (age, address, library use) in order to pull accurate facts and figures for continued programming, service, and grant development;
- d. PII will never be shared with other departments within the Tribe excluding Administration-mandated situations (End of Employment forms);
- e. PII will never be shared externally.
- f. Should a known breach of PII sharing or stealing take place, Library Staff are required to report it immediately to the Library Manager. The Library Supervisor will then receive an official report, which will be moved to Information Technology for remediation.

4.3 Annual Updates and Account Expiration

Designated Library staff will send out requests in January to provided patron emails and through the Tribe's network to employee patrons for updated contact information.

If a patron does not update their account three (3) years in a row, the account will expire and be removed from the Library's Content Management System. In order for that patron to check materials out, they will have to go through the process of applying for a Library card.

4.4. Available Materials

All collections housed in the Main facility are eligible for checking-out EXCLUDING those materials listed as "Reference" located in the Special Collections Room.

Special Collections materials can be used IN the Library, but cannot be checked-out. Most if not all materials housed in this collection are considered "First Priority" when researching, purchasing, and processing and are often hard to find, more expensive, or out of print. Copies of smaller portions may be made upon request and in compliance with Fair Use law.



4.5. Loan Period

Materials may be checked out for 3-week time periods. Wherein the items on loan have not been requested by other patrons, the patron may request up to one (1) extension for an additional 3 weeks. The materials must be returned after that or will be considered "Overdue."

4.6. Patron Holds

If a patron would like to request a "Hold" on specific materials, said patron must submit the request in writing via email or note to a Library Staff member. The materials will be held on reserve for the patron for a period not to exceed five (5) business days and will be placed back in the collections if not picked up.

4.7. Overdue Materials

In the event materials are not returned on time, an email AND letter will be sent to the address(es) listed for the patron on file within five (5) working days attempting to collect said materials.

If materials are not returned within ten (10) working days after the email/letter were sent, a hold will be placed on the patrons account and that patron will no longer be able to check materials out until overdue materials are returned or reported as lost.



5. Disaster Preparedness

5.1. Safe-Zones

- **Indoor** – Staff/Conference Room

Outdoor –

- **Safe-Zone 1:** Front entrance, parking lot between Clinic and Library.
- **Safe-Zone 2:** Rear exit, parking lot between Head Start and Administration.

5.2. Earthquake

If you are indoors, locate nearest piece of sturdy furniture (table, desk) to get under, or interior wall away from glass or tall furniture. Get below furniture, cover your head and torso to the best of your ability.

Remain indoors until it is safe to exit (when shaking stops AND contact has been made with supervisor/upper management/emergency management). As you move outdoors, be aware of your path and any loose objects above or below to avoid. Exit to safe zone closest to your location as indicated on the facility Disaster Preparedness [DP] map.

If you are outdoors during an earthquake, find the clearest, closest spot away from buildings, power lines, and trees, and get to the ground until shaking stops. Cover your head and torso to the best of your ability.

If you are on the road, pull over to clear location and stop. Remain buckled and do not get out of vehicle until shaking has stopped. If a power line falls on or around your vehicle, do not get out. Call 911, and wait for assistance.

For aftershocks, repeat steps as applicable.

5.3 Fire

If you are indoors and can safely ascertain where the fire is coming from, exit to safe zone closest to your location as indicated on the facility DP map. Let others know as you are leaving the building, quickly but efficiently. Pull manual fire alarm (if exit is through the back of the facility where alarm is located) on your way out.

Remain in safe zone until all staff are accounted for by supervisory staff, or delegated staff-in-charge announce it is safe to leave area, and have established a place to go. Do not return to building until Fire Department clears the facility.

If you are outdoors and/or on the road and have been notified your building is on fire or has a fire within, do not return to the facility. Contact upper management, or level above, share physical location and follow-up plans.



5.4 Flood

If you are indoors, exit to safe zone closest to your location as indicated on the facility DP map. Remain in safe zone until all staff are accounted for by supervisory staff, or delegated lead announce it is safe to leave area, and have established a place to go. Do not return to campus until Administration has declared area safe and clear, and upper-management has made contact.

If you are outdoors and/or on the road and have been notified of a flood warning, pull over and contact upper management, or level above, share physical location and follow-up plans. Get to higher ground as required.

5.5 Lockdown

If you are indoors, the threat is outside your building, and it is safe to do so, lock all interior/exterior doors, secure all safety door jambs, close all blinds, turn off lights, and move to “Lockdown Safe-Zone” established in Disaster Preparedness plan, or closest secure location. Hide behind or under any furnishings and stay quiet. Do not leave until told to do so by Emergency Services.

If you are indoors, the threat is inside your building, and it is safe to do so, go to an office or secure area, lock the door, set the jamb and call 911/Emergency Services. For safety concerns, limit cell phone use to 911/Emergency Services. Turn off lights, close blinds, and take cover behind or under furnishings. Do not leave until told to do so by Emergency Services.

If you are outdoors and/or on the road and have been notified of a campus-wide or department-specific lock down, contact upper-management, or level above, share physical location and follow-up plans. Do not return to campus until Administration has declared safe and clear, and upper-management has made contact.

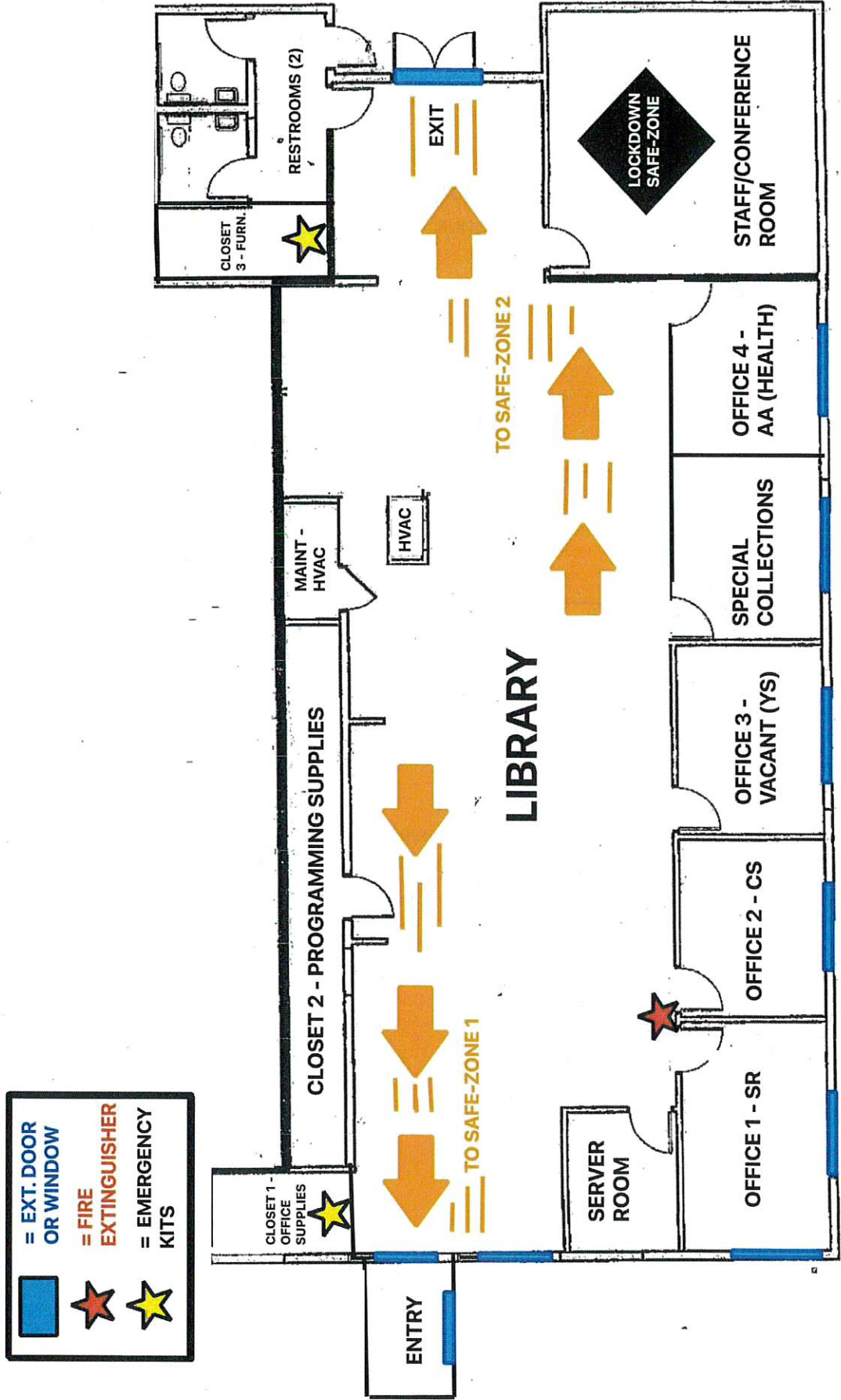
5.6 Power Outage

If you are indoors, follow the direction of lead. Delegated staff will turn off utilities and appliances. If power is estimated to be out for longer than one hour per Administration OR PSE Outage Report, you may go home. If power outage has not been given an estimate and one hour has passed, or Administration states otherwise, you may go home. Do not return to campus until Administration or upper-management has made contact.

If you are outdoors and/or on the road and have been notified of a power outage, pull over and contact upper management, or level above, share physical location and follow-up plans.



Figure 5.1. Disaster Preparedness [DP] Map





6. Policy Review and Responsibility: It is the responsibility of all department staff to review/update this manual on an annual basis.

X _____
Library Staff

X _____
Library Staff

X _____
Library Staff

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Library Staff

X _____
Library Staff

X _____
Library Staff

CERTIFICATION

The Nisqually Tribe's move in assistance policy was amended by the Nisqually Tribal Council on the 21st day of 4/21, 2021 on the Nisqually Indian Reservation, Washington at which time a quorum was present and voting 3 FOR, 0 AGAINST, 0 ABSTENSIONS.

ATTEST:

E.K. O'Leary
Nisqually Indian Tribe, Chairman

Jackie Whittington
Nisqually Indian Tribe, Secretary