

**D'Arcy McNickle Library  
Salish Kootenai College**

**COLLECTION MANAGEMENT POLICY**

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## **I. PURPOSE**

This policy is intended to serve as a statement of the guidelines used for acquiring and maintaining materials for the library collections at the D'Arcy McNickle Library of the Salish Kootenai College. The policy will insure consistency among the staff, which has responsibility for the library's collections and in communicating the library's policies to faculty, administrators, and other interested parties. The collection must be systematically shaped and developed in order to make the best use of our financial resources. As the college changes and programs are added or deleted, the collection policies will need to be altered.

## **II. MISSION STATEMENTS**

The D'Arcy McNickle Library serves the dual functions of being both the academic library for Salish Kootenai College (SKC) and the tribal library for the Confederated Salish and Kootenai Tribes (CSKT). The Library supports the mission of Salish Kootenai College and seeks to assist the College, and its faculty, staff and students to achieve success in meeting their goals. The Library also provides services to the Confederated Salish and Kootenai Tribes, and makes a special effort to collect all materials relating to the Tribes, their history and culture, and Reservation affairs. Beyond the college and the Tribes, the Library serves all residents of the Flathead Reservation and seeks to be an active source of information for the community.

**The Mission of Salish Kootenai College (SKC)** is to provide quality post-secondary educational opportunities for Native Americans locally and from throughout the United States. The College curricula will reflect identified needs and interests of the Native American population by providing Adult Basic Education, Vocational Education, academic, cultural and community interest programs, courses and activities. Assistance will be provided to tribal institutions and departments in staff preparation, planning, research, and evaluation services according to identified needs. The College will strive to provide opportunities for individual self-improvement for survival in a rapidly changing and technological world, while maintaining the cultural integrity of the Salish and Kootenai people. The Philosophy of Salish Kootenai College is one that fosters curricula and programs through the baccalaureate level that are designed to meet the special needs of the Native American population. While the College does not intend to exclude anyone, its primary purpose is to meet the needs of the Native American population. The College Board of Directors has adopted the following goals. These Goals were formulated to provide further specificity to the Mission Statement.

- To provide post-secondary educational opportunities for Native Americans in the following areas: Degree Programs; Vocational Training; College Transfer Programs; Community Service; Indian Culture; and History and Adult Education.

- To assess the needs, talents and aspirations of the residents of the Flathead Indian Reservation, and to provide a multifaceted educational program in recognition of the desires of the Flathead Indian Reservation community.
- To foster and conduct such research and development activities necessary for the provision of post-secondary educational and developmental opportunities on the Flathead Indian Reservation.
- To assist with the community development and economic development needs of the Flathead Indian Reservation.
- To assist with the preservation, maintenance, and promotion of Salish and Kootenai Language and cultural practices.

The goals of the Library include:

- Providing information resources supporting SKC courses and programs.
- Providing instruction in library and information use.
- Providing materials on Flathead Reservation history, culture, and issues.
- Encouraging library use by providing a friendly environment and easy access to all resources.

The Library also seeks to assist faculty and administrators in their research and professional development activities. A highly qualified professional staff, comprehensive reference, and technical services, adequate hours of service, and a physical environment conducive to study and scholarship are essential complementary goals. Service to the surrounding community and participation in regional, state and national cooperative library efforts such as the Tamarack Federation, OCLC, and PubMed's Lonesome Doc complement the Library's endeavors.

### **III. INTELLECTUAL FREEDOM**

The Library collection attempts to provide for the free exchange of ideas in accordance with the Library Bill of Rights as adopted by the American Library Association. No censorship will be exercised on the basis of frankness of language, or the controversial manner an author may use in dealing with religious, political, sexual, social, economic scientific, or moral issues as long as the materials fit into the general collection parameters of the Library.

#### **IV. QUESTIONED MATERIALS PROCEDURES**

Library staff will ask the persons or groups who question or challenge materials to fill out a “Request for Reconsideration” form which must be signed by the persons or groups. This completed form will then be referred to the Library Director and the Library Advisory Board for appropriate action. In handling criticisms of material or attempts at censorship the Director will provide the persons or groups of a copy of this policy and a written response. Persistent or repeat criticisms from the person or groups will be referred to the College President.

#### **V. SELECTION RESPONSIBILITY**

The Library Director supervises the collection development and maintenance. The process of recommending materials for the library is a cooperative effort involving academic departments, classroom faculty, and library staff. All are expected to participate actively in selecting library materials. Classroom faculty should monitor their professional literature for appropriate library acquisitions. Library staff should also monitor various selection sources in their role as liaisons with each academic department, assisting classroom faculty and staff with library resource selection and use. Students and College staff are also encouraged to recommend resources for acquisition. All requests for acquisition of materials will be considered in the light of the overall mission of the D’Arcy McNickle Library. After a request that meets these criteria has been made, an order will be placed for the materials if funds are available, or the request will be placed in a future-orders file for such time when funds will allow it to be reconsidered for purchase.

#### **VI. ALLOCATION OF FUNDS**

The Library Director is responsible for the allocation of resources to fulfill the library’s collection development goals. The allocation procedure should be as fair and equitable as reasonably possible in optimally supporting the Mission of the D’Arcy McNickle Library. While no formula completely satisfies all criteria, the formula should reflect anticipated needs. Typically, the following may be considered: average cost of materials in the field, recorded circulation, and the number of students and faculty in a department. Flexibility is necessary for changing conditions, such as new course offerings and changes in the students’ library needs.

Faculty and administrators are reminded that library support is an additional cost, which must be considered when implementing new programs or courses.

Funding for materials is largely provided for by the general fund of Salish Kootenai College. Some department budgets, grants, and gifts supplement the general fund in providing money for material acquisitions.

#### **VII. MATERIAL FORMATS**

The Library collects a broad spectrum of information resources in a variety of formats. The formats collected include but are not limited to printed books, periodicals, sound recordings, video recordings, maps, microforms, and various electronic resources.

### **VIII. SELECTION GUIDELINES**

The fulfillment of the D'Arcy McNickle mission and goals are the first criterion against which any potential item is evaluated. Specific considerations in choosing individual items include the following:

- Appropriateness of level of treatment (e.g. is the material accessible to students? Is it anticipated that the material will be used for term papers, supplementary reading, etc.?)
- Strength of present holdings in same or similar subject areas
- Cost
- Suitability of format to content. Does the format of the item effectively convey the desired information, and does the library have any special equipment required to use the material?
- Authoritativeness of the author
- Reputation of the publisher
- Lasting value of the content
- Currency of materials

#### **Other guidelines to be observed:**

1. Textbooks are not purchased except by request of faculty or if determined of value outside a course. Gifts of relevant texts that are not superseded by subsequent edition and are not review copies will be accepted.
2. Duplicates are purchased only under special circumstances.
3. In instances where the cost of an item is high and anticipated demand is low, the holdings of nearby libraries and those libraries with whom we have special borrowing arrangements will be considered in determining whether or not to purchase the item.
4. When there is an option of paper or hardcopy, the choice is based on expected use, lasting value of content, cost differential, and the quality of paperback binding.
5. Lost or stolen materials will be replaced if they are available. The current selection criteria will also be considered.
6. The majority of selections are current publications. The Library recognizes the need for retrospective purchases and systematically uses standard bibliographies and other evaluation tools to locate and fill gaps in the collection.

7. The library acquires primarily English language materials. The exceptions to this are:
  - Salish and Kootenai language materials
  - Materials of other Native American languages
  - Foreign language dictionaries
  - Materials used in the teaching of foreign languages

## **Reference**

The reference collection is composed of information sources that are most successfully utilized in the library and which the reference Library staff, need close at hand to assist in responding to information requests. With few exceptions, reference materials are not meant to be read continuously from beginning to end, but contain relatively short and discrete articles or bits of information which users will consult one or a few at a time. Reference materials include, but are not limited to, indexes, encyclopedia, handbooks, directories, dictionaries, and compilations of statistics.

Reference material is chosen because of its authority, scope, treatment, arrangement, and cost and must be as up-to-date as is necessary for the provision of current and reliable information. Superseded editions that are removed from the reference collection may be added to the circulating collection, if the information in them is not obsolete or likely to be misleading to users.

## **Serials**

Serials include journals, magazines, newspapers, newsletters, print and electronic abstracts and indexes. Since every journal title represents a continuing expense, titles will be added very selectively.

Local, some regional and national newspapers will be acquired. County and the CharKoosta tribal newspapers will be archived permanently. Regional and national newspapers will be retained 6 months to 1 year. Access through electronic media will be provided for selected titles in order to provide retrospective reference information.

Gift subscriptions and back issues of serials will be accepted if they meet the criteria of this collection development policy.

In addition some or all of the following criteria are used in evaluating titles for acquisition or cancellation:

- Support of present academic curriculum
- Strength of the existing collection in the title's subject area
- Present use of other serials in this subject area
- Projected future use
- Cost
- Reputation of journal and the publisher
- Inclusion in a reliable indexing source

- Number of interlibrary loan requests for this serial

### **Fiction**

The Library will purchase current fiction when it is of sufficient literary merit and contributes to the overall enrichment of the library collection. Routine expenditure of library funds for popular fiction will not be made because of the proximity of the Polson City Library and the Ronan City Library. An exception to this will be the use of gift funds for the stocking of the un-cataloged paper back collections.

### **Children's Materials**

The Library seeks to enlarge the Children's Materials Collection in the Library in order to support the Children's Literature curriculum, preschool programs, area childcare providers and the Library's Summer Reading Program. Children's books with Native American themes, award winning titles, and seasonal topics will be actively searched for and purchased.

### **Gifts**

Gifts are accepted with the understanding that the library may dispose of them or add them to the collection at its discretion, and in the same manner as purchased material. The Library Director must approve all gifts. Decisions to add gift materials to the collection will be based on the same criteria as purchased ones. The Library assumes no responsibility for appraisal of gift items, nor can the library accept gifts under restricted conditions.

## **IX. COLLECTION ASSESSMENT**

Collection Assessments will be completed each year with a short report created by July 1 each year. The assessments will examine:

- Past year's Inter Library Loan requests made by SKC patrons to determine gaps in the collection.
- Circulation statistics to determine circulation and patron interest trends for the year.
- The library's holdings for one SKC academic degree program to determine weeding and acquisitions of relevant materials for support of the program (Psychology, Social work, Forestry, etc.).

The assessment report will be used by library staff to prioritize materials purchasing for the following year and provide the library's collection with yearly efforts to improve collection quality.

## **X. THE CONFEDERATED SALISH AND KOOTENAI TRIBES TRIBAL COLLECTION**

The CSKT Tribal History Collection is a comprehensive collection of items about the Confederated Salish and Kootenai Tribes, Flathead Reservation history and issues, and Salish Kootenai College. The Library's desire is to collect multiple copies of all items within this scope, regardless of format. The library will purchase and accept gifts of rare books and manuscripts for the CSKT tribal history collection. One copy of each item in the collection will be housed in the archives room for in library use only. Circulating copies are housed in the CSKT public collection.

## **XI. COLLECTION MAINTENANCE/UNNEEDED MATERIALS**

Library staff will withdraw library materials when, in their professional judgment, such a course of action is necessary to remove unneeded material. Continuous evaluation of holdings is an essential ongoing routine; in which unneeded materials are removed permanently from the library collection. Department faculty members are encouraged to assist in the determination of outdated or inaccurate materials in their areas of expertise. Typically, the following criterion is used for removal.

- Accuracy and currency of information
- Condition of materials
- Potential future use
- Recommendations by standard bibliographies (Books for College Libraries and Choice)

Disposal methods include, but are not limited to, sale to the community, gift to other libraries and organizations, and exchange with other libraries.

## **XII. COLLECTION LEVELS BY SUBJECT AREA**

In addition to the criteria listed above for types and collections of materials, the library collects within each discipline at levels that support its academic programs. Collection levels provide guidance in determining the collection strength based on current needs, and identifies the collection intensity to which the library aspires to build its collections. The Library uses the Collection Codes as developed by the Research Libraries Group and available in the WLN Collection Assessment Manual.

- 0 Out of Scope: The library does not collect materials on this subject.
- 1 Minimal Level: A subject area in which few selections are made beyond very basic works. A collection at this level should be systematically and frequently



reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn.

1a Minimal level, Uneven Coverage: Few selections are made; there is unsystematic representation of the subject.

1b Minimal Level, Even Coverage; Few selections are made; basic authors, some core works, and a spectrum of ideological views are represented. Can support fundamental inquiries.

2 Basic Information Level: A selective collection of materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals. The collection is frequently and systematically reviewed for currency of information.

2a Basic Information Level, Introductory: The emphasis on this level is on providing resources that introduce and define a subject. A collection at this level includes basic reference tools and explanatory works, such as textbooks, historical descriptions of the subject's development, general works devoted to major topics and figures in the field; and selective major periodicals. The introductory level of basic information collection is only sufficient to support patrons attempting to locate general information about a subject or students enrolled in introductory level courses.

2b Basic Information Level, Advanced: At the advanced level, basic information about a subject is provided on a wider range of topics and with more depth. There is a broader selection of basic introductory works, historical descriptions, reference tools, and periodicals and indexes that serve to introduce and define a subject. Access to appropriate bibliographic databases (online or CD-ROM); a selection of editions of important works and a greater quantity and variety of materials is typical. This level is sufficient to support the basic information and recreation reading needs of highly educated general public or community college students.

3 Study or Instructional Support Level: A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level of less than research intensity. The collection includes a wide range of basic works in appropriate formats, a significant number of classic retrospective materials, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate machine-readable data files and the reference tools and fundamental bibliographical apparatus pertaining to the subject. At the study or instructional support level, a collection is adequate to support independent study and most

learning needs of the public and special libraries, as well as undergraduate and some graduate instruction. The collection is systematically reviewed for currency of information and to insure that the essential and significant is retained.

3a Basic study or Instructional Support Level: The basic subdivision of a level 3 collection provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area. The collection includes the most important primary and secondary literature, a selection of basic representative journals/periodicals, and subject-based indexes, the fundamental reference and bibliographic tools pertaining to the subject. This subdivision of level three supports lower division undergraduate courses, as well as some of the basic independent study needs of the Lifelong learner.

3b Intermediate Study or Instructional Support Level: The intermediate subdivision of a level 3 collection provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area. The collection includes a broad range of basic works in appropriate formats, classic retrospective materials, all key journals on primary topics, selected journals and seminal works on secondary topics, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. These materials are adequate to support advanced undergraduate course work. It is not adequate to support masters' degree programs.

3c Advanced Study or Instructional Support Level: The advanced subdivision of level 3 provides resources adequate for imparting and maintaining knowledge about the primary and secondary topics of a subject area. The collection includes a significant number of seminal works and journals on the primary and secondary topics in the field; a significant number of representative materials; a substantial collection of works by secondary figures; works that provide more in-depth discussions of research, techniques, and evaluation. This level collection can support master's degree level programs as well as other specialized inquiries such as those of subject professionals within special libraries.

4 Research Level: A collection that includes the major published source materials required for dissertation and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is usually retained for historical research and actively preserved. A collection at this level supports doctoral and other original research.

5 Comprehensive Level: A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collection intensity is one that maintains a "Special Collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research with active preservation efforts.

## SUBJECT AREAS

Using the LC Classification, the library aspires to collect materials at the following levels in each of the listed LC classification areas.

<u>LC Classification</u>	<u>Collection Level</u>
A General Works	2b
B-BJ Philosophy, Psychology	3a
BL-BX Religion	3a
C Auxiliary Sciences of History	2b
D History (General) Europe, Asia, Africa	2b
E11-46 History America General	2b
E51-99 Indians of North America	3c
E101-740 Discovery of America, United States	3a
F History, Western Hemisphere	2b
G Geography (General), Atlases, Maps	2b
GN Anthropology	3a
GR Folklore	3a
GT Manners and customs (General)	2b
GV Recreation, Leisure	2b
H-Ha Social sciences (general) statistics,	2b
HB-HD Economics	3a
HF-HG Occupations, Business, Finance,	3b
HM-HV Sociology (general) social problems, family Marriage, communities, classes, social pathology Social and public welfare, criminology	3b

J	Political Science	2b
K	Law	2b
KF 8204-8228	Indian Law	3c
L-LC	Education (General)	3b
M	Music and Books on Music	2b
N	Fine Arts	3b
P	Language and Literature	3a
	Native American Literature	3c
Q	Science, mathematics, astronomy, physics, chemistry, Geology, biology, botany, zoology, physiology, Microbiology	3b
R	Medicine	3c
S	Agriculture (General)	3a
SB	Plant Culture	3a
SD	Forestry	3b
SF	Animal Culture	2b
T	Technology General	2b
TD	Environmental technology. Sanitary engineering	3a
TE-TK	Construction and engineering of highways, railroads, Bridges, buildings	2b
TL	Motor vehicles.	2b
TR	Photography	3a
TT	Handicrafts. Arts and crafts	3a
TX	Home economics	2b
U	Military Science	0

V	Naval Science	0
Z	Bibliography. Library Science	3a
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#### APPROVAL

This Collection Development Policy was approved by the Library Advisory Board on January 31, 2001. This policy will be reviewed every six years and updated as needed.

Reviewed July 9, 2019

# Request for Reconsideration

Library policy requires that “Objections to Library Materials” be filed on this form to allow the objection be discussed in detail. Thank you for your concern and for taking the time to provide the information we need to review your objection.

1. Author of the material:

Title:

Publisher/Producer:

\_\_\_\_\_Book \_\_\_\_\_Periodical \_\_\_\_\_Picture \_\_\_\_\_Video  
\_\_\_\_\_Other

2. Specifically to what do you object? (Cite pages, instances, etc.)

3. What do you feel might be the results of reading, hearing or seeing this material?

4. Is there anything good about this material?

5. Did you read the entire book or examine the entire item?

6. Are you aware of the reviews of this material by professional critics?

7. What do you believe is the theme of this book or material?

8. What materials would you like to see added to the library collection to balance or correct this material?

9. Other comments (You may use the bottom of this page or attach another page if necessary.)

Signature:

Date:

Name (printed):

Address:

Do you represent:

Self

Organization      Name:

Other group      Name:



# Library Bill of Rights

The American Library Association 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 base, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.  
Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

## Interlibrary Loan Policy

The D'Arcy McNickle Library provides interlibrary (ILL) services in accordance with this policy. Interlibrary loan is a transaction in which library material or a copy of the material is made available by one library to another library. Resource sharing between libraries for the benefit of increasing access to information for patrons is the main premise.

### **A. Who May Borrow**

Any SKC faculty, faculty affiliates, staff, students, Confederated Salish and Kootenai Tribal Member or Flathead Reservation resident who is a registered borrower at the D'Arcy McNickle Library may request an interlibrary loan. Requests from patrons with outstanding library fines, overdue items or lost materials will not be processed.

A SKC student staff, Tribal, or current driver's license picture identification card is required to check out any ILL item. Only the patron will be allowed to check out items to their card. The patron requesting the ILL, must pick up items upon arrival at the D'Arcy McNickle Library.

### **B. How to Use ILL**

To order materials through ILL, it is necessary to complete an Interlibrary Loan Request available at the Circulation Desk. The Reference Librarian reserves the right to return any requests, which do not provide sufficient information. Following are some guidelines to complete the form:

1. Check the D'Arcy McNickle Library catalog and/or periodical list for the requested item.
2. Fill out a separate form for each item requested.
3. Fill in all the information completely including name, phone number, and/or email

### **C. Materials available for ILL**

Materials not owned by D'Arcy McNickle Library  
Materials that have been lost  
Photocopies of journal articles

### **D. Materials Not Available for ILL**

Basic reference books  
Rare books  
Books checked out to SKC patrons  
Periodicals and journals  
Reserved material for course reading  
Audio-visual materials (videos, cassettes, CD's)  
Medial Equipment

#### **E. These/Dissertations**

A Master's thesis or Doctoral dissertation can be requested as a book ILL only (no photocopies). If we cannot get a thesis or dissertation through Interlibrary Loan, the patron may call UMI (University Microforms International) at 1-800-521-3042 or search [www.umi.com](http://www.umi.com).

#### **F. Delivery**

Every effort is made to secure requested items as quickly as possible. Seven to ten days are required to fill most requests.

#### **G. Loan Period**

Lending libraries vary their loan periods with 3 to 4 weeks being normal. Some items may have stipulations such as *non-renewal or In Library Use Only*. An extension may be requested by calling 675-4800 ex.279, at least four (4) days before the due date. We will request a renewal for a patron and notify them of the lending library's response. Renewal periods are determined by the lending library.

#### **H. Notification**

As soon as the ILL is received, the patron will be notified by mail, phone, or email.

#### **I. Overdue/Lost Interlibrary Loan Material**

A patron is financially responsible for Interlibrary Loan material from the time it is picked up at the Circulation Desk at D'Arcy McNickle Library until the time it is returned to the Circulation Desk. Replacement costs vary for items.

Should the patron keep a book past its due date without asking for a renewal, future ILL requests may not be accepted and/or the student account may be blocked, which will prevent the patron from receiving grades or registering for new classes, until such book is returned.

Any fines assessed by the lending libraries for failure to return items will be charged to the patron.

## Community and User Groups Defined

The D'Arcy McNickle Library of the Salish Kootenai College is an academic/ tribal library serving all students, staff, and faculty of the Salish Kootenai College, all Confederated Salish and Kootenai tribal members, as well as residents of the Flathead Indian Reservation. The Reservation, encompasses most of Lake County and parts of Sanders and Missoula Counties. It is made up of 1,250,000 acres of forested mountains and sheltered valleys just west of the Continental Divide in Montana.

Highway 93 is the main arterial through the reservation, linking towns like Arlee and Ravalli, from the south end of the reservation through St. Ignatius, Ronan, Pablo, Polson to Elmo and Dayton on the west shore of Flathead Lake. The college and the library are centrally located in the middle of the Reservation at Pablo. The tribal offices, tribal counsel, law enforcement, fish and game, and tribal newspaper all have their offices in Pablo.

Approximately 1,000 students attend Salish Kootenai College. There are 6949 enrolled members of the tribes with 4500 living on the reservation. The estimated 1999 population of Lake County is 25,885. There are 17.3 persons per square mile.

The Lake County median household income based on 1995 rates was \$26,561. There is 22.8% of the population below the poverty level. There are 31.3% children below the poverty level. Private non-farm business establishments, as of 1997, are 661. Private non-farm employment is at 4932.

Users of the library include people of all ages and levels of education and professions. The library is used for educational, research, recreational purposes. Classes from the Two Eagle High School, adjacent to the college also use the library and its resources for research and class assignments. College students, day cares and Head Start classes bring their children for programs and children's literature.

Annual circulation is over 6000, increasing yearly. Patron gate counts are about 60,000 annually.