

## **IDAHO MUSEUM OF NATURAL HISTORY STIRTON – KELSON LIBRARY POLICY**

### **I. Introduction**

This policy statement concerns the Idaho Museum of Natural History Stirton – Kelson Library and supplements the Idaho Museum of Natural History Collections Management Policy. It is intended as a guide for Museum staff, ISU Eli M. Oboler staff, and other potential users.

### **II. Role and Mission**

The Stirton – Kelson Library of the Idaho Museum of Natural History exists primarily to the research and education activities of present and future Museum scientific staff. It also serves as a resource for Museum collection, exhibit and education staff, the Idaho State University academic community and visiting researchers. Its scope encompasses those areas of natural history falling within the Role and Mission of the Museum.

### **III. Background/History**

The Museum Library was established in 1967 when the Museum purchased the Stirton Library with a \$9500 grant from the University Research Programs Committee. The late Professor R.A. Stirton of the University of California, Berkley, was the Director of the Museum of Vertebrate Paleontology at UC. The Stirton Library consisted of 7500 reprints and papers related to vertebrate paleontology.

The books and serials housed in the Stirton collection were transferred to the ISU Library in 1973. The "Stirton Library" collection of reprints and single issues of periodicals remained with the Paleontology collection. The Stirton Library was transferred from Paleontology when the Stirton – Kelson Library was organized in 1976.

### **IV. Scope and Responsibility**

The Stirton – Kelson Library collects primarily non-fiction materials that facilitate research in natural history, with a special interest in the anthropology, paleontology, geology, botany, and zoology of Idaho and the Intermountain West. The Stirton – Kelson Library collects additional natural history resources for reference, comparative study, and for teaching natural history topics.

The Stirton – Kelson Library will operate as a special collection of the ISU Eli M. Oboler Library housed at the Museum. The IMNH Associate Director of Collections is responsible for maintaining and operating the Stirton – Kelson Library, and for establishing library policies and procedures in accordance with IMNH Library Policy and ISU Eli M. Oboler Policy.

V. Collection Guidelines

- A. The Stirton – Kelson Library collects hard and soft-cover books, journals, periodicals, reprints, state and federal government publications, maps, reports, theses, hard-copy monographs, and unpublished manuscripts.
- B. The Stirton – Kelson Library does not collect photographs, newspapers, newspaper clippings, microfilm, microfiche, videotapes, filmstrips, audiotapes, object or specimen documentation, or archival material.

VI. Acquisition Policy

- A. For material to be included in the Stirton – Kelson Library collections, it must be approved for acceptance by the Division Head for whose collection the material is relevant, or by the Museum Director; and, it must conform to the Collection Guidelines in V. (above).
- B. The Museum Registrar will complete a Gift of Material for the material which will include the statement:

The material listed below will be placed in the IMNH Stirton – Kelson Library:

- C. The Curator-in-charge of the Library is responsible for recording books added to the Stirton – Kelson Library.
- D. All Stirton – Kelson Library materials must bear a minimum level of markings identifying the material as the property of the Idaho Museum of Natural History.
- E. The Stirton – Kelson Library are considered educational collections, and are governed by, and must be consistent with, the Museum's Collection Management Policy with respect to educational collections.

VII. Circulation

- A. The Stirton – Kelson Library collections primarily serve Museum staff, ISU students and faculty, visiting researchers, instructors, and volunteers

- B. Circulation policies for the Stirton – Kelson Library are as established by the Curator in charge of the Library in accordance with ISU Eli M. Oboler policies.
- C. Borrowing criteria for the Stirton – Kelson Library are summarized in Table 1.
- D. Special privileges for graduate, faculty, or research associate status may be granted to the following patrons with the written approval of a dean or department chairperson:
  - 1. Students working on research projects or theses who are not currently enrolled
  - 2. University department employees or other patrons engaged in research who need extended privileges
  - 3. Research associates of the Idaho Museum of Natural History

Special Privileges application forms may be obtained at the IMNH Stirton-Kelson Library. Borrowing period for materials corresponds with the patron status specified on the application. Privileges expire at the end of each semester. However, patrons may reapply for privileges by submitting a new completed application.

- E. Books must be returned to the Stirton-Kelson Library during operation hours. Materials remain the responsibility of the borrower until they have been checked in at the Stirton-Kelson Library.
- F. Patrons may renew materials in person at the Stirton-Kelson Library, provided there are no holds or recalls in place for the material. Renewal criteria for each patron status are described in Borrowing Criteria.
- G. All library material is subject to recall. A patron who wishes to recall material from another patron, or to have an item held upon its return, may place a hold/recall request at the Stirton-Kelson Library. Patrons must return requested material within 10 days. Fines are assessed at \$1.00 per day per item to a maximum of \$25.00 for the late return of recalled items.
- H. Overdue notices are sent to patrons as a courtesy reminder. Patrons are responsible for notifying the Eli M. Oboler Library of any address changes. Prompt response to any notice received is appreciated.
- I. Fines for the late return or renewal of books, reprints, and documents accrue at \$.30 per day per item. Late return or renewal of periodicals and document periodicals accrue at \$1.00 per day per item. Fines for the late return of Reserve items accrue at \$.50 *per hour*. There is maximum fine limit of \$25.00 per item. Materials that are 40 days or more overdue incur replacement and processing

- fees.
- J. Books and Reprint items are assessed at the current replacement price plus a \$20.00 replacement fee and a \$15.00 processing fee. Patrons may purchase the replacement copy if the item is of the same title, author and edition, or newer, as was the lost material and the replacement fee will be waived. If the replacement copy is a paperback edition, an \$8.50 binding charge will also be applied. Processing fees are assessed for all replacement copies.
  - K. Documents are assessed at the current replacement price plus a \$15.00 processing fee and a binding fee, if applicable. If the item is out-of-print and no longer available, the charge will be \$.10 per page for a photocopied replacement.
  - L. Periodical issues are assessed at the current replacement price plus a \$15.00 processing fee and a binding fee, if applicable. If individual issues cannot be obtained, the replacement price for a complete volume may be assessed.
  - M. Patrons may pay fines and fees by mail or in person at the Eli M. Oboler Circulation Desk. Students, faculty and staff may also pay fines and fees at the Cashier's Office in the Administration Building.
  - N. Patrons who fail to return or renew material, or who incur any fines or fees are blocked from further check-out until all material has been returned and all fines and fees have been paid.

#### VIII. Copy Policy

- A. The Stirton – Kelson Library maintains a collection of rare and unique books and journals. These materials are considered noncirculating and may be used during Stirton – Kelson Library hours only.
- B. These materials may be photocopied, or otherwise duplicated, only when doing so will not damage the materials. The Stirton –Kelson Library reserves the right to limit duplication of materials due to copyright, collection donor restrictions, and confidentiality or related issues.
- C. Photocopying, or other duplication, will be handled by Stirton – Kelson Library staff; therefore, because of the limited availability of staff to perform copying, patrons may need to make arrangements for pickup at a later time. A schedule of fees and services is available from the Stirton – Kelson Library.

## IX. Withdrawal Policy<sup>1</sup>

### A. Material that is:

1. obsolete,
2. falling apart and is not worth preserving,
3. irrelevant for any of the Museum's major areas of emphasis, or
4. redundant

may be brought to the attention of the Curator in Charge of the Library so that the material may be rebound, repaired, replaced, or discarded.

- B. The appropriate Division Head will be consulted for recommendations whether Stirton-Kelson Library material should be rebound, repaired, replaced, or discarded. If the material is relevant for more than one area of study, all interested Curators must be consulted.
- C. The Curator in charge of the Library must approve the suggested disposition of the material. For materials with some value or for which an explanation is desirable, approval should be written (e.g., a memo). For more routine withdrawals (e.g., duplicate periodicals), verbal agreement is sufficient. When in doubt, write a memo.
- D. The Director must approve the final decision of the Curator in charge of the Library. For materials with some value or for which an explanation is desirable, approval should be written (e.g., a memo). For more routine withdrawals (e.g., duplicate periodicals), verbal agreement is sufficient. When in doubt, write a memo.
- C. Material may be rebound, repaired, replaced, or discarded from the Office Library on the recommendation of any staff member, with general agreement from a majority of the staff, and approval of the Director.
- D. Material approved for discard must be routed through the Registrar's Office. The Registrar will complete the necessary record-keeping, and will serve as the coordinator of all discard efforts.
- E. Materials that are discarded must have all Museum, Stirton -Kelson Library, and ISU Eli M. Oboler markings removed. The Stirton - Kelson Library card must be marked "withdrawn".

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<sup>1</sup> To "withdraw" a book is to remove it from circulation temporarily or permanently for various reasons.

To "discard" a book is to permanently remove it from the collection by either selling or destroying the book.

Table 1: Borrowing Criteria

	Books		Reprints	Periodicals	Government Documents
Borrower	Borrowing Period/Renewals	Limit	Borrowing Period/Renewals	Borrowing Period/Renewals	Borrowing Period/Renewals
Museum Staff	1 semester/5	80 books	14 days/2	14 days/2	14 days/2
Undergraduates	28 days/2	35 books	1 days/0	1 days/0	1 days/0
Graduates	1 semester/1	50 books	1 days/0	1 days/0	1 days/0
Faculty	1 semester/5	75 books	1 days/0	1 days/0	1 days/0
University Staff/Spouse	28 days/2	20 books	1 days/0	1 days/0	1 days/0