

# HAWAII VOLCANOES NATIONAL PARK LIBRARY POLICY

## INTRODUCTION

The library at Hawaii Volcanoes National Park is an essential resource that assists staff in carrying out the park's mandate. This document will establish guidelines and standards for the development and operation of the HAVO Park Library, and provide stability, continuity and efficiency in its operation. The policy is intended to guide and support decisions of the park library manager and to inform park staff and other users of the library's objectives. This policy will be reviewed and updated by park staff every two years, and be approved by the Superintendent, unless policy changes require action sooner.

## OBJECTIVE

The primary objective of the HAVO Park Library is to select, preserve, and make available material that assists park staff and researchers in their work. Primary emphasis will be the support of resource management and interpretive operations.

## RESPONSIBILITY

Implementation of this policy is the responsibility of the designated park library manager. This individual will be supervised by the Cultural Resources Manager and will be responsible for compiling a list of desired acquisitions, adding new items to the collection, shelving materials, repair and preservation of library materials, maintaining a current shelf list, and maintaining the catalog in computerized and physical form.

## SCOPE OF COLLECTION

The collection consists of bound books, rare books, periodicals, reference file, scientific research file and audiovisual material. These materials support HAVO staff efforts to preserve and interpret the park's natural and cultural resources. Circulating copies of particularly useful archival material will also be included in the collection.

Materials in the library primarily relate to the subjects listed below:

Archaeology: HAVO, Hawaiian Islands and Polynesia  
Geology: HAVO and volcanology, in general  
Botany: HAVO, Hawaiian Islands, Polynesia and other areas associated with Hawaiian botany  
Zoology: Hawaiian Islands, Polynesia and other areas associated with Hawaiian zoology  
Biology/Ecology: HAVO, Hawaiian Islands, Polynesia and other areas associated with Hawaiian biology  
Natural History: HAVO, Hawaiian Islands and Polynesia  
Cultural History of the Hawaiian Islands  
Local and Regional History  
General Reference Materials  
Current NPS Guidelines and References  
Park Development and Management  
Park History

## GENERAL REFERENCE COLLECTION

There will be a general reference collection available for use in the library. This collection will consist of dictionaries, thesauruses, periodicals, draft publications, etc. The library manager will be responsible for designating whether these materials shall be kept in the general collection or the locked cases. They must remain in the library and **cannot** be borrowed.

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## SELECTION GUIDELINES AND POLICIES

### A. General Guidelines

The following criteria will be used in selecting materials for the library:

- Importance of the subject matter to the collection.
- Authenticity and accuracy of the subject matter.
- Permanent value and/or historic potential.
- Author's reputation.
- Publisher's reputation and standards.
- Readability.
- Availability in nearby libraries (for example, Hawaii Volcanoes Observatory).
- Price.
- Paperbacks will be acquired for the following reasons:
  - Title is not available in hardcover.
  - Subject is estimated to be of only current interest.
  - Substantial price difference.
- Duplicate copies of heavily used material will be acquired as needed.

The park library manager will solicit lists of desired acquisitions in June of each year. Input from all staff will be considered. Copies will be forwarded to the Superintendent and management team for budget and reference purposes. Team Leaders are encouraged to consider library needs when closing out project accounts and developing annual budget requests or other fund requests or proposals.

### B. Special Collections Guidelines

Periodicals:

In addition to the general library selection criteria, periodical selections will consider the following:

- Periodicals must supplement the collection as an additional and/or current source of information.
- Periodicals must occasionally or regularly publish popular articles, historic or cultural or resource management articles, or research findings, relating to the park.
- Non-technical periodicals (e.g. Smithsonian, Natural History, etc.) will be accepted but not cataloged.

Scientific Research file:

The library will maintain a collection of articles reprinted from scientific journals which relate directly to park cultural and natural resource management or have been published as a result of research conducted in the park.

Pamphlet File:

The library will maintain a collection containing material not suitable for cataloguing into the regular collection; pamphlets, articles and personal accounts from diaries, journals, letters and clippings.

Audiovisual File:

The library will maintain audiovisual media produced by the park and other such material deemed relevant to the park.

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## C. Replacement

After all reasonable efforts have been made to recover lost or stolen books; replacement will be attempted if there is a demand for the publication, or if the item continues to meet the selection criteria. Individuals responsible for the loss should be billed for the replacement costs whenever possible.

## D. Gifts

Gifts of materials that meet the selection criteria may be accepted with the following understanding:

- The park retains the right to keep, use or dispose of materials as outlined in this policy.
- Unless considered “rare,” all materials will be integrated into the regular collection.
- Appraisals for tax purposes will not be given by park staff. If available, information concerning resources to secure an appraisal may be suggested.
- A receipt for donated property will be provided.
- A release will be obtained from the donor when appropriate.

## OPERATING GUIDELINES

### Loan Privileges

Borrowing privileges are extended to all NPS employees and volunteers at the park. All users must read the Library Policy for HAVO Staff and Volunteers and fill out and sign the Library Compliance Form. There is a 30-day limit on individual loans, which may be extended at the discretion of the library manager. The library manager is responsible for reviewing the card check-out files no less than once a month and contacting staff with overdue materials. No more than three items may be checked out at any one time.

At the discretion of the library manager or Division Chief, library privileges may be extended to:

- NPS employees from other areas.
- Contractors conducting research in the park.
- Researchers (at all levels) with valid research needs.
- Other uses which will benefit the park and not interfere with normal operations.

Use of the library by non-park staff will be by appointment with the library manager. Users will check in and check out and be supervised while in the library. All users must read the Library Policy for Non-HAVO Researchers and Visitors and fill out and sign the Library Compliance Form. A log of non-park use of the library will be maintained.

Returned materials are to be placed in the “Return” box. The library manager is responsible for re-shelving and re-filing materials. No other individual should re-shelve books. Materials should be re-shelved on a biweekly basis.

Lost or seriously damaged materials will be replaced at the borrower’s expense. If replacement materials are not immediately available, the park will be reimbursed for the cost involved. If materials are not replaced or the park compensated within a period of 60 days, a bill of collections will be issued for the estimated value of the materials.

Abuse of resources will result in the loss of library privileges.

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## **Controlled Access Collection**

A locked section will be maintained in the library to house rare and fragile materials. The basis for inclusion in this section includes:

- Difficulty in replacement.
- Monetary value over \$100.00.
- Particular historic interest to the park.
- Reference value/demand
- Fragile or delicate condition.
- Unusual and attractive appearance or interest.

Users must wear white cotton gloves when using this collection and no ink pens or backpacks will be allowed in the room. Items from this collection will be loaned at the discretion of the Superintendent. Titles will be noted in the catalog as being in the locked section. A separate shelf list will be maintained in the locked section.

## **General Reference Collection**

These materials will be placed in a designated section of the general stacks or in the locked cases at the discretion of the librarian and may not be checked out of the library. Those in the locked cases will be handled accordingly.

## **Exhibited Materials**

In cooperation with the museum collections manager, the library manager will compile and maintain a list of all books, periodicals, and maps that are used as furnishings, and are not part of the library. This list will be maintained in the locked section, and will not be available for general distribution.

## **Interlibrary Loan**

Loans to other libraries will be made at the discretion of the library manager and Division Chief. Loans will be made of non-sensitive material only. A log of loaned materials will be maintained.

## **Pamphlet File Policy**

Items in the pamphlet file may be checked out in the same manner as books, unless specifically marked to the contrary. When borrowing material the entire file must be checked out, and all materials returned as a unit to the re-shelving area.

## **Scientific Research File Policy**

Items in the scientific research file may be checked out in the same manner as books, unless specifically marked to the contrary.

## **Audiovisual File**

Items in the audiovisual file may be checked out in the same manner as books, unless specifically marked to the contrary.

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## **Photocopying**

Photocopying of materials is permitted except for the following:

- Material that could be damaged by handling or exposure to light.
- Materials marked "Do Not Copy".
- Material photocopied by the library manager should be labeled: "NOTICE: This material may be protected by copyright law as found in Title 17, U.S. Code."

## **Additions to the Library**

### A. Adding New Library Books:

The Dewey Decimal classification system is used at HAVO. New books will go to the park library manager and be placed a work/processing area. Until cataloged, they may be used only in this area. The library manager will prepare an acquisition record for any materials obtained by the library which fall into the controlled access category. This record will include the date received, cost, source of acquisition and condition. All new acquisitions will be cataloged into the ProCite database and all necessary pockets, cards and labels created. The manager will forward a copy of the Procite entry to the Pacific West Regional Library for inclusion in the NPS Voyager database.

The park library manager will affix labels, pocket and checkout card to the publication. The books should be property stamped on the title page. Books will then be shelved in their normal location. The park's computerized catalog will be maintained by the library manager. A message should be sent to the Regional Library asking for an updated catalog on an annual basis. A monthly or quarterly memo should be sent to park employees listing the new additions (title, author, and short summary).

### B. Adding Items to the Pamphlet File and the Scientific Research File:

Material in these files will be recorded in ProCite and maintained by the library manager. Physical location in the Pamphlet File will be designated by subject and then by number within the subject. Physical location in the Scientific Research File will be designated by chronologically assigned research number.

### C. Adding Periodicals:

Records will be created in ProCite only for those periodicals which will be permanently retained.

### D. Adding Audiovisual Material:

Records will be created in ProCite as audiovisual materials are received.

## **Excluded Publications**

With the exception of the categories listed below, all books purchased with Service or Cooperating Association funds will be cataloged into the park library. Exempted categories are:

- Dictionaries, thesauruses, word finders, usage guides, or similar reference guides.
- Other publication regularly required for day-to-day activities, such as safety manuals, fire codes, policy binders, museum manuals, etc.
- Annual publications, such as almanacs, price books, catalogs, zip code guides, telephone directories, etc.
- Publications purchased/provided as part of an approved training program.

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(Note: Books in the excluded category may be included in the collections at the discretion of the library manager.)

## **Inventory**

The library will be inventoried annually in October. An up-to-date shelf list will be generated from the computerized catalog. The park library manager will match this shelf list with the current holdings of the park. Missing materials will be listed in a memorandum and circulated to the staff for a last attempt at finding the missing titles. Missing materials will be deleted from the catalog.

By the end of each calendar year the park library manager will compile a list of acquisitions and losses, noting both source and cost. This will be forwarded to the Park Superintendent as a status report.

## **Condition Assessment and Binding**

The physical condition of the collection should be reviewed on a regular basis for books that are in need of repair or removal. The library manager should do minor repairs when necessary. However, if the book is valuable, a professional conservator should be consulted before attempting any repairs. An assessment of the entire collection by a professional conservator should be performed if funding is available. Unbound journals, heavily used books or books with broken bindings will be bound at the recommendation of the park library manager when justified by value, frequency of use, and condition.

## **Weeding**

The removal of material from the collection judged to be of no value for documentary or research will occur on a yearly basis. Weeding should take place at the time of the annual inventory, and the same criteria used in the selection of materials should be applied. Items considered for de-accession may exhibit:

- Information outside the scope of collection
- Outdated information.
- Inaccurate information.
- Irreparably damaged or worn material.

(Note: Material should be evaluated for possible historic value.)

Weeding Procedures:

1. Material selected for disposal is listed in a memorandum and circulated to the staff for approval.
2. Certificate of Unserviceable Property (DI-103A) is prepared and circulated if appropriate. This form is designed for items valuing less than \$5000. Justification may be as simple as "Out of scope" or "Information is outdated" or "Worn out." It must be signed by the custodial Property Officer and a copy retained on file by the Library Manager to provide a paper trail of disposition treatment in the event of an audit.
3. Library records are updated in the accessions records and by the Pacific West Regional Library.
4. Park property stamps should be removed or covered over and if appropriate, material should be mark "discarded."
5. Material should be offered to:
  - Other Units in the Region
  - Harpers Ferry Library
  - Department of Interior LibraryMaterials may be donated to other institutions at the discretion of the library manager with the approval of the Superintendent.

Non-cataloged items, such as unbound periodicals, are disposed of at the discretion of the library manager, with general concurrence from park staff. Certain "popular" periodicals will be retained for two years

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beyond issue and then relevant portions will be extracted and placed in the reference files. The retention period for newsletters may be less than two years depending on usefulness and relevance.