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## Cheyenne and Arapaho Tribal Library Assessment

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**Cheyenne and Arapaho Tribes  
Library Program  
Onsite Library Assessment  
9/24/2011**

**REPORT**

The Cheyenne & Arapaho Tribes have articulated a mission to establish a Tribal Library Program. The purpose of the program is to ensure effective, culturally appropriate library services are available to its members and to anticipate the future needs for the services of the library. To that end they have received a Native American Basic Grants and Basic Grants with an Education/Assessment Option. A budgeted line item of the Education/Assessment Option is to provide funding for a consultant in order to provide an onsite professional library assessment.

The Onsite Library Assessment: The onsite assessment took place September 22, 2011.

**The Facility:**

The library is to be located in a room within the Education building in the complex of office buildings that serve as the administrative center for the tribes. The Education building is located in Concho, Oklahoma. There is sufficient parking available and the building is modest, but attractive. There are currently no signs outside the building indicating that a library is housed within the building. There is not a book drop currently in place, but one will be needed when a circulating collection is established.

The library room, located on the right, is the first room one encounters upon entering the building. It is adjacent to the offices of the Secretary/Receptionist and Data Research. The room is across from the distance learning offices and computer lab. It is an excellent selection and strategically placed for easy access. The room itself is around 800 square feet and is in a current state of disarray. There are a number of computer monitors stacked in piles throughout the room and a large copier taking up much needed space that will need to be removed. There is one

computer island with four computers and chairs. The computers are locked down and inactive. There are two walls lined with bookshelves and books. One wall of book shelves will need to be replaced as they are glassed in shelves with doors. This type of book cabinet is more appropriate for an office than a small circulating library collection. The room is crowded and ill-suited in its present state for children or adults to access the small book collection. It is obvious that the room is currently being used for storage and not in use as a library. The lighting is adequate and restrooms are available down the hall.

### **Analysis of Resources:**

Book collection: There are around 600 books currently in the collection and on the shelves. The books are in a state of disarray. They are not organized by subject, material or age group. A number of the children's books are somewhat old and tattered. It is obvious that a number of them are donations. They will need to be replaced immediately with new and updated materials. In reviewing the inventory spreadsheet sheet the selection of the books purchased with IMLS funds can be seen to be culturally appropriate and relevant to the needs of small rural tribal collection. The adult collection touches upon history, education, parenting, cooking, health and social conditions. The juvenile collection contains many relevant titles that are excellent choices; it is their disorder and condition that is a major concern.

There is currently no coding schema in place, no collection development policy, no donation policy. This is in need of immediate attention. The library hours are to run parallel to the Education building hours Monday through Friday. There are plans to host story hours on Saturday mornings and to use the room for special library events in the evening.

There are no digital resources available.

### **Recommendations:**

In terms of facility management the room needs to be cleaned of all office detritus and reorganized along a library floor plan that is ADA compliant; and that will make allowances for multi-age, multi-purpose use. The glassed in cabinets along the wall should be replaced with

shelves that allow for easy browsing. The copier machine needs to be removed. The computer island should be made functional, or removed. A staff person will need to be put into place who will oversee the room, services and collection once the library becomes functional and opens for business. Signage outside the building and a book drop are also elements that need to be considered.

In terms of resource management the book collection needs to be put in order (Dewey Decimal) and weeded of any materials that are obviously worn. A coding schema, a collection development policy, and a donation policy needs to be effected.

In order to fulfill the project goals of the Cheyenne and Arapaho Tribes Library Program and in order to move forward toward the goal of having a working, functioning Tribal Library a facility and collection management meeting needs to be held to implement the following steps:

1. The core collection of the books needs to be expanded to include reference materials that are particular to Tribal needs. It is also recommended that the Sun Tracks collection of Native Authors published by the University of Arizona be acquired. If this is to be a Tribal library, books written by Native American, First Nations and Indigenous authors' should stock its shelves. A list of core reference materials and other books lists have been provided to the staff.
2. An Integrated Library System or small library software for automating and cataloging needs to be selected and purchased. The current collection will need to be put into the system. The system will need to include cataloguing and circulation modules. Any system will require the purchase of the following items:
  - a. Bar Code Scanner
  - b. Bar Code Stickers
  - c. Date Stamper
  - d. Due Date Slips
  - e. Call Number Stickers

3. A floor map and layout of the room needs to be put into place. Bookshelves, tables and furnishings appropriate to children and adults need to be purchased. It is a good room but as it stands is in poor condition to receive or deal with the needs of patrons.

## **Conclusion**

Once the recommendations of this assessment are affected the next step is to begin looking at digital resources in the form of databases, digital books and downloadable audio content. It will also be necessary to develop a library web page to include an Online Public Access Catalog (OPAC). It is also recommended that collaborations be explored between the Cheyenne & Arapaho Library Program and existing Oklahoma library institutions in order to expand and grow its resources to secure access to the free databases provided by the Oklahoma Department of Libraries.

An excellent tool to use in the organization of the Cheyenne & Arapaho Library Program exists in the form of the Tribal Library Procedures Manual (TRAILS) 2008. A copy has been provided.

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9/24/2011

## **Murray, Frederic**

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**From:** Connie Yellowman [cyellowman@c-a-tribes.org]  
**Sent:** Monday, September 19, 2011 9:54 AM  
**To:** Murray, Frederic  
**Subject:** Tribal Library Assessment and Recommendations  
**Attachments:** CnA 2010 IMLS Basic Library App.pdf

Mr. Murray.

The Cheyenne and Arapaho Tribes have been recipients of an IMLS Native American Basic Library Grant for several years. Last January, I was assigned to oversee the grant. There are several things that I knew we needed to do such as purchase cataloging software, develop a written check-out policy, library cards for check-out....almost everything you could possibly do if you beginning a library and had close to 600+ book and materials.

The 2010 Basic Library Application is attached. Before you come to conduct the assessment, I will provide you a list of our library holdings. It is an excel sheet and the way it was set up is not the best for sorting by author (data is first name then last name). There is a category that has from one to 10 words, and the title has "The" at the beginning. So let me know how you think it would be most useful for you.

I emailed Alison Freese to see if she had an assessment form or if she could point me in the best direction. I'll send you what she provides or suggests. I also mentioned to Alison that you said you would perform the task gratis and that we would allocate the consultant fee to purchase \$1,000 of something you recommend.

I will stop by tomorrow. The lecture series begins at 10 am in the Stafford Building and ends at 11:30 am. I have the last 30 minutes. Then my beading workshop begins at 1 pm in the Art Gallery and concludes at 4 pm.

I can arrive at the library between 9:15 and 9:30 in the morning, or after I conclude the workshop at 4 pm that would realistically be 4:30 by the time I arrive at the library. What works best for you?

## **Connie Hart Yellowman**

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