

APPENDIX A

NEEDS ASSESSMENT

TRIBAL INFORMATION NEEDS SURVEY

How would you rate the importance of having access to the following?:

	Primary Importance	Secondary Importance	Little or no Importance	No Opinion
<u>A. American Indian Culture</u>				
1. History of tribes.	1	2	3	4
2. Noted leaders of American Indians, past and present.	1	2	3	4
3. Arts and crafts of American Indian tribes.	1	2	3	4
4. Native medicine used by American Indian tribes.	1	2	3	4
5. Legends and stories of American Indian tribes.	1	2	3	4
6. Philosophies of religions among American Indian tribes.	1	2	3	4
7. American Indian music and dances.	1	2	3	4
8. Types of American Indian dress.	1	2	3	4
9. Important tribal events and customs.	1	2	3	4
10. Languages of American Indian tribes.	1	2	3	4

B. Family Life

11. Information about family planning.	1	2	3	4
12. Information about pregnancy.	1	2	3	4

	Primary Importance	Secondary Importance	Little or no Importance	No Opinion
13. Information about caring for infants.	1	2	3	4
14. Early childhood information.	1	2	3	4
15. Information about puberty.	1	2	3	4
16. Information about child-parent relations.	1	2	3	4
17. Information about aging.	1	2	3	4

C. Service Agency Information

18. Information about employment in urban areas.	1	2	3	4
19. Information about housing availability and conditions in urban areas.	1	2	3	4
20. Social agencies designed to assist Indian people in urban areas.	1	2	3	4
21. Locations of and services available from Indian centers and interest groups.	1	2	3	4
22. Public Health Service and their agencies that provide services to Indians.	1	2	3	4
23. Small Business Administration and its efforts to aid Indian-owned businesses.	1	2	3	4
24. Information about federal government agencies that directly affect Indian people.	1	2	3	4

	Primary Importance 1	Secondary Importance 2	Little or no Importance 3	No Opinion 4
25. State and local agencies that provide services to members of your village.				

D. Legal and Civil Rights Information

26. Information about the U.S. Constitution.	1	2	3	4
27. Information about the Alaskan Constitution.	1	2	3	4
28. Information about the Village Constitution.	1	2	3	4
29. Laws dealing with jurisdiction.	1	2	3	4
30. Treaties made by your tribe with the United States Government.	1	2	3	4
31. Information about bills passed by Congress that affect Am. Indians and Alaskan Natives.	1	2	3	4
32. Information about the Code of Federal Regulations, Title 25.	1	2	3	4
33. Information about access to legal counsel, legal proceedings.	1	2	3	4
34. Information about organization of courts and their functions.	1	2	3	4
35. The legality of land claims as they relate to your tribe.	1	2	3	4
36. Information that explains equal employment opportunities of individuals.	1	2	3	4

	Primary Importance	Secondary Importance	Little or no Importance	No Opinion
<u>E. Consumer Information</u>				
37. Information about loans; how interest rates are figured.	1	2	3	4
38. Information about kinds of insurance that can be purchased.	1	2	3	4
39. Information about credit and time payments.	1	2	3	4
40. Information about how mortgages are made and what it involves.	1	2	3	4
41. Preparing family budgets.	1	2	3	4
42. Information on different kinds of taxes.	1	2	3	4
<u>F. Education Information Needs</u>				
43. Information about scholarship and fellowships available.	1	2	3	4
44. Information about colleges and universities.	1	2	3	4
45. Information about adult education including Adult Basic Education Courses.	1	2	3	4
46. Information about college entrance exams.	1	2	3	4
<u>G. Health and Safety Information</u>				
47. Information about diet and nutrition.	1	2	3	4

	Primary Importance	Secondary Importance	Little or no Importance	No Opinion
48. Effects of alcohol and alcohol treatment programs.	1	2	3	4
49. Drugs and narcotics information/ treatment programs.	1	2	3	4
50. Information on communicable diseases, symptoms and possible effects.	1	2	3	4
51. Information on mental health.	1	2	3	4
52. First aid information.	1	2	3	4
53. Information on different agencies that are concerned with health and safety information.	1	2	3	4
54. Information on individual grooming and appearance.	1	2	3	4
<u>H. Contemporary Events</u>				
55. Information concerning new or current government Indian policies.	1	2	3	4
56. Information about current business, market and economic news.	1	2	3	4
57. Information about government policies that directly affect you as an individual.	1	2	3	4
58. Current sports or recreational activities.	1	2	3	4
59. Information about current Indian organizations and their work.	1	2	3	4

	Primary Importance	Secondary Importance	Little or no Importance	No Opinion
60. Information about local-personal/social events.	1	2	3	4

Add any other information needs not listed about that area of importance to you. Survey adapted from NIEA's "Library Information Needs Questionnaire," 1972.

PERSONAL INFORMATION

Check the appropriate boxes below that characterize you.

Sex

Male	Female
<input type="checkbox"/>	<input type="checkbox"/>

Indicate your age group.

15-20	21-30	31-40	41-60	60-Over
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is your highest grade completed in school?

1-3	4-6	7-8	9-10	11-12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What, if any, post high school education have you completed?

None	1 Year	2 Years	3 Years	over 3 Years
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To what extent have you completed courses in Adult Education?

None	Some	Completed GED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you speak your native language?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Do you read your native language?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Do you write your native language?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Self-Employed	Gov't Job	Tribal Job	Commercial/Industrial Employee	Unemployed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Which general employment description best fits your present work?

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Check the box that best classifies your present or most recent job.

Clerical	Domestic	Profess.	Laborer	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To what extent do the rules and regulations of the library, such as return dates, book fines, no smoking, the checkout procedures or no talking, prevent you from using the library?

Very Little Little Some Much Very Much

To what extent does the lack of native-related material discourage you from using the library?

To what extent does the lack of other materials you have an interest in discourage you from using the library?

To what extent do the hours that the library is open discourage you from using it?

To what extent do transportation problems make it difficult for you to use existing library facilities?

To what extent does distance cause you difficulty in using existing library facilities?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There are none Once per mo Twice per mo. 3 Times per mo. 4 Times per mo.

How often do you have access to bookmobile services?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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How far is the nearest library
from your home?

0-1 Mile	2-3 Miles	4-5 Miles	6-10 Miles	11 or More
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What library hours would be most
convenient for your use?

8 a.m.-- 5 p.m. Weekdays	8 a.m.-- 5 p.m. Weekends	5 p.m.-- 10 p.m. Weekdays	5 p.m.-- 10 p.m. Weekends
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX B
SELECTION POLICY

SAMPLE SELECTION POLICY

The Sac and Fox Tribe
Collection Development Policy

I. THE RESERVATION

The Library has a special responsibility in serving the needs of individuals and groups on or near the reservation. A knowledge of the tribe is a vital ingredient in the responsible selection of library materials. There must be knowledge of tribal interests, needs, and problems.

II. PHILOSOPHY AND GOALS

The Library seeks to promote endeavors which will stimulate and expand the reading interests of both children and adults and to coordinate this work with that of other educational, social, and cultural groups in the tribe in cooperative effort. The Library has the responsibility then, as is appropriate, to provide:

- Expertly selected books and other materials for use in development and enrichment of the human spirit.
- Advice and guidance in the use of these materials.
- Information and research services to aid in the search for knowledge and learning.
- Cooperation with groups and agencies in the tribe in stimulating education and cultural activities.
- Sponsorship of discussion groups, institutes, and film forums to encourage continuing learning through use of books and other materials.

III. CRITERIA FOR SELECTION

Library materials are selected by the Librarian and staff, since no one person is fully qualified to determine the reading needs of all persons in all sections of the community. Suggestions from tribal members are always welcomed and given serious consideration. Competent reviewing media and basic lists of standard works are consulted as an aid in selection.

All acquisitions, whether purchased or donated, are considered in terms of the following standards. When judging the quality of materials, several standards and combinations of standards may be used.

General Criteria:

Suitability of physical form for library use
Insight into human and social conditions
Suitability of subject and style for intended audience
Present and potential relevance to tribal needs
Appropriateness and effectiveness of medium to content
Importance as a document of the times
Relation to existing collection and other materials on subject and/or significance of author
Attention of critics, reviewers, and public

Budgetary considerations

Availability of materials through inter-library loan and special or more comprehensive library collections in the area

General commercial availability of library materials

Specific Criteria for the Evaluation of Works of Information and Opinion:

Authority

Comprehensiveness and depth of treatment

Clarity, accuracy, and logic of presentation

Statement of challenging or original point of view

Specific Criteria for the Evaluation of Works of Imagination

Representation of important movement (literary or social), genre, trend, or national culture

Vitality and originality

Artistic presentation and experimentation

Sustained interest

Effective characterization

Authenticity of historical, regional, or social setting

Materials to satisfy highly specialized interests are bought if real or potential demand exists. In certain cases, the most satisfactory service to a reader is to obtain the book on loan from a state or national library, or to refer the individual to another institution or to an expert in that field.

IV. PROBLEM AREAS

Binding, Mending, and Withdrawal

Keeping materials in good physical condition is essential. Decisions to mend, bind, or withdraw are based on the actual condition of the book, current validity of its contents, availability for reorder, cost of binding vs. replacement, and physical attractiveness of the solution.

Theft and Mutilation

Stolen or mutilated materials will be replaced when they are deemed necessary for the maintenance of a well-rounded collection. Materials of marginal importance whose use cannot be adequately controlled may, at times, not be replaced.

V. SPECIAL FORMATS

Nonbook materials (recordings, microfilm, films paintings, etc.) are an integral part of the library's holdings and will be provided as far as possible within the budget. The same philosophy and standards of selection which apply to books apply to the selection of material other than books. Need, demand, and use are factors to be considered.

VI. GIFTS

Gift additions must meet the same selection criteria as purchased materials. Materials which fail to meet established criteria will be (a) returned to the donor, or (b) disposed of at the discretion of the librarian. In some cases, titles are received or purchased which could not have been acquired from library funds because of budget limitations. The Library encourages monetary gifts not earmarked for specific items in order to permit the most flexible use of the donation for the enrichment of the collection.

VII. WEEDING

Weeding is a thorough and conscientious effort to achieve a well-balanced collection suitable to the clientele served and should be a continuous, consistent process. Factors to consider in weeding are:

- The physical condition of the book
- Slow moving material not listed in standard sources
- Books containing subject matter no longer of current interest
- Multiple copies of titles no longer in demand
- Old editions replaced by later revisions of nonfiction titles

VIII. INTELLECTUAL FREEDOM

The library collection must obtain the various positions expressed on important, complicated, or controversial questions, including unpopular or unorthodox positions. The library does not promote particular beliefs or views. It provides a resource where the individual can examine issues freely and make his own decisions.

Selection will be made on the merits of the work in relation to the building of the collections and to serving the interest of the readers.

Responsibility for the reading of minors rests with their parents and legal guardians. Selection of adult material will not be limited by the possibility that books may inadvertently come into the possession of minors.

IX. CHALLENGED MATERIAL

The complainant will be requested to file the objection in writing on the form provided by the librarian. The Director will then present the written complaint to the Library Board who will read and examine the material in question. The value and faults of the material as a whole will be weighed. The Board will then recommend retaining or withdrawing the questioned material. The complainant will be advised of the decision.

X. REVISION

This statement of policy will be revised as time and circumstances require.

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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, June 27, 1967, and January 23, 1980,
by the ALA Council.

APPENDIX C SELECTION AIDS

RETROSPECTIVE SELECTION AIDS--to be used when starting a library, filling gaps in the collection or evaluating library collection.

Elementary School Library Collection, Eighteenth Edition, 1992. Bro-Dart Foundation, 500 Arch Street, Williamsport, PA 17705-9977.

New editions of this selection tool are published every two years. It contains over 11,000 print, non-print and periodical items appropriate for children. It is arranged by Dewey classification number but has an index of author, title and subjects. Items included are reviewed and recommended by practicing school librarians. Brief descriptions of the items are provided.

Fiction Catalog, Twelfth Edition (1991). H.W. Wilson Company, 950 University Ave., Bronx, NY 10452. \$98.

Hardcover volume published every five years. Four paperbound supplements published at one year intervals. The hardcover volume lists over 5,200 books of adult fiction recommended for use in public

libraries. Supplements will list approximately 600 newly published titles.

Public Library Catalog, Ninth Edition (1989). H.W. Wilson Company, 950 University Avenue, Bronx, NY 10452. Hardcover volume and four annual supplements. \$180.

The hardcover volume lists over 7,250 nonfiction titles recommended by practicing librarians for use in public libraries. Supplements list a total of 3,200 additional titles.

Other Wilson publications: Children's Catalog, Junior High Library Catalog and Senior High Library Catalog are also good sources of recommended materials.

CURRENT SELECTION AIDS--to be used for selecting new material to add to the collection.

Booklist. American Library Association; 50 East Huron Street; Chicago, IL 60611. \$60 per year. Published twice monthly September through June and monthly in July and August it reviews several thousand items a year including reference books, non print media, government publications and materials for all levels of readers. It is recommended as the single best source of reviews of new material.

Library Journal. Bowker Company, P.O. Box 1427, Riverton, NJ 08077. \$74 per year. Issued 20 times a year, it reviews materials in broad subject areas appropriate for public libraries. It also contains brief library news items and articles about library issues.

APPENDIX D

SELECTED LIST OF LIBRARY SUPPLIERS AND JOBBERS

Baker and Taylor
652 East Main St.
P.O. Box 6920
Bridgewater, NJ 08807
(201) 218-3822
(books, video and audio
cassettes, catalog cards)

Brodart
500 Arch Street
Williamsport, PA 17705
1-800-233-8467
(books, videos, furniture,
catalog cards)

Catalog Card Corporation
11300 Rupp Drive
P.O. Box 1276
Burnsville, MN 55337
1-800-328-2923
(catalog cards, circulation
records)

Demco, Inc.
P.O. Box 7488
Madison, WI 53707
1-800-356-1200
(supplies, equipment)

Gaylord Brothers, Inc.
Box 4961
Syracuse, NY 13221
1-800-448-6160
(supplies, furniture,
equipment)

Highsmith Company, Inc.
W5527 Highway 106
P.O. Box 800
Fort Atkinson, WI 53538
1-800-558-2110
(furniture, supplies,
equipment)

Ingram Library Services, Inc.
347 Reedwood Drive
Nashville, TN 37217
1-800-251-5902
(books, video and audio cassettes,
software, catalog cards)

APPENDIX E

**BASIC INDIAN COLLECTION FOR
TRIBAL LIBRARIES**

NON-FICTION

FICTION

CHILDREN AND YOUNG ADULT

NON-FICTION

Allen, T.D	Navahos Have Five Fingers
Appleton, Leroy H.	American Indian design and decoration
Baker, Betty	At the Center of the World; based on Papago and Pima myths
Bataille, Gretchen M. & Sands, Kathleen M.	American Indian Women: A Guide to Research
Bealer, Alex W.	Only the Names Remain; the Cherokees and the Trail of Tears
Behrens, June	Powwow; photos compiled by Terry Behrens
Bemister, Margaret	Thirty Indian Legends of Canada
Bierhorst, John	Fire Plume; Legends of the American Indians
Black Elk	Black Elk Speaks
Bleeker, Sonia	The Apache Indians; Raiders of the Southwest
Bleeker, Sonia	The Cherokee; Indians of the Mountains
Bleeker, Sonia	The Chippewa Indians; Rice Gathers of the Great Lakes
Bleeker, Sonia	The Delaware Indians; Eastern Fisherman and Farmers
Boyd, Maurice	Kiowa Voices
Boyd, Maurice	Kiowa Voices, Vol II. Myths Legends & Folktales
Brown, Dee	Bury My Heart at Wounded Knee: An Indian History of the American West
Caraway, Caren	Plains Indians Designs
Caraway, Caren	Southeastern Woodland Indian Designs
Carlson, Roy L.	Indian Art Traditions of the Northwest Coast
Coe, Ralph T.	Sacred Circles: Two Thousand Years of

	North American Art
Confederation of American Indians	Indian reservations: A state and federal handbook
Cunningham, Maggi	Cherokee Tale-teller
Curtis Edward G.	Girl Who Married A Ghost and Other Tales from the North American Indian
Curtis, Edward S.	The North American Indians
Deloria, Vine	Custer Died for Your Sins
Dennis, Henry C.	The American Indian, 1492-1976. A Chronology and Fact Book
Densmore, Frances	How Indians Use Wild Plants for Food, Medicine & Crafts
Dockstader, Frederick J.	Great North American Indians Profiles in Life and Leadership
Dorris, Michael	The Broken Cord
Douglas, Frederic H. & D'Harnoncourt, Rene	Indian Art of the United States
Dutton, Bertha P. & Olin, Caroline	Myths & Legends of the Indian Southwest
Erdoes, Richard & Ortiz, Alfonso	American Indian Myth and Legends
Erdoes, Richard	Native Americans; the Pueblos
Erdoes, Richard	Sound of Flutes and Other Indian Legends
Fletcher, Alice C.	Indian Games & Dances with Native Songs
Fronval, George & Dubois, Daniel	Indian Signs and Signals
Glubok, Shirley	Art of the North American Indian
Grimshaw, Polly Swift	Images of the other: A guide to microform manuscripts on Indian white relations.
Haas, Marilyn L.	Indians of North America: Methods and Sources for Library Research
Hill, Edward E.	Guide to Records in the National Archives Relating to American Indians

Hofsinde, Robert	Indian Picture Writing
Hofsinde, Robert	Indian Sign Language
Klein Barry T., ed.	Reference Encyclopedia of the American Indian, 6th edition
Kroeber, Theodore	Ishi in Two Worlds. A Biography of the last Wild Indian in North America
Kuipers, Barbara J.	American Indian Reference Books for Children and Young Adults
Laubin, Gladys and Reginold	Indian Dances of North America: Their Importance to Indian Life
Marriott, Alice	The Ten Grandmothers
Mitchell, Emerson	Miracle Hill: The Story of a Navaho Boy
Momaday, W. Scott	The Names
Nabokov, Peter	Native American Testimony; an Anthology of Indian and White Relations, First Encounter to Dispossession
Nabokov, Peter & Easton, Robert	Native American Architecture
National Geographic Society	The World of the American Indian
Naylor, Maria	Authentic Indian Designs
Neihardt, John	Black Elk Speaks: Being the Life Story of a Holy Man of the Oglala Sioux
Orchard, William C.	Beads & Beadwork of the American Indians
Poatgieter, Alice Hermina	Indian Legacy; Native American Influences on World Life and Culture
Sandoz, Mari	These Were the Sioux
Sides, Dorothy	Decorative Art of the Southwestern Indians
Standing Bear, Luther	My People the Sioux
Strickland, Rennard & Wilkinson, Charles	Felix S. Cohen's Handbook of Federal Indian Laws
Strickland, Rennard F.	The Indians in Oklahoma

Tanner, Clara L.	Southwest Indian Craft Arts
Tanner, Helen Hornbeck	Atlas of Great Lakes Indian History
Tatum, Laurie	Our Red Brothers & the Peace Policy of President Ulysses S. Grant
Tunis, Edwin	Indians
Velie, Alan R., ed.	American Indian Literature: An Anthology
Vestal, Stanley	Sitting Bull, Champion of the Sioux
Viola, Herman J.	Diplomats in Buckskins. A History of Indian Delegations In Washington City
Vogel, Virgil J.	American Indian Medicine
Waldman, Carl	Atlas of the North American Indian
Waldman, Carl	Encyclopedia of Native American Tribes
Washburn, Wilcomb	The American Indian and the United States
Wheeler, M.J.	First Came the Indians
Yue, David and Charlotte	Tipi, a center of Native American Life

FICTION

Allen, Paula Gunn	The Sacred Hoop
Allen, Paula Gunn	Spider Woman's Granddaughter: Traditional Tales and Contemporary Writings by Native American Women
Brown, Dee	Creek Mary's Blood
Bruchac, Joseph	Native American Stories
Bruchac, Joseph	New Voices from the Longhouse
Conley, Robert	The Witch of Going Snake and other Stories
Craven, Margaret	I Heard the Owl Call My Name

Dorris, Michael	The Broken Cord: A Family's On-Going Struggle with Fetal Alcohol Syndrome
Dorris, Michael	Yellow Raft in Blue Water
Erdrich, Louise	The Beet Queen
Erdrich, Louise	Love Medicine
Glancy, Diane	Claiming Breath
Harjo, Joy	In Mad Love and War
Hillerman, Tony	Dance Hall of the Dead
Hillerman, Tony	Talking God
Hogan, Linda	Calling Myself Home
Momaday, N. Scott	House Made of Dawn
Momaday, N. Scott	The Way to Rainy Mountain
Momaday, N. Scott	The Ancient Child
Silko, Leslie Marmon	Almanac of the Dead
Silko, Leslie Marmon	Ceremony
Silko, Leslie Marmon	Storyteller
Welch, James	Winter in the Blood
Welch, James	Fools Crow
Whiteman, Roberta Hill	Star Quilt
Young Bear, Ray	The Invisible Musician

CHILDRENS' AND YOUNG ADULT

Ata, Te	Baby Rattlesnake
Baker, Betty	Walk the World's Rim
Baker, Olaf	Where the Buffalos Begin
Batdorf, Carol	Spirit Quest: The Initiation of an Indian Boy

Bierhorst, John	The Mythology of North America
Borland, Hal	When Legends Die
Bruchac, Joseph	The Wind Eagle and Other Abenaki Stories
Cameron, Anne	How Raven Freed the Moon
Cameron, Anne	Lazy Boy
Cameron, Anne	Orca's Song
Cameron, Anne	Raven Returns the Water
Clark, Ann Nolan	In My Mother's House
Clark, Ann Nolan	Little Boy with Three Names: Stories of Taos Pueblo
Clark, Ann Nolan	Little Herder in Autumn
Curry, Jane Louise	Back in the Beforetime: Tales of the California Indians
dePaola, Tomie	The Legend of the Blue Bonnet
Ferris, Jeri	Nature American Doctor: The Story of Susan LaFlesche Picotte
Freedman, Russell	Buffalo Hunt
Freedman, Russell	Indian Chiefs
Garaway, Margaret Kahn	Ashkii and His Grandfather
George, Jean Craighead	Julie of the Wolves
Goble, Paul	Buffalo Woman
Goble, Paul	Death of the Iron Horse
Goble, Paul	Gift of the Sacred Dog
Goble, Paul	The Girl Who Loved Wild Horses
Goble, Paul	Iktomi and the Ducks
Goble, Paul	Star Boy
Hillerman, Tony	The Boy Who Made Dragonfly

Jones, Jayne Clark	The American Indians in America. Vol. II: The Late 18th Century to the Present
Keegan, Marcia	Pueblo Boy: Growing Up in Two Worlds
Keith, Harold	Rifles for Watie
Kelly, Lawrence C.	Federal Indian Policy
Kleitsch, Christel & Stevens, Paul	Dancing Feathers
LeSueur, Meridel	Sparrow Hawk
Liestman, Vicki	Columbus Day
McDermott, Gerald	Arrow To The Sun
Miles, Miska	Annie and the Old One
Morrow, Mary Frances	Sarah Winnemucca
O'Dell, Scott	Island of the Blue Dolphin
O'Dell, Scott	Sing Down the Moon
Ortiz, Simon	The People Shall Continue
Red Hawk, Richard	Grandfather's Story of Navajo Monsters
Sandoz, Mari	The Horsecatcher
Sandoz, Mari	The Story Catcher
Sneve, Virginia Driving Hawk	High Elk's Treasure
Standing Bear, Luther	My Indian Boyhood

Non-Fiction

Bains, Rae	Indians of the West
Hotvedt, Kris	Fry Breads, Feast Days, and Sheeps: Stories of Contemporary Indian Life

Nashone

Where Indians Live: American Indian
Houses

Stein, Conrad R.

The Story of the Trail of Tears

Stein, Conrad R.

The Story of Wounded Knee

Biographies

George, Chief Dan & Hirschall, Helmut

My Heart Soars

Pastron, Allen G.

Great Indian Chiefs

APPENDIX F

BIBLIOGRAPHY OF SUGGESTED READING

The following titles may be useful for those persons who would like more information on operating a small library.

Baum, Willa. **Oral History for the Local Historical Society**. 2d ed., rev. Nashville, Tenn.: American Assn. for State and Local History, 1974.

Cassell, Kay Ann and Elizabeth Futas. **Developing Public Library Collections, Policies, and Procedures: A How-To-Do-It Manual for Small and Medium-Sized Public Libraries**. How-To-Do-It Manuals for Libraries; no. 12. New York: Neal-Schuman Publishers, Inc., 1991.

Dance, James C. **Public Relations for the Smaller Library**. Small Libraries Publication Series. no. 4. Chicago: American Library Association, 1979.

Davis, Cullom, Kathryn Back, and Kay MacLean. **Oral History: From Tape to Type**. Chicago: American Library Association, 1977.

Fleckner, John A. **Native American Archives**. Chicago: The Society of American Archivists, 1984.

Fox, Beth Wheeler. **The Dynamic Community Library: Creative, Practical, and Inexpensive Ideas for the Director**. Chicago: American Library Association, 1988.

A director's guide which focuses on seven areas of particular concern to librarians. These include working with volunteers and friends groups, analyzing the community, developing library service, fund raising and publicity.

Gervasi, Anne and Betty Kay Seift. **Handbook for Small, Rural, and Emerging Public Libraries**. Phoenix: Oryx Press, 1988.

An easy to read, practical volume that covers every major aspect of operating a small library.

Katz, Bill, ed. **The How-To-Do-It Manual for Small Libraries**. New York: Neal-Schuman Publishers, Inc., 1988.

LAMA Small Libraries Publications Series. Chicago: American Library Association, 1978-

- no. 1. **The Trustee of a Small Public Library**, Second Edition
- no. 2. **The Librarian as Administrator of the Small Public Library**.
- no. 3. **Fiscal Responsibility and the Small Public Library**.
- no. 4. **Public Relations for the Smaller Library**.
- no. 5. **Personnel Administration in the Small Public Library**.
- no. 6. **Serving Children in Small Public Libraries**.
- no. 8. **Fund Raising for the Small Library**.
- no. 9. **Library Service for Adults**.
- no. 10. **Library Cooperation**.

- no. 11. **Planning the Small Public Library Building.**
- no. 12. **Reference Service in the Small Library.**
- no. 13. **Technical Services in the Small Library.**
- no. 14. **Knowing Your Community and Its Needs.**
- no. 15. **Preservation and Conservation in Small Libraries.**
- no. 16. **Video and Other Nonprint Resources in the Small Library.**
- no. 17. **Collection Development in the Small Library.**
- no. 18. **Automating the Small Library.**
- no. 19. **Young Adult Service in the Small Library.**
- no. 20. **Budgeting and Financial Record Keeping in the Small Library.**
- no. 21. **Human Management in the Small Library.**

Each of these booklets is designed to assist staff in small libraries by providing direction and practical help.

Miller, Shirley. **The Vertical File and Its Satellites.** Littleton, Colorado: Libraries Unlimited, 1979.

Moorman, John A. **Managing Small Library Collections in Businesses and Community Organizations: Advice for Non-Librarians.** Chicago: American Library Association, 1989.

Designed for the layperson who is setting up a library, this book gives brief chapters on organizing the collection, ordering and circulating books and other practical advice.

Weigand, Darlene. **Administration of the Small Public Library.** 3rd ed., Chicago: American Library Association, 1992.

All aspects of administration in a small public library are addressed in this revision of an earlier work. The book emphasizes marketing library service and effective use of funds, resources and personnel to meet community needs.

**For more information, or to order the above
titles, contact these publishers:**

American Library Association
50 East Huron Street
Chicago, IL 60611
1-800-545-2433

Neal-Schuman Publications, Inc.
23 Leonard Street
New York, NY 10013

The Oryx Press
2214 North Central at Encanto
Phoenix, AZ 85004-1483
1-800-279-ORYX

Society of American Archivists
600 S. Federal, Suite 504
Chicago, Illinois 60605

APPENDIX G

STATE LIBRARY AGENCIES

Alabama Public Library Service
6030 Monticello Drive
Montgomery, AL 36130
(205) 277-7730

Alaska State Library Department of Education
Box G
Juneau, AK 99811
(907) 465-2910

Arizona State Library
1700 West Washington
Phoenix, AZ 85007
(602) 255-4035

Arkansas State Library
One Capitol Mall
Little Rock, AR 72201
(501) 371-1526

California State Library
Box 942837
Sacramento, CA 94237
(916) 445-2585

Colorado State Library
201 East Colfax
Denver, CO 80203
(303) 866-6733

Connecticut State Library
231 Capitol Avenue
Hartford, CT 06106
(203) 566-4192

Delaware Division of Libraries
Dept. of Community Affairs
Box 639
Dover, DE 19901
(302) 736-4748

Florida State Library
R.A. Gray Building
Tallahassee, FL 32399
(904) 487-2651
Division of Public Library Services
156 Trinity Avenue S.W.
Atlanta, GA 30303
(404) 656-2461

Hawaii Office of Library Services
465 South King Street
Room B-1
Honolulu, HI 96813
(808) 548-5585

Idaho State Library
325 West State Street
Boise, ID 83702
(208) 334-5124

Illinois State Library
Centennial Memorial Building
Springfield, IL 62756
(217) 782-2994

Indiana State Library
140 North Senate Street
Indianapolis, IN 46204
(317) 232-3692

Iowa State Library
Department of Cultural Affairs
Historical Building
Des Moines, IA 50319
(515) 281-4113

Kansas State Library
3rd Floor State Capitol
Topeka, KS 66612
(913) 296-3296

Kentucky Department For Libraries and Archives
Box 537
Frankfort, KY 40602
(502) 875-7000

Louisiana State Library
Box 131
Baton Rouge, LA 70821
(504) 342-4923

Maine State Library
State House Station 64
Augusta, ME 04333
(207) 289-3561

Division of Library Development and Services
Maryland State Dept. of Educ.
200 West Baltimore Street
Baltimore, MD 21201
(301) 333-2000

Massachusetts Board of Library
Commissioners
648 Beacon Street
Boston, MA 02215

(615) 267-9400

Library of Michigan
Box 30007
Lansing, MI 48909
(517) 373-1580

Office of Library Development and Services
Minnesota Dept. of Education
440 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
(612) 296-2821

Mississippi Library Commission
1221 Ellis Avenue
Box 10700
Jackson, MS 39209
(601) 359-1036

Missouri State Library
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(314) 751-2751

Montana State Library
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Helena, MT 59620
(406) 444-3115

Nebraska Library Commission
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(402) 471-2045

Nevada State Library
Capitol Complex

Carson City, NV 89710
(702) 885-5130

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(603) 271-2393

Division of State Library, Archives and History
185 West State Street
Trenton, NJ 08625
(609) 292-6201

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(505) 827-3804

New York State Library
Room 10C34
Empire State Plaza
Albany, NY 12230
(518) 474-5930

Dept. of Cultural Resources
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109 East Jones Street
Raleigh, NC 27611
(919) 733-2570

North Dakota State Library
Library Memorial Building
Capitol Grounds
Bismarck, ND 58505
(701) 224-2492

State Library of Ohio
65 South Front Street
Columbus, OH 43266
(614) 644-7061

Oklahoma Dept. of Libraries
200 N.E. 18th Street
Oklahoma City, OK 73105
(405) 521-2502

Oregon State Library
Salem, OR 97310
(503) 378-4367

State Library of Pennsylvania
Box 1601
Harrisburg, PA 17105
(717) 787-2646

Rhode Island Dept. of State Library Services
95 Davis Street
Providence, RI 02908
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South Carolina State Library
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Box 11469
Columbia, SC 29211
(803) 734-8666

South Dakota State Library and Archives
800 Governor Drive
Pierre, SD 57501
(605) 773-3131

Tennessee State Library and Archives
403 Seventh Avenue N.
Nashville, TN 37219
(615) 741-3158

Texas State Library
Box 12927 Capitol Station
Austin, TX 78711
(512) 463-5460

Utah State Library
2150 South 300 West
Suite 16
Salt Lake City, UT 84115
(801) 466-5888

State of Vermont Dept. of Libraries
c/o State Office Bldg. Post Office
Montpelier, VT 05602
(802) 828-3265
Virginia State Library
Richmond, VA 23219
(804) 786-2332

Washington State Library
Capitol Campus
Olympia, WA 98504
(206) 753-2915

West Virginia Library Commission
Science and Cultural Center
Charleston, WV 25305
(304) 348-2041

Division for Library Services
Wisconsin Dept. of Public
Instruction
125 South Webster Street
Madison, WI 53707
(608) 266-2205

Wyoming State Library
Supreme Court Building
Cheyenne, WY 82003
(307) 777-7283