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# Collection Management Policy

December 2009

# **GREAT FALLS PUBLIC LIBRARY COLLECTION MANAGEMENT POLICY**

## **Library Mission Statement**

To provide excellent library service for the City of Great Falls, for Cascade County and for our various partnerships, in support of the quest for a better quality of life. This mission is best fulfilled through a focus on service to people of all ages and their needs, with an emphasis on services to youth; through service delivery to the underserved; through development of appropriate collections and technologies; and through maintenance of an informed and progressive organization.

Adopted by the Great Falls Public Library Board of Trustees March 16, 1998

## **AUTHORITY**

Final authority for the determination of policy in the selection and acquisition of materials is vested in the Great Falls Public Library Board of Trustees. The actual selection of materials has been delegated by the Board to the Director and staff acting within the guidelines of this policy and within the limitations imposed by the materials budget.

## **PURPOSE OF THE POLICY**

The Collection Management Policy is a tool to guide the selection, maintenance and distribution of materials relevant to the community. It serves as a touchstone for planning and long-range development. It provides for accountability to the Board, staff, and users. It contains flexibility and responsiveness.

It is not the purpose of the collection to serve as a school or academic library, although many of its materials may be used as supplements to such collections. The purpose of the collection, and the policy governing selection, is to reflect the needs of the community as a whole.

## **COMMUNITY AND SPECIAL USER GROUPS**

The Great Falls Public Library serves the informational and recreational needs of the City of Great Falls and Cascade County. Cascade County is Montana's fifth most populous county, with an estimated 81,775 residents as of July 1, 2007. Great Falls, the county seat, is the state's third largest city, with a population estimated at 58,827 in 2007.<sup>1</sup> Great Falls accounts for 71.9% of Cascade County's total population. Other cities and towns in Cascade County include: Belt, Cascade, Monarch, Neihart, Sun River, and Ulm.

Great Falls is bordered on the west by the Rocky Mountains, to the southeast by the Little Belt and Highwood Mountains, and by the Hi-line area to the north. The city is home to Malmstrom Air Force Base, which is a driving force in the regional economy, employing the majority of the 3,872 military employees reported for Cascade County in 2006. Great Falls also boasts the C. M. Russell Museum, the Lewis & Clark Interpretive Center, and two colleges: the University of Great Falls, and the MSU-Great Falls College of Technology.

*-Montana Dept. of Labor and Industry, Research & Analysis Bureau, Cascade County Flier*

## Community Analysis

		Great Falls	Cascade County
<b>POPULATION</b>		58,520	81,888
Age	(under 5)	7.3 %	7.2%
	(5-19)	18.8	19.8
	(20-44)	30.7	30.7
	(45-64)	26.8	27.4
	(over 65)	16.2	15.0
Median Age		39.6	39.7
Gender	Male	27,989	40,142
	Female	30,531	41,746
Race	White	52,272	73,374
	Black	768	1,309
	Am. Indian/Ak.Nat.	2,544	3,142
	Other	679	808
	Two or More Races	2,257	2,747
	Hispanic or Latino of Any Race	N/A	2,723

### ECONOMIC

Median Household Income	\$41,598	\$43,425
Mean Household Income	\$52,033	\$54,817
Families Below Poverty Level	12.4%	10.6%
U.S. Avg.: 9.6%		
Individuals Below Poverty Level	15.5	13.7
U.S. Avg.: 13.2 %		

*Source: Census Bureau, American Community Survey*

### EMPLOYMENT BY INDUSTRY

Retail and Wholesale Trade	19.5 %
Health Care and Social Assistance	16.2
Government	15.7
Accommodation and Food Services	11.0
Agriculture/Utilities/Construction	7.9
Administrative and Waste Services	5.0
Finance and Insurance	4.7
Professional and Technical Services	3.4
Manufacturing	2.8
Transportation	2.6
Other	11.1

*Source: Montana Department of Labor & Industry, Quarterly Census of Employment and Wages Program (QCEW), 2007 data*

### ECONOMIC (BUSINESS)

**Top 20 Private Employers in Cascade County**

(Based on 2nd Quarter 2008 Data - Listed in Alphabetical Order)

<b>Albertson's Food &amp; Drug 7</b>	<b>McDonald's 6</b>
<b>Benefis Hospital 9</b>	<b>Missouri River Manor 6</b>
<b>Centene Corporation 6</b>	<b>National Electronics Warranty 8</b>
<b>Center for Mental Health 6</b>	<b>North Central Independent Living 6</b>
<b>D. A. Davidson &amp; Co. 6</b>	<b>Park Place Health Care Center 6</b>
<b>Easter Seals - Goodwill 7</b>	<b>Quality Life Concepts 6</b>
<b>Great Falls Clinic 8</b>	<b>Sletten Construction 6</b>
<b>Great Falls Tribune 6</b>	<b>Town Pump 6</b>
<b>Heritage Inn 6</b>	<b>University of Great Falls 6</b>
<b>Macaroni Grill/Chilis 7</b>	<b>Wal-Mart 8</b>

Employment Size Class Coding: Class 9 = 1000+ employees, Class 8 = 500 to 999 employees, Class 7 = 250 to 499 employees, Class 6 = 100 to 249 employees, Class 5 = 50 to 99 employees, Class 4 = 20 to 49 employees, Class 3 = 10 to 19 employees

Source: Montana Department of Labor & Industry, Quarterly Census of Employment and Wages Program (QCEW) This list includes ONLY private industry employers subject to unemployment insurance. Railroads and government agencies are excluded.

**EDUCATION** (figures represent residents 25 years and older)

	Great Falls	Cascade County	U.S.
Less than 9 <sup>th</sup> Grade	2.1%	2.3%	6.4%
9 <sup>th</sup> to 12 <sup>th</sup> , No Diploma	7.0	6.7	9.1
High School Grad.	31.0	32.0	29.6
Some College, No Degree	26.9	26.2	20.1
Associate Degree	9.2	9.5	7.4
Bachelor's Degree	16.4	15.9	17.3
Grad. Or Prof. Degree	7.3	7.4	10.1

Source: Census Bureau, American Community Survey

Among public schools, there are fifteen elementary, two middle and three high schools. In addition, there are seven private schools.

**Patron Needs and Services**

The Great Falls Public Library attempts to provide for the general informational and recreational reading and viewing needs of the public. The library provides special collections, such as in the Montana Room and the reference collection, which address special needs.

The library provides access to interlibrary loan and the OCLC database to fill needs unmet by our collection.

In addition, the library provides a wide array of programming for adults, young adults, children and infants. Programs serve to inform, educate and entertain, and also serve to provide an environment for public discourse.

## Collection Description

The collection currently contains about 150,000 items and is primarily in English. In addition, formats such as periodicals, microform, clippings, audiovisual materials including DVDs, CDs, software, and other minor forms are collected where appropriate. Online resources via the Internet greatly enhance the collection.

## Selection Resources

Many resources are used in the selection of library material. The following is a list (not exhaustive) of resources used. The order is not indicative of importance nor do all the resources need to be used for selection. Any one or combination of the following may be used.

Resources/selection tools for material selection

1. Review and professional journals:
  - *Library Journal*
  - *Booklist*
  - *Publisher's Weekly*
  - *New York Times Book Review*
  - *Today's Librarian*
  - *SB&F*
  - *The Kliatt*
  - *VOYA*
  - *Video Librarian*
2. Publishers', jobbers' and authors' brochures, publications, such as,
  - Brodart *various publications*
  - Baker & Taylor *various publications*
3. Staff and patron suggestions
  - Use of suggestion forms
  - E-mail inquiries
4. Visits to local bookstores
5. Expert recommendations
  - Presenters at conferences
  - Colleagues
  - Experts in specific fields
  - Library blogs
6. Award Winners
  - Newbery Award
  - Caldecott Award
  - Young Reader's Choice Award
  - Coretta Scott King Award
  - Nobel and Pulitzer Prizes
7. Internet searches
  - Amazon.com

- Barnes & Noble.com
- Authors' and publishers' websites

## Circulating Non-Fiction

The non-fiction collection is organized according to Dewey Decimal Classification and accounts for about 26% of annual circulation. The non-fiction collection provides for the general informational needs of the community, attempting to maintain representative sources in the broad subject classes with special emphasis on areas of high demand. Highly specialized information is provided through referral to special collections such as the Genealogical Society Library or through interlibrary loan.

The circulating non-fiction collection integrates juvenile materials in order to provide a range of materials regardless of reading ability or interest.

### Non-Fiction Collection Assessment

Individual collections are ranked from 1-5, based on the standards listed below. The number in the first column represents the collection as it now stands and the number in the second column is the goal to be achieved. The third column is the date of the last weeding of the individual collections and the second date represents a goal for achieving the projected status of that collection.

The Information Staff started a major weeding project in September 2006 and hopes to have touched every book in the non-fiction collection by March 2010.

- 1--Minimal collection and/or minimal demand
- 2--Some selections from basic works
- 3--Maintain representative works
- 4--Basic works plus a few specialized and/or obscure works
- 5--Basic works plus a good cross-section of specialized and/or obscure works

#### Breakdown of Dewey Classifications for Collection Development Purposes in Circulating Adult Non-Fiction Area

	Current Status	Projected Status	Date Weeded	Target Status Achieved
<b>000-099</b>	<b>GENERALITIES</b>			
	<b>average age 1987, low 1875, high 2009</b>			
	Contains some basic standards. This subject is better addressed in the reference collection.			
	3	3	2006	at target level
<b>001.9</b>	<b>Controversial Knowledge (UFOs, Loch Ness Monster, Bigfoot, etc.)</b>			
	<b>average age 1991.5, low 1955, high 2009</b>			
	High circulation area. Continue to collect current, popular works and maintain classics.			
	3	3	2006	at target level

**004-005 Computer Science and Computer Programming  
average age 2002, low 1989, high 2009**

Good basic collection. Needs continuous updating. Continue collecting popular titles. Collect basic guides to various software programs (include version specific where there is demand) and current Internet materials.

3 3 2006 at target level

**100-199 PHILOSOPHY AND PSYCHOLOGY  
average age 1993.7, low 1921, high 2009**

Small representative collection of basic works on philosophy. Very good popular psychology collection. Few basics or classics on psychology.

3 3 2006 at target level

**130-139 Paranormal Psychology  
average age 1993.3, low 1921, high 2009**

High circulation area. Also high loss area. Fair cross-section of basic works. Continue to collect new popular materials and replace older representative works.

3 3 2006 at target level

**150-159 Psychology  
average age 1996.2, low 1938, high 2009**

Good representative collection. Excellent circulation and coverage behavioral psychology (155) and applied psychology (158). Continue to collect popular works, supplement with classics.

2 3 2006 2010

**170-179 Ethics and Moral Philosophy  
average age 1995.8, low 1923, high 2009**

Fair basic collection. Fairly low circulation area. Continue to collect specific areas of current interest and maintain representative classics.

3 3 2006 at target level

**200-299 RELIGION  
average age 1990.9, low 1898, high 2009**

Very good basic collection of basic works with emphasis on local popularity: religious history (church & bible); Christianity; world and comparative religions; Judaism; Buddhism; Islam; and other religions. Continue to collect popular works, maintain classics.

4 4 2009 at target level

**220-289 Bible and Christianity**  
**average age 1989.4, low 1898, high 2009**

Very good coverage including basic works and some specialized applications. Moderate to low circulation on many titles indicates a need to weed.

4 4 2009 at target level

**290-299 Comparative and World Religions**  
**average age 1992.6, low 1900, high 2009**

Very good coverage in Greek and Roman mythology, Buddhism, Hinduism, Judaism, Islam, and other religions. Small collection on the Hutterite Brethren that includes most materials that have been published on that local sect.

4 4 2009 at target level

**300-399 SOCIAL SCIENCES**  
**average age 1993.3, low 1872, high 2009**

Good basic, representative collection. Continue to collect and develop, especially in areas of current interest.

3 3 2009 at target level

**300-339 Social and Political Science, Economics**  
**average age 1995.3, low 1872, high 2009**

Basic, representative political science coverage. Very good coverage in personal finance and investing.

3 3 2009 at target level

**340-369 Law, Public Administration, Social Problems**  
**average age 1994.2, low 1881, high 2009**

Good basic coverage. Continue collecting current works in international, criminal, and private law. Very good military science and true crime sections. Continue to collect current, popular treatments.

3 3 2009 at target level

**370-389 Education, Commerce, Communications**  
**average age 1990.2, low 1897, high 2009**

Good basic coverage. High loss rate of general equivalency diploma materials. Continually update GED, college entrance, and postal service exams. Keep financial aid and stamp identification guides current.

3 3 2009 at target level

**390-398 Customs, Etiquette, Folklore**  
**average age 1982.8, low 1904, high 2009**

Very good coverage, especially costumes, etiquette, and the Christmas holiday. Need to enhance collection on other holidays. Good basic folklore collection, supplemented by the children's and Montana Room collections.

4 4 2009 at target level

**400-499 LANGUAGE**  
**average age 1983.6, low 1879, high 2009**

Good coverage of American Sign Language. Most language instruction materials are now in the audiovisual section as they include CDs or tapes for pronunciation. We currently have very few materials written in other languages. The number of people in Cascade County who read in a foreign language is small, but growing. We need to build this section of the collection.

2 3 2007 2010

**500-599 PURE SCIENCES**  
**average age 1992.7, low 1901, high 2009**

**500-519 General Science, Mathematics**  
**average age 1995.6, low 1946, high 2009**

Good overall coverage of natural sciences and natural history. Fair coverage of mathematics. Continue to collect and replace algebra, geometry, and basic arithmetic.

3 3 2006 at target level

**520-569 Astronomy, Physics, Chemistry, Earth Sciences**  
**average age 1992.6, low 1913, high 2009**

Good solid coverage. Very strong astronomy collection, good basic coverage in physics, chemistry, earth sciences, and paleontology. Supplemented by children's collection. Continue to maintain collections of current standard works and work of local interest.

3 3 2006 at target level

**570-599 Life Sciences, Biology, Plants, Animals**  
**average age 1991.9, low 1901, high 2009**

Very good basic overall collection. Especially good coverage of evolution, ecology, wildflowers, birds, and mammals. Continue to update, especially subjects of local interest.

3 3 2006 at target level

**600-699 TECHNOLOGY (APPLIED SCIENCES)  
average age 1994, low 1874, high 2009**

Good representative basic collection. Good coverage of medical sciences and medicine; agriculture; animal husbandry; and home economics. Strong collection of current business and management materials.

3 3 2007 at target level

**610-619 Medical Sciences, Medicine  
average age 1999.2, low 1900, high 2009**

Good, fairly extensive collection. Especially strong in diet and nutrition; pharmacology and therapeutics; and disease. This collection is constantly being weeded by staff. Collect current materials on substance abuse; mental disorders; surgery; and pregnancy and childbirth.

4 4 2007 at target level

**620-629; 660-689 Engineering, Chemical Engineering, Manufacturing  
average age 1988.7, low 1909, high 2009**

Very basic, slightly dated collection. Good coverage of automotive engineering in reference collection. Automotive engineering also supplemented by Ebsco's Auto Repair Reference Center an online database accessible via the web with library card number. Continue to collect current, basic works in aerospace, aircraft, automobile & motorcycle history, and aeronautics. Very low demand for chemical engineering and manufacturing titles suggests a need to update on a minimal basis.

2 2 2007 at target level

**630-639 Agriculture and Related Technologies  
average age 1992.0, low 1874, high 2009**

Very good coverage of horticulture, including garden crops and vegetables. Continue to collect current works and items of regional interest. Very good overall coverage of animal husbandry and domestic pets. Continue to collect and replace as needed. This collection is constantly weeded.

4 4 in process at target level

**640-649 Home Economics and Family Living  
average age 1993.9, low 1920, high 2009**

Good representative collection. Very good cookbook collection with high circulation rate. Collect moderately to update household management, home appliance repair, and child rearing.

4 4 in process at target level

**650-659 Management and Auxiliary Services  
average age 1995.4, low 1910, high 2009**

Very strong, current coverage of small business and entrepreneurship; personnel and executive management; selling; and advertising. Continue to collect popular and basic "how-to" works. Strong job-hunting collection, especially resume writing and interviewing.

4 4 2000 at target level

**690-699 Buildings  
average age 1991.9, low 1939, high 2009**

Fair basic collection. Somewhat dated with good circulation rate. Need to collect more materials on construction planning. Blueprints and house plans, etc. Needs a light weeding and updating in the areas of wood construction and carpentry; plumbing; heating; and detail finishing.

3 4 2006 2010

**700-799 THE ARTS; FINE AND DECORATIVE ARTS  
average age 1991.7, low 1884, high 2009**

Collection ages quickly. Constant purchase of home crafts, current textile procedures and home decorating materials. Good coverage of civic and landscape art; architecture; sculpture and ceramic arts; music; and performing arts.

3 3 2008 at target level

**700-729 Fine and Decorative Arts, Civic & Landscape Art,  
Architecture  
average age 1988.3, low 1925, high 2009**

Good basic, representative collection with moderate circulation rate. Good coverage of historical and geographic treatment of architecture and especially good coverage of residential buildings. Continue to collect current works.

3 3 2007 at target level

**730-743 Plastic Arts, Sculpture, Drawing  
average age 1988.6, low 1901, high 2009**

Good basic coverage of sculpture, ceramics, and drawing. Continue to collect ceramic and pottery techniques. High demand for drawing

materials, especially MANGA art, suggest the need to expand this collection concentrating on current works and specific techniques.

4 4 2007 at target level

**745-747 Decorative Arts, Textile Arts, Interior Decoration  
average age 199.7, low 1900, high 2009**

Dated collections on antiques, handicrafts and interior decoration. Need materials to cover more current trends. Excellent collection of knitting, cross-stitch, and quilting materials. Continue to collect current works.

3 3 2007 at target level

**750-779 Painting, Graphic Arts, Photography  
average age 1987.5, low 1905, high 2009**

Very good coverage of painting with emphasis on technique and historical, geographic, and persons treatment. Basic coverage of graphic arts. Strong collection of traditional photographic technique, kinds of photography, and photographs. Need to collect more in the digital photographic arts.

4 4 2008 at target level

**780-792 Music, Performing Arts  
average age 1989.4, low 1884, high 2009**

Good basic, representation. Slightly dated music collection with good coverage of folk, traditional and popular music. Basic collection of performing arts materials, especially motion pictures. Continue to weed, update, and expand in these areas.

3 3 2008 at target level

**796-799 Athletic and Outdoor Sports  
average age 1994.7, low 1925, high 2009**

Good well-rounded collection. Continue to update and expand. Fishing and hunting sections need to be expanded, as do snowboarding, skateboarding, BMX and extreme sports.

4 4 2006 at target level

**800-899 LITERATURE AND RHETORIC  
average age 1970.1, low 1794, high 2009**

**800-829 English Language Literatures  
average age 1970.8, low 1800, high 2009**

Good core collection of representative authors.

3 3 1987 at target level

**830-899 Non-English Literatures**  
average age 1965.1, low 1794, high 2009

Contains some representative works. Classic Greek and Roman literatures need developing. Do not collect heavily in these areas.

2 2 1987 at target level

**900-999 GEOGRAPHY AND HISTORY**  
average age 1982.4, low 1844, high 2009

**950-969, 990-999 Far Eastern Countries, Pacific Islands, Australia**  
average age 1991.6, low 1937, high 2009

Contains some basic material in these areas, but all are older.

2 2 1994 at target level

**900-919 Geography**  
average age 1981.7, low 1851, high 2009

A good representation of US and international geography. Needs constant updating.

4 4 1994 at target level

**920-929, 92 Biography**  
average age 1987.1, low 1875, high 2009

Strong section including both historical and contemporary biographies.

5 5 1994 at target level

**930-939 Ancient History**  
average age 1979.4, low 1845, high 2009

Have good cross section of works, but could fill in more on ancient Egypt and Mesopotamia.

2 2 1994 at target level

**940-949 European History**  
average age 1984.9, low 1911, high 2009

Excellent collection covering both world wars.

4 4 1994 at target level

**970-979 North American History**  
average age 1980, low 1844, high 2009



## Weeding Guidelines by Dewey Class

<u>Class</u>	<u>When to consider discarding</u>
020 Library Science	10 years
030 Encyclopedia	5 years
All other 000's	5 years
100 Philosophy and Psychology	10 years
200 Religion and Mythology	10 years
310 Almanacs, Yearbooks	2 years
320 Political Science	5 years
340 Law	10 years
350 Government	10 years
370 Education	10 years
390 Etiquette	5 years
390 Folklore, Customs	10 years
400 Linguistics and Languages	10 years
510 Mathematics	10 years
570 General Biology and Natural History	10 years
580 Botany	10 years
All other 500's	5 years
610 Medicine	5 years
630 Agriculture	5 years
640 Home Economics	5 years
690 Manufacturing	10 years
All other 600's	5 years
745 Crafts	Indefinite
770 Photography	5 years
All other 700's	Indefinite
800 Literature	Indefinite
910 Travel and Geography	5 years
All other 900's	15 years

Adapted from the American Library Association's Evaluation and Weeding Collections in Small and Medium-sized Public Libraries: The CREW Method, 1980.

## **Special Collections — Non-Fiction**

Separate Reference and Montana collections exist.

### **Reference**

Reference items are selected mostly by the Information staff from review sources, publishers' information and patron/staff input. Standard works are updated yearly, every other year and with the ongoing budget restraints sometimes every 3-5 years.

The reference collection was recently weeded and downsized by approximately 50%. Many materials were discarded because of age. Other materials were moved to circulation to provide better access to our patrons.

### **Montana Room Mission Statement**

In recognition of the importance of Montana history, the Great Falls Public Library has set aside in the Montana Room a special collection of materials relating to Montana. The Montana Room is a non-circulating, restricted, research collection devoted to materials dealing with Great Falls, Cascade County and Montana (territory and state). The purpose of the room is to provide, preserve and protect this type of material for present and future use. The Montana Room collection is not intended to be exhaustive in the following respects:

1. No attempt will be made to collect all current publications.
2. No attempt will be made to collect fiction or juvenile materials.
3. No concerted effort will be made to collect retrospectively, including out-of-print materials.
4. No attempt will be made to collect or maintain archival materials, as that function is served by state and local historical societies.

### **COLLECTION MANAGEMENT POLICY**

1. Adult non-fiction items collected will be in book format only.
  - a. Non-book items will be offered to the Cascade County Historical Society. This includes items currently in the collection and future gifts.
  - b. Unpublished items such as scrapbooks, diaries, journals, etc., will be offered to the Cascade County Historical Society. This includes items currently in the collection and future gifts.
2. At least 50% of the subject content of each item considered for addition must deal with Great Falls, Cascade County or Montana (territory or state).
  - a. Major emphasis will be placed on collecting items whose subjects concentrate on history, geography, and biography.
  - b. Lesser emphasis will be placed on collecting items whose subjects concentrate on natural history, natural science, literature, and art.
  - c. Subject areas no longer considered for addition include cookbooks, US Geological Survey materials, and Montana authors whose subject matter does not meet the criteria for addition.
3. Items falling outside the above guidelines may be added or maintained in the

collection at the discretion of the Information Department Head, however, most will be offered to the Cascade County Historical Society.

4. Weeding guidelines.

a. Items may be withdrawn from the Montana Room if they meet one or more of the following criteria:

1. Outdated materials.
2. Duplicate materials.
3. Poor condition.

b. Items shall be subject to periodic review under the guidelines of the collection management policy.

c. Weeding and purchase selection are the responsibilities of the Information Department Head.

### **Genealogy**

This is a basic collection. Technical questions are referred to the Cascade County Genealogy Society.

### **Downloadable Audio Collection**

As a member of the MontanaLibrary2go Consortium, the Great Falls Public Library provides access to a small, but growing downloadable audio collection. The downloadable audio collection contains Nonfiction (29%) and Fiction (71%). It has adult (70%), young adult (5%) and juvenile (25%) titles. During the first 12 months that Great Falls Public Library provided this service, Great Falls Public Library patrons checked out downloadable audio 3,825 times.

### **MontanaLibrary2Go Materials Selection Policy**

The purpose of the Materials Selection Policy is to list the general standards used to select materials for the statewide Montana Library2Go downloadable E-content collection.

The MontanaLibrary2Go member libraries recognize that American democracy functions only if the full range of human ideas is accessible to the people. Proponents of various points of view must be able to make their cases fully and openly, however popular or unpopular they may be.

This principle has fostered freedoms guaranteed in the First Amendment of the United States Constitution and in Article II, (Section 7) of the Constitution of the State of Montana. These basic charters protect the free expression of ideas and the private reading rights of individuals. The MontanaLibrary2Go libraries regard these freedoms and the principles that fostered them as paramount to their philosophy, purpose, and operation.

The collection, protected by the First Amendment and the Constitution of the State of Montana, exists for the benefit of the patrons of the participating libraries (List libraries, Appendix A).

The MontanaLibrary2Go collection, in accordance with the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement which by reference are incorporated as part of this policy (see Appendices B, C and D) is designed to fulfill this democratic ideal.

Factors to be considered in adding specific materials to the Montana Library2Go collection will include the composition of the present collection, collection development objectives, reviews from standard sources and price.

No materials will be excluded from consideration because of the race, nationality, religion, gender, sexual orientation, political or social view of the material, the author or the intended audience.

Individual items, which in and of themselves may be controversial or offensive to some patrons, may appropriately be selected if their inclusion will contribute to the range of viewpoints and effectiveness of the MontanaLibrary2Go collection as a whole.

The MontanaLibrary2Go consortium encourages its patrons to suggest items, topics, or authors they would like to see included in the collection. Patron suggestions will receive serious consideration and requested materials that fit selection criteria will be purchased whenever possible.

The member libraries of MontanaLibrary2Go acknowledge the right of their individual library patrons to question materials in the collection. Individual MontanaLibrary2Go libraries will not remove titles from the collection due to the collection's statewide, shared nature.

Anyone questioning materials in the collection should contact the Library Director of their member library, who will give the patron a copy of this policy and review it with them. A library patron who still has questions regarding MontanaLibrary2Go material may next contact any member of the MontanaLibrary2Go Statewide Selection Team. The Selection Team will review the material and make a recommendation to the Montana State Library Commission by contacting the State Librarian. The Commission will review the recommendation and make the final decision on the material.

A list of MontanaLibrary2Go Statewide Selection Team members is available upon request.

**Participating Libraries:**

Bicentennial Library of Colstrip  
Big Horn County Library  
Boulder Community Library  
Bitterroot Public Library  
Bozeman Public Library  
Butte Silver Bow Public Library  
Carnegie Public Library  
Choteau Teton Public Library  
Clancy Community Library  
Culbertson Public Library  
Dillon City Library  
Fallon County Library  
Flathead County Library and Branches  
Froid Branch Library  
Glacier County Library  
Glasgow City-County Library

Glendive Public Library  
Great Falls Public Library  
Harlowton Public Library  
Havre-Hill County Library  
Hearst Free Library  
Lewis & Clark Library  
Lewistown Public Library  
Lincoln County Libraries and Branches  
Miles City Public Library  
Miles Community College Library  
Missoula Public Library and Branches  
North Valley Public Library  
Parmly Billings Library  
Polson City Library  
Poplar City Library  
Roosevelt County Library  
Salish Kootenai College D'Arcy McNickle Library  
Sheridan County Library  
Sidney-Richland County Library  
Three Forks Community Library  
University of Montana - Helena College of Technology Library  
Whitehall Community Library  
William K. Kohrs Memorial Library

## **Non-Book Collections**

### **PERIODICALS**

Great Falls Public Library subscribes to a broad cross-section of popular periodicals. The current copy of most of the periodicals is kept on display on our second floor next to the reading area. Two years of back issues are accessible on shelving on the second floor and more back issues are kept in the basement annex accessible by request to a librarian. There is print directory of the periodicals, but they are not cataloged.

The library also provides extensive access to electronic periodical data resources through the InfoTrac databases.

### **ELECTRONIC RESOURCES**

The Great Falls Public Library strives to present the most current and wide-ranging access to data through access to electronic resources and the Internet. The library follows materials selection guidelines in selecting electronic resources.

#### **Online Public Access Catalog (OPAC)**

Great Falls Public Library maintains an electronic catalog for researching and locating materials in the collections. The OPAC includes links to bestseller and book award lists, in addition to web sites of interest and materials related to items contained in the catalog.

#### **Electronic Databases**

The library subscribes to a number of electronic databases, available both in the library and remotely, to meet the research needs of the community. Databases reflect a wide

range of materials, including collections targeted to specific groups, such as students, adult researchers and those looking for consumer health information.

### **Library Web Page**

The library maintains a web site (<http://www.greatfallspubliclibrary.org>) to meet the informational, educational, recreational and cultural needs of the community. In addition to library-related information and services, links to Internet sites from the library web page are included to broaden and enrich the library's print and audio/visual collections.

### **Other Electronic Formats**

The library will consider the addition of materials in other electronic formats as funds allow, providing they meet materials selection guidelines and the criteria below.

### **Criteria**

Linked sites and electronic materials are evaluated according to their credibility, quality and usefulness in order to meet the needs of library patrons and staff. Additional factors considered when evaluating material to be included are:

- Content – authoritative, accurate, updated regularly, appropriate subject matter
- Access – stable sites, consistently available, no fees required by the end user
- Design – well organized, clear instructions, easy to use
- Preference may be given to educational (.edu), governmental (.gov) and non-profit organization (.org) sites

Library staff periodically reviews electronic resources and linked materials. If material no longer meets selection criteria, it may be removed from the library's web page or catalog. Suggestions for additions of links will be considered; however they will be reviewed and selected for inclusion according to library materials selection guidelines.

### **NEWSPAPERS**

Newspapers include a wide selection of state and several major out-of-state subscriptions. Retrospective and home/office access to the Great Falls Tribune is supplemented by a subscription to ProQuest which provides Great Falls Tribune content from 1999 to the present.

### **MICROFORM**

Complete microfilm files are maintained of *The Great Falls Tribune*; limited years of *The New York Times* and *The Great Falls Leader* are available.

### **VERTICAL FILE**

An extensive vertical file collection contains pamphlets, documents, clippings, photocopies, and road maps. In 2005, a decision was made to downsize the vertical file so that currently only materials directly relating to Montana, Great Falls, Cascade County, wildlife and maps are being added.

### **MAP FILES**

The map collection includes a collection of USGS topographic maps (quadrangles) for Montana, plus several historic and current regional maps. Electronic mapping resources are available.

## **ARCHIVES**

Three separate archival files are maintained - one each for Great Falls, Cascade County, and Montana. Contents constitute mostly newspaper clippings and are for in-house use only.

## **Fiction**

The fiction collection (including large print) accounts for about 29% of library circulation. The purpose of the fiction collection is to provide for the general recreational reading needs of our community. This includes buying best sellers (in multiple copies, if demand dictates), current and local/regional authors of note, and maintaining a broad base of "classic" authors and their works. An attempt is made to provide representative samples of a large number of critically recognized authors and to collect exhaustively for those authors in high demand.

## **PURPOSE**

The purpose of the adult fiction collection is to offer to adult readers a variety of pleasurable and educational fictional reading materials.

## **SCOPE**

The fiction collection includes standard classics, a selection of titles (but not necessarily all titles) by major authors, current best sellers, and contemporary works. Also collected is genre fiction including western, science fiction, fantasy, and mystery titles. A fiction and non-fiction large print collection is maintained, as well as an un-cataloged paperback collection. The average publication year of the collection is 1991.

## **CRITERIA FOR SELECTION**

Selections are based on subject matter, author popularity, and how the titles will fit into the collection as a whole. Unless the author or subject area is of a particular demand, one copy is purchased. Lease programs supply additional copies to fill demands for popular contemporary works and for copies of high demand titles. Replacement of withdrawn last copies is made dependent on demand and availability.

Gifts of hardcover fiction titles are added as needed. The Annex (basement) is used to house duplicate copies until they are needed. These titles are usually by authors of on-going popularity.

## **GOALS**

The basic fiction collection has a good selection of titles but copies of older titles need to be replaced. Due to several money donations, this has been done on a limited basis. Some series need to have titles purchased to complete the series. Again, due to several money donations, titles have been purchased on a limited basis. More copies of current best sellers and contemporary works need to be purchased. Specific areas, such as the science fiction and fantasy collections, need to be filled out by purchasing a wider selection of current titles. The target date for this to happen is 2012. Weeding and

replacement of items is being done on a more regular basis. Physical space ultimately limits the total number of fiction books which can be retained.

New shelving was added in summer 2004. This allowed for the adult audiovisual collection to be housed in the former adult periodical reading area. (The adult Christmas holiday books are also shelved in this area.) The adult fiction collection is now shelved in a more appealing arrangement. Adjustment of the fiction ranges is ongoing.

## **Audio/Visual**

The audio/visual (A/V) collection consists primarily of DVDs, CDs, downloadable audio, and a smaller collection of digital audios (Playaways). The decision to no longer purchase videos and audios in cassette format was made by the Collection Management Committee in 2002. Generally, gift copies of videos and audios are not added. Newer formats are currently being considered for addition. This collection accounts for about 11% of our circulation.

### **PURPOSE**

The purpose of the A/V collection is to provide to adult users a variety of educational and pleasurable listening and viewing materials not readily available at local video rental businesses.

### **SCOPE**

The collection includes film classics, documentaries, self-educational and audio books (both abridged and unabridged). Music titles are purchased if indicative of a specific style such as jazz, bluegrass, etc. Generally, current popular music is not actively purchased.

### **SELECTION**

Selection tools for the A/V collection are generally the same as those used for the collection as a whole, although more use is made of vendor catalogs. Staff and patron suggestions are strongly considered. One copy per title is usually purchased. Generally, replacements are not purchased unless the title is part of a series or a high demand title.

### **CRITERIA FOR SELECTION**

Selection is made based on subject matter and popularity, author popularity and how the title will fit into the collection as a whole. Titles selected for the A/V collection include classics (foreign and American), documentaries (historical, scientific, travel, etc.), and instructional tapes (hunting, sign language, cooking, etc.).

A special collection of award winning foreign films has been added to the circulating collection. These standing order titles are added after a public showing at the library. They are not rated by the Motion Picture Academy Association.

Gifts, either through grants or donations, are considered for addition with the same criteria.

## **Adult Graphic Novels**

The adult graphic novel collection makes up .2% of the library's circulation. (This collection was initiated in spring 2009 so statistics have not been kept for a full year.)

### **DEFINITION**

Graphic novels are primarily pictorial, with text and dialog working together to propel the narrative. It does not include collections of newspaper comic strips, magazine or animated cartoons. It does not include history or reference works on the history of comics as a subject.

This collection is designed for the adult graphic novel reader. The juvenile and young adult collections are shelved in separate areas.

### **PURPOSE**

The collection is developed to provide recreational reading for the adult graphic novel reader. Educational graphic novels are catalogued and shelved in the corresponding Dewey Decimal Classification.

### **SCOPE**

Due to budget constraints, it is not retrospective except in those benchmark series that have not gone out of print. Series are maintained as budget allows. Both hardcover and softcover editions are considered.

### **CRITERIA FOR SELECTION**

Selection is based on review journals, patron and staff suggestions, and featured series and titles available at bookstores. Excessive or explicit violence or adult situations may be considered in evaluation for purchase or nonpurchase.

### **GOALS**

The goal is to create a viable growing collection that will appeal to the adult graphic novel reader. A separate dedicated budget has been set aside for purchasing. The collection is housed in the adult audiovisual shelving area.

## **Juvenile Audio/Visual Materials And Computer Software**

The juvenile audio/visual collection consists primarily of DVDs, CDs, and educational CD-Rom software. New CD books, music CDs, mixed media (book and audio kits), and fiction and non-fiction DVDs are added on a regular basis. In 2002, the Collection Management Committee decided that we would no longer purchase VHS and audiocassettes; however, VHS gifts are considered (on a stricter basis) and added. The Juvenile audio/visual collection accounts for 3.9% of our circulation.

### **PURPOSE**

The purpose of the juvenile audio/visual (A/V) collection is to provide children (birth through fifth grade) a variety of age appropriate educational and pleasurable listening and viewing materials not readily available at local video rental businesses.

## **SCOPE**

The juvenile collection includes film classics, documentaries, educational, instructional and audio books (both abridged and unabridged). Music titles are purchased to enhance children's listening and educational needs. Generally, current popular music and videos are not actively purchased.

## **SELECTION**

Specific selection tools used for the juvenile audio/visual collection are The Alert, Video Librarian, and VOYA. Staff and patron suggestions are strongly considered. One copy per title is usually purchased unless the title is of high demand. Generally, replacements are not purchased unless the title is part of a series or a high demand title and based on the fiscal budget.

Educational computer CD-Rom software is added as needed. Gaming CD-Rom software, of non-educational nature, is not purchased.

## **WEEDING**

Weeding occurs every January and June to check for damaged materials or as patrons designate inoperable items. Damaged DVDs, VHS, and CDs are discarded and generally not replaced unless they are a high demand title.

## **FUNDING**

The fiscal budget for Juvenile and Young Adult audio/visual materials is less than \$1,500.00.

## **Juvenile and Young Adult Graphic Novel Collections**

The collection management committee chose to separate all graphic novels from the 741.597 call number to their appropriate age levels. Thus, juvenile titles are located in the Kids' Place and the young adult titles in the Teen Scene. Each collection has its own shelf location and separate call number (J GN and YA GN) and the cutter number as the series title or individual title.

## **PURPOSE**

The purpose of the juvenile and young adult graphic novel collection is to provide age appropriate, alternative format, educational and pleasurable materials. This format style is generally targeted to reluctant readers therefore; it is high-interest/low-reading-level.

## **SCOPE**

The juvenile collection includes materials for all ages (A, Y, 7+, 10+) and currently consists of Hardy Boys, Nancy Drew, Comic Adventures of Boots, super-hero titles,

Manga, and a few general titles. The juvenile graphic novel collection accounts for 0.15% and the young adult graphic novel collection accounts for 0.17% of our circulation (Note these percentages are only for January 2009-June 2009).

The young adult collection includes materials rated 13 + (T, Teen) and currently consists of Manga titles, historical period titles, biographies, and general titles.

## **SELECTION**

Three specific selection tools used for the juvenile and young adult collection include but not limited to The Alert, The Complete Guide Manga, and VOYA. Staff and patron suggestions are strongly considered. We purchase only one copy per title unless the title is of high demand. Replacements are generally not purchased, unless the title is part of a series or a high demand title.

## **WEEDING**

Weeding occurs every January to check for damaged materials or as patrons designate damaged items.

## **FUNDING**

The current (2009-2010) fiscal budget for Juvenile and Young Adult graphic novels is \$2,000.00.

# **Juvenile Book Collection**

## **PURPOSE**

The juvenile collection (birth through fifth grade), existing both to educate and to entertain, present a variety of timely, well-produced and accurate materials in several formats and accounts for 28.5% (6.5% non-fiction and 22% fiction) of our circulation.

## **COLLECTION LOCATION**

Emphasis is placed on an attractive, orderly and accessible arrangement. Therefore, the children's fiction, audio/visual, CD Rom software, juvenile biographies, new books, holiday books, and folk/fairy tales are shelved in the Kids' Place. All other juvenile non-fiction material is interfiled with the adult non-fiction on the second floor.

## **SELECTION**

Selection tools are generally the same as those used for the collection as a whole, although more emphasis is placed on titles that have been reviewed in *The KLIATT*, *VOYA* and other review publications. Titles that appear on the *Newberry Award*, *Caldecott Award*, *Coretta Scott King Award*, *Young Reader's Choice Award*, *Montana Treasure State Award*, and the *Orbis Pictus Award* lists are added as they become available.

## **CRITERIA FOR SELECTION**

Two primary acquisition considerations are knowledge of community needs and expert recommendations. Therefore, selections are based on subject matter, author popularity, series continuation, and how titles will fit into the collection as a whole. Multiple copies

are generally purchased for J T FIC, J P FIC, J E FIC, holiday books, and high demand titles; otherwise only one copy is purchased. Staff and patron suggestions are strongly considered. Replacements are not purchased unless the title is part of a series or is a high demand title.

The following gives a general description of some important areas to consider when selecting materials:

1. Use of standard review selection aids
2. Patron demand and requests
3. Expert or professional recommendations
4. Visits to bookstores
5. Knowledge of trends in personal information, entertainment needs and school assignments

## **WEEDING**

We systematically weed and update the children's collection on an annual basis. Removing materials from the collection is just as vital to collection maintenance as is selection. The following gives a general description of some important areas to consider when weeding materials:

1. Age of materials
2. Condition of materials
3. Trends in circulation and reference use
4. Number of copies currently in the collection

## WEEDING SCHEDULE

Call number	Last Weeded	Next Weeding	Call number	Last Weeded	Next Weeding
100s	October 2008	2013	J PB	March 2009	Bi-Annually
200s	October 2008	2013	J P FIC	March 2009	Annually
300s	October 2008	2013	J T FIC	August 2009	Annually
398s	March 2009	2014	J E FIC	January 2008	2010
400s	October 2008	2013	J HOLIDAY	January 2008	2010
500s	February 2007	2012	J FIC	October 2007	2009
600s	March 2008	2013	J MYST FIC	October 2007	2010
700s	June 2009	2014	J SF FIC	November 2007	2010
800s	June 2009	2014			
900s	December 2005	2011			
92s	December 2008	2013			

### Juvenile Non-Fiction Collection Assessment

Individual collections are ranked from 1-5, based on the standards listed below. The number in the first column represents the collection as it now stands and the number in the second column is the goal to be achieved. The third column is the date of the last weeding of the individual collections and the second date represents a goal for achieving the projected status of that collection.

- 1--Minimal collection and/or minimal demand
- 2--Some selections from basic works
- 3--Maintain representative works
- 4--Basic works plus a few specialized and/or obscure works
- 5--Basic works plus a good cross-section of specialized and/or obscure works

## Breakdown of Dewey Classifications for Collection Development Purposes

Call Number	Subject Area	Current Ranking	Projected Ranking	Last Weed Date	Target Status Year
<b>000-099 GENERALITIES</b>					
000-009	<b>Computer Science, knowledge &amp; systems / Controversial Knowledge</b> Good general coverage. Wider variety of Bigfoot, UFO's, and monster materials were added in 2004-2006. Internet usage material should be updated. <b>Average publication date is: 1996</b>	3	3	2008	At target
010-019	<b>Bibliographies</b> High interest-low reading level bibliographies and Readers Advisory materials are added to the juvenile reference collection as they are revised and the older versions are moved into the circulating collection. <b>Average publication date is: 1998</b>	3	3	2008	At target
020-029	<b>Library &amp; information sciences</b> Good general coverage. These seem to be of low demand and low circ so will not need to add any more until new information arrives. <b>Average publication date is: 1993</b>	2	2	2008	At target
030-039	<b>Encyclopedias &amp; books of facts</b> The Juvenile Reference collection includes: World Book Student Discovery Science Encyclopedia 13 vols.; World Books' Biographical Encyclopedia 8 vols.; Math 4 vols.; World Book Solar System and Space Exploration Library 10 vols.; Chemical Elements 4 vols.; International Wildlife Encyclopedia 22 vols.; World Book Student Discovery Encyclopedia 13 vols.; My First Britannica 13 vols.; World Religions 5 vols.; Prejudice in the Modern World 4 vols.; Popular Science 6 vols.; History Fact Finder 3 vols.; Something About the Author 185 vols. <b>Average publication date is: 2000</b>	2	3	2008	2012
040-049	<b>Unassigned</b>				NA
050-059	<b>Magazines, journals &amp; serials</b> Circulating Juvenile periodicals are shelved in the Kids' Place. <b>Average publication date is: 1999</b>	1	1	2008	At target
060-069	<b>Associations, organizations &amp; museums</b> Currently we have no titles as materials for this subject are not in demand.				NA
070-079	<b>News media, journalism &amp; publishing</b> Materials regarding publishing and press occupations are very old and need updating. Currently there are no materials regarding news media Average publication date is:1996	2	3	2008	2013
080-089	<b>Quotations</b> Currently we have no titles as materials for this subject are not in demand.				NA
090-099	<b>Manuscripts &amp; rare books</b> Currently there are no juvenile manuscripts and rare book titles in the collection. Average publication date is: 1997	0	0	2008	NA
<b>100-199 PHILOSOPHY AND PSYCHOLOGY</b>					
100-109	<b>Philosophy</b> Currently we have no titles as materials for this subject are not in demand.				NA
110-119	<b>Metaphysics</b> Currently we have no titles as materials for this subject are not in demand.				NA
120-129	<b>Epistemology</b>				NA

130-139	Currently we have no titles as materials for this subject are not in demand. <b>Paranormal phenomena</b>	2	2	2008	At target
	Good general coverage in this low circulating collection, however, we could use a wider range of reading level materials about ghosts, astrology, magic, etc. Average publication date is: 1993				
140-149	<b>Philosophical</b>				NA
	Currently we have no titles as materials for this subject are not in demand.				
150-159	<b>Psychology, logic</b>	2	3	2003	2013
	Good coverage on feelings and how to deal with them. Added more titles dealing with death and dying in 2005. Materials about applied psychology is needed but difficult to find juvenile titles. Average publication date is: 1991				
160-169	<b>Logic</b>	0	0	2008	NA
	Currently we have no titles as materials for this subject are not in demand.				
170-179	<b>Ethics</b>	2	2	2008	At target
	Good general coverage. Could use updated information regarding animal rights, friendship, and love. Average publication date is:1994				
180-189	<b>Ancient, medieval, Oriental philosophy</b>				N/A
	Currently we have no titles as materials for this subject are not in demand.				
190-199	<b>Modern western philosophy</b>				N/A
	Currently we have no titles as materials for this subject are not in demand.				
<b>200-299 RELIGION</b>					
200-209	<b>Religion</b>	2	2	2008	At target
	Good basic coverage of world religions; new reference set that includes: Agnosticism, Atheism, Ancient Religions, Bahai, Buddhism, Christianity, Confucianism, Daoism, Greco-Roman, Hinduism, Indigenous religions, Islam, Jainism, Judaism, Neo-Paganism, Shinto, Sikhism, Zoroastrianism. The set also includes 50 biographies of world religious leaders. Coverage is more complete due to this 2007 set. Juvenile titles are difficult to locate. Average publication date is: 2000				
210-219	<b>Philosophy &amp; theory of religion</b>				NA
	Currently we have no titles as materials for this subject are not in demand.				
220-229	<b>The Bible</b>	2	3	2008	At target
	There are several children's Bibles and multiple Bible story picture book compilations available. Average publication date is: 1993				
230-239	<b>Christianity &amp; Christian theology</b>				NA
	Currently we have no titles as materials for this subject are not in demand.				
240-249	<b>Christian practice &amp; observance</b>				NA
	Currently we have no titles as materials for this subject are not in demand.				
250-259	<b>Christian pastoral practice &amp; religious orders</b>				NA
	Currently we have no titles as materials for this subject are not in demand.				
260-269	<b>Christian organization, social work &amp; worship</b>	1	2	2008	2013
	Currently we have two titles covering Liturgy and Mass. Not a high demand but those that we do have are old and need updating. Average publication date is: 2002				
270-279	<b>History of Christianity</b>	3	3	2008	At target
	Good coverage of the Reformation, Inquisition, Pilgrimages, and saints. Average publication date is: 1997				
280-289	<b>Christian denominations &amp; sects</b>	2	3	2008	2013

There is a small selection of other religious denominations for Juvenile. Need to add titles about Mormons, Bial, Amish, Jehovah Witness, etc. Average publication date is: 1996

290-299	<b>Comparative and World Religions</b>	2	3	2008	2013
	Good coverage mythological for Judaism, Baha'i, Native Tribes, Greek, and Roman. More on Islam, Buddhism, and Hindu. "World Book Myths & Legends Series" that includes African, Ancient Egyptian, Ancient Greek, Celtic, Chinese, Norse, North American, and South American myths and legends added in 2009. Average publication date is: 1993				
<b>300-399</b>	<b>SOCIAL SCIENCES</b>				
300-309	<b>Social sciences, sociology &amp; anthropology</b>	2	3	2008	2013
	Materials covering Native American families are in good condition; but with the Indian Education for All the collection needs to be supplemented. New set of 4 reference books "Prejudice in the Modern World" was added in 2009. Average publication date is: 1995				
310-319	<b>Statistics</b>	1	1	2008	At Target
	Currently there are 3 Juvenile titles for this subject area. Average publication date is: 2006				
320-329	<b>Political science</b>	2	3	2008	2013
	Need materials regarding prejudice, discrimination, world population, terrorism, and terrorist. Civil Rights movement and other government aspects are good, more lower elementary needed. Average publication date is: 1994				
330-339	<b>Economics</b>	3	3	2008	At target
	Several titles regarding money, banking, budgeting, and economic careers added in 2007. Good coverage in alternative energy systems and habitats; we added the 9 volume set of 2009 World Book Encyclopedia set "Living Green", 3 volume set of "Alternative Energy", and "Energy for the 21st Century" in March 2009. Average publication date is: 1993				
340-349	<b>Law</b>	2	2	2008	At target
	Not high demand; good general coverage (52 titles) including constitution, amendments, judicial divisions. Average publication date is: 1993				
350-359	<b>Public administration &amp; military science</b>	2	2	2008	At target
	Good general coverage (68 titles) information for the president, cabinet, vice president, departments, military weapons and machines, history of war, military technology, military divisions, types of warfare. Average publication date is: 1997				
360-369	<b>Social problems &amp; social services</b>	3	3	2008	At target
	Great general coverage (214 titles) including diseases, drug and alcohol abuse & treatment, mental illness, special needs children, sexual abuse and treatment, family violence, homelessness, social protectors (police, firefighters, FBI, etc.), Crime scene investigations, natural disasters, environmental issues. Average publication date is: 1995				
370-379	<b>Education</b>	1	2	2008	2013
	Dated collection updated as new material published. "How the special needs brain learns" "How the gifted brain leans", "Complete Resource Book for Toddlers", "Do you know the Muffin Man", "Over the Moon", and "Indian Education for all" added to the juvenile reference collection in 2009. Circulating titles regarding learning disabilities, special needs children, teacher's resource materials, activity books, and language arts ideas & techniques added. (57 titles) Average publication date is: 1996				
380-389	<b>Commerce, communications &amp; transportation</b>	1	2	2008	2013

		52 titles covering transportation, communication, and commerce. More train material needed as they are highly requested by young children. History of these areas needed as well. Average publication date is: 1995			
390-397	<b>Customs and Etiquette</b>	3	3	2008	At target
	Good general coverage. Could always add more, especially about customs from foreign countries especially holiday customs. We added 2 World Book reference sets in 2009 "Celebrations and Rituals around the World" and "Christmas Around the World". Average publication date is: 1995				
398	<b>Folklore</b>	4	4	2007	At target
	High circulating folktales-fairytales collection is shelved in the Kids' Place. New and revised titles are added on a continual basis. General children's anthologies, Native American folklore, scary story lore, and alternate perspective tales needed. "American Folktales from the Collections of the Library of Congress" added to juvenile reference in 2009. Average publication date is: 1994				
399	<b>Customs of war &amp; diplomacy</b>	1	1	2008	2013
	Only 2 titles is this call number. Not sure if juvenile material published for these issues. Average publication date is: 2003				
<b>400-499</b>	<b>LANGUAGE</b>				
400-409	<b>Language</b>				NA
	Currently we have no titles as materials for this subject are not in demand.				
410-419	<b>Linguistics</b>	3	4	2008	2013
	Includes picture dictionaries for German, Italian, Hebrew, French, and Japanese. English dictionaries updated in 2009 and added several lower-elementary-level grammar titles as well. Beginning and infant sign language materials are in wonderful shape. Average publication date is: 1986				
420-429	<b>English &amp; Old English languages</b>	1	1	2008	At target
	32 titles in this collection; includes titles from the "Words are Categorical" series. Average publication date is:1998				
430-439	<b>German &amp; related languages</b>	1	1	2008	At target
	Low demand collection updated to include several bilingual folk tales. Includes 2 audio/book Kits. Average publication date is: 1986				
440-449	<b>French &amp; related languages</b>	1	1	2008	At target
	Low demand collection updated to include several bilingual folk tales. Includes 2 audio/book Kits. Average publication date is: 1980				
450-459	<b>Italian, Romanian &amp; related languages</b>	1	1	2008	At target
	Low demand collection updated to include several bilingual folk tales. Includes a 2 audio/book Kits. Average publication date is: 1991				
460-469	<b>Spanish &amp; Portuguese languages</b>	2	2	2008	At target
	Highest demand for Spanish-English materials and we constantly add new titles. Includes 5 audio/book Kits. Average publication date is: 1989				
470-479	<b>Latin &amp; Italic languages</b>				NA
	Currently we have not titles as materials for this subject are not in demand.				
480-489	<b>Classical &amp; modern Greek languages</b>				NA
	Currently we have not titles as materials for this subject are not in demand.				
490-499	<b>Other languages</b>	1	1	2008	At target
	Titles include simple bilingual stories in Russian, Hebrew, Egyptian, Chinese, Swahili, Cheyenne, and Maya. Small demand for these languages, but it is always good to have examples for the curious. Average publication date is: 1989				
<b>500-599</b>	<b>PURE SCIENCES</b>				
500-509	<b>Natural Sciences</b>	3	4	2008	2012
	Excellent title selection for science fairs projects, seasons, and general nature				

	books. Regional ecosystem and biome materials are needed. Average publication date is: 1995				
510-519	<b>Mathematics</b>	4	4	2008	At target
	Good representative works. Average publication date is: 1999				
520-529	<b>Astronomy</b>	3	3	2008	At target
	Good representative works. Reference set of "World Book's Solar System & Space Exploration Library" added in 2009. Average publication date is: 1996				
530-539	<b>Physics</b>	2	2	2008	At target
	Good representative selection. Average publication date is: 1996				
540-549	<b>Chemistry and allied sciences</b>	1	1	2008	At target
	Good representative selection. Average publication date is: 1999				
550-569	<b>Earth Sciences</b>	3	3	2008	At target
	Good representative selection. Average publication date is: 1996				
560-569	<b>Paleontology &amp; Paleozoology</b>	3	3	2008	At target
	Good representative selection. Average publication date is: 1998				
570-579	<b>Life Sciences Biology</b>	3	3	2008	At target
	Good representative selection. Average publication date is: 1996				
580-589	<b>Plants</b>	2	2	2008	At target
	Good representative selection. Average publication date is: 1992				
590-599	<b>Animals</b>	4	4	2008	At target
	Good representative selection. New titles to replace damaged materials are purchased as needed. Average publication date is: 1996				
<b>600-699 TECHNOLOGY</b>					
600-609	<b>Technology</b>	1	1	2008	2013
	Small collection (18 titles) low demand subject. Average publication date is: 1995				
610-619	<b>Medical Sciences, Medicine</b>	2	3	2008	2013
	Good overall coverage for medical issues, body functions/systems. Updated menstrual cycle titles and "where babies come from" for young children. New titles covering brain development were added in 2009. Average publication date is: 1997				
620-629	<b>Engineering</b>	3	4	2008	2013
	Excellent coverage for alternative power sources, big equipment/machinery, military equipment, watercraft, trains, aircraft, cars/trucks/motorcycles, & space craft. Need better coverage for robotics, electronics, buildings, bridges, simple machines. Average publication date is: 1994				
630-639	<b>Agriculture and related technologies</b>	2	2	2008	2013
	Updated this collection to expand the domestic animals and pet selection. As this is a high demand collection new titles are added annually. Average publication date is: 1995				
640-649	<b>Home and Family Living</b>	3	3	2008	2013
	New cookbooks added that include historical eras, gluten free, topic specific (reflecting popular fiction character's favorites). Crafting books added each year to reflect the current trends. Life/work skills (babysitting) updated and added. Average publication date is: 1995				
650-659	<b>Management &amp; auxiliary services</b>	1	1	2008	2013
	16 titles regarding kid's entrepreneurship. Average publication date is: 1994				
660-669	<b>Chemical engineering</b>	1	1	2008	2013
	Very small collection (29 titles) need to locate appropriate titles that truly fit this subject. Average publication date is: 1991				
670-679	<b>Manufacturing</b>	1	1	2008	2013

Extremely small collection (4 titles) need to locate appropriate titles that truly fit this subject. Average publication date is: 1986

680-689 **Manufacture-specific uses** 1 1 2008 2013  
Extremely small collection (27 titles) need to locate appropriate titles that truly fit this subject. Average publication date is:1991

690-699 **Buildings** 1 1 2008 2013  
Extremely small collection (11 titles) need to locate appropriate titles that truly fit this subject. Average publication date is: 1989

#### 700-799 ARTS & RECREATION

700-709 **Arts** 1 1 2009 At target  
Good general coverage regarding artistic genre' and eras. New materials purchased in 2008 to fill gaps including certain cultures: Vikings, Roman, Native American, Central American. Average publication date is: 1985

710-719 **Landscaping & area planning** 1 1 2009 At target  
Extremely small (4 titles) collection, not high demand. Average publication date is: 1991

720-729 **Architecture** 1 1 2009 At target  
(35 titles) in this collection; Ancient architecture purchased in 2007-2009 to provide information to our enthusiastic readers of "Ancient Roman/Greek"  
Average publication date is: 1990

730-739 **Sculpture, ceramics & metalwork** 1 1 2009 At target  
Small collection (41 titles) mostly covering working with clay and Origami Need to purchase materials for metalworking. Average publication date is: 1991

740-749 **Drawing & decorative arts** 4 4 2009 At target  
Excellent collection of "how to draw" titles and crafting idea books: knitting, card making, weaving, quilting, paper airplanes, dolls, cardboard boxes, etc. This includes titles located on the Juvenile Holiday shelves (Kids' Place) for Christmas, Halloween, Thanksgiving, Mothers Day, Fathers Day, Easter, Hanukkah, Kwanza, St. Patrick's Day, Presidents Day. Average publication date is: 1992

750-759 **Painting** 3 3 2009 At target  
Good representative selection available for this low demand collection. Includes newer titles regarding specific artist's work. Average publication date is: 1991

760-769 **Graphic arts** 0 1 2009 2014  
10 titles in this call number, most are for stamp collecting. Average publication date is: 1995

770-779 **Photography & computer art** 1 1 2009 At target  
Another small demand (28 titles) collection however, newer titles regarding digital photography have been added. Movie making titles are needed.  
Average publication date is: 1994

780-789 **Music** 2 3 2009 2014  
Good general collection. Musical instruments and types of music titles have been added in 2009. Titles regarding the orchestra and those containing musical scores are need. Basic music theory titles are needed. Average publication date is: 1989

790-799 **Sports, games & entertainment** 4 4 2009 At target  
Collection great shape. New titles covering outdoor sports, NASCAR, cheerleading, girls in sports, rodeo, etc. have been added in 2009. Performing arts titles are strong especially dance and ballet. Readers theater titles purchased in 2008 and newer editions of popular sporting events (basketball, baseball, football, hockey, soccer, etc.). Riddles and joke books are requested often, therefore, new compilations were purchased and need to be purchased annually. Average publication date is: 1991

**800-899 LITERATURE**

800-809	<b>Literature, rhetoric &amp; criticism</b>	2	2	2009	At target
	New titles regarding writing different types of literature were added in 2009. Anthologies of poetry and short stories are out dated so newer titles are needed, however, this is a low demand collection. Average publication date is: 1986				
810-819	<b>American literature in English</b>	3	3	2009	At target
	English poetry has great general coverage. They include humorous, nonsense, serious, nature, personal expression, and holiday poetry. Average publication date is: 1991				
820-829	<b>English &amp; Old English literatures</b>	2	2	2009	At target
	Classic poetry; not high use/demand. Average publication date is: 1975				
830-839	<b>German &amp; related literatures</b>				NA
	Currently we have no titles as materials for this subject are not in demand.				
840-849	<b>French &amp; related literatures</b>				NA
	Currently we have no titles as materials for this subject are not in demand.				
850-859	<b>Italian, Romanian &amp; related literatures</b>				NA
	Currently we have no titles as materials for this subject are not in demand.				
860-869	<b>Spanish &amp; Portuguese literatures</b>				NA
	Currently we have no titles as materials for this subject are not in demand.				
870-879	<b>Latin &amp; Italic literatures</b>				NA
	Currently we have no titles as materials for this subject are not in demand.				
880-889	<b>Classical &amp; modern Greek literatures</b>	1	1	2009	NA
	9 titles; not high use/demand. Average publication date is: 1990				
890-899	<b>Other literatures</b>	1	1	2009	NA
	15 titles; not high use/demand. Average publication date is: 1978				

**900-999 HISTORY & GEOGRAPHY**

900-909	<b>History</b>	1	1	2005	At target
	General history collection is in good shape. Average publication date is: 1986				
910-919	<b>Geography &amp; travel</b>	5	5	2005	At target
	Space exploration and global explorer's adventures were updated in 2006-2008. Map skills for early elementary children has been updated with the "First Facts: Map Mania" series. World countries are continually updated through our standing order for "Enchantment of the World" most of the first series titles have been replaced with the second series. "Welcome to my Country" series was purchased in 2007 for early elementary children. Individual American states have been updated with "America the Beautiful: second series" and "From Sea to Shining Sea". Rookie Readers complete the coverage with North American regions and rivers. Average publication date is: 1996				
92s	<b>Biographies</b>	4	5	2008	2014
	The juvenile biographies, shelved in the Kids' Place, have good representative coverage. New titles are constantly being added for popular sport personalities; historical explorers; classical artists/composers; pop culture personalities; current/historical military figures; We keep looking for materials for the early elementary readers but seldom find published titles for them (1376 titles) The Juvenile reference collection includes Something About the Author, World Book's Biographical Encyclopedia of Scientists and Math &Mathematicians: The History of Math Discoveries Around the World. Average publication date is: 1997				
920s	<b>Biography anthologies</b>	4	5	2008	2014
	Include titles regarding explorers, historical women inventors, female sport				

	personalities, First Ladies, and the Founding Fathers. (134 titles). Average publication date is: 1997				
921-929	<b>Genealogy</b> Juvenile genealogy titles are limited (9 titles specific to ethnicity), however, we have purchased four new research guides for youth. Average publication date is: 1991	1	1	2008	At target
930-939	<b>History of ancient world (to ca. 499)</b> High demand for ancient Greek and Roman materials; additional information has been added to include several ancient civilizations. Average publication date is: 1994	2	2	2005	At target
940-949	<b>History of Europe</b> Good representative works for former USSR countries and about the Vikings. New titles covering World War 1 and World War 2 specifically battles fought in the Pacific, Arctic Seas and those that changed the course of the wars, were added in 2008. This subject area is popular and new titles are constantly updated as published. Average publication date is: 1990	3	3	2005	At target
950-959	<b>History of Asia</b> Good representative works 145 titles. New titles covering Afghanistan, Iran, and Iraq materials purchased in 2007-2009. Average publication date is: 1992	2	2	2005	At target
960-969	<b>History of Africa</b> Small collection of 34 titles provides basic works. Average publication date is: 1989	1	1	2005	At target
970-979	<b>History of North America</b> Large collection for school reports. Overall good representative works. Large selection of titles at different reading levels for Lewis and Clark & Native American Tribes. New titles were added for specific battles of the Revolutionary War, Civil War, War of 1812, Spanish American War, and French and Indian Wars. New titles were also added covering the Depression Era and Colonial Times. 1033 titles. Average publication date is: 1990	4	5	2005	2014
980-989	<b>History of South America</b> Small collection 32 titles; possible area of expansion if demand increases. Average publication date is: 1989	1	1	2005	At target
990-999	<b>History of other areas</b> Small collection 18 titles mostly Arctic and Antarctic information; possible area of expansion if demand increases. Average publication date is: 1994	1	1	2005	At target

## Young Adult Collection

### PURPOSE

The Young Adult collection (sixth grade through twelfth grade), existing both to educate and to entertain, presents a variety of timely, well-produced and accurate materials and accounts for 2.82% (0.52% non-fiction and 2.3% fiction) of our circulation.

Many materials purchased for young adults might also be of interest to either adults or children. Due to the above rationale and because most of the adult non-fiction in this library is interfiled with juvenile non-fiction, only materials known to be of very specific interest to young adults are shelved in the young adult section.

### COLLECTION LOCATION

Emphasis is placed on an attractive, orderly and accessible arrangement. Therefore, the Young Adult collection is shelved on the second floor in the Teen Scene (Young Adult area) and consists of fiction, non-fiction, reference, and periodicals.

## **SELECTION**

Selection tools are generally the same as those used for the collection as a whole, although more emphasis is placed on titles that have been reviewed in *The KLIATT*, and/or *VOYA*.

## **CRITERIA FOR SELECTION**

Two primary acquisition considerations are knowledge of community needs and expert recommendations. Therefore, selections are based on subject matter, author popularity, series continuation, and how titles will fit into the collection as a whole. One copy is generally purchased for Young Adult fiction and non-fiction, unless the title or author is of high demand. Staff and patron suggestions are strongly considered. Replacements are not purchased unless the title is part of a series or is a high demand title.

The following gives a general description of some important areas to consider when selecting materials:

1. Use of standard review selection aids
2. Patron demand and requests
3. Expert or professional recommendations
4. Visits to bookstores
5. Knowledge of trends in personal information, entertainment needs and school assignments

## **WEEDING**

The entire Young Adult collection was weeded in 2006. Removing materials from the collection is just as vital to collection maintenance as is selection. The following gives a general description of some important areas considered during the weeding process:

1. Age of materials
2. Condition of materials
3. Trends in circulation and reference use
4. Number of copies currently in the collection

## **Young Adult Non-Fiction Collections**

In order to broaden the appeal to teenagers who prefer non-fiction a small amount of non-fiction materials of a more general nature continue to be purchased. As with any books read by minors, it is stressed that the ultimate responsibility for books read by young adults rests with their parents.

Individual collections are ranked from 1-5, based on the standards listed below. The number in the first column represents the collection as it now stands and the number in the second column is the goal to be achieved. The third column is the date of the last weeding of the individual collections and the second date represents a goal for achieving the projected status of that collection.

1--Minimal collection and/or minimal demand

- 2--Some selections from basic works
- 3--Maintain representative works
- 4--Basic works plus a few specialized and/or obscure works
- 5--Basic works plus a good cross-section of specialized and/or obscure works

**Breakdown of Dewey Classifications for Collection Development Purposes for the Young Adult's Collection**

Call Number	Subject Area	Current Status	Projected Status	Date Weeded Achieved	Target Status
000-099	<b>GENERALITIES</b> Small selection mostly computer resources, however, titles regarding library/information services, publishing, computer industry careers are here. <b>Average publication date is: 2002</b>	1	1	2009	At target
100-199	<b>PHILOSOPHY AND PSYCHOLOGY</b> Good basic collection includes: paranormal issues (high teen interest), Ethics (need more regarding plagiarism) <b>Average publication date is: 2000</b>	1	1	2009	At target
200-299	<b>RELIGION</b> Good representative coverage includes basic information Christian life/living, Judaism, Buddhists, Hindus, Muslims. <b>Average publication date is: 2001</b>	1	1	2009	At target
300-399	<b>SOCIAL SCIENCES</b> Good representative coverage regarding moral choices, gay rights, and racism. Basic coverage regarding terrorism, teenage sexuality, and ethics. Good representative coverage, especially on teen dating, gay rights, sexual issues, teen rights, runaways, and pregnancy. Need more information on suicide prevention. Good representative coverage for education, customs, etiquette, and folklore <b>Average publication date is: 2001</b>	3	3	2009	At target
400-499	<b>LANGUAGE</b> Two books complete this collection. <b>Average publication date is: 2000</b>	1	1	2009	At target
500-599	<b>PURE SCIENCES</b> Good representative collection. <b>Average publication date is: 2002</b>	2	3	2009	2013
600-699	<b>TECHNOLOGY</b> Excellent representative collection, includes titles for career skills, body imaging, diseases, eating disorders, and STDs. <b>Average publication date is: 2000</b>	4	4	2006	At target
700-799	<b>ARTS &amp; RECREATION</b> Good representative collection. <b>Average publication date is: 2002</b>	3	3	2009	At target
800-899	<b>LITERATURE</b> Good representative collection. Includes a varied poetry collection, plays, & acting. <b>Average publication date is: 2000</b>	2	2	2009	At target
900-999	<b>HISTORY &amp; GEOGRAPHY</b> Good representative collection. Dictionaries, education, & world history. Biography selection reflects high school required reading list (more Holocaust biographies always needed). General collection of ancient world, Europe, Asia, Africa, North America, South America, & general history of other areas. <b>Average publication date is: 2000</b>	3	3	2009	At target

**Young Adult Audio/Visual Materials**

The Young Adult audio/visual collection consists of DVDs and CDs. New CD books and fiction and non-fiction DVDs are added on a monthly basis. The decision to not actively purchase VHS and audiocassettes was made by the Collection Management Committee in 2002. However, we do accept visual VHS gifts, but they are considered and added on

a stricter basis. The young adult audio/visual collection accounts for 0.26% of our circulation.

## **PURPOSE**

The purpose of the Young Adult audio/visual (A/V) collection is to provide to Young Adults (sixth grade through twelfth grade) a variety of age appropriate educational and pleasurable listening and viewing materials not readily available at local video rental businesses.

## **SCOPE**

The Young Adult collection includes film classics, documentaries, educational, instructional, and audio books (both abridged and unabridged). Generally, current popular music and videos are not actively purchased.

## **SELECTION**

Specific selection tools used for the Young Adult audio/visual collection are *The Alert*, *Video Librarian*, and/or *VOYA*. Staff and patron suggestions are strongly considered. One copy per title is usually purchased unless the title is of high demand. Generally, replacements are not purchased unless the title is part of a series or a high demand title.

## **WEEDING**

Weeding occurs every January to check for damaged materials or as patrons designate inoperable items. Damaged DVDs, VHS, and CDs are discarded and generally not replaced unless they are a high demand title.

## **Specialized Collection Management**

The Great Falls Public Library attempts to avoid duplication of expensive specialized material, such as:

1. Medical materials, except those of a general nature. The most up-to-date information is available through electronic resources such as Medlineplus and Pubmed.
2. Exhaustive Montana or Cascade County materials (collected by the Montana State Historical Library or the Cascade County Archival Library);
3. Materials for the specialist or professional reader, such as doctors or lawyers, are housed in a variety of special libraries;
4. College or university level course materials, which are housed at the University of Great Falls, and other state colleges and universities;
5. K-12 course and teaching materials, housed at school libraries or Montana Office of Public Instruction (OPI);

6. Genealogical materials other than those of a general nature (housed at special genealogical libraries such as the Cascade County Genealogical Society Library);

## **Interlibrary Loan**

The Great Falls Public Library provides interlibrary loan materials to patrons according to interlibrary loan protocol. The library maintains Internet connections to interlibrary loan subsystems.

## **General Priorities, Limitations and Policies**

### **PREPROCESSED AND PREVIEW MATERIALS**

In order to maintain consistency of physical preparation and presentation of materials, the library utilizes one vendor as the primary supplier of preprocessed materials.

Generally, library staff does not preview materials, either presented by sales people or through postal services. Library staff makes purchasing decisions based on critical reviews and other sources as defined in the collection management policy.

Department heads and acquisitions personnel may make exceptions as necessary based on availability of formats or cost factors.

### **FORMATS**

The GFPL collects in relevant formats including, but not limited to: books and monographs; video and audio formats; microform; periodicals; and computer-form.

### **MULTIPLE COPIES**

The GFPL generally buys one copy of titles, except for the following: fiction and non-fiction areas of high demand, including best sellers and other temporary items in demand; reference items in general demand; Montana related items in general demand; children's materials in high demand.

1. In general, high demand is defined as two or more reserves per copy of a title.
2. Whenever possible multiple copies are supplied through lease books or donations.

### **LANGUAGE**

The collection is primarily in English.

### **FUNDING CONSIDERATIONS**

1. Funding is available, in general, from the following sources:
  - a. Assessed evaluation on property;
  - b. General donations, memorials;

- c. Funds from the Library Foundation;
- d. Funds from specific projects, such as the AAUW annual book sale or groups such as READ;
- e. Specific grants.

## **GIFTS**

Gifts are accepted by the library according to the attached procedures.

## **COMPLAINTS AND CHALLENGES**

Challenges to book selections are handled by completion of the enclosed written form. The complaint is reviewed by a selection committee and a recommendation is issued. Further challenge may be made directly to the Board of Trustees.

## **COLLECTION MAINTENANCE**

The collection is weeded for materials which fail to complete the goals of the collection due to age, condition or publication of better materials. The collection is weeded by:

1. Visual inspection for physical condition by the circulation staff.
2. Visual inspection of the shelves for physical condition and relevance of information by professional staff.
3. Visual inspection by the processing department.
4. Examination of conspectus analysis in relation to stated goals.
5. Use of selection tools to determine if better sources are available.
6. Evaluation of duplications.

## **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 basis, 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

## ALA Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

## ALA Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

## Request for Reconsideration of Library Material

Please provide the following information to the best of your ability:

Title

Author

Date

What brought this material to your attention?

What are your objections to this material or subject matter (please be as specific as possible)?

Have you read, heard or watched the entire title or material?

Have you read any reviews of this title or material? (Please help us by indicating as completely as possible the sources for these reviews or commentary.)

Can you suggest titles of materials which might be added to the collection which address the same or similar issues?

Your Name

Address

Phone

Signature

Date

Materials selected for inclusion in the library collection, including donations, are based on the Great Falls Public Library Collection Management Policy, as approved by the Board of Trustees. The library adheres to the principles of the American Library Association Library Bill of Rights.

Requests for reconsideration are taken very seriously. Requests are referred to a review committee which may include community members. Responses are issued in a timely fashion and may be appealed to the Board of Trustees.

## Materials Withdrawal Reconsideration Form

From time to time the Great Falls Public Library will withdraw books and materials from the collection. The reasons for doing so are clearly marked on each item. If you feel the Great Falls Public Library staff should reconsider a withdrawal, please fill out this form as fully as possible and give it to a staff member.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Title of book or material to be reconsidered, copyright date:

\_\_\_\_\_

Condition of Material \_\_\_\_\_

Reason for reconsideration request \_\_\_\_\_

Please bring the book or material for reconsideration to the front desk with this completed form.

### Withdrawal and Reconsideration Process

1. Book or material is selected for withdrawal, based primarily on bad condition, outdated value or excessive number of copies.
2. Book or material is withdrawn from the system and then placed in the public "for sale" bin on the first floor. The book or material is dated and a slip inserted explaining the reason for withdrawal.
3. After a period of time, It is placed in the books to be sold in the AAUW or Friends of the Library book sale. If appropriate, the book or material will be offered to outside agencies.
4. If there is a question as to why the book or material is being withdrawn, a form may be obtained, filled out and the book or material presented to the circulation staff. The book or material will be set aside for reconsideration by a review committee selected by the Library Board. The review committee will consist of a library board member, a community librarian and a staff member.
5. The review committee will recommend to the Library Board if the book should be placed back in the collection or remain withdrawn.
6. The Library Board will have the final authority.

## **Great Falls Public Library Policy on Gifts and Donations**

The Great Falls Public Library encourages and welcomes gifts and donations to be used for the benefit of the Library. The viability of quality programs, services, and book collection depend, to some extent, upon the generosity of people willing to support the Library through their contributions.

The Board of Trustees has determined that it is in the best interests of the Library to establish a policy which not only promotes charitable gifting, but provides the public with a highly-visible organization that will actively seek contributions and have the legal ability to invest money for the Library's benefit and use. The Library recognizes that it receives many unrestricted gifts and donations which do not denominate the Library, the Great Falls Public Library Foundation or the Friends of the Library as the recipient.

In order to clarify how funds will be allocated and meet the goals set forth above, the Board of Trustees adopts the following policy:

1. The Foundation, subject to the provisions in this policy, is designated the organization to promote, encourage and actively participate in fund-raising for the Library's benefit; to invest, if appropriate, funds received; and to account annually to the Library Board of Trustees the donations, gifts and investment income received.
2. The Library will determine whether a gift or donation is being given to the Library, the Foundation or the Friends. It will encourage the public to give unrestricted gifts to the Foundation. Upon receipt of any gifts, the Library will acknowledge them promptly and forward them to the appropriate organization for their use.
3. Any unrestricted donations given to the Library shall be accounted for and the Board of Trustees shall determine how the money is to be spent or whether it should be placed in a reserve account. Unrestricted donations shall not automatically be used to purchase books.
4. Gifts of books and other materials are accepted on the condition that the Librarian and the professional staff, using the Library's standards of selection, may select those items needed for the collection and dispose of unwanted items through exchange or discard procedures. The Library further reserves the right to dispose of gifts at any time and in any manner deemed appropriate.
5. Materials offered to the Library with restrictions which require special handling or which prevent integration of the materials into the general collection will not be accepted.
6. Gift subscriptions are subject to the Library's standards as stated above, and the Library is under no obligation to accept or display materials unacceptable to the judgment of the staff;
7. Once accepted and processed, all gifts are subject to the Library's regulations and procedures.
8. Appraisal and delivery of items are the responsibility of the donor.

9. Cash donations for memorial books will be accepted, provided no restrictions are attached. Donors may recommend titles or subjects for memorial books, but final judgment will rest with the Librarian. The Board of Trustees will accept memorials other than books, provided they are useful, needed and there are no restrictions attached. Suggestions include equipment, supplies and greenery. Any memorial involving installation or maintenance may be accepted by the Board only with the provision that the donor accept responsibility for such installation and responsibility for all future maintenance.
10. The Library agrees to make available to the public information regarding the Friends and the Foundation to encourage gifts to these organizations.
11. The Library encourages individuals and groups to donate posters, gifts and other items and, when appropriate, the Library will acknowledge the grantor's identity on such items in the sole discretion of the Director and professional staff.
12. The Library will acknowledge gifts and donations in a timely manner.
13. Donor confidentiality will be protected, unless otherwise directed by the donor.



**Great Falls Public Library  
301 Second Avenue North  
Great Falls MT 59401-2593  
(406) 453-0349**

**GIFT MATERIALS**

The Great Falls Public Library welcomes gifts to be used for the benefit of the library. It is the library's policy to accept gifts with the understanding that the Director, the Board of Trustees and/or appropriate staff use their discretion as to the use of these materials.

Once donated, items (including containers) become the property of the Great Falls Public Library and may be added to the collection, made available for other non-profit agencies or discarded.

It is the responsibility of the donor to deliver donated items to the library. If the donor has more than one box of items, the library must be contacted in advance to determine if space is available to store the items. The library will not appraise any donated materials.

**See the back of this form for a list of items the library will accept.**

Please fill out the bottom portion of this form, as it will be the only acknowledgement of your gift. Thank you for thinking of your public library.

Please fill in the number of items donated:

\_\_\_\_\_ Books

\_\_\_\_\_ DVDs

\_\_\_\_\_ Compact Disks

\_\_\_\_\_ other: \_\_\_\_\_

Received from: \_\_\_\_\_

Please print

Received by: \_\_\_\_\_ Date \_\_\_\_\_

GFPL Staff

## ***Thank you for your gift to the library***

The library asks that donated items be delivered to staff inside the library in small boxes that can be easily lifted and carried. Please do not place donated materials in the book drops or outside the library.

Dated, yellowed, damaged (including water damage) or musty items will not be accepted. Books must have the original covers attached. Patrons wishing to donate more than one box of books should contact the library in advance to make sure the library currently has space to store the donation.

### **Great Falls Public Library will accept the following types of materials in new or nearly new condition.**

- Hardcover books – 10 years old or newer
- Paperback books – 3 years old or newer
- Literary classics/enduring titles – any publication year, based on condition and library need
- Compact disks – only with original cases and booklets
- Books on CD – only with original cases and booklets
- DVDs – only with original cases and booklets

### **The library does *NOT* accept the following types of items:**

- Reader's Digest condensed books
- Book club editions
- Textbooks, workbooks or educational handouts
- Video and audio cassette tapes
- Encyclopedia/reference sets older than three years; incomplete sets of any age can not be accepted
- Magazines or newspapers
- Vinyl records

There may be other organizations in the community which will accept materials the library cannot. You may want to try these options if your materials fall outside library guidelines:

#### **Hastings 727-3024**

Will buy some books, but will not dispose of or recycle any items they do not purchase

#### **Paperback Jungle 727-6350**

Will take paperback books on trade for others and will recycle/re-give other books to local nonprofits

#### **Goodwill 453-0311**

#### **Salvation Army Thriftstore 452-0616**

#### **St. Vincent De Paul Thriftstore 761-0870**

Will take book donations to sell



## Donations for Memorials

Monetary donations not designated for books will go to benefit the library. Please consult with the library staff for current needs. For donations of \$20 or more, a bookplate may be placed in purchased materials. We immediately acknowledge all monetary donations by postcard, to both the donor and the honoree or designate. After a book is purchased, a letter is sent to both the honoree and the donor informing them of the title of the book purchased with the donation.

**Please check one to indicate type of bookplate to be used:**

- In Honor of
- In Memory of
- No Bookplate Necessary

**Please check one to indicate type of book purchase desired:**

- Nonfiction (\$25 minimum)
- Fiction (\$25 minimum)
- Juvenile (\$20 minimum)
- Young Adult (\$20 minimum)

**Print** the following information:

Name of person for whom donation is given: \_\_\_\_\_  
(As it should appear on the bookplate) PLEASE PRINT

Name and address of person/family to whom an acknowledgement should be sent:

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Zip Code

Donor's name (as it should appear on bookplate) and address:

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Zip Code

Phone number: \_\_\_\_\_

Amount of donation: \$ \_\_\_\_\_

Please make your check payable to the **Great Falls Public Library** unless otherwise indicated.

**Thank you.** Return this form to the Circulation Desk, or mail to:

**Great Falls Public Library  
301 Second Avenue North  
Great Falls, Montana 59401**

*Please be aware that books purchased by the library, including those purchased as memorials, have a physical lifetime that may require withdrawal or replacement at a future time.*

*We treat donors' records as confidential, unless otherwise directed.*

## Policy Implementation, Evaluation and Revision

This policy was approved at the December 21, 2009 meeting of the Great Falls Public Library Board of Trustees. The policy will be evaluated and reviewed every three years by the library staff and the Board of Trustees.

Kathy Moran 12/21/09  
Librarian Date

Mark Meyer 12-21-09  
Chair, Board of Trustees Date