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See you @ the Library!***

**Collection
Development Policy**

OCTOBER 2021

GREAT FALLS PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

LIBRARY MISSION STATEMENT

The Great Falls Public Library serves as a connection point; we empower the community and enhance the quality of life by providing individuals access to information and social, cultural, and recreational resources.

PURPOSE OF THE POLICY

The Collection Development 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.

COLLECTION AUTHORITY AND RESPONSIBILITY

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. The Collection Development Librarian is responsible for the reference, Montana Room and adult circulating collections. The Youth Services Librarian is responsible for young adult and juvenile collections. The Library participates in the MontanaLibrary2Go consortium to provide eBook and eAudiobook materials. The MontanaLibrary2Go selection team is responsible for the selection and acquisition of shared digital resources within the guidelines of MontanaLibrary2Go [collection development policy](#) and within the limitations imposed by the consortium budget.

COLLECTION MANAGEMENT OF MATERIALS:

PHILOSOPHY

The Library serves the entire community. Collection development efforts reflect our obligation to have a variety of points of views, reading levels and formats. Library users make their own choices as to what they will use based on individual interests and concerns. Great Falls Public Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with their parent or legal guardian.

The Great Falls Public Library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in the Library Bill of Rights, Freedom to Read statement and Freedom to View statement. We strive to build a diverse and inclusive collection that contains content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. (See **Appendix C** for full statements about what we believe.)

INTERLIBRARY LOAN & PARTNER SHARING:

The Great Falls Public Library believes that resource sharing and cooperative collection management improve community access to the widest array of materials.

Interlibrary loan is an integral part of collection development. Great Falls Public Library lends and borrows materials to and from other libraries. Great Falls Public Library maintains online connections to OCLC and uses its system to facilitate Interlibrary Loan services.

As part of its 2019-2022 Strategic Plan, the Great Falls Public Library is working to join the Montana Partners Sharing Group. The Montana Shared Catalog Sharing Group libraries have agreed to take down walls and share collections for the benefit of their patrons. A patron whose library participates in a sharing group can place holds on items owned by other libraries in their group. Using a combination of mail and courier service, the item is delivered to the patron's home library. Participation in the Partners Sharing Group will increase library patron access to an array of materials.

SCOPE OF COLLECTION:

The collection currently contains about 134,000 items and is primarily in English.

NEW MATERIAL

New materials are shelved separately and identified with yellow NEW stickers. The purpose of the NEW collections (Juvenile, Young Adult, Adult, and Audiovisuals) is to provide patrons with easy access to newly acquired materials. Books are considered to be NEW to the library if they have been published within the last 2 years or at the discretion of the Collection Development Librarian. These items will remain on the NEW shelf for a period of 10 months or less if space is limited. Typically, any audiovisual item new to the library AV is placed on the new shelf, DVDs and Audiobooks are kept in the NEW area of the AV collection for a period of 3 months

ADULT COLLECTIONS

Adult materials are collected to meet the diverse educational, cultural, and recreational needs of adults across our community. Efforts are made to collect popular, current materials in high demand as well as classics and informative materials.

- **Grab and Go:** The purpose of this collection is to increase access to the most popular fiction and nonfiction current titles. No holds or renewals are allowed on these items. Items remain in this collection until they stop circulating for a period of at least 2 weeks.
- **Fiction (including large print, western and popular fiction):** The purpose of the adult fiction collection is to offer to adult readers a variety of pleasurable and educational fictional reading materials.
- **Nonfiction (including large print and popular nonfiction):** The purpose of the nonfiction collection is to provide adults with current, accurate information on a wide variety of general interest topics to support their education, self-guided research and pleasure reading. The circulating non-fiction collection integrates juvenile and young adult materials in order to provide a range of materials regardless of reading ability or interest.
- **DVD:** The purpose of the DVD collection is offer to adult patrons a variety of pleasurable and educational watching materials. This collection includes a wide variety of topics both fiction and nonfiction as well as television series and Great Courses.
- **Audiobook:** The purpose of the adult audiobook collection is to offer to adult patrons a variety of pleasurable and educational listening materials. The CD book collection focuses on popular fiction and nonfiction, unabridged titles.
- **Music:** This collection is being phased out based on lack of circulation.

- **Graphic Novel:** The purpose of the adult graphic novel collection is to offer to adult readers a variety of pleasurable and educational reading materials in the graphic novel format. This collection is designed for the adult graphic novel reader.
- **Periodicals:** The purpose of the periodical collection is to provide patrons with access to current Montana newspapers and magazines. Collection consisting of newspapers from Montana and popular magazines from around the country. Subscriptions are limited to items that can be delivered in a timely manner. Popular and Montana related magazines both purchased and donated to the library. Donated magazines must meet the collection development policy and space requirements. This collection is supplemented by the provision of downloadable magazines in the MontanaLibrary2Go collection.

JUVENILE COLLECTIONS

Materials for children are collected to meet the diverse educational, cultural, and recreational needs of babies and children birth to 12 years. Efforts are made to collect popular, current materials in high demand as well as classics and informative materials.

- **Children's fiction and leveled reader collection (J FIC, J P FIC, J E, J PAPERBACK, and J BOARDBOOK):** The purpose of this collection is to support the literacy development of babies and children birth to age 12 by providing diverse and engaging reading material on all levels.
 - J BOARDBOOK-Durable books for babies and preschoolers birth to 5
 - J E FIC and NONFICTION-Leveled readers for ages 5 to 8
 - J FIC-Chapter books for ages 5 to 12
 - J PAPERBACK-Popular classic picture book series books (Berenstain Bears, Curious George, etc.) for ages 3 to 8
 - J P FIC-Picture books for ages 3 to 8
- **Children's nonfiction collection:** The purpose of this collection is to provide children 5 to 12 with current, accurate information on a wide variety of general interest topics to support their education and self-guided research. Two nonfiction collections are of particular note
 - **J Fairy:** (formerly J 398.2) This is a well-developed collection of fairy and folktales from around the world. Most are in picture book format.
 - **J 92-Biographies:** This strong collection of biographies for children supports a variety of school assignments, most notably Wax Museum projects where students research a person from history and then develop a dramatic performance as that person.
- **Children's graphic novels:** The purpose of this collection is to support the literacy development of babies and children birth to age 12 by providing diverse and engaging reading material on all levels. They are especially popular with reluctant readers who use the pictures to help decode the story. Popular series are maintained, and titles with high circulation are often replaced when they wear out.
- **Children's AV materials:** The juvenile AV collection includes popular film and television shows, film classics, documentaries, educational, and instructional DVDs and audio books on CDs. Unabridged audio books CDs are selected whenever possible. Music CDs are occasionally purchased to enhance children's listening and educational needs, but they are being phased out due to low circulation.

YOUNG ADULT COLLECTIONS

Materials for young adults are collected to meet the diverse educational, cultural, and recreational needs of teens 12-18. Efforts are made to collect popular, current materials in high demand as well as classics and informative materials of particular interest to teens.

- **Young Adult Fiction (YA FIC):** The purpose of this collection is to support the literacy development of teens 12 to 18 by providing diverse and engaging reading material on a variety of reading levels.
- **Young Adult Nonfiction Collection:** Teens 12 to 18 are generally well-served by nonfiction for children and adults for their general information needs. However, a small collection of nonfiction about topics of special interest to teens is also included in the collection.
- **Young Adult Graphic Novels:** The purpose of this collection is to offer to young adult readers a variety of pleasurable and educational reading materials in the graphic novel format. Graphic novels and manga for teens are in high demand. They are especially popular with reluctant readers who use the pictures to help decode the story. Popular series are maintained, and titles with high circulation are often replaced when they wear out.
- **Young Adult AV materials:** The Young Adult collection includes popular films and TV series, film classics, documentaries, educational, and instructional DVDs, and audio books (both abridged and unabridged). Whenever possible, unabridged audiobooks are selected.

SPECIAL COLLECTIONS

- **Montana Room:** In recognition of the importance of Montana history, the Montana Room holds a special collection of materials relating to Montana. The purpose of the collection is to provide, preserve and protect this type of material for present and future use. This collection does not circulate and is staffed by volunteers.
- **MontanaLibrary2Go:** Digital library consortium providing digital eBooks, audiobooks and magazines to those with an active library card. The purpose of this collection is to offer to adults, children and young adult readers a variety of downloadable fiction and nonfiction reading materials.
- **Hotspot:** The purpose of the hotspots is to increase community internet access. Hotspots were purchased by the Montana State Library federal COVID grant. Current funding is estimated to run out in December 2022 or sooner if the devices extend their lifespan.
- **Chilton Automotive Repair Database:** The purpose of the database is to provide accurate, accessible information about specific car repair. Access is available for use in the library and on the go for patrons with an active library card.
- **Bookmobile:** The purpose of the Bookmobile collection is to provide access to Library materials for the wider Cascade County community. It contains a curated collection based on the needs and wants of the community visited on each trip.
- **Little Free Libraries:** The purpose of the Little Free Libraries is to provide increased access to reading materials and improved community connection through sharing. The library assists in providing space and donations to fill the libraries as well as facilitating structural maintenance and filling if necessary.
- **Genealogy:** Rented space to Great Falls Genealogy Society. Please contact the Great Falls Genealogy Society. (406) 727-3922 gfgenealogy@genlibrary.org
- **Reference:** The purpose of the reference collection is to provide access to expert, specialized informational materials such as car repair manuals, Montana Code

Annotated, building codes, collecting resources and etc. This collection consists of non-circulating informational material. (This collection continues to be downsized as more convenient and accurate reference resources are available online.)

- **Book Club Kits:** The purpose of this collection is to support community Book Clubs. Each kit consists of a cloth bag containing ten copies of the title, that may include a folder with miscellaneous notes, discussion questions, biographical information, and reading lists to assist book discussion leaders.
- **Vertical File:** The purpose of the vertical file is to provide access to ephemera that are not digitally accessible. A vertical file collection containing pamphlets and documents directly related to Montana and Great Falls.
- **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.
- **Microform:** The purpose of the microfilm collection is to preserve access to historical newspapers. Complete microfilm files are maintained of The Great Falls Tribune; limited years of The New York Times and The Great Falls Leader.
- **Maps:** 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.

COLLECTION SELECTION:

Collection Development Librarian and Youth Services Librarian will be responsible for the majority of the selection for the library collection with advisement and guidance from the Director.

TOOLS:

Selectors will utilize popular library guides, news sources, reviews and patron requests to find the most popular items for the library collection.

The general criteria considered for selection of materials:

- Patron demand or interest
- Requests by Great Falls Public Library patrons
- Format options
- Critical reviews (The Library subscribes to various professional review journals that help guide selection decisions.)
- Literary award selections
- Historical significance
- Relevance to current national and local trends or events
- Relation to existing collection
- Replacement need
- Cost
- Qualifications and/or reputation of author or producer
- Relevance to the experiences and contributions of diverse populations
- Quantity based on need and hold ratios
- Language (based on need, donation or gift)
- Preselected titles by vendors/standing orders

PURCHASING EXCLUSIONS:

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 Providence, 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 Great Falls Genealogical Society Library);
7. Self-published materials not related to Great Falls, Cascade County or Montana Exceptions to this rule can be made on a case by case basis.
8. Formats not collected by GFPL include MP3 CD, Playaway, BluRay, Audio Cassettes, Video cassettes, text books, donations over 10 years old

HOLDS RATIOS AND MULTIPLE COPIES

Holds Ratios for popular materials is 4 holds per individual item (ex. *Gambling Man* by David Baldacci, 16 holds equals 4 copies of the title). Based on circulation trends and current popularity of an author or subject the Collection Development Librarian will determine how many copies to keep of a title after circulation slows and hold needs are met. (Please see Discarding of Library Material for further information.)

PATRON REQUESTS

Patron purchase request, monetary donation and memorial requests are all filled based on our collection development policy and selection decisions based of Collection Development Librarian. The Library values requests for purchase. If it is determined that a requested item is not appropriate to be added to the collection, staff will attempt to provide access to the item through interlibrary loan.

Patrons can request that the Library add an item to the collection by filling out a paper form, calling the Library or submitting a request electronically on the library website. (Please see Patron Suggestion Form in Appendix C.)

DONATIONS: GIFT MATERIALS

Physical materials donated to the library will be evaluated to fill a need or replacement in the current collection based on the collection development policy. Once accepted and processed, all gifts are subject to the Library's regulations and procedures. 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. Appraisal and delivery of items are the responsibility of the donor. Donations not used by the library will be used for Neighborhood Little Free Libraries, AAUW/Friends of the Library Book Sale or may be may be donated to various nonprofit organizations, recycled, sold by the library or disposed of as library staff deem appropriate. (Please see the Gift Materials form in Appendix C.)

DONATIONS: FUNDS FOR MATERIALS

Cash donations for materials, including memorial and honor books will be accepted, provided no specific restrictions are attached. Funds may be directed toward a specific category of materials such as nonfiction, mysteries, young adult etc. Donors may recommend titles or

subjects for memorial books, but final judgment will rest with the professional staff. (Please see the Donations for Memorials form in Appendix C.)

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

A Library patron who feels that an item should not be part of the Great Falls Public Library collection may submit a Request for Reconsideration Form to the Library Director. Requests for reconsideration are taken very seriously. (Please see Request for Reconsideration Form in Appendix C.)

PROCESS:

1. The Library Director will review the Request for Reconsideration Form and provide a written response within 14 days.
2. If the patron is unsatisfied with the Library Director's response, he/she may submit a written request to appeal to the Great Falls Public Library Board.
3. The Library Board shall appoint a review committee consisting of a Great Falls Public Library Board member, a Great Falls Public Library patron and a Great Falls Public Library staff member. The committee shall review the Patron Request for Reconsideration Form and the Library Director's response, then submit a written recommendation to the full Library Board within 14 days of being appointed.
4. The patron appeal will be placed on the agenda of the next scheduled board meeting. After reviewing the pertinent documents (Request for Reconsideration Form, Library Director's response & recommendation of the review committee) and hearing statements from the patron, Library staff and any public wishing to speak, the Board will make final ruling on the appeal. A written response will be sent to the patron within 14 days of the final Board decision.

COLLECTION MAINTENANCE

DISCARD POLICY

Discarding items (weeding) is an essential component of library collection management. The Library has limited shelf space. In order to maintain a relevant book collection for everyone and have room for new materials, Library staff need to remove items from the collection. Weeding is necessary to remain relevant to our users and true to our missions.

Library materials are evaluated based on physical condition, use or circulation, publication date, date of acquisition, replacement availability, current trends, outdated materials, number of copies owned or those that no longer fit within the collection development policy. The decision to remove an item from the library collection will be made by the librarian with the Library's collection development goals in mind. The library often purchases multiple copies of a popular title. When the book circulation slows, it is then necessary to reduce the number of copies because of shelf space and bottom line circulation of the entirety of the title's circulation. Discarded items have the discard reason for doing so are clearly marked on each item.

The library maintains a permanent collection of selected newspapers and magazines. Magazines not retained by the library are discarded after 1 year. Newspapers not retained by the library are recycled after 6 months.

Discarded materials may be donated to various nonprofit organizations, recycled, sold by the library or disposed of according to City of Great Falls disposal policy.

WITHDRAWAL RECONSIDERATION

A Library patron who feels that an item should not be removed from the Great Falls Public Library collection may submit a Withdrawal Reconsideration Form to the Library Director. (Please see Withdrawal Reconsideration Form in Appendix C.)

PROCESS:

1. The Library Director will review the Withdrawal Reconsideration Form and provide a written response within 14 days.
2. If the patron is unsatisfied with the Library Director's response, he/she may submit a written request to appeal to the Great Falls Public Library Board.
3. The Library Board shall appoint a review committee consisting of a Great Falls Public Library Board member, a Great Falls Public Library patron and a Great Falls Public Library staff member. The committee shall review the Patron Withdrawal Reconsideration Form and the Library Director's response, then submit a written recommendation to the full Library Board within 14 days of being appointed.
4. The patron appeal will be placed on the agenda of the next scheduled board meeting. After reviewing the pertinent documents (Patron Withdrawal Reconsideration Form, Library Director's response & recommendation of the review committee) and hearing statements from the patron, Library staff and any public wishing to speak, the Board will make final ruling on the appeal. A written response will be sent to the patron within 14 days of the final Board decision.

POLICY IMPLEMENTATION, EVALUATION AND REVISION

This policy was approved at the October 26, 2021 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.

_____	_____
Library Director	Date
_____	_____
Chair, Board of Trustees	Date

APPENDIX A: COMMUNITY DESCRIPTION

<h3>Great Falls, MT</h3> <p>Place in: Cascade County, MT, Great Falls, MT Metro Area, Montana, United States</p> <p>58,835 Population</p> <p>23 square miles 2,561.3 people per square mile</p> <p>Census data: ACS 2019 5-year unless noted</p>	<h3>Cascade County, MT</h3> <p>County in: Montana, United States</p> <p>81,366 Population</p> <p>2,698.2 square miles 30.2 people per square mile</p> <p>Census data: ACS 2019 1-year unless noted</p>
<p>Age</p> <p>38.6 Median age</p> <p>about the same as the figure in the Great Falls, MT Metro Area: 38.3 a little less than the figure in Montana: 39.9</p> <p>Population by age range</p> <p>Population by age category</p> <p>Sex</p> <p>Race & Ethnicity</p> <p>Income</p> <p>\$30,130 ±\$2,055 Per capita income</p> <p>\$46,965 Median household income</p> <p>Household income</p> <p>Poverty</p> <p>14.7% Persons below poverty line</p> <p>Children (Under 18)</p> <p>Seniors (65 and over)</p> <p>Households</p> <p>25,659 Number of households</p> <p>2.2 Persons per household</p> <p>Population by household type</p> <p>Educational attainment</p> <p>91.5% High school grad or higher</p> <p>25.4% Bachelor's degree or higher</p> <p>Population by minimum level of education</p> <p>Veteran status</p> <p>14.4% Population with veteran status</p> <p>Veterans by wartime service</p>	<p>Age</p> <p>37.4 Median age</p> <p>about 90 percent of the figure in Montana: 40.5 a little less than the figure in United States: 38.5</p> <p>Population by age range</p> <p>Population by age category</p> <p>Sex</p> <p>Race & Ethnicity</p> <p>Income</p> <p>\$27,116 ±\$2,055 Per capita income</p> <p>\$51,227 Median household income</p> <p>Household income</p> <p>Poverty</p> <p>15.4% ±3.1% (12,153 ±2,472) Persons below poverty line</p> <p>Children (Under 18)</p> <p>Seniors (65 and over)</p> <p>Households</p> <p>32,816 Number of households</p> <p>2.4 Persons per household</p> <p>Population by household type</p> <p>Educational attainment</p> <p>92.7% High school grad or higher</p> <p>25.6% Bachelor's degree or higher</p> <p>Population by minimum level of education</p> <p>Veteran status</p> <p>15.9% Population with veteran status</p> <p>Veterans by wartime service</p>

<https://censusreporter.org/profiles/05000US30013-cascade-county-mt/>

Employment by Occupations

27.5k

2018 VALUE
± 1,067

0.157%

1 YEAR GROWTH
± 5.46%

From 2017 to 2018, employment in Great Falls, MT grew at a rate of 0.157%, from 27.4k employees to 27.5k employees.

The most common job groups, by number of people living in Great Falls, MT, are Office & Administrative Support Occupations (3,431 people), Sales & Related Occupations (3,232 people), and Management Occupations (2,228 people). This chart illustrates the share breakdown of the primary jobs held by residents of Great Falls, MT.

Data from the [Census Bureau ACS 5-year Estimate](#)



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 81,654 residents as of July 1, 2017. Great Falls, the county seat, is the state's third largest city, with a population estimated at 58,876 in 2017. Great Falls accounts for approximately 72% 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. There are 3,146 active duty personnel stationed at Malmstrom Airforce base. Additionally, there are 3,137 family members; 619 AF civilian employees; 800 contractors associated with Malmstrom Air Force Base. Great Falls also boasts the C. M. Russell Museum, the Lewis & Clark Interpretive Center, and two colleges: the University of Providence, and the Great Falls College MSU.

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

APPENDIX B: WHAT WE BELIEVE

1. Library Bill of Rights
2. Freedom to Read
3. Freedom to View
4. Diverse Collections: An Interpretation of the Library Bill of Rights
5. Diversity in Collection Development: Windows and Mirrors

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.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

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.

Endorsed January 10, 1990, by the ALA Council

Diverse Collections: An Interpretation of the Library Bill of Rights

Collection development should reflect the philosophy inherent in Article I of the Library Bill of Rights: “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.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library’s selection policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires: selecting content in multiple formats; considering resources from self-published, independent, small, and local producers; seeking content created by and representative of marginalized and underrepresented groups; evaluating how diverse collection resources are cataloged, labeled, and displayed; including content in all of the languages used in the community that the library serves, when possible; and providing resources in formats that meet the needs of users with disabilities.¹

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection’s diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities.

Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user’s right to read, view, or listen to content protected by the First Amendment, regardless of the creator’s viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.²

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name "Diversity in Collection Development"; and June 24, 2019.

¹ “Services to People with Disabilities: An Interpretation of the Library Bill of Rights,” adopted January 28, 2009, by the ALA Council under the title “Services to Persons with Disabilities”; amended June 26, 2018.

² ALA Code of Ethics, Article VII, adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Diversity in Collection Development: Windows and Mirrors

What are mirrors and windows?

A mirror is a story that reflects your own culture and helps you build your identity. A window is a resource that offers you a view into someone else's experience. It is critical to understand that people cannot truly learn about themselves unless they learn about others as well.

Why are mirrors important?

Mirrors are texts in which people can find themselves, their families, and their communities reflected and valued. When people read books where they see characters like themselves who are valued in the world, they feel a sense of belonging.

Why are windows important?

Windows are texts that help us develop understandings about the wider world. All people need to learn about how other people conduct themselves in the world in order to understand how they might fit in. For some people, this may be the first time they are exposed to differences in culture, skin color, religion, and lifestyle. It's important that their introduction is one of nonjudgment and supportive acceptance.

Why are "Own Voices" books important?

"Own Voices" books are books about marginalized communities written by those from marginalized communities. "Own Voices" authors and illustrators create not with an observer's gaze, but with the cultural nuance from being an active member of that culture.

Diversity in Collection Development:

Key Subject Areas:

- Books by or about minority groups in our community
- American Indians
- Indigenous, Black and People of Color
- Religious minorities
- LGBTQ
- Other groups

Rationale:

- We need diverse books!
- Every child deserves to see themselves reflected in the books that they read.
- All stories should reflect the authentic experience of the community described.
- We have a small minority population in Great Falls so books about minority groups may have lower circulations but still need to be available.

DIVERSITY IN CHILDREN'S BOOKS 2018

Percentage of books depicting characters from diverse backgrounds based on the 2018 publishing statistics compiled by the Cooperative Children's Book Center, School of Education, University of Wisconsin-Madison:
cbbc.education.wisc.edu/books/pctstats.asp



Illustration by David Huyck, in consultation with Sarah Park Dahlen
Released under a Creative Commons BY-SA license: <https://creativecommons.org/licenses/by-sa/4.0/>

The CCBC inventory includes 3,134 books published in 2018. This graphic would not have been possible without the statistics compiled by the CCBC, and the review and feedback we received from Edlin Campbell, Molly Beth Griffin, K. T. Hurling, Debbie Reese, Ebony Elizabeth Thomas, and Madeline Tyner. Many thanks.

APPENDIX C: FORMS

1. PATRON SUGGESTION FORM
2. GIFT MATERIALS
3. DONATIONS FOR MEMORIALS
4. REQUEST FOR RECONSIDERATION
5. REQUEST FOR WITHDRAWAL RECONSIDERATION
6. PATRON APPEAL



Suggestion Form

Date: _____

Library Card #: _____

Name (Please Print): _____

Address: _____

City/State: _____ Zip Code: _____

Phone Number: _____ Email _____

If the library orders this item, I would like it placed on hold when it is available YES NO

I would like to suggest that the library purchase the following item:

Adult Materials:

_____ Book _____ Movie _____ Audiobook
_____ Other (Specify): _____

Juvenile or Young Adult Materials:

_____ Book _____ Movie _____ Audiobook
_____ Other (Specify): _____

Title: _____

Author: _____

Other Information (publisher, price, review source, etc.): _____

Why do you think the library should purchase this item: _____

Other suggestions for improving library services: _____



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.

Materials donated may be used for the following:

- **Adding to the library's collection**
- **Book sales**
- **Little Free library distribution**
- **Summer Reading Program incentives**
- **Donations to other nonprofits**
- **Recycling**

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 the library can use the items. The library will not appraise any donated materials.

See the back of this form for a list of items the library will and will not 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 _____ CDs
_____ Other: (Specify): _____

Received from (Please Print): _____

GFPL Staff (Please Print): _____

Date: _____

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.

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/local history– any publication year, based on condition and library need
- CDs– only with original cases and booklets
- Audiobooks– only with original cases and booklets
- DVDs– only with original cases and booklets

The library does NOT accept the following types of items:

- Readers 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.

Goodwill- (406) 453-0311

Salvation Army Thrift store- (406) 452-0616

St. Vincent De Paul Thrift store- (406)761-0870



Donations for Memorials

For donations of \$20 or more, a bookplate may be placed in purchased materials. After purchase, a letter is sent to both the honoree and the donor informing them of the title of the materials.

Monetary donations not designated for books will go to benefit the library. Please consult with the library staff for current needs. If you wish to donate to a special project, please use the Donor Directive Form.

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

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

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

- ☐ Nonfiction (\$30 Minimum)
☐ Fiction (\$30 Minimum)
☐ Juvenile (\$20 Minimum)
☐ Young Adult (\$20 Minimum)

Amount of donation: \$ _____

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

PLEASE PRINT THE FOLLOWING INFORMATION:

Name of person for whom the donation is given: _____
PLEASE PRINT (As you would like it to appear on the bookplate)

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

Donor's name, address and phone number (as it should appear on the bookplate):

Thank you! Please return this form to the library or mail it to:
Great Falls Public Library, 301 2nd Ave N, Great Falls, MT 59401

Please be aware that materials 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.



Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org

Request for Reconsideration of Library Material Form

A Library patron who feels that an item should not be part of the Great Falls Public Library collection may submit a Request for Reconsideration Form to the Library Director.

PROCESS:

1. The Library Director will review the Request for Reconsideration Form and provide a written response within 14 days.
2. If the patron is unsatisfied with the Library Director's response, he/she may submit a written request to appeal to the Great Falls Public Library Board.
3. The Library Board shall appoint a review committee consisting of a Great Falls Public Library Board member, a Great Falls Public Library patron and a Great Falls Public Library staff member. The committee shall review the Patron Request for Reconsideration Form and the Library Director's response, then submit a written recommendation to the full Library Board within 14 days of being appointed.
4. The patron appeal will be placed on the agenda of the next scheduled board meeting. After reviewing the pertinent documents (Request for Reconsideration Form, Library Director's response & recommendation of the review committee) and hearing statements from the patron, Library staff and any public wishing to speak, the Board will make final ruling on the appeal. A written response will be sent to the patron within 14 days of the final Board decision.

Name: _____

Street Address: _____

City, State, Zip: _____

Telephone Number: _____ Library Card #: 2086700

Description of Item Requested to be removed from the collection:

Title: _____

Creator/Author: _____

Copyright Date: _____ Barcode (Item ID): 3086700

Format of Item ☐ Print Book ☐ CD ☐ DVD

Please fill out the back of this form (and extra pages as needed) to explain why you feel the item described above should be removed from the Great Falls Public Library Collection.

Patron Signature

date



Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org

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?

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.

<https://www.greatfallslibrary.org/wp-content/uploads/2018/12/Collection-Management-Policy-2018.pdf>

Requests for reconsideration are taken very seriously.



Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org

Patron 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. A Library patron who feels that an item should not be removed from the Great Falls Public Library collection may submit a Withdrawal Reconsideration Form to the Library Director. (Please submit material being withdrawn with the form.)

PROCESS:

1. The Library Director will review the Withdrawal Reconsideration Form and provide a written response within 14 days.
2. If the patron is unsatisfied with the Library Director's response, he/she may submit a written request to appeal to the Great Falls Public Library Board.
3. The Library Board shall appoint a review committee consisting of a Great Falls Public Library Board member, a Great Falls Public Library patron and a Great Falls Public Library staff member. The committee shall review the Patron Withdrawal Reconsideration Form and the Library Director's response, then submit a written recommendation to the full Library Board within 14 days of being appointed.
4. The patron appeal will be placed on the agenda of the next scheduled board meeting. After reviewing the pertinent documents (Patron Withdrawal Reconsideration Form, Library Director's response & recommendation of the review committee) and hearing statements from the patron, Library staff and any public wishing to speak, the Board will make final ruling on the appeal. A written response will be sent to the patron within 14 days of the final Board decision.

Name: _____

Street Address: _____

City, State, Zip: _____

Telephone Number: _____ Library Card #: 208700

Description of Item Requested to remain in the collection:

Title: _____

Creator/Author: _____

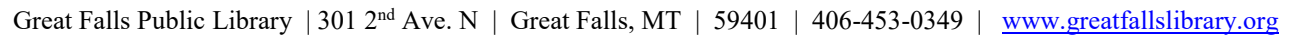
Copyright Date: _____ Barcode (Item ID): 3086700

Format of Item ☐ Print Book ☐ CD ☐ DVD

Please use the back of this form (and extra pages as needed) to explain why you feel the item described above should remain in the Great Falls Public Library Collection.

Patron Signature

date





Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org

Patron Appeal Form

Internet Use: Right of Appeal

An Internet user whose session has been terminated or whose Internet access has been prohibited due to violations of the Library Internet Use policy may submit a Patron Appeal Form to the Library Director.

Library Use: Right of Appeal

A library patron who has been asked to leave the library for a length of time due to violations of the patron behavior policy may submit a Patron Appeal Form to the Library Director.

Library Access: Right of Appeal

A library patron who feels that a Library policy or Library staff action has impacted his/her ability to access Library services may submit a Patron Appeal Form to the Library Director.

PROCESS:

1. The Library Director will review the Patron Appeal Form and provide a written response within 14 days.
2. If the patron is unsatisfied with the Library Director's response, he/she may submit a written request to appeal to the Great Falls Public Library Board.
3. The patron appeal will be placed on the agenda of the next scheduled board meeting. After hearing statements from the patron, Library staff and any public wishing to speak, the Board will make final ruling on the appeal. A written response will be sent to the patron within 14 days

Name: _____

Street Address: _____

City, State, Zip: _____

Telephone Number: _____

Date of Action Being Appealed: _____

Type of Appeal ☐ Internet Use ☐ Library Use ☐ Library Access/Policy

Please explain what Library action or policy is being appealed and what alternative(s) you are requesting. (Use extra pages as needed.)

Patron Signature

date