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Collection Management Policy

December 2012

GREAT FALLS PUBLIC LIBRARY COLLECTION MANAGEMENT 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.

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 81,837 residents as of July 1, 2011. Great Falls, the county seat, is the state's third largest city, with a population estimated at 58,950 in 2011. 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, 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 Great Falls College MSU.

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

Community Analysis

		Great Falls	Cascade County
POPULATION		58,950	81,837
Age	(under 5)	6.7%	6.8%
	(5-19)	18.4	18.7
	(20-44)	32.4	31.4
	(45-64)	26.5	27.5
	(over 65)	16.6	15.7
Median Age		39	38.9
Gender	Male	28,580	40,568
	Female	29,925	40,759
Race	White	53,815	75,302
	Black	1,106	1,661
	Am. Indian/Ak.Nat.	4,326	5,264
	Other	565	793
	Two or More Races	2,220	2,947
	Hispanic or Latino of Any Race	1,978	2,711

ECONOMIC

Median Household Income	\$40,935	\$43,425
Mean Household Income	\$51,781	\$54,817
Families Below Poverty Level	12.6%	10.9%
U.S. Avg.: 11.7%		
Individuals Below Poverty Level	15%	13.5%
U.S. Avg.: 15.9 %		

Source: Census Bureau, American Community Survey

EMPLOYMENT BY INDUSTRY

Health Care	18.1%
Retail Trade	14.2%
Accommodation and Food Services	11.1%
Construction	5.3%
Administrative and Waste Services	5.2%
Finance and Insurance	4.6%
Other Services	3.8%
Wholesale Trade	3.8%
Professional and Technical Services	3.5%
Transportation and Warehousing	2.6%

Source: Montana Department of Labor & Industry, Quarterly Census of Employment and Wages Program (QCEW), 2010 data

ECONOMIC (BUSINESS)

Top 20 Private Employers in Cascade County

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

Business Name	Size Class	Business Name	Size Class
Albertsons	6	Missouri River Manor	6
Benefis Healthcare	7	National Electronics Warranty	8
Benefis Hospital	9	North Central Independent Living	6
Optimum (formerly Bresnan)	6	Opportunities Inc.	6
Centene Corporation	6	Peak Health and Wellness Center	6
Center for Mental Health	6	Quality Life Concepts	6
D A Davidson & Co.	6	Sam's Club	6
Easter Seals - Goodwill	7	Town Pump	6
Great Falls Clinic	7	University of Great Falls	6
McDonald's	6	Wal-Mart	8

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 th Grade	2.3%	2.4%	6.0%
9 th to 12 th , No Diploma	7.1%	6.8%	8.1%
High School Grad.	29.7%	30.4%	28.4%
Some College, No Degree	27.6%	27.1%	21.2%
Associate Degree	9.0%	9.4%	7.8%
Bachelor's Degree	17%	16.5%	17.2%
Grad. Or Prof. Degree	7.2%	7.4%	10.6%

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. We are also working with the MontanaLibrary2Go coalition to develop an online collection of downloadable audio and eBooks. 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*
 - *The Kliatt*
 - *VOYA*
 - *Local newspaper and Montana Magazine reviews*
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 23% 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.

- 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
000-099				
	GENERALITIES			
	Average age 1990, low 1875, high 2012 (set of 1909 51 Harvard Classics lowers average significantly)			
	Contains some basic standards. This subject is better addressed in the reference collection.			
	3	3	2012	at target level
	001.9 Controversial Knowledge (UFOs, Loch Ness Monster, Bigfoot, etc.)			
	Average age 1994, low 1968, high 2011			
	High circulation area. Continue to collect current, popular works and maintain classics.			
	4	3	2014	at target level
	004-005 Computer Science and Computer Programming			
	Average age 2003, low 1957, high 2012			
	Basic collection mostly covering basic Office and MacIntosh programs. Very little collecting of specialized program guides Focused on basic user guides for beginners. . 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	2012	at target level
100-199				
	PHILOSOPHY AND PSYCHOLOGY			
	Average age 1995, low 1921, high 2012			
	Small representative collection of basic works on philosophy. Very good popular psychology collection. Few basics or classics on psychology.			
	3	3	2012	at target level
	130-139 Paranormal Psychology			
	Average age 1994, low 1921, high 2012			
	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	2012	at target level

150-159 Psychology
Average age 1998, low 1938, high 2012

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

3 3 2012 at target level

170-179 Ethics and Moral Philosophy
Average age 1998, low 1923, high 2012

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

3 3 in progress at target level

200-299 RELIGION
Average age 1993, low 1898, high 2012

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 2012 at target level

220-289 Bible and Christianity
Average age 1992, low 1898, high 2012

Very good coverage including basic works and some specialized applications. Especially strong circulation in inspirational Christian materials.

4 4 2012 at target level

290-299 Comparative and World Religions
Average age 1994, low 1900, high 2012

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 in progress at target level

300-399 SOCIAL SCIENCES
Average age 1996, low 1872, high 2012

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

3 3 2010 at target level

300-339

Social and Political Science, Economics
Average age 1997, low 1872, high 2012

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

3 3 2010 at target level

340-369 Law, Public Administration, Social Problems
Average age 1996, low 1881, high 2012

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 2010 at target level

370-389 Education, Commerce, Communications
Average age 1996, low 1926, high 2012

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 2010 at target level

390-398 Customs, Etiquette, Folklore
Average age 1985, low 1904, high 2012

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 2010 at target level

400-499

LANGUAGE
Average age 1985 low 1879, high 2012

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.

2 2 2010 at target level

500-599

PURE SCIENCES

Average age 1994, low 1793, high 2012 (12 Old Farmer's Almanac's from 1793)

500-519

General Science, Mathematics

Average age 1998, low 1946, high 2012

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

2011

at target level

520-569

Astronomy, Physics, Chemistry, Earth Sciences

Average age 1991, low 1793, high 2012

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

2011

at target level

570-599

Life Sciences, Biology, Plants, Animals

Average age 1993, low 1901, high 2012

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

2011

at target level

600-699

TECHNOLOGY (APPLIED SCIENCES)

Average age 1996, low 1900, high 2012

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

2012

at target level

610-619 Medical Sciences, Medicine
Average age 2001, low 1900, high 2012

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 2012 at target level

620-629; 660-689 Engineering, Chemical Engineering, Manufacturing
Average age 1989, low 1909, high 2012

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 2012 at target level

630-639 Agriculture and Related Technologies
Average age 1996, low 1900, high 2012

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.

4 4 2012 at target level

640-649 Home Economics and Family Living
Average age 1996, low 1920, high 2012

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 2012 at target level

650-659 Management and Auxiliary Services
Average age 1997, low 1910, high 2012

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.

4 4 2012 at target level

690-699 Buildings
Average age 1993, low 1939, high 2012

Fair basic collection. Somewhat dated with good circulation rate. Need to collect more materials on construction planning. Blueprints and house plans, etc.

3 3 2012 2010

700-799 THE ARTS; FINE AND DECORATIVE ARTS
Average age 1992, low 1884, high 2012

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 2010 at target level

700-729 Fine and Decorative Arts, Civic & Landscape Art, Architecture
Average age 1990, low 1925, high 2012

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 2010 at target level

730-743 Plastic Arts, Sculpture, Drawing
Average age 1991, low 1901, high 2012

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

4 4 2010 at target level

745-747 Decorative Arts, Textile Arts, Interior Decoration
Average age 1994, low 1900, high 2012

Basic collections on antiques, handicrafts and interior decoration. No longer collecting many price guides as much material can be found online. Excellent collection of knitting, cross-stitch, and quilting materials. Continue to collect current works.

3 3 2010 at target level

750-779 Painting, Graphic Arts, Photography
Average age 1988, low 1905, high 2012

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. Have recently purchased more materials on digital photography.

4 4 2010 at target level

780-792 Music, Performing Arts
Average age 1992, low 1884, high 2012

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. Basic books on how to play an instrument are popular.

3 3 2010 at target level

796-799 Athletic and Outdoor Sports
Average age 1996, low 1925, high 2012

Good well-rounded collection. Continue to update and expand. Strong fishing and hunting and outdoor sections. Very strong martial arts collection.

4 4 2010 at target level

800-899 LITERATURE AND RHETORIC
Average age 1974, low 1794, high 2012

800-829 English Language Literatures
Average age 1974, low 1800, high 2012

Good core collection of representative authors.

3 3 2010 at target level

830-899 Non-English Literatures
Average age 1967, low 1794, high 2012

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

2 2 2010 at target level

900-999

GEOGRAPHY AND HISTORY

Average age 1985, low 1844, high 2012

900-919 Geography

Average age 1987, low 1851, high 2012

A good representation of US and international geography. High use of adventure travel materials. Excellent collection of travel guidebooks.

4 4 2012 at target level

920-929, 92 Biography

Average age 1987, low 1875, high 2012

Strong section including both historical and contemporary biographies.

5 5 2012 at target level

930-939 Ancient History

Average age 1981, low 1845, high 2012

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

2 2 in process at target level

940-949 European History

Average age 1987, low 1911, high 2012

Excellent collection covering both world wars.

4 4 in process at target level

950-969, 990-999 Far Eastern Countries, Pacific Islands, Australia

Average age 1988, low 1937, high 2012

Good collection covering China, India and Asian countries. Have been building collection of materials on Middle East and current wars.

3 3 in process at target level

970-979 North American History

Average age 1982, low 1844, high 2012

Strong collection and well represented in all areas, particularly in Western American and North American Indians.

5 5 in process at target level

980-989 South American History

Average age 1985, low 1941, high 2011

Small collection and quite dated.

2 2 in process 2007

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 drastically downsized in 2007. We discarded many materials due to age and moved many other materials to circulation. We are collecting far fewer print reference materials and relying more on our online resources.

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. 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 Great Falls Genealogy Society.

Downloadable Audio and eBook Collection

As a member of the Montanalibrary2go Consortium, the Great Falls Public Library provides access to a small, but growing downloadable audio (48%) and eBook (52%) collection. The downloadable audio collection contains adult fiction (48%) adult nonfiction (21%) young adult fiction (13%) and juvenile fiction (17%). The downloadable ebook collection contains adult fiction (51%) adult nonfiction (17%) young adult fiction (17%) and juvenile fiction (15%). During the first past 12 months that Great Falls Public Library provided this service, Great Falls Public Library patrons checked out downloadable audio and eBooks 16,177 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.

Libraries participating in MontanaLibrary2Go are:

Belgrade Community Library
Bicentennial Library of Colstrip
Big Horn County Library
Bitterroot Public Library
Boulder Community Library
Bozeman Public Library
Bridger Public Library
Broadwater School And Community Library

Butte- Silver Bow Public Library
Carnegie Public Library
Choteau Teton Public Library
Chouteau County Library
Clancy Community Library
Conrad Public Library
Culbertson Public Library
Daniels County Library
Darby Community Public Library
Dillon City Library
Drummond Community Library
Dutton Public Library
Ekalaka Public Library
Fairfield/Teton Public Library
Fallon County Library
Flathead County Library and Branches
Froid Branch Library
Glacier County Library
Glasgow City-County Library
Glendive Public Library
Great Falls College Montana State University
Great Falls Public Library
Harlowton Public Library
Havre-Hill County Library
Hearst Free Library
Henry A Malley Memorial Library
Joliet Public Library
Judith Basin County Free Library
Laurel Public Library
Lewis and Clark Library
Lewistown Public Library
Lincoln County Public Libraries
Madison Valley Public Library
Manhattan Community Library
Meagher County City Library
Miles City Public Library
Miles Community College Library
Mineral County Library
Missoula Public Library
North Lake County Public Library
North Toole County Library
North Valley Public Library
Parmly Billings Library
Petroleum County School
Phillips County Library
Plains Public Library District
Poplar City Library
Prairie County Library
Red Lodge Carnegie Library
Ronan City Library
Roosevelt County Library
Rosebud County Library
Roundup Community Library
Salish Kootenai College D'Arcy McNickle Library

Sheridan County Library
Sheridan Public Library
Sidney-Richland County Library
Stillwater County Library
Thompson Falls Public Library
Thompson Hickman County Library
Three Forks Community Library
Toole County Library
Twin Bridges Public Library
University of Great Falls Library
Valier Public Library
West Yellowstone Public Library
Whitefish Community Library
Whitehall Community Library
Wibaux Public Library
William K. Kohrs Memorial Library

MontanaLibrary2Go Selection Team
Guidelines for selecting titles/library rotation

The selecting library each month is required to follow these guidelines during the process:

1. Selections must represent areas of interest to patrons across all member libraries currently in the consortium:
(http://msl.mt.gov/For_Librarians/For_All_Librarians/Downloadable_E-Content/default.asp)
2. Content Reserve usage reports must be utilized during the selection process.
3. The selecting library will solicit suggestions from Selection Team members via the Selection Team's listserv.
4. The selecting library will double check that the formats selected conform to the current collection practices of the consortium (no abridged titles, or videos). Lewis and Clark Public Library (Karla Ritten) will do a final check before submitting the lists to OverDrive.
5. The 8 proposed lists will be ready for review by the full Selection Team no later than the 15th of each month. The library in charge of selection for that month will alert everyone via the Selection Team listserv that the 8 lists are ready for review and give that month's review deadline date.
6. For FY2013: New Library startup contributions will be put towards holds

A different library from the Selection Team will be in charge of selecting titles each month on a rotating basis. The following libraries will rotate this task:

Selection Team Members (May, 2012)

Bozeman Public Library: Katie Biehl
Flathead County Library: Kim Crowley
Great Falls Public Library: Susie McIntyre
Lewis and Clark Library: Karla Ritten
Miles Community College Library: Ann Rutherford
Missoula Public Library: Kathy Mitchell and Caroline Campbell
Parmly Billings Library: Dee Ann Redman
Roosevelt County Library: Andrea Hayes
Lewistown Public Library: Kelly Anne Terry
Butte Silver Bow Public Library: Steph Johnson

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. One year 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 Statewide subscription to EBSCO 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. Great Falls Public Library updated and revised our website in 2011. We also now have a Facebook page and Pinterest and Twitter accounts. We use all these online methods to share information and communicate with our patrons.

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

A small vertical file collection contains pamphlets and documents directly related to Montana and Great Falls. In 2010, a decision was made to downsize the vertical file so that it no longer contains maps or newspaper clippings.

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 30% 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 1996. Standing orders are in place for some of these genre.

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. Thanks to additional materials funding from "Foundation Approved Projects" in fiscal year 2011/2012 more titles have been added to the general fiction collection. Weeding and replacement of items is being done on a more regular basis. Weeding in the large print collection was completed in September 2012. General fiction weeding should be completed by the end of 2013. 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 formerly shelved in this area have been relocated to the second floor.) The adult fiction collection is now shelved in a more appealing arrangement. Adjustment of the fiction ranges is ongoing.

More prominent signage for the fiction area, including large print fiction, large print nonfiction, westerns, and paperbacks needs to be added.

Moving the large print collection from the west wall to a more easily accessed and better lighted location would be desirable.

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. Gift copies of videos and audios are no longer added.

A major purge of low circulation VHS and audio cassette items has been completed to make more room for the rapidly expanding and highly popular DVD materials. Due to decreasing circulation status, a decision was made to no longer purchase digital audio (Playaway) format. 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. Generally, items purchased focus on educational topics, documentaries, classics and non-mainstream releases. However, the library does accept and consider for addition donations of mainstream releases.

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 DVD collection include classics (foreign and American), documentaries (historical, scientific, travel, etc.), and instructional videos (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 .54% of the library's circulation. This figure has doubled since the collection was initiated in spring 2009.

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. Selection of materials will not be limited by the possibility that they may inadvertently come into the possession of minors.

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 has been moved to the second floor near the periodicals. Due to increasing popularity and corresponding increases in materials budget, a monthly standing order program for adult graphic novels is being considered.

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. The library no longer purchases audio or video cassettes. Generally, gift copies of videos and audios are not added.

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. Generally, items purchased focus on educational topics, documentaries, classics and non-mainstream releases. However, the library does accept and consider donations of mainstream releases for addition.

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. The Juvenile audio/visual collection accounts for 3% of our circulation. The average publication year of the collection is 2004.

SELECTION

Specific selection tools used for the juvenile audio/visual collection are VOYA and School Library Journal. 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 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 combined fiscal budget for Juvenile and Young Adult audio/visual materials, which currently equals \$2,600.00 for 2012-2013, varies from year to year.

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) with the series title or individual title as the cutter number.

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 251 titles. The young adult collection includes materials rated 13 + (T, Teen) and currently consists of 213 titles. The collection accounts for 3% of our circulation.

SELECTION

The specific selection tools used for the juvenile and young adult collection include but not limited to The Complete Guide to 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 not generally 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 combined current (2012-2013) 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 27% of our circulation.

COLLECTION LOCATION

Emphasis is placed on an attractive, orderly and accessible arrangement. Therefore, we shelve the following juvenile formats in the Kids' Place: fiction, audio/visual, software, biographies, new books, holiday books, graphic novels and folk/fairy tales.

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 fit into the collection as a whole. Multiple copies are generally purchased for board books, picture books, easy-readers, 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	December 2011	2016	J PB	March 2012	Bi-Annually
200s	December 2011	2016	J P FIC	October 2011	Annually
300s	December 2011	2016	J T FIC	May 2012	Annually
398s	February 2012	2017	J E FIC	March 2012	2014
400s	February 2012	2017	J HOLIDAY	May 2012	2014
500s	March 2011	2017	J FIC	February 2012	2014
600s	March 2008	2013	J MYST FIC	April 2012	2014
700s	June 2009	2014	J SF FIC	April 2012	2014
800s	June 2009	2014			
900s	November 2010	2015			
92s	December 2008	2015			

Juvenile Fiction Collection

The juvenile fiction collection includes picture books, easy-readers and a variety of genre chapter books (realistic fiction, historical fiction, Christian fiction, science fiction, fantasy and mystery) for children ages birth through 5th grade. Title selection based on best sellers, classic titles, award winning titles, popular and new fiction titles. We arrange the collections in alphabetical order by author's last name. The purpose of the juvenile fiction collection is to provide materials for early literacy, homework and recreational reading needs for our youngest community members. Material selection based on subject matter, author popularity and series. Generally, we purchase two copies of each title, except for high demand titles/subject matter and only replace high demand titles as designated funds allow. Weeding occurs according to the above schedule. We are currently re-cataloging and incorporating the science fiction and mystery collections into the general fiction collection and attaching genre stickers for easier patron browsing.

The juvenile fiction collection accounts for 21% of our circulation. The average publication year of the collection is 1998.

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. The juvenile nonfiction collection accounts for 6% of our circulation.

- 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	Date Weeded	Target Status Achieved
000-099	GENERALITIES				
000-009	Computer Science, knowledge & systems / Controversial Knowledge Good representative coverage Average publication date is: 2000	3	3	2011	At target
010-019	Bibliographies High interest-low reading level bibliographies and Readers Advisory materials added to the juvenile reference collection as they are revised and older versions moved into the circulating collection Average publication date is: 2001	3	3	2011	At target
020-029	Library & information sciences Good general coverage Average publication date is: 1999	2	2	2011	At target
030-039	Encyclopedias & books of facts Good basic coverage: Other titles housed in Juvenile Reference collection Average publication date is: 2005	1	1	2011	At target
050-059	Magazines, journals & serials Circulating Juvenile periodicals shelved in the Kids' Place Average publication date is: 2011	1	1	2011	At target

060-069	Associations, organizations & museums Zero titles; subject not in demand	0	0	2011	NA
070-079	News media, journalism & publishing Good basic coverage Average publication date is: 1998	1	2	2011	2017
080-089	Quotations Zero titles; subject not in demand	0	0	2011	NA
090-099	Manuscripts & rare books Zero titles; subject not in demand	0	0	2011	NA
100-199	PHILOSOPHY AND PSYCHOLOGY				
100-109	Philosophy Zero titles; subject not in demand	0	0	2011	N/A
110-119	Metaphysics Zero titles; subject not in demand	0	0	2011	N/A
120-129	Epistemology Zero titles; subject not in demand	0	0	2011	N/A
130-139	Paranormal phenomena Good general Average publication date is: 1996	2	2	2011	At target
140-149	Philosophical Zero titles; subject not in demand	0	0	2011	N/A
150-159	Psychology, logic Good coverage on feelings and how to deal with them. Average publication date is: 1995	1	1	2011	2015
160-169	Logic Zero titles; subject not in demand	0	0	2011	N/A
170-179	Ethics Good general coverage Average publication date is: 2004	2	2	2011	At target
180-189	Ancient, medieval, Oriental philosophy Zero titles; subject not in demand	0	0	2011	N/A
190-199	Modern western philosophy Zero titles; subject not in demand	0	0	2011	N/A

200-299 RELIGION**200-209 Religion**

One title in this call number, however, we house the 2007 UXL World Religions 5 volume set at juvenile reference call number. It 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.

Average publication date is: 2003

	0	0	2011	N/A
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210-219 Philosophy & theory of religion

Zero titles; subject not in demand

	0	0	2011	N/A
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220-229 The Bible

There are several children's Bibles and multiple Bible story picture book compilations available.

Average publication date is: 1995

	2	3	2011	At target
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230-239 Christianity & Christian theology

Zero titles; subject not in demand

	0	0	2011	N/A
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Christian practice & observance

240-249

Zero titles; subject not in demand

	0	0	2011	N/A
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250-259 Christian pastoral practice & religious orders

Zero titles; subject not in demand

	0	0	2011	N/A
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260-269 Christian organization, social work & worship

Good basic coverage

Average publication date is: 2003

	1	1	2011	At target
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270-279 History of Christianity

Good basic coverage

Average publication date is: 1998

	1	1	2011	At target
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280-289 Christian denominations & sects

Seven titles in this call number, low demand

Average publication date is: 2000

	1	1	2011	2015
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290-299 Comparative and World Religions

Good general coverage. World Books 8 volume set of "Myths and Legends" housed in juvenile reference collection.

Average publication date is: 1995

	2	2	2011	At Target
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300-399 SOCIAL SCIENCES**300-309 Social sciences, sociology & anthropology**

Need supplemental materials to completed Indian Education for All.

Average publication date is: 1998

	2	3	2011	2015
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310-319	Statistics Consists of 2 volumes of World Almanac Average publication date is: 2006	1	1	2011	At Target
320-329	Political science Need updated materials regarding prejudice, discrimination, world population, terrorism, and terrorist. Civil Rights movement and other government aspects are good. Average publication date is: 1996	2	3	2011	2015
330-339	Economics Good coverage Average publication date is: 1999	3	3	2011	At target
340-349	Law Good general coverage Average publication date is: 1994	2	2	2011	At target
350-359	Public administration & military science Good general coverage Average publication date is: 2001	2	2	2011	At target
360-369	Social problems & social services Great general coverage Average publication date is: 1998	3	3	2011	At target
370-379	Education Good general coverage Average publication date is: 1998	2	2	2011	At target
380-389	Commerce, communications & transportation Always need train materials. History of transportation also needed. Average publication date is: 1999	1	2	2011	2015
390-397	Customs and Etiquette Good general coverage Average publication date is: 1999	3	3	2011	At target
398	Folklore High circulating folktales-fairytales collection shelved in the Kids' Place. New and revised titles constantly added. 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 the juvenile reference collection in 2009. Average publication date is: 1996	4	4	2011	At target
399	Customs of war & diplomacy One title; subject not in demand	0	0	2011	NA

400-499 LANGUAGE

400-409	Language Zero titles; subject not in demand	0	0	2011	NA
410-419	Linguistics Good general coverage; 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. Average publication date is: 1991	3	3	2011	At Target
420-429	English & Old English languages Good general coverage, low demand Average publication date is: 2003	1	1	2011	At target
430-439	German & related languages Good general coverage, low demand Average publication date is: 1995	1	1	2011	At target
440-449	French & related languages Good general coverage, low demand Average publication date is: 1987	1	1	2011	At target
450-459	Italian, Romanian & related languages Good general coverage, low demand Average publication date is: 1992	1	1	2011	At target
460-469	Spanish & Portuguese languages Highest demand for Spanish-English materials and we constantly add new titles. Average publication date is: 1997	2	2	2011	At target
470-479	Latin & Italic languages Zero titles; subject not in demand	0	0	2011	NA
480-489	Classical & modern Greek languages Zero titles; subject not in demand	0	0	2011	NA
490-499	Other languages Low demand, includes 7 Braille titles. Average publication date is: 1996	1	1	2011	At target
500-599	PURE SCIENCES				
500-509	Natural Sciences Good representative coverage; Excellent title selection for science fair projects, seasons and general nature books. Average publication date is: 2000	4	4	2011	At target
510-519	Mathematics Good representative coverage; Average publication date is: 2003	4	4	2011	At target

520-529	Astronomy Good representative coverage;; includes reference set of "World Book's Solar System & Space Exploration Library" Average publication date is: 1998	3	3	2011	At target
530-539	Physics Good representative coverage; Average publication date is: 1999	2	2	2011	At target
540-549	Chemistry and allied sciences Good representative coverage; Average publication date is: 2001	1	1	2011	At target
550-569	Earth Sciences Good representative coverage; Average publication date is: 1999	3	3	2011	At target
560-569	Paleontology & Paleozoology Good representative coverage; Average publication date is: 2000	3	3	2011	At target
570-579	Life Sciences Biology Good representative coverage; Average publication date is: 2000	3	3	2011	At target
580-589	Plants Good representative coverage; Average publication date is: 1994	2	2	2011	At target
590-599	Animals Good representative coverage; New titles to replace damaged materials are purchased as needed. Average publication date is: 2000	4	4	2011	At target
600-699 TECHNOLOGY					
600-609	Technology Basic coverage; not high demand. Average publication date is: 1998	1	1	2008	At target
610-619	Medical Sciences, Medicine Good general 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. Continue to add brain development. Average publication date is: 1999	2	3	2008	2015

620-629	Engineering Excellent coverage for alternative power sources, big equipment/machinery, military equipment, watercraft, trains, aircraft, car/trucks/motorcycles and space craft. Need better coverage for robotics, electronics, buildings, bridges, simple machines. Average publication date is: 1996	3	4	2008	2015
630-639	Agriculture and related technologies Good general coverage. High demand new titles added annually. 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: 1998	2	3	2008	2015
640-649	Home and Family Living Good general coverage Average publication date is: 1998	3	3	2008	At target
650-659	Management & auxiliary services Basic coverage; not high demand Average publication date is: 1996	1	1	2008	2015
660-669	Chemical engineering Basic coverage; not high demand Average publication date is: 1992	1	1	2008	2015
670-679	Manufacturing Basic coverage; not high demand Average publication date is: 1999	1	1	2008	2015
680-689	Manufacture-specific uses Basic coverage; not high demand Average publication date is: 1994	1	1	2008	2015
690-699	Buildings Basic coverage; not high demand Average publication date is: 1994	1	1	2008	2015
700-799 ARTS & RECREATION					
700-709	Arts Good basic coverage. Continue looking for new materials about African, Egyptian, Native American, South American, Jewish, Pharaohs, China, India, Asia, Greek, Roma, Spanish, American art and artists. Average publication date is: 1987	1	1	2009	At target
710-719	Landscaping & area planning Basic coverage. Average publication date is: 1992	0	0	2009	At target
720-729	Architecture Good basic coverage Average publication date is: 1992	1	1	2009	At target

730-739	Sculpture, ceramics & metalwork Good general coverage but need new titles regarding crafts using modeling clay, masks, origami, coin collecting and drawing motion Average publication date is: 1994	1	1	2009	2014
740-749	Drawing & decorative arts Good general coverage, high demand for "How to draw", always purchasing new titles. 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 Average publication date is: 1994	4	4	2009	At target
750-759	Painting Good general coverage, low demand Average publication date is 1993	2	2	2009	At target
760-769	Graphic arts Basic coverage, could always use more. Average publication date is: 1995	0	1	2009	2014
770-779	Photography & computer art Basic coverage, could use more. Movie making titles are needed. Average publication date is: 1996	1	1	2009	At target
780-789	Music Good general coverage; Need titles regarding the orchestra, musical instruments, making instruments, music theory and Native American music. Average publication date is: 1990	2	3	2009	2014
790-799	Sports, games & entertainment Good general coverage; keep expanding the puppetry, poetry compilations, plays, acting, stuntmen, movie making and all forms of dance. Average publication date is: 1994	4	4	2009	At target
800-809	Literature, rhetoric & criticism Good basic coverage. Anthologies of poetry and short stories are needed. Average publication date is: 1990	2	2	2009	At target
810-819	American literature in English Good general coverage Average publication date is: 1993	3	3	2009	At target
820-829	English & Old English literatures Classic poetry; not high demand Average publication date is: 1981	2	2	2009	At target
830-839	German & related literatures One title; subject not in demand Average publication date is: 1995	0	0	2009	NA

840-849	French & related literatures One title; subject not in demand Average publication date is: 1992	0	0	2009	NA
850-859	Italian, Romanian & related literatures Zero titles; subject not in demand	0	0	2009	NA
860-869	Spanish & Portuguese literatures One title; subject not in demand Average publication date is: 2001	0	0	2009	NA
870-879	Latin & Italic literatures One title; subject not in demand Average publication date is: 1962	0	0	2009	NA
880-889	Classical & modern Greek literatures Good basic coverage; not high demand Average publication date is: 1995	1	1	2009	NA
890-899	Other literatures Basic coverage; not high demand; new editions need to be added Average publication date is: 1984	1	1	2009	NA
900-999 HISTORY & GEOGRAPHY					
900-909	History Good basic coverage; not high demand Average publication date is: 1989	1	1	2010	At target
910-919	Geography & travel Good coverage for all age ranges and school assignments; new materials continually being added. World countries continually updated through our standing order for "Enchantment of the World" most of the first series titles have been replaced with the second series and now the third 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: 1999	5	5	2010	At target
92s	Biographies Good coverage for all age ranges and school assignments, new materials continually being added for popular sport personalities, historical explorers, classical artists/composers, pop culture personalities, current/historical military figures, etc. we keep looking for materials for the early elementary readers but seldom find published titles for them (1376 titles). The juvenile reference collection includes World Book's Biographical Encyclopedia of Scientists and Math & Mathematicians History of Math and Discoveries Around the World Average publication date is: 1998	4	5	2008	2014

920s	Biography anthologies Good coverage for all age ranges and school assignments, new materials continually being added Average publication date is: 1998	4	5	2008	2014
921-929	Genealogy Good basic coverage; subject not in demand Average publication date is: 1995	1	1	2009	At target
930-939	History of ancient world (to ca. 499) Good general coverage Average publication date is: 1997	2	2	2010	At target
940-949	History of Europe Good representative selection; high circulating collection. This subject area is popular and new titles are constantly updated as published. Average publication date is: 1993	3	3	2010	At target
950-959	History of Asia Good representative selection Average publication date is: 1995	2	2	2010	At target
960-969	History of Africa Good basic selection Average publication date is: 1996	1	1	2010	At target
970-979	History of North America Excellent coverage for all age ranges and school assignments, new materials continually being added Average publication date is: 1993	4	5	2010	2014
980-989	History of South America Good basic selection. Possible area of expansion if demand increases. Average publication date is: 1994	1	1	2010	At target
990-999	History of other areas Good basic selection. Possible area of expansion if demand increases. Average publication date is: 1997	1	1	2010	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 3% (less than 1% non-fiction and 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, paperbacks, audio/visual, graphic novels, 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*, *VOYA* and New York Times Best Seller list.

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 2012. 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

WEEDING SCHEDULE

Call number	Last Weeded	Next Weeding
Fiction	February 2012	2016
Paperbacks	March 2012	Annually
Non-Fiction	September 2012	2016
Audio/visual	March 2012	Annually
Graphic Novels	March 2012	Annually

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 Collection**

Call Number	Subject Area	Current Ranking	Projected Ranking	Date Weeded	Target Status Achieved
000-099	GENERALITIES Good basic coverage Average publication date is: 2005	1	1	2012	At target
100-199	PHILOSOPHY AND PSYCHOLOGY Good basic coverage Average publication date is: 2001	1	1	2012	At target
200-299	RELIGION Good basic coverage Average publication date is: 2002	1	1	2012	At target
300-399	SOCIAL SCIENCES Good general coverage Average publication date is: 2001	3	3	2012	At target
400-499	LANGUAGE 3 titles; subject low demand Average publication date is: 2000	1	1	2012	At target
500-599	PURE SCIENCES Good representative coverage Average publication date is: 2005	3	3	2012	At target
600-699	TECHNOLOGY Excellent representative coverage Average publication date is: 2002	4	4	2012	At target
700-799	ARTS & RECREATION Good representative coverage Average publication date is: 2002	3	3	2012	At target
800-899	LITERATURE Good basic coverage Average publication date is: 2001	2	2	2012	At target
900-999	HISTORY & GEOGRAPHY Good representative coverage. Biography selection reflects high school required reading list (more Holocaust biographies always needed). Average publication date is: 2002	3	3	2012	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 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. The young adult audio/visual collection accounts for less than 1% 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. Generally, items purchased focus on educational topics, documentaries, classics and non-mainstream releases. However, the library does accept and consider for addition donations of mainstream releases.

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 tool used for the Young Adult audio/visual collection 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 and CDs are discarded and generally not replaced unless they are a high demand title.

FUNDING

The combined fiscal budget for Juvenile and Young Adult audio/visual materials, which currently equals \$2,600.00 for 2012-2013, varies from year to year.

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 Great Falls 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.

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

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 collections 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 (\$30 minimum)
- Fiction (\$30 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:

_____ Zip Code

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

_____ Zip Code

Phone number: _____

Amount of donation: \$ _____
Please make your check payable to the **Great Falls Public Library** unless otherwise indicated.




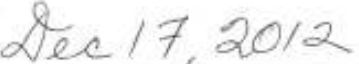
Thank you. Return this form to the Circulation Desk, or mail to:
**Great Falls Public Library
301 Second Avenue North
Great Falls, Montana 59401**

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 17, 2012 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.

 _____ Librarian	 _____ Date
 _____ Chair, Board of Trustees	 _____ Date