*Explore, discover, connect*
*See you @ the Library!*

# Collection Management Policy

## December 2015

**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 82,344 residents as of July 1, 2014. Great Falls, the county seat, is the state's third largest city, with a population estimated at 59,152 in 2014. Great Falls accounts for approximately 72% of Cascade County's total population. Other cities and towns in Cascade County include: Belt, Cascade, Monarch, Neihart, Sun River, and Ulm.

Great Falls is bordered on the west by the Rocky Mountains, to the southeast by the Little Belt and Highwood Mountains, and by the Hi-line area to the north. The city is home to Malmstrom Air Force Base, which is a driving force in the regional economy. There are 3,146 active duty personnel stationed at Malmstrom Airforce base. Additionally, there are 3,137 family members; 619 AF civilian employees; 800 contractors associated with Malmstrom Air Force Base. Great Falls also boasts the C. M. Russell Museum, the Lewis & Clark Interpretive Center, and twocolleges: 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** |  | 59,152 | 82,344 |
| Age | (under 5) | 6.7% | 6.8% |
|  | (under 18) | 22.5% | 22.9% |
|  | (19-63) | 60.9% | 60.5% |
|  | (over 65) | 16.6% | 16.6% |
| Median Age |  | 36.5 | 36.5 |
| Gender | Male | 48.9% | 49.9% |
|  | Female | 51.1% | 50.1% |
| Race | White | 88.5% | 89.2% |
|  | Black | 1.1% | 1.2% |
|  | Am. Indian/Ak.Nat. | 5% | 4.3% |
|  | Two or More Races | 3.8% | 3.6% |
|  | Hispanic or Latino of Any Race | 3.4% | 3.3% |

**ECONOMIC**

|  | Great Falls | Cascade County |
|---|---|---|
| Median Household Income | $43,374 | $45,091 |
| Per Capita Income | $24,733 | $25,216 |
| Persons in Poverty | 16.1% | 15.7% |

*Source:  Census Bureau, Quick Facts*

**EMPLOYMENT BY INDUSTRY**

| | |
|---|---|
| Agriculture, forestry, fishing, hunting, and mining | 8% |
| Construction | 20% |
| Manufacturing | 6% |
| Wholesale trade | 4% |
| Retail trade | 8% |
| Transportation, warehousing and utilities | 3% |
| Finance, insurance, real estate, rental and leasing | 10% |
| Professional, scientific management, administrative services | 16% |
| Educational services, health care and social services | 9% |
| Arts, entertainment, recreation, accommodation and food services | 6% |

*Source: 2013 data Census Bureau, American Community Survey*

**ECONOMIC  (BUSINESS)**

Top 20 Private Employers in Cascade County
(Based on 2nd Quarter 2011 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, Cascade County Flier*

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

|  | Cascade County | U.S. |
|---|---|---|
| Less than 9th Grade | 2.1% | 5.6% |
| 9th to 12th, No Diploma | 5.9% | 7.5% |
| High School Grad. | 28.8% | 27.7% |
| Some College, No Degree | 27.1% | 21% |
| Associate Degree | 9.1% | 8.2% |
| Bachelor's Degree | 17.9% | 18.7% |
| Grad. Or Prof. Degree | 9.8% | 11.4% |

*Source:  American Community Survey Profile Report 2014 Cascade County Montana*

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 38% the titles in the collection and 17% 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 1995, low 1940, high 2015**

Contains some basic standards.  This subject is better addressed in the reference collection.

| | Current Status | Projected Status | Date Weeded | Target Status Achieved |
|---|---|---|---|---|
| | 3 | 3 | in progress | at target level |

**001.9      Controversial Knowledge (UFOs, Loch Ness Monster, Bigfoot, etc.)
Average age 1996, low 1968, high 2015**
High circulation area.  Continue to collect current, popular works and maintain classics.

| | Current Status | Projected Status | Date Weeded | Target Status Achieved |
|---|---|---|---|---|
| | 4 | 4 | 2015 | at target level |

**004-005      Computer Science and Computer Programming
    Average age 2004, low 1957, high 2015**

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.

| | Current Status | Projected Status | Date Weeded | Target Status Achieved |
|---|---|---|---|---|
| | 3 | 3 | 2015 | at target level |

**100-199      PHILOSOPHY AND PSYCHOLOGY
Average age 2000, low 1921, high 2015**

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

| | Current Status | Projected Status | Date Weeded | Target Status Achieved |
|---|---|---|---|---|
| | 3 | 3 | 2014 | at target level |

**130-139      Paranormal Psychology
    Average age 1994, low 1921, high 2015**

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

| | Current Status | Projected Status | Date Weeded | Target Status Achieved |
|---|---|---|---|---|
| | 3 | 3 | 2014 | at target level |

**150-159      Psychology
Average age 2002 low 1938, high 2015**

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

| 3 | 3 | 2014 | at target level |
|---|---|---|---|

**170-179      Ethics and Moral Philosophy
Average age 2003, low 1923, high 2015**

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

| 3 | 3 | 2015 | at target level |
|---|---|---|---|

**200-299      RELIGION
Average age 1997, low 1884, high 2015**

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 | 2015 | at target level |
|---|---|---|---|

**220-289      Bible and Christianity
Average age 1996, low 1884, high 2015**

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

| 4 | 4 | 2015 | at target level |
|---|---|---|---|

**290-299      Comparative and World Religions
Average age 1996, low 1900, high 2015**

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 | 2015 | at target level |
|---|---|---|---|

**300-399      SOCIAL SCIENCES
Average age 2000, low 1889, high 2015**

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

| 3 | 3 | 2014 | at target level |
|---|---|---|---|

**300-339**      **Social and Political Science, Economics**
                 **Average age 2002, low 1900, high 2015**

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

| | | | |
|---|---|---|---|
| 3 | 3 | 2014 | at target level |

**340-369**      **Law, Public Administration, Social Problems**
                 **Average age 2000, low 1889, high 2015**

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 | 2014 | at target level |

**370-389**      **Education, Commerce, Communications**
                 **Average age 2000, low 1926, high 2015**

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 | 2014 | at target level |

**390-398**      **Customs, Etiquette, Folklore**
                 **Average age 1989, low 1904, high 2015**

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 | 2014 | at target level |

**400-499**      **LANGUAGE**
              **Average age 1989 low 1879, high 2015**

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 | 2014 | at target level |

**500-599**      **PURE SCIENCES**
**Average age 1998, low 1793, high 2015 ( 12 Old Farmer's Almanac's from 1793)**

    **500-519**      **General Science, Mathematics**
                   **Average age 2002, low 1950, high 2015**

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               2014           at target level

    **520-569**      **Astronomy, Physics, Chemistry, Earth Sciences**
                   **Average age 1999, low 1793, high 2015**

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               2014    at target level

    **570-599**      **Life Sciences, Biology, Plants, Animals**
                   **Average age 1996, low 1901, high 2015**

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 1998, low 1900, high 2015**

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               2015           at target level

**610-619　　　　Medical Sciences, Medicine**
**　　　　　　　Average age 2004, low 1900, high 2015**

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 | 2015 | at target level |

**620-629; 660-689　　Engineering, Chemical Engineering, Manufacturing**
**　　　　　　　Average age 1992, low 1909, high 2015**

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 | 2015 | at target level |

**630-639　　　　Agriculture and Related Technologies**
**　　　　　　　Average age 2000, low 1900, high 2015**

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 | 2015 | at target level |

**640-649　　　　Home Economics and Family Living**
**　　　　　　　Average age 1998, low 1920, high 2015**

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 | 2015 | at target level |

**650-659　　　　Management and Auxiliary Services**
**　　　　　　　Average age 1999, low 1951, high 2015**

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 | 2015 | at target level |

**690-699      Buildings**
**Average age 1994, low 1960, high 2015**

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

| | | | |
|---|---|---|---|
| 3 | 3 | 2015 | 2010 |

**700-799     THE ARTS; FINE AND DECORATIVE ARTS**
**Average age 1995, low 1884, high 2015**

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 | 2015 | at target level |

**700-729      Fine and Decorative Arts, Civic & Landscape Art, Architecture**
**Average age 1995, low 1936, high 2015**

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 | 2015 | at target level |

**730-743      Plastic Arts, Sculpture, Drawing**
**Average age 1997, low 1912, high 2015**

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 | 2015 | at target level |

**745-747      Decorative Arts, Textile Arts, Interior Decoration**
**Average age 1998, low 1902, high 2015**

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 | 2015 | at target level |

**750-779 Painting, Graphic Arts, Photography**
**Average age 1992, low 1952, high 2015**

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 | 2015 | at target level |
|---|---|---|---|

**780-792 Music, Performing Arts**
**Average age 1994, low 1884, high 2015**

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 | 2015 | at target level |
|---|---|---|---|

**796-799 Athletic and Outdoor Sports**
**Average age 1998, low 1925, high 2015**

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

| 4 | 4 | 2015 | at target level |
|---|---|---|---|

**800-899 LITERATURE AND RHETORIC**
**Average age 1982, low 1794, high 2015**

**800-829 English Language Literatures**
**Average age 1974, low 1800, high 2015**

Good core collection of representative authors.

| 3 | 3 | 2014 | at target level |
|---|---|---|---|

**830-899 Non-English Literatures**
**Average age 1973, low 1794, high 2015**

Contains some representative works. Do not collect heavily in these areas.

| 2 | 2 | 2014 | at target level |
|---|---|---|---|

**900-999**  **GEOGRAPHY AND HISTORY**
**Average age 1992, low 1845, high 2015**

**900-919**  **Geography**
**Average age 1994, low 1873, high 2015**

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

| | | | |
|---|---|---|---|
| 4 | 4 | 2013 | at target level |

**920-929, 92**  **Biography**
**Average age 1992, low 1875, high 2015**

Strong section including both historical and contemporary biographies.

| | | | |
|---|---|---|---|
| 5 | 5 | 2013 | at target level |

**930-939**  **Ancient History**
**Average age 1984, low 1845, high 2015**

Have good cross section of works.

| | | | |
|---|---|---|---|
| 2 | 2 | 2013 | at target level |

**940-949**  **European History**
**Average age 1995, low 1911, high 2015**

Excellent collection covering both world wars.

| | | | |
|---|---|---|---|
| 4 | 4 | 2013 | at target level |

**950-969,**  **Far Eastern Countries, Pacific Islands, Australia**
**990-999**  **Average age 2001, low 1940, high 2015**

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

| | | | |
|---|---|---|---|
| 3 | 3 | 2013 | at target level |

**970-979**  **North American History**
**Average age 1987, low 1954, high 2015**

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

| | | | |
|---|---|---|---|
| 5 | 5 | 2013 | at target level |

**980-989**  **South American History**
**Average age 1993, low 1961, high 2014**

Small collection and quite dated.

| | | | |
|---|---|---|---|
| 2 | 2 | 2013 | at target level |

# Weeding Guidelines by Dewey Class

| Class | When to consider discarding |
|---|---|
| 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 or 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
Updated August 2015

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.  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 allows its patrons to suggest items, topics, or authors they would like to see included in the collection. Patron suggestions will receive 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.

MontanaLibrary2Go Statewide Selection Team Contact Information available through the Montana Library Directory
http://msl.mt.gov/Library_Development/Library_Directory/default.asp

Bozeman Public Library: Katie Biehl
Lewistown Public Library: KellyAnne Terry
Great Falls Public Library: Susie McIntyre
Lewis and Clark Library: Karla Ritten
Missoula Public Library: Annie Alger
MSU Billings Library: TyRee Jenks
Butte Silver Bow Public Library: Stef Johnson
Billings Public Library: Dee Ann Redman

Montana State Library Commission Contact Information is available at
http://about.msl.mt.gov/home/commission_councils/commission.aspx
Colet Bartow
Connie Eissinger
Denise Juneau
Anne Kish
Aaron LaFromboise
Bruce Newell

Brent Roberts
Ken Wall


<u>The selecting library each month is required to follow these guidelines during the process:</u>

1. Selections must represent areas of interest to patrons across <u>all member libraries</u> 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.



## 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.  Back issues of some journals 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, mystery, suspense, Christian, romance, short stories and historical fiction 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 2000.  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. A lease program supplies 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. Older, worn copies are replaced as funding allows. Some series need to have titles purchased to complete the series. Series titles are added as patrons request them and as funding allows. More copies of current best sellers and contemporary works need to be purchased. Specific areas, such as suspense and large print 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. Physical space ultimately limits the total number of fiction books which can be retained.

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 was completed in 2014.

Consider incorporating the western collection into the general stacks. This is the only genre that is separate from the main collection and usage has been decreasing over the last few years.

## Audio/Visual

The audio/visual (A/V) collection consists primarily of DVDs, music CDs, audiobook CDs, downloadable audio, and a smaller collection of digital audios (Playaways). Due to decreasing circulation status, a decision was made to no longer purchase digital audio (Playaway) format. A small collection of VHS videos and audio cassettes remain but they are no longer being added to the collection. A major reorganization of the A/V collection was completed in 2013-2014. The collection is very popular, with over 1,000 items being added yearly, and lack of space for growth had become a critical problem. Items were removed from their security cases to free up space, all materials were security stripped, and music, fiction audiobooks and movies were reshelved in a strict alphabetical order. Nonfiction audiobooks were separated and relabeled with Dewey Decimal numbers. The A/V collection accounts for about 14% of our circulation and is one of the few formats to show fairly consistent growth.

**PURPOSE**

The purpose of the A/V collection is to provide to adult users a variety of educational and pleasurable listening and viewing materials.

**SCOPE**

The DVD collection includes classic and contemporary feature films and television series, documentaries (historical, scientific, nature, etc.), instructional (art, fitness, cooking, etc.), travel, and foreign language films. Audio books include titles of current and classic fiction and nonfiction as well as college-level lectures. 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 and how the title will fit into the collection as a whole. Selection tools for the A/V collection are generally the same as those used for the collection as a whole, with increasing use of online search resources. 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.

Donations are considered with the same criteria, and may include more currently popular and mainstream materials.

**GOALS**

All music CDs and audiobooks in jewel cases will be relabeled to make access easier for patrons.

Look into the feasibility of incorporating video streaming into the audio/visual offerings.

## Adult Graphic Novels

The adult graphic novel collection makes up .66% of the library's circulation. This figure has increased 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 Information Desk. 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.  In November 2014 we created our VIP SETS for 3rd-6th grade reading level; these sets include the chapter book and unabridged CD set of the same title.  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 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 varies from year to year.

## Juvenile and Young Adult Graphic Novel Collections

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 387 titles. The young adult collection includes materials rated 13 + (T, Teen) and currently consists of 218 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 fiscal budget for Juvenile and Young Adult graphic novels varies from year to year.

## 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 *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 |
|---|---|---|---|---|---|
| 001s | Dec. 2011 | 2017 | J A/V | April 2015 | Annually |
| 100s | Dec. 2011 | 2017 | J PB | June 2015 | Bi-Annually |
| 200s | Dec. 2011 | 2017 | J P FIC | October 2014 | Annually |
| 300s | Dec. 2011 | 2017 | J T FIC | May 2015 | Annually |
| 398s | Sept. 2014 | 2017 | J E FIC | Oct. 2013 | 2016 |
| 400s | Feb. 2012 | 2017 | J HOLIDAY | Feb. 2014 | 2018 |
| 500s | March 2011 | 2017 | J FIC | Feb. 2015 | 2018 |
| 600s | Jan. 2014 | 2018 | J MAG | Dec. 2014 | Annually |
| 700s | Feb. 2014 | 2018 | | | |

| | | | | | |
|---|---|---|---|---|---|
| **800s** | Sept. 2014 | 2018 | | | |
| **900s** | Aug. 2015 | 2019 | | | |
| **92s** | Feb. 2013 | 2017 | | | |

## 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.

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: 2006** | | | | |
| | | 3 | 3 | 2011 | At target |
| 010-019 | **Bibliographies** Good representative coverage **Average publication date is: 2008** | | | | |
| | | 3 | 3 | 2011 | At target |
| 020-029 | **Library & information sciences** | | | | |

Good general coverage
**Average publication date is: 2003**

| | | | |
|---|---|---|---|
| 2 | 2 | 2011 | At target |

030-039 **Encyclopedias & books of facts**
Good basic coverage:
**Average publication date is:  2004**

| | | | |
|---|---|---|---|
| 1 | 1 | 2011 | At target |

050-059 **Magazines, journals & serials**
Basic coverage; One title; subject not in demand; circulating Juvenile periodicals shelved in the Kids' Place

| | | | |
|---|---|---|---|
| 1 | 1 | 2011 | At target |

060-069 **Associations, organizations & museums**
One title; subject not in demand
**Average publication date is: 2004**

| | | | |
|---|---|---|---|
| 0 | 0 | 2011 | NA |

070-079 **News media, journalism & publishing**
Good general coverage
**Average publication date is: 1998**

| | | | |
|---|---|---|---|
| 2 | 2 | 2011 | At target |

080-089 **Quotations**
Zero titles; subject not in demand

| | | | |
|---|---|---|---|
| 0 | 0 | 2011 | NA |

090-099 **Manuscripts & rare books**
The titles in this call number are all juvenile biographies.  Good representative with specialized topic coverage for all age ranges and school assignments; new materials continually being added.
Average publication date is: 2002

| | | | |
|---|---|---|---|
| 5 | 5 | 2013 | At target |

**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 coverage
**Average publication date is: 2002**

| | | | |
|---|---|---|---|
| 2 | 2 | 2011 | At target |

140-149 **Philosophical**
One title; subject not in demand
Average publication date is: 2014

| | | | |
|---|---|---|---|
| 0 | 0 | 2011 | N/A |

150-159 **Psychology, logic**
Basic coverage.
**Average publication date is: 1998**

| | | | |
|---|---|---|---|
| 1 | 1 | 2011 | At target |

160-169 **Logic**
Zero titles; subject not in demand

|  |  | 0 | 0 | 2011 | N/A |
|---|---|---|---|---|---|

170-179 **Ethics**
Good general coverage
**Average publication date is: 2006**

|  |  | 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**
Basic coverage; The 2007 UXL World Religions 5 volume contains information about 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: 2006**

|  |  | 0 | 0 | 2011 | At target |
|---|---|---|---|---|---|

210-219 **Philosophy & theory of religion**
Zero titles; subject not in demand

|  |  | 0 | 0 | 2011 | N/A |
|---|---|---|---|---|---|

220-229 **The Bible**
Good representative coverage.  There are several children's Bibles and multiple Bible story picture book compilations available.
**Average publication date is: 1996**

|  |  | 2 | 3 | 2011 | At target |
|---|---|---|---|---|---|

230-239 **Christianity & Christian theology**
Basic coverage
**Average publication date is: 1998**

|  |  | 1 | 1 | 2011 | N/A |
|---|---|---|---|---|---|

**Christian practice & observance**

240-249

Basic coverage
**Average publication date is: 1996**

|  |  | 1 | 1 | 2011 | At target |
|---|---|---|---|---|---|

250-259 **Christian pastoral practice & religious orders**
Zero titles; subject not in demand

|  |  | 0 | 0 | 2011 | N/A |
|---|---|---|---|---|---|

260-269 **Christian organization, social work & worship**
Basic coverage
**Average publication date is: 2002**

|  |  | 1 | 1 | 2011 | At target |
|---|---|---|---|---|---|

270-279 **History of Christianity**
Basic coverage
**Average publication date is: 1998**

|  |  | 1 | 1 | 2011 | At target |
|---|---|---|---|---|---|

280-289 **Christian denominations & sects**
Basic coverage, low demand
**Average publication date is: 2001**

|  |  | 1 | 1 | 2011 | At target |
|---|---|---|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| 290-299 | **Comparative and World Religions**<br>Good general coverage.<br>**Average publication date is: 1997** | | | | |
| | | 2 | 2 | 2011 | At target |

**300-399   SOCIAL SCIENCES**

| | | | | | |
|---|---|---|---|---|---|
| 300-309 | **Social sciences, sociology & anthropology**<br>Good representative coverage<br>**Average publication date is: 1998** | | | | |
| | | 3 | 3 | 2011 | At target |
| 310-319 | **Statistics**<br>Zero titles; subject not in demand | | | | |
| | | 0 | 0 | 2011 | NA |
| 320-329 | **Political science**<br>Good general coverage<br>**Average publication date is: 1998** | | | | |
| | | 2 | 2 | 2011 | At target |
| 330-339 | **Economics**<br>Good representative coverage<br>**Average publication date is: 2003** | | | | |
| | | 3 | 3 | 2011 | At target |
| 340-349 | **Law**<br>Basic coverage<br>**Average publication date is: 1996** | | | | |
| | | 1 | 1 | 2011 | At target |
| 350-359 | **Public administration & military science**<br>Good general coverage<br>**Average publication date is: 2003** | | | | |
| | | 2 | 2 | 2011 | At target |
| 360-369 | **Social problems & social services**<br>Great representative coverage<br>**Average publication date is: 2000** | | | | |
| | | 3 | 3 | 2011 | At target |
| 370-379 | **Education**<br>Good general coverage<br>**Average publication date is: 2001** | | | | |
| | | 2 | 2 | 2011 | At target |
| 380-389 | **Commerce, communications & transportation**<br>Good general coverage<br>**Average publication date is: 2000** | | | | |
| | | 2 | 2 | 2011 | At target |
| 390-397 | **Customs and Etiquette**<br>Great representative coverage<br>**Average publication date is: 2001** | | | | |
| | | 3 | 3 | 2011 | At target |
| 398 | **Folklore**<br>Excellent representative coverage. New and revised titles constantly added.<br>**Average publication date is: 1999** | | | | |
| | | 4 | 4 | 2014 | At target |
| 399 | **Customs of war & diplomacy**<br>One title; subject not in demand | | | | |
| | | 0 | 0 | 2011 | NA |

## 400-499  LANGUAGE

### 400-409 Language
Zero titles; subject not in demand

| | | | |
|---|---|---|---|
| 0 | 0 | 2012 | NA |

### 410-419 Linguistics
Basic coverage; Low demand
**Average publication date is: 1995**

| | | | |
|---|---|---|---|
| 3 | 3 | 2012 | At Target |

### 420-429 English & Old English languages
Good general coverage, low demand
**Average publication date is: 2004**

| | | | |
|---|---|---|---|
| 1 | 1 | 2011 | At target |

### 430-439 German & related languages
Basic coverage, low demand
**Average publication date is: 2002**

| | | | |
|---|---|---|---|
| 1 | 1 | 2012 | At target |

### 440-449 French & related languages
Basic coverage, low demand
**Average publication date is: 1988**

| | | | |
|---|---|---|---|
| 1 | 1 | 2012 | At target |

### 450-459 Italian, Romanian & related languages
Basic coverage, low demand
**Average publication date is: 1992**

| | | | |
|---|---|---|---|
| 1 | 1 | 2011 | At target |

### 460-469 Spanish & Portuguese languages
Good general coverage, low demand.
**Average publication date is: 1999**

| | | | |
|---|---|---|---|
| 2 | 2 | 2012 | At target |

### 470-479 Latin & Italic languages
Zero titles; subject not in demand

| | | | |
|---|---|---|---|
| 0 | 0 | 2012 | NA |

### 480-489 Classical & modern Greek languages
Zero titles; subject not in demand

| | | | |
|---|---|---|---|
| 0 | 0 | 2012 | NA |

### 490-499 Other languages
Basic coverage; Low demand, includes 5 Braille titles.
**Average publication date is: 1997**

| | | | |
|---|---|---|---|
| 1 | 1 | 2012 | At target |

## 500-599   PURE SCIENCES

### 500-509 Natural Sciences

Excellent representative coverage
**Average publication date is: 2001**

| | | | |
|---|---|---|---|
| 4 | 4 | 2011 | At target |

### 510-519 Mathematics
Excellent representative coverage;
**Average publication date is: 2004**

| | | | |
|---|---|---|---|
| 4 | 4 | 2011 | At target |

520-529  **Astronomy**
Good representative coverage
**Average publication date is: 2000**

|  |  |  |  |
|---|---|---|---|
| 3 | 3 | 2011 | At target |

530-539  **Physics**
Good general coverage;
**Average publication date is: 2001**

|  |  |  |  |
|---|---|---|---|
| 2 | 2 | 2011 | At target |

540-549  **Chemistry and allied sciences**
Basic coverage;
**Average publication date is: 2002**

|  |  |  |  |
|---|---|---|---|
| 1 | 1 | 2011 | At target |

550-569  **Earth Sciences**
Good representative coverage;
**Average publication date is: 2001**

|  |  |  |  |
|---|---|---|---|
| 3 | 3 | 2011 | At target |

560-569  **Paleontology & Paleozoology**
Good representative  coverage;
**Average publication date is: 2003**

|  |  |  |  |
|---|---|---|---|
| 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 general coverage;
**Average publication date is: 1996**

|  |  |  |  |
|---|---|---|---|
| 2 | 2 | 2011 | At target |

590-599  **Animals**
Excellent representative and specialized coverage; Our highest circulation collection
**Average publication date is: 2000**

|  |  |  |  |
|---|---|---|---|
| 5 | 5 | 2011 | At target |

**600-699  TECHNOLOGY**
600-609  **Technology**
Basic coverage; not high demand.
**Average publication date is: 2003**

|  |  |  |  |
|---|---|---|---|
| 1 | 1 | 2014 | At target |

610-619  **Medical Sciences, Medicine**
Good representative coverage
**Average publication date is: 2002**

|  |  |  |  |
|---|---|---|---|
| 2 | 3 | 2014 | At target |

620-629  **Engineering**
Excellent representative coverage.
**Average publication date is: 2003**

|  |  |  |  |
|---|---|---|---|
| 3 | 4 | 2014 | At target |

630-639  **Agriculture and related technologies**
Good representative coverage. High demand new titles added annually.
**Average publication date is: 2003**

|  |  |  |  |
|---|---|---|---|
| 3 | 3 | 2014 | At target |

640-649  **Home and Family Living**
Good representative coverage

**Average publication date is: 2001**

|  |  |  |  |  |
|---|---|---|---|---|
|  |  | 3 | 3 | 2014 | At target |

**650-659 Management & auxiliary services**
Basic coverage; not high demand
**Average publication date is: 1999**

|  |  |  |  |
|---|---|---|---|
| 1 | 1 | 2014 | At target |

**660-669 Chemical engineering**
Basic coverage; not high demand
**Average publication date is: 2001**

|  |  |  |  |
|---|---|---|---|
| 1 | 1 | 2014 | At target |

**670-679 Manufacturing**
Basic coverage; not high demand
**Average publication date is: 2004**

|  |  |  |  |
|---|---|---|---|
| 1 | 1 | 2014 | At target |

**680-689 Manufacture-specific uses**
Basic coverage; not high demand
**Average publication date is: 1997**

|  |  |  |  |
|---|---|---|---|
| 1 | 1 | 2014 | At target |

**690-699 Buildings**
Basic coverage; not high demand
**Average publication date is: 1997**

|  |  |  |  |
|---|---|---|---|
| 1 | 1 | 2014 | At target |

**700-799 ARTS & RECREATION**

**700-709 Arts**
Basic coverage.
**Average publication date is: 1986**

|  |  |  |  |
|---|---|---|---|
| 1 | 1 | 2014 | At target |

**710-719 Landscaping & area planning**
Basic coverage. Not high demand
**Average publication date is: 1997**

|  |  |  |  |
|---|---|---|---|
| 0 | 0 | 2014 | At target |

**720-729 Architecture**
Basic coverage
**Average publication date is: 1996**

|  |  |  |  |
|---|---|---|---|
| 1 | 1 | 2014 | At target |

**730-739 Sculpture, ceramics & metalwork**
Good general coverage
**Average publication date is: 1999**

|  |  |  |  |
|---|---|---|---|
| 2 | 2 | 2014 | At target |

**740-749 Drawing & decorative arts**
Excellent coverage, high demand for "How to draw", always purchasing new titles.
**Average publication date is: 2002**

|  |  |  |  |
|---|---|---|---|
| 4 | 4 | 2014 | At target |

**750-759 Painting**
Good general coverage, low demand
**Average publication date is 2000**

|  |  |  |  |
|---|---|---|---|
| 2 | 2 | 2014 | At target |

**760-769 Graphic arts**
Basic coverage
**Average publication date is: 2002**

|  |  |  |  |
|---|---|---|---|
| 0 | 1 | 2014 | At target |

| 770-779 | **Photography & computer art**<br>Basic coverage<br>**Average publication date is: 2000** | | | | |
|---|---|---|---|---|---|
| | | 1 | 1 | 2014 | At target |
| 780-789 | **Music**<br>Good general coverage; Need titles regarding music theory and Native American music.<br>**Average publication date is: 1998** | | | | |
| | | 2 | 3 | 2014 | 2017 |
| 790-799 | **Sports, games & entertainment**<br>Excellent representative coverage<br>**Average publication date is: 2000** | | | | |
| | | 4 | 4 | 2014 | At target |
| 800-809 | **Literature, rhetoric & criticism**<br><br>Good general coverage.<br>**Average publication date is: 1998** | | | | |
| | | 2 | 2 | 2014 | At target |
| 810-819 | **American literature in English**<br>Good representative coverage<br>**Average publication date is: 1998** | | | | |
| | | 3 | 3 | 2014 | At target |
| 820-829 | **English & Old English literatures**<br>Good general coverage; not high demand<br>**Average publication date is: 1981** | | | | |
| | | 2 | 2 | 2009 | At target |
| 830-839 | **German & related literatures**<br>One title; subject not in demand<br>**Average publication date is: 1995** | | | | |
| | | 0 | 0 | 2014 | At target |
| 840-849 | **French & related literatures**<br>One title; subject not in demand<br>**Average publication date is: 1992** | | | | |
| | | 0 | 0 | 2014 | NA |
| 850-859 | **Italian, Romanian & related literatures**<br>Zero titles; subject not in demand | | | | |
| | | 0 | 0 | 2014 | NA |
| 860-869 | **Spanish & Portuguese literatures**<br>One title; subject not in demand<br>**Average publication date is: 2001** | | | | |
| | | 0 | 0 | 2014 | NA |
| 870-879 | **Latin & Italic literatures**<br>One title; subject not in demand<br>**Average publication date is: 1962** | | | | |
| | | 0 | 0 | 2014 | NA |
| 880-889 | **Classical & modern Greek literatures**<br>Basic coverage; not high demand<br>**Average publication date is: 2000** | | | | |
| | | 1 | 1 | 2014 | NA |
| 890-899 | **Other literatures**<br>Basic coverage; not high demand; new editions need to be added<br>**Average publication date is: 1997** | | | | |
| | | 1 | 1 | 2014 | NA |

900-909 **History**
Basic coverage; not high demand
**Average publication date is: 1991**

|  |  |  |  |
|---|---|---|---|
| 1 | 1 | 2015 | At target |

910-919 **Geography & travel**
Excellent representative coverage with specialized topic coverage for all age ranges and school assignments; new materials continually being added.
**Average publication date is: 2002**

|  |  |  |  |
|---|---|---|---|
| 5 | 5 | 2015 | 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**
Excellent representative coverage for all age ranges and school assignments
**Average publication date is: 2002**

|  |  |  |  |
|---|---|---|---|
| 4 | 5 | 2015 | At target |

921-929 **Genealogy**
Basic coverage; subject not in demand
**Average publication date is: 1997**

|  |  |  |  |
|---|---|---|---|
| 1 | 1 | 2015 | At target |

930-939 **History of ancient world**
Good general coverage
**Average publication date is: 2001**

|  |  |  |  |
|---|---|---|---|
| 2 | 2 | 2015 | At target |

940-949 **History of Europe**
Good representative selection; high circulating collection.
**Average publication date is: 1997**

|  |  |  |  |
|---|---|---|---|
| 3 | 3 | 2015 | At target |

950-959 **History of Asia**
Good general coverage
**Average publication date is: 1998**

|  |  |  |  |
|---|---|---|---|
| 2 | 2 | 2015 | At target |

960-969 **History of Africa**
Basic coverage
**Average publication date is: 1999**

|  |  |  |  |
|---|---|---|---|
| 1 | 1 | 2015 | At target |

970-979 **History of North America**
Excellent representative with specialized topic coverage for all age ranges and school assignments, new materials continually being added; high circulating collection
**Average publication date is: 1996**

|  |  |  |  |
|---|---|---|---|
| 4 | 5 | 2015 | At target |

980-989 **History of South America**
Basic coverage.  Possible area of expansion if demand increases.
**Average publication date is: 1999**

|  |  | 1 | 1 | 2015 | At target |

**990-999** **History of other areas**
Basic coverage.  Possible area of expansion if demand increases.
**Average publication date is: 2000**

|  |  | 1 | 1 | 2015 | 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 2014.  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** | March 2015 | 2017 |
| **Paperbacks** | April 2015 | Annually |
| **Non-Fiction** | November 2014 | 2016 |
| **Audio/visual** | April 2015 | Annually |
| **Graphic Novels** | April 2015 | 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: 2006** | | | | |
| | | **1** | **1** | **2014** | **At target** |
| 100-199 | **PHILOSOPHY AND PSYCHOLOGY** | | | | |
| | Good basic coverage | | | | |
| | **Average publication date is: 2002** | | | | |
| | | **1** | **1** | **2014** | **At target** |
| 200-299 | **RELIGION** | | | | |
| | Good basic coverage | | | | |
| | **Average publication date is: 2007** | | | | |
| | | **1** | **1** | **2014** | **At target** |
| 300-399 | **SOCIAL SCIENCES** | | | | |
| | Good representative coverage | | | | |
| | **Average publication date is: 2001** | | | | |
| | | **3** | **3** | **2014** | **At target** |
| 400-499 | **LANGUAGE** | | | | |
| | 0 titles; subject low demand | | | | |
| | **Average publication date is: 2000** | | | | |
| | | **0** | **0** | **2014** | **NA** |
| 500-599 | **PURE SCIENCES** | | | | |
| | Good representative coverage | | | | |
| | **Average publication date is: 2005** | | | | |
| | | **3** | **3** | **2014** | **At target** |
| 600-699 | **TECHNOLOGY** | | | | |
| | Excellent representative with specialized topic coverage | | | | |
| | **Average publication date is: 2004** | | | | |
| | | **4** | **4** | **2014** | **At target** |
| 700-799 | **ARTS & RECREATION** | | | | |
| | Good representative coverage | | | | |
| | **Average publication date is: 2005** | | | | |
| | | **3** | **3** | **2014** | **At target** |
| 800-899 | **LITERATURE** | | | | |
| | Good basic coverage | | | | |
| | **Average publication date is: 2002** | | | | |
| | | **2** | **2** | **2014** | **At target** |
| 900-999 | **HISTORY & GEOGRAPHY** | | | | |
| | Good representative coverage. | | | | |
| | **Average publication date is: 2004** | | | | |
| | | **3** | **3** | **2014** | **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 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 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.

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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**

## <u>GIFT MATERIALS</u>

*your lifelong resource*

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.*