

North Valley Public Library
Collection Management Policy
Approved by library board May 10, 2006
Revised June 17, 2009
Revisions approved by library board June 24, 2009

A. INTRODUCTION

• **Mission Statement:**

The North Valley Public Library

- provides a commons environment that addresses the need of people to meet and interact with others in the community;
- offers general information and answers to questions on a broad array of topics related to work, school and personal life, and helps to address the need for skills related to finding, evaluating, and using information effectively;
- provides current topics and titles to fulfill community residents' appetite for information about popular culture and social trends and their desire for satisfying recreational experience;
- and addresses the desire of community residents to know and better understand personal or community heritage.

• **Purpose of the Policy:**

The collection management policy describes the policies and procedures for adding materials to the library collection. It describes how the collection serves its users, where its strengths and weaknesses are, and provides goals for the development of the collection. These guidelines will be used to drive collection development decisions within the library and to explain those decisions to the community the library serves.

• **Community and User Groups Defined:**

The North Valley Public Library's primary user group consists of all residents of the Stevensville and Lone Rock school district. The library also provides library services to residents of the surrounding areas and to guests who are traveling through Stevensville. As of January 2006, the population of the library district was estimated to be 9532 (according to figures provided by the Stevensville and Lone Rock schools).

• **Patron Needs and Services/Programs Defined:**

As described in the library's mission statement, the primary service responses of the North Valley Public Library are:

1. Commons - A library that provides a commons environment helps address the need of people to meet and interact with others in the community and to participate in public discourse about community issues.

2. General Information (with an emphasis on Information Literacy) – A library that offers general information helps meet the need for information and answers to questions on a broad array of topics related to work, school and personal life. A library that provides information literacy service helps address the need for skills related to finding, evaluating, and using information effectively.
3. Current Topics and Titles – A library that provides current topics and titles helps to fulfill community residents' appetite for information about popular culture and social trends and their desire for satisfying recreational experience.
4. Local History and Genealogy – A library that offers local history and genealogy service addresses the desire of community residents to know and better understand personal or community heritage. The North Valley Public Library focuses more on local history than genealogy services (which are offered in depth at the Missoula Public Library).

Services and activities that the library provides to support these service responses include:

- Free use of a meeting room to non-profit community groups (donations to defray the cost of utilities are encouraged)
- Bulletin board and display cases to feature local events and collections
- Reference services, Internet, and online database access to meet the information needs of our patrons
- Individual instruction on how to use library resources and evaluate information
- Fiction and nonfiction bestseller titles for adults and children
- Audiovisual materials such as VHS and DVD videos, music CDs and books on CD and cassette
- Interlibrary loan services to share our collection with patrons of other libraries and to obtain materials from other libraries for our patrons
- Wireless Internet services and eight public internet access stations
- Children's story time programs and summer reading
- An extensive collection of local history materials in our Montana Room
- A graphics novel collection
- A Spanish Language Outreach collection

- **Description of the Collection:**

The North Valley Public Library provides informational and recreational materials to meet the needs and interests of the community it serves. The library currently houses approximately 22,000 cataloged items. We

estimate that there may be up to an additional 10,000 items in the collection that are yet to be cataloged (notably in the Montana Room and adult non-fiction sections). Materials are provided for preschool, elementary, middle school and high school students (as well as homeschoolers), adults and senior citizens.

- **Cooperative Collection Management and Interlibrary Loan:**

The North Valley Public Library is a member of the Montana Shared Catalog and Partners program. As such, its collection is currently shared with ten other libraries in the region, in exchange for the same services from these Partner libraries. Traditional interlibrary loan is also provided to meet the needs of patrons who are interested in topics beyond the scope of the local library (or Partner libraries) collections. NVPL provides materials to patrons of other libraries through interlibrary loan as well. The holdings of the Montana Shared Catalog libraries (and particularly the members of the Partners program) are taken into account when selecting and deselecting materials from the NVPL collection.

B. GENERAL PRIORITIES, LIMITATIONS AND POLICIES

1. Chronological Coverage:

The North Valley Public Library strives to present current and up-to-date information on a variety of topics. Preference will be given to items with a publication date within the past ten years, as the budget allows. Unique or older items with literary or historic value may also be maintained. The Friends of the North Valley Public Library are currently considering housing a historic collection within the library.

2. Formats:

The North Valley Public Library collects books, periodicals, newspapers, videos (VHS and DVD), and books and music on CD. The library also provides access to online databases and a large print collection. The VHS collection will likely be phased out as DVDs become a preferred format. The impact of MP3s and services such as TiVo will also be considered when developing the library's audiovisual collection.

3. Multiple Copies:

The North Valley Public Library normally does not purchase multiple copies of items except for those in great demand. However, donations of popular bestsellers may be added to the new books collection to meet patron demand. When multiple titles are no longer needed, they are sold

at a discount in the entryway of the library or donated to the Friends of the Library to sell at their book sales.

4. Languages:

The North Valley Public Library does not purchase materials in foreign languages, with the exception of foreign language dictionaries and audiobooks or videos on learning a foreign language. The exception to this policy is our recently created Spanish Language Outreach collection, created to meet the needs of our growing Spanish-speaking population. Donations of classic literature in foreign languages supported by the Stevensville and Lone Rock schools' curricula will also be accepted. The library will continue to respond to the changing demographics of the community by adjusting its collection to meet the needs of community residents.

5. Funding Considerations:

Funds for the library's collection are allocated from the general budget. Spending is tracked by category to insure a balanced collection.

6. Collection Responsibilities and Selection Procedures:

Materials are selected by the library director or her/his designee through Ingram, Baker and Taylor, Amazon or other discount vendors. Books may also be purchased through local bookstores who offer a library discount.

The following criteria are taken into account when selecting materials for purchase:

- Popularity (bestsellers)
- Patron demand (requests)
- Favorable reviews in professional review sources such as *Library Journal* and *Booklist*
- Currency and current relevance
- Accuracy of information
- Literary value (awards and honors)
- Balance of viewpoints on controversial issues
- Format (whether the item will hold up to library use)
- Balance of subject areas
- Materials appropriate to people of all ages

7. Temporary Reference Materials:

Community organizations may submit informational materials to the library to be made available to the public as temporary reference materials.

Should the items be found by library staff to meet the criteria listed in item 6 above, they will be made available to the public as temporary reference materials, available upon request from the check out desk. Temporary reference materials will be made available to the public for thirty days and will not be added to the library's permanent collection.

8. Gifts Policy:

The library considers books and audiovisual materials that are less than ten years old and in excellent condition to be added to the library's collection. Any items not selected to be added to the library's collection will be donated to the Friends of the North Valley Public Library to be sold in their book sales or disposed of as the library sees fit. Donations of single issues of magazines will be added to our free magazine exchange. Sets of back-issues of magazines are not accepted. Monetary gifts for collection development are welcome, and suggestions for purchase of particular titles or subject areas will be considered, but the library director and staff reserve the right to determine what items will be added to the collection, according to the criteria outlined above. The library staff will not appraise the value of donated materials, but will provide receipts indicating the number of items donated.

9. Collection Maintenance:

The library assesses its collections on an ongoing basis, as recorded in a weeding log. The following criteria are used to decide which items will be withdrawn from the collection:

- Outdated information
- Poor physical condition
- Unneeded duplicates
- Subject not within scope of collection management policy
- Number of times the item has circulated in recent years

Repairs will only be attempted on mildly worn items. On rare occasions, valuable titles may be rebound. Occasionally, current or classic titles in poor condition will be replaced by newer versions.

10. Complaints and Censorship:

The North Valley Public Library strives to provide a broad collection that represents the needs and interests of all of the citizens of Stevensville and Lone Rock school district.

The library endorses the American Library Association's Library Bill of Rights and its Freedom to Read and Freedom to View Statements (see appendices A-C).

In the event that a patron questions the suitability of a particular item or resource in the library collection, the patron will be asked to complete a Request for Consideration of Library Materials form (see appendix D).

The form will be reviewed by the library director and a committee of no less than two library staff members will meet to consider the patron's request.

A decision will be made about the suitability of the item for the library's collection based on the criteria outlined in this document. The patron will be informed in writing within 30 days of the library's decision to retain, remove, or reclassify the item in question.

If the patron disagrees with the library's decision, s/he may appeal to the library board, who will consider the request using the same criteria outlined in this policy. The library board will inform the patron of their decision in writing within thirty days. The library board's decision will be final.

Requests for Reconsideration of Library Materials will be retained by the library for five years after the date of the request.

C. SUBJECT AREAS COLLECTED

What follows are two Excel spreadsheets that break down our collection by Dewey Decimal Classification (for Adult Fiction) and by Home Location (for all other collections). The charts show:

- the total number of current titles in each section
- the number of copies (which shows how many duplicate copies of the same title we have in each section)
- the percentage of the total collection that each section represents
- the total number of items that have checked out in each collection (since we went live on the Montana Shared Catalog in the Fall of 2006) and
- the Turnover Rate of each section.

The turnover rate is particularly significant, since it represents the average number of times any particular item in each section has checked out (thus providing an indication of how popular materials in this section are)

| | | | | | |
|--------------------------------------|--------------|--------------|-----------------------------|-----------------|---------------|
| ADULT NONFICTION | | | | | |
| Dewey Breakdown | | | | | |
| Refreshed Tuesday, June 09, 2009 | | | | | |
| | Measures | | | | |
| Dewey Call Number | Total Titles | Total Copies | % of Titles to Total Titles | Total Checkouts | Turnover Rate |
| (000) Generalities | 188 | 198 | 0.58% | 345 | 1.74 |
| (100) Philosophy & psychology | 407 | 413 | 1.25% | 993 | 2.4 |
| (200) Religion | 408 | 419 | 1.26% | 768 | 1.83 |
| (300) Social sciences | 1,099 | 1,113 | 3.38% | 2,228 | 2 |
| (400) Language | 99 | 115 | 0.30% | 172 | 1.5 |
| (500) Natural sciences & mathematics | 979 | 1,010 | 3.01% | 1,781 | 1.76 |
| (600) Technology (Applied sciences) | 2,215 | 2,253 | 6.82% | 5,706 | 2.53 |
| (700) The Arts | 1,296 | 1,321 | 3.99% | 3,101 | 2.35 |
| (800) Literature & rhetoric | 578 | 595 | 1.78% | 785 | 1.32 |
| (900) Geography & history | 1,758 | 1,868 | 5.41% | 3,122 | 1.67 |
| ALL OTHER COLLECTIONS | | | | | |
| | | | | | |
| Refreshed Tuesday, June 09, 2009 | | | | | |
| | Measures | | | | |
| Home Location | Total Titles | Total Copies | % of Titles to Total Titles | Total Checkouts | Turnover Rate |
| AV-GENERAL | 3,125 | 3,307 | 9.62% | 23,457 | 7.09 |
| BIOGRAPHY | 518 | 520 | 1.60% | 518 | 1 |
| EASY | 1,590 | 1,709 | 4.90% | 7,456 | 4.36 |
| FICTION | 4,785 | 4,852 | 14.73% | 17,994 | 3.71 |
| GRAPH-NOV | 48 | 107 | 0.15% | 378 | 3.53 |
| HOLIDAY | 173 | 186 | 0.53% | 592 | 3.18 |
| JUVENILE | 2,589 | 2,811 | 7.97% | 7,367 | 2.62 |
| LARGE-TYPE | 765 | 769 | 2.36% | 1,637 | 2.13 |
| MAG-PER | 1 | 1 | 0.00% | 655 | 655 |
| MONT-ROOM | 7 | 7 | 0.02% | 5 | 0.71 |
| MONT-ROOMH | 870 | 943 | 2.68% | 1,225 | 1.3 |
| NEW-BOOK | 248 | 254 | 0.76% | 1,310 | 5.16 |
| OVERSIZE | 198 | 200 | 0.61% | 194 | 0.97 |
| PICTURE | 14 | 15 | 0.04% | 15 | 1 |
| REF-DESK | 5 | 5 | 0.02% | 1 | 0.2 |

Renee McGrath 6/18/09
Signature of Library Director Date

John Conlan 6/18/09
Signature of Chair, Board of Trustees Date

Appendix A – Library Bill of Rights

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, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Appendix B – Freedom to Read statement

The Freedom to Read Statement

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

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

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

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

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

essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

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

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

We therefore affirm these propositions:

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

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

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

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

It is wrong that what one can read should be confined to what another thinks proper.

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

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

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

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

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

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

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

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free

society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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

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

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

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

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

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Appendix C – Freedom to View statement

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

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Appendix D – Request for Reconsideration of Library Materials form

Request for Reconsideration of Library Resources

The board of trustees of the North Valley Public Library has delegated the responsibility for selection and evaluation of library resources to the library staff under the supervision of the library director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Library Director, North Valley Public Library, 208 Main St., Stevensville MT 59870

Name _____

Date _____

Address _____

City _____

State _____

Zip _____

Phone _____

Do you represent self? ____ Organization? ____

1. Resource on which you are commenting:

____ Book ____ Textbook ____ Video ____ Display

____ Magazine ____ Library Program ____ Audio Recording

____ Newspaper ____ Electronic information/network (please specify)

____ Other _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

***Sample form revised by the American Library Association Intellectual Freedom Committee
June 27, 1995***
