

# **FALLON COUNTY LIBRARY COLLECTION MANAGEMENT POLICY**

**April, 2016**

## **MISSION STATEMENT**

Fallon County Library exists to provide free access to meet the information needs of our community, to enrich, entertain and inspire, to help people learn new skills, better their education, improve literacy, and to increase social awareness and community involvement.

## **PURPOSE OF THE POLICY**

This policy is a guideline to support the mission and to define the scope, responsibilities, and considerations used in the selection and maintenance of all materials.

## **COMMUNITY SERVED**

Fallon County Library, located in Baker, Montana is a mixture of residents involved in oil and gas exploration, agriculture, government, medical facilities, local businesses and schools. The Library serves over 1,500 patrons and circulates over 25,000 books, media, and other items both physically and virtually.

## **OBJECTIVES**

In response to the needs of our community, the Library attempts to provide access to a broad range of resources. Our collection represents a wide range of viewpoints, including materials that reflect different social, cultural, political, and religious views. It contains resources in various formats (including print, non-print, and electronically accessible) and comprehension levels. Technology is ever changing and the Library continues to evaluate the usage and need for all formats. We strive to provide a balanced collection of materials.

## **MATERIALS AND SERVICES**

There are three elementary and two high school libraries within the county; our emphasis is to place materials for users outside the education system. Youth services are provided through Story Time for preschool during the school term, summer reading programs and events throughout the year. The Library also provides free access to the Internet and a community meeting room.

## **COLLECTION DESCRIPTION**

The present collection consists of materials covering all reading levels, from preschool through adult. There are over 17,000 print books, 729 books on CD, and 959 DVD's in the library. Along with an additional 4,000 un-cataloged paperback books, MyMontanaLibrary2 Go provides access to 11,366 audiobooks and 13,160 e-books. Issues of the local newspaper and newspapers of nearby communities, magazines, pamphlets, and jigsaw puzzles comprise the remainder of the holdings. Each year the library adds approximately 750 new items. Due to vigilant and continual weeding, the average age of our print collection is fifteen years.

## **ARCHIVAL COLLECTIONS**

Archival collections are composed of original materials of a documentary nature covering the Baker area and its history. This may include but is not restricted to, the following: individual records, diaries, family histories, and surrounding area newspapers: The Fallon County Times, The Ekalaka Eagle, The Circle Banner, The Terry Tribune, The Wibaux Pioneer Gazette. The Library does not collect three dimensional objects. These are passed on to the O'Fallon Museum, an institution with the expertise to collect and house such materials. In addition, the Library does not collect the official records of the City of Baker; these are kept by the City of Baker.

## **TEXTBOOKS**

The Library neither purchases nor collects textbooks as a rule. A textbook may be added to the collection if it is the best information on a particular subject.

## **ELECTRONIC RESOURCES**

Internet access is available to library patrons. The Acceptable Use Policy (*attached to this policy*) reviewed by the Board on March 08, 2016, is a part of this policy. Electronic databases available include EBSCO, Heritage Quest, Montana Statewide Resources, Ancestry.com, World Book Online, and MyMontanaLibrary2Go.

## **COOPERATIVE COLLECTION MANAGEMENT AND ILL**

Fallon County Library is a member of the Sagebrush Federation Partners Sharing Group, a participant in the Montana Shared Catalog, and the OCLC database. If requested material is not available in our library, every effort is made to obtain it through Interlibrary Loan.

## **SELECTION OF MATERIALS**

Based on availability of funds in the annual materials budget, materials are added to the collection. Each type of material is considered in terms of its own value and in relation to its audience. An item will not necessarily be judged against all criteria and no one standard applies in all cases and at all times. Various tools are used to assist in the selection process, including review media, trade publications, catalogs and usage statistics. Materials may be added based on patron requests and donations. The following criteria are used when adding new or gift items to the collection:

- Relevance to the present and potential needs of the community
- Accuracy, timeliness, currency, and validity
- Current or historical significance of author or subject
- Suitability of the physical form for library use
- Public demand and/or local interest
- Comparison with other available titles in existing collection
- Cost
- Scarcity of materials on the subject
- Comprehension and depth of treatment
- Diversity of viewpoint

- Literary style, importance, or originality
- Cultural significance and critical acclaim
- Sustained interest

### **PATRON SUGGESTIONS**

Suggestions are welcome and often provide valuable information about community interests and unmet collection needs of patrons. All suggestions are assessed with the same selection criteria as other items added to the collection.

### **ACCESS**

Fallon County Library does not restrict access to reading, viewing, or listening to its materials based on age and provides equal access to all resources for all users. The Library tries to acquire the broadest range of materials within budgetary limits. Due to the varied nature of the collection, patrons may find that not all materials will be suitable for all audiences. Parents or legal guardians have the right and responsibility to determine what is appropriate for their own children. The Library encourages parents to be involved in their child's use of the Library and to guide them in choosing suitable materials. Final responsibility for what a child checks out on his or her library card is left to the parent. The Library does not stand in place of parents.

Due to limited space, security, and preservation concerns, the newspapers are placed in a designated storage area in the Library. All of these are available for patron use, but must be retrieved by a staff person.

### **FUNDING CONSIDERATIONS**

Purchasing is based on tax dollars and varies; items of low or individual interest may not be purchased. A Memorial Endowment Fund is available for specific requests of materials and equipment. The Library does receive donations throughout the year but does not actively solicit funds from the private sector.

### **GIFTS**

Gifts of materials are accepted without commitment as to the final disposition and with the understanding that these gifts may not necessarily be added to the collection. When gifts and donations are accepted by the library, they become sole property of the Library and disposition will be made on recommendation of the Director and approval of the Board. The same criteria used for selection of other materials will be applied to evaluating gifts. If requested, a receipt will be given to the donor listing the general nature and number of the gift; but neither the Director nor the Board will attempt to appraise the gift.

### **Weeding**

The circulating collection is not intended to be archival. To ensure that the collection remains relevant, in good physical condition and continues to meet the needs of our community, items are evaluated on an ongoing basis for potential removal. Items may be sold in support of the Library or offered to other institutions. Materials are subject to removal if:

- Items are worn, stained, or damaged beyond repair
- Items are out-of-date, contain inaccurate data, or are not historically significant
- Newer, more current, or more comprehensive resources are available
- A more desirable format of the content is available
- The usage of the item is low
- Duplicated of the item exist within the collection
- The collection is limited in space

### **Reconsideration of Materials**

The Board defends the principles of the Freedom to Read (*attached to this policy*). The Board believes that each patron has the right to read, listen to or view any item of their choosing. While everyone is free to reject materials of which he/she does not approve, that individual cannot exercise this right of censorship to restrict the freedom to read of others. The Board declares that whenever censorship is involved, no book or library material shall be permanently removed from the library except under the orders of a court of competent jurisdiction. If a patron is concerned by or questions inclusion of a particular item in the Library's collection, the Library will attempt to resolve the matter informally between the patron and the Library Director. If the patron is not satisfied, he or she may fill out a Statement of Concern form (*attached to this policy*) at the Library. All completed forms will be directed to the Library Director, initiating a review process by the Director and/or other qualified staff members. The complaint will then be referred to the Board of Trustees of Fallon County Library for consideration. The decision of the Board is final.

Although efforts will be made by staff members to find suitable material for individuals, primary responsibility for selection or censorship of materials will be the responsibility of the patron, or in the case of a minor, the parent or guardian.

### **Responsibilities**

The Fallon County Library adheres to the principles of the Library Bill of Rights (*attached to this policy*) and attempts to provide materials and information presenting all points of view on current and historical issues. Final responsibility and authority for the collection rest with the Director, who operates within the framework of this policy adopted by the Fallon County Library Board of Trustees.

### **Policy Implementation, Evaluation and Revision**

The library director and the Board of Trustees of the Fallon County Library will review this policy every three years to determine if revisions should be made. If necessary, such revisions will be made by the director.

**BOARD OF THE FALLON COUNTY LIBRARY**

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Mark V. Jacobsen, Board Chair

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Date

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Sharon Huether, Trustee

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Date

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Claudine O'Connor, Trustee

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Date

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LaTonne Reetz, Trustee

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Date

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Gaye Sander, Trustee

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Date

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Stacey Moore, Library Director

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Date