

**North Valley Public Library**  
**Collection Management Policy**  
**Approved by library board May 10, 2006**

**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 is 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 community groups (donations to defray the cost of utilities are welcome)
- Bulletin board and display cases to feature local events and collections
- Reference services, Internet, and online database (InfoTrac) 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
- Volunteer coordinated children's story time programs
- An extensive collection of local history materials in our Montana Room

- **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 50,000 items. Library staff members are in the process of weeding the collection in preparation for joining the Montana State Catalog. The library will likely house approximately 38,000 items after our weeding is complete. 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 in the process of joining the Montana Shared Catalog and Partners program. As such, its collection will be shared with several 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. Donations of classic literature in foreign languages supported by the Stevensville and Lone Rock schools' curricula will also be accepted. Should the demographics of the community change to reflect a significant number of speakers of languages other than English, the library will adjust 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. 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.

## **8. 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.

## **9. 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

### 1. Subjects:

- a. **Biographies** – The library is currently in the process of creating a separate biographies section at the beginning of the adult non-fiction collection, rather than shelving biographies in the 920s. Items in the new section will be labeled “B” for biographies (rather than retaining the 920 Dewey designation) in order to make biographies and autobiographies easier to locate for children and others interested in this particular genre.  
Present Condition Level:

- basic

Library staff members are in the process of weeding this collection. It contains a fairly large number of volumes (approximately 1000 – anticipated to be approximately 700 after weeding) covering many significant historical and cultural icons. Overall condition of books is fair, many are outdated.

Future Acquisition Levels or Goals:

Complete weeding of biographies by July 2006. Replace worn or outdated titles with new purchases or donations as the budget allows. Give preference to subjects and titles requested by patrons

- b. **Generalities - Dewey 000 – 100**

Present Condition Level:

- Minimal

This is a small collection, consisting of approximately 50 titles on topics of controversial knowledge, 35 titles on technology and 10 on other topics. This section was recently weeded (in 2005) and most books are current and in fair to good condition.

Future Acquisition Levels or Goals:

Controversial knowledge, and particularly technology sections need to be improved and updated as the budget allows.

- c. **Philosophy and Psychology – Dewey 100s**

Present Condition Level:

- Basic

There are approximately 250 titles in this collection, divided roughly as follows:

130s (paranormal) – 50 titles

150s (psychology) – 150 titles

170s (ethics) – 20 titles

180s (ancient, medieval, Oriental philosophy) – 20 titles

This distribution may reflect the interests of the local community. This will be easier to assess once the library has an online catalog that will allow tracking of circulation by Dewey decimal range.

This collection has been weeded recently (in 2005) and most books are current and in good condition.

Future Acquisitions Levels or Goals:

Assess popularity of each subsection of this category when data is available and adjust collection development according to demonstrated local interest. Continue to give priority to patron requests.

**d. Religion - Dewey 200s**

Present Condition Level:

- Basic

There are a little over 200 books in this collection, with a focus on the bible, Christianity, general spirituality, Mormonism and Buddhism. We also have representative titles on the Amish, Krishna, Ba'hai, Shintoism, Confucianism, Hinduism, Judaism, Islam and Theosophy.

This collection was weeded in late 2005 and most of the titles are current and in fair to good condition.

Future Acquisitions Levels or Goals:

Assess popularity of each subsection of this category when data is available and adjust collection development according to demonstrated local interest. Continue to give priority to patron requests.

**e. Social Sciences - Dewey 300s**

Present Condition Level:

- Basic

There are nearly 2000 titles in this section, which is in need of weeding.

The breakdown currently is as follows:

300s (sociology) – 170

320s (political science) – 58

330s (economics) – 100

340s (law) – 60

350s (public administration) – 28

360s (social services, association) – 111

364 (criminology) – 160

370s (education) – 46

390s (customs, etiquette, folklore) – 152

398 (folklore) – 300

A cursory assessment reveals a heavy preponderance of true crime and folklore and mythology titles which may not be supported by patron interest. By comparison, the education section seems small. Many of the

folklore and mythology titles (and some education titles) need to be moved to children's non-fiction

Future Acquisitions Levels or Goals:

This section needs to be heavily weeded, which will probably reduce its numbers by about half. Many titles currently on the shelves are old, worn and in poor condition. Some may contain dated and inaccurate information as well.

**f. Languages - Dewey 400s**

Present Condition Level:

- Basic

There are currently approximately 700 books in this section, most of which are outdated and in very poor condition. The breakdown is as follows:

400s (language) – 20

410s (linguistics) – 30

420s (English and Old English) – 116

430s (Germanic Languages German) – 134

440s (Romance Languages French) – 117

450s (Italian, Romanian, Rhaeto-Romantic) – 22

460s (Portuguese/Spanish languages) – 87

470s (Italic Latin) – 33

480s (Hellenic Languages, Classical Greek) – 10

490s (Other Hellenic Languages) – 110

This section is in need of weeding, which will reduce its numbers significantly.

Future Acquisitions Levels or Goals:

Many of the titles in this section (particularly those in foreign languages) are mis-shelved. The books of literature in foreign languages should be moved to the 800s after weeding. Books on foreign language acquisition may need to be replaced/updated. Some titles will be moved to the children's collection.

**g. Natural Science and Mathematics - Dewey 500s**

Present Condition Level:

- Minimal

This is a very large section with approximately 1750 titles. Unfortunately, most of them are out of date and in poor condition. The 580s have been preliminarily weeded in early 2006, the rest of this section will need to be heavily weeded to remove titles with inaccurate information. Some titles will also be shifted to the children's non-fiction collection. Current breakdown is as follows:

500s (natural sciences and mathematics) – 237

510s (mathematics) – 110

520s (astronomy and allied sciences) – 125

530s (Physics) – 37

540s (Chemistry and allied sciences) – 60

550s (Earth sciences) - 195  
560s (Paleontology Paleozoology) – 98  
570s (Life sciences) – 100  
580s (Botanical Sciences) – 64  
590s (Zoological Sciences) – 700

Future Acquisitions Levels or Goals:

After extensive weeding, gaps in subject areas should become apparent. Interest and usage should drive priorities in replacing titles.

***h. Technology (Applied Sciences) - Dewey 600s***

Present Condition Level:

- Basic

This is another very large section with approximately 3692 books on the shelves. Age and condition vary by decade. While some sections do seem to have some current titles in good condition, many titles in this section (perhaps half?) will need to be weeded. Many books in this section are cataloged incorrectly and/or shelved out of order. This section will need to be shelf-read (to verify that all items are shelved in the correct order) after or in conjunction with weeding. A preliminary weeding of the garden and botany books was conducted in early 2006. The breakdown of titles is as follows:

600s (technology/applied sciences) – 23  
610s (medical sciences) – 585  
620s (engineering & allied operations) – 420  
630s (agriculture) – 968  
640s (home economics and family living) – 107  
650s (management and auxiliary services) – 181  
660s (chemical engineering) – 10  
670s (manufacturing) – 22  
680s (manufacture for specific usage) – 184  
690s (buildings) – 226

Future Acquisitions Levels or Goals:

It will be easier to assess the state of this section after thorough weeding and reclassification of titles that are cataloged incorrectly.

***i. The Arts - Dewey 700s***

Present Condition Level:

- Basic

Like most of the unweeded sections of the collection, this section contains many titles that are out of date and in poor condition, but also has some viable titles. The breakdown is approximately as follows:

700s (the arts) – 72  
710s (civic and landscape art) – 36  
720s (architecture) – 31  
730s (plastic arts sculpture) – 74  
740s (drawing and decorative arts) – 694

750s (painting and paintings) – 225  
760s (graphic arts, printmaking and prints) – 15  
770s (photography) – 136  
780s (music) – 168  
790s (recreational and performing arts) – 1095

Future Acquisition Levels or Goals:

This section will need to be thoroughly weeded before a strategy can be developed on how to improve it. Some titles will also be moving to children's non-fiction.

**j. Literature and Rhetoric - Dewey 800s**

Present Condition Level:

- Basic

The 800s contain a decent collection of books on writing, poetry, plays and humor. Many books are old and in poor condition and this section is in need of weeding. There are also sections that are extremely out of order and need to be shelf-read. Books that should be in the 820s – 900s are currently in the 400s and will need to be shifted after weeding. Some of the comic books in the 810s may also be shifted to the juvenile or YA collection, once the new areas are created. The current breakdown is as follows:

800s (literature and rhetoric) – 732  
810s (American literature in English) – 846  
820s (English and Old English literatures) – 2  
830s (Literatures of Germanic languages) – 0  
840s (Literatures of Romance Languages) – 0  
850s (Italian, Romanian, Rhaeto-Romanic) – 0  
860s (Spanish/Portuguese literature) – 0  
870s (Italic literatures / Latin) – 0  
880s (Hellenic literatures Classical Greek) – 0  
890s (literature in other languages) – 0

Future Acquisition Levels or Goals:

As previously mentioned, literature in foreign languages that are currently in the 400s will need to be moved to the 800s after weeding. The 800s – 820s will also need to be weeded for currency and condition. Some titles may be moved to the juvenile non-fiction section.

**k. Geography and History - Dewey 900s**

Present Condition Level:

- Minimal

There are over 4000 titles in this section, most of which are dated and in poor condition. This collection will need to be heavily weeded and shelf-read before a true assessment can be done regarding what areas need to be improved/replaced. The 920s are currently in the process of being weeded and moved to a new biography section at the beginning of the

non-fiction. North and South American history are currently cataloged in the 970s. The current breakdown in the 900s is as follows:

- 900s (geography and history) – 38
- 910s (geography and travel) – 779
- 920s (biography, genealogy, insignia) – 774
- 930s (ancient history) – 189
- 940s (European history) – 960
- 950s (Asian history) – 350
- 960s (African history) – 200
- 970s (North American history) – 864
- 980s (South American history) – 0
- 990s (History of other areas) – 18

Future Acquisition Levels or Goals:

Continue weeding and moving the biographies to the beginning of the non-fiction section. Recatalog titles related to South America to the 980s, Weed the entire 900s thoroughly and replace any sections that are weak.

**I. Oversized**

Present Condition Level:

- Basic

There are currently approximately 260 titles in the oversized collection, most of which are adult non-fiction. As the rest of the adult non-fiction is weeded, it is likely that more titles will be shifted to the oversized collection, which may necessitate an additional large shelf bookshelf. The library currently has a shelf that will suit this purpose, but will need to rearrange shelving to make room for it. This will likely occur with the shift of the children's and young adult collections to the front of the library.

Future Acquisition Levels or Goals:

Although collection development will not be specifically targeted in the oversize section, oversized books will continue to be placed in this collection if they don't fit on the general shelves.

**m. Adult Fiction**

Present Condition Level:

- Basic

There are approximately 5000 titles in the adult fiction collection. Approximately half of this collection was weeded in late 2005. Library staff is currently in the process of integrating hardcover romance, westerns and science fiction into the general adult fiction stacks. Although this will increase the number of volumes in this collection, weeding the remainder of the collection will likely maintain its current size.

The library has a pretty good collection of popular fiction, with few duplicate titles.

Future Acquisitions Levels or Goals:

The current size of the adult fiction collection will be maintained with continued priority given to bestsellers and patron requests.

#### **n. *Young Adult***

##### Present Condition Level:

- Minimal

The collection that is currently labeled as “young adult” is actually a juvenile fiction collection. In February 2006, the library created a new core young adult collection of titles geared towards teens age 13-18. There are currently approximately 50 fiction titles and three non-fiction titles in this collection. The library also has a collection of approximately 50 graphic novels that are shelved with the new young adult collection. The YA books selected for this collection are all fairly new and in good condition. The graphic novels, while popular, are worn and in need of updating.

##### Future Acquisitions Levels or Goals:

Library staff hopes to create a young adult space, complete with comfortable seating, young adult books and media and technology geared towards teenage needs and interests. A reasonable target date to have this space completed would be 2009. Books in the new young adult collection will be labeled “YA” and books in the juvenile collection will be labeled “J” to distinguish items belonging to each collection.

#### **o. *Juvenile Non-Fiction***

##### Present Condition Level:

- Minimal

It is difficult to estimate the number of juvenile non-fiction titles the North Valley Public Library owns since many of them are currently shelved with the adult non-fiction. A separate juvenile non-fiction space has been created, which currently contains approximately 500 items, 450 of which would be better characterized as juvenile reference. This section is in need of weeding. Many titles are outdated and in extremely poor condition.

##### Future Acquisitions Levels or Goals:

Juvenile non-fiction titles will continue to be shifted from the adult non-fiction collection to the new juvenile non-fiction collection. These titles will need to be weeded for age and condition, and replaced with more suitable items. The juvenile reference titles will also be weeded and placed in a separate non-circulating collection (but would still be housed in the children’s area).

#### **p. *Juvenile Fiction***

##### Present Condition Level:

- Minimal

The juvenile fiction collection is currently divided into three sections: early readers, which are labeled according to grade level (from 1-3); series; and what is currently labeled “young adult” (but is actually juvenile fiction). Although there is a separate section for series, several series are also shelved in the juvenile non-fiction (formerly YA) section. There are

currently approximately 900 early reader volumes, 850 series volumes, and 2350 juvenile fiction volumes. The early reader section was weeded in late 2005, but still contains many titles that are old and worn. The series section is in relatively good condition. Although some of the paperback titles are well-worn, there are duplicates of several titles. The juvenile fiction collection is in poor condition, with many outdated and worn titles.

Future Acquisitions Levels or Goals:

All series titles will be removed from the juvenile fiction collection and shelved in a separate juvenile series section. The library may maintain an easy beginner section consisting only of titles that are designed specifically for emerging readers (with limited vocabularies). And finally, the juvenile fiction collection will need to be weeded and newer titles purchased.

**q. Easy Picture Books**

Present Condition Level:

- Minimal – Basic

There are approximately 2600 volumes in the early picture book collection (which is currently housed in the small room at the back of the library). Approximately 1775 volumes are general easy picture books, 290 are board books, and 560 are holiday books. The general easy picture books are currently shelved by size, and paperbacks and golden books are shelved separately from the rest of the collection. Many of the general easy picture books and holiday books are old and worn. The board books are generally well-organized and in good condition.

Future Acquisition Levels or Goals:

The easy books and juvenile collection will both be moving to the current Montana room. When this happens, new shelving will need to be made or remodeled to accommodate a better organizational system. All of the easy picture books should be shelved together, alphabetically by author (regardless of size or format). Board books and holiday books may remain in separate sections. The entire easy picture book collection will need to be weeded, and new titles will need to be purchased.

**r. New Books**

Present Condition Level:

- Basic

The new books collection contains titles published within the current or previous year. There are currently approximately 220 new fiction titles and 112 new non-fiction titles on the shelf.

Future Acquisition Goals or Levels:

Due to budget constraints the library is currently limiting our purchasing of new titles to books that are specifically requested by patrons and bestsellers. When the budget allows, new book purchasing should be expanded to allow us to maintain a current collection in all subject areas.

### **s. Periodicals**

#### Present Condition Level:

- Basic

The library currently subscribes to 20 popular magazines. Approximately three of these subscriptions are paid for out of the library budget. One subscription was donated by a patron, and the remainder were purchased with frequent flyer miles donated by the library director. Current issues are in-house use only, back issues circulate. The library also offers a free magazine exchange with titles supplied by patrons.

#### Future Acquisitions Goals or Levels:

Magazine subscriptions should be included in any increases to the library's collection development budget. In the meantime, the library may consider inviting patrons to sponsor subscriptions to magazines selected by librarians. Statistics on circulation of back issues of magazines and in-house use will be collected quarterly to determine which titles are getting the most use in order to plan for renewals of subscriptions and future purchases. In the long run, the library may choose to add additional magazine shelving in order to be able to offer a wider variety of titles to its patrons.

### **t. Paperback Fiction**

#### Present Condition Level:

- Basic

The library currently houses a popular paperback collection of approximately 3500 titles, most of which are fiction. Most of these titles were donated by patrons. The collection is currently circulating on the honor system and is not being tracked for circulation statistics, due to the ephemeral nature of the paperback format. Non-fiction paperbacks and larger trade paperbacks which are purchased through the library's collection development budget are cataloged and shelved in the general collection.

#### Future Acquisitions Goals or Levels:

The library will probably continue to accept donations of paperbacks for this browsing collection. It often serves as a good backup if the library's cataloged copy of a particular title is checked out. Library staff are currently considering whether to catalog paperbacks and integrate them into the library's hardcover fiction collection when the library joins the Montana Shared Catalog system.

### **u. Science Fiction Paperbacks**

#### Present Condition Level:

- Basic

The library has just created a new section for science fiction paperbacks, which contains approximately 700 titles. Like the fiction paperback collection, this is an uncataloged "browsing" collection. Circulation is not tracked. Some paperback science fiction titles are still shelved with their

hardcover counterparts if they are part of a series that contains both hardcover and paperback titles. Titles in a series will be cataloged and circulation will be tracked.

Future Acquisition Goals or Levels:

While the library will continue to order hardcover and trade paperback titles of science fiction works as part of its general collection, it will most likely continue to rely on donations of pocket paperbacks for the SF PB collection.

**v. *Romance Paperbacks***

Present Condition Level:

- Basic

There are approximately 1100 titles in the library's paperback romance collection. Like the science fiction and fiction paperbacks, this is considered to be a "browsing collection" and contains mostly donated titles.

Future Acquisition Goals or Levels:

The library will continue to use its collection development budget to purchase hardcover and trade paperback romance titles for the general collection. Donations for the romance paperback collection will be gratefully accepted. The library will also purchase paperback romances as the budget allows

**w. *Hardcover Romance***

Present Condition Level:

- Basic

Paperback and hardcover romances used to be shelved together in what is now becoming the paperback section. Library staff members are currently in the process of moving hardcover romance titles into the general fiction stacks. "Romance" labels have been placed on the spines of these titles so that patrons will be able to locate them easily. Christian fiction titles have traditionally been shelved in our romance collection. These titles will be moved to the general collection, and "Christian fiction" labels will be affixed to their spines.

Future Acquisition Goals or Levels:

As stated above, the library will continue to purchase hardcover and trade paperback romance titles that are recommended by patrons or standard library review sources to add to the general collection.

**x. *Westerns***

Present Condition Level:

- Study

The library is fortunate to have a collection of approximately 1150 western titles, most of which are series paperbacks. Don Spritzer, historian and reference librarian at the Missoula Public Library, has stated that this may

be one of the most comprehensive western collections in the state, including many titles that are now out of print.

Future Acquisition Goals or Levels:

The westerns have traditionally been housed in the Montana Room. We are currently in the process of creating a paperback western collection to be housed with the other paperbacks, and applying “western” spine label stickers on the hardcover and trade paperback westerns to integrate them into the general collection. Like the science fiction collection, titles in a series will be shelved together. Because of the unique nature of this collection, both paperback and hardcover titles will be cataloged and circulation will be tracked on all titles once the library collection is added to the Montana Shared Catalog. The library will continue to purchase western fiction based on patron recommendations and professional reviews.

**y. Reference**

Present Condition Level:

- Minimal

The library’s traditional reference collection currently contains approximately 240 volumes (many of which are multicopy sets such as encyclopedias). Nearly all of the titles in the reference collection are over 20 years old and of little practical use. The library has begun to purchase some newer essential reference titles (approximately 20 so far) which are being housed in a new “ready-reference” area behind the circulation desk.

Future Acquisition Goals or Levels:

While many excellent reference resources are now available online or through state library databases, the library should strive to replace some of its more basic reference materials (such as dictionaries, encyclopedias, etc.) that are currently dated and in poor condition. Reference titles should be funded through the library’s collection development budget, but until funding improves, grant funding may be available to help improve this collection.

**z. Videocassettes**

Present Condition Level:

- Basic

The library houses a collection of approximately 1500 VHS titles, the vast majority of which were donated by patrons. The VHS collection contains children’s videos, feature films, and non-fiction videos on topics such as animals, how-to, exercise/fitness, psychology, travel/language, hunting and Montana.

Future Acquisition Levels or Goals:

The video collection is very popular with patrons will continue to grow through donations or with purchased titles specifically requested by patrons. However, since VHS will likely be phased out by the DVD

medium, the library will focus its video collection development on the latter format.

**aa. DVDs**

Present Condition Level:

- Minimal

The library currently owns approximately 60 DVD titles, nearly all of which are feature films. Like the VHS tapes, this collection is mostly made up of patron donations.

Future Acquisition Levels or Goals:

The DVD collection is popular with patrons, but of limited use due to its small scope. Should the library ever have funds in its collection development budget for audiovisual materials, this would be an ideal collection to build up. While a group of community members gathered by the library to help plan for library services has expressed a desire for the library not to spend public funds on feature films, foreign films and educational videos may be good areas to focus on.

**bb. Music CDs**

Present Condition Level:

- Minimal

The library owns approximately 300 music CDs, the vast majority of which were donated by patrons. Genres represented include: classical, jazz, rock, rap, gospel, vocal, country and western, Christmas, Latin, Opera and Rhythm & Blues.

Future Acquisition Levels or Goals:

Perhaps because of its limited scope (or perhaps because of competition from the MP3 format), items in this collection don't seem to circulate very heavily. Therefore this area is a low priority for collection development (unless the library is able to obtain ample funds, in which case the collection may be able to be improved to the extent that it would have greater appeal). The library will continue to add CD titles that are donated by patrons until this medium is no longer in wide use.

**cc. Books on Cassette**

Present Condition Level:

- Basic

The library owns approximately 450 books on tape. These titles were all patron donations. While this collection is very popular, many of the titles are old and worn.

Future Acquisitions Levels or Goals:

Since cassette recorders in cars are increasingly being replaced with CD (and even MP3) players, spending collection development funds on books on cassette is not a priority at this time. Because of their popularity in Stevensville, the library will continue to accept donations of books on cassette while focusing its future acquisitions efforts on books on CD,

when the budget allows. (The library currently owns only a handful of books on CD.)

**dd. Hardcover Science Fiction**

Present Collection Levels:

- Basic

After moving most of the paperback science fiction to the paperback section of the library, there remain approximately 1000 hardcover, trade paperback, and science fiction series (containing both hardcover and paperback titles) in the former science fiction collection. These titles will be labeled with “science fiction” spine labels and moved to the general collection.

Future Acquisitions Levels or Goals:

The library will continue to acquire hardcover and trade paperback science fiction titles based on professional reviews and patron recommendations.

**ee. Picture Books for Adults**

Present Collection Levels:

- Minimal

The library owns a small collection of approximately 65 titles that are currently classified as “picture books for adults.” These are generally books in picture book format with more adult themes, but the current collection also includes children’s picture books that are longer or more wordy than the average. These books can be useful with literacy students or speakers of languages other than English.

Future Acquisitions Levels or Goals:

This collection needs to be weeded. Books that are intended for children should be integrated into the children’s collection. The remainder of the collection might be placed in a more prominent area and marketed to raise awareness of this unique resource.

**ff. Large Print**

Present Condition Levels:

- Basic

The library owns a good basic collection of large print titles, the vast majority of which are fiction. These titles are popular with senior citizens, as well as younger patrons with poor eyesight. After a staff member recommended large print to a thirty-something patron who had trouble reading because it hurt her eyes, the patron returned to the library very excited after being able to read a book all the way through for the first time in years. She went on to request several other titles in large print.

Future Acquisitions Levels or Goals:

The library will continue to maintain its large print collection, although the location will likely move to the back of the adult fiction and non-fiction collection, near the new Montana Room.

**gg. Montana**

Present Condition Levels:

- Study

With the help of one of our Friends of the Library, library staff has been conducting a major assessment and re-organization of the Montana collection. Duplicate copies of all materials have been temporarily removed from the Montana Room. They may be added to the general collection as circulating copies, while Montana Room books may be designated as in-house use only.

The remaining materials in the Montana Room are currently organized into the following categories:

- Oversized (170 volumes)
- Montana non-fiction (750 volumes)
- Lewis & Clark (100 volumes)
- Native American (450 volumes)
- Western Fiction (550 volumes)
- Western non-fiction (500 volumes)

Prior years of the Montana Code as well as the past five years of Montana-related magazines are housed in the Montana Room as well.

Future Acquisitions Levels or Goals:

The Montana Room will be moving to what is currently the young children's room at the back of the main library. The scope for the new collection will be fiction about Montana or taking place in Montana and non-fiction items about Montana and the West. The Western fiction collections will be weeded, and only those fiction items taking place in Montana will remain in the Montana collection. All Montana fiction will be shelved alphabetically by author and Montana non-fiction will all be shelved according to Dewey decimal numbers.

The library will focus on fiction and non-fiction related to Montana or taking place in Montana to add to our Montana Room collection. We will place particular emphasis on local (Stevensville) and regional (Bitterroot) titles.

**D. POLICY IMPLEMENTATION, EVALUATION, AND REVISION**

This policy will be updated by the library director and revised and approved by the Board of Trustees every three years beginning in 2009 (after its initial approval in 2006). A copy of each revision will be submitted to the Montana State Library.

This policy was approved by the North Valley Board of Trustees on

May 10, 2006

Date

And was submitted to the Montana State Library on:

June 15, 2006  
Date

Renee McGrath 6/15/06  
Signature of Library Director Date

John Conlan 6/14/06  
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.

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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

### **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.

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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.

*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***