

Collection Development Policy

Revised by the North Valley Board of Trustees on November 17, 2021

Purpose of the Policy:

The collection management policy describes the policies and procedures for adding and withdrawing materials to the library 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.

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. Materials are provided for all ages. The collection is a popular circulating library with only a few exceptions, and not an academic or research library.

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 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 two years, as the budget allows. Unique or older items with literary or historic value may also be maintained.

2. Formats:

The North Valley Public Library collects:

- Books including large print books. The library does not purchase textbooks.
- Periodicals & newspapers.
- Audiovisual (AV) in the most appropriate format (currently DVDs & Blu-ray) and audiobooks (currently in CDs and Playaways).
- The music CD collection is entirely donated.
- The library provides access to digital books and digital audiobooks through the MSC group purchasing through MontanaLibrary2Go.

3. Multiple Copies:

The North Valley Public Library purchases multiple copies of items in great demand. The Partners sharing group asks for a 4-1 holds ratio to be maintained.

4. Languages:

The North Valley Public Library generally 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 may 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 that offer a library discount or purchased directly through a publisher.

Selection criteria:

- Popularity (bestsellers)
- Patron demand (requests.) Titles that do not have wide appeal to the rest of the District will be sought through Partner libraries or interlibrary loan.
- Favorable reviews in professional review sources such as *Booklist*, *Library Journal* and *New York Times Book Review*, *Ingram Advance*, NPR, *Montana Book Awards*, and *Library Reads*
- Currency and current relevance
- Accuracy of information, authoritativeness, author's reputation and significance as a writer, reputation and standing of publisher
- Literary value, awards and honors
- Diverse viewpoints on controversial issues. Although the library collects diverse viewpoints on controversial issues, we are not a research or academic library but a popular circulating library, so do not collect items containing hate speech. The library defines hate speech as speech that attacks, threatens, vilifies, humiliates, or incites hatred against a group or class of persons on the basis of race, national origin, ethnicity, color, religion, gender, gender identity, sexual orientation, or disability.
- Format (whether the item will hold up to library use)
- Subject areas (See breakdown of subject areas below.)
- Materials appropriate to people of all ages
- Montana subject
- Availability of material in other local library collections

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 front 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. Donations & Gifts Policy:

Due to the high cost of cataloging and processing unsolicited materials, the Library does not generally accept donated materials. North Valley Public Library has a collection budget and purchases new materials monthly. Library staff regularly remove outdated materials from the collections to make room for new materials.

Smaller donations, such as a few books no more than two years old may be considered. The library may consider audiovisual materials in currently collectable formats and in excellent condition to be added to the library's collection. Any items not selected to be added to the library's collection may be donated or disposed of as the library sees fit. 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 selection criteria outlined above. The library staff will not appraise the value of donated materials.

Local authors may donate their works to the library with the understanding that there are no original catalogers on staff at North Valley Public Library; if their work is not already entered in OCLC WorldCat (The worldwide catalog of more than 10,000 libraries with over 2 billion items <http://www.worldcat.org/>) their item cannot be added to our collection. If the item is in Worldcat, the selection criteria above will be applied.

9. Collection Maintenance and Weeding:

The library assesses its collections on an ongoing basis. The following criteria are used to decide which items will be withdrawn from the collection:

- Outdated information or format
- Poor physical condition
- Unneeded duplicates
- Not within scope of collection management policy
- Number of times the item has circulated in recent years
- How many Partners have the middle titles of authors with large series runs

Repairs will only be attempted on mildly worn items. Occasionally, popular or classic titles in poor condition will be replaced by newer versions.

10. Complaints, Censorship & Materials Selection:

The North Valley Public Library District 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 board and administration are dedicated to the principles of intellectual freedom. They believe that the right to read is basic to the intellectual freedom of democracy and follow the basic tenets outlined in the American Library Association's *Library Bill of Rights, Freedom to Read and Freedom to View*. (See ala.org for complete up-to-date texts)

The function of material selection is to obtain the best print and non-print resources suited to the needs of the community with the funds available. It is not to be confused with censorship, and

selectors must be constantly alert not to allow their own preferences or prejudices, pressure by individuals or groups, or fear of such pressure to influence selection.

The decision to purchase materials is guided by qualified reviews and based on the literary value, social importance of the material, accuracy, the needs of the community, availability of other materials on the subject, and funds available.

Materials which come within the Supreme Court's definition of obscenity shall be excluded, but no item should be eliminated because of coarse language, violence, or frank discussion of sexual episodes when such episodes are pertinent to the plot or character delineation.

The presence of material in the library does not indicate an endorsement of its contents by the library board, staff, or funding agencies.

In the event that a patron in our library district (property owner or renter) 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 A).

The form will be reviewed by the library director and a committee of no less than three 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.

The North Valley Public Library provides digital materials through resource sharing in MontanaLibrary2Go through the Montana State Library project. Those that live or own property in our library district may contact the Library Director about materials available in MontanaLibrary2Go and will be provided with a copy of the MontanaLibrary2Go Materials Selection Policy. If the patron wants to continue with a complaint then a *Montana Library2Go Request for Reconsideration of Library Material* form must be filled out completely which outlines the appeal process. The State Library Commission makes the final decisions in the process.

C. SUBJECT AREAS COLLECTED

North Valley Public Library categorizes nonfiction materials according to specific Dewey Decimal numbers

Present Collection Levels: The library acquires non-fiction works in all Dewey subject areas. Due to the restriction in size of the building, the library's future acquisitions will be popular and up-to-date titles

and will be at the basic or minimal collection level. The library will update standards in the field. In subject areas that have little circulation, some classics will have to be borrowed from partner libraries. Some titles are also selected in large print and audiobook formats. Downloadable audiobooks and eBooks are purchased for our digital consortium.

Local and State History - a strong collection of local history will be maintained of titles that are written for the layman with less focus on academic titles.

Adult Fiction – A basic collection of popular titles and well-known authors and bestsellers are collected. Completing (and keeping up with) series in all fiction collections is achieved through cooperative collection development with the Partner Libraries.

Children’s materials - Materials in various formats to meet the needs of children for recreational, information, and self-educational use.

Various collections are separated according to age and developmental needs:

- Toddler books (concept books, board books)
- Beginning to read books (controlled vocabulary)
- Picture books
- Story time kits (books, audio visual, toys, manipulatives, and activities on various themes)
- Fiction (recreational reading for school age children)
- Nonfiction (biographies, recreational reading, supplementary to school collections for homework assignments)
- Children’s magazines
- Children’s music and audio books
- Children’s videos
- Professional, non-circulating story time materials

Young adult materials – Materials in various formats to meet the needs of young adults for recreational, informational, and self-educational use. The young adult collection includes a comics/graphic novel collection. Nonfiction materials geared toward teen issues are within the adult collection due to crossover and space.

Collections include:

- Fiction (readers ages 12-18)
- Young adult audio books
- Young adult graphic novels
- Young adult video

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.

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Request for (Re)consideration of Library Resources

The board of trustees of the North Valley Public Library District has delegated the responsibility for selection and evaluation of library resources to the library director and staff, 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. Requests for (Re)consideration of Library Resources will only be taken from those owning property or renting within the Library District.

Date: _____

Name: _____

Address: _____ City: _____ State: _____

Zip: _____ Phone: _____

Do you represent self? _____ Organization? _____

1. Resource on which you are commenting:

_____ Book _____ Video _____ DVD/Blu-Ray/VHS _____ Magazine _____ Audio Recording

_____ Newspaper _____ Electronic resource (please specify): _____

_____ Other _____

Title _____

Author/Producer _____

Call Number or location in library _____

2. Please state the action you wish taken on this item:

- Add it to the Library _____
- Shelve it elsewhere _____
- Remove from the Library _____
- Other (specify): _____

3. Why? Please explain how such an action would improve the Library's service to the community:

4. Have you (read, viewed, listened) to the entire work? If not, then which parts?

5. What brought this resource to your attention?

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

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