

COLLECTION MANAGEMENT POLICY

A. INTRODUCTION

1. Mission Statement

The Bozeman Public Library provides the community with free, open, and equal access to general information on a broad array of topics; resources to promote personal growth and lifelong learning; popular materials to meet cultural and recreational needs; and the training needed to find, evaluate, and use information effectively.

2. Purpose of the policy

The purpose of the Bozeman Public Library Collection Management Policy is to clarify collection development levels and objectives to staff, patrons, and the Library Board and to cooperating institutions and funding agencies. The policy is used as a tool to assist in shaping the collection consistent with library goals, patron needs, economic realities, and cooperative building activities.

3. Community and user groups defined

The population estimate for Gallatin County as of July, 2008 was 89,824, a 32 % increase from 2000. The population for the City of Bozeman for July, 2008 was 39,442, a 43 % increase from 2000. (Source: *CEIC, Montana Department of Commerce*)

Gallatin County ranks number 1 of the 56 counties by growth in total population in Montana. The County is now the state's fourth largest in population behind Yellowstone, Missoula, and Cascade. Bozeman is the state's fourth largest city. It also has the highest cost of living in the State. (Source: *CEIC, Montana Department of Commerce*)

All statistics given on the following page are estimates from the *2006-2008 American Community Survey* except as noted.

Gallatin County

Total Population: 87,146
Males: 45,317
Females: 41,829

AGE:

Median age: 32 years
Under 5 years: 5,830
18 years and over: 68,413
65 years and over: 7,391

RACE:

White: 85,891
Black: 441
Native American: 762
Asian: 920
Hispanic: 2,172

EDUCATION:

Less than high school diploma
(25 + yrs.)
6.7%
High school grad or higher
95.7%
Bachelor's degree or higher
45.3 %

LANGUAGE:

Population 5 years and over who
speak a language other than
English at home 4.1%

POVERTY LEVEL:

Families below 6.2 %
Individuals below 12.1 %

City of Bozeman

Total Population: 35,538
Males: 19,296
Females: 16,242

AGE:

Median age: 27 years
Under 5 years: 1,958
18 years and over: 30,288
65 years and over: 2,456

RACE

White: 35,008
Black: 413
Native American: 421
Asian: 706
Hispanic: 683

EDUCATION:

Less than high school diploma (25+
yrs.)
4%
High school grad or higher
97.3%
Bachelor's degree of higher
52.7%

LANGUAGE:

Population 5 years and over who
speak a language other than
English at home NA

POVERTY LEVEL:

Families below 9.3%
Individuals below 19.1

School District 7 enrollment: (<i>School District 7, 2009</i>)	6,164
Private and homeschooled: (<i>Gallatin Co. Superintendent of Schools, 2009</i>)	1,410
College: (<i>Montana State University, 2009</i>)	12,764

Bozeman Public Library serves Gallatin County, an area of 2,532 square miles, larger than either Rhode Island or Delaware. The Library is the largest public library in the largest city and also county seat. Other public libraries are located in Belgrade, Big Sky, Manhattan, Three Forks, and West Yellowstone. All Montana residents may also use the libraries at Montana State University. The population of the Bozeman Public Library service area is 47,805. The number of current registered individual borrowers is 30,489 (FY 09). Any resident of Gallatin County may register for a borrower's card at Bozeman Public Library by providing proof of residence. There is no borrower's fee for county residents. Out-of-county residents pay a \$45.00 annual fee for borrowing privileges. A temporary borrower's card is available to tourists and others visiting the area for a period 6weeks to three months. Proof of permanent residence and a local address are required. A significant number of people take advantage of this privilege during the summer months.

The economy in Bozeman and Gallatin County is both broad-based and diverse with 5,242 non-government business establishments employing over 38,466 people out of the 45,839 person workforce (*Montana Department of Labor and Industry, Quarterly Census of Employment and Wages, 2008*). Major sectors of the economy, in addition to Montana State University, include tourism and recreation, retail trade, agriculture, health care, services, construction, manufacturing, and natural resource- based industries such as mining and forestry. Growing segments within these sectors are technology-based, healthcare, and sports and recreation-based businesses, which find university resources and an educated and recreationally active labor force to be significant assets. The largest single employer in the area is Montana State University, which employs approximately 3500 permanent personnel. The 12,764 students at MSU make a significant impact on the local economy. Government (including federal, state and local) employs 7000+, the highest number of people followed by the retail and construction sectors. (*City of Bozeman Economic Development Plan, 2008*)

As in most of Montana, agriculture is an important element of Gallatin County's economy. Nearly 1,071 farms constitute a significant part of the county's economic base producing commodities such as livestock, small grain, hay, and potatoes. In 2007, agriculture in Gallatin County generated \$47.9 million from livestock and \$47.2 million from crops. (*2007 Census of Agriculture*).

Major users of Bozeman Public Library include:

- recreational and avid readers
- families
- students (pre-school through college)
- home school associations
- do-it-yourselfers

senior citizens
self-employed individuals
entrepreneurs
investors
consumers
writers, artists, and researchers
Internet users

4. **Patron Needs and Services/Programs Defined:**

In FY 99, Bozeman Public Library completed a three-year strategic plan using the process outlined in *Planning for Results: A Public Library Transformation Process* (American Library Association, Chicago, 1998). As part of this plan, the following service responses were chosen: **General Information; Lifelong Learning; Current Topics and Titles;** and **Information Literacy.** Resources are allocated for collection and information resources, staff, technology and facilities to support these selected service responses.

General information resources include print, audio-visual and electronic resources including reference online databases and the Internet to meet informational and research needs. The Library subscribes to over 256 periodicals including many state and some national newspapers and participates in the Montana Library Network's statewide license to provide *InfoTrac*, a series of online full-text periodical databases. Also as a member of MLN, the Library is able to provide patrons access to a collection of electronic books and online reference databases including 4 from *EBSCO and HeritageQuest*. In addition to the MLN products, the Library subscribes to eight other electronic databases. Reference and children's library staff assists patrons with questions and research in person, by phone, and online through the Bozeman Public Library home page (www.bozemanlibrary.org). 24/7 online reference assistance is available through the Ask-Montana Consortium. The Library offers voter information and registration forms, and the staff assists patrons in accessing copies of legislative proceedings, state and federal tax forms, and legal information online. Prior to public hearings, documents relating to local issues are placed at the Library by local, state, and federal agencies and are made available to patrons. Interlibrary Loan service is offered for materials unavailable at Bozeman Public Library through *OCLC, the Online Computer Library Center*, which provides access to over 1.5 billion bibliographic records for materials in libraries in 112 countries around the world.

Lifelong learning materials include print, audio-visual, and electronic materials on a variety of topics including home improvement, gardening, foreign languages, music, hobbies and crafts, sports, literature, science and math, travel, law, and more. Adult programs on a variety of topics are offered throughout the year. A book discussion group for adults is sponsored by Friends of Bozeman Public Library which also provides patrons access to four online book clubs and free museum passes. Adult summer and winter reading programs are offered. A Great Books discussion group meets at the Library. The Library has participated in the One Book Montana for the past 6 years and One Book One Bozeman for 3 years. The Montana Center for International Visitors partners with the Library to sponsor the Great Decisions Foreign Policy Discussion Group on a monthly basis. The Library provides materials and programming for children of all ages, infant to young adult, to encourage lifelong learning. Children's programs and services include infant, toddler and preschool storytimes featuring read-aloud stories, special guests, music, finger plays, and other activities; a kids book group; a summer reading program, evening programs, after-school activities, Lego and Chess clubs, author parties, reading to dogs, the Children's Festival of the Book, and other special events. The Children's Library has computers for educational games. The Teen Corner has comfortable seating for teens along with their collection of fiction, nonfiction, graphic novels, and magazines. TAG (Teen Advisory Group) advises the YA Librarian on teen programming and materials.

Materials in large-type, book-on-tape, book-on-CD, downloadable audiobooks, Playaways, and DVD formats are available for patrons with visual impairment or other special needs.

A Video Eye machine which magnifies print is also available for the visually impaired. Special Delivery, a materials delivery service provided by volunteers, is available for patrons unable to come to the Library. Programs and classes in the meeting room are enhanced by a sound system and presentation equipment including a laptop computer and projector.

Current topics and titles are featured in displays, reading lists and bibliographies, the newsletter, and on bulletin boards. New fiction and non-fiction are displayed in special new book sections of the children's and adult areas. New acquisitions in all formats are listed in the monthly New Books list which is available in the Library and on the Library's home page. *Biography Resources*, a bio-bibliographical guide to current writers; *Novelist* and *What Do I Read Next*, reader's advisory databases, are available in the Library or online via the Library's homepage. The Library's home page, a monthly newsletter, area news briefs, lists of award-winning books, and a weekly column and ad in the local newspaper inform the public of programs, services, activities, and new acquisitions. Two meeting rooms with television, VCR, DVD player, LCD projectors, and Internet connection are available for public use. The Library also

provides free materials bins and public bulletin boards.

Information literacy is encouraged through Learning at the Library classes on using the Library's electronic resources and one-on-one assistance at the Internet and BridgerNet stations. Circulating print and audio-visual materials are purchased on use of the Internet and other computer topics. Reference copies of some titles are kept near the computer stations. Staff members attend continuing education classes to improve searching techniques and learn about the latest trends in technology.

BridgerNet, the Library's online catalog and circulation system, is available at public terminals located in the adult and children's areas and can be accessed remotely through the Library's home page. Access to online databases and the Internet is provided at public stations in both the adult and children's areas of the Library. Staff members use the Internet at the Reference and Children's desks to assist patrons with reference and information questions. Internet access is also available in work areas.

5. **Brief General Statement Describing the Collection**

Bozeman Public Library offers a wide variety of materials in various formats for patrons of all ages from preschool through adult. The Library's collection represents the diverse interests and viewpoints of the clientele it serves. The collection contains periodicals, including those in EBSCO and InfoTrac's full-text online databases; state, local and selected national newspapers (some available on microform); pamphlets; maps; non-fiction and fiction (both contemporary and classic); videos, DVDs, books-on-CDs, books-on-tape, Playaways, downloadable audiobooks, ebooks, musical compact discs, language and children's cassette tapes; CD-ROMs; reference materials; access to the Internet; and historical information on Gallatin County and Montana. Although materials are not specifically purchased to support local school curricula, many materials meet basic research needs of elementary and secondary students as well as home-schooled students.

Collection Statistics (fiscal year 2009):

Number of Physical Items (not titles)

Books, Bound Serials & Government Documents	116,848
Audio Materials	8,711
Electronic Format Materials	11,822
Video and DVD Materials	6,088
Other Library Materials	27

TOTAL

143,496

Current Number of Serial Subscriptions

Periodicals (including newspapers)

256

6. Cooperative Collection Management and Interlibrary Loan

Providing materials to meet patrons' needs is the primary goal of Bozeman Public Library. Since the Library is financially unable to purchase all materials for all people, Interlibrary Loan (ILL) and cooperative collection arrangements are used to meet patrons' demands. Bozeman Public Library is affiliated with the OCLC system. Interlibrary Loan is used to supply titles which are not purchased by the Library due to narrow scope, age, lack of demand, and budget constraints. New titles, particularly fiction, are considered for purchase rather than ordered through ILL if the publication date is less than one year old. Patrons are referred to Montana State University Libraries and other local resources when appropriate.

An informal cooperative collection agreement exists with Montana State University Libraries: Bozeman Public Library purchases popular fiction and children's materials; MSU does not. MSU purchases research and technical items; BPL does not. Local teachers and students utilize the collection heavily to supplement their own school library resources. Use by members of homeschool families is frequent.

A cooperative agreement has been established to give Gallatin County residents the ability to share greater resources and information services. Belgrade Community Library, Bozeman Public Library, Three Forks Community Library, Manhattan Community Library, and West Yellowstone Public Library have their library collections on the Montana Shared Catalog.

To extend the ease of borrowing and returning resources, a free weekly courier service between these libraries has been established.

B. GENERAL PRIORITIES, LIMITATIONS AND POLICIES

1. Chronological Coverage

Areas of non-fiction in which timeliness is important are reviewed for currency on a regular basis. Reference materials are purchased on an annual, semi-annual, and as-needed or as-published basis. The majority of periodicals are kept for two years in paper copies with the exception of Montana and local magazines which are kept in perpetuity. Microfilm is available for the local newspaper back to 1891. Local and Montana history materials are retained for research purposes. Current popular fiction is purchased, and classics and works representative of major authors are collected and retained. The children's fiction collection is current and has many award-winning and other high quality titles as well as popular series.

2. Formats

Bozeman Public Library collects materials in the following formats: books; periodicals; newspapers; pamphlets; maps; large print; paperbacks; microforms; language cassettes/CDs; books-on-CDs; books-on-tape; Playaways, children's music cassettes and cassettes w/readers; music compact discs; DVDs and CD-ROMs. Nearly all VHS items were discarded in 2009. The Library maintains a collection of non-cataloged paperbacks and abridged books-on-tape for an adult exchange (materials are not checked out, but are counted in circulation statistics).

3. Multiple Copies

Multiple copies of fiction and non-fiction are purchased when demand warrants. Two copies of some high-demand periodicals are purchased for circulation and reference. Multiple copies of local and Montana history items may be purchased for circulation and for the Montana Room collection.

4. Languages

Bozeman Public Library collects materials in the English language but has developed small popular collections of foreign language materials for both the adults and children. Foreign language dictionaries are purchased in a variety of languages (e.g. Japanese/English, Korean/English, French/English, etc.) Instructional cassette tapes and CDs with booklets and CD-ROMs are available for a variety of languages. Materials for learning sign language are purchased for both the children's and adult collections. A small Braille collection has been added to Children's.

5. Funding Considerations

Bozeman Public Library is a tax-supported institution which receives the majority of its funding from the City of Bozeman General Fund. The Library contracts with Gallatin County, which provides one-third of the Library funding, to provide services for rural residents. Some additional funds from the State of Montana and Broad Valleys Federation are received. The Library is currently open 58 hours per week (including Sunday) from September through May, and 54 hours per week during June, July and August. The FY10 materials budget is \$115,000 an 8% decrease over FY09's budget.

The Bozeman Public Library Foundation was established in 1983 to increase and enhance library services. It played a major role in raising private funds for the construction of the new library building which officially opened November 12, 2006. The Foundation's next goal is to establish a thriving endowment to benefit the Library and community for now and future generations.

The Friends of the Library sponsor three book sales each year, and the profits from them and rent from the coffee shop located in the Library are used to provide needed items for the Library. Other sources of funds include occasional grants, memorials, and donations from individuals and groups.

6. Collection Responsibilities and Selection Procedures

The Director of Bozeman Public Library and professional staff members are responsible for the selection of library materials. The selection of material is based on reviews in professional journals, patron recommendations, popular demand, subject area needs, scope and focus of the collection, and cooperative collection agreements. (see *Resource Selection Policy* on pp 35-36)

7. Gift Policy

The library staff may accept gifts of books, periodicals, and other materials, with the understanding that they will be added to the Library collection when needed. The decision to add gift materials including those by local and/or self-published authors is based upon the following considerations:

1. Does the material meet the Library's standard of materials selection?

(see *Resource Selection Policy*, pp 35-36)

2. Is the physical condition of the material satisfactory?
3. Does the Library need the material or multiple copies in its collection?

Material not added to the collection may be placed in one of the three book sales sponsored the Friends of the Library.

The Library reserves the right to decide the conditions of display, housing, and access to the materials. No estimate of value of donated material will be furnished. Materials received will become the property of the Bozeman Public Library.

When gift materials are deemed no longer useful, the Library will dispose of them on the same basis it disposes of other materials.

Major gifts to the Library should be made to the Bozeman Public Library Foundation, a non-profit organization which supports the Bozeman Public Library through private gifts. In addition to monetary gifts, the Foundation may accept other gifts pursuant to its own policies.

Donors may be directed to the Foundation for additional information. Library staff may accept monetary gifts on behalf of the Foundation. Checks should be made payable to: Bozeman Public Library Foundation. Donors may be given a copy of

the Foundation brochure and may complete the appropriate form for designation of funds.

8. Collection Maintenance

Bozeman Public Library materials are weeded based on the following criteria: material does not circulate over a pre-determined period of time; poor physical condition; obsolete information; reliability of content; duplicates not needed; subject no longer of use in collection; incomplete sets; and mistakes that shouldn't have been added to the collection. The entire collection was weeded in 2009 in anticipation of the move to RFID.

Materials which are not weeded include: items on standard lists (*Public Library Catalog, Fiction Catalog, Children's Catalog and Elementary School Library Collection*); local history or local authors; balanced view (a title may provide the only "other side" for some issues); research value (if appropriate for BPL); and rare items.

Whenever feasible, books are mended on a weekly basis. When appropriate, titles from standard lists are replaced if they are not repairable. A small number of items are rebound for the following reasons: out-of-print; valuable to BPL's collection; local history; or author.

9. Discard Policy

Discarded Library materials and gift materials may be offered to other libraries, schools, or nonprofit groups, sold at the Friends of the Library book sales, or otherwise disposed of as Library staff deems appropriate.

10. Complaints and Censorship

The Library supports intellectual freedom and has adopted the following attached statements as policy: *The Library Bill of Rights and Interpretations* (See Appendix F); the American Library Association's *Freedom to Read Statement* (See Appendix I); and the American Library Association's *Freedom to View Statement* (See Appendix J). The choice of library resources by users is an individual matter. While any user is free to reject resources for personal use, that user cannot restrict the freedom of others to read or access information in the Library. A request for reconsideration of a resource shall be made in writing and will be referred to the Library Director for appropriate action. (see Appendix K)

C. SUBJECT AREAS COLLECTED

Standard collection level descriptions:

Out of scope: library does not collect in this area.

Minimal: have a few good items.

Basic: have an up-to-date collection that will introduce readers to the subject and indicate the varieties of information available elsewhere.

Study: have a collection adequate to support undergraduate instruction and sustained independent study. Include material at all appropriate reading levels.

Research: includes all the major published source material required for dissertation research.

000s Generalities

The circulating collection in the 000s, including the children's collection, is at minimal level, except for the 004s (computer books) and the 025s (library science books), which have been expanded and are at basic level. The computer and Internet materials are weeded biennially. Other sections of the 000s are supported by materials in the reference and professional collections; encyclopedias, bibliographies, and directories are at basic level. *World Book Online* supplements this area. With the addition of *InfoTrac*, an online full-text periodical indexing, periodical guides are at study level.

The professional collection of library and information science materials is at basic level. Professional journals supplement this collection and may be used by patrons. The balance of the 000s is at minimal level. The children's collection is at minimal level

100s Philosophy and Related Disciplines

Psychology and Applied Psychology (150-159) are at basic levels and were weeded in early 2009. Popular "self-help" psychology titles are purchased as demand warrants. Improvement to basic level is continuing in Logic, Ethics, and Philosophy as titles become available. Some titles of collected works have been added to the circulating collection, and several reference titles have been acquired.

Coverage of major individual philosophers is found in the 800s in the *Great Books of the World* series. Although there are many titles in the Parapsychology and Occultism section, this area suffers high losses, and replacement copies are purchased frequently. Several titles on these subjects have been purchased for the reference collection to ensure availability. A number of titles on Divinatory Arts and Witchcraft were added within the last year. The children's collection in the 100s is at minimal level.

200s Religion

This area includes book material on world religions, sects and mythology. Materials are selected to provide balanced coverage of all faiths. The collection is

strong in its coverage of Christianity, Judaism, Islam, Buddhism, Hindi and Scientology. Items in reference, DVDs, and magazines enrich this area. The children's collection is at basic level.

300s Social Sciences

The 300s have much crossover with other areas, including medicine, biography, religion and history. In an effort to clarify coverage and prioritize spending, much of the presidential materials, and medical books have been relegated to the buyers for those areas. Pamphlets, periodicals, DVDs, and reference databases support this area. The Library subscribes to *Learning Express Library Practice Tests*, *Testing and Education Reference Center*, and *Opposing Viewpoints* databases and provides access to *Westlaw* database. The children's collection is basic to study level especially in the 398s. The YA collection is at minimal level.

400s Language

The Library maintains a basic collection of English language grammar and language study aids such as dictionaries, and language course books. These are supplemented by language courses on cassette, CD, and CD-ROMs. There is moderate coverage of major European languages but only minimal coverage of other languages. The history of language is at a basic level and kept in the 800's. The children's collection is at a basic level.

500s Pure Sciences

Materials in this area represent a basic collection, including many juvenile titles. Several new titles have been added in the 510s (Mathematics), and many have been added in the 530s (Physics) and 540s (Chemistry and Allied Sciences). *Environment Complete* database supplements that area. The children's collection is basic to study level especially in the 568 and 599s.

600s Applied Sciences

In general, the 600s are at basic level. This area is supported by *Health and Wellness Resource Center* and *CINAHL (Cumulative Index to Nursing and Allied Health Literature)* full-text databases as well as basic print reference materials, and DVDs. The gardening and cooking sections are extensive due to generous donations. The business and job search collections (650s) have been expanded and are at basic level. *Small Business Resource Center* database and a basic business reference collection supplement this area. The Library maintains a large collection of auto repair manuals in the reference area and also subscribes to auto and small engine repair databases. The children's collection is at basic level.

700s The Arts

This section is at basic level with a good selection of fine and decorative arts,

music, recreational and performing arts materials, home plans and interior design complemented by a basic reference collection. The crafts area is particularly strong due to many donations and has been weeded within the last year. A core collection of musical CDs and DVDs supplement this collection as does the *Price It! Antiques and Collectibles* database. The children's collection is at basic level.

800s Literature

The Library maintains a basic collection of American and world literature and literary criticism. Editions and translations are updated as needed. Drama, short stories, and poetry are at basic level. Anthologies are collected with special consideration given to indexed anthologies. This area is supplemented with basic reference material, *Gale's Literary Databases*, DVDs, and spoken CDs. The children's collection is at basic level with the exception of poetry which is at study level.

900s History

The 900-910s contain materials on exploration, archeology and travel. Materials in this collection are basic. Travel guides for the U.S. and foreign countries are updated annually. DVDs, pamphlet file materials, reference books, and magazines enhance the coverage. Books on the American West in general and Montana in particular are purchased regularly.

The 920-990s contain U.S. and World History. Certain areas are fairly well-developed: Vietnam War; World Wars I and II; Civil War. Montana and Western History are at study level. The Native American section, including both the juvenile and adult collections, is at study level. All of these areas are supplemented by DVDs. Genealogy materials have been increased with basic reference guides and access to *HeritageQuest* and *Ancestry Library* databases. Coverage of current and historical information on foreign countries has improved with the addition of reference materials, *CultureGrams* database, DVDs and is at basic level. The children's collection is at basic to study level.

Biographies:

Biographies are in-depth character studies of leaders and notable figures in many fields. The collection is at basic level. Coverage includes historic figures, religious leaders, scientists, doctors, athletes, authors, legendary entertainers, westerners, and any figures who are of regional and local interest due to their role in Indian wars, exploration, settlement or politics. Reference materials including five multi-volume sets, *Current Biography* and *Biography Resources database* supplement this section. DVDs on individuals have also been purchased. The children's collection is at basic to study level.

Fiction:

Popular fiction is collected along with critically acclaimed fiction and award winning works. The Library purchases multiple copies of high demand titles. Books featuring local and Montana authors and settings are collected based upon reviews, demand and relevance. The Library maintains a collection of classical fiction, replacing old editions or translations when necessary. Several genre areas are included such as mystery, science fiction and westerns. Christian fiction is collected based on reviews and demand and catalogued with the general collection. Titles by first time novelists are collected to some degree. Series works and author titles are not necessarily inclusive. Foreign language fiction not in translation is collected on a representative basis. The fiction collection is supplemented by the Large Type collection and an extensive collection of books-on-tape and books-on-CD. Children's fiction is collected in book, DVD and book-on-tape and books-on-CD format. The collection is divided into three reading levels: preschool, grades 1-4, and grades 5-8. Critically acclaimed award winners, classics and popular series are collected. Children's fiction is at a study level. The Young Adult (grades 6-12) collection is at a basic level.

Special Collections:

Montana Room Collection Policy

The Montana Room Collection is a permanent repository for materials consisting primarily of works concerned with Bozeman, Gallatin County and Montana. The Collection is not limited to any one format and includes published and unpublished materials, photographs, photographic negatives, maps, periodicals, pamphlets, ephemera, newspapers, newspaper clippings, videos and DVDs. Since materials in the Collection are intended to provide an ever-available source of information on the City, County and State, they may not be checked out.

Nonfiction publications about Bozeman and Gallatin County are purchased for the Montana Room Collection. As the budget allows, books about Montana are acquired. Whenever possible, materials available in print are also purchased for the general adult circulating collection. Since the collection is not primarily genealogical, family histories are only added when they contribute significantly to the understanding of local history. The writings of local authors on non-Montana subjects or self-published books are added at the discretion of the staff. Realia, antiques, artifacts, etc. are not sought nor accepted since other organizations in the community have the collection of these items as their mission. Professional staff members make the final decision when there is a question about including an item in the Collection.

Only unconditional gifts, donations and contributions to the Collection may be accepted by the staff. Material will not be accepted which necessitates special housing, or which prevents integration of the gift into the general Montana Room

Collection. If a gift is accepted, but not longer needed at a later date, it may be disposed of at the discretion of the staff.

The Library reserves the right to deaccession materials no longer appropriate to the collection.

December 20, 2006
Revised April 15, 2009

Foundation Center Collection

Bozeman Public Library is one of five Foundation Center Cooperating Collections in the State and has been since 1991; it provides in-library access to hardcopies of FC materials and online databases.

Large Type

The Library has a modest collection of large-type titles. The majority of the collection is fiction. The increase of the non-fiction and biography sections continues as titles become available and the budget allows. These materials are heavily used by home-bound patrons through the Special Delivery service. This is a basic collection.

Government Documents

Materials produced by federal, state, and local government entities pertaining to Bozeman and Gallatin County were removed from the Circulating and Montana Rooms collections and are shelved separately in the Reference area.

Foreign Language Readers

The Library has a small but growing collection of fiction and nonfiction books in 15 different foreign languages for both adults and children.

Graphic Novels/Comic Books

The Library has developed basic collections of comic books for children and graphic novel collections for young adults and adults.

DVDs

The Library has a basic collection of DVDs. Films are collected in the following categories: foreign films, independent films, documentaries, classics, literary related and award winners. The collection is supplemented by gifts of popular titles as well as selective television series.

Playaways

The Library recently established a collection of Playaways for adults which include 300 titles of which about 70% are fiction.

Downloadable Audiobooks

The Library joined MontanaLibrary2Go in 2009 which provides a collection of downloadable audiobooks that patrons can load onto their computers or MP3 players.

E-books

The Library has access to a collection of over 9000 electronic books that patrons can access from home or in the Library.

Future Acquisition Levels

Bozeman Public Library is committed to maintaining a balanced Basic level collection in all areas while remaining responsive to new trends.

D. POLICY IMPLEMENTATION, EVALUATION, AND REVISION

This policy will be reviewed and updated every three years by staff of Bozeman Public Library with approval of the Bozeman Public Library Board of Trustees.

_____	_____
Librarian	Date

_____	_____
Chair, Board of Trustees	Date

Revised December, 2003
Revised December, 2006
Revised December, 2009