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 The Collection is not limited to any one format and includes published and unpublished materials, photographs, photographic negatives, maps, periodicals, pamphlets, ephemera, newspapers, newspaper clippings, videos and DVDs.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
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