LIBRARY COLLECTION MANAGEMENT POLICY

December 2012
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I. INTRODUCTION

A. 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.

B. 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, the Library Board and 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.

C. COMMUNITY AND USER GROUPS DEFINED

The population estimate for Gallatin County as of 2011 was 91,377 a 35% increase from 2000. The population estimate for the City of Bozeman for 2011 was 37,497 a 36% increase from 2000 (Source: CEIC, Montana Department of Commerce).

Gallatin County ranks number 1 of the 56 counties in Montana for total population growth. 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).
II. COUNTY AND COMMUNITY STATISTICS

All statistics are estimates from the 2009-2011 American Community Survey except as noted:

**GALLATIN COUNTY**

Total Population: 91,377  
Males: 51.0 %  
Females: 49.0 %

**AGE:**
Median Age: 33.3 years  
Under 5 years: 6.4 %  
18 years and over: 20.6 %  
65 years and over: 10 %

**RACE:**
White: 95.0 %  
Black: 0.4 %  
Native American: 1.7 %  
Asian: 1.0 %  
Hispanic: 2.6 %

**EDUCATION:**
Less than a high school diploma (25 + years): 4.3 %  
High school grad or higher: 96.0 %  
Bachelor's degree or higher: 45.1 %

**LANGUAGE:**
Population 5 years and over who speak a language rather than English at home: 4.4 %

**POVERTY LEVEL:**
Families below: 7 %  
Individuals below: 14 %

School District 7 Enrollment: 5,753  
(Gallatin County Superintendent of Schools, February 2012)

Private and Homeschooled: K – 8th: 1,040  
9 – 12th: 358  
(Montana State University and Montana Bible College, 2012)

**CITY OF BOZEMAN**

Total Population: 37,497  
Males: 53.3 %  
Females: 46.7 %

**AGE:**
Median age: 27.2 years  
Under 5 years: 4.9 %  
18-64 years: 78 %  
65 years and over: 8.1 %

**RACE:**
White: 92.1 %  
Black: 0.6 %  
Native American: 1.8 %  
Asian: 2.0 %  
Hispanic: 3.2 %

**EDUCATION:**
Less than a high school diploma (25 + years): 3.6 %  
High school grad or higher: 97.2 %  
Bachelor's degree or higher: 54 %

**LANGUAGE:**
Population 5 years and over who speak a language rather than English at home: 5.8 %

**POVERTY LEVEL**
Families below: 9 %  
Individuals below: 21 %
A. LOCAL AREA INFORMATION AND STATISTICS

The 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, which is also the county seat. Other public libraries are located in Belgrade, Big Sky, Manhattan, Three Forks, and West Yellowstone. All Montana residents may also use the library at Montana State University. The population of the Bozeman Public Library service area is 62,164 (FY11). The number of current registered individual borrowers is 28,387 (FY12). 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 of six weeks 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 of Bozeman and Gallatin County is both broad-based and diverse with 5,265 non-government business establishments employing over 42,467 people out of the workforce of 47,965 (Montana Department of Labor and Industry, 2010). The largest single employer in the area is Montana State University, which employs 2,307 full-time personnel, 668 part-time personnel, and 551 teaching and research assistants. The 14,660 students at MSU make a significant impact on the local economy. In addition to Montana State University, major sectors of the economy include tourism and recreation; retail trade; agriculture; healthcare; 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. Government (including federal, state, and local) employs 7,608 workers, the highest number of people followed by the retail and construction sectors (Montana Department of Labor and Industry, 2010).

As in most of Montana, agriculture is an important element of Gallatin County’s economy. Farms and ranches constitute a significant part of the County’s economic base producing commodities such as livestock, small grain, hay, and potatoes. In 2010, agriculture in Gallatin County generated $39 million from livestock and $76 million from crops, making the county fifth in cash receipts from farm marketing for the state (Montana Agriculture Statistics).
B. MAJOR USERS OF BOZEMAN PUBLIC LIBRARY:

RECREATIONAL AND AVID READERS

FAMILIES

STUDENTS (PRESCHOOL THROUGH COLLEGE)

HOME SCHOOL ASSOCIATIONS

DO-IT-YOURSELFERS

SENIOR CITIZENS

SELF-EMPLOYED INDIVIDUALS

ENTREPRENEURS

INVESTORS

CONSUMERS

WRITERS, ARTISTS, AND RESEARCHERS

INTERNET USERS

III. PATRON NEEDS AND SERVICES/PROGRAMS DEFINED

In FY99, the 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. Beginning in January 2013, the Library will commence new strategic planning.

A. GENERAL INFORMATION RESOURCES

General Information resources include print, audio-visual, and electronic resources, including reference online databases and the Internet that meet informational and research needs. The Library subscribes to over 250 periodicals including many state and some national newspapers, and participates in a statewide consortium that provides access to a
collection of electronic books and online reference databases. In addition to these products, the Library subscribes to nine other electronic databases. Reference and Children's library staff assist patrons with questions and research in person, by phone, and online through the Bozeman Public Library home page (www.bozemanlibrary.org). Online homework assistance is provided to students of all ages through the statewide consortium. The Library offers voter information and registration forms, and the staff assists patrons in accessing copies of city commission and 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 1,838,336,329 bibliographic records for materials in libraries in 170 countries and territories around the world (www.oclc.org).

B. LIFELONG LEARNING MATERIALS

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 the Friends of Bozeman Public Library, which also provides patrons access to five online book clubs and free museum and Swim Center passes. An adult summer reading program is offered. A Great Books discussion group meets at the Library. The Library has participated in One Book One Bozeman for five years. 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 story times 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, Pokémon, Wii, Lego and Chess clubs, author parties, reading to dogs, the Children's Festival of the Book, and other special events. The Teen Corner has comfortable seating for teens along with their collection of fiction, nonfiction, audiobooks, 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 audio and eBooks, 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 rooms are enhanced by a sound system and presentation equipment including a laptop computer and projector. The City and Library have ADA coordinators.
C. CURRENT TOPICS AND TITLES

Current topics and titles are featured in displays, reading lists and bibliographies, the home page, 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. A reader’s advisory database is available in the Library or online via the Library’s home page. The Library’s home page, Facebook and Twitter accounts, 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 televisions, VCRs, DVD players, LCD projectors, and Internet connections are available for public use. The Library also provides free material bins and public bulletin boards.

D. INFORMATION LITERACY

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 Internet use 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 the 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 the adult, YA, and children’s areas of the Library. Twelve laptop computers, a scanner, and an assortment of electronic gadgets were acquired through the BTOP grant in 2012 for public use in the Library. Wireless access is available throughout the building. 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.

IV. 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 materials in a variety of formats. 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 homeschooled students. The median date of the adult nonfiction collection is 1998 and the juvenile nonfiction is 1999.
A. COLLECTION STATISTICS (FY 2012):

Number of Physical Items (Not Titles)

Books, Bound Serials & Government documents 126,792
Audio Materials 10,060
Electronic Format Materials 23,935
Video and DVD Materials 7,384
Other Library Materials 1,054

TOTAL 169,225

Current Number of Serial Subscriptions

Periodicals (Including Newspapers) 250

V. COOPERATIVE COLLECTION MANAGEMENT AND INTERLIBRARY LOAN

The primary goal of Bozeman Public Library is to provide materials that meet patrons’ needs. Since the library is financially unable to purchase all materials, Interlibrary Loan (ILL) and cooperative collection arrangements are used to meet patrons’ demands. The Bozeman Public Library is affiliated with the OCLC System. Interlibrary Loan allows the library to supply titles that are not purchased by the Library because of their narrow scope, age, lack of demand, or budget constraints. Titles published in the past year, particularly fiction, are considered for purchase rather than ordered through ILL. Patrons are referred to other local resources when appropriate.

An informal cooperative collection agreement exists with Montana State University Library. The Bozeman Public Library purchases popular fiction and children’s materials; MSU does not. MSU purchases research and technical items; Bozeman Public Library does not. A courier system between Montana State University’s Renne Library and the Bozeman Public Library began in December 2012 to facilitate access to these complementary collections.
Because many materials meet basic research needs for elementary and secondary-age students, many local teachers and students use the collection heavily to supplement their own school library resources. Homeschooling families also use the collection frequently.

A cooperative agreement gives Gallatin County residents the ability to share resources and information services. Belgrade Community Library, Bozeman Public Library, Three Forks Community Library, Manhattan Community Library, and West Yellowstone Public Library use the Montana Shared Catalog to index their library collections. These libraries have established a free weekly courier service to extend the ease of borrowing and returning resources.

VI. GENERAL PRIORITIES, LIMITATIONS, AND POLICIES

A. 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. Print copies of the majority of periodicals are kept for two years. Montana and local magazines are kept in perpetuity. Microfilm is available for the Bozeman Daily Chronicle 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 in addition to popular series. The Young Adult collections of nonfiction and audiovisual now have line items in the materials budget but are still at minimal levels.

B. FORMATS

The Bozeman Public Library collects books, periodicals, newspapers, pamphlets, maps, large print books, paperbacks, microforms, language cassettes/CDs, books-on-CDs, books-on-tape, Playaways, children’s music cassettes and cassettes w/ readers, music CDs, DVDs, CD-ROMs. The Library maintains a collection of non-cataloged paperbacks and abridged books-on-tape for an adult exchange (materials are not checked out, but counted in circulation statistics).

C. MULTIPLE COPIES

Multiple copies of fiction and non-fiction are purchased when demand warrants. Multiple copies of local and Montana history items may be purchased for circulation and for the Montana Room collection.
D. LANGUAGES

Bozeman Public Library collects materials in the English language but has developed small popular collections of foreign language materials for both adults and children. Foreign language dictionaries are purchased in a variety of languages. Instructional cassette tapes, CDs with booklets, and CD-ROMS are available in 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 the children's collection.

E. FUNDING CONSIDERATIONS

The 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's funding, to provide services to rural residents. Some additional funds are received from the State of Montana and Broad Valleys Federation. The Library is currently open 59 hours per week (including Sunday) from September through May, and 55 hours per week from June through August. The FY13 materials budget is $150,700, a 15% increase over FY12's budget of $130,500.

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 on November 12, 2006. The Foundation's next goal is to establish a thriving endowment to support the Library and community for current and future generations.

The Friends of Bozeman Public 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.

F. 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, Appendix A).

G. 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 or self-published authors is based on the following considerations:

1. Does the material meet the Library's standard of materials selection? (see Resource Selection Policy, Appendix A)
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 books sales sponsored by 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 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.

Adopted 1991
Revised September 16, 1999

H. COLLECTION MAINTENANCE

Bozeman Public Library materials are weeded when they meet one or more of the following criteria: does not circulate over a pre-determined period of time; are in poor physical condition; contain obsolete information; have unreliable content; duplicates are not needed; the subject no longer of use in the collection; incomplete sets; or are mistakes that should not have been added to the collection.

Materials that are not weeded include items on standard lists (Public Library Catalog, Fiction Catalog, Children's Catalog, and Elementary School Library Collection), local history,
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 weekly. When appropriate, titles from standard lists are replaced if they are not repairable. A small number of items are rebound if they are out-of-print, valuable to the Library collection, or are about local history or by a local author.

I. DISCARD POLICY

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

J. 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 B), the American Library Association’s Freedom to Read Statement (See Appendix C), and the American Library Association’s Freedom to View Statement (See appendix D). Users’ choice of library resources is an individual matter. While users are free to reject resources for personal use, they 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 E).

VII. SUBJECT AREAS COLLECTED

Standard collection level descriptions:

**Out of scope:** Library does not collect in this area.

**Minimal:** Library has a few good items.

**Basic:** Collection is up-to-date and will introduce readers to the subject and indicate the varieties of information available elsewhere.

**Study:** Collection is adequate to support undergraduate instruction and sustained independent study and includes material at all appropriate reading levels.

**Research:** Collection 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 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. Databases supplement this area.

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. This section was weeded in 2012. The children’s collection is at minimal level.

100s PHILOSOPHY AND RELATED DISCIPLINES

Psychology and Applied Psychology (150-159) are at basic levels. Popular “self-help” psychology titles are purchased as demand warrants.

Certain sections in this area experience high levels of theft, especially the Parapsychology and Occultism sections. Missing items are replaced regularly as their loss becomes known. Several titles on these subjects have been purchased for the reference collection to ensure availability. The children’s collection is at minimal level.

200s RELIGION

This area includes book materials 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, Hindu 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 considerable 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 children’s collection is basic to study level, especially in the 398s. The young adult collection is at minimal level.

400s LANGUAGE

The Library maintains a basic collection of English language grammar and foreign 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 800s. The children's collection is at basic level.

500s  PURE SCIENCES

Materials in this area represent a basic collection. 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). Databases supplement this area. This section was last weeded in 2012. 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 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. Databases 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 material on fine and decorative arts, music, recreational and performing arts, home plans, and interior design complemented by a basic reference collection. The crafts area is particularly strong due to many donations. A core collection of musical CDs and DVDs supplement this collection. Parts of this section were weeded in 2012. The children's collection is at basic level.

800s  LITERATURE

The library maintains a basic collection of American and world literature and literary criticism. Drama, short stories, and poetry are at a basic level. This area is supplemented with basic reference material, databases, DVD's and spoken CD's.

The children's collection is at basic level with the exception of poetry which is at study level.

900s  HISTORY

The 900-910s are at a basic level. Travel guides for the U.S. and foreign countries are updated annually.

Most of the 920-990's are at a basic level but certain areas are fairly well developed: the Vietnam War, World Wars I and II, and the Civil War. Montana and Western
History are at study level. The Native American section is at study level. DVDs, pamphlet file materials, reference books, databases, and magazines enhance the coverage in all areas of the 900s. The children’s collection is at basic to study level.

A. BIOGRAPHIES

Biographies are in-depth character studies of leaders and notable figures in many fields. The collection is at basic level. Coverage includes historical and contemporary biographies covering famous or infamous individuals in every field of endeavor.- DVDs, periodicals, full text databases supplement this section. The children’s collection is at basic to study level.

B. FICTION

Popular fiction is collected along with critically acclaimed, classic and award winning works. Books featuring Montana authors and settings are collected based upon reviews, demand and relevance. Serial works and author titles are not necessarily inclusive. The fiction collection is supplemented by the Large Type, books-on-tape/CD collection as well as reference books and databases.

C. CHILDREN’S AND YOUNG ADULT COLLECTION

The Children’s Room serves ages 0-12 and families, by providing board books, picture books, early readers, comics, magazines, juvenile fiction and nonfiction, as well as DVDs, audio books, Playaways, music CDs and some educational software. Most items circulate except for a small reference collection of storytelling books, children's literature guides, and some pop-up titles. There is a small parenting collection and parenting magazines available for adults.

The Young Adult Corner, for ages 12-18, includes fiction and nonfiction, graphic novels, magazines, and some audio books and DVDs. Both the Children’s and YA collections are based on book reviews, awards, regional interests, and patron requests.

D. SPECIAL COLLECTIONS

i. 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 no 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

ii. FOUNDATION CENTER COLLECTION

The 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.

iii. LARGE TYPE

The Library has a modest collection of large type titles. The majority of the collection is fiction. Enlargements of the non-fiction and biography sections continue 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.

iv. GOVERNMENT DOCUMENTS

Materials produced by federal, state, and local government entities pertaining to Bozeman and Gallatin County are shelved in the Government Documents area.

v. FOREIGN LANGUAGE READERS

The Library has a small but growing collection of fiction and non-fiction books in twenty eight foreign languages.
vi. GRAPHIC NOVELS

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

vii. DVDS

The Library has a basic collection of adult 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 and selective television series. The Children’s collection includes literary related and award winners, classics and well reviewed films for preschoolers.

viii. PLAYAWAYS

The Library has a collection of Playaways for adults and children which include 688 titles of which 70% are fiction.

ix. DOWNLOADABLE AUDIOBOOKS AND EBOOKS

The Library subscribes to MontanaLibrary2Go, which provides collections of 7,140 audiobooks and 7,684 ebooks that patrons can load onto their computers, MP3 players, or tablet devices.

x. EBOOKS

The Library has access to a collection of over 9,111 electronic books that patrons can access from home or in the Library.

xi. BOOKCLUB KITS

The Library has seventy eight book club kits that can be checked out by clubs for six weeks.

VIII. FUTURE PLANS

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

The Library plans to add a leased book program to increase access to popular new titles.

The Library plans to add a Local Authors collection.
IX. 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
Revised December 2012
APPENDIX A: RESOURCE SELECTION POLICY

The mission of the Bozeman Public Library is to provide 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. The services responses which support this mission are: 1) General information; 2) Lifelong learning; 3) Current topics and titles; and 4) Information literacy. These service responses will be considered in the development of the collection and will receive priority in the allocation of funds and resources which include staff, collection and information resources, facilities, and technology.

Resources are selected, using both general and specific criteria, to meet standards of factual accuracy, significance, and responsibility of the opinion expressed. Each type of resource must be considered in terms of its own excellence and the audience for who it is intended. No single standard can be applied in all cases. Some resources may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community. Each title will be judged as whole and isolated passages in themselves not used as criteria. Resources selected should provide, as far as possible, information on all sides of a controversial issue, which are written in a reasonable fashion and are the result of careful study. A resource on a controversial issue, which is written in a violent, sensational, or inflammatory manner ordinarily, will not be selected.

Resources will be selected based on positive reviews in professionally recognized journals or actual examination and evaluation of resources. Standard bibliographies, booklists by recognized authorities, and the advice of competent people in specific subject areas may also be used. Resources will also be selected based on patron recommendations, popular demand, subject area needs, scope and focus of the collection, local interest, and cooperative collection agreements if the titles meet selection criteria. Items that must be updated every year may be placed on a standing order list to ensure timely delivery. Multiple copies of popular books (e.g. bestsellers, resume guides) may be purchased to meet patron demand. Gifts of resources are reviewed by the professional staff and may be added to the collection if they meet selection criteria.

The Library attempts to provide information in a variety of formats (print, non-print, audiovisual, and electronic) when available and practical. Access to full-text online databases and to resources available through the Internet is available at public computers in the Library and by remote use through the Library’s home page. Professional staff may review and recommend Internet sites and may select sites to include as links on the Library’s home page. The Library has an Internet Policy approved by the Library Board of Trustees.

The authority and responsibility for the selection of library resources are delegated to the Library Director and, under his or her direction, to the professional staff who are qualified for this activity. The Library Director determines how the Library’s materials budget is allocated among the major collection subdivisions (e.g. adult and juvenile non-fiction, fiction, reference, audiovisual and electronic resources). Average cost per item as determined by purchasing history and reports in library and publishing journals will also be considered in allocating funds.

The Library Board of Trustees provides guidelines through the setting, interpreting and review of policy. The Library supports intellectual freedom and has adopted the following attached statements as policy: the Library Bill of Rights and Interpretations (see Appendix B); the American Library Association’s Freedom to Read Statement (see Appendix C); and the American Library Association’s Freedom to View Statement (see Appendix D). 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
APPENDIX B: 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 that 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.


APPENDIX C: 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 express on 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.*

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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.
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.


APPENDIX D: 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.

APPENDIX E: PATRON REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

The Bozeman Public Library welcomes comments and suggestions regarding the continued appropriateness of resources, including print, audio visual, and electronic, in the collection. Suggestions will be considered and utilized by the Library in the ongoing process of collection development. The Library strives to provide resources in all formats and on all subjects in order to fill the needs of a diverse population. The choice of library resources by users in 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.

Individuals may take issue with library resources that do not support their tastes and views. Professional staff is available to discuss concerns and identify alternate resources that may be available. The patron may be referred to the Library Director if desired. If a patron's concern is not satisfied through discussion with staff, a formal and written Request for Reconsideration of resources may be submitted the Library Director. Copies of this form are available at the Information Desk, the Children's Desk, and the Director's office.

The following procedure will be followed in regard to the objection:

1. The Request for Reconsideration form will be reviewed by a committee consisting of the Library Director and appropriate professional staff members who will examine the item in question in detail
and will research professional reviews and other resources. The committee will develop a recommendation in response to the Request for Reconsideration form. The patron will be informed of the recommendation in writing by mail within thirty days from the time the Request for Reconsideration form is received.

2. If the objection is not resolved in step 1 and the patron wishes, the Request for Reconsideration will be scheduled on the agenda at a regular meeting of the Library Board of Trustees. The patron may personally attend if he/she wishes. The decision of the Library Board of Trustees will be final and be conveyed to the patron in writing.