



COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

The purpose of the Collection Development and Management Policy is:

- To document collection management procedures
- To guide staff in the selection, retention, and withdrawal of library materials
- To inform the public of the philosophy of collection development and the policies involved
- To establish a framework for continuous collection evaluation and improvement

COLLECTION OBJECTIVE

Lincoln County Library's collection is developed based on community interests and needs, the composition and use of the existing collection, available funding, and input from customers and staff. Recommendations from other professionals in the field, review and/or endorsement from a recognized professional publication, and publisher descriptions are also considered in the selection process.

Lincoln County Library's primary service commitment is to the people within its service area, including people of every age, education, background, personal philosophy, religious belief, occupation, economic level, ethnic origin, and human condition. The collection contains information on a variety of subjects and views and is organized to provide unrestricted and easy access within the limitations of space and budget. All materials are intended for public use and, except for selected reference materials, all materials are available for checkout.

COLLECTION RESPONSIBILITY

The Board of Trustees vests responsibility for selection of library materials in the Library Director under guidelines established by the Board. Members of staff, qualified by reason of education and/or experience, assist the Library Director with the selection of materials. Library staff plan, budget, select, acquire, catalog, process, and maintain the library collection within the constraints of the library's budget.

GENERAL COLLECTION DESCRIPTION

The library collections are comprised primarily of popular materials directed toward the public and an effort is made to have the most current information available. Efforts will be made to include a variety of format types, including but not limited to books, audiobooks, DVDs, magazines, newspapers, and digital materials. There is a special collection of materials that focuses on the history of Lincoln County, Montana, and the surrounding areas. Other Montana materials are held if it has historical significance.

COLLECTION PHILOSOPHY

Lincoln County Library endorses the following American Library Association statements:

- Library Bill of Rights
- Freedom to Read
- Freedom to View

Lincoln County Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available present a diversity of viewpoints, enabling citizens to make informed choices necessary in a democracy.

SELECTION CRITERIA

The criteria for selection, acquisition, customer requests, duplication, replacement, and withdrawal (weeding) are the same for all materials and formats. Selection of materials is driven by customer demand in all formats for all ages. Items do not need to meet all criteria to be selected, nor does fulfillment of criteria necessarily guarantee selection.

Criteria:

- Customer demand and interest
- Author's reputation and significance as a writer
- Critical reviews
- Publication date
- Format options available
- Physical design
- Relevance to current national and local trends and events
- Local, national, or historical significance
- Currency, objectivity, clarity, and comprehensiveness
- Diversity of viewpoints
- Relation to existing collection
- Availability of the material or information elsewhere
- Reasonable cost

In most cases, the library will not purchase or accept as gifts self-published materials that are not reviewed in established review journals.

The electronic collections available through MontanaLibrary2Go are part of a statewide consortium. These materials are selected and withdrawn by a cooperative committee, not by Lincoln County Library staff, and are subject to separate collection development policies and procedures. MontanaLibrary2Go is administered by Montana State Library and by two committees: an elected Executive Committee and a volunteer Selection Committee.

WITHDRAWAL OF MATERIALS

Staff shall review the collection on an ongoing basis with the goal of maintaining the quality and vitality of the library collection. This process of collection management incorporates continuous collection evaluation using circulation reports and analysis of collection use.

Worn, damaged, and dated materials shall be removed from the collection on a regular basis. Materials may also be withdrawn if they are not used or are superseded by a new edition or a more authoritative work on the same subject. Other criteria that may be applied include the

changing demands of users, replacement of materials with other formats, space, and collection balance.

Withdrawn materials will be disposed of in the manner deemed most appropriate for that item. Methods of disposal may include sale by an affiliated support group, little free libraries around Lincoln County, distribution to other libraries or community service organizations, or recycling.

REFERENCE COLLECTION

The Archives Collection is a reference collection established to collect, preserve, and make available for research primary and secondary archival materials relating to Lincoln County, Montana, including but not limited to books, films, oral histories, photographs, maps, microfilm, newspapers, and architectural inventory. Less extensively collected are materials related to northwest Montana and to the State of Montana as a whole. Materials with no connection to these geographic regions may occasionally be included for their protection or preservation.

Since materials in the Archives Collection are intended to provide an ever-available source of information on Lincoln County, they are for use only in the library. The Archives Collection is housed at the Libby branch, but customers may use items at any Lincoln County Library branch. Items from the Archive Collection will be transported to a branch upon request and remain available for a limited number of days.

OTHER LIBRARY MATERIALS

Lincoln County Library may purchase and/or acquire non-traditional library materials for patron use, including but not limited to laptops, tablets, and hot spots. These items may be subject to terms and conditions unique to their format and/or program.

All library equipment is purchased to provide better library services. Equipment designated for staff use may be loaned to other organizations at the discretion of the Library Director. Equipment purchased through a partnership must adhere to the policies of that partnership.

DONATION OF LIBRARY MATERIALS

The library encourages and accepts donated materials with the understanding that the materials will be included and retained in the collection only if they meet the selection criteria outlined in this policy. Donated materials will be used or disposed of in accordance with policies established by the Board of Trustees. All materials will be shared by the entire library system and will be made available to all borrowers, including participants in the Montana Shared Catalog Partners Resource Sharing Group.

Appraisals cannot be given for the value of materials. Receipts can be given for the number of items donated.

Monetary gifts, grants, donations, and bequests for purchasing library materials shall be placed in the Lincoln County Library Foundation to be expended. Donors are encouraged to place minimal restrictions on these gifts so that use of funds will serve the best interests of the library system.

COMPLAINTS AND CENSORSHIP

Lincoln County Library believes in freedom of information for all and does not practice censorship. The selection of library materials is based on a person's right to read, listen, and view and the freedom of censorship from others. Attempting to meet the needs and interests of a diverse population requires a wide range of materials. Inevitably, there will be something in a balanced collection that may be unacceptable or disturbing to someone. Lincoln County Library believes that while anyone is free to personally reject materials, no one has the right to exercise censorship to restrict the freedom of others.

Responsibility for materials selected and read by children and adolescents rests with their parent or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible by minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. Home locations, such as Easy, Juvenile Fiction, Young Adult, and Fiction, are used primarily to identify reading level of the materials and are not an indication of content.

Criticism and comment on material selected for inclusion in or exclusion from the collections is an essential right of community members and a valuable part of the selection process. This process provides an opportunity for staff members to reexamine choices and reasoning.

The Library Board of Trustees acknowledges that occasional objections to resources will be made despite the care taken and the procedures followed in their selection. If a complaint cannot be resolved informally, the complainant will be asked to fill out and return a completed Citizen Comment on Library Materials form. This form can be obtained online or from any staff member. In the absence of a fully completed form there is no formal complaint, and no action will be taken. After the Library Director has received a completed written complaint, a review committee will be established to review the complaint. The committee will include: two Library staff members, two Library Board members and one community member. The committee's recommendation is then presented to the Library Board of Trustees for a final review and decision.

Adopted 1996, Revised 2000, Revised 2003, Revised 2007, Revised 2010, Revised 2021