

**BELGRADE COMMUNITY LIBRARY**  
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**Collection Management Policy**

**Gale Bacon, Director**  
**May 2015**

**Introduction**

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**Approved by Board of Trustees 5/6/2015**

**Reviewed by Library Staff 3/2015**

## **MISSION STATEMENT**

The Mission of the Belgrade Community Library is to provide access to information that inspires lifelong learning, advances knowledge, and strengthens our community.

## **LIBRARY SERVICE PRIORITIES**

1. Information Literacy. The staff of this library will strive to help patrons learn to find, evaluate, and use information effectively to answer all types of questions with print and non-print references.
2. General Information. The collection of the Belgrade Library will meet the need for patron information and answers to questions on a broad array of topics related to work, school, and personal life using print and non-print materials.
3. Lifelong Learning. Programming, staffing, and collection development will provide patrons options for self-directed personal growth and development opportunities, including understanding and use of new technologies.
4. Current topics and titles. Close adherence to the collection management policy will make it possible for patrons to fulfill their desires to learn about popular cultural and social trends and will provide recreational experiences for community residents.

## **AUTHORITY**

Final authority for the determination of policy in the selection, acquisition, and management of materials is vested in the Belgrade Community Library Board of Trustees. The actual selection and management of materials has been delegated by the Board to the Library Director and the staff acting within the guidelines of this policy and within the limitations imposed by the budget.

## **PURPOSE OF THE POLICY**

The purpose of the Belgrade Community Library Collection Management Policy is to clarify collection management practices and objectives to staff, patrons, and the Library Board and to co-operating institutions and funding agencies. The policy is used as a tool to assist in shaping the collection consistent with library goals, patron needs, and economic realities.

## **COMMUNITY AND SPECIAL USER GROUPS**

The Belgrade Community Library serves Belgrade and Gallatin County, an area of 2,517 square miles. The estimated population of the Gallatin County is 91,070. Gallatin County is one of the fastest growing counties in the state of Montana. Belgrade annually ranks as one of the fastest growing cities in the state. Belgrade's population is 7,620 (U.S. Census 2013 population estimates). The service area population is approximately 12,960.

The Library is the second largest public library in the county. The Library is the primary library serving several subdivisions that are not in the city limits and are not included in the actual population count of the Belgrade area. Other public libraries are located in Bozeman, Manhattan, Three Forks, and West Yellowstone. All Montana residents may also use the libraries at Montana State University-Bozeman. The number of current registered individual

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borrowers is 5,741 (3/2015). Any resident of Gallatin County may register for a borrower's card at Belgrade Community Library by providing proof of residence and photo identification. There is no borrower's fee for county residents. A temporary card is available to tourists and others visiting the area for a small fee.

The economy in Belgrade and Gallatin County is both broad-based and diverse with nearly 3,900 business establishments employing over 50,000 people. Major sectors of the economy, in addition to Montana State University, include tourism and recreation, retail trade, agriculture, services, manufacturing, and natural resource-based industries such as mining and forestry. Growing segments within these sectors are technology-based 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. The 14,000+ students at MSU make a significant impact on the county economy.

Major users of Belgrade Community Library include:

|                          |             |                                |
|--------------------------|-------------|--------------------------------|
| Recreational readers     | Families    | Students (preschool - college) |
| Home school associations | Consumers   | Self-employed individuals      |
| Entrepreneurs            | Investors   | Senior citizens                |
| Writers and artists      | Researchers | Internet Users                 |

## PATRON NEEDS & SERVICES

In addition to collection materials, we strive to meet the needs of our community by offering the following services:

|                         |   |
|-------------------------|---|
| Wireless Internet       | Children's and Teen Summer Reading Programs |
| Baby/Toddler Story time | Preschool Story time                        |
| Adult Book Club         | Teen Book Club                              |
| Meeting Room            | Affordable Book Sales                       |
| Art Exhibits            | Speakers on topics of Community Interest    |
| After School Programs   | Downloadable eBooks and Audiobooks          |
| Stories to Grow         | Various adult evening programs              |
| Book-A-Tech             |   |

## COLLECTION DESCRIPTION

The Belgrade Community Library offers a wide variety of materials in various formats for patrons of all ages from preschool through adult. The Library's collection of 46,968 (3/2015) titles represents the diverse interests and viewpoints of the community it serves. It is meant both to educate and to entertain the members of this community. Emphasis is placed on an attractive, orderly, and accessible arrangement. The collection contains periodicals, including those in the EBSCO full-text online databases; state and local newspapers; nonfiction and fiction; DVDs, books on CD, language audios; reference materials including online databases; downloadable ebooks and audiobooks; and access to the Internet. Although materials are not specifically purchased to support local school curricula, materials meet basic research needs of students.

## COLLECTION CIRCULATION

| <u>Area</u>                   | <u>Annual Circulation</u>  |
|-------------------------------|----------------------------|
| Adult Fiction                 | 15%                        |
| Adult Non-Fiction             | 6%                         |
| Juvenile Fiction              | 27%                        |
| Juvenile Non-Fiction          | 6%                         |
| Young Adult (Fic and Non-Fic) | 3%                         |
| Audio/Visual (DVDs and CDs)   | 21% (dvd 17%, cd audio 4%) |
| EBook                         | 18%                        |

\* Magazines, large print books, and tech accessories account for the remaining (4%) percentage.

## COOPERATIVE COLLECTION MANAGEMENT AND INTERLIBRARY LOAN

Providing materials to meet patrons' needs is the primary goal of the Belgrade Community 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' needs. The Belgrade Community 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.

The Belgrade Community Library is a member of the Montana Shared Catalog consortium. The Belgrade Community Library, Bozeman Public Library, Manhattan Public Library, Three Forks Public Library, and West Yellowstone Public Library have a sharing group within the greater MSC consortium called BridgerNet to give Gallatin County residents the ability to share greater resources and information services. Patrons may use library cards, pay fines, and request items at any of the 5 libraries. To extend the ease of borrowing and returning resources, a free courier service between these libraries has been established.

The Belgrade Community Library attempts to avoid duplication of expensive specialized material, such as:

1. Medical materials, except those of a general nature;
2. Exhaustive Montana materials (collected by the Montana State Historical Library);
3. Materials for the specialist or professional reader, such as doctors or lawyers, are housed in a variety of special libraries;
4. College or university level course materials, which are housed at Montana State University and other state colleges and universities;
5. K-12 course and teaching materials, housed at school libraries or Montana Office of Public Instruction (OPI);
6. Genealogical materials other than those of a general nature (housed at special genealogical libraries);

Interlibrary loans will be used if such materials are requested by the patron

## GENERAL PRIORITIES, LIMITATIONS AND POLICIES

### CHRONOLOGICAL COVERAGE

Areas of non-fiction in which timeliness is important are reviewed for currency on a regular basis. Reference materials are reviewed on an annual basis and updated as appropriate. The majority of periodicals are kept for the current year plus the prior calendar year. Newspapers are kept in paper copies for two months plus the current month. Local materials are retained for research purposes. Current popular fiction is purchased. 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.

**Average Age of the Collection:** The overall average age of the collection is 2006. The average age of adult fiction is 2004 and adult nonfiction (nonfiction, biography, reference) is 2005. All children's books have an average age of 2003. All young adult books have an average age of 2008.

**Value:** Our 2015 Collection Value is \$498,395.

### FORMATS

The Belgrade Community Library collects in relevant formats including, but not limited to: hardback, paperback, large print, periodicals; ebooks; newspapers, and online databases. DVDs and Books on CD are now the library's chosen media formats and are purchased when available.

### MULTIPLE COPIES

The Belgrade Community Library generally buys one copy of a title, unless the author or subject area is of a particular demand. Whenever possible, multiple copies are supplied through donations.

### LANGUAGE

The collection is primarily in English. A large number of Spanish language children's books have been purchased due to a grant and community demand. Other foreign language books are generally not purchased.

### FUNDING CONSIDERATIONS

The Belgrade Community Library is a tax-supported institution, which receives the majority of its funding from the City of Belgrade and the County of Gallatin. Some additional monies are received from the State of Montana. The Belgrade Community Library Foundation supports the library by raising, receiving, administering and disbursing funds, grants, endowments, bequests, and gifts for the benefit of the library.

## **COLLECTION RESPONSIBILITIES AND SELECTION PROCEDURES**

### **MATERIALS SELECTION POLICY**

The Board of Trustees has delegated to the director of Belgrade Community Library and staff members the responsibility 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

The selection of Library materials is a two-way process:

1. The users of the library, a group with varying backgrounds, tastes and reading abilities, who indicate their interests and needs, and
2. The librarians who execute their personal judgment in anticipating demands and in selecting the best materials with which to satisfy the user. Each title must be judged as a whole, and isolated passages in themselves not used as criteria.

Materials selected should meet standards of factual accuracy, significance, and responsibility of opinion. The library will provide, as far as possible, materials on all sides of controversial issues; materials which are written in a reasonable fashion and show results of careful study. Materials on a controversial issue which are written in violent, sensational and inflammatory manner will ordinarily not be selected. Occasionally books of temporary value, such as campaign biographies or fiction in great demand, will be acquired by the library and discarded when they have served their purpose.

Materials selected should meet the interests and needs of the community the Library serves. In the selection of fiction the Library must recognize its obligation as a public institution serving the reading needs and interests of a large group of people with varied backgrounds, education, reading tastes, and interests. Many resources are used in the selection of library material. The following is a sample list of resources that may be used. The order is not indicative of importance nor do all resources need to be used for selection. Any one or combination of the following may be used.

#### **Resources/Selection Tools for Material Selection**

1. Review and professional journals
2. Publishers', jobbers' and authors' brochures, publications
3. Staff and patron suggestions
4. Visits to local bookstores
5. Expert recommendations
6. Award Winners
7. Internet Searches

### **DONATIONS AND GIFT MATERIALS POLICY**

The Belgrade Community Library welcomes gifts to be used for the benefit of the Library. It is the Library's policy to accept gifts with the understanding that the Director, the Board of

Trustees, and/or appropriate staff use their discretion as to the disposition of these materials. The Library reserves the right to decide the conditions of display, housing, and access to the materials.

Once donated, items (including containers) become the property of the Belgrade Community Library. They may be added to the collection, made available for the semi-annual Library Foundation sponsored book sale, given to other non-profit agencies, or discarded.

The decision to include gift materials is based upon the following considerations.

1. Does the material meet the Library's standard of materials selection?
2. Is the physical condition of the material satisfactory?
3. Does the Library need the material or multiple copies in its collection?

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

It is the responsibility of the donor to deliver donated items to the library. The library will not appraise any donated materials. No estimate of value of donated material will be furnished.

To help the library staff, please consider the following guidelines before bringing donated materials to the library:

- Keep the boxes light (under 30 pounds)
- Please bring only items that are in good physical condition
- Magazines of the current year will be placed in the free materials bin in the lobby (no catalogs please)
- Items that may have been stored in an area that may have been exposed to rodents/hantavirus (garage, attic, basement) cannot be accepted.

A donation form which can be used as a receipt for tax purposes is available from library staff. We treat donors' records as confidential, unless otherwise directed.

## **COLLECTION MAINTENANCE**

The Belgrade Community Library materials are withdrawn from the collection based on the following criteria: material does not circulate over a pre-determined period of time; poor physical condition; obsolete information; reliability of content; unnecessary duplicates; incomplete sets; and mistakes that should not have been added to the collection. Whenever feasible, damaged books are mended. When appropriate, titles are replaced if they are not repairable. Replacement of withdrawn last copies is dependent on demand and availability. A small number of items are rebound for the following reasons: out-of-print; valuable to Belgrade Community Library's collection; local history; or local author.

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

## COMPLAINTS AND CENSORSHIP

The public library in America today is the community's first resource for citizens' right to free access of all information. The Belgrade Community Library provides materials of all types and on all subjects in an attempt to meet the needs and interests of a diverse population. The library maintains that each individual has the ability to choose materials appropriate to his/her own needs.

The Belgrade Community Library and the Library Board of Trustees support intellectual freedom and have adopted and endorsed the following American Library Association statements as policy: *The Library Bill of Rights*; *Freedom to Read Statement*; and *Free Access to Libraries for Minors Statement*. 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.

Criticism and comment on material selected for inclusion in The Belgrade Community Library collection is an essential right of community members, and a valuable part of the Library's selection process, allowing for reexamination of choices and reasoning. Objection to the particular language or viewpoint of materials cannot, per se, be justification to the exclusion of materials. Passages or parts of an item should not be pulled out of context. Materials should be taken as a whole, and values and faults should be weighed against each other. The presence of material in the library does not indicate an endorsement of its contents by The Belgrade Community Library.

The Belgrade Community Library Board of Trustees acknowledges that occasional objections to materials will be made despite the care taken and the procedures followed in their selection. The Board of Trustees and the Library personnel are prepared to defend the principles of the statements referred to above.

The Belgrade Community Library staff will gladly respond to any concern from users about library materials. If users are not satisfied with the response received from a staff member, they will be referred to the library director. Within 48 hours, a patron may request a written response if the exchange has not been satisfactory. The library director, or the person acting in his or her absence, will respond in writing within seven working days. If those informal procedures do not result in a satisfactory conclusion for the patron, a formal written request for reconsideration may be filed.

Request for reconsideration forms are available at the library, upon request.

This procedure will be followed:

1. Patron fills out and signs a "Request for Reconsideration" form and gives or sends it to the library director.
2. The copy or copies of the challenged materials will remain available to the public until disposition is determined.



3. The “Request for Reconsideration” form is sent to the library director with the material if it is a request for withdrawal or addition (if available).
4. The library director will review the request, consult with the Library Board of Trustees Chair, and then respond in writing to the patron.
5. If further action is required, a committee of professional level staff will review the materials and make a recommendation.
6. The committee’s decision may be appealed to the entire library board which will review the material and make a final decision.

## **SUBJECT AREAS COLLECTED**

### **Non-Fiction**

The non-fiction collection caters to children, teens, and adults, spanning topics in information technology, philosophy, religion, the social sciences, language, the pure sciences, the applied sciences, the arts, literature, and history. Books on the American West in general and Montana in particular are added regularly. A small collection of large print nonfiction is maintained. Reference materials, media, periodicals, and online databases supplement this area.

### **Biographies**

Biographies are in-depth character studies of leaders and notable figures in many fields. Coverage includes historic figures, religious leaders, scientists, doctors, athletes, authors, legendary entertainers, westerners, and any figures who are of regional and local interest.

### **Fiction**

The fiction collection includes standard classics, a selection of titles by major authors, current best sellers, and contemporary works. Also collected is genre fiction including western, science fiction, fantasy, and mystery titles. A fiction large print collection is maintained. Fiction with Montana settings or written by Montana authors is a priority to the collection. Series and authors are not necessarily inclusive. A collection of abridged and unabridged audio books supplements the print collection.

### **Special Collections**

There are both circulating and non-circulating collections of general Montana history as well as Gallatin County and Belgrade area materials. Histories of other counties are not collected. Older works of Montana history are retained, and new titles are acquired on a regular basis. Back issues of *Montana: The Magazine of Western History* and *Pioneer Museum Quarterly* are retained for three years. Video media enhance this collection. Plans are to continue to acquire new material for these collections.

## **NON BOOK COLLECTIONS**

### **Audio/Video**

The audio/video collection includes film classics, documentaries, self-educational and audio books (both abridged and unabridged). All DVDs with or without a rating from the MPAA are evaluated on an individual basis using the criteria mentioned above under **Resources/Selection**

**Tools for Material Selection.** The DVD and Books-on-CD collections continue to need expansion to keep up with demand.

**Periodicals**

Belgrade Community Library subscribes to a broad cross-section of popular periodicals. The library provides extensive access to electronic periodical data resources. In 2009 our entire periodical collection was re-evaluated. This collection is evaluated annually. The Library tracks usage statistics to ensure adequate coverage of popular topics and to avoid subscribing to periodicals that are not of interest to patrons.

**Electronic Resources**

The Belgrade Community Library strives to present the most current and wide-ranging access to data through access to electronic resources and the Internet.

**Newspapers**

Newspapers include: Bozeman Daily Chronicle, Billings Gazette, Montana Standard, Wall Street Journal, USA Today, New York Times, and the Belgrade News. Plans are to track usage statistics to ensure adequate coverage of popular topics and to avoid subscribing to newspapers that are not of interest to patrons.

**POLICY IMPLEMENTATION, EVALUATION, AND REVISION**

This policy will be reviewed and updated bi-annually by Belgrade Community Library Board of Trustees.

**ATTACHMENTS:**

- Belgrade Library Donation Form**
- Belgrade Library Request for Reconsideration Form**
- ALA Library Bill of Rights**
- ALA Freedom to Read Statement**
- ALA Free Access to Libraries for Minors**