# **COLLECTION MANAGEMENT & SELECTION POLICY**

## **LIBRARY MISSION STATEMENT**

The Three Forks Community Library offers its citizens a free, comfortable area to meet and the opportunity to learn throughout their lives.

**MANAGEMENT MISSION STATEMENT**

The mission of collection management is to identify, evaluate, select, organize and maintain high-quality information resources, in a wide variety of formats, to meet the needs of our diverse community for life-long learning, cultural enrichment, intellectual stimulation and recreation in support of the mission and vision statements of the Three Forks Community Library.

**PURPOSE OF POLICY**

The collection management and selection policy is a tool to guide the selection, maintenance and distribution of materials relevant to the community. The policy is a tool to help shape the collection to fulfill library goals and patron needs.

**COMMUNITY AND USER GROUPS**

Three Forks is a community of approximately 2000 people, located in the Gallatin Valley. Major employers in town are Imerys Talc, CRH Trident Plant, Wheat Montana, Kanta Products, Challenger Pallet Plant, and local schools. Ranches and farms surround the Three Forks. In 2009 the median age of Three Forks residents was 37.5 years. The Three Forks city population has increased by 14% since 2000. Library patrons come from four counties – Gallatin, Broadwater, Madison, and Jefferson. All library cards are free to patrons who live in Gallatin County. Library Patrons who live outside the county lines pay a small $25.00 per year user fee. Major users of the library are adults reading for recreation, Internet users, families, students, children attending programs, and home schooled students.

**PATRON NEEDS AND SERVICES**

Three Forks Community Library attempts to provide for the general informational and recreational reading to all patrons of any age. The library provides access to interlibrary loan and the OCLC database to fill needs unmet by our collection. The Montana State Library sponsored Infotrac, a collection of full text databases for business, health, and general reference is available to patrons online. Three Forks Library joined the Montana Shared Catalog in November 2004. It offers access to materials in 136 Montana libraries.

Internet is available on 7 public computers. A wireless connection was added in July 2007. Special displays of materials can be found near the circulation desk and on the coffee table in the adult reading alcove. A public bulletin board is in the main hall of the library. The library offers its meeting room for special programs The young adult room has study aids as well as a table, in addition to the young adult collection. A copy machine and scanner are available to the public. The juvenile area has a seating area, puzzles and interactive books. The library has telephone directories for most Montana communities.

The reference area has dictionaries, almanacs, and encyclopedias. Income tax forms are available for six months each year. Documents from state and federal agencies are available at the library prior to public hearings. Contact information for the legislature, when in session is available.

Story time for children and their caretakers is held once a week throughout the school year. Special programs for family reading are held throughout the year. The library presents story programs at local daycare facilities and the local preschool where books from the library are available for the preschoolers to take home and read. The library offers tours for school field trips and other groups.

Area grade school classrooms are visited each spring during National Library Week to promote the library, and the Summer Reading Program.

**COLLECTION DESCRIPTION**

The library has 18,500+ items and is primarily in English and online resources via the Internet, greatly enhances the collection.

**COOPERATIVE COLLECTION MANAGEMENT AND ILL**

Interlibrary loan is utilized if the item is not available through the BridgerNet or 4-Rivers Partners libraries. As a user in the Montana Shared Catalog, the library joined Belgrade Community Library, Bozeman Public Library, and West Yellowstone Public Library and as members of BridgerNet, in November 2004. Manhattan School Community Library joined the group in December 2010. Volunteers transport library materials to Bozeman as often as possible. The library is also a member of the 4-Rivers Partners, a user group of libraries including Madison Valley Public Library, Sheridan Public Library, Thompson-Hickman County Library, Twin Bridges Public Library, and Whitehall Public Library, Clancy Community Library, Dillon Public Library, and Boulder Community Library. Whitehall School Libraries joined the group in December 2010. Volunteers trade materials when possible. The Three Forks Community Library is a participating library in the Courier Pilot Project.

**GENERAL PRIORITIES AND LIMITATIONS**

**CHRONOLOGICAL COVERAGE**

Seventy-one percent of the books in the collection were purchased from 1950-1999. In 2002, a new collection was added for young adults. New books are added to all areas of the collection continually.

**FORMATS**

The library collects books, periodicals, and newspapers. Donations make up all of the audio and video collection. The Three Forks Community Library joined the Montana2Go Project, which has downloadable audio books and more for patrons use in July 2009. This program greatly enhances the audio book collection. The music CD collection was established in 2004. The library has collections of donated western, romance, mystery, general fiction, and children’s paperbacks. Some fiction, nonfiction, westerns, and magazines are in large print.

**MULTIPLE COPIES**

Single copies of books are purchased. Donated duplicate copies are offered for sale.

**LANGUAGES**

The library collects books in English. There are a few children’s books in Spanish/English.

**FUNDING SOURCES**

The library funding comes from the city (6.25 mills), a contract with Gallatin County. Other funding sources include but are not limited to donations, memorials, special projects, fundraising events, and grants.

Federation money pays for the library’s membership in the Shared Catalog. A Heim Family Memorial fund established the audio book collection in 2001. The memorial pays for the yearly Montana2Go subscription. The library received a Libri Foundation grant in 2002, 2006 and 2009, 2016 for purchase of children’s books. In conjunction with the local quilting guild’s Summer Quilt Display, monetary donations are made from appreciative viewers. Memorial money is also received and spent at the donor’s request. Money from the ongoing used book sale is used for special projects.

The Friends of the Three Forks Library has funded numberous projects since it’s inception in 2009.

**COLLECTION RESPONSIBILITIES AND SELECTION PROCEDURES**

The overall responsibility for the selection of materials is that of the Library Director. Staff and patrons are welcome to offer subject and title suggestions. The final responsibility for materials selection and retention resides with the Library Director within the policies determined by the Board of Trustees.

**Specific Principles for Selection**

The following principles will help to condition selection:

1. Contemporary significance or permanent value
2. Accuracy
3. Authority of author
4. Relation of work to existing collection
5. Price, format and ease of use
6. Scarcity of information in subject area
7. Availability of material elsewhere in this community
8. Popular demand - The library should make available materials for enlightenment and recreation even if not enduring in value, interest or accuracy.

**GIFTS POLICY**

The library will accept, for consideration, everything except used textbooks, old encyclopedias and condensed books. Donors are informed that an item will be treated in one of four ways:

* added to the collection,
* set aside for a book sale
* placed on the free shelf
* recycled

Selection criteria are the same as with purchased materials. The library does not appraise materials, but will give a receipt for the number of items donated, if requested.

**COLLECTION MAINTENANCE**

Library materials are weeded based on the following criteria: materials that do not circulate over a six-year period, poor physical condition, and purchase errors. Materials with obsolete information are replaced as soon as funds allow. Classics in all categories are kept. Most monthly magazines are kept for one year. Weekly magazines are kept for four months. National Geographic and the Montana Magazine of Western History, Mother Earth News, and Family Fun are kept indefinitely. The library uses the CREW (Continuous Review Evaluation Weeding) method.

**DISCARD POLICY**

Books in good physical condition are offered for sale. Unsold items may be put on the free shelf, or recycled.

**COMPLAINTS AND CENSORSHIP**

The Three Forks Community Library has adopted the Library Bill of Rights and Libraries-An American Value. *See the attached documents*.

The Three Forks Community Library adopted the Patron Request for Reconsideration of Resources Policy and Procedures, and the form for Request for Reconsideration of Resources. *See* *the attached documents.*

**SUBJECT AREAS COLLECTED**

Subjects

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 introduce readers to the subject and

 indicates a varieties of information available elsewhere.

Study: have collection adequate to support undergraduate instruction and

 sustained independent study, includes material at all appropriate reading

 levels.

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

The library’s non-fiction collection reaches the minimal level. The library’s focus is on buying new adult, children’s and young adult fiction, and new non-fiction titles as they are requested, and accepts donated new fiction and non-fiction. The non-fiction collection is evaluated on an ongoing basis. New non-fiction titles are added whenever possible to enhance subject areas.

**Non-Fiction**

The non-fiction collection provides for the general informational needs of the community, attempting to maintain representative sources in the broad subject classes with special emphasis on areas of high demand. Highly specialized information is provided through interlibrary loan. Seventy percent of the adult non-fiction collection was purchased in 1950-1999 and eighty-five percent of the juvenile non-fiction collection was purchased during this time.

**000s Generalities**

The newest (2004) encyclopedias do not circulate, but the 1999 encyclopedias and a children’s set (2004) do circulate.

The adult section has several newer books about computers. There is a set of mysteries of time and space books. The children’s section has books on UFOs and other mysteries as well as information on new computer techniques.

**100s Philosophy and Related Disciplines**

The adult section has two books on philosophy that are seventy years old, and a graphic novel introducing philosophy. There are several self-help psychology books, some Chicken Soup series, and books on feng shui. The library has no books on logic or ethics. The parapsychology and occultism books are regularly used. The children’s section has books on ghosts and the occult, and books on handling everyday problems.

**200s Religion**

The adult section has a set on world religions and a few newer books on Islam and Native American spiritual tradition. There are several bible dictionaries. There are many books that are considered evangelical or fundamentalist Christian. There are books on myths. The children’s section has versions of the Bible ranging from picture books to elementary school level. There are several Bible stories in separate books. Non-Christian religions are represented by a book on Jewish holidays, and one book on the history of world religions. There are several on myths.

**300s Social Sciences**

The general social sciences section has many personal humorous accounts. There are several true crime books. There are some new books on personal finance. Railroad books are popular locally. There are a few books on education. There are no law books. Folklore and customs books are well used. The children’s collection has a few new books on living with disabilities, true crime, terrorism, and school integration. The collection of folklore and legends is extensive.

**400s Language**

The library has foreign language dictionaries for French, Italian, German, and Spanish. Thesauri are in this section, as well as books on grammar and the history of languages. The children’s section has several levels of picture dictionaries. There are books on sign language in both the children’s and adult sections. Books on word play are in both children’s and adult sections.

**500s Pure Sciences**

This large section has sets of books on animals and natural history, and several old and new classics. Mathematics and Geology each have several books. The children’s section has many popular books for experiments and science fairs. There is a set of books on the animal kingdom, and lots of books describing every order of animal. There are new books on space and astronomy, and lots of dinosaur books. The library purchased over 70 new titles with the 2009 Libri grant money.

**600s Applied Sciences**

The medical sciences section continues to grow titles on specific medical needs. There is a large well-used collection of gardening and cooking books. There is a section of parenting books. There are sets of home improvement books, several do-it-yourself projects books, and a collection of solar power books. The library has a few auto repair books. The animal care books focus mainly on dogs and cats, with a few books on livestock care and more exotic pets. There are a few books on guns and gun care, and on gold mining. The children’s section has several books on trucks and dirt bikes and planes, space travel, and several on pet care for dogs, cats, and horses. There are also books about the human body.

**700s The Arts**

The library has several general arts books, and many painting and drawing books. There are house plan books, including log cabin and earth home books. There is a large collection of sewing and quilting books, and many general crafts books. There are several antiques and home-decorating books. There are a few music books, photography books (none on digital photography), many fly-fishing books, some hunting books, and a few other sports and games books. The children’s section has a large variety of craft books, books of plays and riddles, a few books on architecture and buildings, and some sports books. There are several illustrated songbooks, and a few books about artists.

**800s Literature**

This section contains books on the art of writing. The collection of American poetry and literature is large. The library has thirty-four books provided by the Millennium Project for Public Libraries, and a set of Encyclopedia Britannica’s Great Books of the Western World. There are several books of humor and quotations. There are books on Shakespeare and books of world literature. The children’s section has classics of poetry, literature, and several joke books.

**900s History**

There are books on archaeology and travel. There are books on all times in history, from prehistoric to modern. This section has a set of books about world cities, a set about sailing, and a set on aeronautics. The collection of Civil War and WWII books is extensive, including a set of books on each of these wars. There are several books on the Vietnam War. The collection of western history is large. There are several books on Native American history and culture. The children’s collection has some graphic books on history, a set of books about colonial America, and a set about the American Revolution. There are several books about the west and Native Americans, Rourke’s Native American History and Culture Encyclopedia set and books about individual states. There is a growing collection of books about Montana.

**Biographies**

The adult and children’s biographies feature the presidents, as well as other political figures, scientists, entertainers, sports stars, writers, and explorers and American heroes.

Seventy-six percent of adult biographies were purchased from 1950-1999 and seventy-five percent of the juvenile biographies were also purchased in this time frame.

**Fiction**

The purpose of the fiction collection is to provide for the general recreational reading needs of our community. This includes buying best sellers, current and local/regional authors of note, and maintaining a broad base of "classic" authors and their works. An attempt is made to provide representative samples of a large number of critically recognized authors and to collect exhaustively for those authors in high demand.

The juvenile and young adult collection, existing both to educate and to entertain, presents a variety of timely, well-produced and accurate materials in several formats.

Seventy percent of the adult fiction collection was purchase from 1950-1999 with twenty-seven percent being purchased from 2000 to present. Seventy-seven percent of the juvenile collection was purchased from 1950-1999 and twenty-one percent was purchased from 2000 to present.

**Montana Collection**

The Montana Collection is shelved separately in the following categories: Montana nonfiction, Montana fiction, Montana authors, and Montana biographies. The Montana Magazine of Western History is available in the Montana section. The library attempts to add works by local authors as the budget allows. Eighty percent of the Montana collection was purchased from 1950-1999. Debbi Kramer donated over 30 titles to enhance the collection in 2016.

**Magazines and Newspapers**Basic popular, general informational, and scholarly magazines are selected to supplement the book collection, bring book information up to date, and fill in those areas where book resources are weak, inferior, or non-existent.

Newspapers are selected to meet reference and research needs of patrons, to provide current information, and to satisfy casual interest in current events.  Local newspapers are supplied upon sufficient demand and within budget and space limitations.

**FUTURE ACQUISITIONS**

The library continues to put most of its resources into adult, children and young adult print fiction. Newer fiction section is the section in all three age groups most used by library patrons. The library does not normally purchase the audio, video and music cd formats due to budget constraints.

**POLICY IMPLEMENTATION, EVALUATION, AND REVISION**

The Collection Management Policy will be reviewed and updated every three years at the May meeting by the Board of Trustees.

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Director Date

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Chair, Board of Trustees Date

Adopted May 2003

Reviewed and approved June 2004

Revised and approved April 2005

Revised and approved May 2006

Reviewed and approved April 2007

Revised December 2007

Revised and approved April 2008

Revised and approved March 2009

Revised and approved December 2009

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Revised and approved May 2016