



SUBJECT: Library

Policy: 903.3 Collection Development

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**COLLECTION DEVELOPMENT POLICY STATEMENT
TABLE OF CONTENTS**

INTRODUCTION 3

I. GENERAL INTRODUCTION 4

 A. INTRODUCTION 4

 1. ROLE AND SCOPE STATEMENT 4

 2. PURPOSE OF POLICY..... 4

 3. COMMUNITY AND USER GROUPS DEFINED..... 4

 B. GENERAL DESCRIPTION OF PROGRAMS 5

 1. GOVERNANCE..... 5

 2. ACCREDITATION 5

 C. COLLECTION OVERVIEW..... 6

 1. LOCATION 6

 2. SIZE..... 6

 3. ORGANIZATION 6

 D. COLLABORATION AND COOPERATIVE COLLECTION DEVELOPMENT 6

 1. RESOURCE SHARING AND ACCESS..... 6

 2. COLLABORATIVE COLLECTION DEVELOPMENT..... 7

II. COLLECTION MANAGEMENT PRINCIPLES AND LIMITATIONS 8

 A. SCOPE OF COLLECTIONS – CURRENCY AND HISTORICAL EMPHASIS 8

 B. FORMATS AND LANGUAGES 9

 C. FUNDING: SPECIAL CONSIDERATIONS OR RESTRICTIONS 9

 1. ALLOCATIONS BY SUBJECT OR FORMAT 9

 2. SPECIAL FUNDING OR RESTRICTIONS..... 9

 D. ORGANIZATION OF COLLECTION DEVELOPMENT 10

 E. SELECTION, CRITERIA IN GENERAL..... 12

 1. CRITERIA FOR PURCHASED MATERIALS 12

 2. GIFTS AND EXCHANGES 13

 F. COLLECTION MAINTENANCE 13

 1. PRESERVATION AND/OR REPLACEMENT 13

 2. FORMATS FOR PRESERVATION (BINDING, FILMING, DIGITIZING) 14

 3. DESELECTION 15

 4. MULTIPLE COPIES..... 16

 G. INTELLECTUAL FREEDOM 18

 H. LIMITS AND RESTRICTIONS 19

 1. FORMAT RESTRICTIONS 19

 2. TOPICAL RESTRICTIONS..... 19

 3. RETROSPECTIVE AND OUT-OF-PRINT MATERIALS 20



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

- 4. FOREIGN LANGUAGE MATERIALS..... 20
- J. COPYRIGHT CONSIDERATIONS 20
- III. NARRATIVE STATEMENTS FOR SPECIAL COLLECTIONS..... 22
 - A. SEPARATE OR RESTRICTED COLLECTIONS..... 22
 - B. SPECIFIC FUNCTION COLLECTIONS..... 22
 - 1. REFERENCE 22
 - 2. DOCUMENTS 23
 - 3. RESERVE COLLECTION 23
 - C. FORMAT COLLECTIONS 23
 - 1. SERIALS 23
 - 2. NEWSPAPERS..... 24
 - 3. NEWSLETTER & HOUSE ORGANS 25
 - 4. MAPS 26
 - 5. AUDIOVISUAL FORMATS 26
 - 6. DISSERTATIONS & THESIS..... 26
 - 7. ELECTRONIC INFORMATION..... 26
- IV. ANALYSIS AND GOALS FOR COLLECTIONS 27
- V. POLICY IMPLEMENTATION AND MAINTENANCE 32
 - A. IMPLEMENTATION 32
 - B. EVALUATION & REVISION..... 32
 - C. ADOPTION 32

APPENDICES

- APPENDIX A
 - PRIORITIES FOR ALLOCATION OF LIBRARY ACQUISITION FUNDS 33
- APPENDIX B
 - LIBRARY BILL OF RIGHTS..... 34
 - FREEDOM TO READ 35
- APPENDIX C
 - GIFT WORKSHEET 39
- APPENDIX D
 - REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL 40



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

INTRODUCTION

This policy has been developed to codify the general collection development practice for the Library at Great Falls College MSU in such a way so as to clarify the principles, priorities and operations that determine the content, arrangement and format of the Library's information and materials. It is intended as a document to guide the decision-making process for library staff and College administration as well as to assist the College community in understanding the collecting plans, the access priorities, and the specific scope of the Great Falls College MSU Library. This policy is presented formally to the academic community in hopes that it will inform and generate additional dialogue concerning the scope of collections.

The Collection Development Policy is intended to define, in terms standardized throughout the membership of the international library community, the collection aims of Great Falls College MSU Library for all areas of knowledge. It is hoped that this statement of policy will assist the College's Librarians to work with consistency towards goals that are widely recognized and accepted, enabling them to use funds wisely and to shape strong collections without unnecessary duplication of effort with other collections or sources. It should inform the broader College community about the scope and nature of the existing collections. Finally, it should facilitate further cooperation with other libraries in the acquisition of scholarly resources, by enabling Great Falls College MSU to define its commitments, as other members of the library community are doing.

The format of this policy statement is in accordance with both the American Library Association's model and the requirements of the Montana State Library Commission. The policy states general principles, describes current practice, identifies existing strengths and weaknesses, and establishes goals in accordance with institutional programs and missions. It is not a static document. It requires continued modifications to adjust to changing factors that directly influence collection management. Such factors include fluctuating resources, program expansion or downsizing, technological enhancements, and scholarly communication itself. Changes in specific segments may be a continuing process, but a formal review of the entire document will occur at least every three years or as necessary to maintain currency and viability.

The first three sections of the policy statement define the collections in relation to the College, describe existing practice and guidelines, and provide narrative descriptions of the nature of specific collections and formats. The fourth section provides collection and goal codes for discipline and subject segments of the collections regardless of format or physical location. The final section concerns the implementation of the policy guidelines. Following these elements, the appendices provide additional explanatory forms, procedures and special policy elements.



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

I. GENERAL INTRODUCTION

A. INTRODUCTION

1. LIBRARY ROLE AND SCOPE

The role and scope of the Library at the Great Falls College MSU is to support and improve instruction and learning in a manner that is consistent with the institution's philosophy and evolving curricular programs. This role and scope will be accomplished through the following objectives, which are designed to provide:

- a. Facilities, materials, and equipment at a level of quality to support and enhance the educational philosophy, mission and objectives of the institution;
- b. Adequate facilities that are conveniently available to accommodate a satisfactory percentage of users in an inviting and efficient atmosphere;
- c. Equipment of sufficient variety and quantity to serve the needs of users;
- d. Services that are convenient and that provide comprehensive access to the Library and learning resources;
- e. Assistance in effective utilization of the Library and learning resources to expedite instructional and faculty development functions, including but not limited to design and production of instructional materials and use of computer-based resources.

2. PURPOSE OF POLICY

The purpose of the Collection Management Policy for the Library at the Great Falls College MSU is to:

- a. guide the acquisition and maintenance of Library holdings;
- b. provide a system of accountability to the institution and to users;
- c. describe how the collection serves its users; and,
- d. establish guidelines for Library operations.

3. POLICY REVIEW

The Collection Management Policy will be reviewed at least every three years or as necessary to maintain its currency and viability as a guide for Library operations.

4. COMMUNITY AND USER GROUPS DEFINED

The Library has a primary mission to provide services to the students and faculty of the Great Falls College MSU; however, the Library also provides services to students and faculty from MSU-Bozeman and MSU-Northern as well as other institutions of higher education in the state and on occasion educational programs from outside the state. Additionally, the Library serves as a resource to area businesses, human development agencies and other entities that can benefit from the technical



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

education orientation of the Library's holdings and/or services.

B. GENERAL DESCRIPTION OF PROGRAMS

1. GOVERNANCE

a. Institutional

The governance and control of the Montana University System are vested exclusively in the Montana Board of Regents of Higher Education, which has full power, responsibility and authority to supervise, coordinate, manage and control the Montana University System.

On July 1, 1994, through a restructuring of the Montana University System, Great Falls College MSU was administratively affiliated with Montana State University--Bozeman and the institutional name became Great Falls College MSU. Although administratively affiliated, Great Falls College MSU remains a stand-alone institution in regard for the purposes of internal administration, budget, personnel and institutional and program accreditation.

As an outcome of the restructuring of the Montana University System, the role and scope for Great Falls College MSU was extended. The institutional focus will continue a strong commitment to technical education while also developing its general education core to focus on the provision of educational opportunities similar to those available in a community college environment. In support of this expanded mission, at their May 1996 meeting, the Board of Regents authorized the College to add the granting of Associate Degrees to its authority to grant Associate of Applied Science Degrees and Certificates.

Great Falls College MSU was also selected as the site for the Montana University System Higher Education Center in Great Falls. The Higher Education Center will coordinate courses and programs from units of the Montana University System for students in the Great Falls area. Greater local access to degree programs through the units of the Montana University System will be provided. This relationship provides opportunities for more formal development of coordinated collections and shared resources.

b. Library

In October 1995, an agreement was reached with Montana State University--Bozeman for general administration of the Library at the Great Falls College MSU by the Dean of Libraries at the University. This agreement provides abundant opportunity for sharing expertise and resources while allowing the Great Falls College MSU to focus on services to students.

2. ACCREDITATION

a. Institutional



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

The Great Falls College MSU is fully accredited by Northwest Association Commission on Colleges. The College successfully completed a self-study and on-site review in April 2005. The College was again fully accredited.

b. Programs

In addition, the Dental Assistant, Dental Hygiene, Emergency Medical Technician, Health Information Technology, Physical Therapy Assistant, Practical Nurse, Respiratory Care, and Surgical Technology programs are fully accredited and/or approved by their respective state and/or national agencies.

All educational programs offered by the College are approved by the Montana Board of Regents, the United States Department of Education, the United States Department of Veteran's Affairs, and the Montana Department of Vocational Rehabilitation Services.

C. COLLECTION OVERVIEW

1. Location

Great Falls College MSU is a single building campus. The collection, including all formats, is located in the Library, which is located across from the College's main office in the southeast wing of the building.

2. Size

The Great Falls College MSU Library contains approximately 1000 audiovisual materials, 8000 books, and 110 print subscriptions. The Library also has access to online reference materials and over 30 indexes and databases, many of which provide full-text.

3. Organization

The collection is organized using the Library of Congress classification system. AV materials, except for CD's associated with books, are shelved separately but still by LC class.

Current print periodicals are located on display shelves for use in the Library. Back issues are arranged in alphabetical, then date order in the stacks. Back issues may be checked out according to circulation policy.

D. COLLABORATION AND COOPERATIVE COLLECTION DEVELOPMENT

1. Resource Sharing and Access

The Great Falls College MSU Library cooperates with other libraries and institutions to make information of all types and in many forms available to the college community and the citizens of Montana. It is in the interest of all those associated with the Library to avoid costly duplication of specialized or unusual materials. It is also in the interest of Great Falls College MSU Library to avoid acquiring, classifying, storing and preserving materials with limited usefulness either because of the

SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

specialized nature of the contents or the short half-life of the information such publications contain. Other means of access, most often electronic, are encouraged for such items.

The concept of access as a complement to reasonable ownership is endorsed and practiced by the Library. To this end, full participation in resource sharing activities is encouraged.

- a. **Bibliographic Records**
The OCLC database serves as the primary method by which to identify, verify and transact interlibrary loans although other commercial sources are increasingly used.
- b. **Interlibrary Loan Service (ILL)**
The MSU campuses cooperate to make the loaning of materials to each other a priority. Other libraries can identify the holdings of Great Falls College MSU through the OCLC Network.
- c. **Expedited Access**
Electronic access to journal literature is considered a viable alternative to costly ownership of specialized, timely information. In addition, commercial services or other document delivery options may be used by the Library.
- d. **Access to Electronic Sources**
The Library actively seeks means by which to provide the broadest possible access to limited information resources. This includes end user access to data files, library catalogs, and other information sources. The Library promotes and provides access to the Internet as a means by which students and faculty may expand their information resources. In addition, access to the Library's catalog and electronic databases is available via the World Wide Web. The MSU Libraries also provide proxy server service to allow faculty and students access to licensed databases from off-campus twenty-four hours a day.

2. Collaborative Collection Development

Materials are most useful to scholars when items are placed in the context of a collection that supports and enhances appropriate subject depth and breadth of coverage. Interesting and/or unique items belong in a collection appropriate for their content, significance and physical format. Great Falls College MSU Library strives to encourage the exchange or placement of materials in collections that contribute to collective scholarly resources, rather than continuing historically scattered items that frustrate researchers.

Great Falls College MSU Library participates fully in cooperative collection efforts such as ILL with its sister Montana State University institutions, the other units of the Montana University System and institutions throughout the region. The Senior Librarian is in regular contact with her counterparts at other institutions and participates in both formal and informal cooperative collection projects.



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

II. COLLECTION MANAGEMENT PRINCIPLES AND LIMITATIONS

A. SCOPE OF COLLECTIONS -Currency and Historical Emphasis

The scope of the library collections for a college might arguably include all aspects of all subjects through all time. However, no library, no matter how comprehensive its collections, can acquire everything in all disciplines. In fact, Great Falls College MSU Library can add only a small portion of the world's publishing output each year. This policy is an attempt to define and make explicit the guidelines and priorities used to select and maintain the collections of the Library. Practical considerations and a desire for quality as well as quantity, require that a specific college library limit its collections to an appropriate piece of the whole universe of knowledge. Great Falls College MSU, therefore, defines the scope of its collections in terms of its geographic and cultural identity and its degree programs, with an emphasis on current and future interpretations and applications rather than upon retrospective and superseded literature. Such literature will only be maintained in specific areas where the older literature provides a needed perspective and adds depth to already strong and important subject collections. The primary emphasis of the collections is upon curricular and research support. Currently published materials and those previously produced items that are still available through the ordinary purchasing processes and are of sufficient importance as to be considered "classics" or "core" titles in their field are acquired. Out of print, secondary sources, or items of limited usefulness for the primary clientele of the College will not ordinarily be purchased for the general collections. Gift materials will be evaluated based upon the same general criteria used for purchased items. (See [Section II.E.2](#) for a more detailed discussion of gifts).

Priority should be given to the establishment and maintenance of monograph and journal holdings or access that are:

1. Essential to assuring the appropriate accreditation standards within all fields of study offered by Great Falls College MSU.
2. Essential to the scholarly efforts of the faculty *and* which are not readily accessible through other means (e.g., interlibrary loan and electronic access).
3. Important support materials for scholarly efforts *and* which are not readily accessible through other means.

There are many variations in the emphasis and intensity of the College's collection efforts. These variations stem from the pattern of academic emphasis through time as demonstrated in course, content, research activity, and outreach efforts.

Popular, recreational, and peripheral materials, although of interest to the diverse members of the College community, cannot always be provided by the Library because of limited resources. Users may sometimes find it necessary to meet these additional needs through other library resources or at their own expense.



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

Whenever feasible, multi-subject materials will be selected that satisfy as many needs or interests as possible within a single publication or resource.

B. FORMATS AND LANGUAGES

Appropriate materials for inclusion in the Library's collections include both the traditional formats (monographs, journals, other serial publications, microforms, newspapers, selected audiovisual formats and manuscripts) and those evolving formats that are associated with electronic communication. Acquisition and access to all formats will be governed by the general guidelines in this policy, the general collection goals in [Section IV](#) and specific considerations for each format as described in [Section III.C](#).

The primary language for the general collections will remain English. Material in other subjects in other languages will be added when essential information is only available in such languages or when scholarly research requires the original language. Journals will be acquired in other languages only if a case can be made for their usefulness and the unique nature of the information that they contain. Foreign language dictionaries and other basic reference tools may be acquired based on funding and collection priorities.

C. FUNDING: SPECIAL CONSIDERATIONS OR RESTRICTIONS

1. Allocations by Subject or Format

The development and management of the Library's collection is guided by this policy within the scope of available resources. The ordinary acquisition and processing of materials is funded by the College out of the general operational budget allocation. All of the College's Departments, including the Library, participate in the development of the overall direction for the institution's budget. Once the overall funding for the Library is established, the Senior Librarian in coordination with the Dean of Libraries or his/her designee has the primary responsibility for determining the appropriate allocation of these funds. Decisions as to appropriate titles are made by the Librarian in consultation with department chairs and/or members of the faculty rather than by the use of inflexible formulas. ([Appendix A](#))

2. Special Funding or Restrictions

Some segments of the collections may be funded by special earmarked funds. Specific instances are outlined below, but additional categories may be added to this list. Such special use funds will be approved by the MSU Library Administration in consultation with the Senior Librarian.

a. Memorial, Honorarium and Other Cash Gifts

Individuals and organizations may donate funds for the purchase of library materials or services. In general, the application of such funds for specific items is done by the Senior Librarian in consultation with the donor(s). Items purchased through a monetary gift intended to honor an individual receive an appropriate bookplate and letters of notification to the recipient or the family and the donor(s). Records are maintained for all such gifts.



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

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- b. **Grant Funds Allocated for Library Materials**
Grant applications sometimes include provision for the acquisition of information resources in support of a project. When such awards are made, arrangements will be made for the selection, acquisition, processing and necessary record keeping with the Librarian(s) and the Acquisitions staff. Such expenditures will be administered by the Senior Librarian in consultation with the grant administrator.
 - c. **Gifts/Endowments**
Special endowments may be made on behalf of the Library. When a specific purpose for the endowment is not part of the gift, the Library will determine the most appropriate use for the funds. If a specific purpose or subject support is part of the deed of gift or correspondence accompanying such monetary gifts, the Library will attempt to abide by the donor's wishes or to negotiate an acceptable substitute for the use of the funds. Under no circumstances is the College and/or the Library obligated to accept an endowment or other monetary gift and to fulfill the intention of the donor without prior consent to do so. No gifts should be accepted on behalf of the Library without prior consultation with the Senior Great Falls College MSU Librarian and/or the MSU Dean of Libraries.
 - d. **Awards**
Awards to individuals or departments sometimes include a provision for funding for library materials. In such instances, the Senior Librarian, in consultation with the award recipient, will acquire appropriate materials to enhance the work of the individual or department and to enrich the holdings of the Library.

D. ORGANIZATION OF COLLECTION DEVELOPMENT

Collection development, including the organization and completion of the processes of evaluation, selection, and de-selection of all materials in all formats, is primarily the responsibility of the Librarian(s).

The process of collection development at the Great Falls College MSU is a collaborative effort involving the Librarian(s), the College's Library Committee and Curriculum Committee, faculty, lead faculty for the educational programs, and other library users as appropriate. As a collaborative process, its success is in part dependent upon the ability of the various individuals and groups involved to communicate with one another.

Liaison with Users

The Library strives to provide both formal and informal means by which individuals and user may participate in the collection development process. Primary responsibility for communications with users rests with the Librarian (s).



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

a. Faculty

Primary responsibility for collection development specific to an educational program's needs rests with the Librarian(s) in collaboration with the faculty for that program. All faculty members are encouraged to participate in the evaluation of materials and to provide informed input regarding other collection development matters. There are a variety of means by which such participation might occur.

(1) Curriculum Committee

The Senior Librarian is a member of the Curriculum Committee, a group that meets regularly to discuss campus-wide curriculum issues.

(2) Library Committee

To facilitate communication, a system of representation between the academic departments and the Library has been established. At the beginning of the new academic year, each department as well as both the MSU-Bozeman Nursing Program and the MSU-Northern programs in Great Falls will be asked for at least two volunteers to serve as liaisons between the department/program and the Library. Student government will also be requested appoint a representative. These volunteers will serve as members of the Library Committee. In general, the responsibilities of the members of the Library Committee are to:

- provide advice;
- respond to requests for information and evaluation by the Librarian(s);
- communicate the needs of their departments/programs to the Librarian(s), including requests for specific requests for purchases;
- participate in special projects as requested by the Library; and
- advocate on behalf of the College faculty library issues to College and University Administrators.

(3) Department Heads

Orientation meetings or individual conferences will be held annually between the Librarian(s) and the department heads to share the collection development policy, explain the routine processes, clarify responsibilities and answer questions.

(4) Faculty Meetings

A Librarian will attend at least one departmental faculty meeting a year to share the collection development policy, explain the routine processes, clarify responsibilities and answer questions.

(5) Program Chairs

When a new College program is being considered for adoption, the Librarian with liaison responsibility for that department will meet with the program chair to review the library support needed for the new program. Such meetings will take place during the planning stages of the new program.

(6) Other Faculty



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

All other faculty members are encouraged to submit requests for the consideration of materials.

- b. Students
Students may call or visit the Librarian(s) or share collection concerns with their department head.
- c. General Public
The general public may also share their opinions and suggestions with the Senior Librarian.

E. SELECTION, CRITERIA IN GENERAL

Faculty and other users are encouraged to request specific items for acquisition, de-selection or transfer, but the ultimate responsibility for the selection, acquisition and maintenance of the materials in all formats within the Library is the responsibility of the Senior Librarian.

1. Criteria for Purchased Materials

There are two separate but related sets of questions or criteria that must be considered when materials are evaluated for possible acquisition. One set of questions or criteria addresses the objective value of the material itself. The other set of criteria or questions addresses the issue of the subjective value of the material for Great Falls College MSU and its mission with a realistic recognition of the existing resources, limited funding, program priorities, and alternative avenues for information retrieval. While it is possible to outline many of the criteria for the objective evaluation of items, the subjective criteria are best addressed by [Section IV. Analysis and Goals for Collections](#), which sets collection goals related to degreed programs.

General criteria that may be employed in the objective evaluation process include, but are not limited to, the following (not in priority order):

- quality of content (applies to artistic content, research design, literary quality, etc.)
- anticipated lasting value
- appropriateness of level of treatment
- cost
- suitability of format to content
- authoritativeness of the author
- reputation of the publisher
- physical product, condition
- currency or timeliness
- access (indexing, scholarly apparatus such as notes, bibliography)
- scope
- consistency
- availability of equipment or technology required for use
- tone, balanced presentation
- does not needlessly duplicate coverage already in the collections or available elsewhere



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

An item, in whatever format, that sufficiently meets the general objective criteria listed above should then be evaluated based on the subjective criteria related to the level of existing collections, programs and goals. Many quality items are inappropriate for Great Falls College MSU's collections because they are not of primary importance in meeting the collection priorities established to support academic programs. Specific criteria may also be considered for format or special use collections. Refer to the appropriate area of the policy for such criteria.

2. Gifts and Exchanges

Gifts and exchanges include all forms of print and non-print material as well as monetary gifts made directly to the Library. Gifts are encouraged, with the understanding that the Library reserves the right to accept, reject or dispose of any gift at its discretion and in the same manner as purchased materials. Gifts and donations will be evaluated for possible addition to the collections according to the guidelines for selection outlined in this policy. When appropriate, an acknowledgment of the receipt of a gift in the form of a letter of appreciation will be sent to donors. Records of individual titles will not ordinarily be provided. The provision of gift inventories or lists, the addition of bookplates, or other special arrangements must be negotiated with the Librarian or, when necessary, with the Dean of Libraries. The importance of the gift for the Library, the subsequent costs of processing such a gift, and the implications of special requirements will be considered when special arrangements are requested. Generally, a gift with restrictive conditions will not be accepted.

The Library will not provide any valuation of gifts, in accordance with IRS Tax Court rulings regarding appraising gifts for tax deduction purposes. Tax law requirements for large gifts (those valued by the donor for tax purposes at over \$5,000) have special restrictions and place added legal and administrative responsibilities upon the Library. At the time of the gift, it is the responsibility of the donor to notify the Library of any tax restrictions such as those required with IRS Form 8283. Planning and administrative approval must therefore occur before a commitment is made to accept large gifts.

The processing of gifts parallels that of purchased materials. The initial evaluation of gift items may determine that they will be used for replacement of worn copies, to fill in or complete journal holdings, or as a needed additional copy of a heavily used item. It may also be clear in the initial evaluation of a gift that it is inappropriate because of format, condition, duplication or subject. Items which are likely to be identified as unwanted during the initial review include, but are not limited to: textbooks more than five years old; scattered serial or periodical issues; scattered or single volumes of a set; or pamphlets or other formats not ordinarily acquired by the Library. If additional evaluation of a gift item is necessary, it will be evaluated in consultation with staff at MSU-Bozeman Libraries.

See [Appendix C](#) for "Gift Worksheet" form used for general gifts of materials.

F. COLLECTION MAINTENANCE

1. Preservation and/or Replacement



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

Not all materials placed in the collections ought to be preserved for all time. Many items outlive their usefulness and neither preservation nor replacement is necessary. While it would be useful to identify at the time of acquisition all individual items that are likely to have a permanent place in the collections, it is unrealistic to expect to be able to do so. Some types of materials may be identified as a group, while others will have to be evaluated on a title-by-title basis as need arises or circumstances change.

a. **Serials**

At present, journals are kept in hard copy for five years. Selected journal titles that are not available elsewhere in the state, may be retained for longer periods. Newspapers are kept in hard copy for the current two months. In the future, other formats for serial preservation may be considered.

b. **Replacement of Serial Issues**

An attempt may be made, within budgetary limits, to replace missing or damaged serial issues.

c. **Monograph Preservation**

Monographs will be considered for special preservation or treatment only because of their importance and/or unique contribution to the programs of Great Falls College MSU based upon the collection goals as outlined in [Section IV](#). Rare or unusual items that are not appropriate for Montana State University will be offered to other institutions where they might be preserved with similar materials, or they will be sold through an appropriate means in order to provide funding for essential items. When a particular monograph is determined to be important enough to be preserved within the collections, one of the following methods will be employed depending upon the condition, availability and value of the contents:

- (1) Repair within the Library;
- (2) Binding by a commercial bindery (see [Section II.F.2.a](#));
- (3) Replacement with a purchased or gift copy;
- (4) Placement in a protected area such as a reserve (see [Section III.B.3](#));
- (5) Microfilming or digitizing may be an option for materials targeted through a special project or grant.

2. **Formats for Preservation (binding, filming, digitizing)**

a. **Binding**

Binding means hardbound/Class A binding done outside of the library. It does not refer to mending, reinforcement or other in-library maintenance efforts to prolong the usefulness of items. Materials (both serials and monographs) are evaluated for binding based upon the following criteria: size; physical condition of pages and other contents; appropriateness for collections on a permanent basis; access to contents (indexing); importance of subject, work or author to Montana State University's mission; availability and appropriateness of material in other formats; likely usage; and current binding budget. The criteria are not of equal value. The basis for binding a particular title may be based on only one or some combination of the



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

criteria. An item does not have to meet all of the criteria in order to justify the expense of binding.

(1) Current journals or other serials

Location, retention and format decisions will be made at the time that a title is approved for addition to the collections.

(2) Newly acquired monographs

The Library does not systematically send spiral, paper or unbound items to the bindery when they are acquired. A binding decision may be made as part of the evaluation process when items are purchased.

(3) Items already in the collections

Older materials in the collection in deteriorating physical condition that cannot be repaired in the Library may be brought to the attention of the Librarian. These materials will be evaluated for rebinding by considering past use, potential future usefulness and historical significance, availability of other editions or copies either at Montana State University or elsewhere, currency and/or accuracy of information and scholarship, and the condition of the paper and the quality of reproductions. The purchase of a replacement copy or newer edition may sometimes be preferable to rebinding the copy in hand.

b. Digitizing of text

While Great Falls College MSU has not become involved in digital projects, such technology offers possible options for the future.

3. De-selection

De-selection or "weeding" is an essential and continuous aspect of collection development in which unneeded materials are evaluated for possible permanent removal from the collections. The Librarian has the primary responsibility to make decisions regarding de-selection of individual items, entire collections or specific formats, in accordance with this policy and the collection goals. Departmental library representatives and other faculty may review materials considered for discard as the final step in the de-selection process. Except in the case of large subject or format evaluation projects, or when routine withdrawal is based on a previous decision regarding retention or preservation of a specific title or format, individual items for possible withdrawal will be routed in order to provide a convenient opportunity for faculty involvement. Examples of unneeded materials which might be considered for withdrawal include multiple copies; damaged, incomplete or deteriorated items; items containing out-of-date or inaccurate information; chronically unused materials; incomplete runs of dated journals; superseded editions; duplicate coverage of the same material at the same general level; otherwise obsolete materials which do not contribute toward the collection goals as outlined in [Section IV. Analysis and Goals for](#)



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

Collections and are not "core" or standard titles appropriate to support the programs of Great Falls College MSU. It is understood that the conditions that may bring an item for evaluation for de-selection do not require that it be considered or that it be de-selected.

De-selected or weeded items are officially withdrawn from the collections by having the Library and the shared (OCLC) bibliographic and item records deleted or adjusted as appropriate and by having the item itself stamped "withdrawn" so as to indicate its changed status. Disposal methods for withdrawn items may include: transfer to or exchange with another library, annual sale, dealer consignment sale, or recycling. At no time will items containing inaccurate or misleading information or those in poor condition be offered to another, less fortunate library unless there is a clear understanding by the receiving library of the appropriate deficiencies or limited usefulness of the material.

There are certain instances when withdrawal of an item or the record for an item is a routine part of the collection development process. These include the following situations:

a. Lost or Missing Items

Items that are declared "missing" after a detailed and extended search process or are reported "lost" by a user are forwarded to the Senior Librarian for consideration for replacement at the end of each semester. Bibliographic records for missing items are removed after two years.

b. Various editions

Superseded or otherwise changed editions of titles will be routinely evaluated along with the new edition to be considered for addition to the collections. Such titles are evaluated for their continued usefulness, particularly for historical purposes. However, care must be taken to distinguish between those editions for which the presentation does contribute to an understanding of the topic and those older editions that merely provide a snapshot in time of the discipline at a certain level of scholarship. Particular care should be exercised in evaluating older editions of textbook and technical publications. The likelihood of their usefulness is very limited, and they may provide inaccurate or misleading information to undergraduates. A new edition will not automatically be added to the collections. The amount of likely use, the extent of change from one edition to the next, and the cost of adding the new edition will be considered.

c. Formats

Technological advances and changing circumstances may dictate that a particular format collection is no longer appropriate and, therefore, all of the material in that format may be evaluated for replacement or de-selection. Such has been the case with 16mm films and sound recordings in phonodisc form. Gradually these formats are being replaced by more appropriate formats. Electronic formats are replacing paper copies of some information



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

sources such as abstracts and indexes because of the superior search strategies and general efficiencies of electronic files. Guidelines below in [Section II.F.4](#) of this policy address the issues of multiple copies and duplicate formats. Those guidelines may dictate the de-selection of a title duplicated in more than one format.

4. **Multiple Copies**

In the best of circumstances, funding would be sufficient to allow the Library to provide multiple copies of items to satisfy the needs of library users primarily on the basis of past or anticipated use. However, the high costs of acquisition, processing and stack storage make it necessary, in general, for the Library not to provide duplicate copies of publications either in the same format or in other formats. No title will be duplicated, even as a gift or exchange, unless a positive case can be made for such action based on the guidelines outlined below. In addition, it is understood that the conditions stated below which permit the addition of another copy do not require that addition. Adding duplicates to the collection is never automatic, but always requires the exercise of discretion. These guidelines apply to all types and formats of materials including monographs, serials, and electronic files. The addition of duplicates and the retention of existing duplicates require the approval of the Senior Librarian.

a. Duplication of Materials in the Same Location

(1) Demand

Present or anticipated high demand may be sufficiently heavy to justify duplication from a gift source, but only extraordinary circumstances will justify purchase of a duplicate copy. Reasons that might contribute to the possible demand include recognized status of a title as a "classic," identity of the author, exceptional local interest, or topical subject matter of special importance to Montana State University's mission and programs.

(2) Usage/Circulation

Requests for added copies may be based on high circulation (five or more times to different individuals in one semester; two or more holds in one semester; or particularly heavy demand for a subject with limited publications). When time and funds permit, examination of circulation records in known high-use LC classes for the purposes of identifying such titles is encouraged.

(3) Poor condition or limited access

Although repair, rebinding or replacement of worn copies is the usual solution, an additional copy may be justified by exceptionally high demand. When periodicals are so heavily used that the issues cannot be bound or the bound volumes receive extremely heavy use, a duplicate electronic subscription may be justified. Materials that have restricted access in one format will be governed by the same



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

policy.

b. Duplication of Materials in Different Locations or Formats

The Library is an aggregate of a number of collections. These resources in their totality are available to all members of the College community and other qualified users. The specific collections complement each other and provide only very limited duplication as noted below.

(1) Reference Collections

A very limited number of basic reference materials (dictionaries, atlases, encyclopedias) may be duplicated in the stacks or another location if regular consultation is necessary in order to provide basic reference information.

(2) Reserve Collections

The majority of materials placed in the reserve collections are placed there to meet high demand for materials required for specific courses or as a means to make available high demand items for a short period of time, such as college or other public documents during a review period. Items in the regular circulating collections may be placed on reserve for specific course support at the request of faculty, but the Library will not purchase duplicate copies for such placement nor will it automatically purchase a single copy for such purposes. See [Section III.B.3](#) for further information about the reserve collection.

(3) Electronic formats (CD-ROM, online, or other electronic files)

Electronic publications and information files available through the Library or freely on the Internet will not be duplicated in other formats unless preservation or access requires such duplications.

G. INTELLECTUAL FREEDOM

A college is based upon the concept of intellectual freedom and the rights of individuals to pursue truth. The academy encourages students and faculty to explore options, to ask questions, to pursue the unknown and the unclear, to determine their own value systems, and to contribute new perspectives to the world of knowledge. Such pursuits require an environment of openness, tolerance and options. In accord with these high ideals, Great Falls College MSU Library supports the concept of intellectual freedom. As long as materials fit into the general collection parameters of the library, all points of view and subjects will be considered without prejudice or censorship when determining the balance of the collections. An attempt is made to represent differing opinions on controversial matters. The American Library Association's *Library Bill of Rights* and *Freedom to Read Statement* (see [Appendix B](#) for the text of each) are supported by this library. [Section II.H.2](#) below further explores the concept of balance in the collections.

No censorship will be exercised on the basis of frankness of language, or the controversial manner an author,



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

producer, artist or others may use in dealing with religious, political, sexual, social, economic, scientific, or moral issues. If a student, faculty member, or citizen of Montana wishes to have material in the collections reconsidered, she or he may request a copy of the form *Request for Reconsideration of Library Material* (see [Appendix D](#)) from the Library. The Senior Librarian will provide a written response for challenges filed with the Library. If further action is necessary, the Dean of the MSU Libraries may consider the challenge.

H. LIMITS AND RESTRICTIONS

In general, the Library does not wish to limit or restrict the acquisition of materials in support of the College mission, but practical considerations and the need for balance dictate that some categories of materials be identified as those with special considerations.

1. Format Restrictions

a. Binding Limitations

The Library does not have a general preference for hardbound rather than soft or paperbound monographs. Nor does it wish to exclude from the collections items in less sturdy bindings such as metal or plastic spiral binding or loose-leaf publications. The anticipated level of use, the expected life of the item, the nature of the information and the quality of the physical product will all be considered when determining the preference for binding of a particular title. Items will not be excluded from the collections because of the type of binding on the original. If deemed appropriate, an item can be commercially bound at the time it is acquired or at a later time if its condition warrants it. ([Section II.F.2.a](#))

b. Textbooks

Lower division textbooks, in particular, are not routinely added to the collections. They may be added on a highly selective basis. It is understood that in a few disciplines the monographic literature at the college level is primarily in textbook format. Such disciplines include, but are not limited to, computer science and nursing.

c. Sound recordings

The preferred format for sound recordings is CD.

d. Visual recordings

The preferred formats for visual recordings are half-inch videocassette, CD-ROM, and DVD.

2. Topical Restrictions

a. Religious, political and other controversial topics

It is reasonable to expect a college collection to attempt to represent all sides or viewpoints of an issue without taking a stand on the side of any one of them. However, in the interests



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

of both a balanced collection and one that offers the students the best access to correct information, the Library reserves the right to limit the amount of material on any given subject or from any particular viewpoint. These collections, as with other library collections, are provided to serve the identified needs of a particular group of individuals. These individuals may be characterized as representative of certain belief systems. The College strives to provide a broad range of opinions and viewpoints, but it is not always possible to achieve a complete balance because of limited appropriate materials representing a particular side of an issue or because of limited resources. The Library takes a strong stand on behalf of Intellectual Freedom ([Section II.G](#)) and welcomes differing opinions in the debate of ideas and ideologies.

b. Radical scientific viewpoints

Great Falls College MSU strives to make available to its students and faculty the most current and reliable scientific information. It also attempts to provide a wide range of opinions and constructs of reality to serve individuals in their pursuit of truth. Although some beliefs or theories may be regarded by the scientific establishment as radical, the works expounding such theories will not be excluded from the forum of ideas in the Library. In this area also, the Library takes a strong stand on behalf of Intellectual Freedom ([Section II.G](#)) and welcomes differing opinions in the debate of ideas and ideologies.

3. Retrospective and Out-of-Print Materials

With limited resources, it is impossible for the Library to pursue a large number of requests for retrospective materials. However, when evaluation of the collections or faculty or student requests reveal a need for a specific "classic" work or when a subject deficiency can only be filled through acquisition of retrospective titles, an attempt may be made to acquire retrospective titles still in print. Such requests will be evaluated by the Senior Librarian, who may consult with representatives of the disciplines involved. Funds used for such purchases diminish the funds available for current acquisitions.

While out-of-print works will not ordinarily be pursued by the Library, under unusual circumstances or to fill a very specific need, a request for an out-of-print title may be made. Photocopies may be substituted for the original.

4. Foreign Language Materials

The Library collects primarily English language materials. The Library will normally acquire foreign language material, whether in monograph, serial or audiovisual format, only to support the foreign language teaching programs of the college.

Materials in Native American languages for Montana tribes and materials in Native American languages for tribes from other areas of either North or South America may also be added to the Library's collections.



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

J. COPYRIGHT CONSIDERATIONS THAT AFFECT COLLECTION DEVELOPMENT

The Great Falls College MSU Library adheres to the specifications of the current federal copyright law. The faculty and staff strive, as far as they are able, to inform the members of the college community of restrictions regarding photocopying, duplication or other unfair usage of copyrighted material contained in the collections, but the Library is not responsible for the utilization users make of these materials. Further, the Library abides by copyright law when purchasing, preserving, and replacing or otherwise acquiring materials for the collections.

At the request of a faculty member, the Great Falls College MSU Library will place on reserve excerpts from copyrighted works in accordance with guidelines similar to those governing formal classroom distribution. This College believes that such guidelines are appropriate to the library reserve shelf to the extent that it functions as an extension of classroom readings or reflects an individual student's right to photocopy for her/his personal scholastic use under the doctrine of fair use. If the request calls for only one copy of an item to be placed on reserve, then the Library may accept an entire article, an entire chapter from a book, or an entire poem. Requests for multiple copies on reserve must meet the following guidelines:

- a. Amount of material should be reasonable in relation to the total amount of material assigned for one term. *17 USC 107(1) and (3)*
- b. Number of copies should be reasonable in light of the number of students enrolled, the difficulty and timing of assignments, and the number of other courses that may assign the same material (a reasonable number of copies will in most instances be less than six). *17 USC 107(1) and (3)*
- c. Material should contain a notice of copyright. *17 USC 401*
- d. The effect of photocopying the material should not be detrimental to the market for the work. Therefore, such photocopied materials may not be used on reserve for more than one semester unless the faculty member has obtained permission to do so from the copyright holder.

For a further discussion of the Reserve Collection, see [Section III.B.3](#).



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

III. NARRATIVE STATEMENTS FOR SPECIAL COLLECTIONS

A. SEPARATE OR RESTRICTED COLLECTIONS

The collection of the Great Falls College MSU Library is located in the main Library to facilitate access by clientele. Because separate collections restrict access, creation of remote or restricted collections is discouraged.

B. SPECIFIC FUNCTION COLLECTIONS

1. Reference

The reference collections are non-circulating collections of materials designed to meet the basic research, verification, location, and information needs of the College community in all appropriate subject fields. This collection is composed of information sources most successfully utilized in the library. The library staff needs these sources close at hand to assist in responding to information requests. With few exceptions, reference materials are not meant to be read continuously from beginning to end, but rather contain relatively short and discrete articles or bits of information. It is essential that reference material be up-to-date, reliable and accurate. Materials are selected and purchased on a highly selective basis. Materials in the reference collection reflect the focus and nature of the total collection.

Reference materials of all types and formats are selected in accordance with the criteria established for the selection of library materials, with an attempt to supply as much reliable, current information as possible with minimum duplication. As a general rule, only the latest edition of a reference work is shelved in the reference section with superseded editions either transferred to the general circulating collections or withdrawn.

Specific guidelines for standard types of reference materials include:

a. Encyclopedias

A minimum number of appropriate general encyclopedias in either electronic or paper format may be acquired and will be updated on a rotating schedule as resources allow. The most recent older editions are placed in the circulating collection for the convenience of users. Subject encyclopedias are added to the reference collection based upon an evaluation of the specific publication and the need for information in the discipline in this alphabetic format.

b. Dictionaries

English language, foreign language and subject dictionaries are purchased as needed, but with care to avoid unnecessary duplication. They are updated if they become obsolete and a new edition is available. Circulating copies of heavily used dictionaries are provided as funds allow.

c. Indexes

Subscriptions to general and subject indexes and abstracts in print or electronic form are acquired to provide access to journals and other sources. Standard indexes are kept current, and new indexes are acquired when they complement library holdings. Indexes and abstracts



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

are usually not duplicated in more than one format. Because of their sophisticated searching capabilities, electronic versions of such sources are the format of choice.

d. **Bibliographies**

Standard bibliographies, general bibliographies, and specialized bibliographies used for general reference purposes are acquired for the reference collection. Other bibliographies, including author bibliographies, are acquired for the circulating collection.

e. **Directories**

Current directories, both general and subject-oriented, are provided as basic research tools. Out-of-date directories are withdrawn, even when it is not possible to replace them with current editions.

2. Documents

Federal, state, and Canadian documents may be acquired and integrated into the regular collection.

3. Reserve Collection

Reserve access implies a form of guaranteed access within a reasonable period of time. A limited number of items may be placed on permanent reserve because of continual, but non-course related demand (style manuals, college documents), and some items may be placed there because of high risk for vandalism (many photography books) or theft. Such placement requires the approval of the Senior Librarian. Titles requested for purchase to be placed on reserve will be evaluated using the same criteria as that used for all purchases.

There are three use categories for reserve items:

- a. Curriculum Support - for a particular course, for one semester at a time and at the request of the faculty member teaching the course.
- b. College Information Support - for a particular purpose and with sufficient anticipated demand or sufficiently topical to warrant controlled access, time on reserve controlled by purpose.
- c. Public information - information of a timely nature provided for the convenience of citizens.

Further guidelines for the reserve collection are dictated by its administration as a function of circulation/stacks maintenance. For the policy regarding photocopied materials to be placed on reserve see [Section II.J.](#)

C. FORMAT COLLECTIONS

Some formats have specific functions and unique characteristics to be considered in the collection development process. In all cases, the most important consideration should be the degree to which the material fits the subject goals and existing collection levels as described in [Section IV](#) of this policy.

1. Serials



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

At present journals are kept in hard copy for five years. In the future, other formats for serial preservation may be considered.

(a) Selection guidelines and criteria

Because of the changing electronic environment, the need for print subscriptions to many editions of journals may no longer exist. For those print subscriptions that are needed, the primary criteria considered for their selection and retention are geographical balance, accessibility through indexing, journalistic quality, importance to the mission of Great Falls College MSU, and comparative cost. Individual titles will be evaluated in light of existing subscriptions.

(b) Retention and disposal

Journals are retained for five years and then recycled, because of limited storage space. The holding period is based upon their frequency and usefulness. At no time will retention of paper issues be used as a long-term storage medium for journals.

Journals about to be discarded may be made available to on-campus academic units for instructional purposes. Such arrangements for academic use must be made with the Library so that all units are given a fair opportunity to receive issues for classroom use and so that the copyright and "fair use" responsibilities of the Library as the subscribing agency are met.

(c) Bibliographic control and access

All print journals receive full cataloging and are entered on OCLC. Holdings information is included in the library's record for each title.

2. Newspapers

Newspapers are serial publications on newsprint or similar sheets, usually tabloid size or larger, issued at stated and frequent intervals (daily, weekly, semi-weekly or monthly) and following conventional newspaper format (masthead, columnar arrangement, headlines). The function of newspapers is to report, illustrate, and comment upon current events of interest.

(a) Selection guidelines and criteria

Because of the changing electronic environment, the need for print subscriptions to many editions of newspapers may no longer exist. For those print subscriptions that are needed, the primary criteria considered for their selection and retention are geographical balance, accessibility through indexing, journalistic quality, importance to the mission of Great Falls College MSU, and comparative cost. Individual titles will be evaluated in light of existing subscriptions and geographical coverage.



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

While it is desirable for Great Falls College MSU as a state institution to provide its in-state students with strong local coverage, budgetary constraints may require selective, though representative, geographical coverage of the state. Major daily newspapers may be collected or online access may be made available. Weekly and minor newspapers will be acquired whenever possible by gift subscriptions. Such gift subscriptions will be accepted, as with other gift subscriptions, only if the gift is assured for at least three years.

Newspapers from other regions of the United States will be made accessible through online databases. Print editions will be collected very selectively, with the goal of a representative and balanced collection, having a variety of geographic, political, economic, social and cultural points of view. Demonstrated need, journalistic quality, influence, reputation and available indexing will be major considerations affecting selection. Each metropolitan area will be represented by only one newspaper.

(b) Retention and disposal

Newspapers received on a "current only" status are kept for two months and then recycled, because of limited storage space and the fragile nature of newsprint. At no time will retention of paper issues be used as a long-term storage medium for newspapers.

Newspapers about to be discarded may be made available to on-campus academic units for instructional purposes. Such arrangements for academic use must be made with the Library so that all units are given a fair opportunity to receive issues for classroom use and so that the copyright and "fair use" responsibilities of the Library as the subscribing agency are met.

(c) Bibliographic control and access

All newspapers received (gifts and purchased subscriptions) will receive full cataloging and be entered on OCLC.

(d) Selection responsibilities

The Senior Librarian is responsible for evaluating specific newspaper titles for subscription or de-selection and for resolving location or retention questions.

3. Newsletters and House Organs

Newsletters are generally considered to be of short-term usefulness because they contain news or information of current interest to a limited or special group. House organs are newsletters prepared for the employees or clients of a specific organization or business. Much of the



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

information in newsletters is ephemeral and in the form of news briefs rather than substantive articles or reports. In general, newsletters and house organs will not be purchased or added to the collections.

4. Maps

A small collection of maps may be kept in the Library. In the selection of cartographic materials, accuracy, clarity, size, and the use of easily understood symbols are of primary concern-

5. Audiovisual Formats

Non-print media are an effective alternative to print media for the dissemination of information for the majority of learners. Such media also provide a means by which to present the same information to a number of individuals at the same time. The acquisition of audiovisual material is based on the same principles as the selection of print material, with the added consideration of availability of appropriate equipment, the technical quality of color and sound, and strict compliance with copyright law (see [Section II.J](#)). Audiovisual formats change as technological advances improve reproduction capabilities and cost effectiveness. The Library should monitor these changes and respond appropriately after a careful evaluation of options for existing collections and directions for future acquisitions. No format should be considered sacred and permanent. Even the book is a product of technological development and may one day be judged obsolete. From time to time, the Library will find it necessary to withdraw materials in formats no longer useful, practical or appealing.

Audiovisual materials are arranged in Library of Congress order and all materials receive full descriptive cataloging to provide bibliographic access regardless of the storage location for each format.

The Library does not acquire works of pictorial or plastic art for viewing and/or circulating purposes.

6. Dissertations and Thesis

The Library ordinarily uses interlibrary loan or other alternative access sources to supply non-Montana State University dissertations or theses for individual use. Such items from both U.S. and foreign universities may be purchased if the title meets the regular collection guidelines and criteria. Blanket or large block purchases may be appropriate in subject fields in which good research material is not otherwise available or in which Great Falls College MSU has a substantial collection commitment and corresponding collection goal because of a specific advanced degree program or research interest.

7. Electronic Information

Electronic information may be machine-readable information or programs owned and maintained by Montana State University or electronic files accessed through the Internet or other means. Such information may be available in several formats which include, but are not limited to: CD-



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

ROM or DVD disks and files located at remote sites. These come in a variety of sizes and additional formats are developing. This policy covers all forms of machine-readable information purchased from acquisitions funds or files made available through the Internet.

- a. Purpose
Such files, whether actually owned by the Library or merely accessed and acquired on an as-needed basis, serve the same purpose as traditional print or audiovisual information. In most instances the information provided by electronic sources is intended for end-user access; in other cases, the information is to be accessed by Library staff on behalf of library users.
- b. Location
Electronic files may be located within the Library, accessed from the Library, or provided in the form of floppy disks, CD-ROM's or DVD's that may be used in the Library or circulated. The location of electronic files will be determined by availability, equipment, costs, and the purpose of the files.
- c. Public Information
The evaluation of electronic sources requires knowledge of both collection issues and electronic formats and equipment. Selection of electronic files follows the same evaluation criteria as other formats.
- d. Format options
Format options for electronic files are constantly changing. The Library evaluates each option based upon cost, purpose, and ease of use. No formats are excluded from consideration.
- e. Equipment
It may not always be possible for the Library to acquire or maintain equipment and operating software to enable in-library use of all electronic formats or files provided within the collection. There may be instances when the Library provides files that must be used on equipment outside of the Library. Such circumstances may occur when operating software within the Library has been upgraded beyond the version needed for electronic files or when the reverse opposite situation occurs.

IV. GOALS FOR COLLECTION

The collection of the Great Falls College MSU is in Library of Congress classification order. Collection

SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

goals are determined by the programs presently offered at the College. Pages 28 to 29 contain the full definitions of the standard collection codes used to describe the goal levels for the collection. The collection goal levels enable the Senior Librarian to formulate funding requests that directly reflect the amount of publication in a given discipline and the resources necessary for adequate library support of existing programs.

The Great Falls College MSU has three main departments: Business and Technology, Health Sciences, and Arts and Sciences. The most rapidly growing department is Arts and Sciences, which supports general core classes and transfer. This relatively new emphasis has meant that the Library is collecting both new and retrospective materials in some areas to fill in gaps in its humanities collection (history, arts, literature, science, music). In addition, the Library also supports some 2 + 2 programming through MSU-Northern and MSU-Bozeman, including four-year and graduate degrees.

The average age of a book title in the collection is 1990. For average publication date by subject area, see the chart below:

Call number range	Av Pub Date	Most Recent	Oldest
A - AZ	1985	2006	1910
B - BZ	1989	2007	1922
C - CZ	1995	2006	1959
D - DZ	1998	2006	1953
E - EZ	1994	2007	1938
F - FZ	1987	2006	1892
G - GZ	1985	2006	19--
H - HZ	1990	2007	19--
J - JZ	1993	2006	1935
K - KZ	1978	2006	19--
L - LZ	1993	2007	19--
M - MZ	2001	2006	1970
N- NZ	1998	2007	1940
P - PZ	1992	2007	19--
Q - QZ	1997	2007	1935
R - RZ	1993	2007	19--
S - SZ	1987	2006	1929
T - TZ	1958	2007	19--
U - UZ	1991	2005	1971

SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

Z - ZZ	1991	2006	1923
Average =	1990		
Video A - Z	1992	2005	1900

Current goals for subject areas:

Philosophy, Psychology, Religion (B)

Collection level will be at the minimal level to support introductory courses in these subjects. The collection is currently adequate to support fundamental inquiries.

History (C-F)

The Library is working to establish a basic history collection to support courses taught on campus. The emphasis of the collection is on United States, Montana, and Native American history. Surveys of world history topics will also be included. In addition to print, the Library has access to many reference works in history through Oxford Reference Online and the Gale Virtual Reference Library. Further access to historical information is provided through the Biography Resource Center. For current information, periodicals are available in print and in full-text through aggregate indexes/databases such as Academic Search Premier and InfoTracOneFile. While the collection has improved in recent years, gaps in coverage still exist. A detailed review of the history collection is in progress (spring 2007) with the goal of identifying those gaps.

Geography (G)

A minimal, even coverage level is the for this subject area. Core references to answer fundamental inquiries are available. A continuing goal for this area is to keep those references current.

Social Sciences (H)

The main emphasis for this area of the collection is a study collection for business, especially focusing on small business management, entrepreneurship, and accounting. The business collection supports not only the College's Associate of Applied Science degrees but also MSU-Northern's four-year business degree. The collection is currently sufficient to meet the needs of these programs, especially with the access to current information that the periodical collection provides. Currently, the Library holds over twelve-hundred titles in the social sciences. A large number of current periodicals are available through print subscriptions and online aggregate databases. Indexes include Academic Search Premier, Business and Company ASAP, Business and Company Resource Center, Business Source Premier, and LegalTrac.

Political Science (J)

The goal for the collection in this subject area is a minimal level with even coverage. Active development of this area has just started so coverage is not yet even. However, electronic access to the CQ Electronic Library and Oxford Reference Online has expanded access to information in this subject.

SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

Law (K)

The book collection will be maintained at a minimal level in law, with representative titles to support an Office Technology/Attorney's Administrative Assistant degree and law as it relates to the medical and education fields. The Library has access to LegalTrac for current periodicals in the area. Legal information is also available full-text through Lexis/Nexis Academic. The collection in this area is sufficient to meet user needs.

Education (L)

The education collection of the Library is at the study level in support of elementary education (a 2 + 2 articulation between MSU-GF and MSU-N that is delivered on this campus). In addition, the Library collects in the area of adult and higher education, with an emphasis on the two-year college experience. Core titles in the philosophy of education are also acquired. Periodicals, both print and electronic, provide current education information. Indexing and full-text access to education journals is provided through Academic Search Premier and InfoTracOneFile. The Library also subscribes to ERIC for more subject-specific periodical indexing and some full-text. The collection in this subject is currently sufficient; the emphasis for collection development is on keeping the collection current.

Music (M)

The College offers several elective classes in music; this subject can be supported by some basic works which have been collected. In addition, the Library provides online access to the Grove Dictionary of Music and Musicians. The collection is currently sufficient to support the curriculum.

Fine Arts (N)

To support an expanded fine arts program, an interior design program, and a new Creative Arts Enterprise program, this subject area needs to be at the study level. The fine arts and interior design collection has been a focus of development for the past three years. Where once a shelf (literally) of books were available, now over four hundred titles are available. In addition, the Library subscribes to ARTstor, Access to periodical literature is available through Academic Search Premier, InfoTracOneFile, and JSTOR; further subject-specific indexing can be found in Art Abstracts. The Library also subscribes to several print art, interior design and crafts journals. The collection at this point is meeting the needs of students in these fields. The Creative Arts Enterprise program, which was a pilot program for a year but now a regular curricular offering, will be the focus of further development in this area; the need exists for a representative selection of craft books.

Language and Literature (P)

Because of the growth of the transfer program at the College, the need for a stronger language and literature collection has been evident for some time. The goal is to have a study level in the subject. Over the past five years, this section has been a focus for collection development, especially in acquiring materials in support of American literature. Successful efforts have been made to collect representative works of major American authors as well as core reference works. The Gale Literary Databases are also

SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

available full-text online. Periodicals are available in print and through aggregate indexes/databases such as Academic Search Premier and InfoTracOneFile. The Library also subscribes to the MLA (Modern Language Association) index. Continuing work in the development of the collection in this area will focus on identifying and filling collection gaps (a review of American literature holdings was conducted approximately two years ago and another review is planned). In addition, holdings to support world literature need to be increased.

Science (Q)

The science collection is inadequate, especially in light of new course offerings such as geology, human biology, and the history of science. Efforts have been made to collect basic titles and core titles in science history. The current goal is to bring the general science collection to the basic information level. Mathematics has also been a focus and titles supporting math classes and math history have been added to bring that part of the collection to a strong, basic information level. Computer science is also included in this category. The Library collects mainly computer science history and sociology titles, relying on the InfoTrac Computer Database and print periodical subscriptions for current computer information.

Medicine (R)

The collection is at study level in this area and meets the needs of current college programs, as evidenced by successful program reviews. The average age of the book collection is 1993; program accreditations judge collection strength by those materials within five years of current but materials of historical relevance (such as nursing history and nursing theorists) are also maintained. Nursing research by faculty and MSU-Bozeman nursing graduate students requires holding some retrospective material. The Library will continue to collect to maintain this level. This is the strongest subject area in the Library collection, with over fourteen-hundred books, over 250 audio-visual materials, and a large selection of current periodicals (some print but most online through aggregate databases and an online OVID nursing collection). Access to current periodicals is provided through the following indexes: Academic Search Premier, Health Reference Center, CINAHL, and Medline. Priority for the immediate future is to expand the collection to support two new programs starting in FY'08, physical therapy assistant and radiologic technology.

Agriculture (S)

The library does not actively collect in this area.

Technology (T)

The Library does not actively collect in this area, though some titles pertaining to interior design and the arts (photography) and computer science do fall in to this subject category.

Bibliography, Library Science, Information Resources (Z)

Collection level is at minimal. Holdings support mainly library staff.



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

Juvenile

The library maintains a small collection of Newbery and Caldecott award winning titles and some classic children's titles in support of the MSU-Northern elementary education program on the campus. This collection level will be maintained.



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

V. POLICY IMPLEMENTATION AND MAINTENANCE

A. IMPLEMENTATION

This policy is to be consulted and applied to all collection management decisions for the Great Falls College MSU Library. The Librarian has the primary responsibility for the implementation and administration of this policy. The policy, with its stated collection goals, is to serve as a basis for budgetary decision making including establishment of priorities for the allocation of resources. While budgetary considerations may restrict the ability of the Library to meet collection management goals, these considerations, as well as other practical restrictions (i.e., space, staffing, equipment) should not be reasons for turning away from the ultimate goals.

B. EVALUATION AND REVISION

The Librarian will monitor and evaluate the effectiveness of the policy to guide collection decisions on a practical level. Suggestions for improvement in the policy statement are welcome and changes in specific segments may be a continuing process. A formal systematic evaluation and revision of the policy statement will occur every three years beginning in 2006. The Librarian will have the primary responsibility for the evaluation and preparation of a revised draft for the approval of the Library's administration. The review and implementation of the revised policy statement will be completed within the same calendar year.

C. ADOPTION

This is the official collection development policy statement of the Great Falls College MSU Library.

Approved this _____ day of December 2006

Bruce Morton, Dean of Libraries
Montana State University



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

APPENDIX A

**STATEMENT OF MONTANA STATE UNIVERSITY PRIORITIES for the
ALLOCATION OF LIBRARY ACQUISITION FUNDS**

Great Falls College MSU has limited resources to purchase all the monograph and journal holdings requested by its faculty and students. Therefore, it is essential that we establish priorities for the allocation of the limited funds available for the acquisition of new library materials. These priorities need to be clear enough to allow thoughtful allocation decisions, yet they must be flexible enough to meet unanticipated needs and opportunities. For example, changing curricular and research needs and accreditation requirements will place new demands on our library resources. Additionally, the current and foreseeable funding situation at Great Falls College MSU requires that we take an approach to acquisition decisions which is sufficient for the moment, not trying to optimize our holdings in any single field, but trying, instead, to assure that our faculty and students have access to the materials needed to be successful in their scholarship and education. It is clear, moreover, that advances in electronic access will offer new mechanisms for containing costs and increasing student and faculty access to, if not ownership of, needed library resources.

Thus, the priorities offered here are intended to inform allocation decisions, not to provide a lock-step formula for such decisions. Library acquisition decisions are appropriately a combined function of institutional priorities, faculty advice and input, and the professional judgments of the Librarian(s). Consequently, when we develop recommendations regarding acquisition expenditures, we should seek to provide ownership of library materials essential to the following goals.

Priority should be given to the establishment and maintenance of monograph and journal holdings that are:

1. Appropriate to the mission statement of Great Falls College MSU.
2. Considered by departmental faculty and the Senior Librarian to be essential core materials.
3. Essential to the scholarly efforts of the faculty *and* not readily accessible through other means (i.e. interlibrary loan and electronic access).
4. Important support materials for scholarly efforts *and* not readily accessible through other means.



SUBJECT: Library

Policy: 903.3 Collection Development

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Reviewed:

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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which 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.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

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THE FREEDOM TO READ

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 expression 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



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

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.*



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

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.



SUBJECT: Library

Policy: 903.3 Collection Development

Effective: December 2006 Revised:

Reviewed:

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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.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:
American Library Association and
Association of American Publishers



SUBJECT: Library
Policy: 903.3 Collection Development
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APPENDIX C

GIFT WORKSHEET

The Great Falls College MSU Library reserves the right to accept, reject or dispose of any gift at its discretion, and accordance with the guidelines outlines Collection Development Policy. Disposal methods for gift items not added to the collections include: transfer to or exchange with another library, annual book sale, dealer consignment sale, or recycling. The Library will not provide any valuation of gifts, in accordance with IRS Tax Court rulings regarding appraising gifts for tax deduction purposes. At the time of the gift, it is the responsibility of the donor to notify The Library of any tax restrictions such as those required with IRS Form 8283. A letter of appreciation from the Senior Librarian will be sent to the donor as an acknowledgment of the gift received. Generally, a gift with restrictive conditions will not be accepted and special arrangements for gifts must be negotiated with the Senior Librarian or with the Dean of Libraries.

Please read the above policy statement and if you are willing to donate materials to the Great Falls College MSU Library in accordance with this policy, complete the following information and include this form with your gift materials. If you have further questions or concerns, contact the Senior Librarian at 771-4318.

DONOR'S NAME:

MAILING ADDRESS:

TELEPHONE NUMBER:

DESCRIPTION OF GIFT MATERIALS

BOOKS: # OF HARD COVER VOLUMES # OF PAPERBACK VOLUMES
GENERAL SUBJECTS, AGE OR OTHER DESCRIPTIVE INFORMATION:

JOURNALS: LIST TITLES, OR GIVE GENERAL DESCRIPTION & APPROXIMATE # OR EXTENT

OTHER MATERIAL (PLEASE DESCRIBE):

I understand that in signing this form I relinquish all ownership rights to the materials donated and that these materials will not be returned to me if they are not added to the library collections.

SIGNATURE: _____

DATE:



SUBJECT: Library

Policy: 903.3 Collection Development

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APPENDIX D

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

The Great Falls College MSU Library attempts to provide a collection of materials in many formats in support of the College's curriculum, institutional and personal research, and the pursuit of knowledge and truth that is the quest of the educated person. While the College serves a diverse clientele of adults, there may be an item that an individual considers inappropriate for the collections. In that instance, this form may be completed to request the library faculty to re-examine a particular title. Such an evaluation will be done in the light of the Collection Development Policy and the mission of the institution.

ITEM DESCRIPTION

TITLE

AUTHOR

PUBLICATION DATE

FORMAT (check one) BOOK SOUND RECORDING JOURNAL VIDEO OTHER

1. What brought this item to your attention?
2. Did you review the entire item? If not, which parts have you reviewed?
3. Specifically, to what do you object?
4. Do you see any value in this item (literary, instructional, self-development)?
5. What resource(s) would you suggest that would convey an equal perspective of the subject treated?

INDIVIDUAL'S INFORMATION

YOUR NAME

ADDRESS

TELEPHONE

DATE

ORGANIZATION

Please answer all of the above questions and return the completed form to the Great Falls College MSU Senior Librarian. You may expect a response in writing within a month.