

SUBJECT:	Library			
POLICY:	903.3 Library Collection Development			
PROCEDURE:	903.3.1 Library Collection Development			
EFFECTIVE:	December 2006	REVISED:	June 2026	REVIEWED:

Introduction and Purpose

The role and scope of the library at the Great Falls College MSU is to provide services and materials to support and improve instruction and learning in a manner that is consistent with the college's mission, college learning outcomes, and evolving curricular programs.

Policy

Intellectual Freedom

Weaver Library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in the Library Bill of Rights, Freedom to Read statement, Freedom to View statement, and the ALA Code of Ethics. Weaver Library strives to build a representative collection that supports student learning and critical thinking. This commitment extends to all areas of information access related to the library's collections. A current Great Falls College student or employee who feels that an item should not be a part of the Weaver Library collection may request a copy of the Request for Reconsideration form in-person at the library's front desk.

Priorities and Goals

The Great Falls College MSU Weaver library prioritizes and collects materials at a level adequate to support the course work of associate degree programs and certificate programs offered at Great Falls College MSU, with a secondary purpose of supporting sustained independent study and intellectual inquiry. The library collection includes a wide range of primary resources, basic and retrospective collections of the works of important writers and subjects, database collections, and reference tools needed to support the educational curriculum and learning outcomes of the college. Weaver Library also maintains a small leisure and popular reading materials collection to support leisurely enrichment for the Great Falls College campus.

Selection and Acquisition of Materials

Collection development, including the organization and completion of the processes of evaluation, selection, and routine removal of materials in all formats, is the responsibility of the library director in consultation with other library staff members. Faculty and students are encouraged to request specific items for acquisition, which can be done using the "contact us" form on the library website. All requests will be evaluated by the library director and library staff members following the department's collection development guidelines to determine the relevance of the request to current collection needs.

All items considered for acquisition are evaluated based on criteria related to the level of existing collections, college programs, and institutional goals listed in the collection development procedure 903.1.

Electronic Collections & Cooperative Purchasing

To facilitate access to electronic materials for Great Falls College students and employees, Weaver Library subscribes (both individually and as a consortium member) to many electronic resource packages. Content in electronic resource packages is curated by the product vendor (or for few packages, the consortium of libraries) and is evaluated as a whole package against the criteria listed in the collection development procedures.

Limits and Restrictions

In general, the library does not wish to limit or restrict the acquisition of materials in support of the college's mission, but practical considerations and the need for balance dictate that some categories of materials be identified as those with special considerations. For more information about special considerations, see the collection development procedures.

Gifts / Donations

Weaver Library does not accept unsolicited item gifts or donations. Adding gift or donated items into the library collection expends considerable staff time and resources for processing, care, and storage. Exceptions may be made by the Library Director on a case-by-case basis to support collection development needs in alignment with selection criteria. Monetary donations may be accepted or denied at the discretion of the Library Director following campus procedure 504.1.1.

Collection Maintenance

Not all materials placed in the library's collection ought to be preserved for all time. Many items outlive their usefulness, and neither preservation nor replacement is necessary. Due to the evolving nature of programs at Great Falls College MSU and the evolving nature of information resources, the library's collections will be evaluated regularly to make sure its resources align with the campus' educational curriculum and college learning outcomes. The library director is responsible for the evaluation of the library's collections and may collaborate with other library staff or faculty on campus to ensure proper subject coverage.

Routine Removal of Materials

Routine removal or "weeding" is an essential and continuous aspect of collection development in which unneeded materials are evaluated for possible permanent removal from the collections. Because of the ever-growing body of information, space constraints, and evolving programs at Great Falls College MSU, the collections are regularly evaluated for appropriateness and condition.

Request for Reconsideration of Materials

This portion of the collection development policy addresses the reconsideration of materials acquired by the Great Falls College Weaver Library through its collection development practices.

All information resources in the library's collection are intended to move forward the curriculum and college learning outcomes of Great Falls College MSU by supporting and advancing teaching, learning, and research in a college setting and providing access to information and knowledge.

The library values diverse perspectives, as they challenge us, help us learn, and engage with ideas, which is especially important in an academic context. We encourage patrons of Weaver Library to engage with items in the collection that don't align with their personal views by reading, listening, or viewing them with an open and curious mind. Patrons also have the right to not engage with materials that don't align with their personal views.

It is more impactful to all if library patrons suggest information resources to be added to the collection that provide alternative perspectives to existing collection materials rather than advocating for their reconsideration. Material suggestions will be reviewed against the collection criteria listed in the collection development procedure to determine if the material(s) will be acquired.

If a Great Falls College student, faculty, or staff member wishes to have material in the collection reconsidered, a *Request for Reconsideration of Library Material* form may be requested from the library. Non-affiliated patrons (patrons who are not current students, faculty, or staff at Great Falls College) may not make requests for reconsideration. Requests from non-affiliated patrons will not be reviewed.

Please see [the collection development procedure](#) for more information [on submitting a reconsideration request](#).