



SUBJECT:	Library		
POLICY:	903.3 Library Collection Development		
PROCEDURE:	903.3.1 Library Collection Development Procedure		
EFFECTIVE:	May 2024	REVISED:	April 2026
		REVIEWED:	

Procedure

General Evaluation Criteria

The library encourages college employees and students to submit resource purchase requests for review. This can be done using the “contact us” form on the library’s website. The library may consult with faculty and programs, as needed, to evaluate the subject-appropriateness of materials.

Rather than be constrained by inflexible formulas when acquiring materials, the library’s collections are regularly evaluated, and adjustments are made as necessary.

General criteria used in the evaluation process include, but may not be limited to:

- Resources support the academic needs of Great Falls College students, faculty and staff
 - Relevance to the college’s curriculum and student research needs
 - Level of treatment aligns with course and student needs
 - Scope of resource
 - Degree of specialization of resource
 - Research-based perspectives and information provided by resource
 - Expected level of use
 - Currentness and timeliness of information, historical perspectives as appropriate
 - Student, faculty, and staff requests for specific materials
- Budget
 - Total cost compared to available budget
 - Sustainability of cost (one-time or ongoing) related to overall budget
 - Usage statistics compared to cost will be evaluated for ongoing subscriptions
- Format and Availability
 - Resource format, including physical condition and availability of item
 - Availability of technology or equipment required for use
 - Licensing availability and requirements, including broad accessibility
- Other
 - Some popular materials to support the leisurely enrichment of Great Falls College students, faculty, and staff are acquired using publisher and community reviews or by direct request from students, faculty, or staff when the available budget allows

Electronic Collections & Cooperative Purchasing

To facilitate access to electronic materials for Great Falls College students, faculty, and staff, Weaver Library subscribes (both individually and as a consortium member) to many electronic resource packages, which are evaluated as a whole collection. Packages may include research and reference databases, e-book collections, online journals, media collections, test and career preparation resources, and other types of resources that align with Great Falls College student, faculty, and staff needs. Consortium Partners include

the Treasure State Academic Information & Library Services (TRAILS) Consortium, Montana State University affiliate campuses, the MontanaLibrary2Go Consortium, and the Montana State Library.

Artificial Intelligence (AI) Generated Materials & AI Features in Library Resources

The library makes reasonable efforts to not directly purchase, acquire, or accept donations of materials that are primarily generated by Artificial Intelligence (AI). It is possible that AI-generated content will be inadvertently added to the library's collections. For example, the library often subscribes to large packages of electronic materials. The library cannot reasonably review each item in these collections for AI-generated content.

The library recognizes that AI generated materials may be requested for teaching, learning, or research purposes. Such requests will be evaluated using the selection criteria identified in this procedure. If an AI-generated item is knowingly added to the library's collections, the library will make reasonable efforts to note that the item is AI-generated in the catalog record.

Additionally, publishers and vendors often add AI features and enhancements, such as AI-assistant summaries, to their electronic resource platforms. Occasionally, libraries can decide to turn on or off these features, but other times they are automatically enabled without the option to disable. In this rapidly changing environment of AI tools and AI-generated content, the library will make reasonable efforts to evaluate these and make users aware of subscribed resources with AI features.

Limits and Restrictions to Collection Development

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

- **Duplicates:** Materials that duplicate existing resources (including access through TRAILS Resource Sharing, interlibrary loan partners, and open access materials).
- **Obsolete Formats:** Formats that are no longer supported by current technology will not generally be considered for selection. Faculty may request special consideration in cases of professional research.
- **Textbooks and Required Course Materials:** textbooks and required course materials are generally not purchased by the library due to budget constraints and frequent updates to textbook materials. Instructors may provide personal copies of textbooks for the reserve collection (see procedure 903.1.1).
- **Specialized platforms:** specialized programs, courseware, software, and tools that are intended for use by professional practitioners, or that are exclusively limited in use (log in restricted) to a particular college program or class (i.e. My Math Lab, Visible Body, QuickBooks, etc.), will not be purchased with library materials funds. This includes cloud-based software subscriptions or resources that are delivered on a per-account/individual basis, or subscriptions that do not provide library licensing models. If specialized software, tools, or platforms are required, they should be funded at the program or division level.

- **Topical Restrictions:** It is reasonable to expect a college collection to attempt to represent all sides or viewpoints of an issue in a balanced way. However, in the interests of both a balanced collection and one that offers college students access to accurate, authoritative, and research-based information, the library reserves the right to limit the amount of material on any given subject or from any viewpoint. Great Falls College students and employees may request items not owned by Weaver Library via interlibrary loan. Community patrons will be referred to the public library for interlibrary loan services or for items not owned by Weaver Library.
- **Retrospective and Out of Print Materials:** with limited resources, the library can't pursue many 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 Library Director or librarians, who may consult with representatives of the disciplines involved.

Collection Organization and Access

The library's collections are primarily organized by the [Library of Congress Classification Scheme](#). Materials are findable through an online library catalog, library indexes and databases, LibGuides, and other finding aids available on the [library website](#). Online materials are accessible to all affiliated students, faculty, and staff from both on campus and off-campus. Community patrons may access online materials while visiting the campus building and using a campus network-connected device. The physical collection is generally accessible to all patrons during the library's operating hours.

Routine Removal of Materials

The collection is regularly evaluated to make sure its resources align with the campus mission and curriculum. When selecting materials for removal, or "weeding" materials, consideration is given to the age of the collection; circulation and usage statistics; the physical condition of materials (as appropriate); coverage in other sources; inaccurate, outdated, and misleading information (except where historically significant); and suitability for the collection goals and priorities.

The Library Director has the primary responsibility to make decisions regarding removal of individual items, entire collections, or specific formats, in accordance with related collection development guidelines and in consultation with faculty and programs, as appropriate. After the Library Director has identified items for routine removal, faculty may review those materials and make a request to retain certain items on a case-by-case basis.

All property is discarded in accordance with Montana Code Annotated 18-4-226.

Request for Removal of Materials

If a current Great Falls College student or employee wishes to have material in the collections reconsidered, a copy of the *Request for Reconsideration of Library Material* form can be requested from the library.

Forms are only available at the library's circulation desk and will be distributed in-person, upon request.

The form must include the name and address of the person submitting the form, a description of the material in question, and the nature of the request. Incomplete forms, or forms completed by a non-affiliated user of the Great Falls College library, will not be reviewed. Affiliated users are current Great Falls College students and employees.

Completed forms will be reviewed by an ad hoc working group consisting of the Library Director or Librarian, a faculty member, a staff member, and a student representative. The group will review the request and issue a written response postmarked within 20 business days (Monday-Friday, excluding holidays) of the receipt of the request for reconsideration form.