



SUBJECT: Library

POLICY: 903.3 Library Collection Development

RELATED PROCEDURE:

EFFECTIVE: December 2006

REVISED: May 2024

REVIEWED:

Role and Scope of the Library

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, mission, and evolving curricular programs.

Purpose

This policy defines the collection goals and priorities of the Great Falls College MSU Weaver Library.

Policy

Intellectual Freedom

In keeping with the [ALA Code of Ethics](#) and [ALA Bill of Rights](#), the Great Falls College MSU Library is committed to preserving and protecting intellectual freedom, even if those materials are controversial. This commitment extends to all areas of information access and provision related to the library's collections. If a student, faculty, or staff member wishes to have material in the collection reconsidered, they may request a copy of the *Request for Removal of Library Material* form from the library.

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. 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 mission and philosophy of the college.

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. 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 priorities.

All items considered for acquisition are evaluated based on the subjective criteria related to the level of existing collections, college programs, and institutional goals.

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 procedure.



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's educational philosophy, mission, and objectives. 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 Removal of Materials

This portion of the collection development policy addresses the removal 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 mission, vision, and values of Great Falls College MSU by supporting and advancing teaching, learning, and research and providing uncensored access to information and knowledge.

The library values diverse perspectives, as they challenge us, help us learn, and broaden our worldview. We strongly encourage patrons of Weaver Library to engage with items in the collection that they deem objectionable by reading, listening, or viewing them with an open and curious mind.

It is more impactful to all if library users suggest information resources to be added to the collection that balance the viewpoint of existing collection materials rather than advocating for their removal.

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

Forms are only available at the library's service desk and will be distributed in-person, upon request. See procedure for more information.