



SUBJECT: Library

PROCEDURE: 903.3.1 Library Collection Development

EFFECTIVE: May 2024

REVISED:

REVIEWED:

Procedure

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, but practical considerations and the need for balance dictate that some categories of materials be identified as those with special considerations.

- **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](#).
- **Topical Restrictions:** 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 of both a balanced collection and one that offers the students the best access to accurate and authoritative information, the library reserves the right to limit the amount of material on any given subject or from any viewpoint.
- **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, who may consult with representatives of the disciplines involved.
- **Donations:** Due to space and resources constraints, we are generally not able to accept donations of books or other physical items. Exceptions may be made in special circumstances by the Library Director. Monetary donations may be accepted at the discretion of the Library Director following campus [procedure 504.1.1](#).

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 library and using a campus network connected device. The physical collection is 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 objectives. 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, better 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 collection goals. After

the Library Director has identified items for 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 Great Falls College student, faculty, or staff member wishes to have material in the collections reconsidered, a copy of the *Request for Removal 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 grievance. 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, staff, and faculty members.

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 within 20 business days.