

Laurel Public Library Collection Management Policy

A. Introduction

1. Mission Statement

The mission of the Laurel Public Library is to serve all citizens within its service area by providing free, open and equal access to materials and information on a broad array of topics. Library resources are to be made available to promote personal growth and lifelong learning. Popular materials are available to meet the cultural and recreational needs of area citizens.

2. Purpose of the Policy

The purpose of the Collection Management Policy is to provide a flexible tool to help guide the development of the collection maintained within the Laurel Public Library. This policy will be used as a planning tool for the Library Board of Trustees and staff to maintain a marketable selection of relevant and useable materials. The policy will provide accountability to the public, board, and staff and may be used for future planning.

3. Community and User Groups Defined

The Laurel Public Library serves a community of 6,718 citizens (census estimates for 2012 are 6,931) who reside within the city limits of Laurel. The library also serves residents of Stillwater County and Carbon County who pay a Nonresident Library Card fee. Yellowstone County and Billings residents may use the library as a courtesy without paying a card fee.

Many various groups use the library throughout the year including retirees, adults of all ages, students, preschoolers, genealogists, job seekers, hobbyists, online gamers, book clubs, community groups, local businesses and recreational readers.

The population, according to the U.S. Census of 2010, is primarily white with black, American Indian, Asian, and Hispanic households, the median age of Laurel residents is 39.9 years, over 88% have a high school diploma or higher, 8% of the residents claim Veteran status, 51.6% is age 18-64, and 61.3% are Montana natives. The majority of Laurel citizens speak predominantly English with some Spanish, Native American and Chinese influences.

4. Patrons Needs and Services

Library users are looking for recreational and entertainment venues at the library as well as educational outlets. By maintaining a diverse collection of general fiction and nonfiction, popular works, biographies, videos, and audio media we are able to provide our users with the materials they want. Some special needs are met by maintaining and improving a collection of Large Print books and reference items. Interlibrary loan and electronic databases are provided to library users with other needs. Internet access is available to all patrons with some restrictions as to age or content. Computers are available to those with limited sight and physical abilities.

5. Brief General Statement Describing the Collection

The majority of the 25,000 + items in the current library collection are in English with a few in Spanish print or English/Spanish print. The collection consists of fiction and non-fiction

books for adults, young adults, and children. Other formats contained in our collection are periodicals, books on cassette/CD, videos, DVDs, Westerns, graphic novels and Large Print books.

6. Cooperative Collection Management and Interlibrary Loan

The Laurel Public Library uses Interlibrary Loan to borrow materials from other libraries to provide patrons with materials that are not directly part of our collection. The Interlibrary Loan service is not to be used to avoid purchasing materials that should be a part of our permanent collection. Borrowed materials may be, but are not limited to, specialized reference works, older or out-of-print fiction, literary works, course related materials, or from areas of special interest. The Laurel Public Library is a member of the Montana Shared Catalog and is a willing lender of materials to other libraries. Patrons of the Laurel Public Library have priority in the use of library materials over borrowers from other libraries.

B. General Priorities, Limitation and Policies

1. Chronological Coverage

The age of fiction material may be a determining factor of what is maintained in the library collection. Demand and use of the material will also be considered and may be tracked through the use of reports generated from our circulation system. Non-fiction material will be kept as part of the collection as long as it has reliable and relevant information or historical value. Some non-fiction material will be retained within the collection until suitable replacements become available. The Library may also keep some materials to offer an opposing viewpoint to other materials in the collection.

2. Formats

No format will be excluded as long as demand for that particular type of format has been established and is relevant to the collection. Cost will also be a determining factor in format availability.

3. Multiple Copies

Purchase of more than one copy is determined by demand and the need for a circulating and/or reference copy. The same title may be purchased in more than one format (i.e. regular print, large print, audio).

4. Languages

The collection is primarily printed in English. The library is seeking to expand the language options by purchasing some items that are printed in Spanish or English/Spanish.

5. Funding Considerations

The Laurel Public Library material budget is funded by the City of Laurel General Fund, donations, memorials, book sales, fund raisers, and trust funds. Grants may also be used to add relevant items to the collection. The allocation of book budget funds began to be tracked in 2006 by format and location within the library. Current locations include adult fiction, adult non-fiction, reference, easy readers, adult biography, juvenile biography, juvenile fiction, juvenile non-fiction, young adult fiction, young adult non-fiction, large-type print, science fiction, and westerns.

6. Collection Responsibilities and Selection Procedures

The selection of materials is the responsibility of the Library Director with the assistance of staff members. The Library recognizes that diverse viewpoints exist with the community and recognizes the need to serve these diverse informational needs of the community. The Library will maintain general materials for reference and self-study but will not necessarily strive to maintain materials for formal course of study or specific curriculums. The Library is guided by the Library Bill of Rights and the ALA Freedom to Read Statement.

Criteria used to select material are:

- materials will meet high standards of quality in content, expression, and format
- patron demand and requests for popular materials
- appropriateness to the Library's policies
- current usefulness and accuracy of data contained within the material
- cost of material versus amount of likely use
- regional interest
- reviews by vendors and professional recommendations

7. Gifts Policy

The Laurel Public Library welcomes donations and gifts that are to be used to improve the library collection and the Library. Books and other materials will be accepted on the condition that the Library Director, and staff, has the authority to make whatever disposition of the materials he/she decides. Disposition may include adding the items to the collection, discarding materials if they are too old or contain irrelevant information, and giving the items to other libraries or organizations for book sales. The Library will NOT accept materials that are not outright gifts. The Library Director or Staff may refuse any materials due to age or condition. The Library uses the same criteria for adding gift materials to its collection as it does for the selection of other materials. The Library accepts monetary donations for library purposes or to purchase library materials. The Library Director or Staff will not appraise the value of any materials donated to the library.

See '**Gift Materials Form**'

8. Collection Maintenance

Materials no longer useful to the collection may be removed from the Library collection. The process of removing materials no longer wanted or needed is a continuous process. Material removal (weeding or deselection) is done regularly with certain criteria in mind including the average publication date of different parts of the collection (see attached).

The following criteria will be used to weed (1) worn or damaged items, (2) items no longer accurate, (3) items no longer in demand unless deemed as historically valuable or as classical literature, (4) items that no longer meet patrons' informational or recreational needs, (5) items no longer useful or current, (6) and items that no longer meet collection management policy criteria. Worn or damaged items may be repaired or replaced if it is determined that the item should be retained in the collection. Item usage reports obtained from the Director's Station software will be used to help maintain the collection.

9. Complaints and Challenges

The Board of Trustees recognized the right of residents of the City of Laurel to question materials in the Library collection. Residents wishing to file a complaint about an item in the collection may do so by making a written request. The form will be given to the person making the request along with a copy of this policy, the Library Bill of Rights, and the ALA Freedom to Read Statement. A committee will be appointed by the Library Board to review the request. A recommendation will be made by the committee and a response will be issued as soon as possible. Any recommendations issued by the committee may be appealed to the Board of Trustees by the resident making the complaint. The State Library will be notified of all Requests for Reconsideration.

See **'Request for Consideration of Library Materials Form'**

C. Subject Areas Collected

1. Subjects	2. Present Collection Levels	3. Future Acquisition Levels and Actions*
Adult Fiction	basic	continue to add popular items & update copies
Science Fiction	minimal to basic	recently weeded, continue to add new authors
Large Print	basic	continue to add new authors and books
Audio Cassettes	minimal	removal from MSC as usage drops
Audio CDs	basic	add more popular titles and authors
Videos	basic	remove from MSC as usage drops or break
DVDs	minimal	add more popular titles and subjects in MSC
Young Adult	minimal	add more titles and replace as needed
Junior Fiction	basic	replace worn items and update collection
Easy Readers	basic	replace worn items, add new titles & authors
Software	minimal	update current versions on public computers
Genealogical	minimal	work with local guilds to increase available information
000-090	minimal	update titles for relevance, increase # of titles
100-190	basic	update titles, expand selection
200-290	minimal to basic	update titles, weed obsolete subjects
300-390	basic	recently weeded, update titles
400-490	minimal	update 400s & 430s, broaden subject matter
500-590	basic	update 500s, expand subject content
600-690	basic	weed and update 620s, cookbooks, medical Information & gardening needs weeding
700-790	basic	update & expand antiques and collectibles
800-890	basic	expand 810s-870s, update other areas
900-990	basic	add more to 980s & 990s, update 960s & 970s
J000-090	minimal	add 60s & 90s
J100-190	minimal	update 130s, expand selection
J200-290	basic	replace worn items, update selection
J300-390	basic	replace worn items
J400-490	minimal	increase selection, update subjects
J500-590	basic	replace worn items
J600-690	basic	increase 670s, 680s, & 690s
J700-790	basic	increase 720s & 760s
J800-890	basic	update 810s & 820s, add more titles

J900-990	basic	to rest of 800s increase 980s & 990s
Adult Biography	basic	add more popular titles
Junior Biography	basic	add newer titles and update older items
YA Biography	minimal	newer section, continue to add new titles
YA Non-Fiction	minimal	newer section, continue to add new titles and broaden subject
Adult Reference	basic	recently weeded, update & add to MSC
Junior Reference	minimal	recently weeded, update & add new authors
YA Reference	minimal	new section, adding subjects as needed

*We will also use patron requests to make purchasing decisions for new materials. The timeline for completion of acquisitions will depend upon available funding.

4. Special Collections

We have aviation materials that were donated to the Library by the Civil Air Patrol from the Beartooth Composite Squadron Aerospace Education Program. We also have genealogy items donated by the Shay family representing family histories for Young, Martz, Abell & Stover representing connected linages.

5. Other Considerations

We have started circulating reference items as they are entered into the Montana Shared Catalog. Lending period for reference materials will be for a shorter period than all other circulating items.

D. Policy Implementation, Evaluation, and Revision

The Library Director will implement this policy when it is adopted by the Trustees of the Laure Public Library at an official Library Board meeting. This Collection Management Policy will be reviewed and updated every 3-5 years after adoption.

Any part of this policy may be revised by the Library Board of Trustees at any time at an official board meeting.

Chair, Board of Trustees

Date

Library Director

Date

Request for Reconsideration of Library Materials Form

Please provide the following information to the best of your ability:

Date:

Title:

Author:

What brought this material to your attention?

How much of the material have you read/watched?

What are your objections to this material or subject matter?
(Please be as specific as possible)

Have you read any reviews of this title or material?
(Please help us by indicating as completely as possible the sources for these reviews or commentary.)

Can you suggest titles of materials which might be added to the collection that address the same or similar issues?

Your Name:

Address:

Phone #:

Signature:

Materials selected for inclusion in the library collection, including donations, are based upon the Laurel Public Library Collection Management Policy, as approved by the Board of Trustees. The library adheres to the principles of the American Library Association Library Bill of Rights and the Freedom to Read Statement. A committee will be appointed by the Library Board to review the request. A recommendation will be made by the committee and a response will be issued by the Library Board of Trustees as soon as possible. Responses by the Board of Trustees may be appealed one (1) time by the person originally requesting the review. The Montana State Library will be notified of all Requests for Reconsideration. Once a title has been reviewed by the committee, further reconsideration requests for that title will be declined.

Gift Materials Form

The Laurel Public Library welcomes gifts to be used for the benefit of the library and its patrons. It is the library's policy to accept gifts with the understanding that the Director and/or appropriate staff use their discretion as to the disposition of these materials.

Once donated, items become the property of the Laurel Public Library and may be added to the collection, discarded, forwarded to other libraries, or given to organizations for book sales.

It is the responsibility of the donor to deliver donated items to the library. The library will not appraise any donated materials for taxable value. We will issue a receipt for the number of books/items donated but not for any stated value of those items.

The following items may be accepted but will most likely be passed to another entity: Reader's Digest condensed books, textbooks, encyclopedia sets, hard back books with copyright older than three years (unless it will complete a selection of titles), paperbacks with copyright older than five years (unless it completes a selection of titles), and magazine issues over one year.

Please fill out the bottom portion of this form, as it will be the only acknowledgement of your gift.

Thank you for thinking of you public library.

Please fill in the number of items donated:

_____ books	_____ DVDs	_____ videos
_____ audiobooks	_____ CDs	_____ music
_____ other: _____		

Received from:

(please print)

Received by:

(library staff member)

(Date)

Average Year of Publication by Location

<u>Location</u>	<u>Number of Items</u>	<u>Average Publication Date</u>
Adult Non-fiction	4,829	1991
Adult Fiction	6,178	2001
Audio Recordings	899	2007
Biography	613	1997
Easy Readers	2,753	1998
Juvenile Audio Recordings	232	2006
Juvenile Biography	293	1991
Juvenile Fiction	2,710	1999
Juvenile Music	7	2000
Juvenile Non-fiction	3,331	1999
Juvenile Reference	57	1977
Juvenile Video Recordings	190	1999
Large-type	1,111	2009
Magazines/Periodicals	30	1964
Music	362	1998
Science Fiction	367	1995
Video Recordings	603	1994
Westerns	139	1989
Young Adult Biography	25	2003
Young Adult Fiction	583	2006
Young Adult Non-fiction	527	2004
Young Adult Reference	68	1997

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.

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read Statement

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 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.*

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.

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](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers Foundation for Free Expression](#)
[The Association of American University Presses, Inc.](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)
[The Thomas Jefferson Center for the Protection of Free Expression](#)