

# **Montana State Library**

## **Collection Development Policy**

### **INTRODUCTORY INFORMATION**

#### **Purpose**

The purpose of this document is to describe how materials for the Montana State Library (MSL) are selected, maintained, and evaluated, and to inform the public about the principles of material selection. The approval and adoption of the Collection Development Policy is the responsibility of the Montana State Library Commission. The policy will be reviewed for possible revision every two years.

#### **Responsibility for the Selection of Material**

The ultimate responsibility for the collection rests with the State Librarian and the Montana State Library Commission. Selection of materials for the collection is delegated to the staff of the Digital Library who use subscription services, selection tools, user input, and review of materials to manage a collection that fulfills the Montana State Library's statutory responsibilities.

#### **Funding Consideration**

Although the Montana State Library makes reasonable attempts to acquire information identified as needed by its patrons, the ability to acquire materials is limited by the legislatively appropriated materials budget.

The materials budget is part of the Montana State Library agency budget that is approved and allocated biennially from the general fund by the Montana State Legislature. Other funds, such as Coal Severance Tax monies, Montana Land Information Act funds, and private donations may be used for collection development.

### **MONTANA STATE LIBRARY STRATEGIC FRAMEWORK**

#### **Our Purpose**

The Montana State Library (MSL) helps all organizations, communities, and Montanans thrive through excellent library resources and services.

#### **What We Value**

- User-centric services;
- The diverse worldviews of our users and partners;
- Open and free information that is accurate, timely, comprehensive and convenient;
- Data driven planning and evaluation coupled with compelling narrative;
- Risk-taking;
- Progressive library services and collections that are models for others.

## Our Roles

- The Montana State Library is the source for State Government Information, Natural Resources Information, and Geographic Information, for all Montanans.
- MSL supports the development and excellence of Montana's tax-supported public libraries.
- MSL supports reading for Montanans with visual or physical disabilities.

## What We Will Do

- Foster Partnerships
- Secure Sufficient and Sustainable Funding
- Create a Useful Information Infrastructure

## MONTANA STATE LIBRARY COLLECTIONS

### Professional Development

The Professional Development Collection provides materials to help Montana State Library patrons improve their professional knowledge, skills, and abilities. Materials are selected based on user requests, anticipated needs, and reviews from professionally recognized reviewing sources. An emphasis is placed on materials to support Montana state employees since they make up the majority of our users. Emphasis is also placed on library and information science materials to assist Montana library staff and trustees in library administration.

### Government Information

Montana State Library identifies, acquires, catalogs, preserves, and provides permanent public access to current and historic state publications as defined in [22-1-211](#).

Montana State Library has a Memorandum of Understanding with the Montana Historical Society (MHS) (see Appendix A) that outlines the procedures for processing state publications.

Montana State Library maintains a collection of current and historic state agency web pages outlined in the Montana State Publications Management Plan ([http://docs.msl.mt.gov/Central\\_Services/Staff\\_Handbook/comm\\_pols/14\\_statepubs\\_mgmt\\_proc.pdf](http://docs.msl.mt.gov/Central_Services/Staff_Handbook/comm_pols/14_statepubs_mgmt_proc.pdf)).

Because of the important interrelationships between state and local government in Montana, and to encourage local libraries to embrace the role of Government Information Centers, not only for state government publications (as State Depository Libraries) but also for local government publications, the Montana State Library collects Montana county government web pages following a model similar to the state agency state agency collection.

The Montana State Library also serves as a Digital Federal Depository Library with our materials selection exclusive to items related to collection areas identified in this policy (Professional Development, Natural Resource Information, Montana Spatial Data Infrastructure, Talking Books).

### Natural Resource Information System

Montana State Library maintains a natural resource information collection (the Natural Resource Information System), including the water information system, to fulfill MCA [90-15-301](#) through [90-15-305](#). The Montana State Library seeks guidance for this collection from the Natural Resources Advisory Council as outlined in [90-15-201](#) MCA.

Montana State Library acquires and provides access to natural resource information about Montana from primary sources that may include Montana state publications, federal documents, research publications, online subscription periodical databases, and other online resources that are freely available. Natural resource information from these primary sources must be credible, peer-reviewed, and well documented. The Montana Natural Heritage Program, a program of Montana State Library, is a primary source agency established by [90-15-302](#) MCA.

The locally managed natural resource information collection includes data and information that may only be available temporarily from the primary source, data that is difficult to obtain or to extract from the primary source, data Montana State Library has reformatted to be easier to use, and data that the primary source does not have the resources to make publicly accessible and has given to Montana State Library for distribution.

Montana State Library's collection responsibility for natural resource information may include providing access to information resources that are not locally managed. Access is provided to externally accessible information through the Montana State Library website including the geographic information clearinghouse.

## **Montana Spatial Data Infrastructure**

The Montana Spatial Data Infrastructure, or MSDI, is established by rule [10.102.9102](#) of the Administrative Rules of Montana, in accordance with [90-1-413](#) MCA. The MSDI consists of geospatial data identified by the Montana Land Information Advisory Council as necessary to provide land information about the state of Montana. The Council has designated Montana State Library as the primary state steward and point of dissemination for several of the MSDI themes: Administrative Boundaries, Land Parcels (Cadastral), Mapping Control, Geographic Names, Hydrography, Land Cover, Imagery, Structures & Addresses, Transportation, Wetlands & Riparian, and Elevation. Additionally, the Montana State Library is responsible for oversight of all 15 MSDI themes which include Soils, Hydrologic Units, Climate, and Geology

In a manner consistent with the natural resource information collection management, the Montana State Library has different levels of responsibility for each MSDI theme. In some cases, the data comes primarily from local and/or state agency sources and the Montana State Library works to integrate them into consistent statewide themes. Remaining themes are managed by state and federal agencies with whom MSL has agreements to create new data and/or edit existing data to ensure its accuracy and currency.

The MSDI data is provided as downloadable files and web services in formats that may be used with software provided by most GIS vendors. Where possible, Montana State Library provides access to geographic information to patrons without GIS software through general purpose and specialized online data viewers.

## **Talking Books**

Montana residents who are registered to receive service from the Montana State Library's Talking Book program should have access to the same books and information available to citizens through their local public libraries. MSL offers standard, classic, and informative titles, as well as works of popular interest which reflect the needs of the readership. MSL adheres to the selection criteria and guidelines stated in the National Library Service for the Blind and Physically Handicapped (NLS) Selection Policy for Reading Materials (Network Manual 6.1, updated January 2004), as well as the Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped.

MSL provides books and magazines to patrons via digital audio cartridges or the NLS Braille and Audio Reading Download program. MSL also provides some Braille children's books that have Embossed Braille titles are available to patrons through a contract with the Utah State. Braille Contract.

The MSL Talking Book Recording Program records materials about Montana or written by Montana authors. Materials are selected based on reviews from professionally recognized reviewing sources, the capability of available volunteer narrators, and the availability of materials through NLS or other readily accessible sources.

## **Material Format**

Except in cases where information resources are only available in print or Braille form, the Montana State Library provides access to digital information. The Montana State Library will strive to create and purchase digital collections that are accessible to users with disabilities.

## **State Agency Libraries**

Various state agency libraries and resource centers provide highly specialized services and resources to the employees of their respective agencies. The Montana State Library considers the needs of state agencies for general materials and services but does not attempt to provide for needs that are unique to any particular agency.

## **Resource Sharing and Interlibrary Loan**

Montana State Library relies on resource sharing programs as an extension of its collections and as a service to its user groups. Using online bibliographic networks, the Montana State Library identifies, locates, and requests work-related materials on behalf of state government employees and contractors when the requested materials are not available locally. Montana State Library adheres to the principles endorsed in the ALA Interlibrary Loan Code, US Copyright Law, the CONTU guidelines on journal articles, and state laws governing confidentiality of records.

## **Deselection**

Montana State Library de-selects natural resource information, professional library development materials, and Talking Books that are obsolete, redundant, superseded, infrequently used, or, in the case of print materials, available digitally. Replacement is not automatic when materials are lost, damaged, worn out, superseded, or removed from the collection. Montana State Library weighs the need for replacement against material in our collections, and availability and cost of better and more current material. The goals of deselection are better use of physical space, better use of limited funds, increased availability of more relevant materials for more users, and ensured preservation of historically important resources.

## **Gifts**

Gifts are evaluated and accepted according to the priorities described in this policy. Physical condition and quality of Braille formatting or narration will be considered when accepting gifts. Gifts become the exclusive property of the Montana State Library. The Montana State Library reserves the right to dispose of any gifts through exchange, referral, or disposal. If a gift is not added to the collection, it may be offered to another library. Gifts will be acknowledged, but the Montana State Library is prohibited from placing a value for tax purposes on gifts received.

## **Challenged Materials**

The Montana State Library recognizes an individual's right to question library materials. An individual may state their opinion in writing on the "Statement of Concern about Library Materials" form (Appendix D). The Statement of Concern will be reviewed by the State Librarian to determine if the item(s) meet the selection criteria as described in this document. The State Library will reply to the individual in writing as soon as practical.

## APPENDIX D

### Statement of Concern about Library Materials

This form is to be used to express written comments and concerns regarding specific materials in the Montana State Library collection. If you wish to request reconsideration of library materials, please return the completed form to the Montana State Library, 1515 E 6<sup>th</sup> Avenue, PO Box 201800, Helena, MT 59620.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ An organization? \_\_\_\_\_

Name of the organization: \_\_\_\_\_

1. Material on which you are commenting:

Title: \_\_\_\_\_

Author/Creator: \_\_\_\_\_

Database: \_\_\_\_\_

Other identifying information: \_\_\_\_\_

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (Use additional pages if necessary.)

5. Are there resources you suggest that provide additional information and/or other viewpoints on this topic?