

# Specific Policies for the MontanaLibrary2Go Collection

## **SCOPE OF COLLECTION:**

The MontanaLibrary2Go Collection provides access to eBooks, eAudiobooks and eMagazines/Newspapers. Patrons can also access “extra” items provided through the Libby App such as the Great Courses Catalog.

The specific numbers of items in the collection fluctuate with monthly purchasing and the elimination of items who have exceeded their metered access availability (Either the number of checkouts allowed or the period of allowed time.) The majority of the items are licensed for use rather than being purchased outright. The MontanaLibrary2Go Consortium conforms to all of the publisher licensing requirements.

The actual selection of materials has been delegated to the Selection Development Team acting within the guidelines of this policy and within the limitations imposed by the materials budget. The Selection Development Team is made up of volunteers from member libraries with collection development experience and a strong interest in the shared digital collection.

## **ADULT COLLECTIONS**

- Adult ebook materials are collected to meet the diverse educational, cultural, and recreational needs of adults across member communities. Efforts are made to collect popular, current materials in high demand as well as classics and informative materials.
- Adult audiobook materials are collected to meet the diverse educational, cultural, and recreational needs of adults across our community. The purpose of the adult audiobook collection is to offer to adult patrons a variety of pleasurable and educational listening materials. This collection focuses on popular fiction and nonfiction, unabridged titles.
- Adult eMagazines seek to provide patrons with access to current and popular magazines. The Magazine Collection is purchased as a subscription not as individual titles. OverDrive Magazines have no circulation cap and allow unlimited simultaneous use, so patrons can enjoy every issue of every magazine.

## **YOUNG ADULT COLLECTIONS**

- Young Adult ebook materials are collected to meet the diverse educational, cultural, and recreational needs of young adults (13-18) across member communities. Efforts are made to collect popular, current materials in high demand as well as classics and informative materials.
- Young Adult audiobook materials are collected to meet the diverse educational, cultural, and recreational needs of young adults (13-18) across our community.

The purpose of the Young Adult audiobook collection is to offer to Young Adult patrons a variety of pleasurable and educational listening materials. This collection focuses on popular fiction and nonfiction, unabridged titles.

## JUVENILE COLLECTIONS

- Juvenile ebook materials are collected to meet the diverse educational, cultural, and recreational needs of juveniles (birth-12) across member communities. Efforts are made to collect popular, current materials in high demand as well as classics and informative materials.
- Juvenile audiobook materials are collected to meet the diverse educational, cultural, and recreational needs of juveniles (birth-12) across our community. The purpose of the juvenile audiobook collection is to offer to juvenile patrons a variety of pleasurable and educational listening materials. This collection focuses on popular fiction and nonfiction, unabridged titles.

## SELECTION:

The selection of materials is conducted by the Selection Development Team acting within the guidelines of this policy, the budget voted upon by membership, and with administrative support of the Montana Library Network Coordinator. The Selection Development Team is made up of volunteers from member libraries with collection development experience. The collection is comprised of electronic content available through Overdrive. The collection is limited to the options and purchasing models available through Overdrive Marketplace.

**Purchasing Models Guidelines:** MontanaLibrary2Go items are licensed for use rather than being owned outright. Most titles are only available to purchase in 1 or 2 of the license options.

- **One Copy/One User (OC/OU; Non-Metered):** Item is licensed in perpetuity (in collection forever). One patron may have the item checked out at a time. If available, MontanaLibrary2Go purchases the first license of an item as OC/OU.
- **Metered Access:** Metered access items are licensed for use with limitations. Metered access items whose license access has expired are considered for repurchase based on patron interest. The goal is to re-purchase a license if there are four or more holds. Due to funding constraints, this goal is often unmet.
  - **100 Concurrent Metered:** Item is licensed for 100 check outs. Multiple people may have the item checked out at any time. Once the item has been checked out 100 times, MontanaLibrary2Go must purchase another license to continue to provide access.
  - **Time Metered:** Item is licensed for 1 or 2 years. One patron may have the item checked out at a time. Once the item has been in the collection for the specified time limit, MontanaLibrary2Go must purchase another license to continue to provide access.

- **Checkout Number Metered:** Item is licensed for a specific number of check outs. One patron may have the item checked out at a time. Once the item has been checked out the specified number of times, MontanaLibrary2Go must purchase another license to continue to provide access.
- **Targeted Collection Categories:** The MontanaLibrary2Go collection strives to meet the needs of community members across Montana. The collection categories are developed by patron use and updated based on statistics and trends of recent Montana Patron checkouts within Montana Library2Go. Monthly purchasing includes the following categories.
  - Adult Fiction eBooks
  - Adult Fiction Audiobooks
  - Young Adult Fiction eBooks
  - Young Adult Fiction Audiobooks
  - Juvenile Fiction eBooks
  - Juvenile Fiction Audiobooks
  - Nonfiction eBooks
  - Nonfiction audiobooks

MontanaLibrary2Go also provides access to electronic Magazine/Newspapers through a yearly Magazine Subscription.

### **The general criteria considered for selection of materials:**

- **Patron demand or interest:** Selectors use professional judgement to select upcoming high demand titles
  - Literary award selections
  - Historical significance
  - Relevance to current national and local trends or events
  - Relation to existing collection
- **Quantity based on need and hold ratios:** MontanaLibrary2Go has a goal holds ratio of 10:1. Due to funding constraints, this goal is often unmet.
  - **NOTE Regarding High Demand Items: Overdrive** provides automatic holds cart utilized by the selection committee. Holds have a current minimum of 40% of the overall budget for Montana Library2Go. Overdrive provides an automatic Holds Cart, which helps meet a holds ratio of 10:1, but does have limitations. Many titles far exceed the 10:1 Ratio and the selection committee does a monthly review of the “exceedingly high holds titles” that the holds cart was limited in filling due to required purchasing model and budget restrictions in place. The selection committee reviews the exceedingly high holds to review current holds ratio, current

number of copies, and purchasing model options. The selection committee will add copies of exceedingly high holds on top of the minimum holds budget when selection models, price, and number of current copies would allow for a financially feasible addition. This is to prevent breaking the budget on a very few currently trending titles.

- **Requests by member Library patrons:** The Libby platform allows patrons to select “Notify Me” tags while searching for items. Items with a high number of “Notify Me” tags are given strong consideration for addition to the collection.
  - **NOTE Regarding Requests:** The MontanaLibrary2Go Consortium receives far more requests to purchase items than the budget allows. In general, an item must be requested by multiple people to be considered for purchase.
- **Format options:** The MontanaLibrary2Go collection includes a magazine subscription. eBooks and unabridged audiobooks are considered for the collection. Bundled titles (multiple books bundled together) are considered for inclusion in the juvenile collection but are not added to the Young Adult or Adult collections, unless there is an exceptional circumstance and/or a high demand item is not available any other way
- **Replacement need:** Many titles in the MontanaLibrary2Go collection are licensed on a metered access basis. Their license is limited by a specific number of checkouts or a specific time period. When metered access items are expired, the goal is to re-purchase a license if there are four or more holds. Due to funding constraints, this goal is often unmet.
- **Cost and license type:** MontanaLibrary2Go attempts to purchase at least one perpetual license (One Copy/One User) for each item so that the item does not expire and need to be repurchased.

#### **PURCHASING EXCLUSIONS:**

1. The MontanaLibrary2Go Consortium does not purchase items in languages other than English.
2. The MontanaLibrary2Go Consortium does not purchase abridged audiobooks.
3. The MontanaLibrary2Go Consortium does not purchase bundled books for the Adult or Young Adult Collection. (Bundled items are considered for purchase for the Juvenile Collection.)

## **HOLDS RATIOS AND MULTIPLE COPIES**

The MontanaLibrary2Go Consortium attempts to keep the hold ratio to 10:1 (ex. Gambling Man by David Baldacci, 40 holds equals 4 copies of the title) for currently published materials. Due to funding constraints, this goal is often unmet. Individual libraries are able to purchase extra copies of items specifically for their patrons using the Overdrive Advantage program. The MontanaLibrary2Go Consortium does not allow individual libraries to purchase items not already included in the collection. The MontanaLibrary2Go Consortium allocates a significant portion of the yearly budget (generally around 40%) to purchasing extra copies of high-demand items. Many of these extra copies are purchased through the Overdrive Holds Manager system which automatically purchases extra copies each week based on MontanaLibrary2Go selection criteria and budget limitations.

## **PATRON REQUESTS**

Patron purchase requests are all filled based on our collection development policy and selection decisions by the Selection team. The MontanaLibrary2Go Consortium values requests for purchase.

Patrons can request that the MontanaLibrary2Go Consortium add an item to the collection by submitting a “Notify Me” tag. Items with a high number of “Notify Me” tags are given strong consideration for addition to the collection.

## **DONATIONS**

Patrons who wish to donate funds for the purchase of e-content for MontanaLibrary2Go will reach out to their Local Librarian to contact the State Library. The request will be reviewed within the guidelines of the selection policy. If accepted, the Montana Library Network Coordinator will provide the Library with cost details for any specific requests. The donor will make the donation to their local library and the Montana Library Network Coordinator will send a donation invoice for the requested amount to the local library to apply the donation to the collection budget. Any specific requests or requirements will be applied and shared with the collection committee.

## **DISCARD POLICY**

Discarding items (weeding) is an essential component of library collection development. Expired items that are no longer available for checkout are removed from the collection. Occasionally, a publisher releases a new edition of an item and will no longer sell licenses of the older edition. If the item is in high demand, the MontanaLibrary2Go Consortium attempts to purchase copies of the new edition and will move the holds on the older edition to avoid confusion and facilitate access to the material.

Weeding is necessary to remain relevant to our users and true to our missions.

## *MontanaLibrary2Go*

MontanaLibrary2Go's collection development policy and other governing documents are available at

[https://msl.mt.gov/libraries/statewide\\_projects/montanalibrary2go/](https://msl.mt.gov/libraries/statewide_projects/montanalibrary2go/)

### **Materials Reconsideration Procedure:**

1. Registered Montana library patrons who want to communicate their concerns about materials in the MontanaLibrary2Go collection should contact the Library Director at their local library, who will give the patron a copy of this collection development policy and the materials reconsideration procedure.
2. The Montana library patron will complete the Materials Reconsideration Form and submit it to the Library Director at their local library
3. The local Library Director shall submit the Materials Reconsideration Form to the State Librarian.
4. The State Librarian shall review the Request for Reconsideration Form and make a written recommendation regarding the request to the State Library Commission within four weeks of receiving the request. The State Librarian may consult with selection committees for a specific program if the request is relevant to that program.
5. The Materials Reconsideration Request will be placed on the agenda of the next scheduled State Library Commission meeting. After reviewing the pertinent documents (Materials Request Form, State Librarian written recommendation) and hearing statements from the patron, Library staff, selection committee, and any public wishing to speak, the Commission will make final ruling on the request.
6. A written response will be sent to the patron within 14 days of the final State Library Commission decision.

**NOTE: Requests for reconsideration will only be accepted from a registered patron of a Montana library.**

[Materials Reconsideration Digital/Fillable PDF](#)

## Materials Reconsideration Form

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

Library where you are a registered patron: \_\_\_\_\_

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

Do you represent yourself? \_\_\_\_\_

Or an organization? \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Resource on which you are commenting:

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

Author/Producer: \_\_\_\_\_

\_\_\_ Book (or e-book)

\_\_\_ Audiobook

\_\_\_ Movie

\_\_\_ Magazine

\_\_\_ Audio Recording

\_\_\_ Newspaper

\_\_\_ Other Title (please describe):

1. What brought this resource to your attention?
2. Have you read, viewed, or listened to the entire resource? If not, what sections did you review?
3. What are your specific objections to this material or subject matter?
4. Can you suggest titles of materials which might be added to the collection which address the same or similar issues?
5. What action are you requesting the committee to consider?

Patron Name: \_\_\_\_\_

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

Patron Signature: \_\_\_\_\_

Local Librarian Name: \_\_\_\_\_

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

Librarian Signature: \_\_\_\_\_