

LEWIS & CLARK LIBRARY COLLECTION DEVELOPMENT POLICY

MISSION STATEMENT

The Mission of the Lewis & Clark Library is to provide the best possible services and materials for informational, educational, cultural, and recreational use by the community.

POLICY

The Collection Development Policy provides a framework for the growth, development, maintenance, and distribution of collections in support of the Library's mission. It also serves as a resource for planning and long-range development. It provides accountability to the Board, staff, and users. It is designed to be flexible and responsive.

It is the Library's goal to provide the community with library materials that reflect a wide range of views, expressions, opinions, and interests. Specific acquisitions may include items that may be unorthodox or unpopular with the majority or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression.

The Library provides free access to materials in a number of formats (print, media, and electronic) to all citizens of Lewis and Clark County. Library users make their own choices as to what they will use based on individual interests and concerns. Lewis & Clark Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with that child's parent or legal guardian. Lewis & Clark Library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

THE LIBRARY AND ITS COMMUNITY

Thirty-two percent of the materials checked out of the Lewis & Clark Library are children's books and toys. Children's books include the young adult, juvenile fiction and juvenile non-fiction collections. As of December 2018, thirty-five percent of circulation consists of books in the adult collection. Twenty-three percent of circulation is covered by the audio and visual collections, and the remaining nine percent of circulation is the downloadable audio and e-book collection through MontanaLibrary2Go, Axis 360, and Hoopla.

Helena and Lewis and Clark County are centers of government with the largest employer being the State of Montana and the second largest employer being local government, including the school districts, the city of Helena, and Lewis and Clark County. As such, the Lewis & Clark Library serves a highly educated population when compared to the state as a whole. This also means that the community is relatively stable in terms of economic growth and has not seen the highs and lows of other parts of the state. Helena and Lewis and Clark County are also very homogeneous communities in terms of race. They are also aging communities and although Lewis and Clark County is a younger community than surrounding counties, the average age continues to increase.

PATRON NEEDS AND SERVICES

The Lewis & Clark Library attempts to provide for the general reading and viewing needs of the public. The Library has made a conscious decision not to collect abridged materials except for select audio items. The Library provides special collections, such as the Montana and Large Type collections, which address special needs. The Library is also part of a statewide consortium, MontanaLibrary2Go, which provides electronic materials for the public.

The Library provides access to interlibrary loan and various online databases to fill needs unmet by our materials collection.

THE COLLECTION

The Lewis & Clark Library's collection of about 120,000 books, magazines, and other media provides a basic level collection of literary, cultural, educational, informational, and recreational materials for people of all ages. The collection is composed principally of materials in English. In addition to popular print titles, special formats such as large type, CDs, DVDs, periodicals, microfilm, vertical file materials, maps, electronic media, and realia, such as puppets and the Library of Things, are included in the collection.

New formats shall be considered for the collection when, by industry report, national survey results and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining the decision to add or delete a format from the Library's collections. Materials are selected and removed from the collection according to the Lewis & Clark Library's Material Selection and Removal Policy.

Future Acquisition Levels

The Lewis & Clark Library is committed to maintaining a balanced basic level collection in all areas while being responsive to new trends that develop and stabilize. Major review sources including: Booklist, Library Journal, School Library Journal, Hornbook, and VOYA are used to select new items in the areas that are collected. All fiction collections and large type are weeded on a regular basis. The weeding of the non-fiction and media collections are done on a rotating schedule, depending on space and collection analysis needs.

Exclusions:

The Library does not collect the following: abridged works; archival materials; Braille and other materials for the blind; film; dissertations; yearbooks; specialized training or curriculum materials; medical materials, except those of a general nature; genealogical materials, except those of a general nature; and materials for the specialist housed in a variety of special libraries.

*The Library is home to the Lewis & Clark Genealogical Society, which maintains a small, specialized collection of genealogical resources and materials.

COOPERATIVE COLLECTION MANAGEMENT AND INTERLIBRARY LOAN

Cooperative Collection Management:

The Lewis & Clark Library subscribes to the theory of resource sharing and cooperative collection management and endeavors to avoid duplication of expensive or rare materials within the Helena area. Lewis & Clark Library cardholders have access to materials at the Montana State Library, the Corette Library at Carroll College, and Helena College University of Montana.

The library joined the Montana Shared Catalog (MSC) in 2019 with the intention to participate in resource sharing. This will allow Lewis & Clark Library users access to additional materials from other Montana libraries through a more streamlined and user-friendly method of ILL. The library will reciprocate by making available items within the collection to other MSC members.

Interlibrary Loan:

Interlibrary loan is an integral element of collection development for Lewis & Clark Library. Lewis & Clark Library lends and borrows materials to and from other libraries following its Interlibrary Loan Policy and protocols. The Lewis & Clark Library's Interlibrary Loan policy and procedures are informed by the 2001 National Interlibrary Loan Code and the Montana Interlibrary Loan Sharing Protocol revised October 7, 2009.

The Lewis & Clark Library maintains online connections to OCLC and uses its system interlibrary loan subsystem.

GENERAL PRIORITIES, LIMITATIONS, AND POLICIES

Multiple Copies:

The Lewis & Clark Library generally buys one copy of titles, except for titles in high demand. In general, high demand is defined as three or more reserves per copy of a title. Whenever possible, multiple copies are supplied through lease books or donations.

Languages:

The collection is primarily in English.

Responsibilities and Selection Procedures:

Responsibilities and selection procedures are found in the Lewis & Clark Library's Material Selection and Removal Policy.

Complaints and Challenges:

Collection review procedures are found in the Lewis & Clark Library's Material Selection and Removal Policy.

Collection Maintenance:

The collection is weeded according to the policies found in the Lewis & Clark Library's Material Selection and Removal Policy.

Gifts:

Gifts are a valuable source for enriching the Library's collection. The Library will accept donations or gifts provided that the Library has complete control over decisions regarding disposition of all materials and money for materials. All gift materials are subject to the same criteria specified in the Material Selection and Removal Policy. The Library has the right to refuse any gift that would violate established selection policy and criteria.

The Library will not assess the value of donated materials. Donors may provide a list of donated materials which can be signed as a receipt, but library staff will not develop such a list.

Final disposition of all donated materials rests with the Library.

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