



Lewis & Clark Library Policies

COLLECTION DEVELOPMENT POLICY

Collection development is the ongoing process of assessing the materials available for purchase, subscription, or licensing, and making decisions about their inclusion and retention in the Library's collections. The Library's 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. The policy provides accountability to the Library Board of Trustees, staff, and community. It is designed to be flexible and responsive.

The Library provides free access to materials in a variety of popular formats (print, media, and digital) to all residents of Lewis and Clark County through the branch locations, mobile services, and website. Residents of Montana who live outside Lewis & Clark County qualify for a card limited to certain services and collections.

It is the Library's goal to provide the community with library materials that reflect a wide range of views, voices, opinions, experiences, and interests. Inherent in the collection development philosophy is an appreciation for the unique needs of the patrons of Lewis & Clark Library. The Library provides materials to support each patron's journey and does not place a value on one patron's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. Selection of materials by the Library does not constitute endorsement of the material's content or the views expressed.

Lewis & Clark Library supports the right of each family to decide which items are appropriate for use by their children. The reading and viewing activity of children is ultimately the responsibility of parents or caregivers, who guide and oversee their own children's development.

Lewis & Clark Library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in the Library Bill of Rights, the Freedom to Read, and the Freedom to View Statements (Appendices A, B, and C).

THE LIBRARY AND COMMUNITY

The Library's collection contains print materials for all ages. Collections include both fiction and nonfiction titles, and large type fiction and nonfiction for adults. Media collections include films, video games, and audio recordings. Digital collections include downloadable audiobooks, streaming media, and eBook collections available through Library-specific platforms. Lewis &

Clark Library also maintains a collection of Library of Things (LoT) including items such as telescopes, sewing machines, and blood pressure kits.

The Main Library serves as a central resource that supports the collections of the other locations and the Library's mobile services. The emphasis of collections as a whole is on presenting current, timely materials to satisfy popular demand and serve the day-to-day needs of library patrons.

THE COLLECTION

The Lewis & Clark Library's collection of over 111,000+ physical items includes books, magazines, and media and provides a broad collection of literary, cultural, educational, informational, and recreational materials for people of all ages. The collection is composed primarily of materials in English, though the Library offers materials in languages other than English to support patron needs and demand. In addition to print titles, special formats such as large type, audio CDs, DVDs, Blu-ray discs, magazines, newspapers, digital media, and the Library of Things are included in the collection.

New formats will 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 care for the items will also be factors in determining the decision to add or remove a format from the Library's collections.

GROWTH

The Library is committed to maintaining a broad general collection while responding to new trends that develop and stabilize. Major review sources including Booklist, Kirkus Reviews, Library Journal, School Library Journal, and others are used to select new items. All collections are reviewed on a regular basis with certain areas being prioritized due to space and collection analysis requirements.

Exclusions

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

The Library houses the Lewis & Clark County Genealogical Society's collection, a small, specialized collection of genealogical resources and materials. This collection is not maintained or managed by Lewis & Clark Library.

COOPERATIVE COLLECTION MANAGEMENT & INTERLIBRARY LOAN

The Lewis & Clark Library provides for the general reading and viewing needs of the public. . The Library is also part of a statewide consortium, MontanaLibrary2Go, which provides digital materials for the public.

In order to enhance the collection, the Lewis & Clark Library provides access to interlibrary loan (ILL) to obtain items for users the Library does not own or is unable to purchase. Various databases and online services are also provided to fill needs unmet by our collection.

The Lewis & Clark Library values resource sharing and cooperative collection management and endeavors to avoid duplication of expensive or rare materials within the Helena area.

The Library joined the Montana Shared Catalog (MSC) in 2019 with the intention to participate in resource-sharing, through which materials are regularly sent to Montana libraries via a statewide courier service.

PRIORITIES & LIMITATIONS

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 six or more holds per copy of a physical material.

Gifts

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 this policy. The Library has the right to refuse any gift that does not meet 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.

MATERIAL SELECTION & REMOVAL

The Board of Trustees of the Lewis & Clark Library acknowledges that a healthy democracy requires access to a diverse range of ideas. To support this, the Library upholds the principles of free expression as protected by the First Amendment of the U.S. Constitution and Article II, Section 7 of the Montana Constitution. These principles are central to our philosophy, purpose, and operations by protecting the private reading rights of individuals.

Selection

The Director of the Lewis & Clark Library has the authority for selecting materials, which may be shared with various qualified staff including the Collection & Technical Services Manager and other librarians.

Selectors are responsible for purchasing materials within established selection criteria and share the responsibility for continuous review and evaluation of the Library's collections. The criteria established for selection reflect the needs and interests of the community, the standards and principles described in this policy, effective use of financial resources, and the Library's strategic goals and mission.

Selection criteria:

- Alignment with LCL's mission, strategic plan, programs, and initiatives
- Community demand, both current and anticipated
- Accessibility and relevance of format and content to the intended audience
- Suitability of format to Library collection and use
- Reputation and qualifications of the author, publisher or producer.
- Awards, critical acclaim, and reputable reviews
- Availability of materials elsewhere (area libraries, online, etc.)
- Initial and ongoing costs
- Authority, accuracy, factualness, and technical quality
- Local or regional interest and significance
- Age of production and timeliness
- Significance and relation of the work to existing collections
- Representation by and of diverse individuals and groups (including racial, ethnic, linguistic, religious, national, gender, and sexual identities; disability status; veteran status; socio-economic and education levels)
- Representation of varied opinions, subject matter, and experiences

An individual item does not need to meet all criteria in order to be included in the collection. Furthermore, materials that meet the Library's selection criteria will not be excluded because of the race, religion, nationality, origin, background, sexual orientation, or political views of authors or other creators. Materials that may be controversial or offensive to some patrons will be selected when their inclusion contributes to the Library collection as a whole, regardless of frankness of language, controversial content, or endorsement of an individual or group.

The Library encourages patrons to suggest items, topics, or authors they would like to see included in the collection. Patron suggestions will receive impartial consideration and materials that fit selection criteria will be purchased whenever possible.

As a selecting member of the MontanaLibrary2Go consortium, the Library follows the MontanaLibrary2Go [Collection Development Policy](#) when selecting items for the consortium collection.

Sources

Resources used for selection include but are not limited to:

- Reviews from authoritative review publications
- Publisher or vendor catalogs
- Professional or trade bibliographies
- Requests from schools or other partners
- Requests from individual patrons

Materials selected from any source, including donations and patron requests, are subject to the same selection criteria.

New or Emerging Formats

The Library develops collections that include a range of formats including new and evolving technologies that deliver information and express ideas.

Before adding new formats, the following criteria will be considered:

- Impact on equipment, staff, storage, and space
- Demand (existing or anticipated) for the format in the community
- Durability of the format for library use
- Technical quality of production or reproduction
- Compliance with industry standards and specifications
- Availability of adequate start up and ongoing funding
- Capability for networked distribution, download and printing
- Suitability to be circulated or housed in a sustainable, safe and convenient manner
- Availability of technical support and staff training
- Accessibility of material
- Ease of use by patrons and staff
- Ownership of product

As new formats emerge, steps will be taken to phase-out duplicated or obsolete mediums. These steps may include discontinuation of ordering new or replacement copies, redistribution of materials, and removal of existing collections. The timeframe and need for implementation of each of these steps will vary based on patron demand for materials demonstrated by circulation statistics and patron requests, affordability, and availability of materials from vendors.

Access

The Board of Trustees recognizes that confidential access to a broad range of information is essential for patrons to fully realize their potential in a functioning democracy.

The Board maintains that reading, listening, and viewing are individual private matters. Patrons are free to select or reject materials for themselves or their own minor children, but not to restrict the freedom of others to read or inquire.

The Library acquires materials for children and teens and places them in the appropriate collection after review and based on information from publishers and reviewers. Generally, children's sections of the Library contain materials recommended for children 12 and under, while teen sections contain materials recommended for ages 13 to 17. These designations are only recommendations.

As an agency of government, the Library cannot prescribe which materials are appropriate for any of its patrons. Only parents and caregivers, not the Library, have the right to guide and direct the reading, listening, and viewing choices of their own minor children. The Library does not stand in loco parentis.

Selection of materials for adults will not be restricted by the possibility that those materials may come into the possession of minors. The ultimate responsibility for use of materials by minors

rests with their parents or caregivers. The Library provides resources to assist with these decisions.

The Library collection will be organized and maintained to facilitate access. No materials will be labeled, restricted, sequestered, or altered because of any controversy about the author, content, cover imagery, subject matter, or intended or potential audience.

REQUEST FOR RECONSIDERATION OF MATERIALS

The Board of Trustees acknowledges the right of residents of Lewis and Clark County to inquire about materials in the Library collection. A patron requesting reconsideration of any material in the Library's collection should be referred to the Director or the Collections & Technical Services Manager, who will discuss the matter and give the patron a copy of this policy.

Patrons who wish to continue their request for a reconsideration of library materials may state their opinion in writing via the *Request for Reconsideration of Library Materials* form (Appendix D).

Patrons wishing to formally request that an item be reconsidered must be a cardholder and have a Lewis & Clark County address of residence. An individual may not request that the Library reconsider more than three (3) items per year.

The completed request form will be referred to a Collection Review Committee, comprised of qualified Library staff, appointed by the Director. The Committee will determine whether the material meets the criteria of this policy and make a recommendation to the Director. The decision will be based upon the Director's determination of whether the material was appropriately selected under this Policy, not on the number of forms or petitions received. During the review period, the material in question will remain available to the public.

The Director will reply to the individual in writing as soon as is practical. If the individual is dissatisfied with the Review Committee's decision or the Director's written reply, that person may appeal the decision to the Board of Trustees by notifying the Director in writing. The Director will make the necessary arrangements to place the *Request for Reconsideration of Library Materials* on the agenda of a regularly scheduled Board meeting.

After receiving public testimony from the patron, other interested parties, and from the Director, the Board will decide whether or not library policies have been followed.

Once the Library Board of Trustees has taken formal action on a resident's completed *Request for Reconsideration of Library Materials*, no further complaints will be considered by the Board for the same title. Residents who submit a *Request for Reconsideration of Library Materials* for a title that received a formal Library Board review will be notified by the Director that the Board has previously reviewed the specific title and no further action will be considered.

If a patron states that a particular item is not protected under the First Amendment of the United States Constitution or the Constitution of the State of Montana, the burden of proof rests with the complainant.

If a court having jurisdiction over Lewis & Clark Library decides that any material in the collection is unprotected by these constitutions, such material will be removed immediately. Material under court consideration will remain available to patrons until a final ruling is made.

Patrons may also request materials that are part of MontanaLibrary2Go be reconsidered as part of the statewide collection. All requests for reconsideration of titles in the MontanaLibrary2Go collection must go through the process outlined in the [MontanaLibrary2Go Materials Selection Policy](#)

REMOVING MATERIALS

The Board of Trustees recognizes that deselection of materials from the collection is an important part of maintaining the currency, appeal, and usefulness of the Library collection. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. The removal of materials follows the same criteria for selection and incorporates professional guidelines such as those outlined in [CREW: a Weeding Manual for Modern Libraries](#) by Jeanette Larson. If an item is considered essential to the collection but is in poor physical condition and cannot be preserved, it is replaced if possible. The best possible use will be made of materials removed from the collection. No materials will be removed because of controversy.

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