

Collection Management Policy

Choteau/Teton Public Library

October, 2020

A. Introduction

1. Mission Statement:

The mission of the Choteau/Teton Public Library is to provide the best free library service possible to the residents of Teton County and the surrounding area.

Our role is to serve as a center of reliable information; to provide free and easy access to materials which will meet the educational, informational, recreational and technological needs of all our patrons; to identify the needs of the community and to help meet these needs by coordinating with other education, social and cultural groups; to continually upgrade communication technology and internet access to meet patron needs; and, to select materials of contemporary interests and differing points of view while building a collection of permanent value.

2. Purpose:

The policy is to provide a basis for short and long term planning to assure patron needs are most effectively met; that public monies are spent efficiently; and, to serve as a guide for the day-to-day operation by providing a plan for the continuing development of the library's resources within the framework of this document. The policy is addressed to the Choteau/Teton Library Staff, the Teton Joint City-County Board of Trustees, the City of Choteau Library Advisory Board, the Friends of the Library, and the patrons. This will provide a foundation from which the staff and trustees may draw for administrative decisions.

3. Community Analysis and User Group Defined:

Choteau (population 1,713 in 2018) is in north central Montana on the Rocky Mountain Front and is the county seat as well as the largest community in the county. It is a rural community with agriculture as the major industry providing the economic base to the county. Because Choteau and Teton County are located on the direct route between Yellowstone and Glacier National Parks, the tourism industry continues to grow and has a definite economic impact on the area during the summer and fall months. The Choteau/Teton Public Library serves both the community and the county as a joint city-county library.

The population of Teton County (6,162 in 2018) with approximately 53% living in the rural areas, is distributed throughout the county as follows in 2018: Choteau 1,713, Dutton 320, Fairfield 654, Power 186, Rural 3289.

According to the 2010 Census, the median age of the county is 44.6.

Schools and enrollments of the county are as follows (Teton County Superintendent of Schools): Choteau 353, Fairfield 298, Dutton/Brady 96, Golden Ridge & New Rockport 36, Greenfield 90, Pendroy & Rockport 16, Power 116, Bynum & Miller 25.

In 2020, the Choteau/Teton Public Library has 2,629 registered users divided in the following categories: Adults (both in and out of county) 1,976, Children (age 6 and up) 573, Schools & Institutions 23.

4. Patron Needs and Services:

The Choteau/Teton Public Library strives to meet the patron recreational, educational, and informational needs through a permanent collection and additional resources that emphasize but are not limited to:

- a. Recreational reading materials including current fiction and nonfiction, large print, adult, juvenile and easy books
- b. Audio/Visual materials including books on CD, movies in DVD format available for all ages
- c. Materials which reflect the interests and hobbies of the community
- d. Materials depicting the state of Montana with focus on the Rocky Mountain Front
- e. Materials of Montana History including local area history materials
- f. Materials which meet the research needs of school children
- g. Materials that meet the general reference needs of all patrons
- h. Inter-library loans
- i. Downloadable audio books and ebooks through MontanaLibrary2Go.

Additional programs and services to meet patron and community needs include but not limited to:

- a. Children's programs including a weekly story hour, Dolly Parton Imagination Library, 1000 Books Before Kindergarten, and annual summer reading program
- b. Periodic usage by local Hutterite Colonies and Country Schools located in Teton County to meet "No Child Left Behind" standards
- c. Access to the Teton County Food Pantry housed in the back of the library
- d. The Alice Gleason Meeting Room available for community activities, organizations and groups with audio-visual equipment, kitchenette, microwave
- e. Book reviews and discussion groups in cooperation with state and regional programs in addition to local programs
- f. Art and craft exhibits on the upper level including state sponsored traveling exhibits

- g. Delivery of materials to nursing, assisted living and retirement homes in the community
- h. Technology center including public computers with high speed internet and wireless access and public FAX services
- i. Electronic public access catalog
- j. Electronic databases including InfoTrac, WorldCat, Testing & Education Reference Center, Auto Repair, Small Engine Repair, Environment Complete, CINAHL and, Montana Law Help
- k. First search ILL through OCLC
- l. The library maintains contact with patrons outside of the physical building by maintaining and updating:
Choteau/Teton Public Library Website <http://www.choteau-tetonpubliclibrary.com/>
Facebook <https://www.facebook.com/ChoteauTetonPublicLibrary> and Instagram.

5. General Statement Describing the Collection:

The collection of the Choteau/Teton Public Library consists of 22,662 materials in the following categories: Reference 51, Video 2,160 (both entertainment & documentary), Youth Printed 6,284, Youth Video 287, Audio/music 1,250, Print Materials 12,630 (Fiction and Nonfiction). The collection also includes two weekly newspapers, one daily newspaper, and 24 periodical subscriptions. The average growth of the permanent collection ranges between 5% and 10% per year depending on donations and memorials.

6. Cooperative Collection Development:

To compliment the library collection, inter-library loans are used for titles and materials not housed in the permanent collection. With these loans, the library can supplement the collection in specialized areas and access materials which are not affordable or for which there is not enough in demand to justify purchasing. WorldCat through OCLC is utilized to facilitate interlibrary loans. Cooperative efforts with schools, teachers, Dutton and Fairfield Public Libraries and home schools insure as little duplication as possible and as much interlibrary activity as required to provide needed materials to all citizens of Teton County. Holdings of other libraries in the county are always considered before a title is purchased depending on patron demand of the material.

B. GENERAL PRIORITIES, LIMITATIONS AND POLICIES

1. Chronological Coverage:

The collection is directed toward the public and provides current materials on various subjects. In each category of the non-fiction materials, weeding, withdrawal and/or replacement is conducted on a regular basis, keeping the collection as current as possible. Materials are withdrawn if they are outdated, no longer utilized and/or damaged. If the material is in demand, it will be replaced. In the fiction category, bestsellers are always made available along with series, classics, poetry, and community favored authors. These are weeded

on a regular basis taking into consideration circulation, damage, duplication, etc. These materials are replaced depending on demand, part of a series, requests, etc. Very few older publications are kept for historical or research purposes except in materials on Montana and Montana History. The local weekly newspaper, the Choteau Acantha dating back to the 1800's is archived and made available to patrons. A copier is provided in the area for ease of duplication.

2. Formats:

The various formats of information the library collects includes books, periodicals, newspapers, audios, videos (DVD), reference materials, online databases, large print and paperbacks, games, equipment (wireless internet devices and ipad) and jigsaw puzzles (for exchange only). Where possible, the print materials are in hardback or library binding. Ebook and audiobook content are also provided through the library by accessing Montana Library to Go. MontanaLibrary2Go is administered by Montana State Library and by two committees: an elected Executive Committee and a volunteer Selection Committee.

3. Multiple Copies:

Duplication of all titles is determined by popularity and importance of the book and budget. If a copy of a popular title is donated, it may be added to the collection. If additional copies of nonfiction or reference materials are required, interlibrary loans are utilized. Very few materials are duplicated through purchase. Those materials which are owned in multiple copies are listed on the Montana Book Club Wiki website and available for use by other libraries.

4. Languages:

Because English is the language utilized by most residents of Teton County, all the collections in the library are in English. However, the Choteau/Teton Public Library provides language dictionaries in several different languages for adult and juvenile readers. Because of lack of demand, interlibrary loans are utilized to obtain additional resources in other languages.

5. Funding Considerations:

Funding needed for materials is budgeted each year through the Teton Joint City-County Library Board and presented to the Teton County Commissioners for approval. Teton County funds the annual operation of the Choteau/Teton Public Library through a property tax mill levy as required to meet budget considerations. Additional funding for the Choteau/Teton Public Library comes from donations, memorials, Choteau Friends of the Library organization, State Aid, Pathfinder Federation grants and other grants. The building, maintenance, insurance, capital improvements, etc., are provided by the City of Choteau through a General Fund mill levy.

6. Collection:

The Choteau/Teton Public Library subscribes fully to the principles adopted by the American Library Association in its Library Bill of Rights and Freedom to Read Statement, and endorses its stand that the freedom to read is essential to our democracy (attachments #2 & #3). Selection of library materials shall be made based on their value of interest, information, and enlightenment of all people of the community. See "Book Selection Policy", attachment #4. Because of the diverse nature of the community and the varied backgrounds and needs of all citizens regardless of race, creed or political persuasion, the Library Director and staff are delegated the authority to select library materials and oversee the development of the collection in accordance with the book selection policy. No book and/or library material shall be excluded because of the race, nationality or political or social views of the author. Many resources are utilized in the selection of library material include but not limited to the following: Library Journal, Booklist, Newbery Award, Caldecott Award, New York Times Book Review, School Library Journal, Staff and patron reviews and requests, Local bookstores, Barnes & Noble. Com, Amazon.com, and Donations.

7. Gifts Policy:

The Choteau/Teton Public Library as the following policy concerning gifts:

All gifts of books, audios, videos, magazines, pamphlets, etc., and all donations of money will be accepted at the discretion of the Library Director and will become the property of the Choteau/Teton Public Library. Once accepted, the Library Director is under no obligation to utilize to display the gift or to return it to the giver for any reason. The Choteau Library Advisory Board will deal with all gifts and loans other than those listed above on an individual basis.

Adopted May 02, 2001

Choteau Library Advisory Board

Amendment: The Library Director, staff and/or advisory board are not authorized to appraise donated materials and will provide receipts only for the number of items, not for their value.

Adopted February 4, 2004

Choteau Library Advisory Board

8. Collection Maintenance:

Weeding of library materials is a systematic ongoing process done by the Library Director and professional staff. Subject vacancies left because of weeding in the non-fiction areas are replaced with new relevant materials as soon as the budget allows. Prime candidates for discarding are:

- a. Items which contain outdated or inaccurate information unless retained for historical value
- b. Items in poor physical condition, either worn out or damaged
- c. Unneeded duplicates
- d. Seldom used materials: items may be deemed seldom used if they have not been checked out in 10 years.

Materials that are deteriorating will be repaired, rebound, or discarded, whichever is appropriate. Those materials still in demand or having historic value will be replaced. Materials that are not useful to the library may be sold for the benefit of the library

9. Complaints and Censorship:

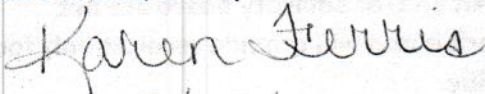
The Choteau Library Advisory Board believes that censorship is a purely individual matter and declares that while anyone is free to reject materials of which they do not approve, this right of censorship cannot be exercised to restrict the freedom to read for others. This board defends the principles of the freedom to read and declares that whenever censorship is involved no book and/or library material shall be removed from the library except through the process as defined by the Choteau/Teton Public Library Book Challenge Policy. Such policy is attached (Attachment #1) as adopted by the Teton Joint City-County Library Board as is the Citizen Request Form for Reconsideration of a Book. The Library Bill of Rights and Freedom to Read Statement have also been included (Attachments #2 & #3).

C. POLICY IMPLEMENTATION, EVALUATION, AND REVISION:

The Collection Management Policy will be reviewed and updated every three years and resubmitted to the Montana State Library. This will be done by the Library Director and approved by the Choteau Advisory Library Board.

Adopted and approved:

Karen Ferris, Library Board Chair



3/18/21