

CONRAD PUBLIC LIBRARY

POLICY: COLLECTION DEVELOPMENT

The Collection Development Policy provides a framework for building and maintaining a collection that appropriately serves all members of the community in support of the Conrad Public Library's mission to provide services, spaces, and experiences that encourage literacy, inspire curiosity, and strengthen community. This policy:

- guides staff in the selection, retention, and disposal of materials
- assists in maintaining a collection that meets the multiple and varied interests of the community
- serves as a planning device for the staff and Board of Trustees
- helps to ensure that the collection is balanced and offers diverse points of view
- reflects the breadth of ideas that exist in a free marketplace and respects the right of patrons to explore those ideas for themselves and their families
- reemphasizes the commitment to the principles of intellectual freedom adopted by the American Library Association and expressed in the [Library Bill of Rights](#) and [The Freedom to Read Statement](#)

The Library collection comprises about 20,000 books and 1,000 audiovisual items. Local newspapers from 1900 to present and several historical vertical files complete the physical collection. The Library subscribes to the statewide MontanaLibrary2Go consortium which provides access to about 30,000 ebooks and 20,000 audiobooks.

SPECIAL COLLECTIONS

The Conrad Public Library has a substantial collection of written materials about Montana that covers its history, its national parks, its Native American tribes, and its authors. The Library makes every effort to include works by local and regional authors and provide a permanent collection of local resources.

EXCLUSIONS

The Conrad Public Library does not collect the following items: abridged works, archival materials, dissertations, textbooks, specialized training or curriculum materials, medical materials (except those of a general nature), and genealogy materials (except those of a general nature). The only audiovisual formats included in the collection are DVD, CD, and playaway.

RESPONSIBILITY

The final authority for the Library collection rests with the Library Board of Trustees. Implementation of the policy is assigned to the Library Director. All staff members and the general public are encouraged to participate in the selection of materials by recommending items for consideration.

SELECTION CRITERIA

The following criteria will be considered in the selection of new materials for the Library collection:

- patron requests
- exhibits a high degree of potential user appeal and interest
- recommendations of reviews that appear in standard reviewing sources (Appendix A) which describe the content and theme of the item and the accuracy of the information presented
- reputation of the author/creator judged by previous works or as an authority on a particular subject
- the extent to which a work honestly and accurately depicts new, challenging, or extreme points of view or deals with subjects that are topical and newsworthy
- whether or not the item will have local or regional interest
- the suitability and durability of the format
- price of the item

No materials will be excluded from consideration because of the race, nationality, religion, gender, sexual orientation, political or social view of the material, the author, or the intended audience.

DONATED MATERIALS

Donations are a valuable source for enriching the collection and supplementing the budget of the Library. The Library may accept gifts of books and audiovisual materials with the understanding that donated items will not necessarily be added to the collection and that the Library has complete control over decisions regarding the disposition and/or eventual removal of them.

In deciding whether or not to add donated materials to the collection, the Library will determine:

- if the donation is currently in the collection
- if the donation is in better condition than the Library's current copy
- if the donation appropriately supplements the collection
- if the donation complies with established selection criteria

MAINTENANCE

The Conrad Public Library collection is continually weeded to ensure that the collection remains relevant and useful to the community. Any damaged, outdated, inaccurate, or uncirculated materials may be removed to make room for new acquisitions. The Library strives to offer materials that are in demand or are deemed to have lasting value. Materials of historic or classic importance will remain an important part of the collection, offset with more contemporary or popular materials. Non-fiction materials will be reviewed periodically to ensure that the holdings are reasonably up-to-date, diverse, and informative. Any withdrawn materials will be sold, donated, or disposed of.

CONCERNS ABOUT LIBRARY RESOURCES

The Conrad Public Library makes every effort to select materials that will appeal to a wide range of interests, points of view, and reading levels of those in the community. It is recognized that the content of a particular item may conflict with an individual patron's beliefs or taste. The Library and its Board of Trustees acknowledge an individual's right to question library materials. Patrons may state their opinions in writing on the "Statement of Concern about Library Materials" form (Appendix B) to be submitted to the Library Director.

The Director will conduct a review of the selection process and criteria, the objections raised, and the actions requested. The Director will then submit a recommendation regarding the statement of concern to the Board of Trustees. The Board shall appoint a review committee at the next regularly scheduled board meeting after receipt of the concern and recommendation. The committee will review the pertinent information and submit a written recommendation to the full Library Board of Trustees to be presented as an action item at the following regular board meeting. The Board's action on the "Statement of Concern about Library Resources" is final.

Electronic ebooks and audiobooks available through MontanaLibrary2Go are not under the direction or control of the Conrad Public Library, but rather follow the [MontanaLibrary2Go Materials Selection Policy](#). Requests for reconsideration of these digital materials must go through the process outlined in the [MontanaLibrary2Go Selection Policy Appeal Process](#).

Approved by the Conrad Public Library Board of Trustees: December 17, 2020
Amended: December 16, 2022

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APPENDIX A

Reviewing Sources for Materials Selection

In making its purchasing decisions, the Library will consult a number of standard reviewing sources, including but not limited to:

- [Book Page](#)
- [Publishers Weekly](#)
- [The New York Times Book Review](#)
- [Kirkus Reviews](#)
- [Library Journal Reviews](#)
- [School Library Journal Reviews](#)
- [The Pulitzer Prize](#)
- [The National Book Foundation](#)
- [The National Book Critics Circle Award](#)
- [The New York Times Best Sellers](#)
- [USA Today Best Selling Books List](#)

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APPENDIX B

Statement of Concern about Library Materials

This form is to be used to express written comments and concerns regarding specific materials in the Conrad Public Library collection. If you wish to request reconsideration of library materials, please return the completed form to the Conrad Public Library, 15 4th Ave SW, Conrad, MT 59425.

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

1. Material on which you are commenting:
Title: _____

Author/Creator: _____

Format/Other identifying information: _____

2. What brought this material to your attention?

3. Have you examined the material in its entirety?

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

5. Can you suggest titles of materials which might be added to the collection which address the same or similar issues?

6. What do you want the library to do with this item?