

Collection Development Policy

Introduction

Mission Statement

The Montana State University-Northern Vande Bogart Library serves to enhance the quality of the academic experience at MSU-Northern by supporting the teaching, learning and research activities of faculty and students. To fulfill this purpose the Library develops and maintains a relevant collection of print and electronic resources, and provides information services. The Library staff is dedicated to offering the highest level of service.

Population Served

The primary function of the Vande Bogart Library is to serve MSU-Northern's academic community that consists of approximately 1,347 students, 66 faculty members and 116 contract and staff members. These people are located in the Havre, Lewistown and Great Falls areas, and there are additional students who take online courses located nationwide.

MSU-Northern offers Certificates, Associates, Bachelors and Master Degrees in teacher preparation, Mechanical and engineering technologies, business and computer information systems, nursing, and arts and sciences.

A secondary function is to assist local public and school libraries in serving the needs of the public. The Vande Bogart Library is open to the public. The Library supplements the collections of area libraries with materials that they do not normally collect, such as non-fiction (monographs and serials), state and federal governmental publications, and specialized research databases.

Role of Collection Development

Collection development at the MSU-Northern Vande Bogart Library encompasses systematic evaluation, selection, and withdrawal of all forms of library material according to policy guidelines.

Purpose and Duration of Policy

This policy will identify the principles, priorities and operations governing content, arrangement and format of MSU-Northern Library's collection. The policy is intended both to guide collection development decision makers, and to inform patrons of the Library's collection scope and priorities. Further, by clarifying commitments of the MSU-Northern Library, the policy should facilitate cooperation with other libraries in acquisition of resources.

The intent of this policy is to identify general principles and guidelines for procedure, rather than to establish formulae for decisions. Specific provisions of the policy should be regarded as under continuing review. The policy will be subject

Collection Overview

The Library collection includes more than 124,000 monograph titles, 1,045,000 microform titles and 400 serial titles. The Library is a depository for publications under the United States Government Printing Office Depository Program, as well as the Montana State Document Depository Program. In addition, the Library acquires computer files, electronic databases, maps, graphic materials, and audiovisual materials.

The primary arrangement for the monograph collection and audiovisual materials is the Library of Congress System. Serials are arranged by title and date, government documents by SuDoc number, photographs by donor name and date and juvenile materials by the Dewey Decimal system.

All new holdings since 1982 have been added and maintained on the WLN database incorporated in the OCLC database in 1999, and retrospective additions of older materials are continually added as resources permit.

During a recent 3½ year project whereby the books and audiovisual collections were reclassified from DDC to LC, these areas were heavily weeded and many new items were purchased as replacements or as supplementary materials.

The following shows the number of titles and average age of the items:

Main Collection: 71,163 titles, average age 1971
Reference Collection: 1825 titles, average age 1983
LANE (Montana/Western Americana) Collection: 2554 titles, average age 1970
Special Collection: 714 titles, average age 1961
E-Book (not including Government titles) Collection: 3204 titles, average age 2002
Juvenile Collection: 5527 titles, average age 1982

The library purchases titles on a wide range of topics to support the varied research needs of the undergraduate students. Below is a list of areas collected and number of titles in the Library of Congress collections.

LC Class Category	Number of Titles
A: GENERAL WORKS	489
B: PHILOSOPHY, PSYCHOLOGY, RELIGION	3,816
C: AUXILIARY SCIENCES OF HISTORY	670
D: HISTORY: GENERAL & OLD WORLD	7,294
E: HISTORY: AMERICAS (GENERAL)	6,234
F: HISTORY: AMERICAS (LOCAL)	3,525
G: GEOGRAPHY, ANTHROPOLOGY, RECREATION	2,270

H: SOCIAL SCIENCES	9,372
J: POLITICAL SCIENCE	2,084
K: LAW	1,262
L: EDUCATION	6,113
M: MUSIC	1,839
N: FINE ARTS	2,503
P: LANGUAGE & LITERATURE	21,741
Q: SCIENCE	8,037
R: MEDICINE	3,027
S: AGRICULTURE	787
T: TECHNOLOGY	5,155
U: MILITARY SCIENCE	484
V: NAVAL SCIENCE	144
Z: BIBLIOGRAPHY & LIBRARY SCIENCE	579
TOTAL:	87,425

Education (L), Nursing (R), Business (H), and Technology (T) are four subject areas that are heavily collected to support undergraduate research needs. The other Arts and Sciences areas support undergraduate core classes (such as Speech and English Composition courses), Education specializations (majors and minors in English, Science, etc.), and other specific programs. Collected subjects can change with the addition or deletion of college programs.

Collection Goals by Subject

LC CLASS DIVISION	CURRENT	FUTURE
A - General Works	Minimal	Minimal
B - Philosophy, Psychology, Religion	Minimal	Minimal
BF - Psychology	Minimal	Minimal
C - Auxiliary Sciences of History	Minimal	Minimal
D - Auxiliary Sciences of History	Minimal	Minimal
E - History: American (General)	Basic	Basic
F - History: American (Local), Canada	Basic	Basic
F726-740 - Montana	Basic	Study
G - Geography, Anthropology, Recreation	Minimal	Minimal
H - Social Sciences	Minimal	Minimal
HF - Commerce	Basic	Study
J - Political Science	Minimal	Minimal
K - Law	Minimal	Minimal
L - Education		
L-LC - History/Theory & Practice/Special Aspects	Basic	Study
LD-LT - Indv. Institutions/Textbooks/etc.	Minimal	Minimal
M - Music	Minimal	Minimal
N - Fine Arts	Minimal	Basic
P - Language & Literature	Basic	Basic
Q - Science	Minimal	Minimal
R - Medicine	Minimal	Minimal
RE, RF, RK, RL -	Out of Scope	Out of Scope
RT - Nursing	Study	Study
S - Agriculture	Minimal	Minimal
T - Technology	Minimal	Minimal
TH-TL Construction/Engineering/Automotive	Minimal	Basic
U - Military Science	Out of Scope	Out of Scope
V - Naval Science	Out of Scope	Out of Scope
Z - Bibliography & Library Science	Minimal	Minimal
J - Juvenile Nonfiction	Basic	Basic
JF - Juvenile Fiction	Basic	Basic

Key to Collection Goal levels

Out of Scope - Library does not actively collect in this area

Minimal - Uneven, limited collection

Basic - Up-to-date collection that will introduce the reader to the subject and indicate the varieties of information available elsewhere

Study - Collection adequate to support undergraduate instruction and sustained independent study

Research - Includes all the major published source materials required for dissertation research

Institutional Priorities and Collection Development Policy

The Library's collection development policy is a function of several factors, among them, the mission of the University; the University's commitment to various forms of distance education as well as traditional classroom delivery; contractual agreements, such as an agreement with the MSU-Northern Federation of Teachers concerning faculty scholarship; the availability of other library resources to serve the institution's mission; cooperative collection development arrangements, especially with other institutions in the MSU system; and the unique strengths and weaknesses of the existing collection at the time of this writing.

Of these factors, the mission of the institution itself must be primary. While formulations of the Montana State University-Northern mission statement have evolved, the University has for many years been a comprehensive institution providing undergraduate education in a number of disciplines and master's level graduate education in several disciplines. In addition, the University has served as a state resource for applied technology and teacher education, and as a regional resource for economic and cultural development. Finally, the University's mission has been to offer a balance between breadth of understanding and specialized knowledge, between liberal and professional education. The University's mission then requires that the Library collection development policy support degree programs, liberal education, specified statewide information needs, and regional needs for economic and cultural development.

The University's commitment to distance education must also be recognized in collection development planning. Currently, the University offers both liberal arts and specialized courses via interactive television and web based delivery methods. In addition to supporting the University's commitment to distance education by mail delivery of print materials, by providing Internet access and electronic catalogs, it is the Library's collection development policy to acquire electronic databases to support these offerings.

Historically, University mission statements have not emphasized faculty research. However, "sponsored research" is identified as a priority in a new University master plan currently under discussion. A commitment may also be inferred from the University's contract with the MSU-Northern Federation of Teachers, which stipulates as an academic responsibility that faculty "maintain professional competence and keep professional knowledge current by continued reading and research." The Library's resources are insufficient to support faculty research primarily by monograph and journal acquisition. The Library's policy is to support faculty scholarship primarily by inter-library loan and by providing electronic access to research tools.

Availability of Library Resources External to the Institution and Cooperative Collection Development

The Library cooperates with member libraries of the OMNI consortium and with its sister universities in the MSU system in acquisition of electronic databases. The Library's collection development policy also considers the resources and priorities of the Havre- Hill County Public Library, both in the interest of avoiding duplication and in order to address unmet needs, particularly regarding the University's commitments to liberal education and to service as a cultural resource. Finally, the Library is both a lender and borrower through inter-library loan services.

The availability of some external resources and expanding possibilities for cooperative collection development mandate that the Library establish guidelines to determine when to buy, when to share. In some instances, the decision is easy. Both

the relative high cost and the simultaneous availability to numerous users dictate the Library's policy of shared acquisition of electronic databases whenever possible. At the other end of the spectrum, the expectation that reference works be immediately available to patrons dictates the policy that duplication of materials available elsewhere cannot be a major criteria in decisions to acquire materials intended for reference use. In other instances of possible duplication, the Library must consider such criteria as cost; the durable value of the item in question; frequency of demand; the expectations of accrediting bodies (some of which may, some of which may not recognize a monograph or journal shelved at one of our sister MSU libraries as available to MSU-Northern students); and the expectations of patrons regarding different kinds of material (for example, a student tracing a research citation may be expected to persevere through the inter-library loan procedure; a student who simply wishes to read some new novel is unlikely to do so if no new novels are on the shelf).

Scope of Collection

The scope of the Library's collections is limited by the University's mission, and further limited when materials are available from external sources on terms acceptable to that mission. Priority should be given to collecting monograph and serial holdings, and to shared acquisition of electronic databases which are:

Essential to support the pursuit of specialized knowledge in defined programs.

Electronic databases supporting this goal may be acquired jointly with our sister MSU institutions and members of the OMNI consortium. Indications to date from accrediting agencies are that shared acquisition of print and other materials (such as microfiche) will be of limited value in support of this mission.

Essential to support the pursuit of "breadth of understanding" or "liberal education." The Library collects primary works (as distinguished from secondary, critical works), in such subject areas as literature, philosophy, and the sciences in support of this mission. Given the range of readings which might contribute to breadth of knowledge or liberal education, and given limited financial resources, the Library must be highly selective in collection for this goal. One important principle of selection will be to avoid duplication of Havre-Hill County Public Library's goal to collect popular, recreational readings for adult and juvenile audiences. The Library stipulates a distinction between popular reading and reading for liberal education: the objectives of liberal education are breadth, excellence, and durable value, none of which are implied by popularity. Accordingly, in supporting this mission, the Library relies on such indicators as prize lists and selected reviews.

Essential to the University's distance learning commitment. The Library's primary strategy in support of this commitment is to supply electronic cataloging, electronic databases, and intra-library loan.

Essential to the University's mission to serve as a technical resource to the state.

The Library's catalog is electronically accessible from distant sites, and the Library shares its holdings through inter-library loan. Library resources are insufficient to permit collecting specifically for this purpose.

Essential to the University's mission to serve as a cultural resource. The Library frequently receives, catalogs, and houses gift materials which serve this mission. The Library also expends its own funds to acquire such materials for specified projects, with care to avoid duplication of the Havre-Hill County Library's cultural resource mission.

Essential to the University's commitment to faculty scholarship. The Library supports faculty scholarship by providing electronic access to research tools, and through inter library loan. Library resources are insufficient to support this goal through serial and monograph acquisition.

Collection Management Principles and Procedures

Organization of Collection Development

While final responsibility for evaluation, selection, and de-selection of all materials in all formats rests with the Library Director and staff, success in these efforts depends on the participation of faculty, students and other patrons.

All patrons are encouraged to place requests in the Suggestion Box located in the periodicals reading area of the Library. Patrons may also write, call or visit the Library Director or other library staff members to make requests. Direct written requests will receive a written response.

All faculty are invited to indicate preferences for book purchases either by submitting suggestions or approval slips. In addition, Library staff consult with appropriate program faculty and department chairs regarding selection and weeding of all forms of serial and monograph materials. Finally, the Director meets regularly with the Faculty Library Committee to discuss collection development policy and priorities.

The library encourages faculty involvement in review of the collection, both to set acquisition goals and to weed outdated material. This policy establishes a mutual commitment of the library staff and University academic departments to periodic reviews by department subject areas. At the beginning of the academic year during which a general review of collection subject areas corresponding to a department disciplines is scheduled, the Library Director will notify the Department Chair and departmental Library Committee Representative. The review will be conducted by the Department Chair, departmental Library Committee Representative, and faculty appointed by the Chair, in cooperation with the Library Director and staff.

In 2006 the library completed a 3½ year DDC-to-LC reclassification of all materials (with the exception of the juvenile collection) and weeding project of the entire monographic, periodical and audiovisual collections.

A tentative yearly schedule for departmental general reviews, starting in the academic year following adoption of this policy, follows:

Year One.....	Science and Mathematics; Nursing
Year Two.....	Education
Year Three.....	Humanities and Social Sciences
Year Four	Agricultural and Mechanical Technology; Business
Year Five.....	Engineering Technology
	Metals Technology
	Computer Systems Technology
	Drafting Technology

Formats and Languages

Appropriate materials for inclusion in the Library's collections include both the traditional formats (monographs, journals, other serial publications, microforms, newspapers, selected audiovisual formats and manuscripts), and those evolving formats that are associated with electronic communication. Such formats include, but are not limited to, software, CD-ROM files, electronic files not owned by the Library, as well as those created by the Library, and electronic journals and lists. Acquisition and access to all formats will be governed by the guidelines in this policy.

The primary language for the general collection will be English, except for language, literature, literary criticism, and some limited cultural and historical material to support foreign language or Native American languages teaching programs.

Funding

The development and management of the Library's collection is guided by this policy within the scope of available resources. Routine acquisition and processing of materials is funded by the University out of the library operational budget and the Student Library Fee. The Library Director and designated Library staff members have the primary responsibility for determining appropriate allocations, in accord with this policy. Decisions are made, however, in consultation with departmental faculty, rather than by rigid formula.

Development of some parts of the collection is supported by special designated funds:

Memorial and other cash gifts may be donated for the purchase of materials. The Library Director expends these funds in consultation with the donors or the expressed wishes of the donors. Bookplates identify items purchased with gift funds. Records are maintained for such gifts.

Grant awards may provide for acquisition of library resources. The Director, in consultation with the grant administrator, will expend such funds.

Special endowments on behalf of the Library may be made to the MSU-Northern Foundation. When a specific purpose for the endowment is not a part of the gift, the Library will determine the most appropriate use for the funds. When a purpose is specified, the Library will abide by the donor's wishes or negotiate a substitute use for the funds. Under no circumstances is the University or the Library obligated to accept an endowment or gift and to fulfill the intention of the donor without prior consent.

General Selection Criteria

Criteria for Purchased Materials. There are two separate, but related sets of criteria to be considered when materials are evaluated for possible acquisition. One set of questions or criteria addresses the objective value of the material itself. The other set of criteria addresses the issue of the subjective value of the material for MSU-Northern and its mission with a realistic recognition of the existing resources, limited funding, program priorities, and alternative avenues for information retrieval.

General criteria which may be employed in the objective evaluation process include, but are not limited to, the following:

- quality of content (applies to artistic content, research design, literary quality, etc.)
- anticipated lasting value
- appropriateness of level of treatment
- cost
- suitability of format to content
- reputation of the author
- reputation of the publisher
- physical product, condition
- currency or timeliness
- access (indexing, scholarly apparatus such as notes, bibliography)
- scope
- consistency
- availability of equipment or technology required for use

- tone, balanced presentation
- duplication in the existing collection, or availability elsewhere

An item, in whatever format, that sufficiently meets the general objective criteria listed above, should then be evaluated based on the subjective criteria related to the level of existing collections, programs and goals. Many quality items are inappropriate for MSU-Northern's collection because they are not of primary importance in meeting collection priorities.

Gifts and Exchanges

Gifts and exchanges include all forms of print and non-print material as well as monetary gifts made directly to the Library or through the MSU-Northern Foundation. Gifts are encouraged, with the understanding that the Library reserves the right to accept, reject or dispose of any gift at its discretion, and in the same manner as purchased materials. Gifts and donations will be evaluated for possible addition to the collection according to the guidelines for selection outlined in this policy. An acknowledgment of the receipt of a gift, when appropriate, will be sent to donors in the form of a letter of appreciation from the Director. The Acquisitions staff will maintain a record of gift materials including the donor's name and the amount of materials donated unless the gift is anonymous. Records of individual titles will not ordinarily be provided. The provision of gift inventories or lists, the addition of bookplates, or other special arrangements must be negotiated with the Director. The importance of the gift for the Library, the subsequent costs of processing such a gift, and the implications of special requirements will be considered when special arrangements are requested. Generally, a gift with restrictive conditions will not be accepted.

The Library will not provide any valuation of gifts, in accordance with IRS Tax Court rulings regarding appraising gifts for tax deduction purposes. Tax law requirements for large gifts (those valued by the donor for tax purposes at over \$5,000) have special restrictions and place added legal and administrative responsibilities upon the Library.

At the time of the gift, it is the responsibility of the donor to notify The Library of any tax restrictions such as those required with IRS Form 8283. Planning and administrative approval must therefore occur before a commitment is made to accept large gifts.

Initial evaluation may indicate that a gift item should be used for replacement of worn copies, to fill-in or complete journal holdings, or as a needed additional copy of a heavily used item. The evaluation may also show a gift is inappropriate because of format, condition, duplication or subject. Items which are likely to be identified as unwanted during the initial review include, but are not limited to: textbooks more than five years old; scattered serial or periodical issues; scattered or single volumes of a set; or pamphlets or other formats not ordinarily acquired by the Library.

Money received from the sale of gifts is placed in the Library's account at the MSU-Northern Foundation and is used for the purchase of materials or equipment as determined by the Library.

COLLECTION MAINTENANCE

Preservation and/or Replacement. Many library materials have a limited useful life. While often decisions to preserve or replace must be made on an item by item basis, some materials may be grouped to guide these decisions.

Serials - At the time a serial publication is added to the collections or within the first year of acquisition, preservation decisions will be made.

- (1) Appropriate holding period (one selected):
 - latest only kept (most often used for annuals with timely information)
 - latest two weeks (most often used for newspapers not replaced by microform)
 - latest month (newspapers received on weekends only)
 - current year plus one (minimum at any given time will be one year and withdrawal only takes place once each year)
 - until replaced by microform (used for many newspapers)
 - latest five years (technical and scientific information with limited usefulness)
 - indefinitely (such titles will usually be bound)
- (2) Preservation methods (usually only one selected):
 - binding (items to be kept indefinitely)
 - microfilming (commercially purchased or filmed for MSU-Northern)
 - digitizing or other electronic storage method
- (3) Duplication in more than one format is the exception, but may be necessary for:
 - extremely heavy regular usage (i.e., *Time* or other titles in heavy demand by large numbers of primary users)
 - limited access to one of the formats
 - to preserve one copy or format

Replacement of Serial Issues - An attempt may be made, within budgetary limits, to replace missing or damaged serial issues if the title is to be kept indefinitely. If the missing issues are more than two years old, or if the cost of replacement is prohibitive, the Director will make decisions for replacement. The primary factors to be considered when evaluating the need for replacement issues include costs, anticipated usage and access through another means such as electronic document delivery services or loan from another library.

Replacement of a Single Missing Serial Volume - Access to a missing journal through inter library loan rather than by replacement of a paper volume .

Replacement or Completion for Serial Title Holdings - Through gifts and duplicates or discards from other libraries, an attempt may be made to complete important journal holdings by filling in missing volumes or extending holdings. Ordinarily such volumes are acquired only through these inexpensive means, with access rather than acquisition as the primary goal for older journal titles. With the expanding availability of journal articles through commercial sources, the need to replace missing issues or to complete title holdings is not as important as it once might have been in university libraries.

Monograph Preservation - Monographs will be considered for special preservation only when their importance to the university's mission justifies the expenditure. Rare or unusual items that are not appropriate for MSU-Northern will be offered to other institutions or sold. When a monograph is determined to be important enough to be preserved within the collection, one of the following preservation methods will be employed, depending upon the condition, availability and value of the contents:

- (1) Repair within the Library
- (2) Binding by a commercial bindery
- (3) Replacement with a purchased or gift copy
- (4) Placement in a protected area such as permanent reserves
- (5) Microfilming or digitizing

Binding. Materials (both serials and monographs) are evaluated for binding based upon the following criteria: size; physical condition of pages and other contents; appropriateness for collections on a permanent basis; access to contents (indexing); importance of subject, work or author to MSU-Northern's mission; availability and appropriateness of material in other formats; likely usage; and current budget restrictions.

(1) Current journals or other serials

Location, retention and formal decisions will be made at the time that a title is approved for addition to the collection. Binding decisions are made at the end of the first year of acquisition. In general, currently received periodicals to be retained indefinitely in paper format are usually bound if the size of issues allows more than two to be bound in one physical volume and at least 2/3 of the issues for a physical volume are available. This includes both newsprint and spiral bound issues. However, the half-life of scientific and technical information is decreasing so that older materials are in less demand than previously. Additionally, lost or missing articles are available in a cost effective manner through inter-library loan or commercial vendors so that not all material needs to be preserved through routine binding. The cost of gathering, shipping, and processing journals for routine binding may no longer be justified in some disciplines. Journals in relevant classification areas may be evaluated for discontinuation of binding.

(2) Problem Periodicals

Titles that may require a review for binding consideration, although they appear to be appropriate, are currently received titles for which a retention and binding decision has not yet been made and/or those titles that meet one or more of the following criteria:

- also available in full text on microform or in an electronic collection
- unusual size not suitable for binding
- consistently missing more than one-third of the issues for binding
- titles or subject matter for which long-term retention and binding may no longer be appropriate

(3) Priorities for Binding

Binding decisions for each title will be made based upon the general binding criteria as stated above, but whole categories of publications may not be bound despite individual title decisions if sufficient funding is not available. In such instances, the following priorities will be observed:

- current issues
- back runs of currently received and bound titles (number of volumes bound at one time dependent on budget and usefulness of title/subject and the age of the volumes)
- gaps in binding (usually due to insufficient budgets in the past)
- titles in Special Collections
- SuDoc serials identified for long-term retention
- deteriorating early volumes (usually leather bindings)

(4) Rebinding of previously incomplete volumes

Rebinding will routinely be done for volumes with missing issues when issues are found, even if the volume will still be incomplete. Individual volumes for which the binding has deteriorated will be rebound if the volume is less than twenty-five years old and is currently being bound. Older volumes will be evaluated on an individual basis.

(5) Periodicals not to be bound

Consistent with the guidelines for what will be bound, the following will not be bound unless an exception is made for a particular title:

- Closed titles
- titles kept for less than ten years
- size (thickness) of an issue allows only one or two issues to be bound in one physical volume
- the half-life or most useful period of the journal's contents is judged sufficiently short while the availability of the contents through inter-library loan or commercial vendors is adequate to ensure access

(6) Newly acquired monographs

The Library does not systematically send spiral, paper or unbound items to the bindery when they are acquired. A binding decision may be made as part of the evaluation process when items are reviewed. Soft bound or paperback monographs are reinforced at the time of initial processing to prolong their useful life.

(7) Items already in the collection

Older materials in the collection that are in deteriorating physical condition, and cannot be repaired in the library will be evaluated for rebinding by considering past use, potential future usefulness and historical significance, availability of other editions or copies either at MSU-Northern or elsewhere, currency and/or accuracy of information and scholarship, and the condition of the paper and the quality of reproductions. The purchase of a replacement copy or newer edition may be preferable to rebinding.

Storage

The purpose of Library storage is not preservation, but convenience because of inadequate public stacks. Storage is not a substitute for de-selection. Items not to be retained in the collection and on the catalog will be withdrawn, not relegated to storage.

Weeding

De-selection or "weeding" is a continuous aspect of collection development. Library staff have the primary responsibility, under the direction of the Library Director, and in accordance with this policy, of making decisions regarding de-selection of individual items, entire collections or specific formats. Examples of unneeded materials which might be considered for withdrawal include multiple copies; damaged, incomplete or deteriorated items; items containing out-of-date or inaccurate information; chronically unused materials; incomplete runs of dated journals; superseded editions; duplicate coverage of the same material at the same general level; otherwise obsolete materials which do not contribute to collection goals and are not standard titles appropriate to support MSU-Northern programs.

The subject area expertise of MSU-Northern Faculty is crucial to wise decisions regarding de-selection. Whenever possible, departmental representatives to the Library Committee, department chairs, and other faculty will be invited to participate. In addition examination for possible removal will be an aspect of periodic subject area reviews by academic departments (See "Organization of Collection Development" above). Except in the case of large subject or format evaluation projects, or when routine withdrawal is based on a previous decision regarding retention or preservation of a specific title or format, the Library will provide an opportunity for faculty to review items under consideration for possible withdrawal.

De-selected items are officially withdrawn from the collection by deletion or adjustment of the Library's and shared bibliographic records, and by stamping "withdrawn" on the item itself. Disposal methods for withdrawn items include: transfer to or exchange with another university department or library, book sale, dealer consignment sale, or recycling. At no time will items containing inaccurate or misleading information or those in poor condition be offered to another, less fortunate library unless there is a clear understanding by the receiving library of the appropriate deficiencies or limited usefulness of the material.

There are certain instances when withdrawal of an item or the record for an item is a routine part of the collection development process. These include the following situations:

Lost or Missing Items. Items that are declared "missing" by circulation staff after a thorough search or reported "lost" by a patron, are forwarded to the Library Director or designated library staff member for replacement consideration at the end of each semester. After the collection development decisions regarding replacement have been completed, the bibliographic records are adjusted or deleted as appropriate.

Various editions. Superseded or otherwise changed editions of titles will be routinely evaluated along with the new edition to be considered for addition to the collection. Such titles are evaluated for their continued usefulness, particularly for historical purposes. However, care must be taken to distinguish between those editions for which the presentation does contribute to an understanding of the topic, and those older editions which merely provide a snapshot in time of the discipline at a certain level of scholarship. Particular care should be exercised in evaluating older editions of textbook and technical publications. The likelihood of their usefulness is very limited, and they may provide inaccurate or misleading information to undergraduates. A new edition will not automatically be added to the collections. The amount of likely use, the extent of change from one edition to the next, and the cost of adding the new edition will be considered.

Formats. Technological advances and changing circumstances may dictate that a particular format collection is no longer appropriate, and therefore, all of the material in that format may be evaluated for replacement or de-selection. Such has been the case with 16mm films and sound recordings in phonodisc form. Gradually these formats are being replaced by more appropriate formats. Electronic formats are replacing paper copies of some information sources such as abstracts and indexes because of the superior search strategies and general efficiencies of electronic (on-line and web-based) databases.

Multiple Copies

The costs of acquisition, processing and stack storage make it generally impossible for the Library to provide duplicate copies of publications, either in the same format or in other formats. No title will be duplicated, even as a gift or exchange, unless a positive case can be made for such action based on the guidelines outlined below. In addition, it is understood that the conditions stated below which permit the addition of another copy do not require that addition. Adding duplicates to the collection is never automatic, but always requires the exercise of discretion. These guidelines apply to all types and formats of materials, including monographs, serials, microforms, and electronic files. The addition of duplicates and the retention of existing duplicates requires the approval of the Director.

Duplication of Materials in the Same Location. Present or anticipated high demand may justify duplication from a gift source, but only extraordinary circumstances will justify purchase of a duplicate copy. Reasons which might contribute to the possible demand include recognized status of a title as a "classic," identity of the author, exceptional local interest, or topical subject matter of special importance to MSU-Northern's mission.

Requests for added copies may be based on high circulation (five or more times to different individuals in one semester; two or more holds in one semester; or particularly heavy demand when few publications in a subject area exist). When time and funds permit, examination of circulation records in known high use classes for the purposes of identifying such titles is encouraged.

When an item is in poor condition or access is limited, although repair, rebinding or replacement of worn copies is the usual solution, an additional copy may be justified by exceptionally high demand. When periodicals are so heavily used that the issues cannot be bound or the bound volumes receive extremely heavy use, a duplicate subscription on microfilm may be justified. Materials which have restricted access in one format will be governed by the same policy.

Duplication of Materials in Different Locations or Formats. Basic reference materials (dictionaries, atlases, encyclopedias) may be duplicated in the regular circulating collection.

The Permanent Reserve collection consists chiefly of high demand materials placed there by the library staff. The Semester Reserve Collection is materials placed there for specific courses at the request of faculty.

Duplicate copies of Special Collections items in high demand may be purchased. One copy of each MSU-Northern thesis is placed in Special Collections; a second may be placed in the main circulating collection.

Items in the Library's Federal and State Documents collection will not generally be duplicated in the main collection. Exceptions may be made for a limited number of government documents, such as *Statistical Abstracts*, to be duplicated in the Reference collection. Duplication may be required for the Reference collection when the government document in question is in high demand.

Publications maintained in microform format will not generally be duplicated in other formats.

Electronic publications files (on-line, or other electronic files) will not be duplicated in other formats unless preservation or access restrictions require such duplications. Decisions regarding duplication of such resources will be made by the Director.

INTELLECTUAL FREEDOM

The freedom to pursue truth is an essential value of the University. The pursuit of truth requires that tolerance be guaranteed and that examination of multiple perspectives be encouraged. In accord with these ideals, within the scope of its collection, the Library will consider without prejudice or censorship materials representing all points of view and subjects when determining the balance of the collections. An attempt is made to represent differing opinions on controversial matters. The Library affirms the principles of The American Library Association's *Library Bill of Rights and Freedom to Read Statement*.

No censorship will be exercised on the basis of frankness of language, or the controversial manner an author, producer, artist or others may use in dealing with religious, political, sexual, social, economic, scientific, or moral issues. A student, faculty member, or citizen who wishes to challenge the inclusion of an item may request a copy of the attached form, *Request for Reconsideration of Library Material*. The Library Director will act on all challenges submitted.

LIMITS AND RESTRICTIONS

In general, the Library does not wish to limit the acquisition of materials in support of the University's mission, but practical considerations and the need for balance dictate some restrictions.

Format and Restrictions. The form of binding of the original (soft versus hardbound) will not be a reason to exclude works from the collection. If appropriate, an item may be commercially bound at the time it is acquired or at a later time if its condition warrants it.

Textbooks are not routinely added to the collection. They may be added on a highly selective basis. It is understood that in a few disciplines the monographic literature at the college level is primarily in textbook form.

Sound and visual recording technology continues to evolve. Currently, the preferred format for sound recordings is CD, with tape cassette as a substitute when a CD is unavailable. The preferred visual formats are DVD, and VHS as a substitute. The Library will not add recordings in obsolete formats such as records or 16 mm film, to the collection.

Topical Restrictions. It is reasonable to expect a university collection to attempt to represent all sides or viewpoints. However, in the interests of both a balanced collection and one that offers the students the best access to correct information, the Library reserves the right to limit the amount of material on any given subject or from any particular viewpoint. The University strives to provide a broad range of opinions and viewpoints, but it is not always possible to achieve a complete balance because of limited appropriate materials representing a particular side of an issue or because of limited resources. The Library welcomes differing opinions on issues of religious, political, scientific and other controversies.

Retrospective and Out-of-Print Materials. With limited resources, it is impossible for The Library to pursue a large number of requests for retrospective materials. However, when evaluation of the collections or faculty or student requests reveal a need for a specific "classic" work or when a subject deficiency can only be filled through acquisition of retrospective titles, an attempt may be made to acquire retrospective titles still in print. Such requests will be evaluated by the Director or designated library staff member in consultation with faculty in the disciplines involved.

COPYRIGHT CONSIDERATIONS THAT AFFECT COLLECTION DEVELOPMENT

The Library abides by copyright law when purchasing, preserving, replacing or otherwise acquiring materials. Further, the staff strive to inform patrons of restrictions regarding photocopying, duplication or other unfair usage of copyrighted material contained in the collections, but The Library is not responsible for the use patrons make of these materials.

At the request of a faculty member, the Library will place on reserve excerpts (physical or electronic) from copyrighted works in accordance with guidelines similar to those governing formal classroom distribution. If the request calls for only one copy of an item to be placed on reserve, the Library may accept an entire article, an entire chapter from a book, or an entire poem. Requests for multiple copies on reserve must meet the following guidelines:

- Amount of material should be reasonable in relation to the total amount of material assigned for one term.
- Number of copies should be reasonable in light of the number of students enrolled, the difficulty and timing of assignments and the number of other courses which may assign the same material.
- Material should contain a notice of copyright.
- The effect of photocopying the material should not be detrimental to the market for the work.

SPECIAL COLLECTIONS OR FORMATS

SEPARATE OR RESTRICTED COLLECTIONS

Special Collections is a repository for materials on topics related to Montana, with an emphasis on the area north of the Missouri River and east of the continental divide. Various formats are included, but the collections are primarily photographs, books and papers.

The collections are open to all students, faculty, and the general public. Due to their fragility, the use for some materials may be limited.

University Archives contains presidential papers, photographs, and other materials pertaining to the University's history.

SPECIFIC FUNCTION COLLECTIONS

The Reference collection contains non-circulating materials selected to meet the basic research, verification, location, and information needs of the university community in all appropriate subject fields. Library staff need these sources close at hand to respond to information requests. As a rule, only the latest edition of a reference work is shelved in the reference section with superseded editions either transferred to the general circulating collection or withdrawn.

Specific guidelines for standard types of reference materials include:

- Encyclopedias may be acquired in print or electronic form. These will be updated on a rotating schedule as resources allow. The most recent older editions may be placed in the circulating collection for the convenience of patrons. Subject encyclopedias are added to the reference collection based upon an evaluation of the specific publication and the need for information in the discipline in this alphabetic format.
- English language dictionaries, foreign language and subject dictionaries are purchased, with care to avoid unnecessary duplication. They are updated if they become obsolete and a new edition is available. Circulating copies of heavily used dictionaries are provided as funds allow.
- General and subject indexes and abstracts in print or electronic form are acquired to provide access to journals and other sources. Standard indexes are kept current and new indexes are acquired when they complement library holdings. Indexes and abstracts are usually not duplicated in more than one format. At this time electronic indexes are the preferred format. As electronic versions of such sources are acquired with their sophisticated searching capabilities, the paper volumes will be evaluated for possible withdrawal.
- Standard bibliographies and general bibliographies used for general reference purposes are acquired for the reference collection. Other specialized bibliographies, including author bibliographies, are acquired for the circulating collection. When possible the electronic format is preferred.

The Document Collection is intended to expand information sources available to the university community by inclusion of government publications. The Library participates in the Montana State documents and United States Federal depository programs. When allowed by a depository program, collection development goals will dictate selections. Depository agreements are maintained and updated as necessary.

The Library actively collects government documents relating to agriculture, labor, commerce, health and education. Documents contained in an unselected series which are brought to the Library's attention may be individually purchased through the Library's GPO account or from the issuing agency. Federal documents are acquired in a variety of formats, including microfiche and CD-ROMS. Increasingly, access to electronic government information is provided via the Internet rather than through owned and processed files and volumes.

The Library concentrates on maintaining a functional core literature of depository documents; requests for more specialized publications are supplied by inter-library loan. New document series are carefully evaluated for selection and current series are periodically reviewed. Items are withdrawn and discarded in accordance with federal depository regulations.

Materials received by the Library as part of the United States Federal Depository Program, as well as federal documents received from other sources, are organized according to the Superintendent of Documents classification (SuDoc) scheme. Depending upon their expected use, materials may be placed in the reference collection, the reserve collection, or the main book collection.

Reserve Collection placement implies guaranteed access within a reasonable time. A limited number of items (such as university documents) may be placed on permanent reserve because of continuing demand, and some items may be placed there because of high risk of vandalism or theft. Such placement requires approval of the Director or designated library staff member. Titles requested for purchase to be placed on reserve will be evaluated according to the criteria used for all purchases.

There are four use categories for Reserve items:

- Curriculum Support - for a particular course, for one semester at a time, and at the request of the faculty member teaching the course
- University Information Support - for a particular purpose, time on reserve controlled by purpose.
- Public information - information of a timely nature provided for the convenience of citizens
- Library designated - items chosen by the library staff to ensure availability to students.

The Juvenile Collection is provided to support Education degree programs. Elementary and secondary education students are required to become familiar with a variety of resources in children's and young adult literature and to use materials appropriate for students from preschool through high school. There is no attempt made to provide a comprehensive collection. The collection is not intended as a substitute for public or school library juvenile collections. The arrangement of the nonfiction collection is by Dewey Decimal Classification, that of the fiction and picture books by author.

FORMAT COLLECTIONS

Some formats have specific functions and unique characteristics to be considered in the collection development process. In all cases, the most important consideration should be the degree to which the material fits subject goals.

Microform materials are collected to provide access to materials only available in this format, to preserve fragile or unwieldy materials, and to save limited stack space. Titles selected for acquisition in this format may fit any or all of the above criteria. The selection of the type of microform should be determined by availability, cost, convenience of use, and availability of appropriate equipment for both reading and copying pages.

Selection of Serial Titles, and preservation, binding, archival file and format decisions are made according to subject goals. Some or all of the following criteria are used in evaluating serials for cancellation or addition to the collection:

- Availability of indexing and abstracting services
- Content level and absence of duplication elsewhere in the collection
- Reputation of journal and publisher
- Past demand as suggested by interlibrary loan statistics
- Costs
- Availability from other sources
- Useful life expectancy

As the amount of scholarly publishing continues to grow exponentially, the amount of time that scientific publications are relevant and likely to be cited or in demand is shrinking. This factor should also be taken into account when weighing the costs of access versus ownership for titles with projected half-lives of less than five years.

Newspapers. Acquisition of newspapers for special clientele, such as political, social, ethnic or linguistic groups, trade unions, particular industries or sectional interests is governed by the University's mission. Their retention, binding and preservation are determined by the guidelines for other subject serial publications.

- General newspapers are selected to provide world, national and regional information and opinion regarding current events. Accessibility through indexing, journalistic quality, importance to the mission of the institution, and comparative costs will be primary criteria for selection and retention of general newspaper publications. While it is desirable to provide in state students with strong local coverage, budgetary constraints may require selective coverage. Major daily newspapers will be collected. Weekly and minor newspapers will be acquired whenever possible by gift subscriptions. Newspapers from other regions of the United States will be collected with the goal of a representative and balanced collection, having a variety of geographic, political, economic, social and cultural points of view. The same criteria will be applied to acquisition of foreign newspapers. As access increases to electronic versions of newspapers, the acquisition of print versions will be reduced.
- The collection will not attempt to provide newspapers providing all political viewpoints nor covering all the geographic areas from which students and faculty come to MSU-Northern.
- The most important newspapers will be collected both in newsprint and microform or electronic format, with the newsprint discarded upon receipt of the microform or availability of electronic copy. Titles of immediate news value but of limited long-term use are received only in newsprint or electronic format and the newsprint is eventually discarded.
- Newspapers received on a "current only" status are kept for two weeks or one month and then discarded. The holding period is based on frequency, usefulness or microform replacement schedule. At no time will retention of paper issues be used as a long term storage medium for newspapers.
- Newspapers about to be discarded, whether because they have a limited holding period or because they have been replaced by microfilm, may be made available to on-campus academic units for instructional purposes. When such arrangements have been made, it is the responsibility of the receiving group to pick them up at the Library.

Newsletters and House Organs. Newsletters are generally of short term usefulness because they contain news or information of current interest to a limited or special

group. House organs are newsletters prepared for the employees or clients of a specific organization or business. Much of the information in newsletters is ephemeral and in the form of news briefs rather than substantive articles or reports. In general, newsletters and house organs will not be purchased or added to the collection.

Exceptions may be made to allow for "current only" or "current year plus one" (no binding) for newsletters which provide substantial information in disciplines where information goes out of date rapidly. Newsletters that come as part of memberships or subscription packages will not be retained or cataloged except if judged to fit the exception category for limited retention.

Non-Print Media. Non-print media are an effective alternative to print media for the dissemination of information for the majority of learners. Such media also provide a means by which to present the same information to a number of individuals at the same time. The acquisition of visual, audio, and audiovisual material is based on the same principles as the selection of print material, with the added considerations of availability of appropriate equipment, technical quality, and strict compliance with copyright law. Audiovisual formats change as technological advances improve reproduction capabilities and cost effectiveness. The Library should monitor these changes and respond appropriately after a careful evaluation of options for existing collections and directions for future acquisitions.

Theses. A copy of each MSU-Northern thesis will be retained permanently in hard copy in Special Collections. A second copy, if available, will be placed in the main circulating collection. The Library ordinarily will not acquire non MSU-Northern theses or dissertations.

Electronic Information. Electronic information may be machine readable information, programs owned and maintained by the University, or electronic files accessed through the Internet or other means. Such information may be available in several formats which include, but are not limited to: floppy disks, cassette tapes, magnetic tape, laser optical disks, CD-ROM disks, DVD disks and files located at remote sites. This policy is to cover all forms of machine readable information purchased from acquisitions funds.

- Such files, whether actually owned by the Library, or merely accessed and acquired on an as needed basis, serve the same purpose as traditional print or audiovisual information. In some instances the information provided by electronic sources is intended for end-user access, but in other cases, the information is to be accessed by Library staff on behalf of Library patrons.
- Electronic files may be located within the Library, accessed from the Library (through the Campus Information Technology Services, the Internet, or Proxy access), or provided in the form of floppy disks, CD-ROMs or DVDs that may be used in the Library or circulated for use outside of the Library. The location of electronic files will be determined by availability, equipment, costs, and the purpose of the files.
- Format options for electronic files are constantly changing. The Library evaluates each option based upon cost, purpose, and ease of use. No formats are excluded from consideration.

Oversize Publications. Printed materials, both monographs and serials, which are too large to be accommodated on regular shelves are considered over-sized items and have the designation "OVER" on the call number. These materials are arranged on specifically designated shelves. Oversized materials are subject to the same selection criteria as other materials in that field.

ADOPTION

This policy has been reviewed and approved by the following:

Library Committee Chair _____ Date _____

Library Director _____ Date _____

Provost _____ Date _____

Request for Reconsideration of Library Resources

If you wish to request reconsideration of library resources, please return the completed form to the Library Director, Montana State University-Northern Vande Bogart Library, P.O. Box 7751, Havre MT 59501.

Name _____ Date _____

Address _____ City _____

State _____ Zip _____

Phone _____

Do you represent self? ____ Organization? ____

1. Resource on which you are commenting: _____

____ Book ____ Textbook ____ Video ____ Display ____ Magazine ____ Library Program

____ Audio Recording ____ Newspaper ____ Electronic information/network (please specify)

____ Other _____

Title _____

Author/Producer _____

2. What brought this resource to your attention? _____

3. Have you examined the entire resource? _____

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
