

Collection Development Policy

Manhattan Community School Library

2014



I. Introduction

In an effort to better serve the community and responsibly use public resources, Manhattan Public Schools and the town of Manhattan created an interlocal agreement to establish the Manhattan Community School Library. The Manhattan Community School Library is a combination of the Manhattan High School library and the town library. It opened to the public on February 1, 1999, with approximately 550 registered patrons.

The library currently serves 1331 registered patrons, 194 of who are high school students. School district faculty, senior citizens, young children, elementary & middle school children and adults use the library. The library provides expanded public hours of service: 1:00 p.m. to 7:00 p.m., Monday through Thursday, Friday 2:00 p.m. to 6:00 p.m., and 10:00 a.m. to 3:00 p.m. on Saturdays. School hours of service are 8:00 a.m. to 4:00 p.m., Monday through Friday. Summer hours are Monday, Wednesday, and Thursday 1:00 p.m. to 7:00 p.m., Tuesday 10:00 a.m. to 5:00 p.m. and Friday 2:00 p.m. to 6:00 p.m. High school students and public patrons use the library for leisure reading, research and Internet services. Children's reading programs and other special programs are held during the school year and the summer months.

A. Mission Statement

It is the mission of the Manhattan Community School Library to serve the informational, educational, cultural and recreational reading, listening and viewing needs of the entire Manhattan community.

There are three primary purposes that library activities support:

1. To provide authoritative and timely information in support of daily living, occupational needs, educational pursuits and intellectual curiosity;
2. To introduce the youngest members of the community to reading and learning activities to encourage a lifelong interest in learning; and,
3. To provide adequate materials to support and extend the Manhattan Public Schools curricula.

B. Purpose and Goals of the Policy

This policy serves both to guide the library and to inform the public about the principles upon which selection and maintenance decisions are made. Emphasis is placed on resource allocation and long-range planning of collection needs in accordance with the Library's mission. The goals of the policy include:

1. informing the Library's staff and patrons of the scope and nature of the collection, the philosophies underlying collection decisions, and the plans for the continuing development of resources;
2. providing guidelines, which when combined with the application of professional judgment by trained staff, may be used to evaluate the collection on an on-going basis;
4. defining the relationships of various parts of the collection to the whole;

5. enabling selectors and others involved with collection management to work toward defined goals, thus strengthening the collection and making the best use of available funds; and
6. assisting MCS Library staff in the responsible expenditure of funds for resources.

C. Community and User Groups Defined

The Manhattan Community School Library serves a population of 4,352 in Gallatin County with 1331 registered patrons as of July 2014. The greater Manhattan area is predominantly rural. Special populations served by the library include pre-school aged children, K-8 students, high school students, college students, adult literacy groups, and senior citizens.

Public patrons, students and staff of the high school are the primary users of the library during the school year. During the summer months, the primary users of the library are children of all ages. Secondary user groups include daycare providers and senior citizens throughout the year.

D. Patron Needs and Services/Programs Defined

The Manhattan Community School Library is first a teaching library for Manhattan High School. Library and information skills are taught and the curriculum of the school is supported by the library collection. The library staff is endeavoring to keep up with current trends in technology as it applies to education, information, and recreation.

Programs and services for patrons include, but are not limited to:

- BridgerNet Material Sharing
- Interlibrary Loan
- Montana Library2Go
- Homework MT
- Ebscohost Data Bases
- Reading programs for all ages
- Summer reading program
- Babysitting courses for teens
- Book delivery for homebound patrons
- Audiobooks for visually impaired patrons

Internet access continues to be an important service for all patrons. The MCSL offers 11 Public Access Computers and free WiFi so that patrons may utilize Internet for research and recreational browsing. The EBSCOHost periodical databases are used extensively by both the school and public patrons. World Book online is utilized by student patrons.

E. Collection Description

The combined library collection of 33,470 items includes 15,321 digital Ebooks and audio books through Montana Library2Go, fiction and non-fiction books, audiobooks, DVDs, 3 newspapers and 31 periodical subscriptions. The collection includes reading, viewing and listening materials for all ages and interest levels. Electronic resources

include: an automated card catalog through the Montana Shared Catalog, Internet access, Wifi, EBSCOhost Data Bases, World Book Online, Homework MT, Hunting Companion, Fishing Companion, and Microsoft Office. Special collections include: Montana history, Montana authors, and a Native American Collection, and a Western Fiction Section.

The collection has grown by about 10 percent each year since the libraries were combined, with emphasis being placed on: non-fiction for school curriculum development, young adult series books & popular fiction, juvenile, fiction, juvenile non-fiction, audiobooks, DVDs, and multicultural resources.

F. Cooperative Collection Management and Interlibrary Loan

Material sharing is facilitated through Montana Shared Catalog's BridgerNet group. Manhattan, along with Bozeman, Belgrade, Three Forks and West Yellowstone libraries share materials on a regular basis. While MCSL does participate in lending and borrowing materials through interlibrary loan, the sharing through Bridgernet has radically reduced this. Items that are requested several times will be considered for inclusion in the collection.

Since Three Forks Community Library is a member of both Bridgernet and 4Rivers, MCS Library cooperated with Bridgernet and 4Rivers to align all policies to facilitate sharing and to comply with the Montana Shared Catalog to reduce cost for all participants of the Montana Shared Catalog.

II. General Priorities, Limitations and Policies

A. Chronological Coverage – see *Attachment A – Montana Shared Catalog Analysis*

The average copyright date for the collection is 2004. The last time this report was run, the average date was 1988. This is a reflection of updating the collection and weeding older titles that are no longer relevant. Older publications are maintained in the philosophy, religion, customs/folklore, languages, literature, U.S. history, Montana history, and biographies.

Total Collection:

Number of titles read 34736

Average publication date is 2004

Most recent publication date is 2014

Oldest publication date is 1901

Formats

The Manhattan Community Library collection will include, but is not limited to the following formats:

1. Hard back fiction and non-fiction books
2. Periodicals
3. Electronic databases
4. DVDs
5. Audio books
6. Book Club Kits
7. Paperback books (limited collection)
8. CD'
9. E-Content: Ebooks and Audio Books
10. Community Programs of Interest

B. Multiple Copies

The Manhattan Community School Library recognizes both budget and space limitations in decisions regarding selection. Multiple copies, in general, are not purchased. However, duplicate copies of popular titles have been added to the collection.

C. Languages

The collection also includes foreign language dictionaries and sign language dictionaries.

D. Funding Considerations

1. The Manhattan Community School Library is funded from two sources: Manhattan Public Schools and the Town of Manhattan. The budget administered by the Town of Manhattan includes state, county and local monies from taxes and mill levies. The library board of trustees approves this budget. The budget administered by Manhattan Public Schools includes federal, state, county and local tax monies, as well as a mill levy. The Manhattan Public Schools board of trustees approves expenditures from this budget.

2. Monetary gifts, grants, donations and bequests are accepted. These gifts are used to purchase items in accordance with the donor's wishes or interest and according to the guidelines of the collection development policy.
3. The library also obtains funds through book sales, fund-raisers, and the collection of fines.

E. Collection Responsibilities and Selection Procedures

The ultimate authority for selection of materials for the Manhattan Community School Library is divided between the library board of trustees, the Manhattan Public Schools board of trustees, and the Manhattan Town Council. The responsibility for selection is delegated by these boards to the Library Director. The MCSL selection policy is attached to this document.

F. Gifts Policy

The Manhattan Community School Library gratefully accepts gifts to the collection. The library does not do appraisals of gift materials. Only items appropriate to the collection and that fill a need in the collection will be retained. Other items will be placed in a book sale, or made available to the public for free. Items not fitting the needs of the library will be disposed of according to the weeding policy (disposal or sale).

G. Collection Maintenance

1. Weeding

- a. The purpose of weeding is to enable the Manhattan Community School Library to make efficient use of limited space, to maintain an attractive, up-to-date and usable collection which supports the curriculum of Manhattan High School and reflects the needs and interest of public patrons.
- b. The ultimate authority for weeding the collection resides with the Board of Trustees. The actual responsibility for weeding resides with the Library Director with assistance from supervised library staff.
- c. Criteria for weeding includes, but is not limited to:
 - i. physical condition - damaged, worn, physically undesirable and unappealing items will be removed.
 - ii. usage – low circulation demand for an item may result in removal depending on the nature of the item and its place in the collection.
 - iii. duplicates – decrease in demand for duplicate items may result in removal.
 - iv. significance – historical, artistic or literary items may be retained regardless of usage.
 - v. currency – information is out-dated, inaccurate or misleading

2. Repair

Damaged items will be repaired by the library staff if repair is more cost effective than replacement of the item and if staff has the training to repair the item.

3. Disposition

- a. Discarded items will have property marks removed or obscured, barcodes and date due slips removed. School property will be placed in a sealed container for disposal.
- b. Community library items will be retained for sale if their physical condition is still within reasonable limits, the information is not inaccurate or misleading, and if storage space is available.

H. Censorship and Reconsideration of Library Materials

1. Access to information for all individuals is the guiding principle upon which library services in the Manhattan Community School Library are based. Library materials are provided for the information, interest and education of all library patrons. Materials will not be excluded from the collection on the basis of the background or views of the author(s). The Board of Trustees of the Manhattan Community School Library believes that censorship is a purely individual matter and declares that while anyone is free to reject for himself/herself books and/or library material of which he/she does not approve, the individual cannot exercise this right of censorship to restrict the freedom of others to read, view, or listen. Parents have the responsibility to guide and direct the reading/viewing/ listening of their own minor children. The library does not stand in loco parentis (in place of a parent; charged with a parent's right, duties and responsibilities). The Manhattan Community School Library Board of Trustees defends the principles of the *Freedom to Read Declaration and the Library Bill of Rights*, both of which are attached to this document.
2. The Board of Trustees recognizes the right of individuals to question materials in the Library collection. The Library will give serious consideration to each patron's opinion. Material being questioned will remain available to patrons until the process for reconsideration has been exhausted.
3. Any patron questioning materials in the library collection may ask the Library staff about such materials and if that patron wishes to express his or her opinion in writing, the following procedures will be followed:
 - a. Patrons will receive a copy of this Collection Development Policy and a *Request for Reconsideration* form, with explanation and guidance by the Library Director or Town Librarian.
 - b. If the patron wishes to continue the process, s/he may state his/her opinion in writing on the Request for Reconsideration form. This form will be sent to the Library Director who will refer it to the library board of trustees for review if the book was selected under the public policy or to the high school principal if the book was selected under the school policy.
 - c. Challenges to school materials will then follow the Request for Reconsideration of Instructional and Library Media Center Materials as adopted by the Manhattan Public Schools Board of Trustees.
 - d. Challenges to public materials will be considered by the Manhattan Community Library Board of Trustees at the next regularly scheduled meeting after the Library Director receives notification of the Request for Reconsideration. A decision on the disposition of the material will be made within six months of receipt of the Request for Reconsideration by the board. Further appeal may be made to the Manhattan Town Council if the patron is not satisfied with the decision of the library board of trustees.

III. Subject Areas Collected

A. Subjects

1. 000 - General Works
2. 100 – Philosophy
3. 200 - Religion
4. 300 – Social Sciences
5. 400 - Languages
6. 500 – Pure Sciences
7. 600 – Applied Sciences
8. 700 – The Arts
9. 800 - Literature
10. 900 – Geography, History & Biography
11. Fiction

B. Present Collection Levels

See attached *Montana Shared Catalog Collection Analysis*

1. 000 - General Works: basic level.
2. 100 – Philosophy: basic level, older materials but content is adequate for demand.
3. 200 - Religion: basic level, some encyclopedic volumes on world religions are included.
4. 300 – Social Sciences: study level, many social issues are covered as required by the high school curriculum.
5. 400 – Languages: basic level, including foreign language dictionaries.
6. 500 – Pure Sciences: basic level, some newer astronomy, mathematics, and biology references are included, older sources for chemistry and physics.
7. 600 – Applied Sciences: study level, extensive resources for cookery and a handicrafts, some new materials on carpentry, gardening and home improvements manuals.
8. 700 – The Arts: basic level,
9. 800 – Literature: minimal level, poetry collections and drama collections make up the majority of this area.
10. 900 – Geography, History & Biography: study level, includes excellent Montana history and Biography sections. American history is emphasized, with a representative number of volumes on world history and geography. The library has an extensive collection of WWII and Holocaust books.
11. Fiction – extensive adult, young adult and children’s fiction sections are maintained for this size library.

C. Future Acquisition Goals

While there are several areas of the book collection that require some weeding, updating and replacement of volumes, the Manhattan Community School Library recognizes and endorses the use of the *EBSCOHost* databases as an essential part of our non-fiction collection. Access to these databases enhances and extends our collection by providing information from reliable and current sources of information across the spectrum of subjects collected by the library without taking up scarce shelf space.

1. 000 - General Works: The school subscribes to WorldBook Online.
2. 100 – Philosophy: There are some new books concerning ethics. Additional titles will be added, but this will be a low priority due to low demand for this subject area.
3. 200 - Religion: patron requests for materials on specific religions have been noted. We have several encyclopedic volumes on world religions that provide general information on a variety of religions. Consideration of additions to this section are not a top priority, but we will continue to add titles on various religions and belief systems as they are requested.
4. 300 – Social Sciences: This area includes many *Opposing Viewpoints* books from the high school collection. These titles are updated each year. Ebscohost helps supplement with the *Opposing Viewpoints* online. This area remains a priority both for high school, adult and juvenile collections.
5. 400 – Languages: This is an area that needs focused updating. The dictionaries are few and outdated Audio materials would be an ideal addition but are cost prohibitive.
6. 500 – Pure Sciences: This is a focus area. Updates are needed to support school curriculum in physics and chemistry Priority for maintaining current volumes in this area are of critical importance to support the school science curriculum and the interests of public patrons.
7. 600 – Applied Sciences: This section is well covered. Emphasis will be placed on adding to this section and maintaining current sources.
8. 700 – The Arts: development in this area is particularly important for children’s materials. This area has been weeded and new books are being added to the collection to keep it up to date. An emphasis on ordering more sports and recreation books will be a focus for the high school and public collection, as well as books on graphic design and computer animation.
9. 800 – Literature: updates to poetry collections to include more contemporary poetry is of medium priority. Additional plays and scripts need to be added to refresh this section and provide more support materials for the high school English curriculum and the Speech and Drama program.
10. 900 – Geography, History & Biography: geographical material on foreign countries is a top priority for update to support curriculum and community interests. Informational texts on Spanish speaking countries will be a focus to supplement the high school collection. Updated travel guides for a larger number of countries is a medium priority to support the Geography curriculum and the interest of public patrons. New biographies are added to the adult and children’s section each year. Children’s materials on United States history and history of the states have been added to support the elementary curricula and others will continue to be added.
11. Fiction – we will maintain the excellent leisure reading collection we currently have and will build upon this foundation to meet the needs of our patrons. Series books are popular with teens and adults alike. Beginning readers are also a priority for our children’s collection.

D. Special Collections

1. Audiobooks- There is an excellent collection of audiobooks which continues to grow.
2. DVD – Addition to this collection is a priority for both public and school selections. The public DVD collection has grown in size and popularity over the last several years. DVDs circulate more than any other material. The school Audio Visual collection is growing to support curricular needs. The focus is to replace VHS tapes that are used with DVDs when possible.

3. Montana Collection – This collection includes many older publications on Montana history, geography and biography. We continue to add new, quality publications as they are made available.

IV. Policy Implementation, Evaluation and Revision

A. Review and Update of Policy

This policy shall be reviewed by the Library Director and Town Librarian on an annual basis. The Library Board of Trustees will review the policy every three years for submission to the Montana State Library.

B. Record of Action

_____ Date
Library Director

_____ Date
Chairman, Board of Trustees

Attachments: Montana Shared Catalog Report-February 2014
Freedom to Read Statement
Library Bill of Rights
Request for Reconsideration
Manhattan Community School Library Selection Policy