

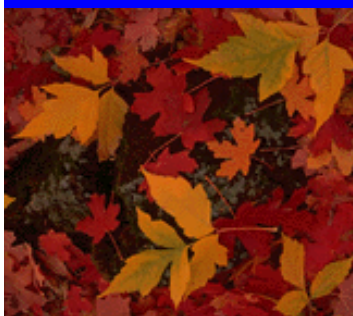
**Updated
January**

2016

**NORTH LAKE
COUNTY PUBLIC
LIBRARY**



**Information
Resources
Management
Policy**



INFORMATION RESOURCES MANAGEMENT POLICY



A. INTRODUCTION

I. MISSION STATEMENT

North Lake County Public Library provides a welcoming, contemporary center of literacy and lifelong learning for all users.

- *We strive to nurture a desire to read among children and youth and to awaken in them an appreciation for libraries.*
- *We provide free access to an enlightening collection, resources in varied formats, and current technology, made available by a knowledgeable, courteous staff.*

2. PURPOSE OF THE POLICY

The purpose of the Information Resources Management Policy (IRMP) is to inform the public about the principles upon which North Lake County Public Library selections are made and to guide the librarians and Board of Trustees in the selection and withdrawal of materials and equipment.

The primary objective is to ensure that public and private monies are spent wisely so the library can develop resources which meet the needs of the extended Polson community, fulfill the goals and objectives of the library, and be consistent with the standards recommended by the Montana State Library and the American Library Association.

The IRMP must be flexible and broad in scope. It should be periodically reviewed and revised to reflect changes in community needs that define the roles of the library.

3. COMMUNITY AND USER GROUPS DEFINED

North Lake County Public Library District serves the city of Polson, Montana, and its surrounding areas, and is delineated by the same boundaries of Polson High School District #23.

Polson is the 24th largest municipality in Montana with an approximate population of 4607, according to a 2013 figure from *montana-demographics.com*. It is located at the southern tip of Flathead Lake and was named after early Mission Valley stockman, David Polson. It is the county seat of Lake County.

Lake County is the ninth most populous county in the state of Montana with approximately 29,099 residents (2015 U.S. Census Bureau) and encompasses 1,651.92 square miles. Landmarks include the Mission Mountains, Flathead Lake, and the National Bison Range. The county is in close proximity to the Bob Marshall Wilderness Area and Glacier National Park, and is known for its

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

scenic beauty and recreational opportunities. Because of these factors, the population in and around Polson fluctuates between April and November with tourists, summer residents, and returning “snowbirds.” The aesthetic quality of life also attracts many educated retired people from all across the United States for permanent year-round residence.

Lake County lies within the Flathead Reservation, which was established by the Hell Gate Treaty of 1855, and is home to the Confederated Salish and Kootenai Tribes. Approximately 5000 Salish, Kootenai, and Pend d’Oreille tribal members reside on the reservation. The tribal headquarters is centered in Pablo, Montana, and includes the two-year Salish Kootenai College, the tribal complex, and a cultural museum and gathering place called The People’s Center. During the 2013-14 school year, approximately 855 students attended Salish Kootenai College, located six miles south of Polson. The availability of the academic library at the college complements the North Lake County Public Library collection.

The unemployment rate for Lake County is 4.6% as compared to 4.0% for Montana (April 2015, U.S. Bureau of Labor Statistics). The major contributors to the economic base of the area include: ranching and farming, retail businesses, professional occupations, tourism and recreation, the retired population, manufacturing, and government employment (including tribal government).

North Lake County Public Library handles requests and supplemental materials for students attending the University of Montana, Flathead Valley Community College, Salish Kootenai College as well as the high school, middle school, and two elementary schools located in Polson. In addition, one private Christian school, two rural schools, area daycares, and homeschoolers use the facility.

Lake County has three recognized public libraries, with North Lake County Public Library being the largest. Estimated figures show that two out of three library users reside outside the city limits of Polson. In addition, many people outside Lake County use the library, including patrons from libraries within the Tamarack Federation of which North Lake County Public Library is a member. In FY2014, NLCPLD ranked 18th out of 82 public libraries across Montana in terms of population. The State Statistical Report erroneously still shows the service area population figure as 15,978. A determination, based on the Administrative Rules of Montana (ARM), 10.102.4003 and clarified by the Montana State Library in November 2015, showed that our official service area population is 11,105. Since we no longer receive county funding, the complicated formula in ARM reduces the number, when in reality we still serve the higher number of people.

Users of the library are adult and school-age recreational readers; adult and school-age school-related readers (toddler, preschool, elementary, secondary, community college, and university); senior citizens; retired people; tribal members; tourist/seasonal residents; business and community groups; unemployed and underemployed residents; families in transition; entrepreneurs; do-it-yourselfers; home-taught students and their parents; genealogists; and computer users with technical skills ranging from beginning interest to advanced expertise.

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

4. PATRON NEEDS DEFINED

Resources to meet the informational, recreational, and educational needs of the extended Polson community have been identified as:

- Qualified and sufficient staff to assist the public
- Sufficient hours to meet the needs of the community
- Up-to-date computer equipment with wireless access
- High-speed telecommunication connections with multiple access sites
- Materials to support reading/literacy at all levels (adult, young adult, school age, beginning readers, preschoolers, toddlers, and infants)
- Materials in a variety of formats (books, large print, audio, video, periodical, electronic)
- A strong basic core reference collection
- Materials providing information about local, state, national, and world events
- Materials about local and Montana history
- Materials for self-help, self-improvement, self-sufficiency and do-it-yourself work
- Materials for learning job-seeking skills and employment skills
- Materials for home-taught students
- Materials about the family, aging, and retirement
- Information to support existing small businesses and aid in the establishment of new ones
- Materials to support individual research beyond those available in educational facilities
- Information to stimulate thought and awareness of other viewpoints
- Access to materials not owned locally
- Adequate and comfortable facilities for study, research, and meetings

North Lake County Public Library has 7.18 FTE positions (FY 2014). We also rely on a dedicated group of approximately ten to twelve volunteers.

5. SPECIAL SERVICES PROVIDED

In fiscal year 2008, an assessment for handicapped accessibility was performed. The building needs major renovation to comply with the American Disabilities Act and space issues. North Lake County Public Library is addressing the possibility of an extensive renovation project or construction of a new building. A pre-funding phase with a licensed architect was completed in November 2008. The North Lake County Public Library's board of trustees has begun a strategic planning process to prepare for a capital campaign. The North Lake County Library Foundation (NLCLF) is also exploring options for a capital campaign to raise the needed funds.

Currently, one library table is designed to accommodate wheelchairs, and two designated handicapped parking spaces in front of the library are also provided. Handheld magnifiers and a table magnifier are provided for patrons needing visual assistance. One computer station has been added with complete features for physically challenged users.

Diapering stations have been installed in the public restrooms for the convenience of our patrons.

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

Fax and photocopy services are available to the public for nominal charges.

A small media room contains an electric typewriter available for use by the public. A public use computer is provided that includes software for word processing, spreadsheets, graphics, etc., along with a public-use scanner.

A television/VCR/DVD and audio/CD player are also available.

A large library meeting room (seating 75 people) is available for community user groups and is equipped with a large-screen TV, VCR, DVD player, SmartBoard, audio equipment, slide projector, movie projector, overhead projector, screen, melamine writing board, chairs, tables, etc. An LCD projector has been acquired. A small meeting room is also available for user groups of 25 or fewer. Equipment to convert old formats (photographs, vinyl records, cassette tapes, slides, and videos) to newer technology is needed.

Two small rooms are available for study, tutorials, proctored testing, and/or meetings for smaller groups during library hours. One houses a legal kiosk to address self-help law issues. The third small room has been converted to house the server computer and associated technology equipment.

Responsibility for youth programming lies with the youth services librarian. Programming and services include:

- Fall and Spring Story Time sessions for three- to five-year-olds
- A weekly Mother Goose Time for toddlers
- A Family Summer Reading Program for all ages with accompanying activity programs for children
- Friday Flicks (movie day) and Game Day on alternate weeks
- Soon to be added: A mobile MakerSpace.

A Play and Learn Center has been implemented for children ages 0-5. This is an imaginative, interactive collection of educational, developmentally appropriate toys and activities for kids and parents, intended to promote language and literacy, mathematics and numeracy, science, and social-emotional development. There are five components to the project: an activity center, a magnetic board, blocks, plush toys, and interactive panels.

- Programs for visiting school groups are offered as well as programs related to specific events such as the Treasure State Awards, the Young Reader's Choice Award, Children's Book Week, National Library Week, etc.
- We have acquired equipment for Wii gaming to encourage older youth to participate in library activities.
- A new outreach van, the Story Shuttle, facilitates off-site programming.
- Themed bins filled with books and associated materials are available for groups and facilities to check out, along with 'Ready2Read' bins from the Tamarack Federation.
- Life jackets of all sizes are available for checkout due to our proximity to Flathead Lake.

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

Vital statistics indexing from *The Flathead Courier* and *The Lake County Leader* is available in published booklet format from 1910 through 1989. A card index of vital statistics data has been completed for 1990 to 1998. Local historical newspapers are now being digitized. The years 1909 through 1922, with OCR (optical character recognition) capabilities, have been placed in the Montana Memory Project for public access. Tamarack Federation and Friends of the Library monies have largely paid for this project. In the future, we would like to make our vital statistics indexing available to the Montana Memory Project.

Locked display cases and portable bulletin boards are available for private collections and/or informational displays.

Adult programming usually coincides with a special event such as National Library Week, National Volunteer Week, etc. The library also sponsors book signings for invited authors. Self-invited authors are welcome at their own expense. Adult programming also includes two book discussion groups sponsored by Friends of the Library.

Nine Book Nooks (NLCPLD reading stations housed by local businesses that consist of a comfortable rocking chair and a bookshelf unit filled with lightly used books for reading and distribution) are being maintained by the library. In addition, four Little Free Libraries have been completed and placed in outlying areas of the library district to provide further outreach. Four additional units are planned for 2016.

North Lake County Public Library has eight Public Access Computers (PACs), four Online Public Access Catalog stations (OPACs), one stand-alone computer, a children's game computer, and eight staff workstations, as well as a laptop lab provided by the Broadband Technology Opportunity Project (BTOP – see separate section). There is also one computer dedicated to public legal research which is provided and maintained by Montana Legal Services (see below). One PAC is handicapped accessible. A specific policy addresses the PACs and their use (see Appendix 4). The PACs access the Internet, the Microsoft Office Suite of programs, children's games, and specific databases. Databases include e-Library (the online Montana Shared Catalog), an Ebsco suite of online databases (covering health, an auto repair, history, literature, health, and more), HeritageQuest (an online genealogy research tool) and EBSCOhost e-Books (formerly NetLibrary). The stand-alone computer accesses the Microsoft Office Suite and the Internet. Wireless service is provided throughout the building.

North Lake County Public Library staff members are frequently contacted to help answer technical, professional, and general questions. Reference assistance is available in person, and by phone, mail, email, or Facebook.

The staff will assist the public by locating and helping understand materials, offering brief Internet instruction, explaining the use of the library and its resources, and offering readers' advisory suggestions. However, staff members will not answer or interpret specific medical, legal, tax, or other questions which they feel may violate professional ethics.

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

A part-time technology trainer, initially funded by Broadband Technology Opportunity Program (BTOP) grant monies through the Montana State Library, is now a permanent part of our staff. The trainer offers one-to-one tutorials as well as public classes in various aspects of computer and Internet use. A full laptop lab with accessories has been acquired for this purpose and is being used. BTOP also provided our library with an ADA-compatible computer and computer station as well as several eBook readers, etc.

Reference materials are specifically intended for in-library use and generally do not circulate. They are not available for interlibrary loan.

Reference materials are replaced with updated versions; however, some reference materials are not replaced due to the availability of online versions. The older, but still relevant, copies are occasionally given to other libraries in Lake County or the Tamarack Federation members for their use.

6. BRIEF COLLECTION DESCRIPTION

The resources of North Lake County Public Library reflect the educational, recreational, and informational demands of the extended Polson community.

The size of the in-house collection is based on shelf estimates with approximately 27,000 titles and other materials available for library patrons. The old card catalog is obsolete since it lacks adequate subject headings, incorrect Dewey Decimal numbers, and listings for many books on the shelves that are not cataloged. A shelflist was not maintained prior to 1984; however, a thorough inventory was completed in 1992. Card sets were reduced to shelflist, title, and author cards in early 2000. In September 2001, cards for the catalog were eliminated altogether. Shelflist information continues to be maintained in paper format by printing specific screens from the Online Computer Library Center (OCLC) records. This step will eventually cease, too.

North Lake County Public Library is a participant in the Montana Shared Catalog (MSC) and automation was implemented in August 2002. Circulation using the Sirsi system began in April 2003. Older titles are still being added to the catalog.

North Lake County Public Library offers a selection of specialized media, in addition to its regular collections, including interactive books for children, educational toys, flannel-board stories, and literary character puppets.

Electronic resources have increased substantially in the past three years. In addition to hundreds of e-Books and digital audio books, library users now have access to Freegal music and movies, BookMyne, and other useful services.

7. COOPERATIVE COLLECTION MANAGEMENT AND INTERLIBRARY LOAN (ILL)

The North Lake County Public Library Board of Trustees supports the concept of resource sharing, since no library can provide all materials for all people. Montana libraries and other institutions have

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

made significant strides to develop and manage their collections so unnecessary duplication of materials is reduced. Providing access to information from other sources is a primary goal.

To determine weaknesses in our collection that would benefit from additional purchasing, attention is given to trends with interlibrary loan requests, rather than individual isolated requests. Sections of the library from which old books are weeded are given attention, as well, so that new books can be added to subject areas that become sparsely covered.

North Lake County Public Library is an active interlibrary loan participant, both borrowing and lending through the OCLC ILL online interface. Guidelines established under the Montana Interlibrary Loan Sharing Protocols and the Montana Interlibrary Loan Reimbursement Program are followed. Fax delivery of photocopied interlibrary loan information is available upon request. As an active member of OCLC, we routinely add our holdings to the WorldCat database through regularly scheduled global uploads as a member of the Montana Shared Catalog Project or via CatExpress.

North Lake County Public Library is an active member of the Tamarack Federation. The membership is comprised of fourteen public libraries as well as school, academic and special libraries. The Tamarack Federation has developed a cooperative collection management policy in order to guide members in the development of special collections using state monies.

Tamarack Federation members and thirteen other libraries from around western Montana formed a consortium known as the Montana Shared Catalog. North Lake County Public Library was a founding member of the MSC, which continues to grow and is currently at 169 members in 94 communities.

North Lake County Public Library became an active participant in MSC Partners, a sub-group of the Montana Shared Catalog, on March 1, 2003. This enables patrons holding a valid library card from any partner library to reserve and check out items from every other partner library. Items are delivered to North Lake County Public Library for pick-up. All partner libraries share collections and patron databases. Cooperative check-out periods, fines, and other policies apply.

MontanaLibrary2Go is also an important part of our services. MontanaLibrary2Go provides access to digital content (such as audio books and eBooks) for patrons of participating libraries throughout Montana. It enables users to download e-content to supported devices or a PC. Some titles can also be burned to CD. MontanaLibrary2Go offers shared resources selected the consortiums selection committee and can be accessed offsite.

The outreach van known as the Story Shuttle was replaced in 2014 with a newer, smaller vehicle. It is currently being used for youth programming. Programs and materials are presented to area day care centers, schools, and other entities. The vehicle is also used to re-stock our outreach entities: nine Book Nooks and four Little Free Libraries (see above).

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

B. COLLECTION PRIORITIES, LIMITATIONS, AND POLICIES

I. CHRONOLOGICAL COVERAGE

When applicable, nonfiction works at all levels are to be the most current and up-to-date information available in each subject area collected. The recognized classic and standard works will be maintained at all levels in each subject area collected.

Periodicals (magazines, newspapers, etc.) are selected to supplement and update the book collection and to provide timely information not available from other sources. Back issues of magazines are retained for one year with the exception of *National Geographic Magazine*, which goes back to its original date of issue, *Consumer Reports*, *Montana Magazine*, and *Montana: The Magazine of Western History*. Local newspapers are kept indefinitely, and other newspapers as space allows. Length of retention for magazines and newspapers will be re-evaluated when necessary.

The fiction section is maintained at all levels to include popular, high demand, recreational, and current works as well as classic and distinguished works listed in standard bibliographies.

2. FORMATS

The library acquires information in many formats and determines the appropriate format based upon quality, access issues, affordability, timeliness, and accuracy. Formats may include print, microfilm or microfiche, audio tapes, digital audio books, eBooks, video tapes, CDs, DVDs, electronic files (both locally and remotely located), access to information and resources located elsewhere by way of interlibrary loan, document delivery, and Internet connections. Materials in all formats may be either single issue items such as most books, or serial in nature such as newspapers, journals and databases.

All materials are assessed individually and may be purchased in whatever form is available following these guidelines: cost; space; the library's ability to store and protect the format; and its appropriateness to the collection.

Formats currently collected are:

Books - Hardback is the preferred format. Paperbacks are purchased to supplement the collection when it is the only format available. Pocket size paperbacks are generally not purchased but are accepted as donations which circulate on the honor system. The library no longer collects college textbooks.

E-Books: A wide selection of books is now available from EBSCOhost. EBooks are also available from MontanaLibrary2Go for patrons with active library cards. Patrons can check out and download up to five books at a time to their compatible devices.

Large Type Books: Large Type books are acquired mostly through a monthly subscription program (10 titles per month). Genres include western, mystery, romance, and, popular fiction. Other titles are acquired as needed.

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

Magazines and Newspapers: The library currently subscribes to more than 50 magazine titles for all age groups, along with local and Montana newspapers and at least one national daily newspaper.

Digital audio books, audio cassettes, and CDs: Digital audio books are now available for checkout from MontanaLibrary2Go. CD sound recordings have joined the older audio cassette tapes for adults and juveniles. North Lake County Public Library also collects music CDs to catalog for patron use.

DVDs and video cassettes: DVDs are collected with emphasis on adult and juvenile movie classics and popular titles. Nonfiction titles are considered on an individual basis. Video cassettes are still available, but are slowly being phased out.

Maps: Current atlases are provided for all regions of the world.

Microfilm: Rolls of microfilm are purchased for the *Flathead Courier*, the *Lake County Leader*, and the *Valley Journal* for archival, printing, and digitization purposes.

Pamphlet & Government Information: Loose and/or temporary information is available only in this format.

Electronic Subscriptions:

- Online Ebsco databases are now available to our patrons as a shared resource through the Montana State Library.
- HeritageQuest offers access to the U.S. Federal Census from 1790 to 1930, as well as Revolutionary War Records, Freedman's Bank Records, directories, church documents, and more.
- Free streaming and music downloads, movies, and TV shows are now available through Freegal.
- NoveList Plus is an online reader's advisory which is used by both staff and patrons to find recommended reading.
- World Book online is offered on our public access computers.
- Ancestry.com has also been made available to our patrons researching here at the library.

Puzzles - Jigsaw puzzles are accepted as donations as space allows.

3. MULTIPLE COPIES

The Grab n' Go section is comprised of duplicate copies of selected new books that are both donated and/or purchased. These books are intended for our library's patrons and do not travel. Otherwise, multiple copies are generally not purchased unless there is an extremely high demand for an item. Duplications are purchased for nonfiction items when it is considered necessary to have an

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

up-to-date copy in Reference and one in Circulation. Additional copies received as donations may be added to the collection if they are popular, high-demand items or if they pertain to Montana.

4. LANGUAGES

North Lake County Public Library collects materials in the English language, with a small collection of children's picture books in Spanish. Various foreign language dictionaries are collected in French, German, and Spanish. Other languages may be considered in audio format if repeated requests are made. Representative samples in foreign languages at beginning to middle reading levels may be added to the collection to support languages taught at the high school.

5. FUNDING CONSIDERATIONS

LOCAL *(94.85% of Library income for FY2015)*

On July 27, 2010, Lake County voters approved the creation of the North Lake County Public Library District. The district has provided a more secure tax base which allows for sustainability of everyday library operations, which has allowed the library to change and develop in pace with our every-growing community. Boundaries of the district correspond with the boundaries of High School District #23 within Lake County, Montana.

In 2015, ownership and management of Kerr Dam was transferred to the Confederated Salish & Kootenai Tribes (CS&KT) as per the 1985 permit issued by the Federal Energy Regulatory Commission (FERC). Currently, the CS&KT Tribal Council has decided to withhold payments in lieu of tax monies (PILT) for entities in Lake County including the library. This will result in a loss of revenue for the library starting in 2016.

STATE *(1.15% of Library income for FY2015)*

State funding is received through legislation for State Aid to Public Libraries (per capita/per square mile). The Tamarack Federation distributes monies to the library funded by the Coal Severance Tax. State funding cannot replace any local government support.

FEDERAL *(0.00% Library income for FY2015)*

North Lake County Public Library benefits from Library Services and Technology Act (LSTA) funded projects as administered through the Montana State Library. LSTA monies are currently directed toward projects that have statewide impact. North Lake County Public Library is more easily able to participate in projects because of group purchases through LSTA.

PRIVATE SOURCES *(4.02% of Library income for FY2015)*

North Lake County Public Library is the beneficiary of multiple trust funds: the Hochmark Memorial Fund, the Faye Taber Harris Memorial Fund, the Townsend Fund, the Mary Voorhees Fund, and the

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

Florence A. and George A. Clarkson Memorial Trust. These monies are managed by two local investment firms. The North Lake County Library Foundation (NLCLF) has also been established to benefit the library. Rulings from the Government Accounting Standards Board (GASB) have necessitated placing these peripheral funding sources under the umbrella of the NLCLF. The NLCLF has its own board of directors separate from the library board. The Clarkson Memorial Trust operates independently from the NLCLF. All principal from these funds is invested, and interest income is disbursed to the library at different times annually. The monies are used for special items, services, collection resources, projects, and other enhancements not possible with tax dollars.

In late 2001, North Lake County Public Library was notified that an anonymous donor had established an endowment fund through the Montana Community Foundation. Upon the donor's death in 2006, interest from this annuity has been disbursed to the library annually. The library also receives contributions through individual bequests from estates.

Other monies are received through individual and group donations, individual memorials, gifts, and Friends of the Library. These monies generally support purchases for collection resources. Grant monies are also sought for special projects when available. Several recent successful grants have augmented and enhanced our collection, programming, and library building.

OTHER CONSIDERATIONS

Annual contractual obligations also include our library's portion of maintenance and upgrades for the Sirsi automation system through the Montana Shared Catalog and our participation in the statewide contract with OCLC. Group purchase obligations include MontanaLibrary2Go and HeritageQuest.

The North Lake County Public Library does not charge a registration fee for obtaining a borrower card. Some library services are provided at nominal charges to cover expenses, i.e., photocopies, fax, computer printing, etc. A small charge is assessed to help defray return postage expenses for interlibrary loan.

6. COLLECTION RESPONSIBILITIES AND SELECTION PROCEDURES

Responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies adopted by the North Lake County Public Library Board of Trustees. Direct responsibility for specific subject areas may be assigned to other professional staff by the Library Director. Recommendations from other qualified staff members are welcome and will be considered. Any library materials so selected shall be considered to have been selected by the Board.

All patron requests for specific titles or subjects will be courteously considered.

Those doing the selecting must not to allow their own preferences or prejudices, pressures by individuals or groups, or fear of such pressure to influence selection.

Material is not excluded because of reference to race, nationality, political or social beliefs of the

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

author or the political, moral or religious views expressed therein. The library does not promote particular beliefs or views, but instead provides free access to all ideas for each individual to explore. To give balance to the collection, the library is obligated to make all sides of a controversial question available, as far as possible. Indicating a material's point of view or bias by labeling it, or shelving it in a special area, is considered an unwarranted assumption on the part of the library. Cataloging and classification should in no way reflect a value judgment of the material.

The purpose of the selection process is to obtain the best possible materials to provide for the informational, educational, and recreational needs of the community.

Selection criteria for all materials may include the following (not all criteria listed need apply to every item selected):

- Reputation and credibility of author
- Authoritativeness and literary merit
- Awareness of needed subject area and scarcity of material on subject
- Appearance of title in special bibliographies or indexes
- Timeliness or permanence of material
- Clear presentation and accurate information
- Availability of material in other libraries
- Price and format
- Reputation and standing of publisher
- Popularity and patron demand
- Reader reviews

Among the selection aids used are (see Appendix I for list):

- Book reviews in professionally recognized periodicals and journals
- Standard bibliographies and booklists by recognized authorities such as library associations and professional library journal publications.
- Advice of competent people in specific subject areas
- Advice of staff and library patrons

7. GIFT POLICY

The North Lake County Public Library Board of Trustees and staff welcome the generosity and thoughtfulness of the community in supplementing the library's resources through gifts, memorials, and monetary donations. The concept of a public library providing resources to meet the informational, educational, and recreational needs of the community is made more meaningful through patron interest and participation.

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

A. DONATIONS

Donated items are accepted with the understanding that the North Lake County Public Library staff has the right to handle, distribute, or dispose of them in the best interests of the library. All gifts become the sole property of the library and no gift will be accepted with conditions attached.

The library does not place a monetary value on a gift. Appraisals for tax and other purposes is the sole responsibility of the donor. Upon request, a "Receipt for Donated Materials" (see Appendix 3) will be provided reflecting the acceptance of a given quantity by the library.

Gifts may be added to the collection upon meeting current library needs, standards of selection, condition, and other appropriate criteria. All such inclusions are treated as any other material purchased by the library.

Name plates will be attached unless the donor requests otherwise.

B. MEMORIALS

The North Lake County Public Library is honored and grateful to be the recipient of memorial tributes. Donors of funds for the purchase of memorials are encouraged to provide guidance in the selection of a suitable item or by specifying an appropriate broad subject area if they desire. All requests will be courteously considered; however, the library reserves the right to make an appropriate selection based on the current needs of the library and its resources.

Memorial gifts are designated by a bookplate or other appropriate identification. The North Lake County Public Library considers memorial items for addition and withdrawal using the same criteria as for any other library materials.

C. NONTRADITIONAL GIFTS

While all gifts are appreciated, not all may be appropriate for the library or within the library's ability to properly display, store, or preserve. Gifts of non-library items such as collections, artwork, etc., will be considered individually for appropriateness by the North Lake County Public Library Board of Trustees. Donors may be referred to a more appropriate recipient.

8. COLLECTION MAINTENANCE

A. WEEDING

In order to maintain an up-to-date collection, worn and obsolete materials and equipment are continually weeded. Weeding is the responsibility of the Library Director and professional staff. It is performed on a continual basis to keep resources relevant to the needs of the

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

community. The entire collection should be examined on a five-year cycle.

Considerations used in the weeding process include:

- Material is inaccurate, outdated and/or superseded
- Material is in poor physical condition
- Material is no longer in demand
- Material is an unneeded duplicate
- Material is not within scope of the collection
- Equipment no longer supports advances in technology

Items having historical and cultural value as well as those considered classic and standard works will be retained.

Back issues of magazines are retained for one year or as space allows.

B. REPLACEMENT

Replacement of specific lost or worn out items is not automatic. A more current item which meets the materials selection criteria may be considered.

Replacement also depends on collection priorities and available funds. Donated materials frequently replace specific lost or worn titles.

Every effort is made to replace items in high demand, standard and classic works, material relating to Montana, and fiction sequels.

C. REBINDING AND REPAIR

Books considered relevant to the collection are repaired in-house when they become damaged or worn. Repair needs are evaluated individually in comparison to the ever-increasing cost of replacement. Repairing books increases their attractiveness to the collection, use, and shelf life.

When an item needing repair exceeds the capability of the mending staff and is considered to have lasting relevance to the collection, it is replaced or sent to a professional bindery to be rebound.

The *Lake County Leader* and *Montana Magazine of Western History* are bound in yearly volumes and are retained permanently. Out-of-print and high demand items available only in paperback are considered for rebinding.

Items not repaired include donated pocket size paperbacks, magazines, jigsaw puzzles, cassette tapes and VHS videos.

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

D. DISPOSAL

Discarded materials, including gifts not added to the library's collection, will be disposed of in a manner deemed appropriate by the Board of Trustees. Methods may include, but are not limited to: distribution to other libraries or community service sites for public use; sale by a local organization; sale by Thrift.com or Amazon.com, sale by the library or destroyed. Proportional proceeds from such sales will be returned to the library. Many items are distributed free to the community through the library's nine Book Nooks and four Little Free Libraries.

9. COMPLAINTS AND CENSORSHIP

The North Lake County Public Library Board of Trustees believes freedom of access to information is vital in a democracy. The North Lake County Public Library endorses the *Library Bill of Rights*, *Freedom to Read Statement*, *Freedom to View Statement*, *Individual Choice Statement*, and *Public Access Internet Policy* (see Appendices 4, 5, and 6 for full texts) as part of its policy.

Library material is selected according to the information, interest, and entertainment needs of members of our community. Attempting to meet the needs and interests of a diverse population requires a wide range of materials. Inevitably, there is something in a balanced collection that will be unacceptable or disturbing to someone.

Criticism and comment on material selected for inclusion in the North Lake County Public Library collection is an essential right of community members, and a valuable part of the library's selection process, allowing for re-examination of choices and reasoning.

Objection to the particular language or viewpoint of materials cannot, per se, be justification for the exclusion of materials. Passages or parts of an item should not be pulled out of context. Materials should be taken as a whole, and values and faults should be weighed against each other. The presence of material in the library does not indicate an endorsement of its contents by the library.

The North Lake County Public Library Board of Trustees acknowledges that occasional objections to materials will be made despite the care taken and the procedures followed in their selection. The Board of Trustees and library personnel are prepared to defend the principles of the statements referred to above.

A. COMPLAINT PROCEDURE FOR CHALLENGED MATERIALS

Staff or Board members receiving a complaint about the presence or absence of library materials should treat the concern courteously and confidentially, but make no commitments. It is best to remove the complainant to a quiet place where you can listen uninterrupted and without an audience. Do not argue or try to persuade the person. If you must, defend the principle of the freedom to choose and read; do not defend the individual item. Every effort should be made to resolve the complaint informally. If that is not possible, the

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

complainant will be invited to fill out and return a written and signed "Request for Reconsideration of Library Materials Form" (see Appendix 7). Separate forms must be fully completed for each item to be considered. In the absence of a fully completed form, there is no complaint and no action will be taken. "Request for Reconsideration of Library Materials" forms will be available at the Circulation Desk.

The material challenged will not be withdrawn while the complaint is being reviewed.

The following procedure will be followed:

1. Complainant completes and signs a "Request for Reconsideration of Library Materials" form for either the withdrawal or addition of Library materials.
2. The completed form is delivered, either personally or by registered mail, to the Library Director.
3. Upon receipt of a completed form, the Library Director will check reviews of the material and determine if it is covered by the Library's Selection Policy. The Library Director will inform the Chair of the Library Board of Trustees (Board Chair) that a formal complaint has been received.
4. The Board Chair will appoint a Review Committee. The committee will consist of one Board member, the Library Director, and three community members. At least one community member should be a regular library patron. The Board member is designated to chair the committee.
5. Each committee member will read the challenged material and make an individual assessment of the material and the complaint. Committee members will follow the "Instructions to the Review Committee" (see Appendix 8).
6. When all have examined the item, the Review Committee will meet to discuss the complaint and make a recommendation for action. A report will be presented to the chair of the Library Board of Trustees stating the recommendation, reasons, and vote of the committee.
7. The Board Chair will take appropriate action in view of the recommendation and will inform the complainant of the decision in writing.
8. Should the complainant not be satisfied with the Review Committee's decision, he or she may direct the complaint to the Library Board as a whole at the next scheduled Board meeting. The Board will then review the complaint and the committee's report. The Library Board Chair will inform the complainant of the final decision, within two weeks.
9. The Library Director will complete a "Library Materials Challenge Incident Report" and a "Library Materials Challenge Resolution Report," as requested by the Montana State Library.

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

C. SUBJECT AREAS COLLECTED - ASSESSMENT

I. GENERAL ASSESSMENT – SUBJECT

The North Lake County Public Library collection is based on the Dewey Decimal Classification System. Accuracy of call numbers on existing items is being addressed throughout the nonfiction sections.

The following guidelines and publications are used when evaluating the collection:

- Boon, Belinda - *The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Libraries*
- Bushing, Mary - *Non-Fiction Collection Guidelines for Smaller Libraries*
- Pacific Northwest Collection Assessment*
(see Appendix 9 for complete wording of collection level indicators):
 - 0 - Out of scope
 - 1a - Minimal, with uneven coverage
 - 1b - Minimal, but chosen well
 - 2a - Basic information level
 - 2b - Augmented information level
 - 3a - Basic study level
 - 3b - Intermediate study level
 - 3c - Advanced study level
 - 4 - Research study level
 - 5 - Comprehensive level
- Standard Bibliographies

*The library strives to provide and maintain a core collection at 1b to 3a levels in all subject areas collected.

The primary formats are print and electronic with support materials in non-print and periodical formats throughout the collection. Detailed worksheets (see Appendices 10 and 11) have been developed as a tool to assist in assessing the collection.

2. PRESENT COLLECTION LEVELS AND FUTURE COLLECTION GOALS:

ADULT COLLECTION:

000 Generalities (2a): Encyclopedias are on schedule for replacement every five years, but are augmented more and more by online databases, such as worldbook.com and Wikipedia. Several

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

user-friendly computer-related and social media books have been added and will continue to be added as technology evolves. Light weeding is ongoing.

GOAL: This section of our library needs continued additions of current, updated works.

100 Philosophy and Psychology (1b): Several popular contemporary titles have been added to this collection in the areas of philosophy, self-help, memory, and general psychology. Light weeding is ongoing.

GOAL: This area needs continued updating and development.

200 Religion and Mythology (1a - 1b): Several new titles have been added to this section during the past three years, particularly in the area of world religions. Theft is a problem with modern cults and witchcraft. Light weeding is ongoing.

GOAL: More contemporary titles are needed in this heavily used section as they come available.

300 Social Science (1a): The full set of the 2015 Montana Code Annotated was added to this section. Other new items have also been added, especially in the areas of aging, finance, real estate, climate, parenting, and social responsibility. World Almanacs have been updated. Light weeding is ongoing.

GOAL: More up-to-date information and standard works need to be added.

400 Language (1a): This section has been augmented during the past three years. New books in German, sign language, English usage, Latin, and Chinese have been added. Theft is a problem. Audio options from MontanaLibrary2Go and MSC Partners augment the collection. Light weeding continues.

GOALS: The 400s need further development and diversity. New Spanish books were added during the past three years, but are missing again.

500 Pure Sciences (1a): Several additions have been made to this section, particularly in the areas of noxious weed, birds, and mammals. New field guides and several natural history books were added, along with astronomy books and basic chemistry. Basic math books have been replaced twice during the past three years. Light weeding is ongoing.

GOALS: Some nature books are in poor condition and should be replaced and/or updated. Wider coverage in marine science is needed.

600 Applied Sciences (2a) This is one of the largest and most used sections in the library. Items are frequently missing. There is a good selection of cookbooks, cat/dog books, building, and business books. A variety of other additions have been made during the past three years, including new books in health care, cancer, gardening, and cooking. Many new books on mental illness and stuttering have been added. Special attention has been paid to increasing the parenting section, which is now an excellent collection. Light weeding is ongoing.

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

GOALS: This area needs more general medical books, although online medical resources are often more current and useful. There are still several areas that need more complete coverage (aviation, boating, raising small animals). Other important topics to augment include job searching and online careers.

700 The Arts (1b) The craft and "how to" sections are well used and materials are frequently lost. Timeliness is less important than in some areas, since these topics tend to be timeless. Several new camping, hunting, and wilderness have been added. All 700s have been weeded.

GOALS: Some items are outdated or worn, but many are enduring works. New music and knitting/crocheting books are currently being added. Topics for future titles include updated theater and ballet.

800 Literature - (1b) Thorough weeding has brought this section more into scope of user needs. Several new literary and poetry books have been added, particularly those by Montana authors.

GOALS: New books of essays are needed. One is currently being added.

900 Geography and History (1b) New acquisitions have been added, especially in the areas of political commentary and western history. New atlases (world, United States, and Montana) were also recently added. Although many items in this area are older, some are generally timeless. Continual mending and re-jacketing has rejuvenated many of these books. New items have been added as they come available, particularly in the areas of travel, international conflict, and American Indian topics. More current events items are needed. Light weeding is ongoing.

GOALS: New items in the areas of western U.S. and Montana history need to be added to the collection. As current books come available to replace older ones, these should be purchased.

Biography (1b) In general, this section contains good overall coverage. General contemporary biographies have been added. Interlibrary loan handles the unusual requests. The entire biography section has been thoroughly weeded.

GOALS: Continue to add new titles ready to be cataloged.

Fiction (2a) This section comprises the largest and most heavily used area of the library. A good collection of popular titles and authors is represented. Donations frequently replace worn titles, and also fill in titles listed in standard works. Interlibrary loan and the MSC Partners program enables requests for certain authors to be expanded. Movie classics augment the existing materials. Hundreds of new titles, especially bestsellers, have been added during the past three years to keep pace with heavy reader demand. In 2014 and 2015 a new Science Fiction section was created.

GOALS: Some sequel titles need to be acquired. Duplicate copies of some items continue to be weeded. New titles must continue to keep pace with reader demand. Priority should be placed on getting replacement copies of important lost or damaged books back onto the shelves.

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

Audio and Video (2a) A collection of music CDs numbering in the hundreds was added in 2013 and 2014. These feature music of all genres, from rock and roll to classical, and are housed in a special cabinet for easy browsing. Although CD books are also being added, many patrons now fill their need for these through MontanaLibrary2Go. Many DVDs of popular titles were also added, including many children's titles. Acquiring each Academy Award Winner for Best Picture has been popular.

GOALS: DVDs experience the highest theft rate of any section in the library. This is nearly a daily problem, even though they have been placed in direct view of the circulation desk. Anti-theft technology is needed.

Periodicals (3a) Local and regional newspapers are collected as well as *USA Today* and *The Wall Street Journal* for national coverage. The collection has average coverage of recommended magazine titles, and retention has been reduced from three years to one. Teen subscriptions have been added. Back issues of periodicals are stored on the library shelves and are available for patron checkout. The online subscription to the new Ebsco databases is very beneficial and expands what can be offered to our patrons.

GOAL: While most of the current newspapers are heavily read, the use of some magazines has dropped in recent years. There is a trend now for magazines to offer only their electronic versions. It is becoming become useful to rethink our subscriptions, particularly in the young adult and children's age ranges.

Electronic (1b) Online subscriptions have been updated to include the Ebsco products mentioned above, as well as EBSCO's Auto Repair Reference Center and WebDewey. WebDewey assists library staff in determining accurate call numbers. Other group subscriptions are currently in use, including HeritageQuest (an online genealogical database), NovelistPlus, and MontanaLibrary2Go. EBSCOhost is also now available for online electronic books, which are in more and more demand.

GOALS: Group purchases will be considered whenever available. Another goal is to add our serials collection to the online catalog so that it will be available for check-out. A project is underway at the Montana State Library to help libraries add local e-Books to their collections, and we expect to take part in this.

Reference: This section is updated intermittently and is more and more augmented by the availability of the Internet.

GENERAL GOALS: Coverage in many areas is uneven and sometimes outdated, particularly throughout the adult nonfiction collection, despite heavy weeding. Staff is making time for the necessary work to place an existing backlog of newer, more relevant adult books on the shelves. This is an ongoing goal.

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

JUNIOR COLLECTION

Nonfiction (1b) Many older copyrights have been weeded. When buying for this section, attention is given to selections for both Easy Nonfiction and Juvenile Nonfiction. Adopt-a-Books and JLG books have been added to fill out coverage, along with numerous books selected by the Youth Services Librarian.

GOALS: More updated science materials are needed. Additions need to be made in all areas of the Easy Nonfiction section, particularly the 100s, 200s, 800s, and 900s. Additional funding and shelving space are critical to further enhance the Junior and Easy Nonfiction sections.

Biography (1b) This section is relatively small and most books are old but well used. Weeding has been done and more attractive copies have been added. Interlibrary loan handles unusual requests. Picture book biographies are still very popular and collective biographies have been added.

GOAL: There is a need to purchase additional biographies about relevant, contemporary figures.

Fiction (2a) This section experiences a high volume of circulation, and titles frequently wear out or are lost. Generous community contributions continue to enhance this section. Read-along books, beginning readers, and board books continue to be very popular. Materials are purchased to support Story Time, Mother Goose Time, the Family Summer Reading Program, the Treasure State Award, the Young Reader's Choice Award, etc. New materials (board books, picture books, juvenile fiction and nonfiction, etc.) are continually added; however shelf space has run out, creating problems, particularly in the picture book section. Audio and video classics augment the collection.

GOAL: There is a continual need to update and replace classic picture books.

Young Adult (1b) – This section continues to grow in size, scope, and popularity. Senior Division Young Reader Choice Award and Printz Award titles are standard additions and PHS Classics in paperback are now being included. Subscriptions to six teen magazines have been added. The area is very crowded; shelf space has run out.

GOAL: More young adult nonfiction, as well as popular additions to YA fiction, is needed.

Miscellaneous Materials (1b) - The Juvenile collection also contains unique items such as flannel-board stories, literary character puppets, and educational toys. Many of these items are used for programming enhancement and are valuable resources. A large collection of resources for planning children's programs is also available. The Play and Learn Center is very popular and seems to be drawing a new clientele into the library.

GOAL: Continuing to add the children's programming planning resources to the catalog will make them available to other libraries.

GENERAL GOAL: Continuing to place a backlog of previously acquired juvenile titles into circulation is an ongoing goal. The annual Adopt-a-Book program continues to be an effective and popular way to add to the collection.

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

3. SPECIAL COLLECTIONS

A. LOCAL AND STATE HISTORY

A strong collection of Montana materials is being developed. Many new Montana titles have been added during the past three years, both fiction and nonfiction. Montana Book Award winners and honor books are consistently purchased from a Montana independent bookseller. A project is underway at the State Library to help libraries add local e-Books to their collections.

When selecting Montana books, the following objectives are kept in mind:

- Montana history should contain materials relating to the municipality as well as the state.
- Documents relating to the local area should be collected.
- Fictional works about Montana should be collected.
- The library will take a broad view of works by and about the state's authors, as well as general works relating to the state, whether or not such materials meet the standards of selection in other aspects.
- Unusual or unique local materials should be purchased and retained for archival use, if no other library is doing so. They may prove to be invaluable sources for future researchers.

B. LARGE TYPE

Development of the large type materials collection, both fiction and nonfiction, is provided and maintained for the large local population of visually impaired readers. A large memorial donation is currently available to use to add to this section. In the past three years, hundreds of large-type books (mysteries, westerns, romances, and current fiction) have been added to the collection. North Lake County Public Library currently subscribes to a monthly Large Type subscription service. New, enlarged spine labels have been added to all Large Type books.

4. OTHER CONSIDERATIONS

North Lake County Public Library is a participant in the Montana Shared Catalog. The consortium pooled its resources to purchase a Sirsi automation system that was implemented in August 2002. Since that time, the library has continued to input patron information, add bibliographic data, affix bar codes to materials, and train staff. We began using the circulation component in early 2003. Each member library is responsible for a percentage of the ongoing and annual maintenance costs associated with the system. Holdings continue to be added to OCLC through regular uploads using the Sirsi system. Retrospective conversion of the collection continues.

(Revised 01/2016)

INFORMATION RESOURCES MANAGEMENT POLICY

Several other aspects bear mentioning:

One is the theft of library materials which is becoming a bigger and bigger problem. Purchasing and implementing a security system to assist in preventing this type of loss is important. A factor to consider with the project is the need to hire additional temporary staff to add security strips to each item so it can be accomplished in a timely manner.

Another is the need to accurately determine the monetary value of the collection for insurance purposes. It is our hope that features within the Sirsi automation system may be available to calculate a base figure.

A 'wish list' of items to be acquired to benefit the library has been compiled. This list includes library equipment and furniture as well as items that could add to current technology, the building itself, or the collection.

An updated equipment inventory list is also needed.

Another goal is to organize and present a workshop on mending library materials.

D. POLICY IMPLEMENTATION, EVALUATION, AND REVISION

This Information Resources Management Policy will go into effect upon approval of the North Lake County Public Library Board of Trustees.

The Library Director is responsible for evaluating, weeding, and building the collection.

To reflect the changing needs of the library and the community, it will be the responsibility of the Library Director and the North Lake County Public Library Board of Trustees to revise this policy as necessary. The policy will be reviewed at least every three years, beginning January 1, 1992.

This policy revision was adopted on January 21, 2016.

Library Director

Date

Chair, Library Board of Trustees

Date

(Revised 01/2016)

APPENDIX I

SELECTION TOOLS THAT MAY BE USED

ADULT COLLECTION

PERIODICALS

Book Review Digest
Booklist and Subscription Books Bulletin
Library Journal
New York Times Book Review
Saturday Review
Publisher's Weekly
Science Books: A Quarterly Review
Virginia Kirkus Service
Wilson Library Bulletin

BIBLIOGRAPHIES

Fiction Catalog
Public Library Catalog
Standard Catalog of High Schools

ADDITIONAL SOURCES

Magazines for Public Libraries
Monthly Catalogs
Previews
Online Resources
Internet Listservs
Vertical File Index

APPENDIX 2

SELECTION TOOLS THAT MAY BE USED

JUNIOR COLLECTION

PERIODICALS

Bulletin of the Children's Book Center (University of Chicago)
Booklist and Subscription Books Bulletin
Horn Book
Library Journal
School Library Journal
Science Books: A Quarterly Review
Virginia Kirkus Service

BIBLIOGRAPHIES

Children's Catalog and Supplements
Middle and Junior High School Library Catalog and Supplements
Senior High School Library Catalog and Supplements
Basic Collections Lists from Large, Urban Public Libraries:
New York Public Library, Seattle Public Library, etc.

ADDITIONAL SOURCES

Books for Children
Reputable Lists of Notable Children's Books
Bibliography of Books for Children
Science Book List for Children
Children's Classics (Published by Horn Book)
Online Resources
Internet Listservs

APPENDIX 3

NORTH LAKE COUNTY PUBLIC LIBRARY

RECEIPT FOR DONATED MATERIALS

This certifies that _____
(Name)

donated _____
(Number) (Item)

to the North Lake County Public Library on _____

The North Lake County Public Library welcomes gifts and appreciates your thoughtfulness and generosity.

Gifts are accepted with the understanding that the North Lake County Public Library has the right to handle or distribute them in the best interest of the library as detailed in the library's Gift Policy. Such material may be added to the collection provided it meets library needs, standards of selection, and other appropriate criteria. No gifts can be accepted with conditions attached. All gifts become the property of the library. North Lake County Public Library staff cannot appraise gifts for tax or other purposes. For the protection of the donor, it is recommended that appraisals be done by a qualified, disinterested party prior to donation. All ownership rights to the materials in question are relinquished by the donor.

APPENDIX 4

NORTH LAKE COUNTY PUBLIC LIBRARY INTERNET POLICY

North Lake County Public Library offers free access to the Internet as an important information resource. Internet use is provided equally to all library users, including out-of-area visitors. Users should remember that the Internet is largely an unregulated resource. Not all sites provide accurate, complete, or current information. North Lake County Public Library assumes no control over – and is not responsible for – the content of Internet material. The library does not censor access to materials nor protect patrons from information which some may feel is offensive.

PLEASE READ:

1. Patrons are responsible for reading and understanding the contents of this policy.
2. Use of the Internet-access computers is on a first-come, first-serve basis. Patrons agree to limit their usage to fifteen minutes if someone is waiting, with a maximum limit of two hours of computer use per day allowed. Two hours of continual use is not guaranteed, since there may be interruptions by other patrons waiting for a turn.
3. Please be aware that all computer users will automatically be logged off five minutes before the library's closing time.
4. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.
5. Internet workstations are located in public areas that are shared by library users of all ages, sensibilities, and backgrounds. Patrons are asked to consider this when accessing potentially controversial information or images. The library reserves the right to ask computer users to terminate the display of screens that may be offensive to others.
6. Please limit printing to help conserve paper and control costs. The first five sheets are provided free of charge; there is a nominal charge for additional pages.
7. Saving data to computer hard drives is not allowed, but patrons can download files to their own discs or devices. Please remember that, although a virus checker is used on the library's computers, this will not completely protect you from getting a virus. You need to have virus-checking software on your personal computer.
8. North Lake County Public Library does not assure the security or confidentiality of data, including e-mail, when using any of the public computers. Computer users are responsible for ensuring that they are transacting with secure websites when transmitting personal data over the Internet.
9. The staff at North Lake County Public Library is happy to assist users in accessing the Internet. Staff members can offer suggestions and answers to basic questions, but are not available to provide in-depth training.

UNACCEPTABLE USES OF COMPUTERS:

1. It is forbidden to monopolize the equipment, use sounds that might be disruptive to others, or to eat or drink at the computer stations. Please respect the privacy of other users and refrain from attempting to view or read materials being used by others.

2. Minors should not reveal personal information without a parent's or guardian's permission when accessing the Internet, using e-mail, or engaging in chat room activities. Nor should they arrange for a face-to-face meeting with someone they have "met" on the computer. Content filters are not used on library computers.*
3. It is prohibited to use North Lake County Public Library computers to:
 - Violate the law or encourage others to do so. This includes violating copyright laws, gaining access to materials legally deemed obscene, or using unauthorized entry into computer files or programs.
 - Abuse, slander, harass, or intimidate others
 - Cause harm to others or damage to their property
 - Jeopardize the security of the computer network or other networks on the Internet
 - Compromise the safety and security of minors
 - Violate confidentiality of information (See MCA 22-1-1103)

WIRELESS INTERNET ACCESS:

Free wireless Internet access is available to patrons with wireless-enabled laptops or handheld devices.

- Users are responsible for configuring their own equipment. Staff members will not offer assistance in troubleshooting or configuring private laptops, etc.
- Users are also responsible for understanding the security risks of using a wireless connection. North Lake County Public Library does not assure the security of data when using any of the publicly available PCs or wireless network.
- No printing services are available
- Audio output must be directed to headphones or muted
- All activity that violates library policy with regard to library-owned computers is also prohibited on equipment connected to the library's wireless network.

***FILTERS:**

The Internet is a worldwide resource that contains vast amounts of information; a very small percentage of these are potentially offensive sites. Because of the way filters operate, there currently are none available that do not unintentionally block constitutionally protected materials. Nor do filters block all potentially offensive sites. North Lake County Public Library does not use filters on its public access computers.

NOTE: Any violations of this Internet policy may result in the restriction of access to the library computers. Violators will be asked to leave, and may be denied use of the equipment for two weeks after the date of violation. They will also be held responsible for damages resulting from their actions.

APPENDIX 5

INDIVIDUAL CHOICE STATEMENT

Every individual holds beliefs and values which may at times be in conflict with those of other individuals or groups.

The North Lake County Public Library District Board of Trustees, therefore, maintains that:

1. Each individual must be allowed to make choices according to individual beliefs and standards. Each individual must make the decision to read/view/listen or not to read/view/listen to material on his or her own.
2. It is the duty of the North Lake County Public Library District to provide access to material representing many ideas and viewpoints so the option to make a choice exists.

Because individual values and standards vary so widely, and the levels of development and understanding differ greatly among children, it is solely the right and responsibility of parents or guardians to determine what is appropriate material for their children, to monitor their children's access to the Internet, and to enforce those decisions.

APPENDIX 6 (Part I)

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

APPENDIX 6, Part 2

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic

societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers Foundation for Free Expression](#)
[The Association of American University Presses, Inc.](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)
[The Thomas Jefferson Center for the Protection of Free Expression](#)

APPENDIX 6, Part 3

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the [First Amendment to the Constitution of the United States](#). In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

APPENDIX 7

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS – North Lake County Public Library

Title _____

Author _____

Book _____ Periodical _____ Other _____ Publisher _____

Request Initiated By _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Do You Represent:

_____ Yourself An Organization (Name) _____

_____ Other Group (Name) _____

1. To what in the work do you object? (Please be specific, cite pages):

2. Did you read the entire work? _____ What parts? _____

3. What do you feel might be the result of reading this work?

4. For what age group would you recommend this work?

5. What do you believe is the theme of this work?

6. Are you aware of judgments of this work by literary critics?

7. What would you like the library to do about this work?
_____ Do not lend it to my child. _____ Return it to the staff selection committee for re-evaluation.
_____ Other (Explain) _____

8. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

(Signature)

(Date)

APPENDIX 8

INSTRUCTIONS TO THE REVIEW COMMITTEE

Members of the Review Committee should keep in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on the defense of the individual item. Freedom of access to information is vital in a democracy.

Study thoroughly all materials referred to you. Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.

1. Examine challenged material, the North Lake County Public Library's Information Resources Management Policy, and other supporting materials (Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, North Lake County Public Library's Individual Choice Statement, and material reviews).
2. Weigh the values and the faults of the item and form an opinion based on the item as a whole.
3. The Review Committee will meet at a time set by the chairperson to discuss the item and the complaints and to vote.
4. The Review Committee will prepare a report of the committee's recommendations (including a record of the vote), and present it to the chair of the Library Board of Trustees.
5. The Board Chairperson will take appropriate action in view of the recommendations of the report.

APPENDIX 9

PACIFIC NORTHWEST COLLECTION ASSESSMENT

COLLECTION LEVEL INDICATORS

Developed by the Alaska Statewide
Collection Development Steering Committee

- 0 - Out of scope - The library does not collect in this subject area.
- 1a - Minimal, uneven coverage - Unsystematic representation of subject.
- 1b - Minimal, chosen well - Few selections, basic authors, core works and ideological balance are represented. Can support fundamental inquiries.
- 2a - Basic information level - Up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, historical surveys, bibliographies, and periodicals in the minimum number that will serve the purpose. A basic information collection can support school instruction and routine public inquiries, but is not sufficiently intensive to support higher-level academic courses or independent study or the wide-ranging recreational reading demands of a highly educated general public.
- 2b - Augmented information level - As above, except more periodicals, selected editions of important works, wider selection of reference materials.
- 3a - Basic study level - Most important primary and secondary literature, a selection of basic representative journal/periodicals, and the fundamental reference and bibliographical tools pertaining to the subject. Adequate for curriculum support for basic undergraduate instruction. Adequate for independent study and for the lifelong learning needs of the general public, with coverage at all appropriate reading levels.
- 3b - Intermediate study level - As above, except a wider range of basic monographs, wider selection of the more important writers and secondary materials, stronger journal/periodical support. Collection adequate to support college-level term paper writing.
- 3c - Advanced study level - As above, except adequate for honors undergraduate or most graduate instruction or sustained independent study; adequate to maintain knowledge of a subject required for limited or general purposes but not strong enough for original research in a subject. It includes complete collections of the works of secondary writers, a selection of representative journals/periodicals, and all the reference tools and fundamental bibliographic apparatus pertaining to the subject.
- 4 - Research level - A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental result, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journal and major indexing and abstracting services in the field. Older material is retained for historical research.
- 5 - Comprehensive level - A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is one that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research.