

Livingston-Park County Public Library Collection Development Policy

Purpose of the Policy

The purpose of the Collection Development Policy is to provide the Livingston-Park County Public Library Board of Trustees, Director, and staff with an adequate basis for long-range planning and development, as well as an adequate basis for daily decision-making, all with an eye to the Library's Mission Statement (see 1.1.).

Community Profile, Service Population, and Geography

The service population of the Livingston-Park County Public Library includes the 15,880 residents of Park County Montana. The county is currently the state's 12th-largest in population. The distribution of the population through the county is shown on the table below; population estimates are from the U.S. Census Bureau, as of mid-2014.

Though the population is centered in Livingston, the Library administration recognizes its obligation to provide services across the county as best as it is able, given its staffing and financial situation.

| City, Community, or Census-Designated Place (CDP) | Population, 2014 est. | % of county total |
|---|-----------------------|-------------------|
| Livingston* | 7,245 | 45.6% |
| Emigrant-Pray | 1,169 | 7.4% |
| Gardiner-Corwin Springs-Jardine | 1,041 | 6.5% |
| Clyde Park* | 288 | 1.8% |
| Wilsall | 178 | 1.1% |
| Cooke City-Silver Gate | 95 | 0.6% |
| Springdale | 42 | 0.3% |
| other† | 5,822 | 36.7% |
| Park County | 15,880 | 100% |

* incorporated

† implied by the other figures; may reside anywhere outside the listed CDPs

For some years the employment sectors of Park County and Livingston have been moving away from their agricultural and industrial (*i.e.*, railroad) foundations toward a services-based workforce. The following table shows employment by sector, adapted from the Bureau of Labor's statistics for 2014 and 2015 *Economic Profile of Gallatin and Park Counties, Montana* by Prospera Business Network, Bozeman Montana.

| Sector | Number of Employees | Percentage of Workforce |
|--------------------------------------|---------------------|-------------------------|
| Natural Resources and Mining | 162 | 3.0% |
| Construction | 262 | 4.9% |
| Manufacturing | 391 | 7.2% |
| Trade, Transportation, and Utilities | 825 | 15.3% |
| Information | 83 | 1.5% |
| Financial Activities | 217 | 4.0% |
| Professional and Business Services | 274 | 5.1% |
| Education and Health Services | 717 | 13.3% |
| Leisure and Hospitality | 1,378 | 25.5% |
| Other Services | 398 | 7.4% |
| Federal Government | 70 | 1.3% |
| State Government | 35 | 0.7% |
| Local Government | 584 | 10.8% |
| PARK COUNTY TOTAL | 5,396 | 100% |

County residents are highly educated, 40.1% having earned a college degree at the Associate's level or higher. The table below is adapted from Census Bureau estimates as of 2013.

| | | | |
|--|-------------|---------------------------------|-------|
| Educational Attainment (≥ 25 yrs old) | est. | Some college, no degree | 22.3% |
| Less than 9th grade | 2.1% | Associate's degree | 6.5% |
| 9th-12th, no diploma | 4.7% | Bachelor's degree | 22.5% |
| High school graduate or equivalent | 30.8% | Graduate or professional degree | 11.1% |

Below are the Montana Department of Commerce Census and Economic Information Center's population estimates for Park County. The only segment predicted to have consistent growth is the 65 and older segment, though the 15-and-younger set shows very modest growth after a decline. However, the wide pre-retiree age group remains dominant. These figures help determine the nature and focus of the collection and programming.

Demographic data should be taken as guiding—but not determining—the scope, nature, and focuses of the Library's collection. That said, it seems assured that Park County will continue to age slightly faster than average (as will Montana as a whole) over the next decade. Administration should however keep in mind the generational cohorts from which this aging will occur, especially in the long term.

| | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 15,653 | 15,679 | 15,699 | 15,719 | 15,741 | 15,760 |
| ≤15 years | 2,352 | 2,339 | 2,316 | 2,317 | 2,339 | 2,356 |
| 15 to 24 years | 1,556 | 1,573 | 1,556 | 1,539 | 1,509 | 1,488 |
| 25 to 64 years | 8,656 | 8,552 | 8,504 | 8,407 | 8,296 | 8,213 |
| ≥ 65 years | 3,089 | 3,214 | 3,322 | 3,456 | 3,597 | 3,704 |

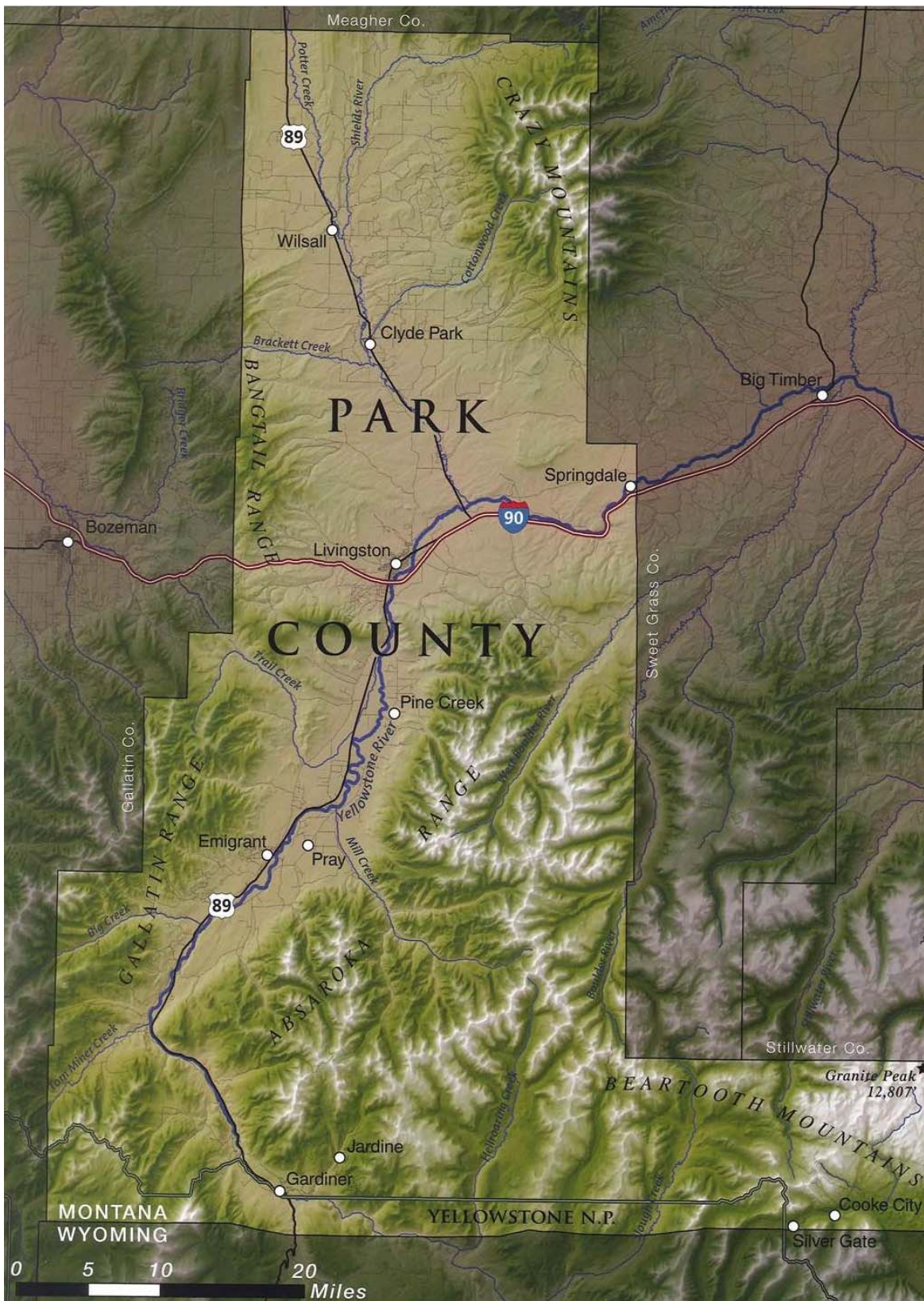
At 2,803 square miles—somewhat larger than the state of Delaware—Park County is the 21st-largest county in the state by area. Its topography is determined primarily by two rich agricultural valleys: the Shields River Valley between the Bridger Range and Crazy Mountains; and Paradise Valley between the Gallatin and Absaroka Ranges. The Beartooth Mountains—including the state's highest point, Granite Peak (12,807 ft.)—lie in the extreme southeast corner of the county.

Large swaths of the county are administered by the U.S. Forest Service, U.S. Forest Service Wilderness, National Park Service (Yellowstone National Park), and several private land trust organizations. The county's primary paved motor routes, I-90 (east-west) and US 89 (north-south), form a rough cross centered on Livingston. A unique situation exists in that Cooke City and Silver Gate's only road links to the county are through Yellowstone National Park or through Carbon County via the seasonally-closed Beartooth Highway (US 212), meaning road travel to those communities requires passage through Wyoming.

Montana Rail Link owns the major rail line through the county, which largely parallels I-90, and sees a great deal of BNSF freight traffic.

The primary populated areas of Park County fall into a humid continental climate, with warm summers and long, cold winters. Precipitation is more or less evenly distributed through the year. Katabatic, or drainage, winds flowing from the Yellowstone and Beartooth Plateaus are a defining feature of the region and of Livingston in particular. Sustained winds, not associated with storms, equivalent to a Category One hurricane are not rare.

The distance between communities (coupled with road conditions during winter) will continue to challenge the Library's ability to adequately serve them, as long as the building in Livingston remains the only facility, and absent any mobile services.



Adapted from *Atlas of Park County Montana*, 2013

Patron Needs and Library Services

The Livingston-Park County Public Library attempts to provide general educational, informational and recreational reading, listening, viewing and technological materials to meet public need.

The Library's collection emphasizes:

- early childhood materials conducive to developing a firm foundation for life-long reading and learning
- informational materials relevant to the research needs of elementary and secondary education students and complementary to those materials available in school media centers within the county
- basic reference resources corresponding to the needs of the general service population
- historic and contemporary resources of particular local interest (including fly fishing, Park County, Yellowstone National Park, and the state of Montana)
- large-print and audiobook materials designed to help meet the needs of patrons with differing abilities
- recreational reading materials including current fiction and popular periodicals

General Collection Description

The collection currently includes just under 55,000 cataloged items in a variety of formats, including print materials, DVDs, CDs, and microfilm. The Library belongs to a library consortium sharing a collection of 16,503 downloadable audio and e-books. In addition, uncatalogued materials such as newspapers and periodicals and online resources such as periodical, reference, and reader's advisory databases enhance the collection.

The periodical collection includes about 115 titles, including newspapers from the larger cities across Montana. Backfiles for general periodicals are maintained for four years, while backfiles of Montana periodicals are retained permanently.

The collection also includes complete backfiles of the local newspaper, *The Livingston Enterprise*, from its inception in 1883 to present, and of the *Park County News*, which published from 1917 until 1970. These newspapers are retained on microfilm.

In addition, the library collection serves as the repository for information pertaining to the Livingston rail yard cleanup and for the records of radio station KBOZ, which originated in Park County.

Materials in the collection are appropriate to readers from the earliest beginner to the literate adult but are not intended to serve the needs of academic, professional, and specialist audiences. The library provides access to interlibrary loan and the OCLC WorldCat database to meet these unmet needs.

Cooperative Collection Management & Interlibrary Loan

The Livingston-Park County Public Library depends upon interlibrary loan (ILL) to provide specialized materials for patrons with specific information needs beyond the scope of a general interest collection. However, ILL requests are reviewed by the Assistant Director and/or Director for possible purchase and inclusion in the collection. Frequently-requested titles and popular materials, particularly genre fiction, are considered for purchase. Genre fiction is typically purchased, rather than acquired by ILL, if a mass-market edition of the title is available.

Scope of the Collection

Chronological Coverage

Due to the physical limitations on collection size, the library cannot serve as a library of record but rather emphasizes primarily current materials. Exceptions to this approach occur in the areas of local and state history mentioned above. In these areas, older volumes and even superseded titles, such as directories, are not only retained but actively collected.

Multiple Copies

The library does not usually purchase multiple copies of materials in the same format. Multiple copies of high-demand titles may be purchased in different formats such as regular and large print, DVDs, and other digital formats. If donated in good condition, duplicates of current bestsellers and high-demand fiction as well as Montana titles and regularly circulating out-of-print items may be added to the collection.

Languages

The library does not currently maintain a collection of foreign language literature. Dictionaries, phrase books for travelers, and language-learning materials are available for classical and romance languages as well as Japanese. Since Naganohara, Japan, is Livingston's sister city, improving the Japanese language materials would be desirable.

Funding Considerations

The budget of the Livingston-Park County Public Library is supported through an interlocal agreement between the Library Board of Trustees, the City of Livingston and Park County. Acquisition of new materials accounts for only 7.6% of the total operating budget. As fixed costs such as staff benefits, utilities and insurance increase at double-digit rates, this percentage has shrunk and may be expected to continue doing so. Fortunately, proceeds from the Friends of the Library's semi-annual book sales are designated for the purchase of new library materials, and memorials or other donations received by the Livingston City-County Public Library Foundation may also be used for this purpose. In addition, grants appropriate to the library's collection scope are applied for when available.

Collection Responsibilities and Selection Procedures

The Livingston-Park County Public library recognizes the diverse and changing nature of our service population and the varied information needs of all residents regardless of race, religion or political affiliation. The selection of library materials appropriate to such a diverse population is the responsibility of the library director, the children's librarian, the youth services librarian and additional staff members with education and expertise in specific subject areas.

Selection of material is made on the basis of:

- appropriateness within the scope of the existing library collection
- timeliness of subject matter
- quality of expression
- patron demand
- reputation of the author or authority
- accuracy of information provided

Many resources are used to facilitate the selection of library materials. Selection tools include professional journal reviews (such as those found in *Library Journal*, *Booklist*, *School Library Journal*, *Publisher's Weekly*, and the *New York Times Book Review*); publisher's and jobber's publications (such as *Ingram's Advance*); expert recommendations such as those from professionals in specific fields or from local booksellers; awards lists (such as the Newbery Award, Caldecott Award, Young Reader's Choice Award, Coretta Scott King Award, Booker, Nobel and Pulitzer Prizes and the American Library Association's Best Books lists).

No materials are excluded from the collection solely on the basis of the race, nationality, religion, or political views of the author.

Gifts Policy

The library gratefully accepts material gifts in all collected formats with the understanding that the appropriate use of such donated material shall be determined by the selection staff and/or the Board of Trustees. The same criteria are used for evaluating donated materials as are applied to purchased

materials. (See 2.9, Donations and Gifts Policy.)

Collection Maintenance

The withdrawal of library materials is a continuous process that is the responsibility of the entire professional staff. Materials may be withdrawn due to poor physical condition, unnecessary duplication, outdated information or lack of circulation. Titles that have not circulated at least three times in the last three years are subject to withdrawal. Such titles are reviewed by the professional staff to ensure that a volume with some specialized merit (*e.g.*, an item of exceptional value due to rarity) is not unwisely discarded.

Circulating materials considered for withdrawal due to condition are evaluated by staff and repaired, if an adequate repair is feasible. Items that have been repaired on multiple occasions are considered for replacement. Only out-of-print or other unavailable titles are considered for professional rebinding, which is seldom done.

Complaints and Censorship

The library's Board of Trustees believes that providing access to information rather than restricting that access is the library's appropriate role. The Board supports the American Library Association's Library Bill of Rights and Freedom to Read and Freedom to View statements. The Board believes that no library patron has the right to restrict others' access to information based on his or her personal beliefs.

Patrons voicing concerns about materials included in the library collection are encouraged to complete a Request for Reconsideration form (see Appendix C). The completed request is evaluated by the Library Director and the Board of Trustees, and the material in question will be withdrawn if the complaint is justifiable, as in the case of demonstrably inaccurate material, or retained if the complaint is unjustified.

Collection Overview

Due to categorization and database entry errors, the sum of items from each section does not equal the total number of items cataloged by the Library. Duplicate items (of which there are few) are counted twice. Downloadable digital items available are not included in these totals (see **General Collection Description**, above). Figures are as of January 2016.

Preschool Collection. 7,787 items

Correlative to the library's emphasis on early literacy programming, the preschool collection accounts for a significant percentage of annual circulations. This section is one of the strongest in the library, though it is in need of constant weeding due to heavy use.

Junior Collection. 12,712 items

Although it is weeded on a continual basis, this large section still requires careful management to ensure balance between popular new titles and enduring classics. Strengthening areas that include books on project topics in the local school systems is needed.

Young Adult Collection. 159 items

This is a newer collection still under development.

001-099: General Works, 158 items

Works on computer operating systems, applications and programming are the most used titles in this section but also among the most difficult to keep current. Coverage of available software is currently aging and uneven and needs updating.

100-199: Philosophy, 254 items

These titles form a basic collection that circulates regularly. Patron interest suggests that the section should

be expanded beyond its current level.

200-299: Religion, 444 items

Although it has been improved in recent years, coverage of non-western religions remains uneven and should be reevaluated. Patron interest currently drives selection in this collection toward western religion (both traditional and non-traditional) topics.

300-399: Social Sciences, 1,431 items

This basic collection includes many up-to-date business resources. Despite updating, this section accounts for relatively few circulations compared to its size and does not appear to serve patron interests. Serious reevaluation is needed.

400-499: Languages, 95 items

This minimal collection needs renewed attention. Improved materials for learning French, Japanese, Italian, and Spanish have seen a recent increase in demand.

500-599: Pure Science, 956 items

Given the library's setting, natural history materials are in demand and circulate regularly. While it contains many updated items, this section still needs additions to fill gaps in coverage.

600-699: Technology, 2,716 items

This large section is the most popular non-fiction collection in the library. Its coverage includes health, cooking, gardening, agriculture, and other locally popular topics. Demand indicates the importance of continually adding new materials to this area.

700-799: Arts, 1,170 items

Many of the art books remain dated by their inadequate reproductions. Correcting this situation is a long-term goal hindered by expense. Materials on handcrafts have been updated but still fall short of demand. Materials on antiques and collectibles such as coins and stamps are outdated and need replacement.

800-899: Literature, 1,072 items

The quality and coverage of this section have been improved, though weeding of older, non-circulating titles is needed. Additional acquisitions updating topics and supporting the high school literature curriculum is desirable.

900-999: History, 2,372 items

This section's size is indicative to its containing some very popular subjects, particularly Montana (978.6) and World War II (940.53). Balancing of historical periods covered remains an elusive goal, however.

Biographies, 1,495 items

This collection remains overly large for the interest it generates. Celebrity biographies are in high demand while on bestseller lists but do not enjoy much circulation once the media loses interest. The section needs reevaluation and additional weeding.

Fiction, 13,116 items

Fiction accounts for a great deal of the library's circulation. The collection includes an extensive selection of popular works from the past that are in noticeable demand through interlibrary loan as well as among our older patrons. Given the number of fiction titles currently published on an annual basis, selecting current titles to add on a limited budget remains a challenge. Maintenance of this large collection through weeding is an ongoing challenge.

Large Print, 739 items

The Library maintains a modest selection of large print books, given the proportion of the population who might find them more accessible. The collection could be expanded somewhat, keeping in mind that font sizes are adjustable on e-readers, making e-books *de facto* large print. As (or, if) the population becomes increasingly comfortable with e-readers, expansion may be largely unnecessary.

Montana Collection, 1,916 items

This section includes current titles on Montana as well as approximately 100 non-circulating, out-of-print volumes, the Montana Code Annotated, and assorted government documents pertaining to Park County.

Fly Fishing Collection, 272 items

Given the symbiotic relationship between Livingston and fly fishing, this section was created to centrally locate the library's resources on the subject. The collection is missing a number of paradigm works in the field and is in need of expansion. A memorial fund for this purpose has been received by the library and additions are being acquired as time permits.

Reference, 1,126 items (includes Montana Reference)

Although internet access has compensated for many inadequacies in a necessarily limited reference collection, a substantial print collection is still maintained. An extensive weeding project is underway however, as much of this collection is redundant, out-of-date, or both (for example, there are four encyclopedia sets, printed in 1995, 1998, 2007, and 2007). In combination with the weeding, this collection is going to be moved into the regular non-fiction stacks where it will hopefully enjoy more use—though it will remain non-circulating.

Audiobooks, 265 Non-fiction and Biography, 1,022 Fiction items

Audiobooks remain popular despite the elimination of the cassette format in 2015. The CD collection should continue to be expanded and the appeal of emerging formats needs to be continually reevaluated. Ever-increasing interest in downloadable audiobooks and e-books is expected to decrease demand somewhat for physical copies.

DVDs, 1,885 items

Funding for the maintenance of a DVD collection worthy of demand is very elusive but should be one of the primary focuses of collection development. With the exception of some locally-relevant and yet-to-be evaluated non-fiction material totaling some 600 items, all VHS items have been eliminated as of early 2016.

Clarke Collection, 68 items

The Clarke Collection, which was established as a memorial to a local musician and teacher, is a selection of recommended recordings of representative works in classical music. The section needs to be reviewed for lost items, and these need to be replaced. Some public interest has been expressed in expanding the music CD offerings well beyond this special collection. This option should be explored, with careful consideration for space, cost and potential loss.

Microforms

This section contains complete runs of *The Livingston Enterprise* and the *Park County News* along with incomplete coverage of historic local papers such as the Livingston Post, Clyde Park Herald and Shields Valley Record. Since this section is heavily used by local and traveling genealogists, acquiring missing materials would be desirable.

Periodicals

Over 100 magazines and newspapers are currently received by the library, and the section is popular for browsing. The particular mix of titles changes annually depending on use. Although back issues are

currently kept for four years, this practice should be reviewed due to the access provided by EBSCO and other databases.

Policy Implementation, Evaluation, and Revision

This policy shall be reviewed biennially by the Library Director and the Board of Trustees.

Library Director

Date

Chairman, Board of Trustees

Date

Revised January 20, 2016