

Harlowton Public Library

Collection Management Policy

A. Introduction

1. Mission Statement

The Harlowton Public Library has the responsibility to provide library materials and current information to meet the educational, business, and personal needs of the residents of the city of Harlowton and Wheatland County. Due to location, size, and road conditions, the Library makes itself available to the surrounding counties of Meagher, Sweet Grass, and Golden Valley.

2. Purpose of Collection Management Policy

The purpose of the Collection Management Policy is intended to provide the Board of Trustees and the public with the information to understand the Library's operation and to make informed decisions about its future and goals. The policy will aid the staff in adhering to library goals and purposes when day to day decisions must be made. The Policy will help insure a continuity of direction and purpose. The Policy will also provide a framework to assist in the development of cooperative strategies among libraries in our region.

3. Community and User Groups Defined

The Harlowton Public Library is located in Harlowton, the county seat of Wheatland County. The population of Harlowton is 995 and the county is 2,021. The county is primarily agricultural, with a medical facility and the local school district as being the largest two employers. A number of small businesses also add to the industry and educational needs of the community.

Public schools in the county include school district #16 (Harlowton High School and Hillcrest Elementary School), School District #21 (Judith Gap High School and Judith Gap Grade School) . The county also contains two public Hutterian schools: Duncan Ranch (Grade School and Junior High), and Martinsdale Colony (Grade

School and Junior High). One Hutterite private school is within the county. Springwater Colony (Grade School).

The primary users of the library are the adult fiction, followed by juvenile fiction.

4. Patron Needs, Services, and Programs Defined

The Library strives to meet special community needs:

A. The needs of children in developing reading and language skills.

1. Summer Reading Program

2. Rural school and home school teachers may checkout materials for use on a 6 week borrowing schedule.

B. Health information for lay people.

1. The library has several publications on health issues, which it updates as new information is available.

2. Cookbooks for specific health needs.

C. The collection and preservation of the local record within the Montana section.

1. Continue to keep Montana history section updated.

2. The Library has a wide variety of books in this genre, which are selected on an ongoing basis.

D. The needs of those interested in current events.

1. The library orders periodicals, journals, biographies, and reference books which deal with current historical events.

E. All other needs and requirements deemed fitting by the Librarian and the Board.

F. Consideration, review and purchasing of materials is done by the Director of the Library.

G. Primary consideration for books will be in the following order:

1. Novels-adults
2. Juvenile /Easy Reader
3. Reference books, non-fiction, biographies-adult and juvenile
4. Montana non-fiction, reference

5. Brief Description of the Collection

The reading and interest level of the collection is broad to fill the needs of the general public and is maintained to meet users of all levels. The 2022 inventory is fluent with the exception of the Montana Section on the shelves.

*Adult Fiction

*Adult Non Fiction

*Audio Books

*Easy Readers

*Juvenile Fiction

*Juvenile Non Fiction

*Montana section

*Videos

*Periodicals

*Newspapers

*Playaways

6. Cooperative Collection Management and Interlibrary Loan

Technical and professional materials unavailable in the Harlowton Public Library are obtained through the interlibrary loan. Popular fiction and nonfiction are obtained through reader interest and requests. (Reference materials first sought through this Library, secondly through Montana libraries, and third from out of state libraries).

B. General Priorities, Limitation, and Policies.

1. Chronological Coverage

The Library Collection is maintained to meet the needs of the general public. Lack of space is a contributing factor to the time books are kept. Weeding of the Collection is done as the books become worn, outdated, inaccurate, superseded by new editions, or are unsuited to meet current research and interests. Non-Fiction titles are weeded in an ongoing basis to update the collection. Current fiction and best sellers are purchased to meet the public demand. Older history books are kept for research and out-of-print Montana titles are in the Montana Section and are not checked out and are available for in-library use only at the librarian's discretion. Older biographies are kept as space allows in both the adult and juvenile section.

2. Formats and Preservation

The Harlowton Public Library collects information in the following forms: books, periodicals, local newspapers, video tapes, juvenile books with playaways, audiobooks and annuals. Montana books published in soft cover are reinforced by laminating as a cost saving measure. Out-of-print titles are mended to lengthen shelf life.

3. Collection Purchases

Current fiction and non-fiction books are purchased to meet the public demand. Reference materials are purchased to meet the needs of the general public with atlases and almanacs updated regularly. Multiple copies are not purchased. Multiple copies are gifts to the Library.

4. Foreign Language Collection

Foreign language books are not collected in most genres, but dictionaries in Spanish, German, French and Latin are part of the Collection.

5. Collection Responsibilities and Selection Procedures

Materials are selected by the Librarian/Director. Reviewing sources are used in selection. Materials are selected on the basis of their value of interest, information, and enlightenment of all people in the community. No library materials shall be excluded because of race, nationality, political, or social views of the author. The Board of Trustees adopts and adheres to the Library Bill of Rights and the Freedom to Read Statement of the American Library Association (ALA).

6. Complaints and Censorship

The Harlowton Public Library will not restrict access to information in any way. Library staff will not monitor the use of the Library materials, with the exception of the computer usage. It is the decision of the Board of Trustees that the selection of library materials by a minor is the responsibility of the family and not the library staff.

Any Person requesting removal of materials must fill out a formal Request of Review Form. No action will be taken until the Board sits in regular or special session. Personal opinion will not be considered for censorship.

7. Funding Considerations

The Budget for the Harlowton Public Library is allocated by the Harlowton City Council at the beginning of each fiscal year (beginning July 1 and ending June 30 of each year). The City Budget is used for wages, insurance, building maintenance, cleaning supplies, toiletries, and utilities.

The Harlowton Public Library manages the 2220 Fund which include, but not limited to:

Grant's, Memorial Fund—gifts of money given in memory of an individual.

Prints, Faxes, Laminating, etc.

C. Subject Areas Collected

000 Generalities

8. Book Disposal Policy

Recognizing that a healthy public library must weed outdated or worn materials from its collection on a regular basis, and recognizing that all books donated to the Library are not suitable for inclusion in its collection, the Harlowton Public Library Board hereby adopts a book disposal policy:

It is the policy of the Library to dispose of withdrawn and unneeded books at the discretion of the Librarian.

9. Review and Revision

The Collection Management Policy will be reviewed every two years and revised as circumstances and community needs warrant. Circulation statistics will be examined annually to note trends and changes in the use of the collection.

Revised and Updated by the Harlowton Public Library Board, April 2022

Librarian

Librarian Assistant

Chairperson

Trustee _____

Trustee _____

Trustee _____

Trustee/City Council Member _____

