

BITTERROOT PUBLIC LIBRARY
COLLECTION MANAGEMENT POLICY

Table of Contents

A.	INTRODUCTION	
1.	Mission Statement	page 2
2.	Purpose of the Policy	page 2
3.	Community and User Groups	page 2
4.	Patron Needs and Library Service Goals	page 3
5.	Collection Description <i>Page inserted: "Titles & Turnover Rates"</i>	page 3 page 4, 5
6.	Cooperative Collection Manage- ment and Interlibrary Loan	page 6
B.	MATERIALS SELECTION AND MAINTENANCE GUIDELINES	
1.	Acquisition Priorities <i>Page inserted: "Publication Dates"</i>	page 7 page 8
2.	Selection Responsibilities and Criteria	page 9
3.	Maintenance of the Collection	page 10
C.	SUBJECT AREA GUIDELINES	page 11, 12
D.	SPECIAL TOPICS GUIDELINES	
1.	Donation of Materials	page 13
2.	Individual Choice Statement	page 13
3.	Censorship	page 13
4.	Controversial Subject Areas	page 14
5.	Interlibrary Loan Materials	page 14
6.	Internet Access	page 14
E.	RECONSIDERATION OF MATERIALS	
1.	Introduction	page 15
2.	Procedures for Reconsideration of Materials	page 16
3.	Reconsideration Request Form	page 17
4.	Instructions to the Review Committee	page 178
F.	REVIEW AND REVISION	page 19

BITTERROOT PUBLIC LIBRARY
COLLECTION MANAGEMENT POLICY

A. INTRODUCTION

1. Mission Statement

Community residents from all walks of life shall have access to quality library services that will:

- Provide programming and activities to support lifelong learning
- Encourage the pleasure of reading and the freedom of information.

2. Purpose of the Policy

This policy provides:

- a. guidelines for the management of the collection in accordance with the library mission,
- b. an understanding of the management process for trustees, staff, administrators, library users, other governmental agencies and the general public;
- c. a means of re-evaluating the process on biennial basis.

3. Community and User Groups Defined

The Bitterroot Public Library is a multi-jurisdictional library district which receives local tax revenues through a mill levy in the school districts of Hamilton, Corvallis and Victor. When the library district was created in 1987, the mill levy was set at 3.59. In November 1998, library district residents voted approval of a 5 mill levy, to be effective in the next tax year. The 2001 State Legislature changed the process for determining revenues for government agencies. Based on the previous year's funding, a Department of Revenue formula is used to determine the mills to be levied each year.

According to the Bureau, the 2007 estimated Ravalli County population increased from the 2000 population by 11% to 40,396 or 4,040 additional residents. Ravalli County remains in the top four fastest growing counties in Montana.

In 2002 there were 5589 County residents 65 years and over representing 15.5% of the population. Estimates for 2007 show 17.2% of the county's population is 65 years and over.

4. Patron Needs and Library Service Goals Defined

A June 2008 One-Question Users Survey resulted in 98% of the respondents answering “yes” to “Would you recommend us to a friend?” The following users’ comments indicate which library services are popular and needed:

- a. 74% found the staff to be helpful, knowledgeable and friendly with their needs in finding information and/or reading materials,
- b. 34% commented that the collection was good in meeting their needs,
- c. 25% expressed their appreciation for the Partners program and/or the interlibrary loan program to meet their needs.

These survey results reinforce the value of continuing education and training for staff which enables them to provide quality, friendly service. Our collection needs to improve to the point that the majority of the users find our collection adequate to their needs. The Partners holds and interlibrary loan requests are continually analyzed to assist in the purchase of materials in demand.

5. Collection Description

The **following inserted pages** show total titles and turnover rates of item types in our collection.

A new Parenting Center is located in the Children’s Area. Appropriate titles have been moved from 371.3 (homework) and 641.9 (raising children) and new titles have been added, including DVDs.

New titles for the Montana collection are added regularly as they become available. Replacements are made for withdrawn titles whenever possible. The Montana collection includes titles by Montana authors and non-fiction titles about Montana, with emphasis on western Montana history. Individual family histories or genealogies are generally not included.

New titles are added monthly to the large type collection through annual donations from local service organizations and private citizens.

The collection has been regularly weeded since 1990. In 2002 when the library joined the Montana Shared Catalog, all materials were handled during the bar coding process resulting in many titles being discarded and/or replaced. Weeding is a continuous process throughout the collection.



BPL Coll by Home Loc

Excluded Empty Rows and Columns

Library	Measures			
	Total Titles	Total Copies	Total Checkouts	Turnover Rate
BITTERROOT				
ARCHIVE	90	129	234	1.81
AUDIO-OS	1	1	14	14.00
AUDIO-REC	931	968	24,925	25.75
AUDRECBIO	1	1	13	13.00
AV-GENERAL	113	113	1,311	11.60
AV-SHAD	1	9	188	20.89
BIOGRAPHY	899	907	5,669	6.25
BOOK-CASS	40	40	2,856	71.40
CATALOGING	22	22	35	1.59
CD-NF	1	1	8	8.00
DEAF-BLIND	3	3	11	3.67
DICTIONARY	2	2	36	18.00
DISCARD	20	20	504	25.20
DISPLAY	1	1	8	8.00
DVD	324	374	8,832	23.61
EARLY	1	1	21	21.00
EASY	2,541	2,885	69,740	24.17
EASY-BEG	265	281	9,227	32.84
EASY-CD	3	3	2	.67
EASY-CH	2	2	22	11.00
EASY-DVD	1	1	31	31.00
EASY-NF	2	2	45	22.50
EASY-VID	19	21	283	13.48
FAMILY	1	1	9	9.00
FICTION	7,746	7,986	93,504	11.71
HISMUSEUM	617	751		.00
HOLIDAY	377	480	5,734	11.95
ILL-IN-MT	23	23	3,731	162.22
ILL-IN-OOS	77	77	4,497	58.40
ILL-NCIP	3	3	6	2.00
ILL-OUT-OS	1	1	1	1.00
INPROCESS	119	122	54	.44
JUV-AUDIO	3	3	57	19.00
JUV-AV	370	393	10,729	27.30
JUV-BIO	81	82	811	9.89
JUV-CASS	1	1	77	77.00
JUV-CD	1	1	8	8.00
JUV-FICT	1,031	1,055	18,448	17.49
JUV-NF	1,174	1,233	18,699	15.17
JUV-PBK	1	1	5,955	5,955.00
JUV-REF	1	22	103	4.68
JUV-VID	1	1	25	25.00
LARGE-TYPE	1,024	1,029	13,945	13.55
LOST	1	1	40	40.00



Montana Shared Catalog

page 2 of 2
Refreshed Wednesday, November 19, 2008

BPL Coll by Home Loc

Excluded Empty Rows and Columns

Library Home Location	Measures			
	Total Titles	Total Copies	Total Checkouts	Turnover Rate
MONTANA	682	889	7,693	8.65
MONT-FICT	106	131	1,587	12.11
MUSIC-CD	306	320	5,285	16.52
MYSTERY	1,958	2,037	27,954	13.72
NEW-AUDIO	109	112	673	6.01
NEW-BOOK	65	66	579	8.77
NEW-EASY	33	37	41	1.11
NEW-FICT	306	323	2,062	6.38
NEW-JUV	201	214	1,181	5.52
NEW-LT	72	72	418	5.81
NEW-MCD	1	1	7	7.00
NEW-NF	282	284	1,248	4.39
NEW-VIDEO	49	50	365	7.30
NEW-YA	110	116	405	3.49
NON-FICT	7,640	7,975	83,694	10.49
ONLINE	9,111	9,111		.00
ON-ORDER	1	1		.00
OVERSIZE	52	53	427	8.06
PAPERBACK	2	2	12,072	6,036.00
PARENT-CTR	149	151	1,237	8.19
PERMSTORY	16	16	46	2.88
PROBLEM	14	14	180	12.86
REFERENCE	232	315	5	.02
SCI-FI	540	565	6,134	10.86
SERIES	220	230	4,481	19.48
STACKS	6	6	76	12.67
TECHNOLOGY	1	1	5	5.00
TECH-SERV	292	325	4,782	14.71
TOT	92	137	3,507	25.60
UNDEFINED	92			-1.#IND
VIDEO-OS	1	1	5	5.00
VIDEO-REC	536	680	27,873	40.99
VIDRECFIC	2	2	22	11.00
VIDRECNF	10	10	98	9.80
WESTERN	418	420	4,932	11.74
YA	924	958	12,752	13.31
YA-AV	74	77	1,453	18.87
YA-CD	37	39	321	8.23
YA-DVD	1	1	1	1.00
YA-FICT	53	55	914	16.62
YA-GRAPHIC	123	155	2,809	18.12
YA-NF	7	7	69	9.86

<http://mscds.mt.gov/directorsstation/arSetupPrint.aspx?id=analysisReport&instanceid=a> 11/19/2008

6. Cooperative Collection Management and Interlibrary Loan

The Bitterroot Public Library became a member of the Montana Shared Catalog in 2002. Our library is one of seventeen Partner Libraries that allow library card holders from any of the participating libraries to use their cards at the other libraries and to place holds on any items in the combined collections. This has proved to be a very popular service as evidenced in the recent survey.

Our library participates in interlibrary loan services through OCLC, a global bibliographic agency. Materials are borrowed from other libraries when more current information, technical research, out-of-print materials and further information on specific topics is needed. The titles and subjects of interlibrary loan requests are continually analyzed to aid in our collection development.

The library has been supplying books and magazines for the adult and juvenile detention centers with duplicate donated materials. The emphasis is on titles which will aid the centers in providing schooling and recreational reading.

The library encourages communication between local schools, museums, research facilities and genealogical centers regarding reference and periodical collections.

B. MATERIALS SELECTION AND MAINTENANCE GUIDELINES

1. Acquisition priorities will reflect the needs for lifelong learning, the pleasure of reading and for accurate information as stated in our Mission Statement.

Limitations to the collection are a necessary aspect, as no library can be everything to everyone. The Bitterroot Public Library collection is not intended for technical research or for archival storage except for the Montana collection. Other limits are imposed by budget and space.

Chronological coverage varies with different sections of the collection. In general, our library strives to maintain current reference information and new popular fiction and non-fiction. Older titles are retained when they are still popular and in good condition or of historical value. **The following inserted page** shows the publication dates of the print collection.

- The "Ravalli Republic," the "Missoulian," the "Wall Street Journal" and the "New York Times Book Review" are retained for one month. Other newspapers are retained for one week.
- Magazines are retained for at least one year. InfoTrac has eliminated the need to keep many back issues. Other magazines, for example "Consumer Reports," vary in retention according to use and space. "National Geographic," "Montana Outdoors" and "Montana, the Magazine of Western History" are kept indefinitely in Archives.
- Materials in the Montana Collection are kept indefinitely unless it is obvious the material is no longer needed or cannot be repaired or replaced.

Materials are purchased in a variety of appropriate formats. Currently books on CDs (compact disks) and movies on DVDs (digital video disks) are in high demand.

Multiple copies are purchased for: a) highly publicized materials which are popular with our patrons, b) Montana materials needed in both the Montana Collection and the general collections, and c) reference materials needed in both the reference and circulating collections. High demand materials are determined by the "Purchase Alert" reports which identify titles with several holds on them, by user requests and by promotional information available through vendors.



Montana Shared Catalog

Refreshed Wednesday, November 19, 2008

page 1 of 1

**BPL Coll by Pub Date
Total Titles**

Excluded Empty Rows and Columns

Library Home Location	Year Published			
	1800-1899	1900-1949	1950-1999	2000-2050
BITTERROOT				
ARCHIVE	2	12	44	28
AUDIO-REC			300	629
BIOGRAPHY		5	564	329
DISCARD	1		11	8
EASY	1	16	1,337	1,187
EASY-BEG			155	109
FICTION		88	3,952	3,706
HISMUSEUM	21	85	476	22
HOLIDAY			248	129
JUV-AV			185	183
JUV-BIO		2	62	17
JUV-FICT		11	487	531
JUV-NF		3	731	440
LARGE-TYPE			232	791
MONTANA	1	22	517	134
MONT-FICT		2	73	31
MUSIC-CD			159	147
MYSTERY		5	1,180	773
NEW-AUDIO			2	107
NEW-BOOK				65
NEW-FICT			1	305
NEW-JUV		1	5	195
NEW-LT			1	71
NEW-MCD				1
NEW-NF			12	270
NEW-VIDEO			1	48
NEW-YA			4	106
NON-FICT	1	53	4,199	3,375
OVERSIZE			33	19
PROBLEM			5	9
REFERENCE	1	14	149	65
SCI-FI			318	222
TOT		1	59	32
VIDEO-REC			445	81
WESTERN		31	344	43
YA		1	235	688
YA-AV			2	72
YA-FICT			9	44
YA-NF			1	6

http://mscds.mt.gov/directorsstation/arSetun_print.asp?id=analysisReport&instanceid=3 11/10/2008

2. Selection Responsibilities and Criteria

Recommendations for acquisitions include, but are not limited to, the following resources in determining the development of the collection:

- a. library user recommendations,
- b. Partner holds frequency,
- c. interlibrary loan requests,
- d. professional library journals,
- e. other reputable local and national periodicals,
- f. recommended bibliographies,
- g. the expertise of the director and staff.

Criteria for selection of materials in all formats:

- a. relationship and importance to the entire collection;
- b. authoritativeness, reputation or qualifications of author, artist, publisher or producer;
- c. significance of subject matter, permanence or timeliness of subject;
- d. relevance to needs of the community;
- e. current demand;
- f. accuracy, objectivity, clarity and logic of presentation;
- g. suitability of format to library's purposes, that is, quality of technical production (binding, margins, typography, quality of paper, etc.);
- h. extent of publicity or critical review;
- i. facility of use, difficulty and comprehensiveness;
- j. inclusion of title in standard or special bibliographies or indexes;
- k. availability of material elsewhere;
- l. date of publication;
- m. price;
- n. shelf space;
- o. hard covers are preferred although some needed titles are available only in paperback;
- p. duplicates may be added for high-demand titles and children's classics, as shelf space and budget allow.

The final responsibility for acquisition of materials, both purchased and donated, is with the library director. Each fiscal year the director recommends a materials budget to the library trustees for their approval. The materials budget revenues include monetary donations, investment returns designated for collection materials and a portion of the tax revenue.

3. Maintenance of the Collection

Replacement of materials is not automatic when a worn or lost book is discarded. Need for replacement is weighed against the following factors:

- a. demand for the particular title or subject and its availability;
- b. availability of similar material in the collection;
- c. availability of better and more current material;
- d. cost of replacement.

Weeding the collection is a systematic, on-going process. The same criteria are applied in this process as in the selection of materials as stated in this policy. Candidates for discarding are materials which contain outdated or inaccurate information, have been superseded by newer editions, are worn or damaged and/or are seldom used, unless the material is of historical and/or literary value. Withdrawn materials are disposed of in various ways which include the Friends of the Library book sales or other appropriate non-profit agencies such as nursing homes or local detention centers.

C. SUBJECT AREA GUIDELINES

Collection levels are defined as:

<u>Out of scope</u>	the library does not collect in this subject.
<u>Minimal level</u>	has a few good items.
<u>Basic level</u>	has an up-to-date collection that will introduce readers to the subject and indicate the varieties of information available elsewhere.
<u>Study level</u>	has a collection adequate to support undergraduate instruction and sustained independent study. Includes material at all appropriate reading levels.
<u>Research level</u>	includes all the major published source material required for dissertation research.

000 Generalities. Currently at basic level. Popular topics are supernatural phenomena and computers. Electronic gaming and computer titles have been added to the periodicals. Maintain at basic level.

100 Philosophy. Currently at basic level. Basic authors and titles on philosophy and psychology are available. Popular topics are metaphysics, self-actualization, meditation, etc. Psychology Today has been added to the periodicals. Maintain at basic level.

200 Religion. Currently at basic level. This area has been expanded to include controversial issues, new age materials, mythology and living the spiritual life. The history of the Bible, religions of the world and local denominations are represented. There is a selection of bibles and bible studies. Older titles and established authors are retained as long as they are being read and are in good condition. The reference collection has Bible concordances and titles on mythology and the occult. Christianity Today has been added to the periodicals. Maintain at basic level, adding current issues and popular topics.

300 Social Sciences. Currently at basic level. Popular topics are true crime and financial investing. Basic, up-to-date titles in reference include almanacs, state and national statistics, state and national political information, investment titles and books on colleges. Practice tests are now available on-line. Several business titles have been added to periodicals. Maintain at basic level.

400 Language. Currently at minimal level. There is a selection of English dictionaries, histories of the English language, several titles on sign language and several basic foreign language dictionaries. In addition to foreign language electronic resources, there are CDs on Arabic, Russian, Latin, Greek, Japanese and Portuguese languages. Maintain at basic level.

500 Natural Sciences. Currently at basic level. There are basic titles in all the areas. The plant and animal sections are larger due to the need for identification and school reports. Popular topics are dinosaurs, birds, bears and wolves. The reference collection has excellent titles on plant and animal identification and science and mammal encyclopedias. Several science magazine titles provide additional information in this area. Maintain at basic level.

600 Technology. Currently at basic level. There is a good selection of titles in this well-used section. Medical books are popular and continually updated. Self-help and alternative health titles are in demand. General books on agriculture, forestry and veterinary topics are available. Raising animals, gardening and repair books are in constant demand. The cookbook selection is very good and includes alternative diets and titles with international scope. New resume titles are regularly added, as well as small business-related topics. Books on house-building, house repair and maintenance and carpentry are well-used. The reference has several current medical titles. Online periodical databases provide additional current medical information. Vehicle repair information is now available on-line. Several crafts and how-to titles have been added to periodicals. Maintain at basic level.

700 The Arts. Currently at basic level. This large and well-used area is being expanded by continually adding "how-to" titles on crafts, fine arts and sports. The history of fine arts and individual artists are at the basic level. Materials on music and current performing arts/artists are at a minimal level. There is a minimal level of materials in the reference collection. A music title and several outdoor sports titles have been added to periodicals. Maintain at basic level.

800 Literature. Currently at basic level. There is a selection of how-to titles for writing and speaking. The poetry area has anthologies and popular older and newer individual poets. Drama materials are at a minimal level. There is a basic selection in humorous writings and popular personal journals. Foreign language literature is out-of-scope. The reference collection is at the minimal level. The Internet is used for critical reviews of literature. UTNE Reader has been added to periodicals. Maintain at basic level.

900 Geography and History. Currently at basic level. There is a selection of geography and general history titles. Travel guides need to be expanded and regularly updated, although the Internet provides current information. Native American titles have been expanded to basic level. Current and historical titles are needed for international coverage. A selection of atlases and genealogy titles are in the circulating and reference collections. Maintain at basic level.

B Biography. Currently at basic level. Biographies, including autobiographies, have been shelved separately from the Dewey Decimal Classification. When appropriate, biographies are classified in their discipline areas. Scholarly biographies are added when they are appropriate for public libraries or have a regional interest. Information on current popular persons is available in periodicals and on the Internet. Maintain at basic level.

D. SPECIAL TOPICS GUIDELINES

1. Donation of Materials

Donations are a valuable source of enriching the library's collection. The library encourages and accepts donations with the following understanding:

- a. Donations become the property of the library.
- b. Donated materials will be integrated into the collection if they meet the selection criteria as outlined in this policy. In addition, any gift subscriptions must be made directly to the library for at least one year, recordings must be in commercial packaging and item sets must be complete.
- c. Donated materials added to the collection will be removed using the same criteria as purchased items.
- d. Donations not added to the collection may be given to the Friends of the Library book sale or other non-profit community agencies.
- e. Upon request, the library will give a receipt which states the number of gift items, but no valuation of materials will be given.
- f. The library reserves the right to refuse any gift.

2. Individual Choice Statement

Library materials are selected according to the information, interest and entertainment needs of members of our community. Attempting to meet the needs of a diverse population requires a wide range of materials. The library maintains that:

- a. each individual must be allowed to make choices according to individual beliefs and standards;
- b. it is the duty of the library to provide access to materials representing many ideas and viewpoints so that the option to make a choice exists;
- c. each individual must make the personal decision whether or not to read/view/listen to available materials;
- d. parents or legal guardians of minors are responsible for their children's listening/viewing/reading of materials.

3. Censorship

The function of material selection is to obtain the best of reading materials and information in appropriate formats suited to the needs of the community within the limits of the funds available. Suggestions and selections shall be free from personal preferences or prejudices, pressure by individuals or groups, or the threat of such pressure.

Indicating a material's point of view or bias by labeling it and/or shelving it in a special area is considered a value judgment and will not be allowed.

The presence of material in the library does not indicate an endorsement of its contents by the library board of trustees, the staff and/or funding agencies.

4. Controversial Areas
 - a. Young Adult Materials

Young adults, broadly defined as persons between 12 and 16 years of age, are a unique group of library patrons. The selection of young adult materials shall be based on their interests and needs for personal and social development, as well as for their informational and recreational reading. The materials shall have varying degrees of complexity and maturity and shall be based on selection criteria listed above.
 - b. Religious Works

The library will consider for acceptance or purchase works which are of a general and scholarly nature. The library will not accept or purchase materials which are considered devotional or dogmatic works. The basic texts of various denominations and works of religious leaders may be included.
 - c. Occult and Related Subjects

Materials on astrology, numerology, witchcraft and other subjects will be limited to the best, most reasonably presented.
 - d. Contemporary Topics

Selection shall be based on the needs and interests of the local community as well as on the library's obligation to provide information on ideas, issues and events in the global community.
 - e. Sex and Sex Education

Materials on sex and sex education will be openly available. These will be limited to the works of qualified medical, sociological, religious and educational writers and/or reputable publishers or organizations.
5. Interlibrary Loan Materials

Interlibrary loan is a valuable service to provide patrons with information and reading materials beyond the scope of our library. Interlibrary loan may be used to request out-of-print titles, current information or titles and periodical articles which our library does not own. Reasonable requests for information or materials will be made within the law and the Montana interlibrary loan guidelines.

Unmediated holds on materials in Partner Libraries' collections are useful for new fiction thus allowing interlibrary loans to focus on out-of-print or out-of-scope materials.
6. Internet Access

The Internet is an information resource which enables the Bitterroot Public Library to provide access to ideas, information and commentary from around the world. The library does not control or monitor the vast amount of ever-changing material accessible from computers and networks via the Internet. Individual users shall accept responsibility for determining content and suitability for themselves in accordance with Federal, State and local laws. Misuse of the Internet will result in Internet privileges being revoked.

E. RECONSIDERATION OF MATERIALS

Introduction

The Bitterroot Public Library acknowledges that occasional objections to materials will be made despite the care taken and the procedures followed in selection or rejection. Each request is taken seriously; the decision will be based solely upon whether the material is appropriately selected under the Collection Management Policy.

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 merits and faults should be weighed against each other.

Materials being reviewed will not be removed or added during the review process.

The presence of material in the library does not indicate an endorsement of its contents by the library board of trustees, staff or funding agencies.

To ensure intellectual freedom for our patrons, the Bitterroot Public Library Board of Trustees and library personnel support the First Amendment of the U.S. Constitution and the American Library Association's "Library Bill of Rights."

Procedures for Reconsideration of Materials

1. Citizen's concerns about materials in the library shall be referred to the Library Director who shall attempt to resolve the concern informally.
2. If an informal resolution is not possible, the citizen shall be invited to complete and return a signed Reconsideration Request form.
 - The citizen must be a current Bitterroot Public Library cardholder and be at least 18 years old.
 - Separate forms shall be completed for each topic or item to be considered.
 - In the absence of a fully completed form there is no complaint and no action shall be taken.
 - Reconsideration will not occur if the material has been reconsidered in the last three years.
3. Upon receipt of a completed request form, the Chair of the Board of Trustees shall appoint a review committee, if one is not currently standing, and shall appoint a committee chair. The committee shall consist of the Chair of the Board of Trustees, one other trustee, the Library Director, one community library professional and one community member at large. The committee shall be appointed within 30 days of the receipt of the written comment request.
4. Each committee member shall review the material(s) or topic(s) in question and make an individual assessment. Committee members shall follow the "Instructions to the Review Committee" (page 15) and any other information which may be provided in the review packet. The committee shall complete the review in a reasonable length of time.

The Committee Chair shall arrange a meeting of the committee members to discuss the concern(s). The committee shall submit a written report, including its recommendation in the form of a resolution, to the Library Board of Trustees.
6. The resolution will be on the agenda for the next regularly scheduled meeting at which the Board of Trustees shall vote to adopt or not to adopt the committee report in accordance with Robert's Rules of Order. The Chair of the Board of Trustees shall inform the citizen in writing of the Board's decision. The Board's decision is final.

**BITTERROOT PUBLIC LIBRARY
RECONSIDERATION REQUEST FORM**

By completing this form, your request will be considered according to established procedures. Thank you for providing the needed information.

NAME _____
(Must have a current Bitterroot Public Library card and be at least 18 years old)

ADDRESS _____
PHONE _____

MATERIAL FOR COMMENT: Title _____
(One item per request)
Author _____
Format other than print? _____

COMMENTS ON THE MATERIALS (PLEASE BE SPECIFIC)

(Please use other side for additional comments.)

WHAT ACTION ARE YOU REQUESTING THE LIBRARY TO CONSIDER?

Have you read the library's Collection Management policy? _____

Have you discussed the policy with the Library Director? _____

Have you read/listened to/viewed the entire content of the material? _____

Have you read any professional critic's reviews of this material? _____
Please cite the source or attach a copy.

SIGNATURE _____ **DATE** _____

Instructions to the Review Committee

1. Committee members shall study the information provided in the review packet. The packet shall include "Instructions to the Review Committee," the library's "Collection Management Policy" and any other pertinent material which may aid in making a decision.
2. Committee members shall examine the material being reviewed in its entirety. Passages or parts should not be taken out of context. Each committee member shall consider the merits and the faults of the material based solely upon whether the material is appropriately selected under the Collection Management Policy and the citizen's action request to make an individual assessment.
3. The Committee Chair shall arrange a meeting of the committee to discuss the concern(s). The committee shall submit a written report, including its recommendation in the form of a resolution, to the Library Board of Trustees. A minority report may be submitted.

F. REVIEW AND REVISION

This collection management policy will be reviewed and approved at least every two years or as needed.

APPROVED

Ellyn Jones (signature on master)
Chair, Board of Trustees

November 20, 2008
Date