

Dutton Public Library Collection Management Policy**A. Introduction****1. Mission Statement**

The Mission of the Dutton Public Library is to serve our region by providing a center for books and reading. Free public access to information from computers and other reference and a facility open to the public, which enhances living in the community.

2. Purpose of the Policy

The Purpose of a written management policy is for the management of the library collection. This policy covers acquisitions, weeding, preservation, and gifts that will help library staff understand the present collection and its future development, and will stimulate critical evaluation of materials, and will provide a positive approach to handling controversial or challenged materials. It will ensure wise use of funds, support budget requests and will assist other libraries in cooperative collection development programs. It will also communicate to trustees, patrons and the community the plan for continuing development of the library's resources.

3. Community and User Groups Defined

The Dutton Public Library is a county library in central Montana in Teton County serving a population of 389 as of the 2010 census. The library opened its doors in November 1968. Other communities in Teton County besides Dutton are Choteau, Fairfield and Power. According to the U.S. Bureau of Census the county is 2,294 square miles in area. The economic base for Teton County is primarily agricultural. There are Libraries in Choteau and Fairfield. Choteau is the County Seat. The facility that houses the Dutton Public Library was donated by a benefactor named Gene Van Horn and is owned by the City of Dutton. The building was dedicated November 2, 2003. Dutton Public Library is a free public source for recreational reading as well as for reference and research and serves all persons in the Dutton and Power area as well as the rest of Teton County when needed, including such segments as the general public, retirement home residents and students of pre-school, elementary, middle school, high school, and home school. School students typically use the public library as a supplemental source.

4. Patrons Needs and Services/Programs Defined

The public library's emphasis on service is to provide a variety of recreational, educational and informational materials to meet the needs of patrons of all ages. In addition to the availability of the collection and ready reference services to individuals, the library provides Interlibrary Loan service using OCLC web-based ILL.

Specific programs include but are not limited to:

Pre-school story time.

Internet access for all patrons. Due to certain happenings in Teton County, all patrons must sign an Internet Policy, and Children under the age of 17 must have parental consent by signing an internet permission form for their child. As of January 2011, all patrons will be required to sign a new updated Internet Policy made up by the Teton County Libraries.

The development of bibliographies for special subject areas.

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5. **Brief General Statement Describing the Collection**

The library has a collection of over 5,500 volumes, this does not include the archive collection. It is a general collection designed to furnish recreational and reference material for all ages. The focus is on a popular circulating collection rather than one that is strong in research or reference. There is an archive room that holds past local newspapers, old school annuals, and 100 year Dutton Anniversary Information collected for the 100 year Anniversary in 2009. The volumes located in the archive room are about 300.

6. **Cooperative Collection Management and Interlibrary Loan**

The public library cooperates with other libraries in the community – Dutton Brady School and the Choteau and Fairfield Public Libraries in Teton County. As the public school takes primary responsibility for curriculum related materials, the public library seeks only to provide supplemental materials in these areas. This library promotes resource sharing among the libraries in the county.

Dutton Public Library is a member of OCLC and uses OCLC Interlibrary Loan Service to cooperate with libraries by borrowing statewide. Loaning out books happens on the average of 2 books a year, but the library is eager for more requests. The Dutton Public Library has opted out on the courier service.

B. GENERAL PRIORITIES, LIMITATIONS AND POLICIES

1. **Chronological Coverage**

The Dutton Public Library's collection includes both up-to-date best sellers and older books. Continual weeding has eliminated older titles. The average publishing date of the entire collection is 1999.

Our policy is to update the collection continuously as budget permits and as patron needs indicate. Among other considerations, some older fiction books are retained precisely because they are classics or continue to attract steady demand. We keep the Montana collection's materials specifically for their value in historical research. We add new materials as budget and memorial donations allow to the Montana Collection to make it as comprehensive as possible.

2. **Formats**

The library collection offers materials in formats including:

Books in hardback and paperback

Periodical reference Volumes such as Montana Outdoors and Montana Magazine of Western History date back to 1959. Other reference magazines are the Smithsonian Magazine are kept on file for a year.

The local newspapers Great Falls Tribune are kept for a week, and the Choteau Acantha are kept for a month. Back copies of the local small town newspaper are kept in the archives room. The news papers are old and are indexed in boxes. The dates range from 1937 to 1996. Local news is now done through a newsletter through the Public School system.

Audio books meet a real need for the community of Dutton and are used for Travel listening enjoyment, commuting to work to and from Great Falls, a

Commute of 32 miles to Great Falls and a 24 mile commute to Choteau and Conrad.

Audio Tapes and CD's - The library purchases new best seller CD Audios as Budget allows.

Videotapes- The library has a collection of Video Tapes and DVD's and are for Entertainment and reference .

There are no Electronic Formats

3. **Languages**

Interlibrary Loan only satisfies language materials upon request.

4. **Funding Considerations**

We are a county-funded library. It is a policy of the library's Advisory Board to use grant monies to supplement, not replace, budgeted county funding.

Memorials, gifts and donations of money to the library are channeled through the library.

The newly reinstated Friends of the Library as of February 14, 2007 also contribute to the library through their fund-raising efforts.

The library will continue to accept supplemental funding through grants and other sources as opportunities arise.

5. **Collection Responsibilities and Selection Procedures**

Final authority for the determination of policy in the selection and acquisition of library materials is guaranteed by the Advisory Board of the Dutton Public Library.

Ultimate responsibility for the materials selection rests with the director, who operates within the framework of policies determined by the Advisory Board. It is desirable to include maximum participation of professional staff members in the reviewing process, since an informed staff contributes to the intelligent use of the collection.

The purpose of the selection process is to obtain expertly selected materials, to supply information and reference assistance, to help those engaged in education pursuits, and to provide recreational reading.

The library's policy is to purchase, within budget limitations, the materials which meets the patron's need.

Material selection is guided by the skilled use of standard selection tools. These include current general lists, special bibliographies for reference books and particular subject materials, reviewing journals, and professional literature. The public library asserts its right and duty to keep on its shelves a representative selection of materials on all subjects of interest to its readers and not prohibited by law. Materials on any subject, if published by reputable publishers and sold without restriction, are properly admitted to the public library. The public library has no right to emphasize one subject at the expense of another, or one side of a subject at the expense of another, or one side of a subject without regard to the

other side. The library complies with the Library Bill of Rights and the Freedom to Read Statement.

Selection is based on patron preference, reason rather than prejudice and judgment rather than censorship.

6. Gifts Policy

The Dutton Public Library will accept gift materials with the stipulation that only those that will enhance the collection will be kept. The library director retains the right to dispose of all others. Any gifts with "strings attached" will be accepted or rejected at the discretion of the Library Director with advice of the Advisory Board.

The library board and staff will not appraise materials and therefore, will give receipts only for the number of items given, not the value. Monetary gifts, memorials, and bequests will be deposited in the city checking account for the Library fund.

The library occasionally accepts materials or objects on loan. Acceptance of loan items is at the discretion of the Library Director and Advisory Board and requires the completion of a loan agreement.

7. Collection Maintenance

The weeding of the collection is a continual, on-going process involving all staff members who handle the materials. Considerations for weeding of materials will include timeliness and relevancy questions, lack of use, biased or inaccurate information, and physical condition. The materials discarded will be put on sale, given away, or otherwise disposed of. Discarded titles that have previously been listed with OCLC/WLN are routinely withdrawn from that database. Books, videos and audio tapes and discs are repaired by the staff at their discretion, whenever possible.

8. Complaints and Censorship

If a complaint about materials or resources in the collection should be made, The following procedure will be followed:

- All verbal complaints are to be made directly to the library director.
- If the complaining person wishes to pursue the matter, written complaint will be filled out and given to the director.
- The director will present the complaint and material or call for a scheduled board meeting for its consideration.
- The board will appoint a re-evaluation committee of three members.
- The chairman of this committee will present the committee's decision to the board at the next regularly scheduled board meeting.
- The board will meet with the person complaining to render the decision of the re-evaluation committee at a time and place chosen by the board.

C. SUBJECT AREAS COLLECTED

Young Adult & Juvenile

The assessment of the collection of the Dutton Public Library is an ongoing task, especially in the adult fiction section. This is done once a year. The most recent assessment was done

in October of 2010 in the non-fiction section. About 35% of these books were weeded out. A much needed weeding out was done in the Juvenile section. A Libri Grant was received and memorial money was used to purchase more of these books. The weeding process made the books more attractive to the young readers. This was done in October 2010. The Junior Lit Section was renamed Young Adult Section and was weeded out due to the purchase of new books and the Libri Grant. This section was moved closer to the front of the Library, next to the Juvenile Section. The moving and weeding of about 25% of the books, done in October 2010, was due to the increase inventory of the crowded Adult Section.

The Dutton Public Library consists of a few shelves of 000 Generalities which includes a World Book Encyclopedia Set and other Generalities. 100's Philosophy; 200's Religion and Mythology; 300's Social Science; 400's Languages includes language speaking cassette tapes; 500's Pure Science; 600's Applied Sciences, Auto Mechanics, Aviation, Airplane engine repair, Animals, Cook books, Gardening, Home Remedies; Household Hints, Medical, Nature Path, Self Help, Herb Remedies, and Wood Working. 700's Art History and Various Crafts; 800's Literature; 900's General Geography & History. The General Geography and General History is the largest section in the Non Fiction. Goals of the Dutton Public Library in Non Fiction, is to purchase at least one or more book a year. The Library encourages donations to this area. Total inventory of the Non Fiction Collection is 1042 books.

Montana Collection.

This collection holds important books on Montana History, Montana Biographies and Montana Historical Fiction. We consider Montana authors and Montana Local History a number one priority. The total Montana non-fiction and Fiction inventory is 1048 books. Back Roads of Montana is a collection videos of the Cities, Towns & Ghost Towns. This Collection was donated by the University of Montana. In the Archives Room, is a collection of the local area of Dutton which dates back to the 1930's. These are an invaluable collection to Library for the community.

Adult Fiction

Adult Fiction of our library is the largest and most popular section of the library. Weeding is done as needed, when space is needed for new donated books or new books arrive to the library. The most popular in the Adult Fiction section is the McNaughton rental, holds the most up to date best sellers. People from Great Falls, Conrad & Power come to check out these books. These books are returned to the company three times a year, so that new arrivals can be shelved. Large Print Adult Fiction Books as well as the Christian Fiction have been placed with the regular Adult Fiction. On the back wall of the Library are the Western Fiction Books. Total Inventory of the Adult Books, including the Westerns are 2,444 books.

Audio Fiction

These are fairly popular amongst our patrons. The inventory of audio tape books is 248, and 73 Audio CD's. Audios are purchased at the end of the fiscal year if the budget allows.

Movie Videos

Movie Videos

The Video section, no matter how old, the videos really meet the needs of the community. Our library does not purchase movies, they accept whole heartedly donations of videos and DVD's. R rated movies are not checked out to children under the age of 13. Inventory of the videos and a few DVD's counts in at. Our collection of videos in the children's section is growing as well, through donations. The collection totals 1010 movies

The Library carries two newspapers, The Great Falls Tribune, and The Choteau Acantha. A comfortable reading area in the Library is available to the public for the purpose of reading The newspapers.

POLICY IMPLEMENTATION, EVALUATION AND REVISION

This policy shall be reviewed and updated by the Director and Librarian and brought to the Board of Trustees of the Dutton Public Library every three years, beginning in the year 2010.

Advisory BOARD OF TRUSTEES OF THE DUTTON PUBLIC LIBRARY

Mail Stephens
Chairman

Dec. 28, 2010
Date

Jean Harman
Library Director

Jan. 10, 2011
Date

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TECHNOLOGY PLAN FOR DUTTON/TETON PUBLIC LIBRARY
July 1, 2009 thru June 30, 2012

Dutton/Teton Public Library
22 Main St. East
Dutton, MT 59433
406-476-3382
Jean Harman- Librarian
dpl@duttonlibrary.com

Mission Statement

The mission of the Dutton/Teton Public Library is to provide a place where all the people in our area and community can access free information that is up-to-date. The library plans to continue giving our patrons the most current equipment we can afford so we can also meet all of their needs for knowledge professional and personal. The library will continue making information accessible to all who wish to use it without regards to location or hours. The Dutton/Teton Public Library strives to be the center for its current patrons and its future patrons to read, think, learn, imagine, and connect with people everywhere.

Vision Statement

The vision for the Dutton/Teton Public Library is to provide informational resources to the patrons of our library easily and quickly in a building that is well organized, clean, friendly, and helpful atmosphere. We will strive to keep our collections up-to-date. We will keep up on current computer software to offer to our patrons.

Goals and Objectives

1. To improve library services in the area of information technology over the next three years.
 - A. Provide current hardware, software and a continued high speed wireless internet connection. The Dutton/Teton Library is the only resource for public computers in the community and provides the only public internet access.
 - i. To attain this we wish to continue trying to get the E-Rate program to help along with our budget.
 - B. To provide access to additional databases thru CD's or Internet based on-line sites.
 - i. To attain this we wish to maintain our budget and to go to classes on new products.
 - C. To continue to work with other libraries in our county as one unit.

- i. We have found working together we can save money and offer more products to our patrons
- D. To provide our computers with new technologies.
 - i. To attain this we keep trying for grants and keep up with our annual "friends of the library bake sale", for the financial needs.
 - ii. We work with a computer company to keep all of our staff trained on the new computers and programs.
- E. To offer the fastest Internet connection possible.
 - i. Long- term plan is to switch to DSL when Qwest brings it to town.
 - ii. Short term plan is to keep our dish and equipment in good working condition.
 - iii. To continue pricing other companies yearly to make sure we have the best deal, and to watch for new companies coming into the area. We don't have many options at this time.

Personal Training

To participate in workshops offered in the area of technology as well as other valued programs. To continue taking the workshops offered by the Montana State Library. To take classes offered by the Montana Library Association and also the online classes offered. To keep our librarian's certification current. All of our current employee's are proficient in computer use and know how to access the Internet. They are also proficient in all programs this library uses.

Needs Assessment of Telecommunication Services, Hardware, Software, and Other Services.

- A. New computers every 5-7 years. This will still be on a rotating schedule so we don't have to replace them all at once. Next computer to be updated in 2010.
- B. Keep the small children's computer running with new books and age appropriate games.
- C. The Internet needs to be reviewed every year to make sure it is still fast and the wireless is working properly.
- D. To purchase the new version of Office on the next budget.

Budget

The Dutton/Teton Public Library operates on a County budget. The library is trying to cut costs with the economy the way it is. We have a budget of:

Technology- \$1,900.00

Internet- \$650.00
Computer Internet Service with Teton County-\$300.00
Computer Repair-\$200.00
Ink-\$660.00
Programs- \$90.00

The library uses money from our annual Friends Bake Sale, and our County Budget to buy new computers. The other costs for our technology comes from the county budget. We try for grants when ever possible.

For 2008-2009. Our salaries will go up for the upcoming budget but our goal is to keep the rest of it as close to this budget as we can.

Evaluation

The Dutton/Teton Public Library will continue to conduct yearly assessments to determine whether library resources, services, and programs are meeting the needs of our users. The library will collect statistical data that will be used to determine if we are succeeding in meeting our goals that we have stated. The Dutton/Teton Technology Plan will be updated every three years by the Dutton Advisory Board with assistants from the current Librarian. This process will begin at our January meeting.

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