

Montana State Library

Montana Talking Book Library Collection Development Policy

Montana residents who are registered to receive service from the Montana State Library's Montana Talking Book Library (MTBL) program should have access to the same books and information available to citizens through their local public libraries. MTBL offers standard, classic and informative titles plus works of popular interest which reflect the needs of the National Library Service for the Blind and Physically Handicapped (NLS) readership. The MTBL adheres to the selection criteria and guidelines stated in the NLS Selection Policy for Reading Materials (Network Manual 6.1, updated January 2004).

MTBL also adheres to the Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped (American Library Association, 2005) which states: "Regional and subregional libraries shall acquire or produce reading materials to supplement the national collection as appropriate to their service communities."

Procedure

MTBL maintains at least one serviceable copy of the NLS mass-produced collection in recorded format and of the local in-house Twin Vision Braille collection. Adult and juvenile embossed braille is provided through an annual contract with the Utah State Library for the Blind and Disabled.

The audio recording program of MTBL is supported by state general funds and donations. The audio recording program uses volunteer narrators to record materials for the MTBL collection.

The purpose of this policy is to provide selection guidelines for materials to be narrated by volunteers and to furnish a retention policy for the entire collection.

Responsibility

The responsibility for the selection and retention of materials rests with the MTBL staff in conjunction with the Supervisor of the MTBL and follows state and federal material retention guidelines. MTBL staff, patrons, review and/or advisory committees, and members of the public acting as advocates of MTBL patrons may suggest titles for consideration.

Selection Criteria for Audio or Braille Production

1. Published books and magazines focusing on Montana, specifically Montana history. This includes all areas of non-fiction and fiction with a Montana setting.
2. Published books written by Montana authors

Considerations for Selection

1. The quality of the writing will be considered when determining whether or not the material will be recorded. One measure will be favorable reviews in standard reviewing sources whenever possible.
2. MTBL will not record materials available through NLS or other readily accessible sources. The materials must be within the capability of available volunteer narrators.

3. A commitment to record any magazine will only be made if such recording can be done in a continuous and timely fashion and of a continually acceptable quality.

Complaints and Censorship

The State Library, MTBL and NLS support intellectual freedom and endorses the following statements: the “Library Bill of Rights” the “Freedom to Read Statement” and the “Electronic Bill of rights” (American Library Association).

The State Library, MTBL and NLS recognizes an individual’s right to question MTBL and NLS library materials with designated MTBL and NLS staff. An individual may state their opinion in writing either on the “Statement of Concern about Library Materials” form (attached) or in electronic format addressing the contents of this form. The concern will be reviewed by the MTBL Supervisor to determine if the item meets the selection criteria as described in this document with regard to local MTBL collection selection, or if the item requires referral to designated NLS Collection Development staff. The MTBL Supervisor will reply to the individual in writing, using an appropriate format for the individual, as soon as practical.

Retention

MTBL will keep at least one copy of each NLS mass-produced title unless the title has been withdrawn by NLS. Extra copies of titles will be disposed of when the demand for them abates. Disposal will be through the NLS XESS program.

The MTBL volunteer-produced collection will be evaluated on a regular basis. Titles will be removed if they are later found to be readily available from other sources. Titles will also be removed if the materials are obsolete or if the quality of the narration or the physical condition of the materials is poor.

Gifts

MTBL appreciates gifts of braille and recorded materials. It reserves the right to decide which gifts should be added to the collection. It also reserves the right to give to other libraries or otherwise dispose of gift materials that are not added to the collection. All gift materials selected must meet the criteria of this Collection Development Policy. Physical condition and quality of braille formatting or narration will be considered when accepting gifts.

Review

This policy will be reviewed on a regular basis and affirmed or revised every two years beginning on August 8, 2012 and thereafter.

Reviewed: August 8, 2012

Approved:

Statement of Concern about Library Materials

This form is to be used to express written comments and concerns regarding specific materials in the Montana State Library's Montana Talking Book Library collection or National Library Service collection

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Representing: Individual, Group or Organization (please identify)

1. Materials on which you are commenting:

- Book
- Magazine
- Descriptive video material
- Braille material
- Other

Title: _____

Author/Creator: _____

2. What brought this title to your attention?

3. Please comment on the resource as a whole. Be specific on those matters which concern you. (Use other side if necessary.)

4. What resource do you suggest to provide additional information on this topic?

This form should be submitted to:
Montana Talking Book Library
Regional Librarian
1515 E. 6th Ave.
P.O. Box 201800
Helena Montana 59620-1800