

**Dawson Community College
Jane Carey Memorial Library**

Collection Management Policy

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DAWSON COMMUNITY COLLEGE
JANE CAREY MEMORIAL LIBRARY

COLLECTION MANAGEMENT POLICY

I. GENERAL INTRODUCTION

Dawson Community College is a publicly supported community college located in Glendive, the county seat of Dawson County, Montana. A county of about 9,000 population, Dawson is an agricultural and railroad community. The college is located on the edge of the badlands, and nearby Makoshika State Park and its Visitor Center provide a popular scenic and geologic attraction for tourists. The city is served by air and bus lines. Glendive has an excellent school system, public library, park system and museum. It also has a local television station and three radio stations. A well-equipped hospital and medical personnel furnish citizens with expert medical services.

Founded in 1940, Dawson Community College strives to offer quality educational programs to its service area. The Fall 2004 mission statement of the college states:

We, the faculty and staff of Dawson Community College, are committed to creating and continuously improving accessible and effective learning environments for the lifelong educational needs of the diverse communities we service.

Such mission statements are fluid and change with institutional changes. Written institutional goals and objectives support the mission statement and are revised to meet needs as they arise.

A. Purpose of the Policy

This policy has been created to guide development of the collection and access to resources at the Jane Carey Memorial Library at Dawson Community College. It gives guidelines to the library staff and Library Committee in managing the collection and serves as a means to inform others about the principles used in developing and maintaining the library's resources. Policies such as this one are not static, but change with institutional changes such as expansion or downsizing, budget concerns, changes in faculty, and technological enhancements.

B. Library Mission, Goals and User Groups

The Jane Carey Memorial Library exists to serve the students and staff of Dawson Community College. The basic goals of the Jane Carey Memorial Library are as follows:

1. To provide a library facility adequate for fulfillment of the educational program of the institution.
2. To provide library equipment and furnishings to meet the needs of the college's educational program and the library collection.
3. To provide an atmosphere conducive to the fulfillment of the library's philosophy.
4. To provide library personnel qualified to meet the needs of the instructional program.
5. To provide library resources to students, staff, and the community as needed.
6. To provide library services to students, staff, and the community as needed.
7. To provide and promote information literacy skills for all library users.

The library's collection is maintained to provide materials that will promote and strengthen the curriculum; arouse intellectual curiosity; develop critical thinking; and promote lifelong reading, listening, viewing, and information-gathering skills. Special care is taken to provide for the needs of DCC's off-campus students through interlibrary loan, cooperation with other libraries, and online access to resources.

The library also serves, in cooperation with local school and public libraries, the informational needs of the community and surrounding area. Although DCC library materials are made available to the general public, ranging from elementary students to senior citizens, they do not represent the primary clientele for whom the collection is maintained. The library collection is developed with the students and staff of DCC as the primary users.

C. General Description of DCC Programs

The library's collection and services are expected to meet the needs of students in DCC's programs, including the following associate degrees, certificates, and community service offerings.

Associate transfer degrees are awarded as either an Associate of Arts or an Associate of Science. Students pursuing these degrees generally intend to transfer to another institution to seek a baccalaureate or other advanced degree. DCC works to articulate courses with senior institutions

to facilitate transfer.

DCC's Associate of Applied Science degrees are designed to prepare the student for employment upon completion of the program, but may also be transferred to another institution for additional training. AAS degrees are offered in the following areas:

Agri-Business Technology	Early Childhood Education
Agri-Business Technology—Equitation Option	Human Services
Agricultural Power & Machinery	Law Enforcement
Business Management	Law Enforcement—Peace Officer Option
Chemical Dependency Counseling	Law Enforcement—Private Security Option
Computer Support Technology—Network Support	Office Technology—Administrative Assistant
Computer Support Technology—Technical Support	Office Technology—Administrative Assistant Medical Option

Certificate programs are designed for students who seek an occupational skill in specified training programs. Certificates of completion are currently offered in Agricultural Power & Machinery, Correctional Officer, Early Childhood Education, Farm/Ranch Business Management, Livestock Technology, and Office Assistant, and Welding.

DCC also offers opportunities for community service ranging from non-credit courses to business/industry training and specialized conferences and meetings. Adult Basic Education and developmental services are also available.

The college served almost 1,200 students in the 2003-2004 academic year, including degree and nondegree seeking and community service. Enrollment is currently high in general transfer studies and in the following program areas: farm/ranch business management, law enforcement, business management, agri-business, K-12 education, and early childhood education.

Distance education is a major factor in course offerings at Dawson Community College. The college has two fully equipped interactive television (ITV) studios and DCC classes are offered to students in other communities through the use of this system. Farm/Ranch Management is a unique program in which the instructors deliver coursework directly to students at their farms and ranches. Coursework is also available through Independent Study and online classes.

D. Overview of the Library Collection

The Jane Carey Memorial Library is located off the main hallway of the central classroom building. The collection includes over 20,000 book volumes in print format. Approximately 300 book volumes are added each year. The library is a partial depository site for the Montana State Document Depository Program and receives selected census materials under the Business and Industry Data Center Program. Electronic books (e-books) and other online resources are also available and are being cataloged to make them more accessible.

There are approximately 200 current print periodical subscriptions plus extensive backfiles (bound, unbound, and microform). Online indexes and full-text databases offer additional access to periodical information.

A variety of audio-visual materials are in the collection, including video and audiocassettes, slides, film formats, and records. The library also provides access to the Internet.

The collection is fully cataloged in a joint automated system with eight other academic libraries in Montana forming the OMNI (Outreach Montana: Networked Information) Consortium. The book and audiovisual collections are classified in Dewey Decimal classification, with a few exceptions. Fiction and play scripts are shelved separately by author and the record and music CD collection is cataloged by accession. Bound and individual issues of periodicals are unclassified and shelved in closed stacks by title.

E. Cooperative Collection Management

The Jane Carey Memorial Library maintains a good working relationship with area public and school libraries. The Glendive Area Library Association (G.A.L.A.) provides a vehicle for citywide resource sharing and communication. Although some duplication of materials is necessary, attempts are made to share certain resources to make better use of funds. Because the public library maintains children's literature and popular fiction sections, the Jane Carey Memorial Library limits purchases in these areas. The libraries also cooperate in the area of magazine purchasing and maintenance of back-files. A joint list of periodicals is updated each year, showing the holdings of the DCC, Glendive Public, Dawson County High School, and Washington Middle School libraries. The recent availability of an online catalog for the public library collection has facilitated the sharing of resources.

The OMNI Consortium catalog provides DCC library users with quick and easy access to the collections of the other participating libraries. The OMNI members have pledged broad borrowing privileges and fast interlibrary loan service between institutions. The library is also a contributing member of OCLC, the international bibliographic database. The OMNI catalog and

OCLC database provide the bibliographic means for extensive interlibrary loan access as needed.

The availability of materials through interlibrary loan is considered in selecting materials for the collection, weighing copyright issues and the needs for immediate local access against that availability. Efforts are currently underway to find ways to make better use of cooperative collection development through the OMNI consortium, the Glendive Area Library Association, and statewide projects such as the Montana Library Network. Joint subscriptions to on-line databases, cooperative purchasing of expensive items, and identifying responsibility for certain subject areas are pursued. Withdrawn items and unneeded gifts are offered to other libraries.

II. GENERAL PRINCIPLES OF COLLECTION MANAGEMENT

A. Responsibilities and Selection Procedures

Responsibility for Selection:

The Board of Trustees of Dawson Community College is legally responsible for all matters relating to the operation of the college. The responsibility for the selection of materials and equipment for the library program, however, is delegated to the library/media personnel of the college.

Selection of library materials involves many people, including library staff, other college staff, students, and community persons. College faculty members are regularly encouraged to recommend materials to supplement and enrich their instructional areas. The responsibility for coordinating the selection of library materials and making recommendations for acquisition rests with library staff.

Objectives for Selection of Library Materials:

In developing the Dawson Community College library collection, the Jane Carey Memorial Library strives to provide materials to meet the following objectives:

1. To support and enrich the curriculum of Dawson Community College and the needs of its users.
2. To meet the needs of varied interests, abilities, and learning styles.
3. To stimulate individual learning.
4. To give a background of information on a broad range of topics.
5. To present opposing sides of controversial issues.
6. To represent a pluralistic society.
7. To present information in a variety of formats - print, non-print, and electronic.

Criteria for Selection of Library Materials:

Selection of library materials involves analyzing the existing collection and following the collection management objectives and selection criteria.

Materials are selected for their strengths rather than rejected for their weaknesses. Race, nationality, religion, gender, sexual orientation, or political/social views will not have a bearing on selection or exclusion of materials.

Actual inspection of materials being considered for library purchase takes place when possible and practical. Criteria considered in selecting materials includes at least the following factors:

- Authenticity—What is the credibility of the author, issuing body, and/or publisher?
- Appropriateness—Is the material appropriate for the college level?
- Relevancy—Is the material relevant to the curriculum and/or the users' interests?
- Scope—Does the material provide adequate coverage of the subject matter?
- Current holdings and demand—What current holdings cover the same subject/information? Have there been interlibrary loan requests for materials on this topic?
- Interest—Does the material offer an appealing, balanced approach to the subject or provide an alternative viewpoint of the subject?
- Technical aspects—Is the material well organized? Does it include an index, illustrations, etc.? Is it accessible/user-friendly?
- Physical characteristics—Is the material attractive, durable, etc.?
- For non-print formats—Is equipment readily available for the format?
- Cost—Does the material represent good coverage of the subject for the cost?
- Availability—Is the material easily available by interlibrary loan or rental? For online materials, can it be accessed 24/7 from on and off campus?

When selecting equipment for purchase, these factors are considered:

- Safety
- Ease of use
- Performance
- Compatibility

- Maintenance and service
- Size, weight and design
- Versatility
- Need
- Cost

Aids in Selection of Library Materials:

Because it is not possible to physically examine each item recommended for purchase, the library staff utilizes retrospective and current selection tools to aid in the selection of materials.

Retrospective tools include the American Library Association's *Vocational and Technical Resources for Community College Libraries* and *Books for College Libraries* and bibliographies in specific subject areas. Current selection tools include reviewing sources such as *Choice: Current Reviews for College Libraries* and other general and subject specific journals.

B. Chronological Coverage

Materials are purchased on an on-going basis to keep the collection as current as possible. Because the library opened in its present location in 1966 much of the collection has publication dates from that time to the present. Outdated materials or those that no longer meet the needs of the curriculum are withdrawn unless they provide important historical background of the subject.

C. Formats

The library collection includes books, periodicals, a variety of audiovisual formats, electronic resources, pamphlets, clippings, and equipment.

Books:

Books are purchased in clothbound editions, if available, unless the cost is significantly higher than the paper edition. Books that must be frequently updated (almanacs, computer books, etc.) are purchased in paper format.

Textbooks:

Textbooks used in Dawson Community College classes are not routinely purchased for the library collection. Occasionally a textbook that gives good basic coverage of subject matter is added to the collection. Instructors may place copies of textbooks on the library reserve shelf when needed for temporary use.

Periodicals:

Periodicals and their indexes are an important part of the college library collection. An effort is made to provide at least some periodical coverage in all subject areas taught. Interlibrary loan is utilized to provide access to journals not available locally and following copyright guidelines. The periodical subscription list and printed and on-line indexes/databases are reviewed annually to allow for changing needs.

With a few exceptions, such as state periodicals, unindexed periodicals are not purchased. Some periodicals are purchased in microform—especially weekly publications that would take extensive storage space in paper. Microfiche is preferred, but a film reader/printer is available for those publications only available in microfilm.

Most backfiles of magazines are kept for as long as they are needed, have indexing, and space is available. The most current four years of magazines and journals are stored in the library. Older issues are placed in basement storage remote from the library because there is no room for them. Storage space is a severe problem that needs to be addressed immediately. Paper copies of magazines that are also available on microfiche are discarded after several years. Pictorial magazines are bound when funding is available.

Electronic serials database subscriptions are purchased through consortial agreements as much as possible to provide cost savings. The availability of periodical full text in online format is causing changes in the purchase and maintenance of periodical files. However, because full-text periodical databases often change title lists frequently and do not always provide cover-to-cover information, hard copies may still be retained in the collection.

Newspapers are kept for only a few weeks because of limited storage space. Some clipping is done for the vertical file. The local Glendive paper is kept for approximately one year. Older issues are available at the Glendive Public Library.

Audio-visual Formats:

Audiovisual materials are cataloged into the collection and made available both for instructional use in the classroom and for individual use. Equipment is available to support these different formats. Older AV formats such as phonodiscs, 16mm film, filmstrips and filmloops are retained in the collection if they provide useful information, faculty want them, and the equipment is available to use them. Such formats are no longer purchased and only rarely accepted as gifts. The library is presently developing a small collection of music CD's.

Electronic Resources:

An electronic resource is defined as any material requiring a computer for access. Electronic resources include books, periodicals, pamphlets, CD-ROM's, and websites. The library selects electronic resources following the same criteria guidelines used in selecting other materials. Because these online materials can provide such valuable resources from off-campus, the ability to access on a 24/7 basis by both on and off campus users is a factor in selection. The *Use Policies for DCC Library Electronic Resources* and the *Dawson Community College Computer Use Policy* govern use of library computers.

Pamphlets/Clippings:

Pamphlets, clippings, and similar materials that do not warrant full cataloging are placed in a Vertical File. They are housed in filing cabinets and filed by subject. There are a minimal

number of clippings available and most of those are of local interest.

Audiovisual Equipment:

Most of the college's audiovisual equipment is placed permanently in classrooms and labs. Some “roving” equipment and basic supplies are stored in the AV room near the library. Equipment used for individual viewing and listening is available in the library. The AV Equipment Policy governs the off-campus loaning of equipment to the community.

D. Multiple Copies

Due to space limitations, the library seldom keeps duplicates of physical materials. Some duplicates of Montana books are kept. When multiple copies of an item are needed temporarily for class use, copies may be placed on the library's reserve shelf for the semester.

Duplication of print and electronic resources will occur for several formats of materials, especially periodicals and government publications. Such duplication provides additional access points and generally does not affect storage space.

E. Languages

Except for a few basic foreign language dictionaries and those materials purchased to support the foreign language curriculum, the entire collection is in English.

F. Funding Considerations

The library collection is largely supported by funding from the General Fund of the college and the Library/Media Fee. Expenditures are not formally designated by division or department.

The Dawson Community College Foundation gives money to the library each year:

- The Library Book Trust Fund was established years ago to purchase books for the college library with interest from the Fund. Although there is no specific designation regarding subject matter, an attempt is made to purchase materials of lasting value rather than those that would quickly be obsolete.
- The D’Arline Olson Fund is a memorial fund specified to purchase Montana materials. Interest from this Fund is given to the library each year to purchase books about Montana or by Montana authors. A memorial bookplate is put in each book purchased from this Fund.
- Memorials and gifts from individuals and organizations are also given to the library through the college foundation. The librarian purchases items with such donations in consultation with the donor, when possible. Such gifts receive an appropriate bookplate and letters of notification are sent to the donor and, in the case of a memorial, the family.

Grant funds are occasionally made available for the purchase of library materials. Selection and cataloging of such materials are done in cooperation with the person on campus involved with the grant.

Some books and audiovisual materials are purchased with departmental funds and are then cataloged into the library's collection. Once cataloged into the library collection, they are treated like all other library owned materials.

G. Gifts Policy

Gifts of money specified for library purchases are encouraged. Such donations should be made through the Dawson College Foundation, specifying that the money be used for the library.

Gifts of books or other library materials are judged by the same criteria as materials being considered for purchase, and are therefore accepted for addition to the collection only when they meet those criteria. All gifts become the permanent property of the college. Those items that are not added to the collection will be disposed of in book sales, donations to other libraries, etc. The library generally will not accept materials to establish a separate collection within the library.

Written acknowledgment of donations of books and other library materials will be given upon request. The library does not appraise books for income tax purposes.

H. Collection Maintenance (Weeding)

The purpose of a college library is partly to preserve human knowledge. Realistically, however, not all library materials can be kept forever. Continuous evaluation of the library collection results in the removal of materials for a number of reasons, including:

- Lost, out-of-print items
- Unneeded duplicates
- Superseded editions
- Unrepairable items
- Items with missing pages or parts
- Obsolete items which give incorrect or outdated information
- Unindexed periodicals
- Short or incomplete runs of periodicals
- Outdated audiovisual formats
- Subjects no longer in the DCC curriculum

Although the library staff has the primary responsibility for decisions regarding removing items from the collection, faculty members are invited to be a part of the process. Faculty knowledge of subject areas is very valuable in making decisions regarding weeding.

In-house repair, professional rebinding, or replacement of an item is considered for lost or damaged items that still meet selection criteria.

Space constraints are a strong factor in the amount of weeding to be done. The Carey Library is under severe space constraints affecting the future of the collection. If more space cannot be made available, it will be necessary to withdraw approximately as many items as are added each year.

Materials withdrawn will be disposed of by book sales or sharing with other libraries whenever possible. All bibliographic records of weeded materials will be removed from local systems and from OCLC.

I. Copyright

The DCC Library complies with the provisions of the U.S. Copyright Law and its amendments. The library supports the fair use section of copyright law that permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.

J. Intellectual Freedom

The Dawson Community College Board of Trustees supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in

The Library Bill of Rights

(<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>),

The Freedom to Read

(<http://www.ala.org/ala/oif/statementspols/ftstatement/freedomreadstatement.htm>) and

Freedom to View Statements

(<http://www.ala.org/ala/oif/statementspols/ftvstatement/freedomviewstatement.htm>)

and the *Code of Ethics* (<http://www.ala.org/ala/oif/statementspols/codeofethics/codeethics.htm>)

of the American Library Association.

Race, nationality, religion, gender, sexual orientation, or political/social views will not have a bearing on selection or exclusion of materials. Individual items, which in and of themselves may be controversial or offensive to some users, will be selected if their inclusion contributes to the range of viewpoints and effectiveness of the library collection as a whole.

Request for Reconsideration of Library Resources

In the case of an objection to library resources, the following procedure will be implemented:

1. The library staff will try to handle the question on an informal basis.
2. If the complainant wishes to present a formal complaint, the Library Director will explain the procedure and give the complainant a copy of the *Request for Reconsideration of Library Resources* form. (See Appendix A)
3. The Library Director will inform the Dean of Instructional Services of the complaint.
4. The Library Director will forward the completed reconsideration form to the Dean of Instructional Services who will name an ad hoc review committee composed of the following:
 - Two DCC faculty, at least one from the questioned field of study
 - One full-time DCC student
 - The DCC Dean of Instructional Services
 - One community member
 - The Library Director, who will chair the committee in a non-voting capacity
5. The questioned material will be available for use during the reconsideration process.
6. The review committee will follow these steps:
 - a. Read, view and/or listen to the challenged material.
 - b. Check acceptance of the material by reading reviews and consulting recommended lists.
 - c. Determine the extent to which the material supports the *Objectives for Selection of Library Materials* and *Criteria for Selection of Library Materials* (section II.A. of the Collection Management Policy).
 - d. Meet together and complete the *Recommendation of Review Committee on Questioned Resources* (see appendix B) or a similar form of the committee's choosing.
 - e. Prepare a decision within 20 instructional days of receipt of the reconsideration form. Should a complaint arise during a break in the academic calendar, this time limit will be extended until the appropriate committee can be gathered.
6. The Dean of Instructional Services will promptly notify the complainant of the Committee's decision.

7. If the complainant contests the decision of the review committee, he or she may present the complaint to the DCC Board of Trustees for final review.

III. MATERIALS TO BE COLLECTED

A. General Statement

The library selects materials to meet the curriculum needs of the college, to provide a background of knowledge in a broad field of subjects, and to promote individual study and extracurricular reading. In general terms, the collection includes materials for the ten major Dewey classes (000's, 100's, 200's, etc.) at the 1b (Minimal Level, Even Coverage) to 2a (Basic Information Level, Introductory) of the Pacific Northwest Collection Assessment guidelines. Descriptions of these level indicators are as follows:

1b -- Minimal Level, Even Coverage -- A few basic authors, some core works, and a spectrum of ideological views is represented to support fundamental inquiries.

2a -- Basic Information Level, Introductory -- Serves to introduce and define a subject; includes basic reference tools and explanatory works devoted to major topics and figures in the field.

It is important to have this level of coverage in order to meet the needs of DCC's courses. It is essential to consider the need for library materials in any new courses and programs at the college.

B. Specific Function Collections

Reference:

Reference works such as encyclopedias and dictionaries are available in all broad subject areas as well as general works. Standing orders and frequent weeding and replacement are done to keep the reference collection updated. As more reference materials become available in computerized formats, decisions will have to be made regarding the need for equivalent material in print formats. Older editions of some reference materials are placed in the circulating collection to provide historical information and convenience to users.

Reserves:

Reserve materials are housed behind the reference desk. This collection includes items placed there by faculty for student use with specific courses and institutional items placed there for faculty and staff access. Materials may be library owned, personal, or institutional copies. It is the responsibility of the faculty member to obtain copyright permission before placing materials on reserve. Most faculty reserve items are removed from reserve at the end of each semester.

Phone Books:

Phone books for some Montana towns and cities are available in the DCC Business Office and are not generally a part of the library collection. Phone books donated to the library are kept and made available, but are not cataloged and are discarded when they become outdated.

College Catalogs:

A collection of college catalogs is maintained by the Career Center across the hall from the DCC library. Therefore, college catalogs are not placed in the library, except for a historical collection of DCC catalogs.

Archives:

The Library is creating a formal archives collection for the college. Scrapbooks containing articles about DCC have been kept for many years and the college has had a scattered collection of other miscellaneous historical materials stored throughout the buildings. Selected materials such as committee minutes and administrative memos are now being routinely collected and stored. This project should be continued and expanded as staff time permits.

C. Subject Areas—Collection Levels and Goals

This section describes guidelines and goals for building and maintaining the collection in certain subject areas.

000's Generalities

General encyclopedias—At the present time, the library has encyclopedias in print and online formats. At least two general print encyclopedias, one with a lower reading level, will be available in addition to a computerized version. The print versions will be updated routinely.

Indexes—Periodical indexes are provided to give coverage to all broad subject areas. Online access to periodical indexes (some with full-text of articles) has now replaced some printed indexes. Adequate periodical index coverage for the vocational areas is carefully assessed by library staff in cooperation with faculty.

Computer science and applications materials—Materials are selected to provide support for specific software programs being taught and to provide information on general computer topics of interest. Unlike many other areas of the collection, paperback or electronic versions of books are often purchased, if available, since many are outdated before they are worn out. Because this is an area that becomes outdated very quickly, materials are added and withdrawn more often

than many other areas. Periodical backfiles are not maintained for more than five years and books and other materials will also be discarded more quickly than items in other subject fields.

100's Philosophy & Psychology

Most of the titles in this class are in the area of psychology and are used for the psychology and human services classes. Only a small collection is available for philosophy and many titles are older. There is a small well-chosen collection of materials on ethics.

200's Religion

Many college courses, especially in history, humanities, and literature, include religion as a part of the study. The library collection includes basic coverage of world religions and mythologies as well as materials on Christian church history, denominations and texts. Additional materials on Islam have been collected in recent years to provide resources on this area of interest.

300's Social Sciences

There is a comprehensive collection in this area of the library with reference materials that are updated frequently, new book titles added each year, and older well-used items. The audiovisual holdings, particularly videocassettes, are also strong in this area. Special collection strengths include the areas of social problems, education, and law enforcement.

Career information—The DCC Career Center and the library cooperate regarding the purchase of career information.

Law enforcement/Police science—This section of the collection is well-used and includes references such as the *Montana Code*, *West's Encyclopedia of American Law*, and *The Encyclopedia of Crime and Justice* as well as a circulating collection of materials on a wide range of law enforcement issues. The *Criminal Justice Periodical Index* (online) gives access to journals and magazines such as *Police Chief*, *Law and Order*, and *Security Management*.

Education—Books and other materials for children and young adults were not purchased in the past except for a few special requests. The Glendive public and elementary school libraries have been generous with allowing use of their collections for occasional classes that require children's materials. The Early Childhood Education program and the offering of a class in Children's Literature now necessitate the selection of a core collection that is supplemented by materials from the other area libraries. Award-winning books such as the Caldecott and Newbery Awards are added each year.

400's Language

This section is at the minimal level and contains general and specialized English dictionaries, foreign language dictionaries, a few items chosen for the foreign language program (at the present time only Spanish is offered), and materials on language usage.

500's Natural sciences and mathematics

There is a minimal collection in all division areas of this class. Significant weeding has been done of the math, astronomy and physics sections to withdraw outdated materials and create space for new titles. This should be continued with the rest of the section.

Dinosaurs and fossils—Materials are collected in this area because of the local interest in fossils and dinosaurs. Makoshika Park is a site for significant study in this subject area. Additionally, a large collection of books on dinosaurs was donated to the library several years ago. Careful selection from that donation has resulted in a broader variety of materials than would otherwise have been possible.

Geology – Since the college will be adding courses in geology, this area of the collection should be strengthened with materials suggested by faculty in the subject area.

600's Technology (Applied sciences)

Only very minimal coverage is available for manufacturing and buildings trades.

Agriculture—This area contains a small core collection of books and a few audiovisual items. *Agricola*, the online index of the National Agricultural Library of the Department of Agriculture, provides access to periodicals such as the *Journal of Animal Science*. An online database provides additional indexing and full-text periodicals in this subject area. Off-campus availability of this database is important because of the college's Farm/Ranch Management program that is taught from area farms and ranches. Weeding of the book collection needs to be done and new items useful to the program should be sought.

Business and office technology—General materials on business management, job searching, and office computer software are purchased. Significant changes were made in the Office Technology program several years ago, changing from what had been the more traditional “secretarial science” courses. Newer materials should be added and older books weeded for this area.

700's -- The arts

Only a few materials are available in the areas of civic and landscape art, architecture, and the graphic arts.

Art—The library has a good collection in art, including reference works such as the *Encyclopedia of World Art* and many books on individual artists, art history, drawing, and painting. A number of journal subscriptions and backfiles are available in print form because of the importance of illustrations. This area also has well chosen audio-visual materials. The DCC library has access to the 34 volume *Dictionary of Art* (Grove, 1996), which is located in the MSU-Billings Library. An index to the *Dictionary* is available at DCC and special copyright permission allows the interlibrary loan of copies of selected pages.

Music—The music collection is small, consisting of a few reference works, approximately 150 book titles, and over 700 records. Records are no longer added, but the existing collection will be kept as long as equipment is available and it is deemed useful. Purchases are made to cover

music history, major composers and types of music. No sheet music is collected at this time. Although CD's have not been collected in the past, a small collection has now been created and should be continued.

Sports and recreation—This section of the collection is weak and additional materials are needed.

800's Literature

There is a strong collection for American and British literature and selected titles to give representation to literature from other countries. Both literary works and criticism are available. Special effort has been taken to provide materials that reflect cultural diversity. Reference works such as poetry, short story, play and essay indexes aid identification of and access to materials in the DCC library or through interlibrary loan.

Fiction—This collection, shelved separately by author, consists primarily of the works of major authors. The Glendive Public Library has a good collection of current fiction and is open to DCC students and staff. Therefore fiction is considered a low priority for purchase except for books by Montana authors and works specifically requested by faculty. Gifts of good examples of current fiction are encouraged and added.

900's Geography & History

Biography—The reference section contains major biographical resources including the *Biography Index*, *Current Biography*, the *American National Biography* and the *Dictionary of National Biography*. Collective and individual works are purchased to provide information on major persons in all broad subject areas. One online electronic biographical resource will be available.

Geography—A few well chosen, up-to-date atlases are available. Maps are generally not collected, except for a few individual state road maps and maps that come with the subscription to *National Geographic*.

History—The history collection is one of the larger sections of the library. Special emphasis is given to western history and Native American history.

Montana materials—The D'Arline Olson Memorial Fund was established with the Dawson College Foundation specifically for the purchase of Montana books. New books about Montana or by Montana authors are usually purchased from this fund. The Glendive Public Library has an excellent Montana history collection that gives Dawson Community College students access to a range of older state materials. Most Montana materials are kept indefinitely and are repaired or rebound as necessary.

IV. ACQUISITION AND PROCESSING OF MATERIALS

All materials are ordered following the purchasing guidelines of Dawson Community College.

Audio-visual software and online electronic materials are ordered on a preview/on approval basis, if possible. Dealers, distributors, and consortial buying agreements are used for many book and periodical purchases to save time and costs in ordering and invoicing. A list of newly cataloged materials is published and distributed to DCC faculty and staff several times per year.

Materials are processed following standard library cataloging and processing procedures. Materials are cataloged in MARC format following the Dewey Decimal Classification System and using Library of Congress Subject Headings.

4. Do you see any value in this item (literary, instructional, self-development)? Please comment.

5. What other resource(s) would you suggest to provide information and/or other viewpoints on this topic?

Individual's Information:

Request initiated by (Name) _____

Telephone _____ Address _____

City _____ State _____ Zip _____

Do you represent yourself _____ Organization _____
Specify _____

Signature of Complainant Date

Please return completed form to the DCC Library Director.

Library Director signature Date Received

Appendix B

Dawson Community College -- Jane Carey Memorial Library Recommendation of Review Committee on Questioned Resources

Title _____

Author/Producer _____ Publication date _____

The review committee may include these questions or other criteria in their review of the questioned material.

A. Purpose

1. What is the overall purpose of the material?

2. Is the purpose accomplished? _____ Yes _____ No

B. Authenticity

1. Is the author/producer competent and qualified in the field? _____ Yes _____ No

2. What is the reputation and significance of the author and/or publisher/producer in the field?

3. Is the material up to date? _____ Yes _____ No
Does it provide a historical perspective? _____ Yes _____ No

4. Are information sources well documented? _____ Yes _____ No

5. Are translations and retellings faithful to the original? _____ Yes _____ No _____ N/A

C. Appropriateness

1. Does the material promote the educational goals and objectives of DCC?
_____ Yes _____ No

2. Is it appropriate to the level of instruction intended? _____ Yes _____ No

D. Content

1. Is the content of this material well presented by providing adequate scope, range, depth and continuity? _____ Yes _____ No
2. Does this material present information not otherwise available? ____ Yes ____ No
3. Does this material give a new dimension or direction to its subject?
_____ Yes _____ No

E. Reviews

1.a. Source of review _____

Favorably reviewed _____ Unfavorably reviewed _____

b. Source of review _____

Favorably reviewed _____ Unfavorably reviewed _____

2. Does this title appear in one or more reputable selection aids? _____ Yes ____ No
If the answer is yes, please list titles of selection aids.

Additional comments:

Recommendations by Review Committee for Treatment of Questioned Resources:

Signatures of Review Committee

Date _____

