



MAUREEN AND MIKE
MANSFIELD LIBRARY

Collection Development Policy

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Introduction

The purpose of this Collection Development Policy is to articulate guidelines for the University of Montana Maureen and Mike Mansfield Library (ML) that help ensure quality and relevance in the acquisition and retention of materials in a collection designed to reinforce the missions of the Libraries, the Academic Departments, and the University. The primary goal of collection development at the University of Montana Libraries is to build and organize a collection of information resources in support of the curricular and research needs of the students, faculty and staff of the University of Montana. Secondly, the collection provides academic library service to Montana residents and national and international library networks.

I) The University of Montana and Community Profile

The University of Montana was founded in 1893. The University of Montana, part of the Montana University System, is a multi-campus university with 4 affiliated campuses: UM Missoula (UM-M), UM Western in Dillon, Helena College UM in Helena, and Montana Tech of the UM in Butte. UM's main campus sits on 200 acres in Missoula, a community of over 70,000, and has over 60 buildings. The Missoula College University of Montana occupies two sites in central and west Missoula. Whenever possible information resources are shared between all campuses and parity of electronic access is established.

UM-M is a doctoral institution, classified as a Research University / High, serving a student population of almost 10,000 (Fall Semester 2020 headcount). Of these, 71% are undergraduate and over 29% are graduate / professional students; 80% are enrolled full-time, and 65% are Montana residents. Faculty and staff comprise a population of over 2,000. UM-M offers hundreds of undergraduate and graduate degree programs, including over 30 PhD programs, from over 50 departments in the College of Humanities and Sciences, Phyllis J. Washington College of Education, W. A. Franke College of Forestry and Conservation, College of Health, College of Arts and Media, Missoula College, College of Business, and Alexander Blewett III School of Law. Programs with the largest number of undergraduate majors include: Business, Management, Marketing and related programs; Social Sciences; Natural Resources and Conservation; Communication, Journalism and related programs; and Arts and Media. Programs of National Distinction are Creative Writing, Organismal Biology and Ecology, and Wildlife Biology. Discipline areas with the most research grants and contract services include: Health Professions, Pharmacy, and Biomedical Sciences; Biological Sciences; Forestry and Conservation; and Education. Specialized, interdisciplinary, undergraduate, research and graduate student programs exist in a variety of areas, e.g. Cybersecurity certificate, Environmental Science and Sustainability degree, and Neuroscience program.

The Maureen and Mike Mansfield Library on the Missoula campus has the largest library collection of books and media in Montana and comprises the heart of the University of Montana's library system. The Payne Family Library at Missoula College is part of the Mansfield

Library. Collections exceed 1.6 million volumes; 125,000 maps; access to over 6 million ebooks; 50,000 media items; 11,500 digitized theses, dissertations, and graduate professional papers; and over 13,000 linear feet of archival material. Combined collections of Montana academic libraries in the TRAILS consortium, and available via the Mansfield Library OneSearch, are in excess of 1.9 million volumes. The Mansfield Library provides access to over 40,000 current, print and electronic journals and hundreds of electronic databases. Collection strengths include: a federal government document repository collection, an archives and special collections, ScholarWorks an electronic repository preserving and making available the scholarship of UM-M faculty and students, Montana government documents, maps, English literature, music sound recordings, culinary collection at the Payne Family Library at Missoula College, environmental films, and a variety of material supporting in-depth research in land use, conservation, ecology, forestry, and wildlife biology.

Access to most library collections is available through a centralized discovery and resource sharing platform (OneSearch). Mansfield Library collections are supplemented by an active interlibrary loan and document delivery service through which resources of other libraries are made rapidly available to students and faculty free of charge. The Mansfield Library is typically open seven days a week during the academic semesters and the Payne Family Library at Missoula College is typically open five days a week during the academic semesters.

II) Collection Development and Management

Collection development and management is the responsibility of library faculty in consultation with campus faculty, staff and students. Library faculty and staff are members of the ML Collection Development Group and work collaboratively on collection development issues and projects.

The acquisitions budget balances the needs of diverse disciplines and users. Monograph and media orders, streaming video requests, and electronic resource trials can be requested by any UM-M faculty, staff, or student via web order forms on the ML website. The library is funded primarily through general state appropriated funds and tuition revenue. Donor gift funds and collection endowments enable the acquisition of additional resources beyond those obtainable through general funds.

Collection development and management includes universal design as a component of its selection parameters. This practice aligns with the Association of Research Libraries' Code of Best Practices: "Research libraries have a responsibility to make library collections and services universally accessible to their patrons. Doing so is consonant with research library community values and is also necessary in order to comply with long-standing legal requirements." (ARL Research Library Issues, no 281).

III) Selection Parameters and Subject Areas and Formats

Major Factors Influencing the Acquisition of Information Resources:

- ♦ Relevance to the curriculum and research programs of UM;
- ♦ Balance in the collection;
- ♦ Accuracy and objectivity;
- ♦ Professional review recommendations; and
- ♦ Reputation of the author, publisher, and / or producer.

General Selection Guidelines:

- ♦ Depth and breadth of collections complement curriculum and research.
- ♦ Duplicate titles are not ordinarily acquired either by purchase or by receipt as a gift.
- ♦ Textbooks or other class required materials are not typically or systematically acquired
Either by purchase or by receipt as a gift.
- ♦ All materials added to the library collection must comply with copyright law and fair use /
permission guidelines.
- ♦ In all formats, issues of accessibility will be considered as part of the original purchase.
- ♦ Media materials are primarily collected for curriculum and research purposes and as such
public performing rights (PPR) are not purchased at a higher cost.
- ♦ Media materials are only collected in current formats for addition to the general collection.
(Archives and Special Collections have their own collection policy).

Examples of outdated formats include:

- Audio recordings: Audiocassettes (including 8 track); Reel-to-reel audio tape; LP records;
45-rpm records; and 78-rpm records.
 - Visual recordings: ¾ inch format videocassettes; Beta format and VHS videocassettes;
8mm, 16mm, 35mm films; and Video laserdiscs, Videodiscs.
 - Mixed media containing any excluded format (e.g. filmstrips).
- ♦ Accessibility: The Mansfield Library is committed to providing resources and services to all members of the UM community on an equitable basis. Our goal is to provide, whenever possible, universal access that enables all library users to work independently. As such all resources, regardless of format will be purchased in an accessible format whenever available. Preference will be given to media which includes captions, audio descriptions, and/or transcripts and textual materials that are compatible with assistive software or devices such as large print interfaces, text-to-speech output, voice-activated input, refreshable braille displays, and alternate keyboard or pointer interfaces. Acquisition requests for audio and visual materials in outdated or obsolete formats, or that cannot be made accessible prior to or after purchase, must be approved by a Librarian and are evaluated on a case-by-case basis. When accessible editions of moving image media with captioning are unavailable, funds are allocated for captioning after acquisition as needed.

♦ Electronic Resources are one of the largest and fastest growing collections. Electronic access is preferred for most types of information sources. Every effort has been made to provide campus-wide use and remote access for authorized users. The library will make reasonable efforts to review new or previously unlicensed online hosting platforms from service providers for accessibility before they are acquired so that the library can make an informed decision or seek to address issues with the provider. The library consults the Office of Legal Counsel regarding license agreements (offering negotiable terms) for new or ongoing electronic resources to ensure compliance with university legal requirements and to include relevant language related to accessibility standards (e.g. conformance to level Double-A of the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines 2.0 and to section 508 of the U.S. Rehabilitation Act, etc.).

♦ Monographs are collected in print and electronic format. Electronic access is preferred for most reference sources. Paperbound is preferred over hardbound. Individual discipline and researcher preference for print is respected and accommodated.

♦ Serials: The library receives most of its serials in electronic form through ejournal packages, aggregator databases, and individual subscriptions. Many journal titles are part of larger electronic journal packages or databases and may be subject to consortial agreements. Print subscriptions have been largely replaced by online only subscriptions or open access sources or have ceased publication. Print is maintained when an online campus-wide subscription is not available, or the cost is prohibitive, or when print is a preferable format to support onsite reading areas or specific discipline needs.

♦ Archives and Special Collections (ASC) holds an extensive collection of both published and unpublished materials, including many that are rare or unique. The department's primary source materials help to document the history of the region and provide opportunities for learning and scholarship. Secondary sources in the department serve as important reference tools, enhancing understanding of local and regional history and facilitating use of primary sources. The intrinsic, monetary, and research value of the ASC collections creates an obligation to ensure the long-term preservation of materials in its holdings, accomplished through micro- and macro-environmental control, safe handling and exhibition practices, preservation reformatting, and collection security. Digital archival storage and digital preservation are part of ongoing planning and management for ASC collections.

With the goal of building or expanding resources to foster comprehensive research by UM students and external scholars, ASC collection development focuses on collecting materials of scholarly interest on "the environmental, political, social, and cultural histories of Western Montana". Collection strengths include: regional photographs; regional land use; environment and conservation; Montana legislators and legislation; the Missoula area and University of Montana governance. ASC welcomes donations, but reserves the right to refuse a proposed collection that falls outside its collecting scope, exceeds its financial and material resources to care for it, or has too high a maintenance cost in proportion to probable research benefits. All materials and collections acquired by the department should be of scholarly interest and value for teaching, research and learning at the University of Montana.

♦ Government Documents and Maps: The Mansfield Library is a federal depository library and the regional depository library for the state of Montana. As a federal depository, the library does not own the federal publications received through the program but plays a stewardship role in maintaining and providing access to the collection. As the regional depository, the library has a legal mandate to retain a tangible copy of depository publications (with exceptions outlined in the Federal Depository Library Program Handbook) in order to provide ready access to citizens of the State. The collection includes more than one million items from the nineteenth century through the present and is particularly strong in Montana-oriented publications and in the areas of forestry, land and natural resource use, and Indian affairs. There are gaps in the federal publications collection from the period prior to 1965, when the library was designated as the regional depository library. The library acquires new materials directly from the Government Printing Office and out-of-print materials through reviewing the disposal lists of Montana selective depositories and other depository libraries. Per its stewardship role, the library makes the best effort possible to replace lost and stolen items. The Mansfield Library also acquires non-distributed federal publications (gray literature) produced at Montana offices of federal agencies.

The Mansfield Library serves as a full depository for Montana state publications. Montana publications are cataloged and housed in the general stacks by subject and / or in the ASC Reading Room. New state publications are primarily digital.

The map collection contains over 125,000 map sheets, and more maps are included in many bound government publications. Areas of emphasis include topographic and geologic maps of the U.S., topographic and political maps of foreign countries, and nautical and aeronautical charts of the U.S. Archives and Special Collections holds a strong collection of maps with a focus on Montana. At present, maps are acquired primarily through the Federal Depository Library Program, through Forest Service gifts, and through selective purchase of trail, recreation, and historical maps.

♦ Digital Collections at the Mansfield Library support the mission of the library to facilitate the intellectual and creative pursuits of all members of the University community to support their informational, educational and cultural development as global citizens through expertise in the digitization, preservation, cataloging, and metadata assignment of electronic materials. The scope and characteristics of collections selected for digitization are the environmental and cultural histories related to Western Montana, University of Montana records and publications, and items of note from ASC. Collections selected are unique, sustainable, and interrelate to other collections; and are of scholarly interest and value to teaching, research, and learning at the University of Montana, and to researchers within and outside of Montana.

♦ The Institutional Repository at the Mansfield Library ([ScholarWorks](#)) showcases published and unpublished works by UM faculty, students, and staff; and provides free online access, making UM research and creative scholarship easier to find, share, and use. Additionally, ScholarWorks supports the publication of journals and monographs for UM editors and authors.

Formats and types of materials currently in the collection:

- Audio recordings including oral histories
- Books (hardbound, paperback, electronic, audio)
- Electronic resources and databases
- Government documents
- Journals (paper, microform, and electronic)
- Manuscripts and archival materials
- Maps
- Microforms
- Moving image material, including film and video
- Multimedia software
- Musical scores
- Newspapers (paper, microform, and electronic)
- Pamphlets
- Pictures, photographs, art prints, slides
- Theses and dissertations (paper, microform, and electronic)

IV) Additional Collection Guidelines

Assessment

The library conducts a variety of quantitative and qualitative evaluations and reviews of services and collections. The library gathers information on the service perceptions and expectations of University of Montana library users via the LibQUAL+ service quality survey, conducted in 2003, 2006, 2010, and 2015. Collection Assessment is done through regular reviews utilizing a variety of reports and tools including comparative benchmarks, analysis of books added versus used by subject classification, analysis of e-resources with total use and cost per use, analysis of journal holdings for the top impact journals (as defined by Journal Citation Reports), analysis of journals which had the most frequently requested articles via ILL, analysis of books and media most frequently requested via ILL, bibliography comparisons, and vendor turnaway statistics. Specific collection assessments are completed in collaboration with departments during reviews of new curricular and program proposals, accreditation reviews, and collection grant proposals.

Campus Communication

The library communicates with the campus in a variety of direct and indirect ways. Collection development communication to UM-M faculty, students, and staff occurs each academic year, as needed, through email messages ([Mansfield Library Serials](#)) to campus departments and student groups (e.g. ASUM; GPSA) as well as through ML webpages, building signage, social media, employees, and through UM-M campus news.

The University Library Committee (ULC) is a subcommittee of the Faculty Senate. The ULC provides another mechanism for communication between campus faculty, students, and staff, the library faculty, and the Dean of Libraries. The ULC provides feedback to the Dean of the Library on issues concerning the library that affect UM-M faculty, students and staff. The ULC communicates regularly to the Faculty Senate on issues concerning the library. The ULC is involved in all major library issues directly affecting UM-M faculty, students and staff.

Cataloging and Satellite Locations

The types of materials cataloged and the level of cataloging for different materials is articulated in the [Mansfield Library Bibliographic Management Services Policies](#). Mansfield Library collections are generally not stored outside of the Mansfield Library or the Payne Family Library at Missoula College, and the Missoula College West Campus. Whenever possible, campus locations of library collections have been consolidated back into the Mansfield Library building to maximize access and preservation. However, remaining locations with library collections stored outside of the Mansfield Library or the Mansfield Library at Missoula College, to facilitate the work of scholars at a particular site, currently include: The Flathead Lake Biological Station, the Herbarium at the University of Montana, and the Department of Mathematical Sciences.

Collection Budget Reductions and Cancellations

Library collections and services are an essential part of the University of Montana infrastructure for research and creative scholarship and are also vital for a strong teaching and learning environment. Reductions in funding for the library have an impact on library collections. Annual inflationary increases are necessary to maintain existing subscriptions to journals and databases, which increase in cost each year. The loss of an inflationary increase to the collections budget results in the reduction of acquisitions and can result in the cancellation of some existing information resources.

The general impacts of reducing the library collections budget or providing no annual inflationary increase to the library collections budget include:

- no new subscriptions or large electronic resource acquisitions;
- no new electronic journal backfiles;
- reduction of monograph and media acquisitions;
- suspension of the monograph approval plan; and
- a reduction in the number of current databases, journals, and e-journal packages.

A combination of quantitative and qualitative reviews of current resources are used to make decisions for cancellations of current subscriptions or reductions in current allocations. Quantitative reviews focus on identifying resources which have low use and/or high costs. Qualitative reviews focus on identifying changing patterns of use or the ability to shift access. Communication to the campus, and feedback from UM faculty, students, and staff is valued during the process of determining cancellations and reductions.

Complaints / Challenges and Intellectual Freedom

Mansfield Library collection development builds on the principles outlined in the Library Bill of Rights (American Library Association) ([Appendix A](#)), the Freedom to Read Statement (American Library Association and Association of American Publishers) ([Appendix B](#)), the Freedom to View Statement (American Film and Video Association) ([Appendix C](#)), and An Affirmation to the Right to Information (Montana Library Association) ([Appendix D](#)).

Reviews of materials included or excluded from the collection can be addressed by the following procedures.

1. Complete the [Request for Review of Library Materials form \(Appendix E\)](#) and submit it to the Chair of the Collection Development Group for review and response by the Collection Development (CD) Group.
2. Submit the form and CD Group response to the Dean of Libraries for further appeal and response if needed.
3. Submit the form, CD Group response, and Dean of Libraries response to the Provost and Vice President for Academic Affairs if needed for a final appeal.

Consortia

The library participates in cooperative collection development efforts with other libraries within the state of Montana, regionally, and nationally through various library consortia to purchase access to some databases and ejournal packages and to provide access to digitized collections. Consortia that the library works with include: UM affiliate libraries; the Montana State University Library, TRAILS – the Montana Academic Library Consortium; the Montana Memory Project; the Digital Public Library of America; the Montana State Library - Montana Library Network; the Orbis-Cascade Alliance (for Archives West participation); Portico; Greater Western Library Alliance; Lyris; Minitex; and OCLC. The Mansfield Library is open to collaborative opportunities with other libraries and consortia.

Deselection (Weeding, and Withdrawal)

Deselection primarily addresses issues of space, access, and funds with a focus on duplicate titles, items that do not meet collection guidelines, obsolete titles, superseded editions and formats, unused titles, and books that are worn beyond repair. Deselection is done at the express permission of the Collection Development Group Chair or Library Dean. Any large-scale deselection projects are reviewed by the Collection Development Group, and communicated to the relevant academic departments, for feedback, by the Collection Development Group chair. The Payne Family Library at Missoula College sustains an active deselection review of collections.

Disaster Prevention, Response and Recovery Plan

The Mansfield Library has a well-developed Disaster Prevention, Response and Recovery Plan designed to provide guidelines for collection-related salvage activities. Additionally, the Library has a Disaster Response Team composed of individuals identified for specific roles and duties in the event of a disaster. The Disaster Response Team reviews the Plan annually and engages in tabletop scenario discussions and/or building training exercises.

Diversity Statement

The Mansfield Library supports the University of Montana's strong commitment to creating a vibrant and welcoming culture that expects and respects diversity. Our patron base includes the students, faculty, and staff at UM as well as community members of all backgrounds. We actively challenge racism and support diversity through our collections, services, instruction, and physical and virtual environments in recognition of our unique responsibility to and long history of upholding equal access, intellectual freedom, and freedom of expression.

Endowments

Endowments provide critically needed additional funds for building targeted or general collections. Collection endowments begin at \$25,000 and the Mansfield Library invites donors to make a single gift or to build an endowed fund over several years. Special bookplates or electronic designations and notes within the online catalog reflecting the interests of the philanthropist are designed in consultation with the donor and affixed to each item added to our collections that was made possible by their generosity.

Gift / Donated Materials

The Mansfield Library does not accept unsolicited books or media. Adding a gift book or media item to the library collection expends considerable staff time and resources for storing, reviewing, cataloging, processing, and shelving. Exceptions to this policy are made by express permission of the Collection Development Group Chair or Library Dean. Non-library faculty or staff cannot accept gifts on behalf of the library. If an exception is made the library will acknowledge the receipt of gifts but will not provide any valuation of gifts in accordance with University policy.

Interlibrary Loan, Resource Sharing, and Course Reserves

Interlibrary Loan, Resource Sharing, and Course Reserves provide access to a variety of resources not owned by the Mansfield Library. Through the online Discovery Platform (OneSearch) and through the Interlibrary Loan service, UM students, faculty and staff are able to request materials from other libraries. Interlibrary Loan service includes document delivery for UM students, faculty and staff for requests of electronic articles. Materials not owned by the library may also be placed on course reserve, either as print or media or electronically (as allowed by copyright law / permission, Fair Use provisions, and the TEACH Act), for use by students enrolled in UM classes.

Open Educational Resources (OER)

OER are openly licensed educational resources that include textbooks, lab manuals, lectures, videos, and other course materials. OER are free to students and can be available to all students in a course on the first day of class. We encourage instructors to consider creating, adopting, or adapting OER materials for their courses. OER materials help reduce the costs and improve the availability and accessibility of course materials for students. Librarians are available to consult with instructors about this.

Replacement

Items lost from the collection, or deemed unrepairable, may be replaced if justified by item use statistics or by request of librarians who review current collection needs. Replacements may be the same edition, or the latest edition, and may be a physical or digital copy.

V. Acknowledgements

This Collection Development Policy has evolved out of previous Mansfield Library Collection Development Policies. Peer library collection development polices were consulted especially those of: Montana State University Library; University of Idaho Library; and University of Wyoming Library. Any errors or misstatements are the responsibility of the Mansfield Library Collection Development Group and will be corrected if contacted.

Appendix A

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Appendix B

FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress. Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original

contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend.

We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested.

Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators.

No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression.

By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

Appendix C

FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979.

This statement was updated and approved by the AFVA Board of Directors in 1989.

Appendix D

On April 25, 1995, the Board of Directors of the Montana Library Association adopted the following policy statement proposed by the Intellectual Freedom Committee.

AN AFFIRMATION OF THE RIGHT TO INFORMATION

We affirm the right of every Montanan to freely and confidentially access information and ideas, and to be afforded the opportunity to select from a variety of materials relating to the widest possible spectrum of issues and points of view.

The cornerstone of a viable democracy is an informed citizenry.

Libraries serve as neutral arenas in which all point of views are made available to all citizens.

It is no coincidence that all governments which have attempted the suppression of individual rights have restricted access to information in libraries.

Libraries take no position on issues of controversy; rather they collect and provide access to information and points of view so that citizens can freely determine their own thoughts on critical issues.

Efforts to censor or restrict access to information are on the rise both nationally and in Montana.

The Montana Library Association supports free access to information for all citizens. The Association supports the American Library Association Library Bill of Rights.

Appendix E

Request for Review of Library Materials

The Maureen and Mike Mansfield Library provides a collection of materials in many formats in support of The University of Montana-Missoula's curriculum, institutional and personal research, and the pursuit of knowledge and truth that is the quest of the educated person. While the Library serves a diverse clientele of adults, there may be an item which an individual considers inappropriate for the collections. In that instance, this form may be completed to request the library faculty to re-examine a particular title. Such an evaluation will be done in the light of the Collection Development Policy and the mission of the institution.

ITEM DESCRIPTION:

TITLE: _____

AUTHOR: _____ PUBLICATION DATE: _____

1. What brought this item to your attention?
2. Did you review the entire item? If not, what parts have you reviewed?
3. Specifically, to what do you object?
4. Do you see any value in this item (literary, instructional, self-development)?
5. What resource(s) do you suggest that would convey an equal perspective of the subject treated?

REQUESTOR'S INFORMATION:

NAME: _____ EMAIL: _____

USER STATUS (CIRCLE ONE): UM FACULTY UM STAFF UM STUDENT OTHER

ADDRESS: _____

Please answer all of the above questions and return the completed form to the Mansfield Library Administrative Office. You may expect a response in writing within a month.

Appendix F

Gifts and Donations of Books and Media

The Mansfield Library is not currently accepting unsolicited books or media. Adding a gift book or media item to the library collection expends considerable staff time and resources for storing, reviewing, cataloging, processing, and shelving.

Librarians select materials, based on the library's Collection Development Policy, that support the current teaching, learning, and research needs of students, faculty, and staff at the University of Montana. Materials that are generally not added include: textbooks, magazines, journals, older works except in select subject areas, duplicates, books that are marked in or that have damaged bindings or are in poor condition, article reprints, outdated or inaccessible media, and works that are outside defined collecting areas.

Paperback books can be recycled with regular paper recycling procedures; hardback books can be dis-bound and then the paper can be recycled. Donors who wish to find new users for their books are directed to [Better World Books](#).

Interested in Making a Monetary Donation to the Mansfield Library?

Thank you for considering a gift to the Mansfield Library. Our collections continue to be enriched and supported through generous gifts of funds received over the years.

[Donate to the Maureen and Mike Mansfield Library here.](#) Or contact library administration at [Mansfield Library Administrative Services](#).