

MONTANA STATE UNIVERSITY

LIBRARIES

INFORMATION RESOURCES

DEVELOPMENT POLICY

Revised and updated by

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INFORMATION RESOURCES DEVELOPMENT POLICY STATEMENT

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PREFACE

The policy is intended to define, in terms standardized throughout the membership of the international library community, the collection aims of the MSU Libraries for all areas of knowledge. It is hoped that this statement of policy will assist librarians and other staff members to work with consistency towards goals that are widely recognized and accepted, enabling them to use funds wisely and to shape strong collections without unnecessary duplication of effort with other collections or sources. It should inform the broader university community about the scope and nature of the existing collections. Finally, it should facilitate further cooperation with other libraries in the acquisition of scholarly resources, by enabling Montana State University to define its commitments, as other members of the library community are doing.

The format of this policy statement is in accordance with both the American Library Association's model and the requirements of the Montana State Library Commission. The policy states general principles, describes current practice, identifies existing strengths and weaknesses, and establishes goals in accordance with institutional programs and missions. It is not a static document. It requires continued modifications to adjust to changing factors that directly influence collection management. Such factors include fluctuating resources, program expansion or downsizing, technological enhancements, and scholarly communication itself. Changes in specific segments may be a continuing process, but a formal review of the entire document should occur every three years.

The first three sections of the policy statement define the collections in relation to the university and describe existing practice and guidelines as well as providing narrative descriptions of the nature of specific collections and formats. The fourth section provides collection and goal codes for discipline and subject segments of the collections regardless of format or physical location. The final section concerns the implementation of the policy guidelines. Following these elements, the appendices provide additional explanatory forms, procedures, and policy elements.

I. GENERAL INTRODUCTION

A. LIBRARIES' MISSION & INFORMATION RESOURCES DEVELOPMENT GOALS

1. The Libraries' Mission Statement

The Montana State University Libraries serve as the primary center for informational resources in support of scholarship, teaching, research, and service programs of Montana State University. The fundamental principle underlying the MSU mission is integration: The integration of teaching, research/creative activities, and outreach so that each activity informs and enhances the others, with particular emphasis on bringing students into the research and creative processes, and applying research/creative activities and teaching to the University's outreach service and programs. (Mission statement of the University)

2. Information Resources Development Role

The Information Resources Development function provides for the effective development of the MSU Libraries' collections through the systematic evaluation, selection, or withdrawal of materials of all types and formats within policy guidelines. The following goals and their specific objectives are the means to the accomplishment of this mission:

- a. Coordinate the evaluation, selection, and de-selection of all types and formats of purchased and gifted materials for the collections;
- b. Create and maintain an Information Resources Development Policy with statements for all appropriate subject and format areas, based on MSU curriculum and programs, and incorporating collection assessment data and appropriate collection goals;
- c. Coordinate the development of information resources across the four MSU Libraries locations (Bozeman, Billings, Great Falls and Havre) for the benefit of all students, faculty, staff, and the citizens of Montana; and,
- d. Participate in cooperative information resources development projects for the mutual benefit of MSU's primary and secondary clientele, especially those within Montana.

B. PURPOSE OF POLICY

The purpose of this policy is to provide guidance for the collection management function of The Libraries of Montana State University. It is an attempt to articulate the current and anticipated needs of the MSU academic community and to establish goals for subject strengths related to specific program priorities. The policy also describes the nature and scope of unique format, subject, or other separate collections of materials. The policy, with its stated collection goals, is to serve as a codified rationale for budgetary decision making, including establishment of priorities for the allocation of resources to provide access to the information required by faculty, staff, and students. The concept of collection management includes access to appropriate information as well as permanent ownership or access of that information in whatever format. Therefore, the scope of this policy includes statements related to the management and acquisition of information in any format as well as the value of cooperative and collaborative efforts to provide clientele with information resources through a wide variety of formats and points of access.

The policy is intended to assist the library faculty in working with consistency toward common goals, enabling them to use limited resources wisely and to shape strong collections without unnecessary duplication of effort. It should inform the university community about the scope and nature of information resources and facilitate collaborative efforts with other libraries in the provision of access to scholarly resources.

C. GENERAL DESCRIPTION OF MSU PROGRAMS

Montana State University was established in 1893 as Montana's land grant institution and, as such, has a service mission to the citizens of the state and a long-standing commitment to research and degree programs in agriculture, engineering, and the physical sciences in addition to programs in the social sciences, arts, and humanities. It has an institutional commitment to Native American education and a growing list of specialized research programs associated with the Office of Research and Creative Activity.

Undergraduate instruction at MSU is administered through the Colleges of Agriculture; Arts and Architecture; Business; Education, Health and Human Development; Engineering; Letters and Science, Nursing, and the University College. Programs of graduate study are administered through the Division of Graduate Education. MSU offers more than 120 undergraduate programs of study, 42 master programs, and 18 doctorate programs. The collections of The Libraries are expected to provide for the information needs of the students and faculty engaged in these programs.

The Extension Service, the Engineering and Agricultural Experiment Stations, The Museum of the Rockies, Montana's public television station (KUSM), MSU Information Technology Center, MSU Foundation, the Alumni Association, and the Extended Studies program are all part of the primary clientele of The Libraries. This richness of resources and diversity of programs and research all require a complex structure for the establishment of goals for the information resources of the university. Such strength in diversity requires an equal diversity and strength in information resources.

With the reorganization of the Montana University System in 1994, new relationships were established between MSU and her sister institutions at Billings, Havre, and Great Falls. In 1997, MSU President Michael Malone declared the MSU Libraries at four locations to be one single library. MSU Libraries now operate as one library with four locations. The MSU Libraries is managed by the Management Council, which is chaired by the Dean of Libraries and is composed of the senior library operations manager at each of the four (4) locations. The creation of a shared MSU union catalog and a harmonization of circulation and fine policies to optimize intra-library circulation have helped to create an environment where centralization and coordination of information resource management is both possible and essential. The role of MSU in this process is central. The Information Resources Development Team Leader provides leadership and expertise in collections and information resources on behalf of all four locations. Coordination of acquisitions, licensing, and general information resource decision-making is provided through the MSU Libraries.

D. OVERVIEW OF COLLECTIONS

1. Location

The MSU Libraries consists of the Roland R. Renne Library, the Creative Arts Library, and the Merrill G. Burlingame Special Collections. In addition, there are within these primary collections specific format and subject collections such as University Publications.

Although some academic departments maintain small collections of materials for their own use, these are not integrated with The Libraries, are not accessible by the general campus community, nor considered as information resources for the University. Such materials are accordingly not within the scope of this policy statement.

2. Size

The MSU Libraries (Roland R. Renne Library and the Creative Arts Library combined) contain more than 712,241 volumes. In addition, the holdings include more than 2.2 million microforms, 5,540 videos, over 3,600 linear feet of archives, 4,117 music scores, over 8,757 current serial subscriptions, and other miscellaneous formats. The Libraries are designated as a depository for publications under the United States Government Printing Office Depository Program, the Montana State Document Depository Program administered by the Montana State Library, and the Canadian National Document Program. These combined government document programs add more than 15,000 items each year to the collections. The library also provides access to electronic government documents. The Libraries receive publications from other land grant universities in the United States and agricultural and technical universities worldwide; receive gifts from individuals and organizations; and purchase a wide range of monographs, audiovisual materials, journals and other continuations, and electronic files each year. Additionally, access rights to electronic resources are negotiated as appropriate with more than 80 current licenses for databases and electronic journal packages in support of a wide-range of the university's programs. The Libraries has also purchased a number of electronic books appropriate for use in support of the curriculum and research areas.

3. Organization

The primary arrangement for the collections is by Library of Congress classification for both monographs and serials. Some older materials remain classified in Dewey Decimal order, but evaluation and reclassification of these materials is a continuing project limited only by the availability of resources. The audiovisual resources are also organized using Library of Congress classifications. The microform collections are arranged by title and publication sequence. Manuscript and pamphlet materials in the Merrill G. Burlingame Special Collections are organized based upon appropriate archival practice. U.S. federal documents are arranged according to the Superintendent of Document's (SuDoc) classification scheme.

Publications in electronic format are organized in two ways. First, materials considered to be monographs are arranged in Library of Congress class order, and these receive descriptive cataloging and appropriate links in bibliographic records. The second set of electronic materials is considered to be serials, i.e., journals, annuals, or databases, are accessible through a variety of the Libraries' web pages. The Libraries uses electronic tools that provide access by titles or subject. The MSU Libraries strive to provide the best possible access to resources in all formats within the constraints of available personnel, equipment, and time.

E. COLLABORATIVE & COOPERATIVE INFORMATION RESOURCES DEVELOPMENT

1. Resource Sharing and Access

The Montana State University Libraries cooperates with other libraries and institutions to make information of all types and in many forms available to the university community and the citizens of Montana. The web-based catalog contains the holdings of numerous academic libraries around Montana. These libraries together form the OMNI-MSU Consortium. The union catalog encourages and facilitates coordination of information resources among the participating libraries. The members of the OMNI-MSU group consult with and consider the other libraries when making decisions regarding both ownership and access to information resources. It is in the interest of all to avoid costly duplication of specialized or unusual materials. It is also in the interest of MSU to avoid acquiring, classifying, storing, and preserving materials with limited usefulness either because of the specialized nature of the contents or the short half-life of the information such publications contain. Other means of access, most often electronic, are encouraged for such items.

The concept of access as a complement to reasonable ownership is endorsed and practiced by The MSU Libraries. To this end, full participation in resource sharing activities is encouraged.

a. Bibliographic Records

All new monographic holdings are added to the OCLC database. The thousands of retrospective holdings of the MSU Libraries have also been added and maintained on the international OCLC bibliographic database. This database provides both bibliographic records and the specific holdings for thousands of libraries worldwide.

b. Access to Electronic Sources

The Libraries actively seeks means by which to provide the broadest possible access to limited information resources. This includes access to databases, library catalogs, electronic journals, and other information sources. The MSU Libraries promotes and provides access to the Internet as a means by which students and faculty may expand their information resources. Access to The Libraries' catalog, licensed databases and journals, and other library data files are provided through the MSU Libraries Web site. Access for remote users is provided through a proxy server that authenticates valid users.

c. Interlibrary Loan Service

MSU continues to be a net lender in Montana (i.e., MSU lends more to the other libraries in the university system and the state at large than we borrow from other institutions). In addition to the OMNI-MSU catalog and OCLC, clients use other national and international bibliographic databases and commercial sources to identify materials for access. Other libraries are able to identify MSU's holdings through the OCLC network or directly through the web-based catalog.

d. Expedited Access

The library also uses a variety of commercial document delivery services to enhance identification and delivery of journal literature for the benefit of clients. Such services are considered a viable alternative to costly ownership of specialized, timely information.

2. Collaborative Information Resources Development

Materials are most useful to scholars when items are placed in the context of a collection that supports and enhances appropriate subject depth and breadth of coverage. Interesting and/or unique items belong in a collection appropriate for their content, significance, and physical format. MSU strives to encourage the exchange or placement of materials in collections that contribute to collective scholarly resources, rather than continuing historically scattered items that frustrate researchers. In practice this means that MSU actively attempts to place withdrawn or duplicate items, as well as inappropriate gift material, in a collection in another institution where the materials might complete a run of a useful journal, provide titles that complement existing subject strengths, or enhance an otherwise weak area. MSU offers unwanted and inappropriate materials to libraries where such materials can be useful. Other libraries also offer materials to MSU Libraries for which we are the appropriate holding location because of existing subject strengths or research and degree programs.

The MSU Libraries at the four (4) locations participate fully in developing local collections that are complementary and supportive of the whole MSU distributed information resources. Further the MSU Libraries participate fully in cooperative collection efforts with the other units of the Montana University System and institutions throughout the region. The library faculty are in regular contact with their counterparts at other institutions and participate in both formal and informal cooperative collection projects. As the nature of information resources and the structure of the library community itself changes, opportunities for coordination and cooperation change in the context of the evolving environment. The MSU Libraries are open to every opportunity for collaboration.

II. GENERAL PRINCIPLES & LIMITATIONS

A. SCOPE OF COLLECTIONS - CURRENCY, HISTORICAL EMPHASIS

The scope of the library collections for a university might arguably include all aspects of all subjects through all time. However, no library, no matter how comprehensive its collections, can acquire everything in all disciplines. In fact, the MSU Libraries collectively and at each location add only a small fragment of the world's publishing output each year. This policy is an attempt to define and make explicit the guidelines and priorities used to select and maintain the collections of The MSU Libraries. Practical considerations and a desire for quality as well as quantity, require that a specific university library limit its collections to an appropriate piece of the whole universe of knowledge. MSU therefore, defines the scope of its collections in terms of its geographic and cultural identity and its degree programs, with an emphasis on current and future interpretations and applications rather than upon retrospective and superseded literature. Such literature will only be maintained in specific areas where the older literature provides a needed perspective and adds depth to already strong and important subject collections. The primary emphasis of the collections is upon curricular and research support. Currently published or produced materials and those previously produced items that are readily available and are of sufficient importance as to be considered "classics" or "core" titles in their field are acquired. Out of print, secondary sources, or items of limited usefulness for the primary clientele of the university will not ordinarily be purchased for the general collections, but such items will be evaluated on a title-by-title basis so that important resources are not dismissed without due consideration. Gift materials are evaluated based upon the same general criteria used for purchased items. (See *Section II.E.2* for a more detailed discussion of gifts).

The "Statement of Montana State University Priorities for the Allocation of Library Acquisition Funds" (*Appendix A*) endorsed by the Library Committee in 1993 established clear priorities for the expenditure of resources for collections. These general priorities are still valid in principle. They state:

Priority should be given to the establishment and maintenance of monograph and journal holdings that are:

1. essential to the delivery of a sound undergraduate education and to assuring the appropriate accreditation standards within all fields in which MSU offers degrees.
2. considered by departmental and library faculty to be essential core materials for graduate education in those fields where we offer graduate degrees.
3. essential to the scholarly efforts of the faculty *and* which are not readily accessible through other means (e.g., interlibrary loan and electronic access).
4. important support materials for scholarly efforts *and* which are not readily accessible through other means.

This statement places undergraduate support as the first priority for information resources development. In addition, The MSU Libraries will attempt to develop, as resources are available, research collections of distinction in appropriate selected subjects. There are many variations in the emphasis and intensity of the university's collection efforts. These variations stem from the pattern of academic emphasis through time as demonstrated in course or curriculum design, research activity, and outreach efforts.

While a modern university still strives to educate the whole person, limited resources demand that university libraries first fulfill their primary mission of providing scholarly information in support of the degree programs and research of the institution. The Libraries, although of interest to the diverse members of the university community, cannot provide popular, recreational and peripheral materials, because of limited resources. Clients must meet these additional needs through other library resources or at their own expense.

B. FORMATS AND LANGUAGES

Appropriate materials for inclusion in The Libraries' collections include both the traditional formats (monographs, journals, other serial publications, microforms, newspapers, selected audiovisual formats, and manuscripts) and those evolving formats that are associated with electronic communication. Such formats include, but are not limited to digital collections, web-based databases, publications, and web sites licensed, freely available and/or created by The Libraries. Acquisition and access to all formats will

be governed by the general guidelines in this policy, the general collection goals in *Section IV*, and specific considerations for each format as described in *Section III.C*.

Electronic files, databases, electronic journals, and other electronic resources to which The MSU Libraries provide access and links, whether owned or deliberately accessed as part of The Libraries resources, serve the same purpose as traditional print or audiovisual information. In most instances the information provided by electronic sources is intended for end-user access, but in a few cases, the information is to be accessed by library staff on behalf of library patrons. Electronic resources of many types free or purchased, may be made available through The Libraries' web pages. Free resources selected for such listing and linking are of an appropriate academic nature and integrity. Some of the MSU Libraries' web pages are developed and managed on behalf of all of the MSU Libraries' locations while others are locally developed and maintained.

The internationalization of MSU continues through the Office of International Studies. However, the majority of students and faculty are literate in only one language and the collections reflect this English language bias. The primary language for the general collections will remain English, except for language, literature, literary criticism, and some limited cultural and historical material to support the foreign language teaching programs (Spanish, French, German, Japanese, and Arabic). Material in other subjects in these and other languages will be added when essential information is only available in such languages or when scholarly research requires the original language. Journals, other than those provided in support of the Modern Language curriculum, will be acquired in other languages only if a case can be made for their usefulness and the unique nature of the information that they contain. Foreign language dictionaries, reference tools, and basic language learning materials will be acquired as need arises.

C. FUNDING -- SPECIAL CONSIDERATIONS OR RESTRICTIONS

1. Allocations by Subject or Format

The development and management of The Libraries' collections and information resources are guided by this policy within the scope of available resources. The university out of the general budget allocation funds the ordinary acquisition and processing of materials. The Libraries' faculty has the primary responsibility for determining the appropriate allocation of these funds. The decisions are made, however, in consultation with departmental faculties, rather than by the use of inflexible formulas.

The Libraries has stated priorities (*Appendix A*) be used to make decisions concerning the expenditure of acquisition funds. They further recommended that expenditures for monographs and journals be brought into a more reasonable balance appropriate for a land grant institution with 90% of its student population in undergraduate programs. While the ratio of monograph to journal expenditures will continue to vary by discipline, a reasonable ratio was considered to be 75% for journal expenditures to 25% for monographic expenditures. It is now unclear if that ratio is reasonable in the web environment. The information market has since evolved such that an increasing number of electronic information resources across all disciplines have become essential. These resources are currently considered serial because of their access pricing structures that require annual fees similar to journal expenditures. While these distinctions continue to change in an information market in flux, the library shall attempt to balance the ratio of support across disciplines and programs. This will be accomplished by balancing regular materials' expenditures to accommodate all disciplines fairly despite the more expensive and serial-driven scientific and technical programs and the less expensive programs in the social sciences, arts, and professional programs.

2. Special Funding or Restrictions

Some segments of the collections may be funded by specially earmarked funds. Specific instances are outlined below, but additional categories may be added to this list at any time. The Information Resources Development Team Leader in consultation with the Library Administration will approve such special-use funds. The Information Resources Development Team Leader works closely with the Library Development and Public Relations Officer in acquiring and defining special gifts for information resources.

a. Indirect Costs (F&A) for Grants and Contracts

The Office of the Vice President for Research, Creativity and Technology Transfer annually forwards to The Libraries a portion of the indirect costs received for the administration of grants and contracts. These funds are used to purchase materials to support advanced research efforts. Annual priorities and current needs are identified in consultation with the both the Vice President for Research and the Research Faculty Alliance Executive Committee.

b. Memorial, Honorarium, and Other Cash Gifts

Individuals and organizations may donate funds for the purchase of library materials or services. In general, these funds are expended at the discretion of the Information Resources Development Team Leader in consultation with the donor and/or the Library Development Officer. An appropriate bookplate and letters of notification to the recipient or the family and the donor(s) is provided when funds are provided for memorial or honorary purposes. Records are maintained for all such gifts.

c. Grant Funds Allocated for Library Materials

Grant applications sometimes include provision for the acquisition of information resources in support of a project. When such awards are made and the intent is for the materials to be located in the library, arrangements are made for the selection, acquisition, processing, and necessary record keeping with the Information Resources Development Team. Such expenditures are administered by The Libraries in consultation with the grant administrator. When materials purchased with grant funds are located in The Libraries they are accessible by all members of the university community and security enables fair access, equitable tracking of borrowing, and university ownership

d. Endowments

Special endowments may be established with the MSU Foundation on behalf of The Libraries. When a specific purpose for the endowment is not part of the gift, The Libraries will determine the most appropriate use for the funds. If a specific purpose or subject support is part of the deed of gift or correspondence accompanying such monetary gifts, The Libraries will attempt to abide by the donor's wishes or to negotiate an acceptable substitute for the use of the funds. Under no circumstances are the university and/or The Libraries obligated to accept an endowment or other monetary gift and to fulfill the intention of the donor without prior consent to do so.

e. Awards

Awards to individuals or departments sometimes include a provision for funding for library materials. In such instances, the Information Resources Development Team Leader, in consultation with the award recipient, will try to acquire appropriate materials to enhance the work of the individual or department and to enrich the holdings of The Libraries. Arrangements for the transfer of funds, acquisition, processing and record keeping are managed through the Information Resources Development Team Leader.

f. Library Allocation to New Faculty

When resources allow, the Library Administration attempts to provide a small amount for the acquisition of materials in support of the teaching and research of new tenure track faculty in the first year of their appointment. When this is possible, the faculty are notified during the first month of their appointment and asked to consult with the Information Resources Development Team Leader at their convenience to identify appropriate monographic purchases. This program is available at the discretion of the Dean of Libraries.

g. New Faculty Letter-of-Hire Library Allocation

Some departments or colleges make funds available for library purchases during the first year(s) of a new faculty member's contract. In such instances, the new faculty member needs to communicate with the Information Resources Development Team Leader concerning such letter-of-hire conditions. A copy of the letter must be on file in The Libraries before funds will be expended for the award. The Information Resources Development Team Leader then works collaboratively with the faculty member to acquire appropriate materials for the collection within the timelines established by the letter-of-hire.

D. ORGANIZATION OF INFORMATION RESOURCES DEVELOPMENT

The Information Resources Development team within The MSU Libraries fulfills the information resources development function. The Information Resources Development Team is responsible for the organization and completion of the processes of evaluation, selection, license negotiation, acquisition, location placement, and de-selection of all materials in all formats. Other duties include, but not limited to, provide access to electronic resources, binding and/or mending decisions, handle gifts, manage expenditures, and provide statistics of materials purchased and electronic resources used.

The process of information resources development at MSU is a collaborative effort involving the library faculty, the instructional and research faculty, and other library clients as appropriate. As a collaborative process, its success is in part dependent upon the ability of the various individuals and groups involved to communicate with one another.

1. Staffing

The Information Resources Development Team Leader is a tenure-track faculty member with full-time responsibility for collection management and acquisition in all formats and locations. This individual is responsible for vendor relations and coordinates contract negotiation for all materials, which may include work on behalf of all MSU locations. This position works collaboratively with all of the members of the library faculty, the team leaders, and staff members throughout the library organization, the Development Officer, the library representatives and other faculty, and the staffs at each of the other MSU Libraries locations—Billings, Great Falls, and Havre. The Electronic Resources Librarian is a tenure-track faculty member with full-time responsibility for collection management of electronic resources. This position works closely with all Information Resources Development team members, especially the Team Leader. Also, this position works collaboratively with all of the members of the library faculty, the team leaders, and staff members throughout the library organization, and the library staffs at each of the other MSU locations—Billings, Great Falls, and Havre. Others library faculty members may be, from time to time, assigned additional responsibilities in the information resource development process or on particular projects. Three library technician or clerk positions are classified employees with full-time responsibilities in the acquisition and management of materials in all formats and locations. One three-quarter time library clerk position is classified employee with responsibilities in the acquisition and management of materials in all formats and locations. These four positions report to the Team Leader and work closely with other team members. Student worker employees are used when available and qualified.

2. Liaison with User Groups

The Libraries strive to provide both formal and informal means by which individuals and user groups may participate in the information resources development process. Such communication is successful only if both sides fulfill the responsibility for appropriate communication.

a. Faculty

All faculty (both those within The Libraries and those in other departments and colleges) are encouraged to participate in the evaluation of materials placed in the Review Area on a weekly basis and to provide informed input regarding other information resources development matters. There are a variety of means by which such participation might occur.

(1) Library faculty are asked to participate in information resources development by reviewing materials in the Review Area, by being familiar with the existing collections and the university's programs, by reading reviews and suggesting titles for purchase consideration, and by participating in special projects. Their information resources development activities should be informed by their daily interactions with students and faculty and through their liaison duties.

(2) Departmental Library Representatives

To facilitate communication, a system of formal representation between the academic departments and The Libraries has been established. At the beginning of the new academic year, each department head is asked to appoint a Library Representative to serve as a liaison between the department and The Libraries' Information Resources Development Team Leader. Orientation meetings or individual conferences are held between the Information Resources Development Team Leader and the Library Representatives to share the MSU information resources development policy, explain the routine processes, clarify responsibilities and answer questions. In general, the responsibilities of the Departmental Library Representatives are:

- To serve as primary liaison between the Information Resources Development Team Leader and the department or college regarding collections, electronic resources, and access issues.
- To be informed about the course content, research interests, and discipline emphasis within the department.
- To be informed about the existing information resources—print, electronic, and audiovisual—so as to best understand the place of new resources.
- To prioritize materials when necessary and to understand The Libraries' mandate to give fair consideration to the many programs within the university.
- To visit the Review Area at least once every two weeks to preview notification slips for possible purchase and to examine and provide a recommendation regarding materials being reviewed for possible inclusion or withdrawal.
- To respond to the Information Resources Development Team Leader in a timely manner when information or an expert opinion is needed.
- To route email message to appropriate colleagues regarding review materials, library projects, or requests for information as needed.
- To attend an occasional informational meeting in The Libraries when requested.
- To be diligent in bringing departmental requests, issues, and concerns to the attention of The Libraries in order to maintain an open channel of communication and collaboration between The Libraries and the department or college.
- To arrange for someone to assume these responsibilities as a substitute when one is going to be knowingly unavailable for a period of more than a week or two.

(3) All other faculty members are encouraged to submit requests for consideration for purchase of materials and to visit the Review Area in order to evaluate materials and provide their informed viewpoints.

(4) In addition to the above direct involvement with Information Resources development by faculty members, the University Library Committee also provides a forum for faculty input into library policy and priorities.

(5) The librarians and faculty at the other MSU locations participate in the development of local information resources and collaborate with the Information Resources Development Team Leader at Bozeman in decisions regarding collective resource development and management.

b. Students

Students may place requests in the Suggestion Box located in the Renne Library lobby or complete the web form requesting consideration for purchase of a title or type of material. Students may also call or visit the Information Resources Development Team Leader, their Library Representative, or share collection concerns with a member of the library faculty. The University Library Committee includes a student representative as well.

c. General Public

The general public may also provide suggestions in the box located in Renne Library or complete a web form. They may share their opinions and suggestions with the Information Resources Development Team Leader or any other member of the library faculty.

E. SELECTION CRITERIA IN GENERAL

Library Faculty and all other clientele are encouraged to request specific items for acquisition, de-selection or transfer, but the ultimate responsibility for the selection, acquisition, and maintenance of the materials in all formats within The Libraries is the responsibility of the Information Resources Development Team Leader, in consultation with The Libraries' administration, and in accordance with this policy. Consultation with library faculty and library representatives will be implemented for projects or routine work.

1. Criteria for Purchased Materials

There are two separate, but related sets of questions or criteria that must be considered when materials are evaluated for possible acquisition. One set of questions or criteria addresses the objective value of the material itself. The other set of criteria or questions addresses the issue of the subjective value of the material for MSU and its mission with a realistic recognition of the existing resources, limited funding, program priorities, and alternative avenues for information retrieval. While it is possible to outline many of the criteria for the objective evaluation of items, the subjective criteria are best addressed by *Section IV. Analysis and Goals for Collections* and by a separate conspectus report that presents the collection levels of the existing library resources and sets collection goals related to degree programs and research initiatives.

General criteria that may be employed in the objective evaluation process include, but are not limited, to the following (not in priority order):

- quality of content (applies to artistic content, research design, literary quality, etc.)
- anticipated lasting value
- appropriateness of level of treatment
- cost
- suitability of format to content
- authoritativeness of the author
- reputation of the publisher
- physical product, condition
- currency or timeliness
- access (indexing, scholarly apparatus such as notes, bibliography)
- scope
- consistency
- availability of equipment or technology required for use
- tone, balanced presentation
- does not needlessly duplicate coverage already in the collections or available elsewhere

An item, in whatever format, that sufficiently meets the general objective criteria listed above, should then be evaluated based on the subjective criteria related to the level of existing collections, programs, and goals. Many quality items are inappropriate for the MSU collections because they are not of primary importance in meeting the collection priorities established to support academic programs. Specific criteria may also be considered for format or special use collections. Refer to the appropriate area of the policy for such criteria.

2. Criteria for Purchased Serials

Selection of serial titles and preservation, binding, archival files, and format considerations for each title are made within the context of the general subject goals. Because serials represent an ongoing commitment of many resources (budgets, staff time, space, electronic access) and because of the changing nature of journal publications, acquisition of a serial title requires and receives substantially more consideration than a single monograph title. Serials, journals as well as annuals and irregulars, are requested through the regular request channels but may require additional justification. At the time that a title is selected for acquisition or when the first issue is received and cataloged, decisions are made regarding binding and retention (see *Section II.G.a*). Some or all of the following criteria are used in evaluating serials for cancellation or addition to the collections:

a. Indexing and Abstracting

Except for titles that have a limited usefulness and are purchased for browsing and current awareness only, the availability of indexing and abstracting services or other searching capabilities are a primary factor.

Electronic journal packages and linking across products has made this a less important issue for this format because searching is part of the function of the electronic format itself.

b. Level of content and nature of information

Of major importance, considering limited resources, is the extent to which this title will provide needed information at an appropriate level without unnecessarily duplicating existing holdings.

c. Reputation of journal and publisher

Consideration should be given to citation studies for the journal and the reputation of the publisher not only for reliable information but also for ethical and professional publishing practices. The electronic marketplace has made this issue more confused as the selection of individual journal titles is becoming less the norm while entire publisher suites are being purchased.

d. Use and interlibrary loan statistics

The past demand for the journal may help to determine the extent of future demand. In addition, copyright restrictions and access costs may justify the acquisition of a title in high demand. While the electronic environment sometimes provides use statistics of some types, the publisher bundling of journal packages also makes title-by-title selection increasingly more costly.

e. Costs

The costs of a journal are compounded by the costs of managing (checking in, renewing) preserving (binding, microfilming or archiving back files), storing (some journals are now publishing four or five volumes per year), and providing reliable access (maintaining link, managing titles within packages, etc). In addition to considering all of the costs associated with a journal title, the previous price history of the title and of the publisher may provide relevant information for the evaluation process. Publishers that do not provide firm prices in a timely manner or those whose pricing structures appear to be inappropriate should be avoided. Increasingly in the electronic environment, the negotiation process and cost per title within a journal suite becomes more important the cost of any single title. In addition, the preservation costs, in an electronic environment interpreted as continued access to backfiles no longer located in or owned by the library, can be a large cost consideration.

f. Availability

Because of the costs associated with the acquisition of journals or the costs for unlimited access to them, appropriate access on an "as needed" basis may also be considered as a possible alternative to subscription costs in any format.

g. Half-life (relevancy over time)

As the information explosion and the amount of scholarly publishing continues to grow exponentially, the amount of time that publications in some disciplines are expected to remain relevant and likely to be cited or in demand is shrinking. This factor should also be taken into account when weighing the costs of access and/or ownership for titles with projected half-lives of less than five years.

3. Gifts and Exchanges

Gifts and exchanges include all forms of print and non-print material as well as monetary gifts made directly to The Libraries or through the MSU Foundation. Gifts are encouraged, with the understanding that the MSU Libraries reserve the right to accept, reject or dispose of any gift at its discretion, and in the same manner as purchased materials. Gifts and donations will be evaluated for possible addition to the collections according to the guidelines for selection outlined in this policy. An acknowledgment of a gift will be sent to donors when appropriate. The Dean will send the letter of appreciation. The Information Resources Development Team Leader maintains a brief record of gift materials. The record includes the donor and the amount and type of materials donated along with a general idea of the subjects or nature of the materials. Records of individual titles will not ordinarily be provided. The provision of gift inventories or lists, the addition of bookplates, or other special arrangements must be negotiated with the Information Resources Development Team Leader or, when necessary, with the Dean of Libraries. The importance of the gift for The Libraries, the subsequent costs of processing such a gift, and the implications of special requirements will be considered when special arrangements are requested. Generally, a gift with restrictive conditions will not be accepted.

The Libraries will not provide any valuation of gifts, in accordance with IRS Tax Court rulings regarding appraising gifts for tax deduction purposes. Tax law requirements for large gifts have special restrictions and place added legal and administrative responsibilities upon The Libraries. At the time of the gift, it is the responsibility of the donor to

notify The Libraries of any tax restrictions such as those required with IRS Form 8283. Planning and administrative approval must therefore occur before a commitment is made to accept large gifts.

The processing of gifts parallels that of purchased materials. The initial evaluation of gift items may determine that they will be used for replacement of worn copies, to fill-in or complete journal holdings, or as a needed additional copy of a heavily used item. It may also be clear in the initial evaluation of a gift that it is inappropriate because of format, condition, duplication, or subject. Items that are likely to be identified as unwanted during the initial review include, but are not limited to: textbooks more than five years old; scattered serial or periodical issues; scattered or single volumes of a set; or pamphlets, vinyl recordings, 16 mm films, or other formats not ordinarily acquired by The Libraries. If additional evaluation of a gift item is necessary, it will be placed in the Review Area to be evaluated with the same criteria used for purchased items.

Gifts determined to be inappropriate or unnecessary for the MSU collections may be directed to other MSU locations, other OMNI-MSU member libraries, the Montana tribal colleges, or other libraries. Most unneeded gifts, however, will be given to the MSU Libraries for inclusion in the annual book sale. Some gift material may be disposed of because of condition or contents. Examples of such items include older medical books or technical journals already adequately available.

See *Appendix D* for "Gift Worksheet" form used for general gifts of materials.

F. COLLECTION MAINTENANCE

1. **Preservation and/or Replacement**

Not all materials placed in the collections ought to be preserved for all time. Many items outlive their usefulness and neither preservation nor replacement is necessary. While it would be useful to identify at the time of acquisition all individual items that are likely to have a permanent place in the collections, it is unrealistic to expect to be able to do so.

Some types of materials may be identified as a group, while others will have to be evaluated on a title-by-title basis as need arises, circumstances change, or resources are available to allow for evaluation. Below are the guidelines for replacing and/or preserving the Libraries' materials. MSU Libraries will monitor preservation options for the future.

a. Preservation of Serials

At the time that a journal or other serial publication is added to the collections in any format preservation decisions will be made to facilitate timely and cost effective management of each title. With the increasing use of electronic journal, the issues of preservation have changed and are often no longer the responsibility of individual libraries.

- (1) Appropriate holding period (one selected):
 - o latest only kept (most often used for annuals with timely information)
 - o latest three months (most often used for newspapers not replaced by microform)
 - o current year plus one (minimum at any given time will be one year and withdrawal only takes place once each year)
 - o until replaced by microform (used for many newspapers and journals)
 - o latest five years (technical and scientific information with limited usefulness)
 - o indefinitely (such titles will usually but not always be bound)
- (2) Preservation methods (usually only one selected):
 - o binding (items to be kept indefinitely)
 - o microfilming (commercially purchased or filmed for or by MSU)
 - o electronic storage and access (JSTOR), digitizing, or other future methods
- (3) Duplication in more than one format is the exception, but may be necessary for:
 - o extremely heavy regular usage (i.e., *Time* or other titles in heavy demand by large numbers of primary users)
 - o limited access to one of the formats
 - o to preserve one copy or format

b. Replacement of Serial Issues

An attempt may be made, within budgetary limits, to replace missing or damaged serial issues if the title is to be kept indefinitely and if it not easily available in electronic format or through commercial document delivery. If the missing issues are more than two years old, or if the cost of replacement is prohibitive, the Information Resources Development Team Leader will make decisions for replacement. The primary factors to be considered when evaluating the need for replacement issues include costs, anticipated usage, and access through another means such as electronic document delivery services or loan from another library.

c. Replacement of a Single Missing Serial Volume

When an entire journal volume is missing or lost, replacement may be considered by the Information Resources Development Team Leader. Access to a missing journal volume will usually be provided through the purchase of a microform volume or through electronic or traditional interlibrary loan rather than through replacement of a paper copy.

d. Replacement or Completion for Serial Title Holdings

Through gifts and duplicates or discards from other libraries, an attempt may be made to complete important journal holdings by filling in missing volumes or extending holdings. Ordinarily such volumes are acquired only through these inexpensive means, with access rather than acquisition as the primary goal for older journal titles. With the expanding availability of journal articles through commercial sources, the need to replace missing issues or to complete title holdings is not as important as it once might have been in university libraries.

e. Monograph Preservation

Monographs will be considered for special preservation or treatment only because of their importance and/or unique contribution to the programs of MSU based upon the collection goals as outlined in Section IV. Rare or unusual items that are not appropriate for MSU will be offered to other institutions where they might be preserved with similar materials, or they will be sold through an appropriate means in order to provide funding for essential items. When a particular monograph is determined to be important enough to be preserved within the collections, one of the following methods will be employed depending upon the condition, availability and value of the contents:

- (1) Repair within The Libraries;
- (2) Binding by a commercial bindery (see *Section II.F.2.a*);
- (3) Replacement with a purchased or gift copy;
- (4) Placement in a protected area such as permanent reserves (see *Section III.B.3*) or Special Collections when the subject matter fits the scope of the Special Collections Policy Statement;
- (5) Microfilming or digitizing may be an option for materials targeted for preservation.

2. Formats for Preservation (binding, filming, digitizing)

a. Binding

Binding means hardbound/Class A binding done outside of the library. It does not refer to mending, reinforcement, or other in-library maintenance efforts to prolong the usefulness of items. Materials (both serials and monographs) are evaluated for binding based upon the following criteria: size; physical condition of pages and other contents; appropriateness for collections on a permanent basis; access to contents (indexing); importance of subject, work or author to The MSU mission; availability and appropriateness of material in other formats; likely usage; and current binding budget. The criteria are not of equal value. The basis for binding a particular title may be based on only one or some combination of the criteria. An item does not have to meet all of the criteria in order to justify the expense of binding. Below are the guidelines for replacing and /or preserving the Libraries' materials. MSU Libraries will continue to monitor preservation options for the future.

(1) Current journals or other serials

Location, retention, and format decisions will be made at the time that a title is approved for addition to the collections. For special circumstances, the retention and binding decisions may be delayed until the end of the first year of acquisition. In general, currently received periodicals to be retained indefinitely in paper format are usually bound if the size of issues allows more than two to be bound in one physical volume and at least 2/3 of the issues for a physical volume are available. This includes both newsprint and spiral bound issues.

However, the half-life of scientific and technical information in some disciplines is decreasing so that older materials are in less demand than previously. Additionally, lost or missing articles are available in a cost effective manner through interlibrary loan, electronic files, or commercial vendors so that not all material needs to be preserved through routine binding. The cost of gathering, shipping, and processing journals for routine binding may no longer be justified in some disciplines. In the changed information environment journals are less likely to be bound than previously and routine evaluation for discontinuation of binding is a standard procedure.

(2) Problem Periodicals

Titles that may require a review for binding consideration, although they appear to be appropriate, are currently received titles for which a retention and binding decision has not yet been made and/or those titles that meet one or more of the following criteria:

- also available in microform, in electronic form, or full text articles are available through an electronic database;
- unusual size not suitable for binding;
- consistently missing more than one-third of the issues for binding; or
- titles or subject matter for which long-term retention and binding may no longer be appropriate.

(3) Priorities for Binding

Binding decisions for each title will be made based upon the general binding criteria as stated above, but whole categories of publications may not be bound despite individual title decisions if sufficient funding is not available. In such instances, the following priorities will be observed:

- current issues;
- back runs of currently received & bound titles (number of volumes bound at one time dependent on budget and usefulness of title/subject and the age of the volumes);
- gaps in binding (usually due to insufficient budgets in the past);
- titles in Special Collections;
- SuDoc serials identified for long-term retention;
- deteriorating early volumes (usually leather bindings);

(4) Rebinding of previously incomplete volumes

Rebinding will routinely be done for volumes with missing issues when issues are found if the title or the articles are not available in another format and the title is well used. Such rebinding can be done even if the volume will still be incomplete. Individual volumes for which the binding has deteriorated will be rebound if the volume is less than twenty-five years old and is currently being bound. The Information Resources Development Team Leader on an individual basis will evaluate older volumes.

(5) Periodicals not to be bound

Consistent with the guidelines for what will be bound, the following will not be bound unless an exception is made for a particular title:

- the journal is now acquired in electronic format as a subscription;
- closed titles;
- titles kept for less than ten years;
- size (thickness) of an issue allows only one or two issues to be bound in one physical volume.
- the half-life or most useful period of the journal's contents is judged sufficiently short while the availability of the contents through interlibrary loan or commercial vendors is adequate to ensure access

(6) Newly acquired monographs

The Libraries does not systematically send spiral, paper, or unbound items to the bindery when they are acquired. A binding decision may be made as part of the evaluation process

when items are reviewed. Soft bound or paperback monographs are reinforced at the time of initial processing to prolong their useful life.

(7) Items already in the collections

Older materials in the collection that are in deteriorating physical condition, and cannot be repaired in the library, will be brought to the attention of the Information Resources Development Team Leader by any library staff. These materials will be evaluated for rebinding by considering past use, potential future usefulness and historical significance, availability of other editions or copies either at MSU or elsewhere, currency and/or accuracy of information and scholarship, and the condition of the paper and the quality of reproductions. The purchase of a replacement copy or newer edition may sometimes be preferable to rebinding the copy in hand. Such review may sometimes identify subject or author needs other than the particular title under review. The majority of items is simply withdrawn and are neither bound nor replaced. The Information Resources Development Team Leader may place such items in the Review Area for consideration by Library Representatives and other faculty.

b. Filming

Microfilming is a preservation option that saves space and provides a fairly inexpensive permanent copy of items too fragile to maintain in their original format. One newspaper, the MSU student paper (*The Exponent*) is microfilmed for preservation. MSU does not systematically microfilm any specific format or subject segments of the collections except as might be provided through special funding for a particular project or grant. The criteria mentioned above in the Binding category apply to the decision making process for microfilming materials.

c. Digitizing of text

As with microfilming, digitizing is a preservation option. The main advantage of digitizing materials over microfilming is the accessibility of the digital format through the Internet. Priorities for digitizing materials by MSU Libraries will be given to collections found in Special Collections, MSU publications, or unique materials targeted through special project funding, gift, or grant. The criteria mentioned above in the Binding category apply to the decision making process for digitizing materials.

3. De-selection

De-selection or "weeding" is an essential and continuous aspect of information resources development in which unneeded materials are evaluated for possible permanent removal from the collections. Library faculty have the primary responsibility, under the direction of the Information Resources Development Team Leader and in accordance with this policy and the collection goals, to make decisions regarding de-selection of individual items, entire collections or specific formats. Whenever possible, departmental library representatives and other faculty will be invited to participate in the process and to provide their subject perspective to the deliberations. Except in the case of large subject or format evaluation projects, or when routine withdrawal is based on a previous decision regarding retention or preservation of a specific title or format, individual items for possible withdrawal may be routed through the Review Area in order to provide a convenient opportunity for faculty involvement. Examples of unneeded materials that might be considered for withdrawal include multiple copies; damaged, incomplete or deteriorated items; items containing out-of-date or inaccurate information; chronically unused materials in areas with a 2B or less collection goal (see *Section IV* for code definitions); incomplete runs of dated journals; superseded editions; duplicate coverage of the same material at the same general level; otherwise obsolete materials which do not contribute towards the collection goals as outlined in *Section IV. Analysis and Goals for Collection* and are not "core" or standard titles appropriate to support the programs of MSU. It is understood that the conditions that may bring an item for evaluation for de-selection, do not require that it be considered or that it be de-selected.

De-selected or weeded items are officially withdrawn from the collections by having The Libraries' catalog and the shared OCLC bibliographic and item records deleted or adjusted as appropriate and by having the item itself stamped "withdrawn" so as to indicate its changed status. Disposal methods for withdrawn items include transfer to or exchange with another library, the Libraries book sale, dealer consignment sale, or recycling. At no time will items containing inaccurate or misleading information or those in poor condition be offered to another, less fortunate library unless there is a clear understanding by the receiving library of the appropriate deficiencies or limited usefulness of the material.

There are certain instances when withdrawal of an item or the record for an item is a routine part of the information resources development process. These include the following situations:

a. Lost or Missing Items

Items that are declared "missing" by the Access Services staff after their detailed and extended search process, or are reported "lost" by a patron, are forwarded to the Information Resources Development Team Leader for consideration for replacement at the end of each month. After the Information Resources Development decisions regarding replacement have been completed, the bibliographic records are forwarded to Cataloging & Processing Team. Bibliographic records for missing items are removed after two years.

b. Various editions

Superseded or otherwise changed editions of titles will be routinely evaluated in the Review Area along with the new edition to be considered for addition to the collections. Such titles are evaluated for their continued usefulness, particularly for historical purposes. However, care must be taken to distinguish between those editions for which the presentation does contribute to an understanding of the topic, and those older editions that merely provide a snapshot in time of the discipline at a certain level of scholarship. Particular care should be exercised in evaluating older editions of textbook and technical publications. The likelihood of their usefulness is very limited, and they may provide inaccurate or misleading information to undergraduates. A new edition will not automatically be added to the collections. The amount of likely use, the extent of change from one edition to the next, and the cost of adding the new edition will be considered.

c. Formats

Technological advances and changing circumstances may dictate that a particular format collection is no longer appropriate, and therefore all of the material in that format may be evaluated for replacement or de-selection. Such has been the case with 16mm films and sound recordings in phonodisc form. These formats were replaced by other formats in wide use. Gradually other formats will be replaced such as cassette tapes and half-inch videocassettes. Electronic formats are replacing paper copies of some information sources such as abstracts and indexes because of the superior search strategies and general efficiencies of electronic files. Guidelines below in Section II.F.5 of this policy address the issues of multiple copies and duplicate formats. Those guidelines may dictate the de-selection of a title duplicated in more than one format.

4. Multiple Copies

In the best of circumstances, funding would be sufficient to allow The Libraries to provide multiple copies of items to satisfy the needs of library patrons primarily on the basis of past or anticipated use. However, the high costs of acquisition, processing, and stack storage make it necessary, in general, for MSU Libraries not to provide duplicate copies of publications either in the same format or in other formats. No title will be duplicated, even as a gift or exchange, unless a positive case can be made for such action based on the guidelines outlined below. In addition, it is understood that the conditions stated below which permit the addition of another copy do not require that addition. Adding duplicates to the collection is never automatic, but always requires the exercise of discretion. These guidelines apply to all types and formats of materials including monographs, serials, microforms, and electronic files. The addition of duplicates and the retention of existing duplicates require the approval of the Information Resources Development Team Leader.

a. Duplication of Materials in the Same Location

(1) Demand

Present or anticipated high demand may be sufficiently heavy to justify duplication from a gift source, but only extraordinary circumstances will justify purchase of a duplicate copy. Reasons that might contribute to the possible demand include recognized status of a title as a "classic", identity of the author, exceptional local interest, or topical subject matter of special importance to the MSU mission and programs.

(2) Usage/Circulation

Requests for added copies may be based on high circulation (five or more times to different individuals in one semester; two or more holds in one semester; or particularly heavy demand for a subject with limited publications). When time and funds permit, examination of circulation records in known high use LC classes for the purposes of identifying such titles is encouraged.

(3) Poor condition or limited access

Although repair, rebinding or replacement of worn copies is the usual solution, an additional copy may be justified by exceptionally high demand. When periodicals are so heavily used that the issues cannot be bound or the bound volumes receive extremely heavy use, a duplicate subscription on microfilm may be justified. Materials that have restricted access in one format will be governed by the same policy.

b. Duplication of Materials in Different Locations or Formats

The Libraries are an aggregate of a number of collections. These resources in their totality are available to all members of the university community and other qualified users. Library users cannot expect to have in each collection all of the materials they may need for a specific course or research project. The specific collections complement each other and provide only very limited duplication as noted below. The Information Resources Development Team Leader will make decisions regarding duplication of resources. The Information Resources Development Team Leader will determine the first priority for any given title and will be the final arbiter of conflicts regarding placement of single copies.

(1) Reference Collections

A very limited number of basic reference materials (dictionaries, atlases, encyclopedias) may be duplicated in a number of locations if regular consultation is necessary in order to provide basic reference information. However, whenever possible access to electronic versions of these tools will be implemented rather than duplicating them in paper.

(2) Reserve Collections

The majority of materials placed in the Reserve collections are placed there to meet high demand for materials required for specific courses or as a means to make available high demand items for a short period of time such as university or other public documents during a review period. Items in the regular circulating collections may be placed on reserve for specific course support at the request of faculty, but The Libraries will not ordinarily purchase duplicate copies for such placement nor will they automatically purchase a single copy for such purposes. See *Section III.B.3* for further information about the Reserve collection.

(3) Creative Arts Library

Most materials in Art (N) and Architecture (NA) will be placed in the Creative Arts Library without duplication in the other collections. Exceptions may be made based upon opinions expressed in the review process or for specific course support. For a more detailed discussion of the role and scope of the CAL collection see *Section III.A.3*.

(4) Special Collections

Additional copies of items in Special Collections that are in demand or those that provide support for the curriculum and research may be purchased or gift copies added for the circulating stacks as budgets allow. When a readily available in-print publication on a subject appropriate for Special Collections is judged to be of current importance and wide usefulness in support of courses and research, a copy for Special Collections may be acquired first, with a second copy for the general collections acquired as budgets or special funding allow. A second copy of depository documents (federal, state, or Canadian) may be acquired for Special Collections when the collection goal warrants duplication and/or when it is likely that use will make the regular copy unsuitable for transfer to Special Collections at a later time. See *Section III.A.1* for more details.

(5) University Publications

At least one copy of all University publications is maintained for preservation and historical purposes. When appropriate a second copy may be placed in the regular circulating collection. See *Section III.A.2* for further information concerning University Publications.

(6) Federal Documents Collection

Items published by the United States government will be placed in the SuDoc (Superintendent of Documents classification) collection and will not usually be duplicated elsewhere. An exception may be made for a limited number of primary reference sources such as *Statistical Abstracts* or for topics of primary concern for Special Collections (i.e., Yellowstone National Park, Gallatin County or Bozeman). The Information Resources Development Team Leader will make such exceptions. Some documents that are appropriate for Special Collections may not need to be duplicated, but may be transferred there either upon receipt or when their usefulness in the regular collections is over. Duplication may be required for Special Collections when it is likely that the regular copy will be lost or damaged from heavy use and will therefore not be available for transfer to Special Collections at a later time. See *Section III.B.2* for more information.

(7) Microforms

Publications maintained in microform formats for preservation and to save space will not generally be duplicated in other formats. Limited exceptions may be made because of extremely high use or because of the quality of reproduction of photography or other graphics.

(8) Electronic formats

Electronic publications and information files available as part of The Libraries' resources will not be duplicated in other formats unless preservation or access restrictions require such duplications.

G. INTELLECTUAL FREEDOM

A university is based upon the concept of intellectual freedom and the rights of individuals to pursue truth. The academy encourages students and faculty to explore options, to ask questions, to pursue the unknown and the unclear, to determine their own value systems, and to contribute new perspectives to the world of knowledge. Such pursuits require an environment of openness, tolerance, and options. In accord with these high ideals, MSU Libraries supports the concept of intellectual freedom. As long as materials fit into the general collection parameters of the library, all points of view and subjects will be considered without prejudice or censorship when determining the balance of the collections. An attempt is made to represent differing opinions on controversial matters. The American Library Association's *Library Bill of Rights* and *Intellectual Freedom Statement* are supported by the MSU Libraries. Additionally, the statement on *Intellectual Freedom Principles for Academic Libraries*, adopted by the Association of College and Research Libraries in June, 1999 also provides guidance regarding privacy and intellectual freedom. (See *Appendix C* for the text of each of the above-mentioned documents and *Section III.H.2* below that further explores the concept of balance in the collections.)

No censorship will be exercised on the basis of frankness of language, or the controversial manner an author, producer, artist, or others may use in dealing with religious, political, sexual, social, economic, scientific, or moral issues. If a student, faculty member, or citizen of Montana wishes to have material in the collections reconsidered, they may request a copy of the form *Request for Reconsideration of Library Material* (see *Appendix C*) from The Libraries' office. The Information Resources Development Team Leader for challenges filed with The Libraries will provide a written response. If further action is necessary, The Dean of The Libraries may consider the challenge.

H. LIMITS AND RESTRICTIONS

In general, The Libraries does not wish to limit or restrict the acquisition of materials in support of the university mission, but practical considerations and the need for balance dictate that some categories of materials be identified as those with special considerations.

1. Format Restrictions

a. Binding Limitations

The Libraries does have a general preference for paper or softbound editions for most monographs. When both a hardbound and a paperbound edition are available, The Libraries automatically purchases the paper edition. Items are not excluded from the collections because of the type of binding on the original. The Libraries does not exclude from the collections items in less sturdy bindings such as metal or plastic spiral binding or loose-leaf publications. The anticipated level of use, the expected life of the item, the nature of the information, and the quality of the physical product will all be considered when determining the preference for binding of a particular title. If deemed appropriate, an item can be commercially bound at the time it is acquired or at a later time if its condition warrants it. (*Section II.2.a*)

b. Textbooks

Lower division textbooks, in particular, are not routinely added to the collections. They may be added on a highly selective basis. It is understood that in a few disciplines the monographic literature at the college level is primarily in textbook format. Such disciplines include, but are not limited to, electrical engineering, computer science, mathematics, and nursing.

c. Sound recordings

The technology for the reproduction of sound recordings has advanced beyond the reel-to-reel tape and phonodisc record formats to that of tape cassette and CD. While Special Collections still contain materials in these superseded formats, these formats have been phased out of the regular collections. The preferred format for sound recordings is CD, which will change as new formats are developed in the future.

d. Visual recordings

The technology for visual recordings is advancing; the main format for visual recordings at this time is DVD. There is still a collection of half-inch videocassettes but increasingly being replaced with DVD. MSU Libraries will monitor future developments of visual recordings technology and purchase appropriate new formats in the future after due consideration.

2. Topical Restrictions

a. Religious, political and other controversial topics

It is reasonable to expect a university collection to attempt to represent all sides or viewpoints of an issue without taking a stand on the side of any one of them. However, in the interests of both a balanced collection and one that offers the students the best access to correct information, The Libraries reserves the right to limit the amount of material on any given subject or from any particular viewpoint. These collections, as with other library collections, are provided to serve the identified needs of a particular group of individuals. These individuals may be characterized as representative of certain belief systems. The university strives to provide a broad range of opinions and viewpoints, but it is not always possible to achieve a complete balance because of limited appropriate materials representing a particular side of an issue or because of limited resources. The Libraries takes a strong stand on behalf of Intellectual Freedom (*Section II.G*) and welcomes differing opinions in the debate of ideas and ideologies.

b. Radical scientific viewpoints

As a land grant institution, with a strong commitment to the advancement of research in the physical sciences, MSU strives to make available to its students and faculty the most current and reliable scientific information. It also attempts to provide a wide range of opinions and constructs of reality to serve individuals in their pursuit of truth. Although the scientific establishment may regard some beliefs or theories as radical, the works expounding such theories will not be excluded from the forum of ideas in The Libraries. In this area also, The Libraries takes a strong stand on behalf of Intellectual Freedom (*Section II.G*) and welcomes differing opinions in the debate of ideas and ideologies.

3. Retrospective and Out-of-Print Materials

With limited resources, it is impossible for The Libraries to pursue a large number of requests for retrospective materials. However, when evaluation of the collections or faculty or student requests reveal a need for a specific "classic" work or when a subject deficiency can only be filled through the acquisition of retrospective titles, an attempt may be made to acquire retrospective titles whether in or out-of-print. The Information Resources Development Team Leader who may consult with the Library faculty and Library Representatives in the disciplines involved will evaluate requests for such materials. Funds used for such purchases diminish the funds available for current acquisitions. Microform, photocopies, or electronic versions may be substituted for the original format.

4. Non-English Language Materials

The Libraries collect primarily English language materials. The Libraries will normally acquire non-English language material, whether in monograph, serial or audiovisual format, only to support the non-English language teaching programs of the university. These are Spanish, French, German, Japanese and Arabic. Material in these languages most frequently acquired will be current interest magazines, literature, literary criticism, and audiovisual materials. Current issues of international newspapers are widely available on the web and students are encouraged to use these electronic versions.

The collections contain a substantial amount of Russian language literature and limited amounts of many other literatures in their original language. While these materials will not be systematically withdrawn from the collections, additional materials in these other languages will not be acquired unless a written justification is presented for such acquisition. Language learning recordings are purchased for the general use of students and faculty who often travel internationally for purposes of research and other academic endeavors. The Information Resources Development Team Leader will evaluate any request for non-English language materials other than those in support of the Modern Language Department's program.

Materials in Native American languages for Montana tribes are placed in the Merrill G. Burlingame Special Collections. Materials in Native American languages for tribes from other areas of either North or South America are not usually added to The Libraries' collections.

J. COPYRIGHT CONSIDERATIONS AFFECTING INFORMATION RESOURCES

The MSU Libraries adheres to the specifications of the current federal copyright law. The faculty and staff strive, as far as they are able, to inform the members of the university community of restrictions regarding photocopying, duplication, downloading, or other unfair use of copyrighted material contained in the collections or on the web. The Libraries are not responsible for the use patrons make of these materials. Further, The Libraries abides by copyright law when purchasing, preserving, replacing, or otherwise acquiring materials and information for the collections or for electronic access by the MSU university community.

At the request of a faculty member, the MSU Libraries will place on reserve excerpts from copyrighted works in accordance with guidelines similar to those governing formal classroom distribution. This university believes that such guidelines are appropriate to the library reserve shelf to the extent that it functions as an extension of classroom readings, or reflects an individual student's right to photocopy for her/his personal scholastic use under the doctrine of fair use. Items placed on electronic reserves are protected by the use of a proxy server. Physical reserve materials located anywhere in the regular library collections may be housed and acquired at either the Renne circulation desk or the service desk in the Creative Arts Library depending upon the course and faculty request.

If a single copy of an item is to be placed on reserve, then The Libraries will accept an entire article, an entire chapter from a book, or an entire poem. Requests for multiple copies on reserve must meet the following guidelines:

- (1) Amount of material should be reasonable in relation to the total amount of material assigned for one term. *17 USC 107(1) and (3)*
- (2) Number of copies should be reasonable in light of the number of students enrolled, the difficulty, and timing of assignments, and the number of other courses, which may assign the same material (a reasonable number of copies will in most instances be less than six). *17 USC 107(1) and (3)*
- (3) Material should contain a notice of copyright. *17 USC 401*

- (4) The effect of photocopying the material should not be detrimental to the market for the work. Therefore, such photocopied materials may not be used on reserve for more than one semester unless the faculty member so obtains permission to do this from the copyright holder.

For a further discussion of the Reserve Collection, see *Section III.B.3*.

III. SPECIAL COLLECTIONS OR FORMATS

A. SEPARATE OR RESTRICTED COLLECTIONS

The majority of the collections of the MSU Libraries are located in the main areas of Renne Library to facilitate access by clientele. There are, however, some materials designated for specific separate collections located elsewhere on campus and located in secure areas. Each collection has a unique purpose that determines its organization and contents. Because separate collections restrict access, their numbers are limited and creation of additional remote or restricted collections is discouraged.

1. **Merrill G. Burlingame Special Collections**

The Merrill G. Burlingame Special Collections serve Montana State University Libraries as the preferred repository for primary and secondary source material on specific topics related to Montana and the immediate geographical region, including the city of Bozeman, Gallatin County, the Yellowstone ecosystem and economic region, as well as the history and published record of the life of the University itself. Materials are acquired in varied formats and made available to support research and instruction in a wide range of areas and disciplines using the history and life of Montana and the Yellowstone region as a framework and focus. While use of these materials is encouraged, security and preservation issues may restrict some access and availability of materials. The goal for this segment of The Libraries' collections is to continue to build upon unique strengths, to develop other appropriate subject strengths as opportunities arise, and to provide selected current and retrospective Montana and regional resources that satisfy the instructional and research needs of the MSU community. The collecting levels expressed in this policy indicate the aspirations for the collections. Budgets, space, personnel, and other considerations may limit the attainment of these collection goals.

The Merrill G. Burlingame Special Collections are located on the second floor of Renne Library and include the Burton K. Wheeler reading room and adjacent closed stack and office areas. Service hours and professional research assistance for these collections may vary based upon available resources. The criteria and collection levels for the subject segments of these collections take precedence over the other location considerations for materials in The Libraries. If the restricted access provided by Special Collections does not adequately meet client needs for a given title or type of information, duplication in another area of The Libraries' collections may be considered. When only one copy of an appropriate item is available and one or more of the following conditions, exist, the item will be located in Special Collections:

- Item required to maintain subject integrity and/or collection level for Special Collections;
- Item is primary source material or unique; or,
- Item is out-of-print or irreplaceable for other reasons.

These collections are managed by the Special Collections Librarian who has responsibility, in consultation with the Information Resources Development Team Leader and within the parameters of this policy and available resources, for their development. The majority of materials contained in Special Collections are to be reflected in the general library catalog, but it is understood that additional, specialized finding aids may be developed to provide access to materials that are not adequately indexed in this manner.

a. Collaborative information resources development

The Montana Historical Society (MHS) has a legislative charge to collect, preserve, and make historic records available. Under the "Historic Records Network Agreement" and agreements made by the Committee for the Preservation of Montana History, MSU Libraries cooperates with MHS in these endeavors. MSU consults with MHS whenever primary source materials become available which do not fit the MSU collection policy goals, but which may be appropriate for addition to the Montana Historical Society's collections. Because MHS attempts to comprehensively collect literature by Montana authors when Montana is the primary setting or subject, MSU will only selectively acquire such materials to meet the needs of the University and the other criteria established for Special Collections.

Based upon an agreement signed in 1990 by the Superintendent of Yellowstone National Park and The Dean of Libraries, park officials contribute copies of appropriate documents and information concerning the park as these become available. The Special Collections Librarian maintains sustained communication with park archivists and active involvement in the activities and records of the park. A copy of the 1990 agreement is in *Appendix B*.

In addition to formal cooperative activities with the Montana Historical Society, MSU Libraries cooperates with and encourages collaborative collecting efforts with the Museum of the Rockies, the University of Montana, the Montana State Library, all OMNI-MSU libraries, the Gallatin County Historical Museum, the Bozeman Public Library, and other local entities.

b. Collection responsibility

MSU library faculty, with suggestions from other faculty and staff, identify and evaluate The Libraries' needs for information on Montana and related subjects for Special Collections. The Special Collections Librarian, in consultation with the Information Resources Development Team Leader and within the parameters of this policy and existing budget resources, has the responsibility for the development of the Special Collections. Materials for these collections will be reviewed for acquisition, de-selection, or location changes in the same manner as other materials for The Libraries. Because of the unique nature of these special collections, mending, preservation, and organization of materials will be done under the direction of or in consultation with the Special Collections Librarian.

C. General criteria

(1) Geographical Focus

Except where noted, the geographical area to be considered is Montana as an entity, with specific emphasis upon Bozeman, Gallatin County, Yellowstone gateway communities, and the Yellowstone eco-system region.

(2) Subject or Topical Focus

The primary collection emphasis for all segments of Special Collections is Montana history, politics, economy (especially as related to agriculture, the natural environment, water, and tourism), peoples (both native and immigrant), culture (especially art and architecture), natural resources (with a special emphasis on trout and salmon habitat, biology, and economic impact issues), environment, prominent personages, and Yellowstone National Park and its key topics and issues.

(3) Time Period Covered

Although the time period covered may be limited based upon a specific geographic or subject area, in general, the time period for Montana, Yellowstone National Park, and Indian tribes of Montana is pre-history to the present day.

(4) Multiple Copies

Special Collections will generally retain no more than one copy of a particular work. This policy will not prevent the retention of additional copies of a work in poor condition and in high demand, or copies of a work containing an author's signature, annotations, or some other acceptable distinctiveness. Materials located elsewhere in the MSU collections may also be duplicated in Special Collections (see *Section II.F.4.b.* above). Such duplication may be considered for one of the following reasons if other general criteria are also met:

- To contribute to the subject integrity and/or level of comprehensiveness of a particular topic for the purpose of research and inquiry;
- To maintain the original and/or preferred format of an item; or,
- To preserve one copy of an item with historical significance.

Decisions about multiple or duplicate copies for Special Collections will be made by the Information Resources Development Team Leader in consultation with the Special Collections Librarian.

(5) Language

English is the primary and preferred language for Special Collections. Materials in other languages, primarily the languages of Montana Native American peoples, will be collected when appropriate or when a foreign language is the only option.

D. Collection scope

(1) Collection Levels

The Merrill G. Burlingame Special Collections are a series of research collections with varied constituencies. This information resources development policy is based on the assumption that the collection areas of interest will be developed to support, at the minimum, advanced study adequate for honors undergraduates, graduate student instruction, and scholarly research or sustained independent study. Many topics are developed at even more extensive levels. The following definitions describe the collection code descriptors and goals used for Special Collections with the understanding that general reference and complementary materials may also be found in the regular library collections.

3c = Advanced study level:

Resources adequate for imparting and maintaining knowledge about all aspects of the topic. . . supports master's degree level programs as well as other specialized inquiries such as those of subject professionals within special libraries.

4 = Research level:

Collection that contains the major published source materials required for doctoral study and independent research. . . older material is retained and systematically preserved to serve the needs of historical research.

5 = Comprehensive level:

Collection in a specifically defined field of knowledge that strives to be exhaustive in all applicable languages. . . older material is retained and systematically preserved to serve the needs of historical research. Such a collection may serve as a national or international resource.

M = Maintenance:

There are some segments of the Special Collections that have a collection level, which can best be defined as one of maintenance. This level may be applied to subject collections which represent a substantial body of information, but which are not determined to be appropriate for active collecting efforts at MSU. Such collections may be maintained, or evaluated for other action such as transfer to another institution, or withdrawal and disposal in another manner as circumstances and institutional needs change. Subjects or collections within special collections not otherwise given a collection goal level are presumed to have a goal of "M" and will be maintained but not developed further.

(2) Format of Materials

● Unpublished, primary source material

● Manuscripts/archives

The acquisition, processing, and preservation of manuscript and archival collections are three of the major goals of Special Collections.

The following are some of the types of materials considered appropriate: congressional papers; personal correspondence and diaries; organizational records; financial records; and architectural drawings and specifications.

● Graphic and audiovisual materials

Such unpublished materials are an important part of Special Collections. Emphasis is placed upon graphic materials that support and complement the manuscript collections. The primary source materials to support the architectural history of Montana are blue prints, plans, specifications, and renderings. Such plans will be acquired, organized and made available in accordance with an

agreement with the Montana Chapter of the American Institute of Architects.

- Photographic images

Collections that comprise exclusively photographic images are collected only if MSU is the subject, if the collection directly supports the University's teaching and research mission, or if such collections contribute to comprehensive subject segments of Special Collections. Preferably, photographic images that form part of a manuscript collection are maintained with that collection. MSU Libraries consults with the Museum of the Rockies and MHS when appropriate. Collections may be referred to other appropriate institutions.

- Oral and/or video histories

Oral or video histories that support important subject segments will be added to the collections as primary source material on the same basis as manuscript materials. As primary source material, oral histories are consistent with comprehensive collections and are collected as part of such collections.

- Government documents and records

Unpublished government records will be collected as primary source materials for those areas or subjects to be collected at the Comprehensive level (5) only.

- Published, Secondary Source Material

- Traditional LC classified printed material

The acquisition of printed materials and the development of a research level secondary source collection is a major goal of the Special Collections. The development of such a collection depends upon both purchases and gifts. It is the intent of this policy that the stated collection levels will be applied regardless of the means of acquisition.

- Newspapers

Current hard-copy newspapers for the major Montana cities are acquired by The Libraries as a part of the regular collections. With the exception of the *Bozeman Chronicle*, paper copies of newspapers for Gallatin County and Yellowstone National Park gateway communities are routed to Special Collections once they are no longer current. These are replaced by microform whenever possible. Territorial papers will be acquired in microformat when available. Microfilm and microfiche collections of newspapers and other serials will be stored and accessed through the Spain-Sedivy Resource Center on the lower level of Renne Library where equipment and personnel are available to assist patrons when the library is open.

- Ephemeral materials

A significant effort will be made to acquire ephemeral materials for collections at the Research (4) or Comprehensive (5) levels. In addition to their general appropriateness for a subject, inclusion in the collections may depend upon physical size and format and the availability of resources to organize and preserve ephemeral items.

- Maps

The primary emphasis is upon historic maps of Montana and Yellowstone National Park. Post-territorial maps illustrating the continued development of the state and its major urban areas will also be considered. Primary emphasis for the maps in Special Collections will be upon agriculture, tourism, water resources, Native Americans, and Gallatin County.

(3) Subject Segments

The following subject segments for Special Collections exist now or may be developed. The collection level indicators reflect the goal for each subject. Proposed new subject

collections will be evaluated in terms of the scope and guidelines contained in this policy as well as the research and curricular interests of the institution. An appropriate collection level will be assigned to new segments based upon the advice of the Special Collections Librarian and the Information Resources Development Team Leader in consultation with the Dean of Libraries. The above subject goals may be amended or new subjects included within the scope of Special Collections with the recommendation of the Special Collections Librarian and the Information Resources Development Team Leader in consultation with the Dean of Libraries.

SUBJECT	LEVEL
Native peoples indigenous to the area now circumscribed by Montana	
Pre-Columbian (pre 1500 AD)	Study (3c)
Specific Tribes	Study (3c)
Assiniboine - 1760 to present	
Atsina/Gros Vente - 1760 to present	
Piegan Blackfoot/Siksika - 1730 to present	
Northern Cheyenne - 1830 to present	
Crow/Absarokee - 1600 to present	
Flathead/Salish - 1500 to 1935	
Kalispel - 1500 to 1935	
Kootenai - 1500 to 1935	
Pend D'Oreille - 1500 to 1935	
Confederated Salish-Kootenai Tribe - 1935 to present	
Nez Perce - 1600 to 1800, 1877	
Shoshone/Snake - 1600 to 1800	
Plains Cree - 1870 to present	
Chippewa - 1870 to present	
Little Shell/Metis - 1870 to present	
Sioux (Sisseton Wahpeton, Yanktonai) - 1865 to 1890	
Tribes for Yellowstone Park:	Study (3c)
Shoshone - 1500 to 1882	
Bannock - 1500 to 1882	
Crow - 1600 to 1882	
Blackfoot - 1750 to 1870	
Nez Perce - 1877	
Montana	
Territorial History	Study (3c)
State History (in general)	Study (3c)
Politics and Government	Study (3c)
Legislative/Legal Issues	Study (3c)
Local Histories (outside of Gallatin County)	Study (3c)
Geology, Natural Resources, Archeology	Research (4)
Agriculture (including forestry when appropriate)	Comprehensive (5)
Architecture	Research (4)
Tourism	Research (4)

SUBJECT	LEVEL
Montana cont.	
Gallatin Valley	Research (4)
Gallatin County	Research (4)
Bozeman	Research (4)
Gallatin Gateway (Salesville)	Research (4)
Yellowstone National Park	Comprehensive (5)
Gateway Communities	
Gardiner	Research (4)
West Yellowstone	Research (4)
Cooke City	Research (4)
Livingston (History)	Research (4)
Trout & Salmon Fish	Research (4)
(emphasis on the Northern Rocky Mountain Region)	
History	Research (4)
Biology & Ecology	Research (4)
Economics & Tourism	Research (4)
Techniques	Research (4)
Important Personages (must also complement the above subject list)	
Burlingame, Merrill G.	Comprehensive (5)
Burns, Conrad (Senatorial Term)	Comprehensive (5)
Haynes Family (see Yellowstone)	Comprehensive (5)
Lincoln, Abraham	Study (3c)
McGill, Carolyn	Research (4)
Marlenee, Ron (Congressional Term)	Comprehensive (5)
Rankin, Jeannette	Research (4)
Schultz, James Willard	Research (4)
Stegner, Wallace	Research (4)
Wheeler, Burton K.	Comprehensive (5)
Wilson, Milburn Lincoln	Comprehensive (5)
Montana State University History & Publications	Comprehensive (5)
(Does not include University records & files which are the responsibility of the Vice-President for Administration and are located elsewhere on campus.)	

2. University History and Published Archives

The mission of the University Archives is to preserve and provide access to the publications of Montana State University as well as publications related to the history and life of the university. University publications no matter the format are housed and maintained by The Libraries within the regular stacks and within Special Collections. The Information Resources Development Team Leader in consultation with the Special Collections Librarian makes the decisions regarding the location of specific titles and publications. In general, titles actually published and distributed by the University such as the bulletins, yearbooks, and newsletters are designated as University Archives, while publications about the University but not published by the University are designated as part of Special Collections. Given space and access issues, some University Archive titles are housed within the Special Collections stacks, while other titles are located in secure storage elsewhere in the building.

3. Creative Arts Library

The Creative Arts Library (CAL) is located in Cheever Hall in the Creative Arts Complex. The purpose of this collection is to provide resource materials for the students and faculty in the departments of Art and Architecture. The intent is to place materials with a primary focus of art or architecture in this collection. It is not possible or practical to provide in this satellite collection, located only a block from the main library, all of the materials necessary to support the work of individuals working in these subject areas. It is recognized that the changing content of the curriculum and the diverse interests of individuals will require students and faculty to use the main library collections located at Renne in addition to the collections at CAL. The purpose of this collection is not to provide comprehensive research or curriculum support for any single program.

Most materials classed in Art (N), Architecture (NA), and materials on graphic arts will be placed in the Creative Arts Library. In general, materials are not duplicated at both CAL and Renne. Exceptions may be made for basic reference sources when deemed necessary but the use of electronic versions of dictionaries, encyclopedias, and atlases are helping to alleviate the need for duplication of print sources. Specific segments of material located at Renne rather than CAL are those associated directly with art education, those that are more anthropological in nature, photography material, and items or subjects that might be equally in demand by students and faculty from other departments, including those in the media arts and the engineering departments. Materials dealing with Native American and Western American art and artists are in demand by students and faculty in history, sociology, and the Native American Studies programs among others. These materials are placed at Renne Library for better accessibility by all potential users. Materials that treat art, architecture, or important individuals in either discipline, from a sociological, philosophical, psychological, scientific, technical, or biographical perspective are logical candidates for inclusion in the Renne collection. The Information Resources Development Team Leader determines the location for specific titles that receive conflicting or uncertain location recommendations in the review process and may consult with library faculty or library representative in this process. Identification of the materials in either collection is provided by means of the catalog that reflects the holdings in both locations.

4. Maps

The map collection (consisting primarily of federal document map series and individual maps and atlases) is located in the Renne Library. Federal Depository status allows The Libraries to acquire hundreds of maps each year and now these materials are available during regular library service hours. The goal is to have all of the map series and individual titles reflected in the catalog. The circulation status of these materials varies by type of map series and region represented. See *Section III.C.5* for other details.

B. SPECIFIC FUNCTION COLLECTIONS

1. Reference

The reference collections are designed to meet the basic research, verification, location, and information needs of the university community in all appropriate subject fields. It is essential to this collection that the resources be non-circulating so that the information provided by these resources might be gathered together for quick and easy consultation by librarians and patrons. These resources are intended to be consulted for relatively short and discrete articles or bits of information and are not usually designed to be read comprehensively. Reference sources in all formats should be up-to-date, reliable, and accurate. Resources are selected, purchased and/or electronically provided on a highly selective basis. Resources in the reference collection reflect the focus and nature of the total collection and the mission of the university.

Reference resources of all types, in many formats, are selected in accordance with the criteria established for the selection of library materials, with an attempt to supply as much reliable, current information as possible with a minimum of duplication. As a general rule, only the latest edition of a print reference work is shelved in the reference section with superseded editions either transferred to the general circulating collections or withdrawn. Specific guidelines for standard types of reference resources are outlined below.

a. Encyclopedias

Appropriate general and subject encyclopedias will be acquired in print or electronic form. These will be updated on a rotating schedule as resources allow. The most recent but superseded paper edition of a general encyclopedia may be placed in the circulating collection for the convenience of patrons.

b. Dictionaries

English language, foreign language, and subject dictionaries are purchased as needed, but with care to avoid unnecessary duplication. They are updated if they become obsolete and a new edition is available. Circulating copies of heavily used dictionaries are provided as funds allow.

c. Indexes

Subscriptions to general and subject indexes and abstracts in print or electronic form are acquired to provide access to journals and other sources. Standard indexes are kept current, and new indexes are acquired when they complement library holdings. Indexes and abstracts are usually not duplicated in more than one format. As electronic versions of such sources are acquired with their sophisticated searching capabilities, the paper volumes will be evaluated for possible withdrawal if the time period covered is included in the electronic version.

d. Bibliographies

Standard bibliographies, general bibliographies, and specialized bibliographies used for general reference purposes are acquired for the reference collection. Other bibliographies, including author bibliographies, are selectively acquired for the circulating collection.

e. Directories

Current directories, both general and subject oriented, are provided as basic research tools. These may be collected in print or through electronic access. Out-of-date directories are withdrawn. A limited selection of telephone directories may be acquired in microfiche, print or electronic format as appropriate and affordable.

f. Statistical Resources

Standard statistical resources are acquired to provide information in numeric format. These will be updated and kept current to complement other information resources. These may be collected in print or through electronic access.

g. Other Reference Resources

Other resources acquired for the reference collection may include almanacs, yearbooks, quotation dictionaries, concordances, selected literary criticism and annual reviews of literature, biographical sources, style guides, thesauri, handbooks, atlases, gazetteers, and other materials and/or resources as appropriate by subject. These are acquired as needed for reference services and as appropriate to user needs.

There are three individual reference collections in The MSU Libraries. Two are on the first floor of Renne Library-regular LC classed materials and a limited collection of U.S. federal documents arranged according to the Superintendent of Document's (SuDoc) classification scheme. The third reference collection is limited in size and housed at the Creative Arts Library.

2. Documents Collection

The purpose of the documents collected by The Libraries is to expand the information sources available to the university community by including materials produced by various governments or agencies. The information produced and supplied by governmental agencies greatly enhances the quality and quantity of materials available in The Libraries. The Libraries participates in three depository programs for systematic acquisition of documents. These deposit programs are for Montana state documents, Canadian federal documents, and U.S. federal documents. Materials are acquired according to the terms of the specific depository programs. When selection is allowed within a depository program, information resources development goals and existing collections will dictate the selections made. The Libraries doesn't participate in the United Nations depository program, but will select materials according to the policy criteria on a limited basis. All documents, except U.S. federal items, are classified and incorporated into the regular collections as appropriate. Depository agreements are maintained and updated as necessary.

In supporting both reference and research with information published by the Federal Government, the library actively collects statistical compendia and materials related to topics of special interest to Montana and MSU's function as a land grant institution. Such materials include, but are not limited to, those relating to Montana's Native Americans, water rights, agriculture, Yellowstone National Park, and grazing and timber rights. Documents contained in an unselected series that are brought to The Libraries' attention may be individually purchased through The Libraries' GPO account or from the issuing agency. Federal documents are acquired in a variety of formats, including microfiche, CD-

ROMs, and DVDs. Increasingly, access to electronic government information is provided via the Internet rather than through owned and processed files and volumes. Bibliographic records for documents in physical formats and for appropriate documents in electronic formats are provided in the catalog.

The Libraries concentrates on maintaining a functional core literature of depository documents, while requests for more specialized publications are referred to the Regional Depository (University of Montana, Mansfield Library) or to Resource Sharing and Document Delivery to provide copies as appropriate. Selection of new series is carefully evaluated and currently active selections are periodically reviewed to determine their usefulness. Items are withdrawn and discarded in accordance with Federal depository regulations.

Materials received by The Libraries as part of the United States Federal Depository Program, as well as federal documents received from other sources, are organized according to the Superintendent of Documents classification scheme (SuDoc). These materials may be placed in either a non-circulating reference SuDoc collection (see *Section III.B.1* above) or a SuDoc stack collection depending upon their primary function within The Libraries. Documents from governments other than U.S. federal agencies are integrated into the regular Library of Congress classed collections.

3. Reserve Collection

Reserve access implies a form of guaranteed access within a reasonable period of time. A limited number of items may be placed on permanent reserve because of continual, but non-course related demand, and some items may be placed there because of high risk for vandalism or theft. Such placement requires the approval of the Information Resources Development Team Leader. Titles requested for purchase to be placed on reserve will be evaluated using the same criteria as that used for all purchases.

There are four use categories for Reserve items:

- a. Curriculum Support - for a particular course, for one semester at a time, and at the request of the faculty member teaching the course.
- b. University Information Support - for a particular purpose and with sufficient anticipated demand or of sufficiently topical interest to warrant controlled access with the time on reserve controlled by purpose.
- c. Public information - information of a timely nature provided for the convenience of citizens.
- d. Permanent – high demand of non-course material (style guides), or high-risk material for vandalism or theft (photography books).

Some reserve material is actually physically located in a restricted section within the circulation area at either Renne Library or the Creative Arts Library; however, electronic reserves are used to provide enhanced access to materials. Electronic reserves provide 24/7 access to course support materials for those students located either on or off the Bozeman campus. Further guidelines for reserves addressing copyright and other issues for traditional and electronic reserves are located in *Section II.J* and on The Libraries' website. Additional guidelines for the Reserve collection are dictated by its administration as a function of Circulation/Stacks Maintenance and current space and staffing resources.

4. Juvenile Collection

The purpose of the Juvenile Collection is to provide materials in support of various courses taught in the Department of Education. The collection provides an opportunity for students studying early childhood, elementary and secondary education, and school library media management to become familiar with some of the best in children's and young adult literature. It also provides a selection of appropriate nonfiction materials. The arrangement of the nonfiction collection is by Dewey decimal classification while the fiction and picture books are arranged alphabetically by author. The collection organization mirrors most school and public libraries. There is no attempt made to provide a comprehensive collection for any grade or age level. The collection contains representative materials across a wide range of subjects and interests. Within the limited resources available to build and maintain this collection, emphasis is placed upon award winning books primarily at the preschool through middle school levels. Purchases, preservation efforts, and replacement activities are at a minimum level.

While this collection is used by parents and young people in the university community as a substitute for public or school libraries, it is not intended for such use and is not maintained to fulfill that function.

C. FORMAT COLLECTIONS

Some formats have specific functions and unique characteristics to be considered in the information resources development process. In all cases, the most important consideration should be the degree to which the material fits the subject goals and existing collection levels as described in *Section IV* of this policy.

1. Microforms

The purpose of the various microform collections is to provide access to materials only available in this format, to preserve fragile or unwieldy materials, and to save limited stack space. Titles selected for acquisition in this format may fit any or all of the above criteria. The selection of the type of microform is determined by availability, cost, convenience of use, and availability of appropriate equipment for both reading and copying pages. A substantial amount of the current microfiche collection is received as part of the federal depository program. The SuDoc microfiche collections are stored adjacent to the other SuDoc collections in Renne Library. Most other microforms are located in the Spain-Sedivy Resource Center (formerly Audiovisual/Microform Reading Room - AV/MRR) on the lower level of Renne Library. Machines for reading and copying in these formats are also located there. The subject coverage of a limited number of microforms dictates their location in Special Collections with other specialized information. (See III.A.1 for a list of subjects in Special Collections)

2. Newspapers

Newspapers are serial publications on newsprint or similar sheets, usually tabloid size or larger, issued at stated and frequent intervals (daily, weekly, semi-weekly or monthly), and following conventional newspaper format (masthead, columnar arrangement, headlines). The function of newspapers is to report, illustrate, and comment upon current events of interest.

a. Specialized newspaper publications

The acquisition of newspapers for special clienteles, such as political, social, ethnic or linguistic groups, trade unions, particular industries or sectional interests is governed by the collection guidelines regarding program and research support. Their retention, binding and preservation are determined by the guidelines for other subject serial publications. Their size, quality of paper and currency often dictate against long retention periods, binding, and preservation. Some publications of special interest because of historical significance or subject importance for MSU are exceptions to these general considerations regarding specialized newspapers.

b. General newspapers

Besides major local, regional, national, and international events, newspapers are also a current record of thought, opinion, journalistic style, contemporary fashion and taste, advertising, and social values. They support the general mission of the university and The Libraries by providing current relevant information about the world in which the university exists. Such general news publications fall outside the realm of conventional subject monographic and serial literature. Guidelines for the acquisition, retention, and preservation of such general newspapers are therefore defined below. The increasing availability of current issues of major newspapers via the web has made it possible to reduce the costs associated with subscribing to many newspapers that had been purchased primarily for current news.

(1) Selection guidelines and criteria

Geographical balance, accessibility through indexing, journalistic quality, importance to the mission of MSU, and comparative costs will be the primary criteria considered for the selection and retention of general newspaper publications. Individual titles will be evaluated in light of existing subscriptions and geographical coverage. While it is desirable for MSU as a state institution to provide its in-state students with strong local coverage, budgetary constraints may require selective, though representative, geographical coverage of the state. Major daily or weekly newspapers will be collected. Minor newspapers outside of the Gallatin Valley will be acquired by gift subscriptions only. Such gift subscriptions will be accepted, as with other gift subscriptions, only if the gift is assured for at least three years.

Newspapers from other regions of the United States will be collected selectively, with the goal of a representative and balanced collection, having a variety of

geographic, political, economic, social, and cultural points of view. Demonstrated need, journalistic quality, influence, reputation and available indexing will be major considerations affecting selection. Each metropolitan area will be represented by only one newspaper. Free web accessibility may diminish the need for some subscriptions.

The same criteria will be applied to the acquisition of foreign newspapers, either in English or other languages, as to other serial subscriptions. The titles must support curricular and research needs and provide a balanced representation.

(2) Priorities

Limited resources will require continual evaluation and subscription decisions. Priorities for subscriptions to current paper editions will be determined based upon providing balance and the widest usefulness for students and faculty. Priorities for microform editions will be determined by availability of indexing, influence, importance to MSU (major Montana dailies), and geographical balance.

The collection will not attempt to provide newspapers providing all political viewpoints nor all the geographic areas from which students and faculty come to MSU. No attempt will be made to maintain an historical collection of Montana newspapers duplicative of that residing at the Montana Historical Society or at other major Montana libraries except for those titles of primary importance to fulfilling MSU's mission.

(3) Format and type of subscription

Current issues are received in newsprint or accessed electronically. Back files will be received only in microform whenever possible. The most important and influential newspapers will be collected both in newsprint and microform with the newsprint discarded upon receipt of the microform. Newspapers with long-term research value and little immediate use may be acquired only in the microform edition. Titles of immediate news value but of limited long-term use and for which MSU does not have primary historical responsibility may be accessed via the web, a database, or newsprint subscription. Paper copies are eventually discarded. Selection of microform back files of limited use and subscriptions to current-only newsprint editions may be affected by budgetary consideration. Except in extraordinary cases, U.S. and foreign subscriptions are received solely by surface mail.

(4) Duplication

While there is a high demand for many of the newspapers, especially Montana dailies, newspaper subscriptions are not duplicated. The demand for duplication is generally based upon a desire to keep current on "hometown" news and is not sufficient reason to expend limited budgetary funds. Duplicate back files are not maintained. As noted above, because of preservation considerations, microform replaces paper editions when the title is deemed to be of long-term usefulness.

(5) Retention and disposal

Newspapers received on a "current only" status are kept for three, six or twelve months and then recycled, because of limited storage space and the fragile nature of newsprint. The holding period is based upon their frequency, usefulness or, as noted above, their replacement by microforms. At no time will retention of paper issues be used as a long-term storage medium for newspapers.

Newspapers for which microfilm back files are not available on subscription, but which are to be retained, are held unbound until the back files can be converted to microform. This routine generally applies only to the MSU student newspaper (*The Exponent*). An exception may also be made for historical back files that are essential to fulfill the goals of the Special Collection's policy.

Newspapers about to be discarded, whether because they have a limited holding period or because they have been replaced by microfilm, may be made available to on-campus academic units for instructional purposes. When such arrangements have been made, it is the responsibility of the receiving group to pick them up at The Libraries when notified of their availability. Such arrangements for academic use must be made with the Information Resources Development Team Leader so that all units are given a fair opportunity to receive issues for classroom use and so that the copyright and "fair use" responsibilities of The Libraries as the subscribing agency are met.

(6) Bibliographic control and access

All newspapers received (gifts and purchased subscriptions) will receive full cataloging and will be entered in the catalog and on OCLC. This includes microform editions.

(7) Location

The location of current issues and back files of general newspapers is usually in or adjacent to the Spain-Sedivy Resource Center. Exceptions may be made for titles that are to be maintained in Special Collections as reflected in the policy goals or when it is deemed appropriate for security, preservation, or comprehensive subject coverage. Location decisions will be made in the best interests of the primary library clients, with the importance of access to timely news considered as important as historical significance.

(8) Selection responsibilities

The Information Resources Development Team Leader, in consultation with The Libraries' administration, faculty, and other instructional faculty and library representatives as appropriate, are responsible for evaluating specific newspaper titles for subscription or de-selection and for resolving location or retention questions. Newspaper titles may be suggested through the regular channels.

3. Newsletters and House Organs

Newsletters are generally considered to be of short-term usefulness because they contain news or information of current interest to a limited or special group. House organs are newsletters prepared for the employees or clients of a specific organization or business. Much of the information in newsletters is ephemeral and in the form of news briefs rather than substantive articles or reports. In general, newsletters and house organs will not be purchased or added to the collections.

Exceptions may be made to allow for "current only" or "current year plus one" (no binding) for newsletters, which provide substantial information in disciplines where information goes out-of-date rapidly. Newsletters that come as part of memberships or subscription packages will not be retained or cataloged except if judged to fit the exception category for limited retention. The primary exceptions to this policy may be newsletters for Special Collections to be preserved for their historical value. The Information Resources Development Team Leader makes decisions concerning binding and long-term maintenance.

4. Maps

The collection contains selected topographical and political maps in single sheet and portfolio formats primarily from governmental but from commercial sources when necessary. These maps have an emphasis upon Montana and the Rocky Mountain West. In addition, appropriate current and historical atlases are acquired and maintained in both the reference and circulating collections. In the selection of cartographic materials, accuracy, clarity, size, and the use of easily understood symbols are of primary concern. At least one current globe is made available for consultation. The goal is to have all of the map series and individual titles reflected in the catalog. The circulation status of these materials varies by type of map series and region represented.

5. Audiovisual Formats

Non-print media are an effective alternative to print media for the dissemination of information for the majority of learners. Such media also provide a means by which to present the same information to a number of individuals at the same time. The acquisition of audiovisual material is based on the same principles as the selection of print material, with the added consideration of availability of appropriate equipment, the technical quality of color and sound, and strict compliance with copyright law (see *Section II.J*). Audiovisual formats change as technological advances improve reproduction capabilities and cost effectiveness. The Libraries monitor these changes and respond appropriately after a careful evaluation of options for existing collections and directions for future acquisitions. No format is considered to be sacred and permanent. Even the book is a product of technological development and may one day be judged obsolete. From time-to-time, The Libraries will find it necessary to withdraw materials in formats no longer useful, practical or appealing.

The preferred arrangement for audiovisual materials is LC classification with full descriptive catalog records. However, there will be some formats (i.e. microforms and 35mm slides) that are maintained in accession but all are entered into the catalog for access regardless of the storage location for each format. Fragile and/or one-of-a-kind audiovisual materials may be placed in Special Collections when the subject content fits the collection policy. Audiovisual materials are located in Renne Library either in the regular stacks or in discrete collections. Whenever possible, commercially produced sets of slides or databases of images for educational purposes will be acquired in order to avoid copyright problems and to provide the highest possible quality of visual reproduction along with the broadest possible access by students and faculty.

As of this writing, DVDs for visual recordings and CDs for sound recordings are the preferred format purchased. There are a few publishers, mainly small ones that still produce materials in half-inch videocassettes and tape cassettes. Extra justification will be sought from the requestor of the materials available only in these two formats. It is likely that at some point in the future, no more half-inch videocassettes and tape cassettes will be added to the collections.

The Libraries does not acquire works of pictorial or plastic art for viewing and/or circulating purposes.

6. Dissertations and Thesis

Information created in the process of academic research sanctioned by an accredited institution of higher education for the purposes of obtaining a graduate degree is treated as other published material is treated and evaluated based upon subject and level of coverage unless the research is specific to Montana State University.

a. MSU Dissertations and Theses

As of 2005, all Montana State University dissertations and theses are produced in electronic format only. The Libraries provide permanent storage and access to these materials. Access is provided through searchable web interface. Subject access is provided through standardized metadata scheme. This arrangement of access allows any one anywhere in the world the ability to view MSU dissertations and theses.

b. MSU Professional Papers

Professional papers or other capstone projects and papers not specifically identified by the Graduate Studies Office as a "thesis" or "dissertation" will not be retained as a part of the archival record of the university. Bound copies of these classes of papers or projects may be placed in the collections under special circumstances or by specific agreement with the college and/or department involved. Such is the case with the professional papers prepared by the degree candidates in the School of Architecture. A few of the best and most representative papers/projects are selected periodically and placed in the Creative Arts Library for use by succeeding classes of students. The Information Resources Development Team Leader makes decisions regarding such additions.

c. Non-MSU Dissertations and Theses

The Libraries ordinarily uses Interlibrary Loan or other alternative access sources to supply non-MSU dissertations or theses for individual use. Such items from both U.S. and foreign universities may be purchased if the title meets the regular collection guidelines and criteria. Blanket or large block purchases may be appropriate in subject fields in which good research material is not otherwise available or in which MSU has a substantial collection commitment and corresponding collection goal because of a specific advanced degree program or research interest. These materials may be purchased as photocopies in paper and then bound, as printed copies provided by UMI or other commercial sources, in microfilm or microfiche formats, or linking to electronic copies and will be reflected through the library catalog.

7. Electronic Information

Electronic information may be owned and maintained by MSU, or may be in the form of electronic files accessed through the Internet or other means for which access fees are paid on a subscription basis. Resources only available on CD-ROM or other electronic file formats that limit access to one user at a time through a local computer are obtained as last resort. This format is becoming obsolete as technology advances.

a. Purpose

Such files, whether actually owned by The Libraries, or merely accessed and acquired on an as needed basis, serve the same purpose as traditional print or audiovisual information. In most instances the information provided by electronic sources is intended for end-user access, but a limited number of files may be provided primarily for use by library staff on behalf of library patrons.

b. Location

Electronic resources are most often located at remote sites and are accessed via the Internet. When The Libraries obtains (ownership or access) electronic files only available in CD-ROM or DVD, these are located in the library and may be used there or circulate. The location of electronic files will be determined by availability, equipment, costs, and the purpose of the files.

c. Responsibility

The evaluation of electronic sources requires knowledge of collection issues, electronic formats and equipment, and software considerations. Selection and evaluation of electronic files are the responsibility of the Information Resources Development team. An individual may act on behalf of the team in evaluating individual resources for possible addition to the collection.

8. Oversize Publications

Printed materials, both monographs and serials, which are too large to be accommodated on regular shelves are considered over-sized items and have the designation "Oversize" at the head of the call number. These materials are arranged on specifically designated shelves. Practical considerations make it necessary to locate these materials on shelves specially arranged to accommodate their larger size. The materials are arranged by Library of Congress classes and are reflected in the catalog. Their physical size is the only criteria which sets them apart.

9. Architectural Drawings

MSU Libraries, in general does not purchase architectural drawings. The Montana Chapter of the American Institute of Architects (A.I.A.) has encouraged the use of The Libraries' Special Collections as an historical archive for Montana architectural drawings. Materials gifted will be evaluated as any other gift, see *Section II.E.3*. Access to these materials is through a web-based database with normal author (architect), title (building name), and subject searching. It is the goal of The Libraries to solicit special grant or other gift funding to provide for the further cataloging, classification, and preservation of these valuable items.

10. Musical Scores

For the purposes of this policy, a score is defined as any printed or mechanically produced notation of music. Scores are essential to the support of the curriculum and degree programs of the Department of Music. The following formats may be acquired: scholarly editions of complete works of major composers, scholarly collected editions usually of a specific genre or from a specific area or time period, miniature (study) scores, operas, cantatas (full score and piano-vocal score), oratorios, Broadway shows, other large vocal compositions, solo instrument/voice with or without accompaniment, duets with or without accompaniment, and small ensemble (3-10 part) scores and parts.

Multiple copies of choral, orchestra or band performance scores and parts are not purchased with library funds. Photocopies of scores are added to the collection only if they are produced in compliance with the current copyright law. Scores are classed in LC classification with full bibliographic records and are located in Renne Library within the regular stacks.

IV. ANALYSIS AND GOALS FOR COLLECTIONS

(24 CONSPECTUS DIVISIONS)

The Libraries assessed the existing collections through the use of the Conspectus methodology in 1989/90. This internationally accepted practice enables a library to identify collection strengths and weaknesses and describe subject collections with a uniform notation common to all libraries. The codes in *Appendix E* are used to describe the existing Collection Level (CL), the Acquisition Commitment (AC), and the Collection Goal (CG) for each subject area and are based on the WLN conspectus plan and guidelines.

A summary of the broadest divisions of the collections is presented as part of this policy. This summary of the assessment information has both Collection Level codes to describe the existing collections and Goal Level codes to describe what collection level is appropriate and necessary to adequately support the students and faculty in degree programs within each discipline. These goal levels enable the Information Resources Development team to formulate funding requests that directly reflect the amount of publication in a given discipline and the resources necessary for adequate library support of existing programs. It is recognized that research projects, both personal and grant supported, are also being conducted across disciplines. These projects change over time and are not included in collection planning except as they influence the emphasis in course and degree related research.

DIVISION GOALS:

- Divisions without any degree major generally have goal levels set at 2A.
- Divisions directly related to course content in undergraduate degree programs without graduate degrees are generally set at 3A.
- Masters degree areas generally have goals set at 3C.
- Doctorate programs have collection goals set at 4.
- Special Collections have a limited number of Comprehensive goal levels (5).

Upon the completion of the revised assessment, the statistical and descriptive data will be made available via the web for interested members of the university community.

DIVISION LEVEL COLLECTION & GOAL LEVELS

DIVISION		CL	GL
ART & ARCHITECTURE		2B	3C
AGRICULTURE		3B	4
ANTHROPOLOGY		2A	3B
BIOLOGICAL SCIENCES	3A	4	
BUSINESS		3A	3B
CHEMISTRY		3B	4
COMPUTER SCIENCE		3A	4
EDUCATION		3A	4
ENGINEERING & TECHNOLOGY		3A	4
GEOGRAPHY & EARTH SCIENCE		3B	3C
HISTORY & AUXILIARY SCIENCES		2B	3C
SCIENCE & TECHNOLOGY			4
LAW		2A	2A
LIBRARY SCIENCE, GENERALITIES		1B	2A
LANGUAGE, LINGUISTICS, & LITERATURE		2B	3B
MATHEMATICS	3B	4	
MEDICINE		2B	3A
PERFORMING ARTS		2A	3A
FILM			3C
PHILOSOPHY & RELIGION		2B	3A
PHYSICAL EDUCATION & RECREATION		2A	3A
PHYSICAL SCIENCES		3B	4
POLITICAL SCIENCES		2B	3C
PSYCHOLOGY		2B	3C
SOCIOLOGY		2B	3A

V. POLICY IMPLEMENTATION AND MAINTENANCE

A. IMPLEMENTATION

This policy is to be consulted and applied to all collection management decisions for the MSU Libraries. In consultation with The Libraries' administration and faculty, the Information Resources Development Team Leader has the primary responsibility for the implementation and administration of this policy. The policy, with its stated collection goals, is to serve as a basis for budgetary decision-making including establishing priorities for the allocation of resources. While budgetary considerations may restrict the ability of The Libraries to meet collection management goals, these considerations, as well as other practical restrictions (i.e., space, staffing, and equipment) should not be reasons for turning away from the ultimate goals.

B. EVALUATION AND REVISION

The Information Resources Development Team Leader will monitor and evaluate the effectiveness of the policy to guide collection decisions on a practical level. Suggestions for improvement in the policy statement are welcome and changes in specific segments may be a continuing process. The formal systematic evaluation and revision of the policy statement occurs every three years with the next one scheduled for 2009. The Information Resources Development Team Leader will have the primary responsibility for the evaluation and preparation of a revised draft for the approval of The Libraries' administration. The review and implementation of the revised policy statement will be completed within the same calendar year.

C. ADOPTION

This is the official information resources development policy statement of the Montana State University Libraries.

Initially Approved -- 1992
 Revised & Approved -- 1995
 Revised & Approved -- 1996
 Revised & Approved -- 1999
 Revised & Approved -- 2003
 Revised & Approved -- 2006

Bruce Morton
 Dean of Libraries