

Dell Rapids Carnegie Public Library Collection Development Policy

The Policy, Legal Responsibilities, and Intellectual Freedom

The Dell Rapids Carnegie Public Library Collection Development Policy provides a framework for the growth and development of collections in support of the Library's mission to uphold the public's freedom of access to information and promote the use of materials and services meeting the needs of the personal, educational, and professional community.

It is the Library's goal to provide the Dell Rapids community with library materials that reflect a wide range of views, expressions, opinions and interests. Specific acquisitions may include items that may be unorthodox or unpopular with the majority or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression.

The Library provides free access to materials in a number of formats (print, media and electronic) to all patrons. Library users make their own choices as to what they will use based on individual interests and concerns. Dell Rapids Carnegie Public Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with his or her parent or guardian. Dell Rapids Carnegie Public Library adheres to the principles of intellectual freedom adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read Statement and Freedom to View Statement.

The Dell Rapids Carnegie Public Library abides by all current copyright legislation and does not take responsibility for the actions of individuals in their use of library materials.

Children and the Library

Libraries must meet the diverse needs of everyone in the community, including minor children and teens. Children mature at different rates. They have different backgrounds and interests, and they have different reading levels and abilities. Parents and guardians are responsible for deciding what library items are appropriate for their minor children. The library encourages parents to help their children choose items that match their own personal family's values. This policy reflects the American Library Association's Library Bill of Rights which states that "a person's right to use a library should not be abridged because of origin, age, background or views."

Like adults, minor children and teenagers have the right to seek and receive the information that they choose. It is the right and responsibility of parents/guardians to guide their own family's library use, while allowing other

parents/guardians to do the same. Parents/guardians should discuss rules regarding library use with their children. If you are concerned they will not respect your wishes, it is the parents/guardians' responsibility to visit the library with them.

It is also the right and responsibility of the parents/guardians to put restrictions on the minor child or teenager's library account. Restrictions can only be put in place by the parent/guardian who signed the library card. Restrictions can be placed on a minor child or teenager's account by speaking with a librarian.

About the Library

The Dell Rapids Carnegie Public Library serves the people of Dell Rapids and surrounding area. It offers the following programs and services to the community:

- Reading challenges for children, young adults and adults.
- Programs, events and classes for children, young adults and adults
- Book delivery within the city limits for members of the library who have an accessibility limitation/restriction/constraint that limits personal use of the library.
- Inter-Library loan for patrons interested in materials not in the local collection.
- Internet access and software utilization on multiple computer terminals.
- Printing, copies and fax

Dell Rapids Carnegie Library Website

The Dell Rapids Carnegie Public Library website provides a link to "South Dakota Titles to Go," the on-line catalog of materials, and to other electronic resources. It also offers links to subject-focused websites recommended by professional staff. In linking other websites to its home pages, the Library follows the selection criteria cited above. Beyond this, the Library has not participated in the development of these other sites and does not exert any editorial or other control over these sites. Any link from the Library's website to another website is not an endorsement from the Library. The Library does not warrant that its website, the server that makes it available, or any links from its site to other websites are free of viruses or other harmful components.

The Collection

The Dell Rapids Carnegie Public Library's collection provides a wide range of literary, cultural, educational, informational and recreational materials for people of all ages. Collections include popular and in-demand materials as well as special formats, such as large print books, foreign language materials, test and study guides, financial, tax and business information, company and

telephone directories, school and career information, consumer, health and medical information.

Responsibility for Selection

As required by South Dakota State Law (14-2-42), the responsibility for selection rests with the Library Director operating within the framework of policies determined by the Board of the Dell Rapids Carnegie Public Library.

Criteria for Selection

General criteria for selecting library materials are listed below. An item need not meet all the criteria in order to be acceptable. Materials are judged based on the work as a whole, not on a part taken out of context. Selection of materials for the library does not represent a specific viewpoint on a subject, topic, or issue, and does not favor a specific viewpoint. Inclusion of an item in the collection is not to be considered an endorsement by the library.

1. Public demand, interest or need
2. Contemporary significance, popular interest or permanent value
3. Attention of critics and reviewers
4. Prominence, authority and/or competence of author, creator or publisher
5. Timeliness of material
6. Relation to existing collections
7. Statement of challenging, original, or alternative point of view
8. Authenticity of historical, regional or social setting
9. Accessibility for multiple users of electronic formats
10. Price and budgetary considerations
11. Space

Selection Aids

The Library Director will select materials from general and specialized media reviews, professional publications, trade publications, publishers' and booksellers' catalogs, award winners', websites, blogs, and patron and staff suggestions. Review sources purchased by the library include:

1. Library Journal
2. Book Page

Suggestions for Additions to the Collection

To ensure the acquisition of resources desired by Library users, any resident of Minnehaha and Moody County may make recommendations to be considered for their addition to the collection. Patrons can request that specific items be purchased by filling out a "Recommendation for Purchase Form" available upon request from the Dell Rapids Carnegie Public Library.

Collection Maintenance, Replacement and Weeding

Deselection consists of removing items which are no longer suitable to the collection. The Dell Rapids Carnegie Library continually evaluates its collection to keep it current and to ensure the collection meets library patrons' needs. Inventory and systematic review of materials in the library collection are essential to keeping abreast of growth and development in the collection, for the removal of outdated or inadequate materials, and provides space for new and pertinent items. To ensure a vital collection of continued value to the community, materials that have outlived their usefulness are withdrawn.

The decision to withdraw library materials will be based on the following:

1. Physical condition
2. Transition from obsolete to current formats
3. Obsolete, superseded edition
4. Use of the material as determined by the last date of loan
5. Number of loans in the last 5 years
6. Accuracy and relevancy of the information
7. Availability of duplicate titles or subject matter

This policy is in compliance with South Dakota Codified Laws 14-2- 49: "Any public library may discard over-duplicated, outdated, inappropriate, or worn library materials; provided that such materials shall be marked clearly with the words: "Discarded, _____ Public Library" wherever the property label of such library appears. Such discarded materials may be given to other libraries or to nonprofit agencies, destroyed, offered for public sale, or traded to a vendor for future library material purchasing credits."

It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand and budget.

Gifts

The Dell Rapids Carnegie Public Library accepts gifts of new or gently used books and DVDs. Decisions on whether and how donated items will be added to the library's collections are based on the same evaluative criteria that are applied to purchased materials. The library cannot guarantee that any gift will become part of the collection or be kept permanently.

The Library reserves the right to use or dispose of donations and to refuse gifts. It is the policy of the library that all gifts are made unconditionally and that they may be bound, rebound, given to the Friends of the Library, sold, donated or discarded as their physical condition and usefulness warrant. No gifts or donations conditionally made shall be accepted without the approval of the Library Board.

Request for Reconsideration of Materials

Widely diverse points of view, including controversial and unorthodox subjects, will be available in the collection. Inclusion in the collection does not imply library approval or agreement with the contents. The library's staff and the Board of Trustees recognize that some materials are controversial and that any given item may offend some patrons. Selections will not be made on the merits of any anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and to serving the interests of the community.

The Library welcomes citizens' expressions of opinion concerning materials purchased. Requests to remove materials will be considered within the context of the policies set forth in this document. Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials is asked to complete and sign the "Request for Reconsideration Form," available at Dell Rapids Carnegie Public Library. The request will be forwarded to the Director who will consider the request in a timely fashion. The questioned material will be reviewed, in its entirety, and once a decision has been made regarding the retention or removal of the material, a letter will be sent to the person, explaining the decision. If the person indicates dissatisfaction with the resolution, he/she may appeal to the Library Board. The Board will reconsider the decision based on whether the particular title conforms to the Board-approved Collection Development Policy, as outlined in Section IV, Criteria for Selection, above. If the individual is not satisfied with the decision of the Library Board, they may appeal to the governing body of the public library, as defined in § 14-2-27, to determine whether any matter or material is obscene. Any determination made by the governing body as to whether any matter or material is obscene is subject to judicial review in a court of competent jurisdiction. The Second Judicial Circuit Court has jurisdiction over Minnehaha County, South Dakota.

Criteria for making a request for reconsideration of materials:

1. The person making the request must reside within the city limits of Dell Rapids to fill out the Request for Reconsideration Form. If he/she lives outside of the city limits and is considered a "rural" library member, they must hold an active library card at the Dell Rapids Carnegie Library to place their request for reconsideration of materials.
2. 1 form per book.
3. People making requests are limited to 3 books per year for request for reconsideration.
4. Any material that is retained cannot be reconsidered for 3 years.

American Library Association Resources

Library Bill of Rights:

<https://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to Read Statement:

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View Statement:

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Access to Library Resources and Services for Minors:

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>