

# LIBRARY COLLECTION DEVELOPMENT POLICY

## **Policies and Objectives**

The purpose of this policy is to guide in the selection of materials and to inform the public about the principles upon which selections are made.

## **Library Mission**

The Redfield Carnegie Library will provide for the informational, educational, and entertainment needs of the residents of the city of Redfield and surrounding areas to promote lifelong learning.

## **Collection Development Mission**

The aim of the Redfield Carnegie Library is service to all people. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin, and human condition. More specifically, the library helps people to keep current with change in all areas, educate themselves continually, become better members of their families and communities, become socially and politically aware, be more capable in their occupations, develop their creative abilities and spiritual capacities, appreciate and enjoy literature and art, contribute to the overall expanse of knowledge, and stimulate their own personal and social well-being. All printed, non-printed and electronic materials are selected by this library in accordance with these basic objectives.

## **Responsibility for Materials Selection**

This library board adopts as part of its policy the following paragraphs from the LIBRARY BILL OF RIGHTS:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Final responsibility for selection of books and library materials is and shall be vested in the librarian. However, the librarian may delegate, to such members of the staff as are qualified by reason of training, the authority to interpret and guide the application of the policy in making day-to-day

selections. Unusual problems will be referred to the librarian for resolution. Any books and library materials so selected shall be held to be selected by the board.

### **Selection Criteria**

Certain factors influence the selection of library materials. Among these are:

- Widespread popularity of an author or series and/or contemporary significance;
- The importance of subject matter to the collection;
- Availability of material in the system, in other libraries, or in print;
- Timeliness or permanence of the book;
- Price, budget, and shelf space constraints;
- Format currently supported by the library.
- Foreign language materials will be added as variant cultures make Redfield their home.

### **Scope of the Collection**

The library recognizes its obligations to provide reference and research materials for the direct answering of specific questions and for continuing research. It also recognizes the purposes and resources of other libraries in the community and shall not needlessly duplicate functions and materials.

The library acquires textbooks and other curriculum-related materials only when such materials serve the general public.

The library acknowledges a particular interest in local and state history; therefore, it will take a broad view of works by and about South Dakota authors as well as general works relating to the State of South Dakota, whether or not such materials meet the standards of selection in other respects. However, the library is not under any obligation to add to its collection everything about South Dakota or produced by authors, printers or publishers with South Dakota connections if it does not seem to be in the public interest to do so.

### **Gifts**

Unconditional gifts, donations, and contributions to the library may be accepted by the librarian on behalf of the Library Board. No gifts or donations conditionally made shall be accepted without the approval of the Library Board.

Generally, collections of books will not be accepted with restrictions which necessitate special housing, or which prevent integration of the gift into the general library collection.

The same standards of selection that govern purchase of print and non-print materials apply to gifts, donations, and contributions. The librarian or designated representative may dispose of gifts at their discretion and in accordance with library procedures.

The library staff will not provide appraisals of donated materials.

### **Maintaining the Collection**

Systematic withdrawal of materials no longer useful is necessary in order to maintain relevant resources. The same criteria will be used in weeding materials from the collection as are used in their acquisition. The decision to withdraw library material shall be based on the physical condition, use of the material as determined by last date of loan or by number of loans in the last five years, and age of the material as a misinformation factor, especially in the area of the sciences. The librarian or designee shall withdraw materials from the library collections.

### **Intellectual Freedom and Censorship**

The selection of library materials is predicated on the library patrons' right to read and similarly, their freedom from censorship by others. Many materials are controversial and any given item may offend someone. Selections for this library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the readers. This library holds censorship to be a purely individual matter and declares that while anyone is free to reject for themselves books and other materials of which they do not approve, they cannot exercise the right of censorship to restrict the freedom of others.

With respect to the use of library materials by children, the decision as to what a minor may read is the responsibility of their parent or guardian. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of minors.

It is the right of any citizen of Redfield or surrounding areas to recommend materials for selection consideration by the Redfield Carnegie Library and it is the obligation of the librarian and staff to consider such recommendations with the same evaluative criteria established above. It is also the right of any citizen of Redfield or surrounding areas to question any library material selected by the Redfield Carnegie Library since opinions may differ in our democracy. Such questions shall be presented in writing on the *Request for Reconsideration of Resources* form and shall be specific as to title and nature of the material being questioned.

REQUEST FOR RECONSIDERATION OF RESOURCES

The Redfield Carnegie Library Board has delegated the responsibility for selection and evaluation of library resources to the library director. The collection development policy is available for review upon request. If you would like to request reconsideration of a library resource, please complete this form and return it to Redfield Carnegie Library, Board of Trustees, 5 E 5th Ave, Redfield, SD 57469..

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Do you represent yourself? \_\_\_\_ or an organization (please name)?

\_\_\_\_\_

What resource are you requesting reconsideration of?

Title:

\_\_\_\_\_  
\_\_\_\_\_

Author: \_\_\_\_\_  
\_\_\_\_\_

Format (book, video, audiobook, magazine, newspaper, other):

\_\_\_\_\_

What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_

Have you examined the entire resource (i.e. read, viewed, or listened to)?

\_\_\_\_\_  
\_\_\_\_\_

What concerns you about the resource (please use the back of form or additional pages if necessary)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there resources you would suggest to provide additional information and/or viewpoints on this topic?

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Thank you for providing the above information. The library board will consider your request and contact you with their decision