

Collection Development Policy

Sturgis Public Library

Director Date

President Date

Adopted: January 2001
Revised: February 2024

Purpose of Policy:

The purpose of this policy on collection development is to guide in the selection of materials and to inform the public about the principles upon which selections are made. This statement has been approved and adopted by the Sturgis Public Library Board of Trustees. The Sturgis Public Library is governed in general by the basic policies as presented by the American Library Association's Library Bill of Rights and its statement of interpretation and the Freedom to Read Statement. The principles outlined in these policies serve as guidelines for the use of the library and for collection development.

Library Aims:

The aim of the Sturgis Public Library is service to all people. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin, human condition, national origin, political affiliation, religion, sex and sexual orientation, or any other protected classes in state or federal law. Fulfilling or enhancing the educational, informational, recreational, and cultural needs of these people is the Sturgis Public Library's broad purpose. More specifically, it 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 capabilities, appreciate and enjoy literature and art, contribute to the overall expanse of knowledge, and stimulate their own personal and social well-being. All print and non-print materials are selected by this library in accordance with these basic objectives.

Responsibility for Material Selection:

This library board adopts as part of its policy the following paragraphs from the Library Bill of Rights:

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.

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.

The following paragraph from the American Library Association's Labeling Systems: An Interpretation of the Library Bill of Rights is also adopted as part of the library policy:

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library

Selection of materials involves many people. All suggestions for materials are to be considered. However, the decision to purchase shall take into consideration the need and appropriateness of a given item in light of the total collection.

As required by South Dakota State Law (14-2-42), the Sturgis Public Library Board of Trustees delegates to the Library Director the authority and the responsibility for the selection of library materials. Responsibilities for actual selection may be delegated to appropriate staff members who discharge this obligation consistent with the Board's adopted selection criteria. Unusual problems will be referred to the library director for resolution.

Criteria for Selection:

The choice of materials is based on the existing collection, immediate needs, and long-range plans, working toward a balanced collection of materials, but with due consideration of other resources available, such as interlibrary loan or other agencies. Factors which influence the selection of library materials include:

- Authenticity – accuracy, qualifications of author/producer
- Technical Quality – format, appeal, ease of use, durability
- Content – quality of writing/production, balance, illustrations
- Appropriateness – overall purpose, age range, vocabulary, approach, content, concepts
- Potential Use – subject, age and ability range, scope of coverage, popularity
- Timeliness – copyright date, permanence of information
- Price

Reference material will be acquired to meet the needs of the patrons, taking into consideration on-line resources and materials that may be borrowed by interlibrary loan.

Periodicals will be selected on the basis of their use for:

- Obtaining timely and diverse information covering a wide range of topics
- Meeting the needs of reference work
- Balancing the library collection as a whole

Periodicals will be kept on file for a period of two years, except those that may have more permanent value.

Duplication of titles and replacement of worn-out or lost titles will depend on the quality, demand, importance of the book, and budget limitations.

The budget will be apportioned to adult, teen and juvenile titles, with flexibility as needs and interests may shift.

Selection Aids:

Materials purchased should be chosen from recognized professional selection aids that provide authoritative, unbiased reviews of the materials evaluated. Along with online sources, these may include:

- Standard General Aids:
 - Children's Catalog H.W. Wilson
 - Fiction Catalog H.W. Wilson
 - Middle & Junior High School Library Catalog H.W. Wilson
 - Public Library Catalog H.W. Wilson
- Professional Associations: *various publications from the following:*
 - American Library Association
 - South Dakota Library Association
- Periodicals:
 - Booklist

Scope of 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 acknowledges a particular interest in local and state history; therefore, it will seek to acquire state and local materials, 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, printer, 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 library director 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 or other materials 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 will govern the acceptance of gifts as govern purchase by the library. If material is useful but not needed, it may be disposed of at the discretion of the library director.

More information can be found in the Book Donation Policy and the Local Author Book Donations, Purchases, and Book Signings Policy.

Maintenance of Collection:

Systematic withdrawal of materials no longer useful is necessary in order to maintain relevant resources. Materials, which no longer meet the stated objectives of the library, will be discarded with consideration of the following factors:

- Physical condition
- Obsolescence/Accuracy of Information
- Non-existent or low demand
- Lack of Space or Duplication of titles or subject matter

Disposition of discarded library materials shall be at the discretion of the library director. The benefits of deselection are more shelf space, time saved in looking for materials, a more appealing collection, and an enhanced reputation for the library in having a current collection.

This policy is in compliance with South Dakota Codified Law (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 level 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.

Legal Responsibilities and Intellectual Freedom:

The selection of library books and materials is predicated on the library patron's right to read or to have access to any form of information and, therefore, his freedom from censorship by others. Many books and other materials are controversial and any given item may offend some persons. 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 interest of the library's clientele. This library holds censorship to be a purely individual matter and declares that – while anyone is free to reject individually books and other materials of which the individual does not approve – the individual 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 the child's parents or guardian. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of minors.

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

It is the right of any citizen of Meade County to recommend library materials for selection consideration by the Sturgis Public Library, and it is the obligation of the library director to consider such recommendations with the same evaluative criteria established above. Such recommendations should be made in writing on the Citizen Request Form for Purchase of Materials.

It is also the right of any citizen of Meade County to question any library material selected by the Sturgis Public Library, since opinions may differ in our democracy. Such questions should be presented in writing on the Citizen's Request for Reconsideration of Library Materials form.

Procedures for Challenged Materials:

Occasional objections to a selection may be made despite the care taken to select valuable materials for patron use and the qualifications of those who select materials. The principles of the freedom to read and of the professional responsibility of the staff must be defended rather than the materials themselves.

If a complaint is made, staff will use the following procedures (The material in question will remain in circulation in the library collection):

- Be courteous, but make no commitments.
- The concerned patron will be offered a packet of materials that includes the library's mission statement, selection policy, Citizen's Request for Reconsideration of Library Materials form, and the Library Bill of Rights.
- Patrons are required to complete and submit a reconsideration form to the library director.

The director will request a review of the challenged material and notify the library Board of Trustees that such a review is taking place. The director shall appoint a committee consisting of the library director, one member of the Board of Trustees, two community members, and one practicing classroom teacher. The committee may seek the opinions of outside resource people should it be desirable. A date for the material to be reviewed shall be set within fifteen school or working days.

After receiving the material, the committee shall:

- Read, view, listen to or examine the material.
- Check general acceptance of the material by reading reviews and consulting recommended lists.
- Hold a hearing with the complainant if a hearing is requested.
- Weigh values and faults against each other and form an opinion based on the material as a whole and not on passages out of context.
- Prepare a report to be presented to the Board of Trustees.
- File copies of the report with the Board of Trustees and library director.

- Notify the complainant of the results of the review.
- If the complainant is not satisfied with the decision, a written appeal may be submitted within 10 days to the Board of Trustees.
- If the board plans to address the appeal at their board meeting, the complainant will be notified of when and where the meeting will be held.
- Any appeal to the Board of Trustees from a committee decision is reviewed de novo.
- The Board of Trustees reserves the right to limit the length of public comments.
- The decision of the board is final.

With respect to the reconsidered materials, the Library Director's written response, the review committee's report, or decision of the Library Board of Trustees, need not be reconsidered for three years following the prior request for reconsideration, regardless of whether subsequent requests for reconsideration are submitted.

American Library Association Resources:

Library Bill of Rights:

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

Freedom to Read Statement:

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

Freedom to View Statement:

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

Access to Library Resources and Services for Minors:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>

Citizen's Request Form for Purchase of Materials

Author: _____

Title: _____

Edition or Series _____ Volumes: _____

Place or Publisher _____ Year _____ List Price _____

Recommended By: _____

Reviewed In: _____

Signature: _____

Printed Name: _____

Citizen’s Request for Reconsideration of Library Materials

Your library serves people from all walks of life, with a variety of viewpoints and tastes, and we welcome your comments. Before completing this form, you may find it informative and helpful to read the following summary of the library’s policy on library materials.

Sturgis Public Library chooses books and other materials to meet the diverse needs of our community. Selection is guided by the Collection Development Policy adopted by the Library Board of Trustees. The Board of Trustees and staff support the belief that the right to read and the right of free access to library collections for persons of all ages are essential to the individual’s freedom of thought, which is fundamental to a democracy. The Board of Trustees also affirms the Library Bill of Rights, the Freedom to Read and the Freedom to View Statement of the American Library Association, all of which represent the library’s interpretation of the First Amendment of the Constitution of the United States. In practice, this means that the library will resist efforts to remove or censor materials, to label “controversial” materials, or to distribute lists of “objectional” materials or authors.

If you have an objection to library material(s) or if you are concerned about items not available, please complete this form, indicating as clearly and legibly as possible the nature of your concern. Your comments, written below, will receive a reply from the Director of the Sturgis Public Library.

Name of person making request: _____

Telephone number: _____

Represents: Self: _____

Organization or group: _____

Title submitted for reconsideration: _____

Type of media: (book, audio book, video, CD, etc) _____

Author/Artist/Composer/Producer: _____

Publisher: _____

PLEASE COMPLETE OTHER SIDE

1. To what in the material do you object? Please be specific; cite pages

2. Did you read/view/listen to the entire work? _____
3. What pages, sections, or portions did you read? _____
4. What did you find of value in the material?

5. For what age group is the material intended?

6. What do you feel might be the result of reading, viewing, or listening to this work?

7. What would you like to have done about this work?
 - a. _____ Withdraw it from all library patrons
 - b. _____ Do not give it to my child
 - c. _____ Send it to the appropriate personnel/board for re-evaluation
 - d. _____ Other (please specify) _____

8. What material would you recommend in the same format to cover the subject for this age group to take its place?

Signature

Date

Library Bill of Rights

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.