

Dell Rapids Carnegie Public Library Collection Development Policy

I. The Policy

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 customers. 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" and "Freedom to View Statements."

II. 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 programs for children and young adults.

- Book delivery within the city limits for members of the library who have a physical challenge 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.

III. The Collection

Dell Rapids Carnegie Public Library's 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.

IV. Criteria for Selection

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable.

- public demand, interest or need,
- contemporary significance, popular interest or permanent value
- attention of critics and reviewers
- prominence, authority and/or competence of author, creator or publisher
- timeliness of material
- relation to existing collections
- statement of challenging, original, or alternative point of view
- authenticity of historical, regional or social setting
- accessibility for multiple users of electronic formats

V. Dell Rapids Carnegie Library Website

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.

VI. Responsibility for Selection

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.

VII. Suggestions for Additions to the Collection

To assure the acquisition of resources desired by Library users, customer suggestions are always considered for their addition to the collection. Customers 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.

VIII. Collection Maintenance, Replacement and Weeding

Professional library staff regularly review items in the collection to ensure that they continue to meet customers’ needs. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed. 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.

IX. Gifts

Dell Rapids Carnegie Public Library accepts gifts of new or gently-used books, magazines, DVDs, and music or books on compact disc. 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.

X. Request for Reconsideration of Materials

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 or not the particular title conforms to the Board-approved Collection Development Policy, as outlined in *Section IV, Criteria for Selection*, above.