

Collection Development Policy

The Role of the Library in the Community

The mission of the Yankton Community Library is to uphold the public's freedom of access to information by providing a dynamic collection in a variety of formats and technologies, and to respond to the needs of the community through timely services and programs. We seek to foster an atmosphere of free inquiry and to provide information without bias or discrimination. We cooperate with other agencies and institutions in an effort to enhance and expand public awareness and access to information. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Materials Selection Policy

Widespread interest and usage are the most powerful influence on the library's collection. The Yankton Community Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. In considering which materials to place in the library, we judge each item on the basis of its overall content or style, not by isolated or random portions. Therefore, we will not automatically include or exclude an item based on any of the following criteria:

- Race, religion, nationality or political views of an author
- Frankness or coarseness of language
- Controversial nature of an item
- Endorsement or disapproval of an item by any individual or organization in the community

How We Decide What to Buy

The library staff makes recommendations for the purchase of items, with the Library Director having the authority and responsibility for the final selection. Professional sources are consulted to determine the value of the material to the collection. The following criteria are considered when selecting materials:

- reviews from professional journals, popular magazines, newspapers and websites
- expressed or anticipated patron demand
- timeliness or permanence of the material
- quality, accuracy or authenticity of materials
- inclusion of materials in a special bibliography or index
- scope and depth of our present collection or the availability of materials at other libraries
- reputation or authority of the author or publisher
- format and price of material as well as space available to house it
- appropriateness to the interests and skills of the intended user

No single criterion is used to justify a purchase; materials selectors consider all the criteria in the selection process.

How You Can Have a Say

Suggestions and donations are encouraged and are given serious consideration using the same criteria as ordinarily used in selecting items.

From time to time, a person may be concerned about a particular book or other material in the library. If a person wants us to reconsider material that is in our collection, a Request for Reconsideration of Library Materials form may be requested from the staff. This form should be filled out and either returned to the staff member or the director. A written response from the director will be sent within ten (10) days.

The individual may appeal the decision of the library director to the Library Board of Trustees by making a written request for a hearing to the President of the Board of Trustees. This request must be made not more than sixty (60) calendar days after the date of the reply from the library director. A hearing will be scheduled by the Board of Trustees at its next regularly scheduled Board meeting. The Board of Trustees will arrive at a decision regarding the Request for Reconsideration at the regularly scheduled meeting following the meeting at which the hearing was held. The Board President will notify the individual of the board's decision by formal letter that will also be entered into the public record. A single title may be challenged by the same person one time per year.

Intellectual Freedom Statements

We support the American Library Association's Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, and Access to Library Resources and Services for Minors in providing free and open access to our materials for all age groups. These statements are included as a part of this policy.

Electronic Resources

The Library Board recognizes that the formats in which information is stored and transmitted are expanding and that as the library collects materials in new formats, there will be duplication. Many of the new resources that will make up collections in the library will not physically be in the library building, but will be hosted on servers somewhere else and be delivered through the Internet. The library will select these resources using the same types of criteria as is used for physical materials. When the library is a part of a cooperative group for purchasing electronic resources, we will use the selection criteria of the cooperative group.

South Dakota and Yankton Area Collections

The purpose of the South Dakota and Yankton Area collections is to collect a varied representation of works by South Dakota and regional authors that have made significant contributions to the regional literature and/or historical information of South Dakota. While works from all over the state will be considered, the focus is primarily upon the contiguous counties to Yankton County. Works meeting the following criteria will be included in the collection:

1. Material created by a state/regional individual but is not necessarily about South Dakota/Yankton. Works should meet 2a, b, or c also.
2. Material dealing with a South Dakota/Yankton setting, topic, area, theme or history if that author's work:
 - a) contributes significantly to the literature;
 - b) becomes regarded as a "classic" and/or;
 - c) is irreplaceable, meaning it's published by a small, local or vanity press or out-of-print.

Other acquired works that do not fully meet the above criteria will be placed in the regular collection. These works may be considered for future inclusion in the South Dakota/Yankton collection based on their historical value. Weeding of these materials will be based on the above criteria as well as all applicable criteria in the Collection Development Policy.

Withdrawal of Materials

To ensure a vital collection of continued value to the community, materials that have outlived their usefulness are withdrawn. Materials will be disposed of according to all current city, county, and state laws governing such disposal and surplus property.

Criteria for Withdrawal of Nonfiction

1. Age/copyright date
2. Physical condition
3. Content accuracy/datedness
4. Use/circulation
5. Format
6. Changes in/adherence to Library collection development philosophy
7. Recognized standard library sources, bibliographies, indexes

Criteria for Withdrawal of Fiction

1. Physical condition
2. Format
3. Genre
4. Circulation
5. Representation in collection compared to copy circulation of other author's books.
6. Significance of author in genre
7. Recognized standard library sources, bibliographies, indexes

Children and the Library

Libraries must meet the diverse needs of everyone in the community, including 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 children. The library encourages parents to help their children choose items that match their own 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."

The Yankton Community Library allows individuals in high school (9th grade and up) to obtain a library card without a parent's approval. At this point, parents are no longer responsible for any fines or fees that accrue on their child's card. Once in high school, individuals may also choose to not list a parent or guardian as an authorized user and are entitled to their privacy regarding which items they are checking out. Like adults, 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 your responsibility to visit the library with them.

American Library Association

The Yankton Community Library endorses and abides by the following documents set forth by the American Library Association:

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>