

# Collection Development Policy

## The Role of the Library in the Community

The mission of the Yankton Community Library (YCL) 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 a diverse range of materials to meet the needs and interests of our entire community without bias or discrimination. YCL supports the right of all members of the community to have free and equal access to the entire range of library resources, regardless of content, approach, format or amount of detail. YCL upholds and affirms the right of each individual to have access to constitutionally protected materials and also affirms the right and responsibility of parents to determine their children's use of library materials and resources.

## Materials Selection Policy

Widespread interest and usage are the most powerful influence on the library's collection. For the purposes of this policy, obscene matter or materials is as defined in SD Codified Law § 22-24-27(11):

- (a) The dominant theme of which, taken as a whole, appeals to the prurient interest;
- (b) Which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; **and**
- (c) Lacks serious literary, artistic, political, or scientific value.

In compliance with South Dakota law to protect minors, the library does not collect materials found to violate South Dakota Codified Law § 22-24-27 (11).

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

## How We Decide What to Add to the Collection

The library staff makes recommendations for the purchase of items, with the library director having the authority and responsibility for the final selection. The following criteria are considered when selecting materials:

- reviews from professional journals, popular magazines, newspapers and websites (i.e. *Library Journal*, *Booklist*, *School Library Journal*)
- 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
- sturdiness of items
- foreign language materials will be added as variant cultures make Yankton their home

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

The Yankton Community Library offers interlibrary loan services to library users who are seeking items that are not owned by Yankton Community Library. (See Interlibrary Loan Policy)

### **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.

While a person may reject materials for themselves and their children, they may not restrict access to the materials used by others. The library does not advocate, condone or reject the ideas found in its collection—it simply makes the materials available.

### **How You Can Have a Say**

Purchase suggestions 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 returned to a staff member or the director. A written response from the director will be sent within reasonable amount of time. Individuals seeking reconsideration must complete a Reconsideration form for each title to be evaluated. An individual may request reconsideration of up to four titles per year. Due to the amount of time necessary to give a thorough review, only a maximum of two requests per month will be processed. All requests for reconsideration will be reviewed in the order they are received from library patrons.

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 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.

In accordance with SDCL§ 22-24-56 (2), if the Request for Reconsideration of Materials is based upon a concern that an item in the collection is obscene, then the individual may appeal the decision of the board of trustees to the Yankton City Commission by making a request for the matter to be placed on an agenda. This request must be made not more than thirty (30) calendar days after the notification of the library board's decision. 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 title being reconsidered will remain in circulation while the request is being processed. After a decision is made, a title will not be reconsidered again for five years.

Purchase suggestions and item reconsiderations will be considered only for individuals within the Yankton Community Library service area. This includes all residents of Yankton County and anyone outside of Yankton County that possesses a current Yankton Community Library card in good standing.

### **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 Materials

1. Physical condition
2. Content accuracy/datedness/relevance of nonfiction materials

3. Circulation/in-house usage
4. Format
5. Recognized standard library sources, bibliographies, indexes

### **Children Accessing Materials at 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/guardians (referred to as Caregiver going forward) are responsible for deciding what library items are appropriate for their children. The library encourages Caregivers 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."

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

Library staff cannot be responsible for the supervision of children in the library. Caregivers must assume responsibility for their children's access to, and use of library resources. Parents, guardians and supervising caregivers are expected to monitor and supervise the children's use of the library's resources, including the internet, in selecting material that is consistent with personal and family values, as the library and its available resources may contain materials that some find controversial. Caregivers should discuss rules regarding library use with their children. If the Caregiver is concerned that their child will not respect the Caregiver's wishes, it is the Caregiver's responsibility to visit the library with their child. Further information can be found in YCL's Unattended Child Policy and Computer Use Policy.

### **American Library Association**

Except to the extent inconsistent with the express terms of this policy, Yankton Community Library endorses the American Library Association's Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement and the Access to Library Resources and Services for Minors. (see links below):

#### **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>