

Harrisburg Community Library Collection Development Policy

Purpose

A collection development policy provides structure and guidance for effective management of all aspects of a library's collection. The policy directs library staff in the responsibilities of working with the collection and establishes guidelines for the acquisition and management of collection materials. This policy guides the development and maintenance of collections that reflect the mission of the Harrisburg Community Library.

Community Served by the Harrisburg Community Library

The Harrisburg Community Library offers library service to the residents of the City of Harrisburg, South Dakota and to students enrolled in the Harrisburg School District. For an annual fee of \$10, services are also offered to residents of Lincoln County who do not live in Harrisburg. For an annual fee of \$25, services are also offered to people who are not residents of Lincoln County.

Responsibility for Selection

As required by South Dakota State Law (14-2-42), the Harrisburg Community 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.

Criteria for Selection

The Harrisburg Community Library considers the following factors in selecting library material:

- Author's reputation and significance as a writer.
- Importance of subject matter to this collection.
- Availability of material from other sources.
- Timelessness or permanence of book.
- Authoritativeness and credibility of author.
- Comprehensiveness and objectivity.
- Attention of critics, reviewers, and the public.
- The currency of information in rapidly changing fields.
- Popular appeal, including the nature and frequency of patron requests.
- Representation of an important movement, genre, trend, or culture.
- Inclusion in standard bibliographies.
- Presentation, format, binding.
- Quality of the writing, design, illustrations, or production.
- Price.

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- Space.
- Budgetary considerations.

Materials are judged based on the work as a whole, not on a part taken out of context. No single criterion is used to justify a purchase; materials selectors consider all the criteria during the selection process. The library attempts to purchase, within budgetary limitations, the best possible materials of both permanent and current interest in most subject areas.

Selection Aids

Staff will select materials from general and specialized review media, professional publications, trade publications, publishers' and booksellers' catalogs, award winners, websites, blogs, and patron and staff suggestions. Review sources purchased by the library include:

- Library Journal
- Kirkus Review
- New York Times Book Review
- School Library Journal
- BookPage
- Book List
- Publishers Weekly
- LibraryReads

Any resident of Harrisburg or Harrisburg Community Library patron may recommend materials for selection consideration by the library. The director and staff will consider such recommendations with the same evaluative criteria established above.

Collection Formats

To meet the informational and recreational needs of the public, the library collects materials in a variety of formats including books, graphic novels, audio, video, and others.

Formats are chosen for durability, ease of use, and appropriateness of format to subject area. In some circumstances, the same work may be acquired in more than one format. New formats will be considered when community trends and local requests signify an interest. The Library Director is authorized to discontinue a format when that format is no longer popular or has been replaced by a different format.

Scope of Collections

The Library Board of Trustees and staff members recognize their obligation to provide a wide variety of materials for the use of the members of the community. The Harrisburg Community Library collects books and other materials for all ages and in a variety of formats that are responsive to the informational, recreational, and cultural needs of the community.

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The library provides free access to materials in a number of formats (print, media, and electronic) to all patrons. The Harrisburg Community Library respects each user's individual quest for information and does not value one user's needs or preferences over another's. The Harrisburg Community 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 their parent or guardian. However, the library will only allow movies to be checked out by the individuals who meet the age requirement unless explicit permission is given by the parent or guardian. The Harrisburg Community 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. Materials are chosen that reflect a wide range of viewpoints and inspire lifelong learning for all ages.

The Harrisburg Community Library provides reference, research, leisure information, and literature for all patrons. 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. 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.

Selection of materials for the library does not represent a specific viewpoint on a subject, topic or issue and does not favor a specific viewpoint. Inclusion of an item in the collection is not to be considered an endorsement by the library.

Library Bill of Rights - <https://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to Read - <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View - <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Gifts & Donations

The Harrisburg Community Library is grateful for gifts and donations; the generosity and cooperation expressed by these gifts is appreciated.

The library tries to use all gift and donated materials to the best advantage. The library reserves the privilege of deciding whether a book or other gift should be added to its collection. Often the items contributed to the library cannot be used to fullest advantage because the materials are:

- A duplicate of an item the library already owns.
- Out-dated, but not of historic value.
- In poor physical condition resulting in an unjustified processing expense.
- Textbooks.

In all cases gifts are, of necessity, submitted to the same careful selection processes as are purchases of library materials and are not considered public property until they have been formally integrated into

the collection. The library cannot guarantee that any gift will become part of the collection or be kept permanently.

The library reserves the right to use or dispose of donations and to refuse gifts. It is the policy of the library that all gifts are made unconditionally and that they may be bound, rebound, sold, donated or discarded as their physical condition and usefulness warrant. Items of historical value may be given to other organizations, such as museums or historical societies, that may be better able to care for the item.

Deselection of Materials

Deselection consists of removing items which are no longer suitable to the collection. The Harrisburg Community Library continually evaluates its collection to keep it current.

The benefits of deselection are more shelf space, time saved in looking for materials, identifying items that require mending, a more appealing collection, and an enhanced reputation for the library in having a current collection.

The decision to withdraw library materials will also be based on the following:

- Physical condition.
- Transition from obsolete to current formats.
- Obsolete, superseded edition.
- Use of the material as determined by last date of loan.
- Number of loans in the last five years.
- Accuracy and relevancy of the information.
- Availability of duplicate titles or subject matter.

This policy is in compliance with South Dakota Codified Laws 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 label 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."

Requests for reconsideration shall be taken through a reconsideration process. The request will first be given to the Harrisburg Community Library Director, who will read the request and read or watch the material in question in full. The Director will then take their recommendation to the Harrisburg Community Library Board for review. The Harrisburg Community Board will determine what appropriate actions should be taken with the material.

Request for Reconsideration Form

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.

The Harrisburg Community 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 Statements 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 would like copies of the collection development policy, the Library Bill of Rights, the Freedom to Read and the Freedom to View statements, please don't hesitate to ask.

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.

Requests for reconsideration shall be taken through a reconsideration process. The request will first be given to the Harrisburg Community Library Director, who will read the request and read, view, or listen to the material in question in full. The Director will then take their recommendation to the Harrisburg Community Library Board for review. The Harrisburg Community Board will determine what appropriate actions should be taken with the material.

You will receive a written reply from the Director of the Harrisburg Community Library about the Board decision's results.

Your Name:

Address:

Phone Number:

Email:

If you are acting as the official spokesperson for an organization or group, please note it:

Type of library material on which you are commenting:

- Book/CD Audiobook
- E-Book/e-Audiobook
- Video/DVD
- Library Program

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Other (please specify):

Title:

Author or Producer:

What brought this resource to your attention?

To what in this material do you object? Please cite pages or other specific location.

What do you feel might be the result of use of this material?

Did you read (view, listen to, etc.) this material in its entirety?

Yes

No

If not, what parts did you not read, view, or listen to?

What do you believe is the theme or purpose of this material?

What action are you requesting?

Please comment on this material as a whole.

Your Signature:

Date:

Date submitted: