

COLLECTION DEVELOPMENT POLICY

Selection Policy and Guidelines

The Vermillion Public Library Board of Trustees adopts as part of its policy the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. (See pages 5-6)

Library Goals:

The Vermillion Public Library aims to provide service to all people regardless of age, education, philosophy, occupation, economic level, ethnic origin and human condition. More specifically, it helps people to keep current with change in all areas, educate themselves continually, and become better members of their families and communities, become socially and politically aware, be more capable in their literature and art, contribute to the overall expanse of knowledge, and stimulate their own personal and social well-being. This library in accordance with these basic objectives selects all printed and non-printed materials.

The bulk of the library's general collection consists of monographs (books). Bound print volumes are collected in preference to trade paperbacks. Mass-market paperbacks are generally not collected, except in special circumstances (unavailability of hard-bound copies).

The selection of monographs for the general collection, regardless of format, is to be guided by the scope and depth indicators specified in the policy below.

No attempt will be made to acquire variant imprints of a title. New or substantially revised editions of a work may be considered after a complete re-evaluation of the title using appropriate subject policy criteria.

Multiple copies of a work are not generally acquired.

Replacement copies for lost or damaged books are acquired only after the titles has been re-evaluated according to the appropriate subject policy.

The VPL acquires monographs issued as a series of related publications selectively and in keeping with the scope and depth levels recommended in the appropriate specific subject policies.

Individual titles from a series may be acquired separately under the general policy for monographs and according to the levels indicated in the specific subject policies.

Standing orders for monographic series are subject to periodic review to ensure that the series conforms to any revisions in the scope of depth of appropriate subject policies. Standing orders for basic reference titles are in place. Also, standing orders are present for the titles of approximately the 150 most popular adult fictions authors. (Hardcover only).

The Vermillion Public Library seeks to acquire and maintain a representative collection of current and retrospective journals, periodicals and newspapers. The South Dakota State Library guidelines for specific titles are used as guideline for selection.

The advent and expansion of electronic and internet available information resources pose challenges for the future of the library's collection and the information needs of its patrons. The library is committed to including electronic resources in its overall collection and to considering the availability of free, authoritative information on-line, when purchasing printed reference materials.

The Librarian has the final responsibility for selection of library materials. The Librarian may delegate to qualified staff members the authority to make selections, with guidance from the Librarian.

Various factors influence the selection of library materials. Among them are:

1. Author's reputation and significance as a writer.
2. Importance of subject matter to this collection.
3. Availability of material from other sources.
4. Timelessness or permanence of book.
5. Authoritativeness.
6. Inclusion in standard bibliographies.
7. Presentation, format, binding.
8. Legibility.
9. Price.

Selection Aids:

Selection aids used in determining usefulness in a public library setting are:

1. Book reviews in selected professional journals. (i.e. Library Journal, Kirkus Review, New York Times Review, etc.)
2. Books in print
3. Publisher's catalogs
4. Constant review of the present collection
5. Patron requests

Scope of the Collection:

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 Vermillion community. While we provide a diversity of information, in no way do we seek to duplicate needlessly or attempt to supersede the functions of our neighboring libraries within the community. The Vermillion Public Library provides reference, research, leisure information, and literature for all patrons. New formats of non-print materials will be added when significant demand and availability

make it a viable option. The library also acquires materials which highlight South Dakota and prominent South Dakotans. 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.

To fulfill these obligations, the Vermillion Public Library:

1. Provides the best materials possible at the most reasonable cost.
2. Provides both print and non-print materials.
3. Provides supportive materials for the community, both secular and non-secular.
4. Organizes materials and lending procedures to insure that materials may be used at the time and place desired by the public.
5. Provides reference services to all patrons.
6. Provides continuing community information through local media and formal presentations.

Gift Policy:

The Vermillion Public Library is grateful for gifts, and its collection has been enriched by contributions from individuals and organizations. The generosity and cooperation expressed by these gifts are appreciated.

In accepting a gift, the library makes the following stipulation: 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:

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

The library makes an effort to use all gift materials to the best advantage. Whenever a group or organization wishes to donate materials that are representative of its goals and objectives, the library will accommodate the donor's wishes by accepting three books that the group or organization feels best represent its objectives.

In all cases gifts are, of necessity, submitted to the same careful book classification processes as are purchases of library materials and are not considered public property until they have been formally integrated into the collection. Furthermore, it is the policy of the library that all gifts are made unconditionally and that they may be bound, rebound, or given to the Friends of the Library Sale, or discarded as their physical condition and usefulness warrant.

No gifts or donations conditionally made shall be accepted without the approval of the Library Board. Generally, collections of books and 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 Vermillion Public Library Foundation has been established to accept, maintain and distribute donations, bequests and memorials to the Library as directed by the donors. Contact a library staff member for additional information on the Foundation.

Censorship Policy:

The selection of library materials is based on the library patron's right to read and his/her freedom from censorship by others. Selections for this library will be made solely on merits of the materials in relation to the building of the collection and the serving of the interests of the readers. Anyone may reject books and other materials of which he or she does not approve, but censorship will not be exercised to restrict the freedom of others. The decision as to what a minor may read is the responsibility of the parent(s) or guardian(s) and not the responsibility of any library staff member.

It is also the right of any citizen of Clay County to recommend library materials for selection consideration by the Vermillion Public Library and it is the obligation of the librarian and his/her staff to consider such recommendations with the same evaluative criteria established above. Such recommendations shall be made in writing on forms provided by the Library.

It is also the right of any citizen of Clay County to question any library material selected by the Vermillion Public Library since opinions differ in our democracy. Such questions shall be presented in writing on forms developed and made available by the Library and shall be specific as to title and the nature of the material being questioned. (See Appendix A).

Weeding Policy:

Inventory and systematic review of materials in the library collection are essential to keeping abreast of growth and development in the collection. Materials may be considered obsolete by virtue of age or physical condition.

The decision to withdraw library materials shall be based on the following: physical condition; use of the material as determined by last date of loan; number of loans in the last five years; age of information as misinformation or dated information and availability of related materials at area libraries. Weeding is a necessity for the removal of outdated or useless materials and provides space for new and pertinent items. The same criteria will be used in the weeding process as are used in acquisition. Inventory should be done on a regular basis.