



Edith B. Siegrist Vermillion Public Library
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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 both general and specific responsibilities of working with the collection and establishes guidelines for the acquisition and management of information and services for the benefit of the patron.

The purposes of this policy are:

- To inform the public about the principles upon which library material selections are made.
- To guide the library staff in the selection, maintenance and distribution of materials.

Library Aims

The Edith B. Siegrist Vermillion Public Library aims to provide service to all community members regardless of age, ancestry, color, economic level, education, gender identity and expression, human condition, national origin, occupation, philosophy, political affiliation, race, religion, sex and sexual orientation, or any other protected classes in state or federal law. It helps people to keep current with change in all areas, educate themselves continually, become better members of their 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. All printed and non-print materials are selected by this library in accordance with these basic objectives.

Community Served by the Edith B. Siegrist Vermillion Public Library

The Edith B. Siegrist Vermillion Public Library offers library service to the residents of the City of Vermillion and Clay County, South Dakota. For an annual fee, services are also offered to people living outside of the Clay County limits.

Responsibility for Selection

As required by South Dakota State Law (14-2-42), the Edith B. Siegrist Vermillion Public 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 Edith B. Siegrist Vermillion Public Library considers the following factors in selecting library material:

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 and credibility of author.
6. Comprehensiveness and objectivity.
7. Attention of critics, reviewers, and the public.
8. The currency of information in rapidly changing fields.
9. Popular appeal including nature and frequency of patron requests.
10. Representation of an important movement, genre, trend or culture.
11. Inclusion in standard bibliographies.
12. Presentation, format, binding.
13. Quality of the writing, design, illustrations, or production.
14. Price.
15. Space.
16. 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.

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:

1. Library Journal
2. Kirkus Review
3. New York Times Book Review
4. Horn Book
5. School Library Journal
6. BookPage
7. Book List
8. Publishers Weekly

Any resident of Clay County may recommend materials for selection consideration by the library. The director and staff will consider such recommendations with the same evaluative criteria established above. Such recommendations shall be made in writing on forms developed by the library.

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, periodicals, newspapers, microfilm, audio, video, ebooks, eaudio, emagazines, electronic resources, equipment, technology, games, puzzles 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.

Electronic Resources

Electronic resources enhance the library's collection by providing convenient access to expanded, consolidated and searchable information. The library is committed to including electronic resources in its overall collection and to considering the availability of free, authoritative information available on-line when purchasing printed reference materials. While all criteria relevant to the selection of materials in traditional formats apply to electronic resources, some additional criteria must be considered:

1. Ease of access and number of access points.
2. Hardware and software requirements, including maintenance.
3. Vendor support and contractual requirements.
4. Comparison of content with other formats available.
5. Network capabilities.
6. Ownership of product.
7. Staff training and/or client assistance requirements.

Material that becomes outdated quickly, as well as high-use materials, become a priority for consideration for purchase in an electronic format.

Internet access is available in the library via public access computers or Wi-Fi. The Library also circulates a limited number of mobile hotspots that can be checked out to provide access to the internet outside of the library.

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 primary focus is on serving the community with a popular consumable collection. A secondary focus is to provide research materials and access to local history. While we provide a diversity of information, in no way do we seek to unnecessarily duplicate or attempt to supersede the functions of our neighboring libraries within the community.

The Edith B. Siegrist Vermillion Public Library provides reference, research, leisure information, and literature for all patrons. The Library offers access to an interlibrary loan service to attempt to fill needs not met by the Library's collection. 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 seek to acquire state and municipal public documents, and 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.

When selecting materials:

- 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.
- Multiple copies of a work are not generally acquired.
- Books issued as a series of related publications are acquired selectively and in keeping with the selection criteria and scope of the collection.
- Individual titles from a series may be acquired separately.
- Standing orders for monographic series, periodicals, reference titles, popular authors and other titles are subject to periodic review to ensure they continue to fit with the library's collection development policy.

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.

Replacement of Materials

Replacement copies for lost or damaged books are acquired only after the titles have been re-evaluated.

Gifts & Donations

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

The library tries to use all gift and donated materials to the best advantage. 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:

- 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.

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, given to the Friends of the Library Sale, sold, donated 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.

Deselection of Materials

Deselection consists of removing items which are no longer suitable to the collection. The Edith B. Siegrist Vermillion Public Library continually evaluates its collection to keep it current. Inventory and systematic review of materials in the library collection are essential to keeping abreast of growth and development in the collection, for the removal of outdated or useless materials, and provides space for new and pertinent items. To ensure a vital collection of continued value to the community, materials that have outlived their usefulness are withdrawn.

The benefits of deselection are more shelf space, time saved in looking for materials, identifying items that require mending, a more appealing collection, an enhanced reputation for the library in having a current collection. The same criteria will be used in the deselection process as are used in acquisition.

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.”

Legal Responsibilities and Intellectual Freedom

The Edith B. Siegrist Vermillion Public Library Board of Trustees affirms the American Library Association’s Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, Access to Library Resources and Services for Minors and complies with South Dakota state law. The Library does not employ censorship in selection of materials, nor in access to materials. The Library believes that reading, listening to, and viewing library materials are individual, private matters. While one is free to select or reject materials for oneself, one may not restrict the freedom of others to read, view, or inquire. These statements are included as a part of this policy.

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.”

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 the parents/guardian’s responsibility to visit the library with them.

Copyright

The Edith B. Siegrist Vermillion Public Library abides by all current copyright legislation and does not take responsibility for the actions of individuals in their use of library materials.

Statement of Concern on Library Resources

Widely diverse points of view, including controversial and unorthodox subjects, will be available in the collection. Inclusion in the collection does not imply library approval or agreement with the contents. The libraries’ staff and the Board of Trustees recognize that some materials are controversial and that any given item may offend some patrons. Selections will not be made on the merits of any anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and to serving the interests of the community.

Residents of the library's service area or non-resident cardholders may request reconsideration of materials held in the library collection. Persons seeking reconsideration can complete a statement of concern regarding the material. The Library Director will evaluate the statement of concern with input from appropriate staff and a written response will be made to the patron. Further consideration may be made as necessary by the Library Board of Trustees if the patron is not satisfied. With respect to the reconsidered materials, the Library Director's written response, or decision of the Library Board of Trustees, need not be reconsidered for three years following the prior request for reconsideration, regardless of whether subsequent requests for reconsideration are submitted.

American Library Association Resources:

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>

Approved by the Edith B. Siegrist Vermillion Public Library Board of Trustees 7/18/2019

Reviewed 12/18/2020, 10/15/2021, 11/18/2022. Revised 5/19/2023.

Procedures for Handling Formal Complaints

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

- A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, statement of concern form, and the Library Bill of Rights.
- Patrons are required to complete and submit a reconsideration form to the library director.
- The director, with appropriate staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
- The director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
- If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
- If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
- The Board of Trustees reserves the right to limit the length of public comments.
- The decision of the board is final.

Sample Letter to Complainant

Dear _____:

We appreciate your concern over the use of _____ in the library. Selecting materials that serve the needs of our community is a vital part of operating a library. The Board of Trustees takes this responsibility very seriously and has established a collection development policy for selecting resources as well as a statement of concern procedure for requesting reconsideration of particular items. I have enclosed both for your review. Please feel free to contact me if you would like to discuss them further.

If you are still concerned after you review the policies, please complete the Statement of Concern About Library Materials form and return it to me. You may be assured of prompt attention to your request. At any point during this process, please feel free to contact me with questions or concerns.

Sincerely,

Library Director

Date

Statement of Concern About Library Materials

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.

Edith B. Siegrist Vermillion Public 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. Your comments, written below, will receive a reply from the Director of the Edith B. Siegrist Vermillion Public Library.

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 ☐ Magazine ☐ Newspaper ☐ Video/DVD ☐ Library Program

Other (please specify): _____

PLEASE COMPLETE OTHER SIDE

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? _____

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: _____ Library Card #: _____

Collection Request Form



Collection Request

Author: _____

Title: _____

ISBN: _____

Preferred format:

Bound book Audiobook eBook

☐☐☐

Patron name:

Library card #: _____

Phone/email: _____

Date requested: _____

Date notified: _____

At the VPL we make it our mission to do the best to accommodate collection requests, but we cannot guarantee all requests will be purchased. We appreciate your understanding.

Notice: Warning Concerning Copyright Restrictions

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.