



Tripp County Library Grossenburg Memorial
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Collection Development Policy

Mission

It is the mission of Tripp County Library Grossenburg Memorial to provide resources and services that meet the informational, educational, and recreational needs of a diverse community.

Purpose

The purpose of this policy is to guide the library staff in the effective management of all aspects of a library's collection and to inform the public about the principles upon which library material selections are made.

Scope of Collections

The Library Board of Trustees and staff members recognize their obligation to provide a wide variety of materials to respond to the informational needs and interests of the community. Materials are chosen that reflect a wide variety of viewpoints and inspire learning for all ages. Collections and formats may be added, removed, or modified in response to use, library space, and budget.

The library is also a part of the South Dakota Titles to Go Consortium which gives access to eBooks and audiobooks. Titles in these collections are selected by a purchasing committee comprised of members from across South Dakota. This committee abides by a collection development policy published on the South Dakota State Library's website.

To attempt to fill needs not met by the library's collection and the Consortium, the library offers access to an interlibrary loan service.

Selection

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 endorsement by the library.

Responsibility for Selection

Responsibility for selection resides with the Board of Trustees and the Library Director. This responsibility is delegated and shared with the staff. The staff remains receptive to community needs by engaging in open communication with users and by seeking improvement through ongoing evaluation. Selection

tools include professional journals, reviews, book lists, and vendor lists. User suggestions are welcomed and will be reviewed for inclusion using the selection criteria.

Criteria for Selection

Each item will be judged on its own merit and in its entirety. Selection is not restricted based on the expressed opinion of an individual or group. The following criteria guide decisions in all areas of the collection. An item need not meet all the criteria for inclusion.

- Relevance to community needs
- Potential and/or known demand
- Timeliness and/or enduring significance or interest
- Relation to existing collection
- Accuracy of information
- Quality of writing or production
- Authority or significance of the author or publisher
- Intended purpose
- Cost
- Critical reviews
- Format
- Representation of diverse viewpoints
- Local interest

If material is not chosen for the library's collection, it has been excluded because: it does not meet the library's selection criteria; the budget will not permit the expenditure; or there is not space for the item. Materials not added to the collection can be requested through the interlibrary loan.

Managing the Collection

Tripp County Library 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. The library 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 and monitor their children's use of library materials and resources.

In compliance with South Dakota law, the library does not collect materials found to violate Section 22-24-27(11). <https://sdlegislature.gov/Statutes/22-24-27>

To maintain collections that are responsive to community needs, items are continually reviewed for their ongoing value.

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

- Use
- Continued demand and/or relevance
- Physical condition
- Transition from obsolete to current formats
- Space considerations
- Depth of coverage

- Age of collection

Items are withdrawn when they are:

- Factually inaccurate or obsolete
- Worn beyond repair
- Unused in a specified period
- Irrelevant to the needs of the community

Gifts and Donations

The library welcomes both monetary and material gifts to support the collection. Monetary gifts may be directed toward materials, programs, or equipment to support the needs of the library. Gifts of materials will be subject to the same selection criteria as purchased materials.

If the item cannot be used as a part of the library's collection, such as in the case of duplication, it may be of value for the bookstore which also supports the library's mission. If it is not used in either the collection or bookstore, it will be disposed of.

Intellectual Freedom

Intellectual Freedom is the right of library users to read and seek information freely. 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. A publicly supported library provides free, equitable, and confidential access to information for all people of its community.

Request for Reconsideration

To challenge material held in the library collection, the following criteria must be met:

- Must reside in Tripp County
- Must be a patron of the Tripp County Library Grossenburg Memorial

Patrons seeking reconsideration of materials in the library must complete a Request for Reconsideration of Material Form. Only one resource at a time is permitted for review. The Library Director will evaluate the request with input from the staff and send a written decision with reasons for the decision to the person who requested reconsideration. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees. The Board will address the appeal at their board meeting and will notify the individual 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. Material under review will remain in circulation until a determination is made.

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.