

WESSINGTON SPRINGS CARNEGIE PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

MISSION

LIBRARY MISSION

The Wessington Springs Carnegie Public Library will strive to enrich the quality of life in Wessington Springs by providing library materials and services, which anticipate and respond to the informational, educational, cultural, and entertainment needs of the city residents and the surrounding areas to promote lifelong learning.

COLLECTION DEVELOPMENT MISSION

The aim of the Library is to provide service to all people. This encompasses individuals and groups of every 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. More specifically, the Library helps people to keep current with change in all areas, educate themselves continually, become better members of their families and communities, become socially and politically aware, be more capable in their occupations, develop their creative abilities and spiritual capacities, appreciate and enjoy literature and art, contribute to the overall expanse of knowledge, and stimulate their own personal and social well-being. All printed, non-printed and electronic materials are selected by this Library in accordance with these basic objectives.

PURPOSE

A collection development policy provides structure and guidance for the growth, development, and effective management of all aspects of a Library's collection in support of the Library's mission statement. 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:

- As defined by (HB1197), to establish measures to restrict minors from accessing obscene matter or materials.
- 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.

RESPONSIBILITY FOR MATERIALS SELECTION

As required by South Dakota State Law (14-2-42), the Wessington Springs Carnegie Public Library Board of Trustees delegates to the Library Director the authority and the final responsibility for selection of books and Library materials. However, if Library circumstances change, the Librarian may delegate to such members of the staff as are qualified by reason of training, the authority to interpret and guide the application of the policy in making day-to-day selections. The director and staff will work together for a resolution if any unusual problems arise.

The Library's role is to provide free access to and a balanced collection of materials in a variety of formats for its customers, which will allow users to make their own free choices as to what they will use based on individual interests and concerns. The Wessington Springs Carnegie Public 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 his or her parent or guardian. This Library adheres to the principles of intellectual freedom statements "[Freedom to Read](#)," "[Freedom to View](#)," and the "[Library Bill of Rights](#)", supported by the American Library Association, as a guideline for the development of Library collections policies. The Library Board adopts the following paragraphs from the LIBRARY BILL OF RIGHTS:

- Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

LIBRARY DEFINED

"Library," means the Wessington Springs Carnegie Public Library, a building where collections of books and other library materials and services are organized for public use. The Library maintains several collections for public use, which include the following items and formats: books, movies, audiobooks, magazines, newspapers, and other items. The Library provides computers for public access to the Internet and to the online catalog and electronic database use in-house.

COMMUNITY SERVED

The Wessington Springs Carnegie Public Library offers Library service to residents of the City of Wessington Springs and Jerauld County, South Dakota. For a small annual fee, services are also offered to people living outside of the County limits.

CO-OPERATION

Because of the limited budget and space, the Library cannot provide all materials that are requested. Therefore, to offer the best Library service possible, the Library will cooperate with other Libraries in the city, region, state, and beyond by participating in the borrowing of Library materials through Inter-Library Loan (ILL) or Share-It program to obtain those materials that are beyond the scope of this Library's collection. The Library will also freely share information, materials, and services with the Wessington Springs School system served within Jerauld County to enhance educational opportunities for students and to encourage resource sharing.

SELECTION CRITERIA

Library selection criteria for each type of material will be based on its own excellence and the audience for whom it is intended. Some materials may be selected primarily for artistic merit, scholarship, or value to the community, while others may be chosen to satisfy the recreational and entertainment needs of the community. As the social and intellectual climate of the community changes, the need for Library materials to meet changing interests will be considered.

The following criteria will be considered for the selection of materials whether purchased or as donated gifts:

- Widespread popularity of an author or series and/or contemporary significance.
- Appeal to the interests and needs of individuals in the community.
- The importance of subject matter to the collection.
- Availability of material in the system, in other Libraries, or in print.
- Timeliness or permanence of the book.
- Price, budget, and shelf space constraints.
- Format is currently supported by the Library.
- Foreign language materials are added as needed.
- Single copies will be purchased in the best format for the Library.
- Critical Reviews.

SELECTION TOOLS

Selection decisions for Library materials will be informed by a variety of selection tools. These include professional/trade journals and books, bibliographies, reviews from authoritative sources in various subject areas, magazines, newspapers, broadcast media, publisher and vendor catalogs and information, and recommended lists. Consideration is given to materials suggested by patrons. Library staff and other readers can be involved in the selection process; however, the Library Director makes the final decision of all collection decisions.

SCOPE OF THE COLLECTION

The Library recognizes its obligations to provide reference and research materials for the direct answering of specific questions and for continuing research. It also recognizes the purposes and resources of other libraries in the community and shall not needlessly duplicate functions and materials. The Library acquires textbooks and other curriculum-related materials only when such materials serve the public.

Formats are chosen for durability, ease of use, and appropriateness of format to subject area. Library materials will be selected in a variety of formats, as patron interest warrants, augmented by respected online resources. New formats, like electronic resources, will be considered when community trends and local requests signify an interest and/if there is funding or space available. The Library Director is authorized to discontinue a material format when it is no longer popular or has been replaced.

The Library acknowledges a particular interest in local and state history which includes materials relating to the State of South Dakota, the City of Wessington Springs, Jerauld County, and our surrounding communities. Therefore, the Library will consider collecting materials written by and about South Dakota authors, and materials written about the culture, history, and life and community experiences of areas previously mentioned. 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.

GIFTS & DONATIONS

The 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 very much appreciated. The Library tries to use all donated materials and gifts to the best advantage.

The Library accepts material donations that are new or gently used and not currently in its collection. These unconditional gifts, donations, and contributions to the Library may be accepted or refused by the Librarian on behalf of the Library Board. No gifts or donations conditionally made shall be accepted without the approval of the Library Board. Generally, collections of books will not be accepted with restrictions which necessitate special housing, or which prevent the integration of the gift into the general Library collection.

The same standards of selection that govern purchase of print and non-print materials apply to gifts, donations, and contributions. The Librarian or designated representative may dispose of gifts at their discretion and in accordance with Library procedures. The Library staff will not provide appraisals of donated materials.

COLLECTION MAINTENANCE

The Library continually evaluates and maintains its collection to keep an up-to-date, attractive, and useful collection for its patrons. The Library does its best to repair Library materials but over time, worn, outdated, useless, or low demand items need to be withdrawn from the collection. This is necessary for the growth, development, and maintenance of relevant resources, and to provide space for new and pertinent items. Replacement of worn items is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. Deselection consists of removing items which are no longer suitable for the collection and is maintained through a continual withdrawal and replacement process known as weeding.

The same criteria will be used in weeding materials from the collection as are used in their acquisition. The decision to withdraw Library material shall be based on the physical condition, obsolete editions, use of the material as determined by the last date of loan, or by number of loans in the last five years, and age of the material as a misinformation factor in various areas, like the sciences. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn materials will be disposed of at the Library Director's discretion.

COPYRIGHT

The Library abides by all current copyright legislation. The Library does not take responsibility for the actions of individuals in their use of Library materials. The Library currently does not have a public performance rights contract(s) for all movies used in Library programming but will check into it for future use.

INTELLECTUAL FREEDOM AND CENSORSHIP

As noted earlier, the selection of Library materials is predicated on the Library patrons' right to read and similarly, their freedom from censorship by others. Many materials are controversial, and any given item may offend someone. Selections for this Library will not, however, be made on the basis on anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the readers. This Library holds censorship to be a purely individual matter and declares that while anyone is free to reject for themselves books and other materials of which they do not approve, they cannot exercise the right of censorship to restrict the freedom of others.

In compliance with South Dakota Codified Law, (i.e., obscene material), the Library does not collect materials found to Violate Section 22-24-27(11).

Children have access to the entire Library. The exception to this is the DVD collection, which can only be checked out to age-appropriate audiences. The Library follows the movie and television rating guidelines for age appropriateness.

Parents or adult caregivers must assume responsibility for their children's access to, and use of Library resources, and the monitoring and supervising of the children's use of the internet, in selecting material that is consistent with personal and family values, not the Library. Parents are cautioned that the Library and its available resources may contain materials that some find controversial.

REQUEST FOR RECONSIDERATION OF RESOURCES

It is the right of any citizen of Wessington Springs or surrounding areas to recommend materials for selection consideration by the Wessington Springs Carnegie Public Library and it is the obligation of the Librarian and staff to consider such recommendations with the same evaluative criteria established above. It is also the right of any citizen of Wessington Springs or surrounding areas to question any Library material selected by the Wessington Springs Carnegie Public Library since opinions may differ in our democracy.

A concerned patron who is dissatisfied with earlier informal discussions will be asked to fill out a "**Request For Reconsideration of Resources**" form, which will be given to the Library Director. Such questions should be presented in writing on the form and shall be specific as to the title and nature of the material being questioned. Only Wessington Springs Carnegie Library patrons with active Library cards may complete this form. For the duration of this process, the material in question will remain in the Library collection and available for circulation.

The Library Director, with the assistance of the Library Board, will evaluate the statement of concern in a timely fashion. The material questioned will be reviewed, in its entirety, and once a decision has been made regarding the retention or removal of the material, a letter will be sent to the person explaining the decision. If the patron is not satisfied with the written response, they may address their concerns to the Library Board during open public discussion at the Board's next meeting.

ADOPTION

This Collection Development Policy was adopted by the Wessington Springs Carnegie Public Library Board of Trustees at a public meeting, following normal public notice, on December 12, 2024.

WESSINGTON SPRINGS CARNEGIE PUBLIC LIBRARY

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The Wessington Springs Carnegie Public Library Board has delegated the responsibility for selection and evaluation of Library resources/materials to the Library Director. The collection development policy is available for review upon request. Completion of this form is the first step in those procedures. If you would like to request reconsideration of a Library resource, please complete this form, and return it to Wessington Springs Carnegie Public Library, Board of Trustees, P. O. Box 336, Wessington Springs, SD 57382.

Date: _____

Name:

Address:

City: _____

State: _____

Zip code: _____

Phone number: _____

Do you represent yourself? _____ or an organization? _____

Organization Name _____

What resource are you requesting reconsideration of?

Title: _____

Author: _____

Format (book, video, audiobook, magazine, newspaper, other):

What brought this resource to your attention?

Have you examined the entire resource (i.e., read, viewed, or listened to)?

Yes _____ No _____ If not what parts?

What specifically concerns you about the resource (please use the back of form or additional pages if necessary)?

What do you feel might be the result of others reading, hearing, or seeing this material? Have you found any positive or negative reviews of the material? If Yes, please elaborate.

Are there resources you would suggest to provide additional information and/or viewpoints on this topic?

What action are you requesting the Board to consider? (withdrawn, place it in another location, other)?

Signature: _____ Date: _____

Thank you for providing the above information. The Library Board will consider your request and contact you with their decision.