

COLLECTION DEVELOPMENT POLICY

The purpose of this policy on materials selection is to guide in the selection of materials and to inform the public about the principles upon which selections are made. The Canton Public Library Board of Trustees assumes full responsibility for all legal actions which may result from the implementation of any policies stated herein.

LIBRARY AIMS

The Canton Library aims to provide service to all community members regardless of age, race, religion, sex and sexual orientation, or any other protected classes in state or federal law. It aims to help people to educate themselves continually, become better members of their communities, 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 CANTON PUBLIC LIBRARY

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

RESPONSIBILITY FOR MATERIALS SELECTION

This Library Board adopts as part of its policy 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. (American Library Association. Library Bill of Rights adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.)

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

Adopted by the Library Board of Trustees August 21, 2024.

Canton Public Library
225 N Broadway
Canton, SD 57013

SELECTION AND SCOPE OF COLLECTION

The following criteria provide the general framework within which selection takes place:

1. The Library shall develop collections of merit and significance, whether acquired by purchase or gift. Each item shall be considered in terms of its value to the collection and the audience for whom it is intended. Reading and language abilities of the citizen will be considered.
2. 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.
3. Materials shall be evaluated according to objective standards. Flexibility, open-mindedness, and responsiveness are required in the evaluation process. Consideration shall be given to expanding knowledge, changing social values, technological advances, and cultural differences where appropriate. As growth and change occur in these areas, the Library shall reevaluate materials which were not acquired.
4. Some material may be judged primarily in terms of artistic merit, scholarship, or their value as human documents; others will be selected to satisfy recreational and entertainment needs.
5. Different viewpoints on controversial issues will be acquired, including those which may have unpopular or unorthodox positions. The library recognizes that those materials which offend, shock, or bore one reader may be considered pleasing, meaningful, or significant by another.
6. To avoid unnecessary duplication, consideration will be given to materials available to the public through other area libraries and community agencies. The Library does not seek to duplicate research or special collections which are readily available to the public elsewhere in the community, nor does it attempt to meet the textbook needs of students. The Library acquires textbooks and other curriculum-related materials only when such materials serve the general public.
7. All collections will be widely accessible to all borrowers, regardless of their location, through extensive interlibrary loan services.
8. 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, whether or not such materials meet the standards of selection in other respects. 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.

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CRITERIA FOR SELECTION

To build a diversified collection, which supports the Library's mission, the following objective criteria are used. These criteria apply to both purchased and donated materials:

1. Availability and suitability of format.
2. Suitability of subject, style, and level for the intended audience.
3. Attention of critics, reviewers, staff, and the public.
4. Inclusion in standard bibliographies or indexes.
5. Reputation of the publisher or producer; authority, credibility, and significance of the author, composer, filmmaker, etc.
6. Timeliness of the material.
7. Relevance to community needs.
8. Quality of writing, design, illustrations, or production.
9. Popular appeal, including nature and frequency of patron requests.
10. Importance of subject matter to this collection.
11. Availability of material from other sources.
12. Space, price, and budgetary considerations.

GIFTS

Unconditional gifts, donations, and contributions to the Library may be accepted by the Director 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 integration of the gift into the general library collection.

The same standards of selection will govern the acceptance of gifts as govern purchase by the Library. If material is useful but not needed, it may be disposed of at the discretion of the Director. The library cannot guarantee that any gift will become part of the collection or be kept permanently.

MAINTAINING THE COLLECTION

Systematic withdrawal of materials no longer useful is necessary to maintain relevant resources. 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, use of the material as determined by last date of loan or by number of loans in the last three years, and age of the material as a misinformation factor, especially in the area of the sciences. Library staff members are to be thoroughly instructed regarding the necessity for discarding books and library materials.

REPLACEMENT OF MATERIALS

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

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INTELLECTUAL FREEDOM

The Canton 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 diverse 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.

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 Library 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. The Library does not collect materials considered "obscene" as defined by South Dakota Codified Law 22-24-27 (11).

Any resident of the Library's service area and non-resident cardholders may recommend library materials for selection consideration by the Canton Public Library. The director and staff will consider all recommendations with the same evaluative criteria established above.

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 "Request for Reconsideration of Library Materials" form. The Library Director will evaluate the request 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 reconsideration 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 for that material.

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