



Collection Development

Updated July 2019

Objectives

This policy serves as a guide in the selection of materials and secondarily to inform the public regarding selection criteria.

Aims

The aim of the Grace Balloch Memorial Library is service to its patrons. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin, and human condition. Fulfilling the educational, informational and recreational needs of the community is the broad purpose of the Grace Balloch Memorial Library. More specifically, it helps people to keep current with changes 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 materials are selected by this library in accordance with these basic objectives.

Responsibility for Selection

Based on these objectives, the selection of books and library materials will be the responsibility of the professional library staff, using tools of selection such as

- a. Professional library journals
- b. Periodicals of general interest
- c. Annual lists of notable books
- d. Subject bibliographies
- e. Publishers review copies of materials

General Criteria for Selection

Stated and potential needs and interests of patrons will be the guiding factors in selection, with due thought to cultural, educational, industrial, and economic characteristics of the area.

Efforts will be made to collect and preserve items of local material which contribute to the history of the area.

Orders will be prepared regularly so that a fairly constant flow of new books and materials can be maintained, contributing to the interest in and use of the library collection.

All additions will be considered in relation to current holdings, working toward a balanced collection of materials, but with due consideration of other sources, such as:

- a) Loan of special material from the State Library.
- b) Interlibrary loan.
- c) The books and materials available at the schools in the city of Spearfish, striving to supplement but not to duplicate.

The budget will be apportioned to adult, youth, and juvenile titles with flexibility as needs and interests may shift.

Criteria for Selection

Books and Audiobooks

In choosing non-fiction, the library will endeavor to find the best book on the subject to be covered in terms of authority, clarity, date of publication, accuracy, interest, and format.

For fiction, consideration will be given to literary value, theme of book, pace, and interest value.

For young adults, selection will be made with regard to literary value, interest value, and the school curriculum.

In choosing children's books, the library will consider the following criteria: interest, literary value, artistic and suitable illustrations, reading level, accuracy and clarity.

Reference Material

Reference material will be acquired to meet the needs of the patrons, taking into consideration the resources available in nearby libraries.

Periodicals

Periodicals will be selected on the basis of their use for obtaining current information, in meeting needs of the reference work, and in balancing the library collection as a whole. They will be kept on file as space permits.

3.8 *Visual media*

A balanced collection of entertainment, documentary, instructional, and cultural materials will be maintained in a variety of media. Material more appropriate in print form will not be purchased in video simply for the sake of the format.

In the area of feature films, particular attention will be paid to acquiring materials not readily available from local sources, such as foreign language films, overlooked films from the United States, and films

related to theater. In the area of children's films, particular attention will be made to acquiring materials related to children's literature.

The library does not attempt to restrict or label videos appropriate for particular age groups. We believe that what children view is the responsibility of their parents or guardians.

While some videos may include public performance rights, most of the library's collection is intended for home use, and the library assumes no responsibility for license infringement.

3.9 Electronic Resources

Electronic resources are provided to library patrons through collaboration with the South Dakota State Library and Black Hills Library Consortium and are accessible through the library's website. Librarians will promote and support the use of these resources but have little control over their selection and accessibility. Additional local resources will be considered based on the needs of the community and availability of funds.

Weeding

Materials in all media will be discarded at regular intervals using standard professional criteria, including circulation, currency, physical condition, and degree of lasting interest.

Donations

In determining whether a donated item is to be added to the library's collection, the same principles of selection will be applied as are used in purchase.

Controversial Material

In selection of material which may be controversial, the librarian will be guided by the policy stated in the Library Bill of Rights and the Freedom to Read Statement. If any book or other material is found to be objectionable to a patron, the Request for Reconsideration of Resources will be accepted in writing and signed by the complainant. The written statement then shall be presented to the Board of Trustees for their consideration. The citizen will receive a written response to his/her complaint.

Each work will be considered as a whole; no passage, section, or word shall be taken out of context.

Books that are recognized as classics and are of literary merit are included in the collection even though they may contain a word or sentiments which today are unacceptable.

No materials shall be excluded from the library's collection solely because of coarse language or implicit or explicit treatment of certain situations, if a reasonably accurate picture of human experience is portrayed, or if the work is deemed a significant artistic endeavor.

Request for Reconsideration of Resources

The Grace Balloch Memorial Library Board of Trustees of Spearfish, SD, has delegated the responsibility for selection and evaluation of library resources to the library director. The collection development policy is available for review upon request. If you would like to request reconsideration of a library resource, please complete this form and return it to Grace Balloch Memorial Library, Board of Trustees, 625 N. Fifth St., Spearfish, SD 57783.

Date: _____

Name: _____

Address: _____

City: _____

State: _____

Zip code: _____

Phone number: _____

Do you represent yourself? _____ or an organization (please 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)? _____

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

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

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