

This policy establishes a framework by which the library collections meet the educational, informational, and recreational needs of the community. The policy gives guidance and direction for selection, development, and maintenance of a balanced collection to meet community needs with minimal barriers to access.

## Scope

Both physical and digital formats are collected to best meet the diverse needs of the community. Materials are collected to a level intended to support the basic needs of the community. While some individual items may provide more advanced instruction, the collection is not intended to be an exhaustive source of information on all topics. Due to changes in technology and public demand, the formats provided are evaluated on an ongoing basis.

## Collection Development Responsibility

In accordance with South Dakota Codified Law [14-2-42 \(4\)](#), the Board of Trustees has delegated the authority and responsibility for selection of all materials to the Library Director. Actual selection of material rests with appropriately trained personnel who discharge this obligation consistent with the Board's adopted selection criteria. The public may suggest materials to be considered for purchase.

## Criteria for Selection

All potential selections in any format, whether purchased or donated, are considered in terms of one or more of the following criteria:

- Community demand, interest, or need
- Currency and accuracy of information
- Value or diversity of material in relation to existing collections
- Popularity and credibility of the author
- Suitability of subject, style, and format for intended audience
- Space and budgetary considerations
- Critical reviews or professional judgement

## Collection Maintenance

To maintain the vitality of the collection, materials are regularly weeded. The process of withdrawing materials that no longer meet the collection criteria is an integral part of collection management.

Factors involved in the decision to weed materials are:

- Availability of duplicate copies, other formats, or other material on the subject
- Poor physical condition of material
- Non-existent or low use
- Obsolete or superseded information, edition or format
- Lack of space

In compliance with South Dakota Codified Law [14-2-49](#), withdrawn materials will be clearly marked as "discarded" wherever the material is identified as belonging to the library. Discarded material may be traded to a vendor for future library material purchasing credits or offered to other libraries, the Friends of the Library, or nonprofit organizations.

## Reconsideration of Materials

Diverse points of view, including controversial and unorthodox subjects, will be available in the collection. Inclusion in the collection does not imply the Board's agreement with the contents. Library 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.

Materials are not marked or identified to show approval or disapproval and no materials are sequestered, except to protect valuable or rare items from damage or theft.

Responsibility for access to materials by children and young adults rests with their parents or legal guardians. Access is not restricted by the fact that children may obtain materials their parents consider objectionable.

Library staff and the Board of Trustees uphold the principles set forth in the [Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View Statement](#). The public has a right to question materials in the collection. Questioned materials remain in the active collection until an official decision is made.

A person requesting reexamination of an item will be referred to the Assistant Library Director or to a supervisor in the Assistant Director's absence. If the patron still wishes the item be reexamined, they may submit a statement [of concern](#) detailing their concerns with the item, requested action, and contact information.

An ad hoc review committee consisting of the Assistant Library Director, one Librarian I, and one Library Board Policy Committee member will be appointed within five working days of receipt of the statement of concern. The committee will review the submitted statement of concern and will evaluate the item in question, the original reasons for purchase, the collection development policy, and the opinions of various reviewing sources. Within 20 working days after receipt of the statement of concern, the Assistant Director will report in writing to the patron the committee's decision to retain or remove the item.

To appeal this decision, the patron must submit a written request for the Board to review the item. The request should be addressed to the President of the Board of Trustees and should be submitted to the Library Business Office in order to be added to the agenda of the next Board meeting.

The Board will review the item and the committee's decision at the next regularly scheduled Board meeting. The person requesting reconsideration may attend the meeting, if s/he chooses. The views of the patron may be heard by the Board, as well as the recommendation of the ad hoc review committee. The Board reserves the right to withhold a decision until the following Board meeting.

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## Statement of Concern Regarding Library Material

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Do you represent: Yourself \_\_\_\_\_ Organization: \_\_\_\_\_ Name of organization: \_\_\_\_\_

Have you reviewed the Rapid City Public Library's Collection Development Policy? \_\_\_\_\_ Yes \_\_\_\_\_ No

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

Format:

\_\_\_\_\_ Book

\_\_\_\_\_ Audiovisual (DVD, Blu-Ray, Book on CD)

\_\_\_\_\_ Magazine or Newspaper

\_\_\_\_\_ Other: \_\_\_\_\_

Have you reviewed the entire item? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, which sections have you reviewed?

What concerns you about this title?

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

What action are you requesting regarding this title?