



DOWNTOWN LIBRARY
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.6139

RAPIDCITYLIBRARY.ORG



Date: November 13, 2023
To: Rapid City Public Library Board
From: Sean Minkel, Assistant Library Director
Re: Collection Development Policy

Motion: Move to approve changes to the Collection Development Policy as presented.

Background: The Collection Development Policy outlines the scope of library collections, identifies selection criteria, and outlines the process through which members of the public may request reconsideration of library holdings.

The following changes to the policy impact the reconsideration of library holdings:

- Requests may only be made by those with a library account or who reside within the library's service area; the materials in the Rapid City Public Library collection are selected for, requested by, and used by that community
- Titles will be reconsidered one item at a time, in the order the form is received
 - The requirement to respond within 20 working days has been removed; these changes ensure that the ad hoc committee assigned to review items has adequate time to read, research, and write responses
- Items may only be challenged once in any 3-year period
 - This prevents repetitive requests for reconsideration as the library will already have a response on file
- An appeal to a committee decision must be received more than five business days prior to a regularly scheduled board meeting in order to be heard at that meeting; this ensures that open meeting publishing requirements are met
 - A final decision on an appeal will be issued at the regularly scheduled board meeting after the meeting when it is first heard

The other changes to the policy were recommended by the inclusive language committee or city attorney to clarify language, but do not alter the intent.