



## COLLECTION DEVELOPMENT POLICY

### Purpose

The main goal of the Custer County Library (CCL) Collection Development Policy is to guide library board of trustees, library director, and library staff with selection and deselection of the Custer County Library collection.

### Library Aims

The CCL is committed to serving all community members. The CCL does not differ on policy regardless of age, ancestry, color, economic level, education, gender identity and expression, national origin, occupation, political affiliation, race, religion, sex, sexual orientation, or any other protected classes under state and federal law. All printed and non-print materials are selected to address the diverse needs of the community. In line with the American Library Association's Freedom to Read, Freedom to View, and the Library Bill of Rights, we affirm each individual's right to select or reject any item for their own use. Our materials are chosen to represent a broad range of viewpoints and support our mission to offer resources and services in a welcoming environment for a diverse community of lifelong learners.

### Responsibilities for Selection

The Custer County Library board of trustees, in accordance with South Dakota State Law 14-2-42, delegates the authority and responsibility for selecting library materials to the library director. Selection responsibility may be further delegated to appropriately trained staff. *See SD Codified Law in resources below.*

### Material Selection Considerations

The CCL considers the following factors when selecting materials for its collection in no weighted order:

- Price
- Shelf space
- Authority, credibility, and popularity of the author, as well as awards or recognition they have received.
- Literary merit of the work, including the quality of writing, design, illustration, production, professional critiques, and reviews.
- Presentation, format, and binding
- Budgetary considerations

- Community demand or interest, including customer requests and historical data on CCL cardholder preferences
- Representation of diverse viewpoints, subjects, genres, or trends of lasting interest
- Current and accurate information
- Availability of similar material from other sources

### **Selection Aids**

The Custer County Library bases its selection decisions on patron interest, aiming to provide materials with varying complexities and formats to meet diverse needs. Selection tools include professional journals, reviews, book lists, and vendor lists. Community requests are considered and undergo the same scrutiny as other materials purchased by the CCL.

### **Gifts and Donations**

The Custer County Library (CCL) appreciates donations from individuals and organizations to enrich our collection. While we strive to use these contributions to benefit the library, we reserve the right to include or exclude items based on condition, relevance, and existing collection needs. All donations are evaluated using the same considerations as purchased materials. We cannot guarantee that any item will be accepted, added to the collection, or kept permanently.

Examples of items that CCL does not accept as donations include, but are not limited to:

- Textbooks
- Encyclopedias
- Outdated medical information
- Reader's Digest Readers

### **Deselection of Materials**

Deselection helps provide shelf space, enhances the appearance of the shelves, makes it easier to locate items, and ensures that our collection remains up-to-date. The Custer County Library regularly withdraws items from the collection that are outdated, inaccurate, seldom used, damaged, duplicative, or not in compliance with the considerations defined in the Selection Policy. The CCL uses the CREW method (Continuous Review, Evaluate, and Weed) for this deselection process. Ongoing review and maintenance are essential for keeping our collection current and relevant. In compliance with South Dakota Codified Law 14-2-49, withdrawn materials are clearly marked "Withdrawn from Custer County Library" before being sold, donated, or discarded. *See SD Codified Law in resources below.*

## Replacement of Material

Not all materials are repurchased when lost or deselected from the collection. Items may be withdrawn for reasons such as being outdated, inaccurate, seldom used, damaged, or duplicative. Whether or not an item is replaced depends on several factors, including:

- **Relevance to Collection:** If the withdrawn item no longer meets the considerations defined in our Selection Policy or if the information is outdated, it may not be repurchased.
- **Current Demand:** Replacement decisions are influenced by community interest and demand. If there is insufficient demand for a particular item, it may not be replaced.
- **Collection Gaps:** The library aims to address gaps in the collection to boost its overall effectiveness and appeal, while maintaining diversity, relevance, and engagement.
- **Shelf Space and Organization:** Maintaining orderly and appealing shelves is crucial. We balance the need to replace materials with the goal of keeping our shelves well-organized and accessible.

While we aim to address gaps in our collection, replacement decisions are made with consideration for the collection's overall quality and relevance.

## Legal Responsibilities and Intellectual Freedom

The CCL strives to serve all community members, including patrons under the age of 18. We recognize that children mature at different rates and that families have varied views on appropriate materials for each age. We respect parents' and legal guardians' right to determine what is suitable for their family based on their values and extend this right to all families. This policy aligns with the American Library Association's Library Bill of Rights.

The Custer County Library staff does not monitor patron's library use. Parents and guardians are responsible for overseeing their minor children's use of library resources. Parents or adult caregivers will be expected to monitor and guide their children's use of the library's resources, including the internet.

The CCL affirms that censorship is a personal matter; library users may choose not to read or consult materials they personally disapprove of but cannot restrict others' access to those resources. *See ALA Bill of Rights in resources below.*

## Request for Reconsideration of Library Resources

In alignment with South Dakota law, the library ensures that all materials included in our collection adhere to Section 22-24-27. We strive to provide materials that meet the needs of our community based on the selection considerations outlined above. We acknowledge that our collection includes items that may be deemed as controversial or unorthodox subjects. The inclusion of any item does not imply endorsement by the Custer County Library staff, its board of trustees, or the Municipality of Custer County. *See SD Codified Law in resources below.*

Concerns or comments about library materials should be addressed to the library director. If the issue remains unresolved, Custer County cardholders may submit a *Request for Reconsideration Form* to the

director to request the inclusion or exclusion of specific items from the collection. Each item must be submitted on a separate form. Forms listing multiple titles will not be processed. The library director will review each request by evaluating the material as a whole, rather than focusing on isolated passages, and will reference the collection development policy and relevant review sources. If necessary, a review committee—including the library director, a staff member, a board member, and a community member—may be formed to assess the material. A decision will be made within one month, and the requester will be notified of the outcome by mail. If dissatisfied, the requester may appeal to the Library Board of Trustees within two weeks of receiving the decision. The appeal request will be added to the agenda of the next regularly scheduled board meeting, where the requester may present their concerns to the Trustees. If needed, the Board may consult with the State’s Attorney. Once all information has been reviewed, the Trustees will make a final decision on the appeal no later than their next regular meeting, and written notification of the decision will be sent to the requester. Further appeals on the same issue will not be considered.

### **Resources**

[South Dakota Codified Law 14-2-42](#)

[South Dakota Codified Law 14-2-49](#)

[American Library Association Library Bill Of Rights](#)

[South Dakota Codified Law 22-24-27](#)

[Request for Reconsideration Form](#)