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 policy is consistent 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, hereafter library board, 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 reputation of the creator or publisher, as well as professional recognition, reviews, or awards when applicable
- Quality and merit of the work, including originality, writing, design, illustration, production, transparency of authorship or creation when relevant, 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 source

Materials generated or substantially assisted by artificial intelligence (AI) are evaluated using the same selection considerations as other materials, including quality, accuracy, originality, transparency, and community relevance.

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’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 compliance with South Dakota law, the Custer County Library ensures that all materials in our collection adhere to Section 22-24-27. Our collection is curated to meet the diverse needs of our Custer County community, and while some materials may be considered controversial or unorthodox, their inclusion does not imply endorsement by the library, its board of trustees, or Custer County. *Relevant South Dakota Codified Laws are available in the resources section below.*

Process for Requesting Reconsideration

Consistent with Section 22-4-27's stated intent that a "local policy" be established, Custer County residents with concerns about library materials should first address them with the library director. If the concern is not resolved, Custer County residents may submit a **Request for Reconsideration Form** to the director. Each form must address a single title; multiple requests on one form will not be processed.

Upon receiving a request, a **review committee will be formed** to evaluate the material. The committee will consist of:

- The library director
- A library staff member
- A library board member
- A community member

The review committee will evaluate the material in its entirety, focusing on its overall content rather than isolated passages. The committee will also consider the library's Collection Development Policy and relevant professional review sources. During the review period, the material will be temporarily removed from circulation. The committee will complete its assessment within 4-6 weeks, depending on the length of the material. The committee will present its findings and recommendation to the Library Board of Trustees at the next scheduled board meeting. The requester will be mailed a letter at the address identified on their request to notify them of the date of the library board meeting at which their request will be considered.

Library Board Review & Decision

At the scheduled library board meeting, the requester, if they choose, may attend and present their concerns, following established parliamentary procedures. The board may consult the State's Attorney or county legal counsel as needed. After the board meeting, a formal letter detailing the decision will be mailed to the requester within **two business days**.

The board may choose one of the following actions:

1. **Remove the material** from the collection
2. **Relocate the material** to another section of the library
3. **Retain the material** as is

Appeals Process

If the requester is dissatisfied with the decision, they may submit a written appeal to the library director within 14 calendar days of receiving the written notification. The appeal will be forwarded to the Custer County Commission, and the reconsideration request will be added to the agenda for the next scheduled commission meeting consistent with agenda scheduling guidelines. The commission will receive all materials related to the review process, including the original request, the review committee's findings, and the Library Board's decision. The requester may attend the meeting to present their concerns.

The commission's decision will be final as it pertains to Custer County. Additionally, under HB1239, the requester may seek a judicial review to determine whether the material is legally obscene to minors. To pursue a judicial review, the requester must file the appropriate petition with the nearest circuit court. For residents of Custer County, this is the Seventh Judicial Circuit Court. Filing requirements, deadlines, and procedures are governed by state law and circuit court rules, and the requester is responsible for ensuring all requirements are met.

Once the reconsideration process is completed at the library, the same material cannot be challenged again for three years from that completion date. This ensures that the library's review process remains thorough and meaningful while preventing repetitive challenges to the same material. The three-year period allows for stability in collection management while recognizing that community standards and library policies may evolve over time. After this period, a new reconsideration request may be submitted if concerns persist.

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

2025 South Dakota HB1239

Request for Reconsideration Form