



## Collection Development Policy

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# 1. Preface

## 1.1. Mission

It is the mission of the Madison Public Library to provide access to dynamic collections, appropriate technology, and global information to support and enrich individual, family, and community life.

## 1.2. Purpose

This policy guides the development and maintenance of collections that reflect the mission of Madison Public Library. It provides the framework for selection and the flexibility to allow the collection to grow and respond to community needs. It reinforces the Library’s commitment to intellectual freedom and protects the collection against outside pressures, ensuring an abundance of ideas and viewpoints for the enrichment of all users.

## 1.3. Audience

In general, the policies included in this manual apply to all MADISON PUBLIC LIBRARY patrons with access to MADISON PUBLIC LIBRARY systems, applications, and networks.

## 1.4. Document Change and Feedback

This policy will be updated and re-issued at least annually to reflect, among other things, changes to applicable law, updates, or changes to MADISON PUBLIC LIBRARY requirements, technology, and the results or findings of any audit.

## 1.5. Referenced Documents

Documents that are relevant to this policy include the following:

Document	Document Owner
Libby’s South Dakota Titles To Go Policy	South Dakota Digital Consortium
South Dakota Codified Laws	South Dakota Government
Copyright Law of the United States (Title 17)	United States Government
Statement of Concern Document	Madison Public Library
Sample Letter to Complainant	Madison Public Library
ALA Resources	American Library Association



## **2. Collection Development**

### **2.1. Selection**

Materials are selected to provide depth and a diversity of viewpoints to the existing collection. While widespread interest and usage are the prevailing influences on selection and maintenance, the Library strives to sustain an inclusive and balanced collection. Scholarly, academic, or highly specialized materials may not meet selection criteria.

#### **2.1.1. Responsibility of Selection**

As required by South Dakota State Law (14-2-42), the Madison Public Library Board of Trustees delegates to the Library Director the authority and the responsibility for the selection of library materials.

Responsibilities for actual selection may be delegated to appropriate staff members who discharge this obligation consistent with the Board's adopted selection criteria.

Staff remain receptive to community needs by engaging in open communication with users, recognizing that materials of varying complexities and formats are necessary to meet diverse needs, and seeking improvement through ongoing evaluation.

#### **2.1.2 Selection Criteria**

Each item will be judged on its own merit and in its entirety, with concern for its intended audience. Selection is not restricted based on the expressed opinion of an individual or group, nor limited due to the origin, background, or views of its author or creator. The following criteria are deliberately flexible and guide decisions in all areas of the collection. An item need not meet all these criteria for inclusion.

1. Relevance to community needs.
2. Potential and/or known demand.
3. Timeliness and/or enduring significance or interest.
4. Relation to existing collection.
5. Accuracy of information.
6. Quality of writing, design or production.
7. Authority or significance of the author/creator or publisher.
8. Intended purpose.
9. Comprehensiveness and objectivity.
10. Availability of material from other sources.
11. Cost.
12. Attention of critics, reviewers, and the public.
13. Format, presentation, binding.
14. Representation of diverse viewpoints



## 15. Local interest

If material is not chosen for the Library's collection, it has been excluded because:

- it does not meet the Library's selection criteria;
- the budget will not permit the expenditure; or
- there is not space for the item.

Materials not added to the collection can be requested through interlibrary loan.

### **2.1.3. Selection Aids**

Staff will select materials from general and specialized review media, professional publications, trade publications, publishers' and booksellers' catalogs, award winners', websites, blogs, and patron and staff suggestions. Review sources purchased by the Library include:

1. Library Journal
2. Kirkus Review
3. New York Times Book Review
4. Horn Book
5. School Library Journal
6. BookPage
7. Book List

Any resident of Lake County may recommend materials for selection consideration by the Library. The director and staff will consider such recommendations with the same evaluative criteria established above.

## **2.2. Collection Formats**

To meet the informational and recreational needs of the public, the Library collects materials in a variety of formats including books, graphic novels, periodicals, newspapers, microfilm, audio, video, ebooks, eaudio, emagazines, electronic resources, equipment, technology, games, and others.

Formats are chosen for durability, ease of use, and appropriateness of format to subject area. In some circumstances, the same work may be acquired in more than one format. New formats will be considered when community trends and local requests signify an interest. The Board of Trustees will give final authorization to discontinue a format when that format is no longer popular or has been replaced by a different format.

## **2.3. Electronic Resources**



Electronic resources enhance the Library's collection by providing convenient access to expanded, consolidated and searchable information. The Library is committed to including electronic resources in its overall collection and to considering the availability of free, authoritative information available on-line when purchasing printed reference materials. While all criteria relevant to the selection of materials in traditional formats apply to electronic resources, some additional criteria must be considered:

1. Ease of access and number of access points.
2. Hardware and software requirements, including maintenance.
3. Vendor support and contractual requirements.
4. Comparison of content with other formats available.
5. Network capabilities.
6. Ownership of product.
7. Staff training and/or client assistance requirements.

Material that becomes outdated quickly, as well as high-use materials, become a priority for consideration for purchase in an electronic format.

Internet access is available in the Library via public access computers or Wi-Fi. The Library also circulates a limited number of mobile hotspots that can be checked out to provide access to the internet outside of the Library.

## **2.4. Scope of Collection**

The Madison Public Library collects books and other materials for all ages and in a variety of formats that are responsive to the informational needs and interests of the community and reflect its diversity.

The Madison Public Library respects each users' individual quest for information and does not value one user's needs or preferences over another's. The Library upholds the American Library Association's Freedom to Read statement and affirms each person's right to select or reject any item for their own use. Materials are chosen that reflect a wide variety of viewpoints and inspire learning for all ages.

The Library acknowledges a particular interest in local and state history; therefore, it will seek to acquire state and municipal public documents, and it will take a broad view of works by and about South Dakota authors as well as general works relating to the State of South Dakota. However, the Library is not under any obligation to add to its collection everything about South Dakota or produced by authors, printers, or publishers with South Dakota connections if it does not seem to be in the public interest to do so.

When selecting materials:

- No attempt will be made to acquire variant imprints of a title. New or substantially revised editions of a work may be considered after a complete re-evaluation of the title.
- Multiple copies of a work are not generally acquired.



- Books issued as a series of related publications are acquired selectively and in keeping with the selection criteria and scope of the collection.
- Individual titles from a series may be acquired separately.
- Standing orders for monographic series, periodicals, reference titles, popular authors and other titles are subject to periodic review to ensure they continue to fit with the Library's collection development policy.

Selection of materials for the Library does not represent a specific viewpoint on a subject, topic or issue and does not favor a specific viewpoint. Inclusion of an item in the collection is not to be considered an endorsement by the Library.

The Library may use subscription and pay-per-use services to broaden the reach, scope, and access of digital collections. Titles in these collections are not necessarily selected by library staff. Hoopla streaming and South Dakota Titles To Go through Libby are two such resources.

[Link to Libby's South Dakota Titles To Go Policy](#)

## **2.5. Replacement of Materials**

Replacement copies for lost or damaged books are acquired only after the titles have been re-evaluated.

## **2.6. Gifts and Donations**

The Madison Public Library is grateful for gifts and donations, and its collection has been enriched by contributions from individuals and organizations. The generosity and cooperation expressed by these gifts is appreciated.

The Library tries to use all gift and donated materials to the best advantage. In accepting a gift, the Library makes the following stipulation: The Library reserves the privilege of deciding whether a book or other gift should be added to its collection. Often the items contributed to the Library cannot be used to fullest advantage because the materials are:

- A duplicate of an item the library already owns.
- Out-dated, but not of historic value.
- In poor physical condition resulting in an unjustified processing expense.

In all cases gifts are, of necessity, submitted to the same careful selection processes as are purchases of library materials and are not considered public property until they have been



formally integrated into the collection. The Library cannot guarantee that any gift will become part of the collection or be kept permanently.

The Library reserves the right to use or dispose of donations and to refuse gifts. It is the policy of the Library that all gifts are made unconditionally and that they may be bound, rebound, given to the Friends of the Library Sale, sold, donated or discarded as their physical condition and usefulness warrant.

No gifts or donations conditionally made shall be accepted without the approval of the Library Board. Generally, collections of books and other materials will not be accepted with restrictions which necessitate special housing, or which prevent integration of the gift into the general library collection.

## **2.7. Managing the Collection**

### **2.7.1. Accessibility and Distribution**

The Madison Public Library allows full access to materials in the public space. Some items, including materials in the South Dakota collection, may require special handling due to age or uniqueness. To preserve them for continued use, users may access these materials inside the Library.

### **2.7.2. Collection Evaluation and Maintenance**

To maintain collections that are responsive to community needs, items are continually reviewed for their ongoing value. As new items are added, outdated, erroneous, and worn-out items are removed. The benefits of removal are more shelf space, time saved in looking for materials, identifying items that require mending, a more appealing collection, and an enhanced reputation for the library in having a current collection. The same criteria will be used in the deselection process as are used in acquisition.

The decision to withdraw library materials will also be based on the following:

- Physical condition.
- Transition from obsolete to current formats.
- Obsolete, superseded edition.
- Use of the material as determined by last date of loan.
- Number of loans in the last five years.
- Accuracy and relevancy of the information.
- Availability of duplicate titles or subject matter.

This policy follows South Dakota Codified Law § 14-2-49:

“Any public library may discard over-duplicated, outdated, inappropriate, or worn library materials; provided, that such materials shall be marked clearly with the words:



"Discarded, \_\_ public library" wherever the property label of such library appears. Such discarded materials may be given to other libraries or to nonprofit agencies, destroyed, offered for public sale, or traded to a vendor for future library material purchasing credits."

## **2.8. Legal Responsibilities and Intellectual Freedom**

The Madison Public Library upholds the American Library Association's Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, Access to Library Resources and Services for Minors and complies with South Dakota state law. The Library does not employ censorship in selection of materials, nor in access to materials. The Library believes that reading, listening to, and viewing library materials are individual, private matters. While one is free to select or reject materials for oneself, one may not restrict the freedom of others to read, view, or inquire. These statements are included as a part of this policy.

### **2.8.1. Children and the Library**

Libraries must meet the diverse needs of everyone in the community, including children and teens. Children mature at different rates. They have different backgrounds and interests, and they have different reading levels and abilities. Parents and guardians are responsible for deciding what library items are appropriate for their children. The Library encourages parents to help their children choose items that match their own family's values. This policy reflects the American Library Association's Library Bill of Rights which states that "a person's right to use a library should not be abridged because of origin, age, background or views."

Like adults, children and teenagers have the right to seek and receive the information that they choose. It is the right and responsibility of parents/guardians to guide their own family's library use, while allowing other parents/guardians to do the same. Parents/guardians should discuss rules regarding library use with their children. If parents/guardians are concerned their children will not respect their wishes, it is the parents/guardian's responsibility to visit the library with their children.

### **2.8.2. Copyright**

The Madison Public Library abides by all current copyright legislation and does not take responsibility for the actions of individuals in their use of library materials.

#### Notice: Warning Concerning Copyright Restrictions

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.



Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

## 2.9. Requests for Reconsideration

Residents of the Library’s service area and non-resident cardholders are free to challenge the presence of materials held in the library collection. Persons seeking reconsideration must complete a written Statement of Concern for each title to be evaluated. Single forms addressing multiple titles will be discarded.

- The Library Director and appropriate collection development staff will evaluate the material, with consideration to the above selection criteria, journal reviews, community demand, the Library’s mission, and other resources.
- The Library Director will issue a written response to the customer explaining the Library’s decision.
- If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Library Board of Trustees (“Library Board”). Pursuant to SDCL § 14-2-27, as further clarified by SDCL § 14-2-37, the Library Board is the governing body of the Madison Public Library.
- The Library Board will notify the individual of when the Board will address the appeal.
- In accordance with SDC Law § [22-24-56](#), the Library Board’s decision may be appealed to the Madison City Commission within thirty days of the Board’s decision.
- Any determination made by the Library Board or City Commission as to whether any matter or material is obscene is subject to judicial review in a court of competent jurisdiction.

Material under review will remain in circulation until a determination is made. If the challenged library resource is retained, library administration will not perform a reconsideration evaluation relative to the same complaint for a period of five years. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the material.



## **2.9.1. Statement of Concern Document for Reconsideration Requests**

[Statement of Concern Document](#)

## **2.9.2. American Library Association Resources:**

[Library Bill of Rights](#)

[Freedom to Read Statement](#)

[Freedom to View Statement](#)

[Access to Library Resources and Services for Minors](#)

The City of Madison is an equal opportunity employer and provider.