

Collection Development Policy

Viborg Public Library 114 N. Main Viborg, SD 57070

Enacted 10/10/2024

This policy is written to guide the library staff in the selection and deselection of materials and to provide the public with the principles behind the decisions.

Specifically, this policy addresses the criteria for how new materials are selected, weeding protocol for withdrawn materials, what happens to materials that are removed from the collection, how donated materials are handled, and the types of materials in the collection.

Selection Criteria

The library director is responsible for purchasing materials.

Decisions are based on:

- 1.) Requests from patrons
 - Books and movies are purchased by request if the materials appears to have circulation interest for several patrons
- 2.) Suggestions from patrons
 - Book lists acquired by patrons from best-selling lists are welcomed as guides
- 3.) Current/Popular appeal
 - Popular authors and subjects are selected
- 4.) Author's reputation
 - Books tend to be purchased by authors whose other books are liked in our library or when the authors have significance
- 5.) Subject matter
 - Books are selected when the library collection is void of a subject that would likely appeal to our patrons or when more books on a particular subject would likely be of interest to our patrons
- 6.) Availability of materials from other sources
 - Books, audiobooks, and movies are not purchased if patrons are likely to prefer access to titles or topics online or in a format other than we could offer in the library
- 7.) Reviews
 - Positive reviews prompt purchases of materials
- 8.) Budget Considerations
 - Purchases are to be made within budget constraints and purchased from sellers with the best pricing, taking into account the cost of the item, shipping, and tax exempt status
- 9.) Space
 - Purchase materials for library sections that have room and are most popular and most wisely use the space in the library

Weeding Protocol

Two library staff evaluate the materials and are in agreement.

The philosophy is that weeding does not need to be a huge, scheduled project. Rather, weeding can be done in small, manageable efforts on a regular basis. For example, when shelving a book, the librarians are urged to weed the shelf before them.

Decisions are based on:

- 1.) Condition/Appearance
 - If books have water or food stains, they are discarded because we want to send clean materials out our door
 - If books are torn or have missing pages, they are discarded
 - Books that have pages discolored from time and the sun are discarded unless they are actually "old" books of value that are naturally older looking. If they are popular books being checked out, we should consider discarding and replacing them
 - If books have plain covers, they tend to be overlooked and rejected, so consider discarding them and replacing them if the titles have checkout appeal
- 2.) Usage
 - If books look worn out from usage, they are discarded unless they are being checked out and the wear is from popularity; replacing them is an option
 - If books have not been checked out within 7 years, they may be discarded or put in a new location to see if visibility of the book is the issue
- 3.) Relevance
 - Outdated pictures on covers and inside, and outdated word usage, are unappealing to patrons. Books with those do not tend to get checked out and waste good space and need to be discarded because they have lost their relevance
 - Unsafe books, such as those related to health and medicine advice, need to be removed from the shelves two years after their copyrights because the advice might be harmful to patrons
- 4.) Series
 - Keep or discard an entire series. Consider discarding books that are not part of a complete series, particularly if they are at the end of the series. The reason to keep books that are in a partial series is if you plan to purchase and complete the series or if you have reason to think the necessary books will be donated

How Discarded Materials are Handled

Materials are clearly marked with “DISCARD,” “WITHDRAWN,” or “DUPLICATE,” either handwritten or with a stamp. If a book appears to have resale value to a bookstore, the book itself is not marked; instead, a sticky note with “DISCARD” is put on the cover. We learned that books are much more saleable to a vendor if they don’t have prior markings from libraries.

If the book is determined to have marketable value with a vendor, it is set aside to be taken to a vendor when a box or more of books is gathered.

Books that are not taken to a vendor, but are in good condition, are put in a section of the library set aside for discarded books available for the public, with verbiage that donations for the books are welcome.

Repurposing the discarded books from the library can be achieved by several tactics: outdoor promotion in the garden, Facebook advertising, signs in the library, etc.

Discarded books can also be put into the little library in our garden. Care should be given to put quality books in the little library.

How Donated Materials are Handled

All donations are accepted. Whether or not they are put into the system is dependent upon the criteria listed in 1 through 4 below.

Donors are to be graciously thanked. In addition, we need to ask whether they are okay with us disposing of the materials if we don't need them. If they are not okay with that, we can agree to return the unwanted books to them. We are in the process of composing a form for donors to sign which informs them of our right to do as we wish with the materials, and gives their permission to do as we deem for our library.

Two library staff evaluate the materials and are in agreement with what to do with the donated materials.

Any prior individual name or library name is removed from the material by covering it with a sticker or blacking it out with a marker.

Decisions are based on:

- 1.) Whether we already have a copy of the material
 - Multiple copies of a work are typically not put into the system. The first step is to determine if we have a copy of the donated material. If we have an existing copy, we determine which copy is better. A hardcover is typically chosen over a paperback because of its durability. In addition, if the book is part of a series, we typically select the book with a cover/binding that most closely matches the existing books in that series. Overall, the book that looks the best is selected.
- 2.) Condition/Appearance
 - If books have mold, they are discarded so other library materials are not contaminated
 - If books have a musty order, they are discarded so other library materials are not contaminated
 - If books have water, food, or other stains, they are discarded because we want to send clean materials out our door
 - If books have writing on the pages that cannot be discreetly covered, they are discarded
 - If books are torn or have missing pages, they are discarded
 - Books that have pages discolored from time are discarded unless they are actually "old" books of value that are naturally older looking
- 3.) Relevance
 - Outdated and unsafe materials, as described for the weeding process, are discarded.
- 4.) Series
 - If a book is part of a series we do not already have, we tend to discard it unless we feel the book merits being in our system and we purchase more books in that series.

Types of Materials in the Collection

Our collection includes books, dvds, blu rays, audio books, local newspaper, and book club bags. We do not purchase or subscribe to magazines because of the cost and the lack of interest. We subscribe to the local paper because there is interest. The cost of the larger city paper is cost prohibitive for our budget.

Adult Section

- Non-Fiction
- Fiction
- Large Print
- Classics
- Inspirational
- Western
- Reference

Youth Section

- Non-Fiction Young
- Fiction
- Classic Youth
- Graphic Novels Youth
- (Inspirational is in the plan)

Junior Section

- Non-Fiction Young
- Fiction
- Classic Junior
- Graphic Novels Junior
- (Inspirational is in the plan)

Children's Section

- Non-Fiction Easy
- Fiction Easy
- Inspirational Easy
- Spanish Easy
- Board Books
- Sound Books

Within the sections, stickers are sometimes placed at the top of the spines of books to further denote the type of books - such as Classic, Christmas, Halloween, Inspirational, Mystery, Romance, Spicy Romance, and Western.

Our library serves patrons from all walks of life, with a variety of viewpoints and tastes, and we strive to provide books and other materials that appeal to the interests of all our patrons. We support the belief that the right to read and the right of free access to library collections for persons of all ages are essential to an individual's freedom of thought, which is fundamental to a democracy. Our library refrains from passing judgment by removing or censoring materials that are labeled "controversial" or have been put on lists of "objectional" materials or authors.

Selecting materials that serve the needs of our community is a vital part of operating a library. Our library takes this responsibility very seriously and has established the collection development policy for guiding the selection of resources

If you feel offended by a material in our library and have an objection to this material being in our library, please make us aware by completing the form we provide for concerns that will be reviewed by the library staff. In addition, if you are concerned about materials not being available in our library, please indicate this on the form for library staff to review. All concerns will be reviewed. The library staff will act upon the concern as it relates to the Collection Development Policy guidelines and will take the appropriate action regarding the materials in question. A reply with the decision will be made to the concerned person who formally requested the consideration.

On the next pages, the Form for Concerns Regarding Library Materials in the Collection can be found for concerned patrons to fill out and give to the library staff.

Form for Concerns Regarding Library Materials in the Collection

Your Name:

Library Card #:

Address:

Phone Number:

Email:

If you are acting as the official spokesperson for an organization or group, please note it:

Regarding a Material You Object To

Type of library material on which you are commenting:
Book, Magazine, Newspaper, Video/DVD, Library Program
Other (please specify):

Title of the Material:

Author or Producer of the Material:

What brought this resource to your attention?

To what in this material do you object (please cite pages or other specific location)?

What do you feel might be the result of use of this material?

Did you read (view, listen to, etc.) this material in its entirety? Yes or No. If no, what parts?

What do you believe is the theme or purpose of this material?

What action are you requesting?

Please comment on this material as a whole.

Your Signature:

Date submitted:

Form for Concerns Regarding Library Materials in the Collection

Your Name:

Library Card #:

Address:

Phone Number:

Email:

If you are acting as the official spokesperson for an organization or group, please note it:

Regarding a Material You Feel Should Be In the Library Collection

Type of library material on which you are commenting:
Book, Magazine, Newspaper, Video/DVD, Library Program
Other (please specify):

Title of the Material:

Author or Producer of the Material:

What brought this resource to your attention?

To what in this material do you object (please cite pages or other specific location)?

What do you feel might be the result of use of this material?

Did you read (view, listen to, etc.) this material in its entirety? Yes or No. If not, what parts?

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