

Doland Community Library Collection Development Policy

I. The Policy

The Doland Community Library Collection Development Policy provides a framework for the growth and development of collections in support of the Library's mission to uphold the public's freedom of access to information and promote the use of materials and services meeting the needs of the personal, educational, and professional community.

It is the Library's goal to provide the Doland community with library materials that reflect a wide range of views, expressions, opinions, and interests. Specific acquisitions may include items that may be unorthodox or unpopular with the majority or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression.

The Library provides free access to materials in several formats (print, media and electronic) to all customers. Library users make their own choices as to what they will use based on individual interests and concerns. The Doland Community Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with his or her parent or guardian. Doland Community Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the "Library Bill of Rights" and the "Freedom to Read" and "Freedom to View Statements."

II. About the Library

The Doland Community Library serves the people of Doland and surrounding area. It offers the following programs and services to the community:

- Reading programs for children, teens and adults.

- Book delivery within the city limits for members of the library who have a physical challenge that limits personal use of the library.
- Inter-Library loan for patrons interested in materials not in the local collection.

III. The Collection

Doland Community Library's provides a wide range of literary, cultural, educational, informational, and recreational materials for people of all ages. Collections include popular and in demand materials as well as special formats, such as large print books, foreign language materials, test and study guides, financial, tax and business information, school and career information, consumer, health and medical information.

IV. Patron

A patron is defined as a person living in Spink County, who has a library card for one year, and who has made use of the library programs a minimum of 10 times. Section IV. added on July 10, 2024

V. Criteria for Selection

General criteria for selecting library materials are listed below. An item need not meet all the criteria in order to be acceptable.

- public demand, interest or need
- contemporary significance, popular interest, or permanent value
- attention of critics and reviewers
- prominence, authority and/or competence of author, creator, or publisher
- timeliness of material
- relation to existing collections
- statement of challenging, original, or alternative point of view
- authenticity of historical, regional, or social setting
- accessibility for multiple users of electronic formats

VI. Doland Community Library Website

Doland Community Library website provides a link to “South Dakota Titles to Go,” the on-line catalog of materials, and to other electronic resources. It also offers links to subject-focused websites recommended by professional staff. In linking other websites to its home pages the Library follows the selection criteria cited above. Beyond this, the Library has not participated in the development of these other sites and does not exert any editorial or other control over these sites. Any link from the Library’s website to another website is not an endorsement from the Library. The Library does not warrant that its website, the server that makes it available, or any links from its site to other websites are free of viruses or other harmful components.

VII. Responsibility for Selection

The responsibility for selection rests with the Library Director operating within the framework of policies determined by the Board of the Doland Community Library.

VIII. Suggestions for Additions to the Collection

To assure the acquisition of resources desired by Library users, customer suggestions are always considered for their addition to the collection. Customers can request that specific items be purchased by filling out a “Recommendation for Purchase Form” available upon request from the Doland Community Library.

IX. Collection Maintenance, Replacement and Weeding

Professional library staff & Library Board annually review items in the collection to ensure that they continue to meet customers’ needs. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed. It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand, and budget.

X. Gifts

Unconditional donations of materials accepted by Doland Community Library trustees, employees and volunteers (hereinafter “library staff”) are evaluated by the Library Director for inclusion in the collection. If they are not suitable for the Doland Community Library collection, they are offered for sale to the public, donated to another institution or disposed of.

Conditional donations of materials are accepted by the Library Director if they meet the criteria listed in the Selection policy.

Unrestricted gifts of money are accepted by Library staff and expended by the Library Director for materials, programs, library furnishings and other purposes that meet the mission and policies of the library. Conditional donations of resources and restricted gifts of money that necessitate changes in facility or policies are submitted to the Board of Trustees for their consideration and final determination on acceptance.

At the donor’s choice, gifts may be given directly to the Library. The donor is given a receipt that includes information required to indicate the nature of the donation for tax purposes although no guarantee of deductibility is made or implied.

XI. Request for Reconsideration of Materials

The Library welcomes patron’s expressions of opinion concerning materials purchased. Requests to remove materials will be considered within the context of the policies set forth in this document. Patrons who wish to request that a specific item be reconsidered for inclusion in the collection of materials are asked to complete and sign the “Request for Reconsideration Form,” available at Doland Community Library. The request will be forwarded to the Director who will consider the request in a timely fashion. The questioned material will be reviewed, in its entirety, and once a decision has been made regarding the retention or removal of the material, a letter will be sent to the patron, explaining the decision. If the patron indicates dissatisfaction with the resolution, he/she may appeal to the Library Board. The Board will reconsider the decision based on whether or not the particular title conforms to the Board-approved Collection Development Policy, as outlined in Section IV, Criteria for Selection, above.

Section XI amended on October 18, 2023

XII. Interlibrary Loan

When needed material is not available locally patrons can submit an interlibrary loan request. If the item must be mailed, a minimum fee to defray shipping cost is suggested. Any fine levied by the lending institution for late return of the item is the responsibility of the patron.

Collection Development Policy Approved by the Doland Community Library Board of Trustees on April 17, 2023.
Amended on October 18, 2023, Amended January 31, 2024, Amended of July 10, 2024