

Collection Development Policy

Mission Statement

The mission of the Rawlins Municipal Library is to maintain and improve the quality of life for all citizens of our community by providing resources that enhance and contribute to individual knowledge, enlightenment, and enjoyment.

Philosophy

The primary way the library fulfills its mission is through carefully selected and managed print and online collections. These collections are a major asset and the library's most widely used resources. Library staff members select, acquire, organize, maintain, and provide access to these various materials that provide patrons cultural, informational, educational, and recreational opportunities to create diverse interests in the community.

Collection management embraces the principles of intellectual freedom, the right to read, and equal access for all people. Rawlins Municipal Library strives to include a variety of viewpoints across a broad spectrum of opinions on multiple subject matters to be made available in numerous formats. Using selection practices that are flexible and responsive to the changing needs of the community, Rawlins Municipal Library builds and maintains collections for the public.

Community Demographics of Pierre, SD

Rawlins Municipal Library serves the citizens of Pierre, Fort Pierre, Hughes County, and Stanley County. Using data from the U.S. Census Bureau, the population of Pierre in 2023 was 13,880. In terms of race, 83% of the population of Pierre identifies as Caucasian while 9.6% of the population identifies as Native American. Looking at educational factors, 96.9% of the population of Pierre holds a high school diploma and 34.2% holds a four-year college degree or higher. In 2022, the median household income was \$80,473 and 11.7% of the population is listed as living at or below poverty level.

Source: <https://www.census.gov/quickfacts/fact/table/pierrecitysouthdakota/LND110210>

Purpose of the Policy

This policy provides guidance for effective management of all aspects of the library's collection. The policy establishes guidelines for acquisitions and management of information and services. The key takeaways are:

- To serve as a guideline for library staff in the selection and management of materials.
- To provide a policy to the public when asked what the standards are for purchasing materials.

Authority

Rawlins Municipal Library follows federal, state, and local laws when selecting materials for the collection. The ultimate authority of the Collection Development Policy lies with the Rawlins Municipal Library Board of Trustees and the Library Director. The Library Director can delegate to other qualified staff the authority to interpret and guide the application of the policy in making day-to-day purchasing and acquisition decisions. Unusual issues that arise in acquisitions should first be referred to the Library Director and then to the Board of Trustees.

Scope of the Rawlins Municipal Library Collection

¹Rawlins Municipal Library affirms the principles of intellectual freedom and public's right to access a wide right to access a wide range of ideas and information, even when those ideas may be controversial or unpopular. These principles ensure that the library remains a place where all members of the community can explore, learn, and form their own conclusions. The scope of the collection at Rawlins Municipal Library is varied to address a diverse socio-economic population, educational attainment, and varied interests. The library collection will maintain materials on many topics and viewpoints that will be diverse in language and reading level.

Rawlins Municipal Library acknowledges a particular interest in local and state history. The collection will include works by South Dakota authors and materials on South Dakota. Materials that are of historical or archival value will be housed in a special collection in the South Dakota Room. However, Rawlins Municipal Library is not obligated to add every South Dakota author or publication about South Dakota to the collection.

Selection of Materials

Patron demand and interest is the main driving force in the selection of materials and formats offered. Any Rawlins Municipal Library patron may request library material to be added to the collection at any time. However, Rawlins Municipal Library cannot guarantee the availability of all requests. Materials are also selected to ensure that the collection contains materials on many different topics, provides a choice of materials, and assures that multiple viewpoints are expressed.

Library staff use a set of criteria to guide selection decisions. It should be noted that not every criterion needs to be used for each acquisition purchase. Annually the Library Director will review the collection with the Rawlins Municipal Library Board of Trustees.

Kirkus Reviews will be the official library review tool used when evaluating book reviews. <https://www.kirkusreviews.com/magazine/current/> Other review tools used include Booklist, School Library Journal, Library Journal, New York Times Book Review, Publisher's Weekly.

General Criteria

- Authoritativeness
- Availability
- Patron requests
- Present and potential relevance to community needs
- Format options (i.e., print and electronic)
- Subject and style is suitable for intended audience
- Publicity, critiques, awards, and reviews
- Price of material
- Relevance to current trends and events
- Relation to existing collection

Content Criteria

- Competence, reputation, and qualifications of author, illustrator and/or publisher
- Consideration of work as a whole

¹ Professional standards guiding the library's commitment to intellectual freedom include but are not limited to the Library Bill of Rights, Freedom to Read Statement, and the Freedom to View Statement published by the American Library Association.

- Currency of the information
- Objectivity and clarity
- Comprehensiveness
- Represents diverse viewpoints
- Representative of subjects, genres, or trends of lasting interest
- Sustained demand
- Usefulness of information
- Relevance to local, regional, or state history

Additional Electronic Criteria

Rawlins Municipal Library adopts the South Dakota State Library Collection Development Policy for Electronic Resources. Because Rawlins Municipal Library participates in the consortium program with the South Dakota State Library it is necessary that the library adopt their policy and abide by their collection development rules for electronic resources. A copy of the South Dakota State Library Collection Development Policy can be viewed at <https://boardsandcommissions.sd.gov/bcuploads/SDSL-2022Board-0215-B.pdf>

Gifts and Donations

Rawlins Municipal Library is grateful for gifts and donations. The collection is greatly enriched by contributions from individuals and organizations. The generosity of the gifts is greatly appreciated. Unconditional gifts, donations, and contributions to Rawlins Municipal Library may be accepted by the Library Director.

Rawlins Municipal Library will accept materials in good condition that fit within the scope of the collection. The same criteria will be used for gifts as when selecting new materials for the collection. When deciding whether to accept a gift, the library reserves the right to decide whether material will be added to the collection. If a donated material is deemed useful but not needed, the item will be placed on the next library book sale. Often, gifts contributed to a library cannot be used to their fullest potential because the materials are:

- Duplicate copies of existing resources
- In poor condition
- Lack of shelf space for large donations
- Materials with restriction of use
- Out-dated materials
- Outside the scope of the library's collection

Repairs

In general, the library will put minimal effort into repairing library materials. Minor repairs will be made when possible.

Replacements

Withdrawn, lost, or damaged materials are not automatically replaced. Items stolen more than twice will not be replaced. Replacement of said materials is dependent upon numerous factors including:

- Accuracy of the publication
- Availability of newer additions
- Demand
- More recent acquisitions
- Number of holdings on the subject area

- Usefulness

Weeding Criteria

According to South Dakota Codified Law 14-2-49, "Any public library may discard over-duplicated, outdated, inappropriate, or worn library materials; provide, 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."

Materials will be Weeded Based Upon the Following

- If the material has not circulated in the last five years
- Outdated materials that are no longer accurate, current, or relevant
- Unused duplicate copies
- Wear and tear

Patrons Reserve the Right to Express Concern About Library Materials

Widely diverse points of view will be available in the library collection. Rawlins Municipal Library recognizes that some materials or content may be considered controversial or offensive. Inclusion in the collection does not imply library approval or agreement with the contents. The role of Rawlins Municipal Library is to provide materials which allow individuals the freedom to examine subjects and make their own decisions. Patrons are free to reject specific materials in the collection for themselves, but individual patrons may not restrict the freedom of access to materials for other patrons.

With respect to the use of library materials by minors under the age of 18, the decision as to what a minor may read whether in the library or online is the responsibility of the parent or guardian. Parents or guardians are responsible for the materials their children access while in the library or check out from the library. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of minors.

Rawlins Municipal Library patrons have the right to question any resource in the Rawlins Municipal Library collection. The library is open to hearing expressions of concern patrons may have about an item in the collection. Such concerns will be dealt with in a prompt, courteous, and professional manner. Requests for reconsideration will be heard from library patrons with an active library card residing in the City of Pierre, City of Fort Pierre, Hughes County, or Stanley County. Only one request for consideration can be submitted at a time. Should a patron, present a concern about a material to library staff, the procedure will be as follows:

- Step 1. Staff will listen to the patron's concern, without interjecting commentary, and seek to understand the concern that is being brought forward regarding an item.
- Step 2. Staff will inform the patron that the library has a Collection Development Policy and offer a copy of the policy to the patron.
- Step 3. Staff will inform the patron that the library has a process known as a Citizen's Request for Reconsideration. All requests to reconsider materials must be made in writing on the Citizen's Request for Reconsideration form. Written and signed forms are sent to the Library Director.
- Step 4. Should the Library Director receive a challenge about a specific library material, the Library Director will forward the request to the board of trustees by email, and the Director will include the material challenge with the library board meeting documents for the scheduled board meeting. The board of trustees will address the material challenge at the next scheduled board meeting and will respond to the material challenge within thirty (30) days of the board meeting date.

- Step 5. Step 5. If the patron is not satisfied with the response, the patron may appeal the determination to the governing body of the public library, the Pierre City Commission. The Pierre City Commission will determine whether the material is obscene under SDCL § 22-24-27. Any determination made by the Pierre City Commission is subject to judicial review in a court of competent jurisdiction, consistent with SDCL § 22-24-56.
- Please see Appendix B for a copy of the Citizen's Request for Reconsideration Form.

APPENDIX B

Citizen's Request for Reconsideration of Materials or Displays

Author _____

Title _____

Publisher (If known) _____

Request Initiated By _____

Phone _____

Address _____

Complainant Represents:

_____ Himself/Herself

_____ Name of Organization _____

_____ Other (Please Specify) _____

1. What do you object to in this item? (Please be specific; cite pages).

2. What do you feel might be the result of reading/viewing/hearing this item?

3. For what age group would you recommend this item?

4. Is there anything good about this item?

5. Did you read the entire book (listen to the CD/view the video)? What parts?

6. Are you aware of the judgment of this item by critics?

7. What do you believe is the theme of this item?

8. What would you like the library to do about this item?

9. In its place, what item of equal equality would you recommend that would convey as valuable a picture and perspective of our society?

Signature of Complainant

Today's Date

Approved by the Rawlins Municipal Library Board of Trustees October 30, 2015
Reapproved by the Rawlins Municipal Library Board of Trustees March 26, 2019
Reapproved by the Rawlins Municipal Library Board of Trustees January 23, 2023
Reapproved by the Rawlins Municipal Library Board of Trustees July 29, 2024
Reapproved by the Rawlins Municipal Library Board of Trustees November 17, 2025

