I. INTRODUCTION

Mission

The South Dakota State Library provides leadership for innovation and excellence in South Dakota libraries and services for state government.

Collection Definition

The South Dakota State Library collection is a purposeful and organized assemblage of materials and electronic resources that support the South Dakota State Library mission.

II. GENERAL SELECTION PRINCIPLES

A. Coverage

The South Dakota State Library collects and retains materials in each unit of the collection identified to meet the changing developmental needs of South Dakota libraries and state government agencies.

B. Format

Information is obtained in any format appropriate to the subject, user needs, and available hardware and collection goal level.

C. Multiple Copies

Although duplication of materials is generally avoided, there are some instances when the library may acquire two or more copies of a title. Examples include South Dakota State documents available in paper format only, titles dealing with South Dakota state and local history, and titles in paper format that may be duplicated in other formats.

D. Languages

Most information is acquired in English. Information may be obtained in other languages if appropriate to the subject, user need, and the criteria for selection of library materials. Exceptions may include Native American languages such as Lakota, Nakota, and Dakota.

E. Funding

Acquisitions are funded by State General Fund annual appropriations, Federal funds, grants and gift monies.

F. Selection Responsibilities

The composition of the Collection Development Committee (CDC) is determined by the State Librarian.

Decisions regarding selection will be based on the collection levels set in this Collection Development Policy for materials in each subject area. In addition to the collection goals, the following criteria will be considered: identified need, the quality of the material, monies available, and the likely availability of the material through interlibrary loan or other sources.

Individual staff members with expertise and/or informed interest in specific subject areas may be assigned by the CDC to select materials for the collection. In addition, recommendations for purchases are identified through patron requests, interlibrary loan statistical reports, agency needs assessments, and appropriate book reviews. Suggested purchases will be reviewed by the CDC (collectively or individually. The CDC will also review all standing orders and serials (in any format) on an annual basis.

G. Selection Criteria

1. Selection of library materials is based on several factors that determine their value to the collection. These factors include:

a. Quality. Criteria include:

> 1. Relevance;
> 2. Authority;
> 3. Accuracy;
> 4. Writing style and level;
> 5. Purpose;
> 6. Scope.

b. Format. Information may be collected and preserved in any format that meets the service obligations and operational facilities of the library.

2. Selection is accomplished by any of the following:

> a. Consideration of review media;
>
> b. Publisher announcements of new titles;
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> c. Examination of review copies;
>
> d. Staff and user recommendations;
>
> e. Circulation statistics of similar titles;
>
> f. Study of bibliographies on specific subjects.

3. Web Site Selection Policy

a. Web sites linked from the State Library web site will be reviewed annually by the Collection Development Committee to ensure consistency and content.

b. Web sites shall be chosen to enrich and support general public and school library collections and to support state government agencies.

c. Web sites shall meet high standards of quality in the accuracy and currency of information reflected therein.

d. Web sites shall be selected on the basis of literary, educational, and informational value.

e. No web site shall be excluded or included on the basis of racial, religious, or political prejudice or bias.

f. Web sites shall reflect a demonstrated or perceived interest, need or demand by library patrons.

g. Web site selection shall be positively influenced by:

      1. Quality of presentation

      2. Accuracy, authoritativeness, objectivity, clarity, usability

      3. Accessibility for people with disabilities

      4. Contemporary or historical significance, popular interest, long-term value or usefulness

      5. Commentary by reviewers

      6. Non-commercial orientation or emphasis

      7. Non-political orientation or emphasis

4. Electronic Resources Selection Policy

a. Electronic resources will be added to the collection to fulfill the mission of the South Dakota State Library. The SD State Library electronic resources, online databases, offer access to material that is personally, professionally and culturally enriching to South Dakotans of all ages. Professional librarians select the databases by a process involving a statewide effort over an extended period of time. The purchase of electronic databases and e-books by the SD State Library does not constitute an endorsement of the ideas or opinions expressed in the content of those databases and e-books. Use of all library resources is governed by local library policies and procedures.

b. Electronic resources will be made available to the following groups:

      1. Resources made available statewide for access by South Dakota citizens to broaden the range of materials and services provided by their local libraries. Given the diversity of audience served, (public,

school, and university libraries) individual electronic resources may not meet the information needs of all libraries.

2. Resources provided for state government employee access. These resources are intended to facilitate the ability of state government employees to perform their duties.

c. Statewide electronic resources will be selected via an Electronic Resources Task Force (ERTF). This six member group will be chaired by the Electronic Services Coordinator and made up of the following representative library/user groups:

• State agency

• Large public library

• Small public library

• Public university (regental)

• Private university (nonregental)

• School library

d. The State Librarian will appoint the task force to a staggered two year term from a list of names solicited by the Electronic Services Coordinator

e. Electronic resource ideas will be solicited annually. The ERTF will review products by the same criteria as print resources in addition to the following electronic resource specific criteria:

• Extensiveness of content—overlap with current subscriptions

• Type of access

• Quality of technical support

• Conditions of licensing agreements

• Technical compatibility with authentication system utilized by the South Dakota State Library

f. Statewide user trials will be held for the databases recommended by the ERTF. The ERTF will use the trial results along with information about the current databases subscribed to by the South Dakota State Library to determine which electronic resources should be recommended for purchase. These recommendations will be forwarded to the State Librarian/State Library board for approval for licensing.

5. **Digital Materials Selection Policy**

This section, upon approval, will link to page 4 of http://library.sd.gov/board/2013/110813-I-StatePublicationsDigitizationLongRangePlanDraft091013Rev.pdf

H. Gifts

1. The South Dakota State Library determines the appropriate disposition of monetary donations and gifts of materials. Monetary gifts with stipulations or monetary gifts over $3000 require board approval.

2. Gift materials may be added to the collection if they meet the same criteria as materials selected for purchase.

3. Gifts are evaluated and accepted according to the needs and collection levels of this policy.

4. Materials are not accepted without examination by the Collection Development Committee (collectively or individually).

5. The Library may dispose of gift items in its collection according to its current Collection Development Policy.

I. Collection Maintenance

1. The collection is organized to ensure accessibility by users.

2. Regardless of format, an item is withdrawn when it meets any of the following criteria:

    a. No longer meets the criteria in this policy;

    b. Has been superseded by newer or more accurate resources;

    c. Is in poor physical condition;

    d. Is no longer in demand.

3. The collection will be weeded annually.

J. Complaints and Censorship

The State Library supports intellectual freedom and endorses the following statements: the "Library Bill of Rights" the "Freedom to Read Statement" and the "Electronic Bill of Rights" (American Library Association). See the appendix for copies of these documents.

The State Library recognizes the right of individuals to question information resources available from the State Library. The following guidelines should be used when an individual questions information resources:

Guidelines for Reconsideration of Information Resources:

1. A patron who objects to information resources made accessible by the South Dakota State Library will be invited to discuss the reasons privately with a member of the management team.

2. The management team member will explain the criteria for selection, acquisition, or access.

3. If the patron's concern remains unresolved, the complainant may complete the Request for Reconsideration form.

4. The resource in question will be retained by the Library until the full reconsideration process is complete.

5. Action on the written reconsideration request will then be carried out as follows:

      a. The Assistant State Librarian will evaluate the original reasons for purchase or access in terms of the Library's Collection Development Policy.

      b. The State Librarian will be notified that a Request for Reconsideration has been filed and action is pending.

      c. A review committee appointed by the Assistant State Librarian will meet within 5 working days to review the request and the resource in question. A recommendation will be made to the State Librarian within 10 working days.

      d. The State Librarian will submit the request for removal and the review committee's recommendation to the State Library Board.

      e. The State Library Board will make the final determination at their next regularly scheduled meeting. A written response will be provided to the individual filing the Request for Reconsideration.

III. SUBJECT AREAS COLLECTED

A. Areas Currently Developed and Maintained by the South Dakota State Library:

1. Professional Development Resources:

a. Library and Information Science Professional Collection.

This collection consists of current information resources that will help librarians improve their knowledge, skills, and abilities in a library setting.

b. State Employee Professional Development Collection

This collection consists of current materials on human resource developments, organizational management, fund raising, boards, and systems thinking. Preference will be given to electronic formats and DVDs for group training purposes.

2. Government Publications:

a. State Government Publications:
SDCL 14-1A-1 to 14-1A-8 provides for a division of the state library to serve as the state publications library depository and distribution center. The State Library supports the basic right of citizens to know about the activities of state government and to benefit from the information developed at public

expense. It maintains a comprehensive collection of state publications for circulation to agency employees and citizens. This is also in keeping with ALA Standards for Library Services to State Government which stipulate, "…the state shall maintain a complete collection of its own state government…[and] the full collection for each state will normally be maintained by the state library…" The State Library defines a state publication as informational matter produced for public distribution regardless of format, method of reproduction, source or copyright, originating or produced with the imprint of, by the authority of or at the total or partial expense of any state agency or is required to be distributed by law by the agency and is publicly distributed outside the agency by or for the agency.

The State Library actively solicits copies of current publications regardless of format from all state agencies. In addition, the library's Digitization Program regularly harvests and indexes online state documents and websites for accessibility and archival preservation.

The State Library shall maintain the state publication collection in digital format and will strive to make the majority of documents accessible in digital form, while still retaining any paper copies submitted by state agencies.

b. Federal Government Publications:

The South Dakota State Library is a depository library in the Federal Depository Library Program (FDLP), established by the U.S. Congress to ensure the American public has access to government information.

SDSL has been a depository library since 1973. Under federal law, the State Library must retain all documents received for five years. At the end of this period, documents will remain in the collection or be discarded according to established procedures.

Federal documents most currently accessed by users are those related to agriculture, census data, education, health, Social Security and those from the Interior Department. Document selections are made to support state employee information needs and to complement the collection levels in the other collections of the library. Federal documents not acquired are accessed through the Internet and other depository libraries.

The collection is maintained in accordance with the requirements defined in the Instructions to Depository Libraries, Guidelines for the Depository Library System, and the Federal Depository Manual. Holdings information, along with URL links for electronic documents are added to catalog records to eliminate duplication of materials in various formats and to facilitate immediate access by users regardless of their physical location.

3. South Dakota Regional: The Library collects popular level nonfiction works relating to the state of South Dakota, the northern high plains as a unit, and the former Dakota Territory. Geared toward schools and public libraries, this extensive collection circulates via ILL.

4. Native American Regional: The Library collects popular level nonfiction works relating to Native Peoples of South Dakota, the northern high plains as a unit, and the former Dakota Territory - the

Lakota, Nakota, and Dakota (the Sioux), Mandan, Arikara, Cheyenne, Pawnee, Ute, Crow, Kiowa, Omaha, and Ponca with an emphasis on those peoples currently living in South Dakota. This extensive collection relates specifically to local tribes and their cultures, contains historically accurate information, makes connections between historical events and contemporary issues, and reflects an unbiased viewpoint. Geared toward schools and public libraries, this collection circulates via ILL.

5. Braille &Talking Book Service (B&TB): The Library collects braille materials in accessible formats and audio books and equipment acquired through the Library of Congress Braille and Talking book library for South Dakotans who cannot read standard print because of visual or other physical disabilities.

6. Periodical Collections: The Collection Development Committee will review serial titles annually based on cost, usage and appropriateness for the collection.

7. Clipping Files: Vertical file items are digitized when appropriate and when copyright permission is granted.

B. Collection Level Definitions

The codes to be used in assigning collecting level are derived from ALA's Guide for Written Collection Policy Statements, 1996. The collection level codes and their definitions are detailed in the appendix.

C. Collection Levels by Library of Congress (LC) Classification

The goal levels that the State Library will use to define and limit the Reference and Circulating collections are listed below.

NOTE: Target collection levels are established as state government agency information needs are assessed and the division budget allows.

LC CLASSES A-Z:

Reference Collection (Non-Circulating)

State Employee Professional Development Collection (Circulating)

Information resources preferred for reference and professional development work with state government and other libraries will be electronic in nature whenever possible. These two collections will be maintained at a 2a level in general, depending upon ongoing identification of research materials needed to support state governmental departments, but with many subjects at a 1a (minimal level, uneven coverage) or 1b level (minimal level, even coverage). The collection will be maintained with particular attention to currency unless the resource is intended to provide historical data and information. It will also be compact, without redundant resources covering the same material to a more or less identical extent.

Exceptions to these rules are identified below:

LC Class E - HISTORY/AMERICA/Indians of North America (Circulates)

Items in the E sections below might span all classifications and include all works with a South Dakota focus:

E51-98 Indians of North America 1b (minimal level, even coverage)

E99 Indians of North America – South Dakota & Regional 1b (minimal level, even coverage)

LC Class F - HISTORY/AMERICA/South Dakota (Circulates)

Items in the F section below might span all classifications and include all works with a South Dakota focus:

F591-593 History of the Plains and West will be maintained at a 1b level (minimal level, even coverage)

F604-645 Minnesota, Iowa & North Dakota History will be maintained at a 1a level (minimal level, uneven coverage). The collection consists of a selection of existing materials no longer being developed.

F646-F660 South Dakota History will be maintained at a 2b level (basic information level, advanced)

LC CLASS Z'S BIBLIOGRAPHY. LIBRARY SCIENCE (Circulates)

Z662-1000.5 Libraries and Library Science will be maintained at a 3 level (study or instructional support level) with a focus on training and current library operations and practices.

In general the circulating collections will only have materials that are part of the above three collections or that have been identified as important for support of the work of government employees.

ADD HERE PAGES 11-20 of the current online doc http://library.sd.gov/SDSL/publications/DOC/POL-CollectDev-2006.pdf no changes

ADD HERE REVISED Request for Reconsideration Form

ADD HERE PAGES 22-26 of the current online doc http://library.sd.gov/SDSL/publications/DOC/POL-CollectDev-2006.pdf no changes