

# **South Dakota Titles To Go Consortium (SDTTG) Collection Development Policy**

Approved by SDTTG Purchasing Committee 12/6/2021

## **I. INTRODUCTION**

South Dakota Titles to Go, provided by OverDrive and facilitated by the state library, provides participating public library patrons the ability to download audiobooks and eBooks. Downloadable audiobooks and eBooks are available in a wide variety of popular genres, including bestsellers, fiction, romance, suspense, children's, young adult, business, self-help and language learning. They may be checked out for a period of time, placed on the patron's computer, or transferred to a portable device. Audiobooks and eBooks are automatically returned when due.

Participating libraries sign participation agreements with OverDrive, which manages all billing and financial aspects directly with the participating library.

## **II. COLLECTION DEVELOPMENT**

### **A. Selector Responsibilities**

The purpose of The South Dakota Titles To Go Collection Development Committee is to develop the collections of the South Dakota Titles To Go consortium. The committee is drawn from public library who are current members of the consortium. There are four tier-specific positions. One position shall permanently be an “open” position, which can represent any tier. Member libraries are divided into six pricing tiers, based on the population of the legal service area listed in the most recent NCES data. Terms are for three years, beginning on January 1, and ending December 31.

### **B. Selection Guidelines**

Content is purchased approximately every two weeks. Content budget is typically spent on audio and eBooks. All participating libraries may submit title lists to the committee. Individual titles are purchased using the participation fees allocated towards titles. Prices are set by the publisher and vary widely. Ebook prices are usually significantly less than audiobooks. Titles purchased are available to all participating libraries. Member libraries have access to the digital collaborative collection and as such, their library cardholders are authorized users.

Currently, the collection is comprised of eBooks and audiobooks. Materials are selected to support a variety of computer systems and e-reader hardware in multiple prevailing formats in order to serve the differing needs of individual users.

Materials will be selected on the basis of their value in meeting the informational and recreational interests of the people in communities served by the South Dakota Titles To

Go consortium. Factors in selection will include: interest, demand, timeliness, audience, diversity of viewpoint, availability of materials in appropriate formats, information obtained from professional and user reviews, and budget.

The South Dakota Titles To Go Collection Development Committee will be responsive to patron requests for materials, considering the breadth of the collection and the materials budget. No material that meets the Consortium's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Not all materials may be suitable for all members of the community. Not all materials may be suitable for all audiences.

The purchase of titles by the South Dakota Titles To Go Collection Development Committee does not constitute an endorsement of the ideas or opinions expressed in the content of those titles.

Materials will be selected in all genre areas each month, as titles are available with an emphasis on popular demand. Each month purchases will include new materials, patron requests and multiple copies of items on hold.

Patron requests will be reviewed monthly and will be added when appropriate for the collection, according to the collection development policy, and if budget and availability allow. The consortium might not purchase all titles by an author, even if requested, if those titles do not meet the criteria for breadth of the collection and the budget. Each year a budget will be allocated for special collections to be purchased. Examples of special collections include but are not limited to One Book South Dakota, South Dakota Book Awards.

### **C. Selection Criteria**

The following criteria are taken into consideration when selectors are choosing materials. An item need not meet all of the criteria to be selected.

- Identified, expressed, or anticipated need in the general community
- Availability of titles from vendors
- Contemporary significance or popular interest
- Attention of critics and reviewers
- Prominence, authority, significance, and/or competence of author or creator
- Timeliness and accuracy of material including new editions of existing materials
- Relation to existing collections, such as titles in a series
- Statement of challenging, original, or alternative point of view
- Production quality

All requests from patrons for specific authors, titles or subjects will be considered.

Member libraries are encouraged to review the request prior to submitting the title in order to provide more context and information to the selectors. The South Dakota Titles To Go Collection Committee encourages Advantage libraries to fulfill their patrons' requests through the Advantage program.

Title availability is another important consideration. Given the volatile world of digital rights and publishers, it is important to note that although titles may be available for purchase to consumers from various outlets, they may not be available to South Dakota Titles To Go users. Publishers and copyright holders may not allow public libraries to purchase digital editions of titles and may embargo new titles for a designated time period. In addition, titles may be pulled from the South Dakota Titles To Go collection at any time by publishers without prior notice.

In addition to content and availability criteria for selection, given the digital nature of this collection, selectors must also take format into consideration. The following criteria will be considered.

- Affordability
- Appropriateness of format
- Illustration rendering in books for youth or in graphic novels
- Narrator's qualifications for audiobooks
- Stability of content
- Titles with simultaneous use rights

#### **D. Selection Tools**

Standard selection tools that may be used to identify items for selection are as follows:

Standard collection lists, recommended lists, award lists, recommended/notable titles, and professional journal reviews.

Professional journals are given preference, along with any other nationally recognized library-oriented journals such as the following:

#### **Fiction:**

Kirkus, Booklist, School Library Journal, Library Journal, New York Times Book Review, Publisher's Weekly

## **Nonfiction:**

The New York Times Combined Print and Ebook Bestseller list and the New York Times Paperback Nonfiction Bestseller list may be used for the primary selection of nonfiction titles.

Non-standard selection tools, such as bestseller lists, and online user reviews from Amazon.com, Goodreads.com, and Audible.com may be consulted to determine popular demand. Given the digital format of all materials in this collection, selectors must consider both content and form.

## **E. Gift Policy**

Given technical and licensing limitations as they stand today, the South Dakota Titles To Go Collection Development Committee is unable to accept gifts for earmarked titles. Donated money earmarked for specific eBooks or audiobooks will be referred to the home branch library to pursue purchase through Overdrive Advantage. The South Dakota Titles To Go Collection Development Committee welcomes donations for collection development that are not specifically earmarked.

## **F. Weeding**

Titles will be automatically weeded from the collection once the copies have been used or the title expires.

# **III. Intellectual Freedom**

## **A. Access to Collections**

The SDTTG consortium aims to provide a collection with information spanning a broad spectrum of opinions. The SDTTG consortium directs patrons to the following statements:

- Library Bill of Rights:  
<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/digital>
- The Freedom to Read Statement:  
<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- Access to Digital Information, Services, and Networks: An Interpretation of the Library Bill of Rights:  
<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/digital>

There are filtering options available. South Dakota Titles to Go does not have materials which would be considered obscene according to the South Dakota Codified Law definition of obscene materials. ([22-24-27-11.](#))

(SDTTG Purchasing Committee approved statement addition 9/26/2024)  
(approved update to linked definition 11/18/2024 by e-vote)

## **B. Request for Reconsideration Policy**

The SDTTG Collection Development Committee recognizes the right of individuals to question information resources available to them. The following guidelines should be used when an individual questions information resource:

Patrons who want to communicate their concerns about materials in the South Dakota Titles To Go collection should be directed to a Request for Reconsideration form available on their local library's website. Completed requests will be directed to the South Dakota Titles To Go Collection Development Committee who will issue a written decision to the requestor within ten weeks of the date of the request receipt.

Each Advantage library may have their own purchasing guidelines. If a title was purchased by an Advantage library that library will be notified about the request for reconsideration.

# Request for Reconsideration of SDTTG Title Form

(This form may be printed out and returned to the library)

Title of item \_\_\_\_\_

Author of item \_\_\_\_\_

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Do you represent?

\_\_\_\_ Yourself

\_\_\_\_ An organization (name) \_\_\_\_\_

\_\_\_\_ Other group (name) \_\_\_\_\_

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1. Did you read or view the entire work? What parts did you read or view?

2. To what in the work do you object? (Be specific; cite pages, sections etc.)

3. What do you believe is the theme of this work?

4. In your opinion, is there anything good about this work?

5. What do you feel might be the result of reading or viewing this work?

6. What would you like the library to do about this material?

7. Is there a title you would recommend as a substitute?

Signature \_\_\_\_\_ Date \_\_\_\_\_