

## **I. INTRODUCTION**

### **Mission**

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

### **Disclaimer**

The purchase of materials, including books, DVD's, CD's, electronic databases and e-books by the South Dakota State Library does not constitute an endorsement of the ideas or opinions expressed in the content of those materials.

### **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 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 software, 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 focus areas, 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. SD State Library collection focus areas include: state and federal government publications, Native American and SD History collections, collections focused towards library and education professionals, and general items of value to state employees in their daily work.

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. 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: Relevance; Authority; Accuracy; Writing style and level; Purpose; 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 (i.e. book reviews that appear in professional library journals);
  - b. Publisher announcements of new titles;
  - c. Examination of review copies (i.e. books sent by publishers for review);

- d. Staff and user recommendations;
- e. Circulation statistics of similar titles;
- f. Study of bibliographies on specific subjects.

### **III. GENERAL SELECTION POLICIES**

#### **A. Web Site Selection Policy**

1. Web sites linked from the State Library web site will be reviewed annually by the Collection Development Committee to ensure currency, relevance, and that links are still active.
2. Web sites shall be chosen to enrich and support general public and school library collections and to support state government agencies.
3. Web sites shall meet high standards of quality in the accuracy and currency of information reflected therein.
4. Individual staff members with expertise and/or informed interest in specific subject areas may be assigned by the CDC to recommend web sites to best support the staff and users.

#### **B. Electronic Resources Selection Policy**

1. Electronic resources will be added to the collection to fulfill the mission of the South Dakota State Library. The SD State Library electronic resources 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.
2. Electronic resources will be made available to the following groups:
  - a. 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.

- b. 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 (also called databases or digital resources) will be selected via an Electronic Resources Task Force (ERTF). This group meets on alternating years. The group can have either one chair or two co-chairs, as long as one chair is a Digital Resources Coordinator. The ERTF will be comprised of the chair(s) and from six to ten other members; these other members must include at least one person from the following library/user groups:
  - State agency
  - Large public library
  - Small public library
  - Public university (regental)
  - Private university (non-regental)
  - School library
- d. The State Librarian will appoint the task force from a list of names solicited by the Digital Resources Coordinator.
- e. The ERTF will review products using the same criteria as print resources, and the following additional criteria:
  - Method of access
  - Quality of vendor technical support
  - Terms and Conditions of licensing agreements
  - Technical compatibility with the South Dakota State Library's authentication system.
- f. Trials will be held for new electronic resources being considered by the ERTF. These trials may be either statewide in scope or conducted solely by the ERTF, depending upon time available and other circumstances. The ERTF will make recommendations for which electronic resources should be purchased. These recommendations will be forwarded to the State Librarian for approval to purchase.

- g. The selected and recommended electronic resources shall be based upon the needs and values of South Dakotans, not the personal values of the selecting librarians.

### **C. Digital Materials Selection Policy**

1. Digital Collection Development Policy and Guidelines: The value of the materials and their interest to state government employees and South Dakota citizens are the primary criteria for any item being digitized. Other criteria include:
  - Importance to South Dakota history
  - Useful, accurate, well-documented material
  - Sufficient or anticipated demand for digitized items
2. When an exact or similar digital copy already exists in an open access repository, another digital copy will not be created unless there is significant justification.
3. Materials must either be in the public domain or the State Library obtains written permission from the copyright holder.
4. When gaps are identified in collections scheduled for digitization, every effort will be made to locate a copy for inclusion in the collection. If necessary, purchasing the source document and securing proper permissions will be pursued.
5. After the Access & Development Services Manager agrees that material being considered for digitization projects satisfies the basic mission and policy statements, he/she will also establish the project's priority and suitability for digitization. The Digital Projects Selection Checklist will be the primary instrument used for the assessment.

#### **The following criteria apply:**

- Material provides adequate information for metadata creation
- Material has reliable provenance or authenticity
- Material is currently being requested by citizens or state employees
- Digitization has a desirable preservation outcome (e.g. reduced handling of the original or protection from misuse)
- Digitization adds value to the original by providing linking, finding aid and enhanced searching options

- Material supports or completes existing digital collections
- Demonstrated or expressed need for 24/7 virtual electronic access

#### **IV. GENERAL COLLECTION PRACTICES**

##### **A. Gifts**

1. The South Dakota State Library determines the appropriate disposition of monetary donations and gifts of materials. Monetary donations will not be accepted without specific instructions as to how the donation should be spent.
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.
5. The Library may dispose of gift items in its collection according to its current Collection Maintenance Policy and weeding guidelines and resources (page 11).
  - a. The SD State Archives Library and/or other libraries in SD will be offered discarded items to add to their collections, if they so choose.

##### **B. 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 in accordance with the guidelines above (B2) and weeding guidelines and resources (page 11).
  - a. The SD State Archives Library and/or other libraries in SD will be offered discarded items to add to their collections, if they so choose.

### **C. 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 “Access to Digital Information, Services, and Networks” (American Library Association). See the appendix for links to these documents.

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

#### **1. Guidelines for Reconsideration of Information Resources:**

- a. A patron who objects to information resources available from or made accessible by the South Dakota State Library will be invited to complete the Request for Reconsideration form (see appendix).
- b. The resource in question will be retained by the library until the full reconsideration process is complete.
- c. Action on the written reconsideration request will then be carried out as follows:
  - The Access & Development Services Manager will evaluate the original reasons for purchase or access in terms of the library's Collection Development Policy.
  - The State Librarian will be notified that a Request for Reconsideration has been filed and action is pending. The State Librarian will notify the SDSL Board to keep them informed.
  - A review committee appointed by the State Librarian will meet within five working days to review the request and the resource in question. A recommendation will be made to the State Librarian within 10 working days, and the State Librarian will make a decision and notify the SD State Library Board. A written response will be provided to the individual filing the Request for Reconsideration form.

## V. 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 development, organizational management, fund raising, boards, and systems thinking. Preference will be given to electronic formats 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 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 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 State Library 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) 9

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.

**Request for Reconsideration Form:** <https://forms.office.com/g/s6dWZzFyrK>

## **APPENDIX**

**Library Bill of Rights:** <https://www.ala.org/advocacy/intfreedom/librarybill>

**The Freedom to Read Statement:** <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

**Access to Digital Information, Services, and Networks: An Interpretation of the Library Bill of Rights:**  
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessdigital>

## **Weeding Guidelines**

### **The MUSTIE Factor**

**MUSTIE** is an easily remembered acronym for six negative factors that frequently ruin a book's usefulness and mark it for weeding:

M = Misleading (and/or factually inaccurate)

U = Ugly (worn and beyond mending or rebinding)

S = Superseded (by a truly new edition or by a much better book on the subject)

T = Trivial (of no discernible literary or scientific merit)

I = Irrelevant to the needs and interests of your community

E = The material may be obtained expeditiously Elsewhere through interlibrary loan or reciprocal borrowing.

**Texas State Library CREW: A Weeding Manual for Modern Libraries**

<https://www.tsl.texas.gov/ld/pubs/crew/index.html>