



SELECTION OF MATERIALS

1. INTRODUCTION

Library Mission:

The Huron Public Library will strive to enrich the quality of life in Huron by providing library materials and services, which anticipate and respond to the informational, educational, and entertainment needs of Huron residents to promote lifelong learning.

Collection Development Mission:

- Library materials and collections for the Huron Public Library will be selected to support the mission of the Library.
- The “[Freedom to Read](#),” “[Freedom to View](#),” and the “[Library Bill of Rights](#)” statements supported by the American Library Association will also be used as a guideline for the development of library collections.

Purpose of the Collection Development Policy:

- The policy acts as a blueprint to guide staff in the selection and retention of library materials.

Community Served by the Huron Public Library:

- The Huron Public Library offers library service to the residents of Huron, South Dakota.
- Through the Elaine C. Smogard Trust, the library offers free library cards to patrons who live within Beadle County and outside Huron city limits.
- For an annual fee, Library offers library service to people living outside of Beadle County.

Library Defined:

- “Library” means the Huron Public Library is a building where collections of books and other library materials and services are organized for public use.
- The Library maintains several collections for public use, which include the following items: books, movies, audiobooks, magazines, newspapers, eBooks, electronic databases, and “Library of Things” items.
- The Library provides computers for public access to the Internet and computers for public access to the online catalog and electronic database use in-house. Many of these databases are available 24/7 for use from home and office with password verification by the user.

Co-operation:

- To offer the best library service possible, the Huron Public Library will cooperate with other libraries in the city, region, state, and beyond by participating in the lending and/or borrowing of library materials through Inter-Library Loan (ILL).
- The Huron Public Library will freely share library materials, services, and information with the schools served within Beadle County to enhance educational opportunities for students and to encourage resource sharing.

2. COLLECTION DEVELOPMENT**Responsibility:**

- As required by South Dakota State Law ([14-2-42](#)), the Huron Public Library Board of Trustees delegates to the Library Director the authority and the responsibility to “select and purchase all public library materials for use by the library in its provision of public library services within policies established by the board of public library trustees.”

Selection Criteria:

- Library selection criteria for each type of material will be based on its own excellence and the audience for whom it is intended. Some materials may be selected primarily for artistic merit, scholarship, or value to the community, while others may be chosen to satisfy the recreational and entertainment needs of the community.
- As the social and intellectual climate of the community changes, the need for library materials to meet changing interests will be considered.
- The following selection criteria will be considered for both purchases and gifts:
 - Appeal to the general and overall interests and needs of individuals in the community.
 - Widespread popularity of an author or series and/or contemporary significance.
 - Critical reviews.
 - Format currently supported by the Library.
 - Encourages the enjoyment of reading.
 - Currency and quality of information.
 - Entertaining presentation.
 - Skill, competence, popularity, and purpose of the author.
 - Relation to other materials & existing areas of coverage in order to maintain a diverse collection.
 - Price, budget, and shelf space constraints.
 - Single copies will be purchased unless multiple copies are warranted by public demand.
 - Local significance of author or topic.
 - Potential user appeal.
 - Ease of use of the product.

- Availability to multiple users and/or simultaneous users.
- Equipment, technology, and training requirements.
- Access to retrospective information.
- Items will be purchased in library editions whenever possible to ensure the product is able to stand up to heavy use.
- Audio items will be purchased in the unabridged edition if available.
- Foreign language materials will be added as variant cultures make Huron their home.
- New formats will be evaluated as to demand and community readiness to adopt any technology needed to use new services.

Selection Tools:

- Selection decisions for library materials will be informed by a variety of selection tools. These include professional/trade journals and books, bibliographies, reviews from authoritative sources in various subject areas, magazines, newspapers, broadcast media, publisher and vendor catalogs and information, and recommended lists.
- Consideration is given to materials suggested by patrons.
- Library staff and other readers can be involved in selection process; however, the Library Director makes the final decision of all collection decisions.
- Materials are judged based on the work as a whole, not on a part taken out of context.
- Vendor “Standing Order” lists will be utilized to maintain a current collection of materials by popular authors, series, etc.
- The Library does not accept preview boxes from vendors.

Formats:

- Library materials will be selected in a variety of formats, as patron interest warrants, augmented by respected online resources.
- Electronic resources will be provided as interest demands and funding allows.
- The Library Director is authorized to discontinue a material format when it is no longer popular or has been replaced.
- New formats will be considered when community trends and local requests signify an interest.
- The Library may not be able to retain the wide variety of equipment necessary to use all formats of electronic media.
- In general, textbooks and other curriculum-related materials will not be added to the Library collection unless they would also serve the public. Although the Huron Public Library tries to supplement materials at all educational levels, it is the responsibility of the schools to provide curriculum materials.

South Dakota Collection:

- The South Dakota Collection is a separate non-loaning collection housed in the South Dakota Room at the Library. The collection may be used in the library with the supervision of Library Staff.
- The Library will consider collecting materials:
 - written by South Dakota authors
 - written about the culture, history, and life experiences of South Dakota residents
 - about historical Huron and Beadle County
- Collaboration with local history authorities will be considered when evaluating items in this collection.
- Duplicate copies, older editions, etc. may be removed from this specialized collection. However, the items can be offered to other libraries, special collections, or be made available for patron purchase.
- Whenever possible, the Library will digitize items to make them more accessible and preserve delicate/rare items.

Collection Maintenance:

- In general, the Library puts minimal effort into repairing library materials. Minor repairs will be made if popularity warrants.
- The replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions.
- Withdrawing materials (weeding) will be done using the latest edition of the CREW method. (The CREW withdrawal method is based on the physical condition of the material, the demand for the material, the timeliness of the material, etc.) This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn materials will be disposed of at the Library Director's discretion.
- An attractive, timely, and useful collection is maintained through a continual weeding, withdrawal, and replacement process.

Copyright:

- Library abides by all current copyright legislation.
- Library does not take responsibility for the actions of individuals in their use of library materials.
- Library exercises due diligence in limiting access to licensed electronic resources in accordance with current in-force contracts.
- The Library maintains a public performance rights contract(s) for all movies used in Library programming.

Access:

- The Huron Public Library strives to provide free access to library collections for all. Users are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material may not preclude its use by others.
- Children have access to the entire library. Responsibility for selecting a child's library materials must rest with the parent or guardian, not with the Library. The exception to this is the DVD collection, which can only be checked out to age-appropriate audiences. The Library follows the movie and television rating guidelines for age appropriateness.

Intellectual Freedom:

- The Huron Public Library supports intellectual freedom and subscribes to the principles outlined in the American Library Association's Library Bill of Rights and its statements, "Freedom to Read" and "Freedom to View".
- The Library's role is to provide a balanced collection of materials, which will allow individuals to freely examine issues and make their own decisions. It is the responsibility of individuals to limit their access to library materials that are not congruent with their individual preferences and beliefs. While a person may reject materials for themselves and/or their children, they may not restrict access to the materials used by others. The library does not advocate, condone or reject the ideas found in its collection – it simply makes materials available.
- Although materials are carefully selected, there may be differences of opinion regarding suitable materials. Patrons requesting that library materials be re-considered may complete a "Citizen's Request for Reconsideration of Library Materials" form available at the Library or on the library's website.