



### Policy Statement

This policy serves as a guide to the library's responsibility of selecting, acquiring, making accessible, maintaining, and preserving its collection. It also serves as the primary source of information to the public on selection criteria.

### Aims

In keeping with the mission of the Deadwood Public Library, the Collection Development policy aims to create a current environment and a future in which the educational, informational, and recreational needs of the people are fulfilled.

### Responsibility for Selection

The Deadwood Public Library board of trustees, hereafter the library board, in accordance with [South Dakota State Law 14-2-42](#), delegates the authority and responsibility for selecting library materials to the library director. Tools used for selection primarily consist of, but are not limited to:

- Professional library journals and review sources.
- Annual lists of notable books.
- Periodicals of general interest.
- Vendor catalogs and online inventory lists.

### Criteria for Selection

The following factors are considered, but not limited to, when selecting library materials in no particular order:

- Budget and/or cost.
- Authority, credibility, and popularity of the author.
- Relevance to the collection.
- Availability of the material in the system, in other libraries, or in print.
- Present and potential relevance to community needs.
- Patron requests/suggestions.
- Representation of diverse viewpoints, subjects, genres, or trends of lasting interest.
- Current and accurate information.
- Format, as well as type and legibility.

The library acknowledges a particular interest in local and state history; therefore, it will seek to acquire state and municipal public documents, and it will take a broad view of works by and about South Dakota authors as well as general works relating to the State of South Dakota, whether or not such materials meet the standards of selection in other respects. However, the library is not obligated to add to its collections everything about South Dakota or everything produced by authors, printers, or publishers with South Dakota connections if it does not align with the selection standards described in this policy.



### Collection Maintenance

Systematic withdrawal of materials that are no longer useful is necessary to maintain a relevant set of sources. The decision to withdraw library materials shall be based on the physical condition, use of the materials as determined by the last date of loan or by the number of loans in the last 10 years, and age of the material as a misinformation factor, especially in the areas of medicine, law, and the sciences. The CREW method (continuous review, evaluation, and weeding) is also used as a benchmark for collection maintenance.

In accordance with [South Dakota Codified Law 14-2-29](#), all withdrawn materials are clearly marked “Discarded from the Deadwood Public Library” before being sold, donated, recycled, or disposed of by other means.

Not all materials are repurchased when lost or deselected from the collection. The same criteria used in the initial acquisition of materials are applied when repurchasing.

### Gifts and Donations

The library appreciates donations from individuals and organizations but reserves the right to accept or decline all donations and gifts. All donations are evaluated using the same considerations as purchased material. We cannot guarantee that any item will be accepted, added to the collection, or kept permanently.

Examples of items that the library does not accept as donations include, but are not limited to:

- Textbooks
- Encyclopedias
- Outdated medical information
- Reader’s Digest



### Materials for Reconsideration Policy and Procedure

#### Purpose

The purpose of this policy is to ensure that the community has access to a broad and diverse range of Library materials that represent various viewpoints, experiences, and ideas, while providing a respectful and orderly process for individuals to request reconsideration of materials they may find objectionable or inappropriate.

#### Statement

This policy upholds the principles of intellectual freedom expressed in the Library Bill of Rights and ALA Freedom to Read Statement. If any book or other material is found to be objectionable to a patron, a request for reconsideration may be submitted by completing the Library's Request for Reconsideration of Library Materials Form.

For a request to be considered:

- a. The complainant must be properly identified on the form.
- b. The complainant must hold a valid Deadwood Public Library card.
- c. The form must be completed in full.
- d. The complainant must demonstrate they have reviewed the challenged material in its entirety.

Materials may be retained, reclassified, relocated, or withdrawn only after completion of the formal reconsideration procedure. All challenges are handled courteously and professionally. Each request will be taken seriously and evaluated based on established collection standards and professional judgment.

#### Legal Responsibilities and Intellectual Freedom

The selection of Library materials is guided by a patron's right to read and to be free from censorship by others. Materials are not selected or removed based on anticipated approval or disapproval, but solely on the merits of the work and its value to the library's collection and service to the community.

Censorship is recognized as a strictly personal matter. While individuals are free to reject materials for their own use, they do not have the authority to restrict others' access. With respect to minors, the responsibility for a child's reading or viewing choices rests solely with the parent or legal guardian.

#### Procedure for Requesting Reconsideration

Formal requests for reconsideration must be submitted in writing by completing the Library's Request for Reconsideration of Library Materials Form. Challenged materials remain available to the public during the review process.

1. If any book or other material is found to be objectionable to a patron, they may initiate the complaint with a Library Staff member or the Library Director, either through verbal or written communication.
2. Upon receiving the complaint, staff will offer a Request for Reconsideration of Library Materials form and a copy of this policy to the complainant. Staff will also explain the formal complaint procedure.
3. The written request form must be completed, signed, and turned into the Library Director by the complainant. Each form must address a single title; multiple requests on one form will not be processed.
4. Once the completed form has been received, the Director and/or designated staff member will read, listen to, or view the material in its entirety. All materials will be considered as a whole; no passage, section, or word shall be taken out of context.
  - a. The Director and/or staff will also consider the library's Collection Development Policy and relevant professional review sources when evaluating material.
5. After evaluation by the Director and/or staff member, one of three actions will be taken:
  - a. Retain the challenged material in the library's collection.



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- b. Retain the challenged material but move it to another location.
  - c. Withdraw the challenged material.
6. Within 30 business days of receiving the completed request form, the Director will issue a written decision letter to the complainant explaining the outcome and detailing appeal rights.
7. The library Board of Trustees will be notified of all formal requests and the Director's determinations at the next regular Board meeting.

### *Library Board Review & Decision*

1. If dissatisfied with the Director's initial decision, the complainant may submit a written appeal to the Library Director within 10 business days of receiving the decision letter. The request will be placed on the agenda for the next regular meeting.
2. The complainant will be notified of the date, time, and place of the meeting when the matter is to be considered.
3. At the scheduled Library Board meeting, the complainant may attend if they choose and present their concerns following established public comment procedures.
4. At the meeting, the board will deliberate and determine whether the Director's decision aligns with Library policy and legal guidance.
5. Within 30 business days following the Board meeting, the Board will make its final decision and issue a written letter to the complainant. The Board may choose one of the following actions:
  - a. Retain the material in the library's collection.
  - b. Retain the material but move it to another location.
  - c. Withdraw the material from the collection.

### *Appeals Process*

1. If the complainant is dissatisfied with the decision of the Library Board, they may submit a written appeal to the Library Director within 30 days of receiving the written notification.
2. The appeal will be forwarded to the Deadwood City Commission for review. The request will be added to the agenda for the next scheduled Commission meeting, in accordance with agenda-setting guidelines.
3. The Commission will receive all materials related to the review process, including the original request, the Director's written decision, and the Board of Trustees' written decision. The complainant may attend the Commission meeting to present their concerns.
4. Any appeal from the decision of the Deadwood City Commission must be brought in state Court in Lawrence County, South Dakota, in accordance with state law.

Once the reconsideration process is completed, the same material cannot be challenged again for three years from the final decision date. This provision ensures stability in collection management, prevents repetitive challenges, and allows adequate time for shifts in community standards or collection needs.

### **Resources**

[ALA Library Bill of Rights](#)

[South Dakota Codified Law 22-24-56](#)



## Request for Reconsideration of Library Materials Form

Library Cardholder's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Do you represent: Yourself \_\_\_\_\_ Organization (name) \_\_\_\_\_  
Other (name) \_\_\_\_\_

What resource are you requesting reconsideration of? (one title per form)

Title of Material: \_\_\_\_\_

Format (book, video, audiobook, magazine, newspaper, other): \_\_\_\_\_

Author/Producer of Material: \_\_\_\_\_

1. Did you read the entire work? Yes \_\_\_\_\_ No \_\_\_\_\_  
a. If no, what parts did you read?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. To what specific items in the material do you object? (Be specific; cite pages and specific passage).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. For what age group would you recommend this material? \_\_\_\_\_

4. Is there anything good about this material? \_\_\_\_\_

5. What do you believe is the theme of this material? \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

7. In its place, what material of equal quality would you recommend that would convey as valuable a perspective of the subject matter?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date