



COLLECTION DEVELOPMENT POLICY

I. Collection Philosophy

The collections of the North Dakota State Library (NDSL) are built and maintained in a focused manner to meet the information and personal enrichment needs of state government, the library community, and the residents of North Dakota. Collections include physical and electronic materials. NDSL chooses resources to reflect a broad spectrum of learning needs, viewpoints, and reader interests with the understanding that individual North Dakotans make their own choices as to what materials should be accessed based on individual interests and needs. The State Library affirms the American Library Association's (ALA) Library Bill of Rights, The Freedom to Read Statement, and The Freedom to View Statement. Documents are located on the ALA website at www.ala.org.

II. Responsibility for Selecting Library Materials

Ultimate responsibility for the direction, purpose, and scope of collection development rests with the State Librarian. The State Librarian may delegate library collection development responsibilities to specific library staff members. All aspects of collection development are directed toward fulfilling the mission of the NDSL. Suggestions for selection by staff members, state employees, state agencies and patrons are encouraged. Each suggestion will be considered within the framework of this policy.

III. Selection Criteria

NDSL selects materials based on our mission and strategic plan. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases and materials are judged on the basis of the work as a whole, not on a part taken out of context.

New formats and technologies will be added to the collection based on identified needs, the identification of budgetary resources, and the usefulness to libraries, state agencies, and North Dakota residents.

The following factors influence the selection of North Dakota State Library material:

- A. Statutory requirements:
- B. NDSL mission and values
- C. Informational and personal enrichment needs of libraries, state agencies, and North Dakota citizens
- D. Existing collections in other North Dakota libraries

NDSL has set the following priorities for the collection:

- A. Library Science
- B. State Agency support
- C. North Dakota related
- D. Large print fiction

To be considered a North Dakota Author or Illustrator, the following requirements must be met:

- A. Born in and spent a significant portion of their life in ND or is a current ND resident
- B. Work must be available to purchase or lend to the public by libraries or bookstores
- C. Work was published by a commercial publisher, academic press, historical society, or an educational/cultural institution
 - a. Self-published books reviewed by professional literature journals are eligible for consideration
- D. Have at least one title listed in the Library of Congress Catalog

Authors recommended for inclusion who satisfy one, but not all criteria will be considered on a case-by-case basis.

Physical collection

NDSL maintains a circulating collection that supports the library's mission and collection priorities. Materials are available via in-person checkout or InterLibrary Loan (ILL). See the NDSL Circulation Policy for more information.

Materials unavailable at this library but available through cooperative library networks will be borrowed upon the request of the user. Charges for InterLibrary Loan materials may be passed on to the patron.

Book Machine Collections

The collections within the book machines includes materials at all levels and may contain formats other than physical books.

Electronic Resources

Electronic resources are defined as Online Library Resources (OLRs or subscription databases), e-books, e-magazines and other resources accessed digitally via PCs, tablets, e-readers, phones, or other Internet connected devices.

NDSL participates in resource sharing agreements with Minitex, participating North Dakota Libraries, and the North Dakota Digital Consortium. Agreements allow the library to receive competitive pricing and divide administrative and selection responsibilities. Decisions on the acquisition of electronic resources are made in cooperation with these organizations and reflect the variety of missions and collection goals of member libraries, not exclusively NDSL.

E-books and similar formats

The State Library belongs to the North Dakota Digital Consortium (NDDC) which provides access to a shared collection of e-materials in a variety of formats. Materials are purchased individually by libraries as well as jointly by the consortium.

Additional criteria taken into consideration when selecting e-materials include:

- A. Patron requests
- B. Number of holds/reserves
- C. Completing series that are incomplete

Online Library Resources (OLRs or subscription databases)

OLRs are provided to meet the educational, personal enrichment and business needs of libraries, state agencies, and North Dakota residents.

Kits

The collection includes an assortment of kits. Kits are provided to increase literacy in a variety of areas, expand access to STEAM (Science, Technology, Engineering, Art, Math) activities, and to support local library programming.

State Documents

This collection of materials includes any document that is published by a state agency and is intended for the public per Century Code. The collection includes a circulating and non-circulating copy of each title.

IV. Gifts

Donations of library materials are accepted from state agencies and may be considered from North Dakota libraries. The North Dakota State Library reserves the right to accept or dispose of any gift through exchange, transfer to other libraries, or discard per procurement rules. Gifts and donations will be evaluated according to the Collection Development Policy, the value of the gift, and the condition of the material.

V. Maintenance of the Collection

A current, orderly, and useful collection is maintained through a continual withdrawal and replacement process. NDSL utilizes the CREW method to guide the withdrawal process. Replacement of worn materials is dependent on current demand, usefulness, more recent acquisitions, and availability. State documents are subject to a different withdrawal process; items are withdrawn when they are damaged or lost. The ongoing process of weeding is the responsibility of the qualified staff. Withdrawn materials will be discarded in accordance with state policy.

VI. Request for Reconsideration of Materials

A North Dakota State Library patron or a North Dakota resident finding library materials objectionable may request that the item be reconsidered. The Request for Reconsideration form SFN62450 is available on the State Library's website at <https://www.library.nd.gov/>. No material is automatically removed from the collection due to an objection. NDSL patrons or North Dakota residents wishing to request reconsideration must submit a Request for Reconsideration of Library Materials form to the State Librarian. The form must be filled in completely to be considered. The State Librarian will review the item and the form. The requestor

will be notified of the State Librarian's decision. The decision of the State Librarian is final.

The State Library can only consider reconsideration requests for materials that were purchased individually by the State Library. The NDDC has a separate collection development policy. Requests for reconsideration of e-materials that are not part of the NDSL collection will be forwarded to the consortium.

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