



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 needs of state government, the library community, and the residents of North Dakota. NDSL upholds the right of the individual to access information and does not prioritize one person's needs or preferences over another's. The State Library supports 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 NDSL. Suggestions for selection by other 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.

IV: Gifts

Gifts and donations may include all forms of print and non-print material suitable to the collection. The North Dakota State Library reserves the right to accept or dispose of any gift through exchange, transfer to other libraries, or discard. Gifts and donations will be evaluated according to the Collection Development Policy, the value of the gift, and the condition of the material. The North Dakota State Library will not provide a valuation for tax purposes of gifts received. The State Library will send a letter of thanks for all donations accompanied by a mailing address. A donation form is attached to this policy.

V: Maintenance of the Collection

A current, orderly, and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn materials is

dependent on current demand, usefulness, more recent acquisitions, and availability. 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 patron finding materials objectionable may request that the item be reconsidered. No material is automatically removed from the collection due to an objection. NDSL patrons 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. A copy of the Request for Reconsideration of Library Materials is attached to and part of this policy.

Adopted 03.01.22

APPENDIX I: Reconsideration of Library Materials

REQUEST FOR RECONSIDERATION OF MATERIAL
North Dakota State Library

Title: _____

Author _____ Format: _____

Request initiated by: _____

Mailing address: _____

Telephone: _____ E-mail: _____

Representing: Self Organization (Please specify) _____

1. What concerns you about this material? Be specific; cite pages, examples, etc. _____

2. Did you read/listen to/view the entire item? Yes _____ No _____
If not, what parts did you? _____

3. What valuable elements did you find in this material? _____

Signature: _____ Date: _____

Staff Use Only

Date received _____ Decision _____

Patron contacted _____

Appendix II: Donation Agreement



MATERIAL DONATION
NORTH DAKOTA STATE LIBRARY
SFN 51523 (6-2013)

Material donated:

I, the undersigned, donate these item(s) to the North Dakota State Library with the understanding that the item(s) will be used in one of the following ways:

- A. Added to the North Dakota State Library collection
- B. Transferred to another library within the state
- C. Discarded

Print Name

Address

City

State

ZIP Code