



# south carolina STATE LIBRARY

## Collection Development Policy

### Statement of the South Carolina State Library Board

The South Carolina State Library (SCSL) Board, recognizing the varied needs of South Carolina's residents, declares as a matter of policy:

Library materials selection is vested in the Director and members of the professional staff who are qualified by reason of education and training. Library materials selected are held to be selected with the approval of the South Carolina State Library Board.

Acquisition and selection policies are developed by the Director and designated staff for the guidance of materials selectors. These policies are based upon the needs of the library's patrons, mission, strategic direction and goals, strategic plan, collection specifications and current selection needs.

Selection of library materials is made on the basis of their value of interest and information for all citizens of the state. Library materials are not excluded because of the race, nationality, or the political, religious or social views of the author.

The South Carolina State Library Board believes that censorship is purely an individual matter. The Board declares that while anyone is free to reject materials due to personal disapproval, that person may not exercise this personal right of censorship to restrict the freedom of access to information by other citizens.

The South Carolina State Library Board defends the principles of the Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement and their Interpretations as written by the American Library Association Council. The Board declares that library materials may not be removed from the South Carolina State Library due to censorship except under orders of a court of competent jurisdiction.

### Introduction

This Collection Development Policy, along with companion policies, stands with our strategic plan and annual budget documents as critical management and decision-making tools for the Library. Not only does it provide guidance for the selection and acquisition of our basic information materials, the Collection Policy defines the fundamental nature of our collection: its focus, what should or should not be included, what subject areas support the needs of

South Carolinians, and how it reflects the expanding array of electronic information resources that are available. Equally important, the Policy provides the parameters and direction for future growth and development of the collection.

This collection development policy addresses the State Library's collections in print, media, and eBook format. The State Library is digitizing materials based on demand and historical value of material. Original materials will be retained after digitization.

## Statutory Basis of the Collection Development Policy

The South Carolina State Library operates under the legislative mandate defined in the Code of Laws of South Carolina, 1976, Title 60, Chapter 1.

## Vision

The South Carolina State Library develops, supports, and sustains a thriving statewide community of learners committed to making South Carolina stronger.

## Mission

We serve the people of South Carolina by supporting state government and libraries to provide opportunities for learning in a changing environment.

## Strategic Directions & Goals

### *Strategic Direction I*

The South Carolina State Library sustains and enhances its relationships with partners and those we serve.

- Strengthen relationships and communication among libraries.
- Demonstrate how libraries are essential to educational and economic well-being.
- Facilitate informed governance.

### *Strategic Direction II*

The South Carolina State Library implements and promotes a strong technological environment statewide.

- Offer technical training and development opportunities.
- Develop technical expertise around technology trends, issues, needs and support.
- Lead a statewide digitization initiative.

### *Strategic Direction III*

The South Carolina State Library provides equitable access to information.

- Negotiate collaborative purchases for statewide access to resources.
- Expand electronic resources in response to changing information needs.
- Develop and deliver programs that support literacy for children and at risk groups of all ages.

### *Strategic Direction IV*

The South Carolina State Library creates standards and provides guidance for excellence in library services.

- Design a new comprehensive statewide certification program.
- Support training for delivery of excellence in 21st century library services.
- Coordinate programs that address the needs of the underserved.

### Patrons

The South Carolina State Library's key patrons include: South Carolina residents; members of the Executive, Legislative and Judicial branches of state government; employees of South Carolina State government agencies; public, academic, special and school libraries; collaborative entities; and blind and print-disabled citizens.

### Responsibility for Collection Development

The responsibility for the collection rests with the Director of the State Library and the South Carolina State Library Board. The Deputy Director of Library Resources and Services is responsible for oversight of the acquisition functions, and selection of the materials is shared by the professional library staff.

### Criteria for Selection

- Statutory requirements
- Mission, goals and vision of the State Library
- Funds available for acquisition
- Authority, accuracy and currency of the material
- Appearance of title in professional review sources, indexes or bibliographies
- Reliability and reputation of the author and publisher
- Relevance of materials to the state of South Carolina
- Special or useful features: indexes, illustrations, photos, etc.
- Recommendations by staff or members

### Factors and Criteria specific to Electronic Formats

- Extent of coverage
- Frequency of updating
- Compatibility with existing hardware and software
- Licensing restrictions
- Reliability of services offered by vendor
- Usability of product
- Planned enhancements to product

## Exclusions

Certain types of materials are not routinely selected for the overall collection. Some special collections are exempted from the exclusions as listed below. These include:

- Materials written or intended for a juvenile audience (with the exception of the South Carolina Collection and the Inclusive Services Collection)
- Textbooks, workbooks, or curriculum guides (with the exception of the Inclusive Services Collection)
- Materials in languages other than English (with the exception of the Inclusive Services Collection)
- Fiction (with the exception of the South Carolina Collection, Talking Book Services, and Inclusive Services Collection)
- Highly specialized technical materials
- Study aids

## Policy Review

The Collection Development Policy is reviewed by the Deputy Director of Library Resources and Services annually. Any changes or revisions are presented for approval to the Executive Leadership Team. A revised policy is then recommended to the South Carolina State Library Board for approval.

## Collection Maintenance

Library collections are to be weeded according to a schedule prepared by the Deputy Director of Library Resources and Services and the Director of Library Collections & Services. Collection maintenance is managed in an ongoing manner according to established procedures to ensure high quality, pertinent collections.

## Collection Parameters

The South Carolina State Library will collect materials in the following areas:

- Information Technology
- Library and Information Science
- Management and Leadership
- Civic Engagement and Government
- Grants Research
- Diversity and Inclusion
- Institutional Libraries
- Mental Health

- Topics on the Southeastern U.S. that support the South Carolina Collection
- Disaster Planning and Emergency Preparedness
- South Carolina Collection
- South Carolina State Documents
- Federal Documents
- Talking Book Services - Large Print Books
- Talking Book Services - Described Videos
- Inclusive Services Collection

Collection parameters can be expanded to meet specific strategic directions by the Executive Leadership Team. Collections will contain the most important literature and works of writers on the subject, and offer a range of resources to support the independent study and lifelong learning needs of the general public as well as the professional information needs of state employees and government officials. Subsidiary collections that support these broad subject areas and/or provide resources supporting the service goals of the State Library are purchased at the discretion of the Director of the South Carolina State Library or his/her designee.

## Special Collections

The South Carolina State Library maintains several special collections.

### *Grants Research Collection*

The South Carolina State Library, as a partner of the Candid's Funding Information Network, maintains a collection of materials to assist South Carolinians in their search for funds to support the programs and projects of their organizations.

### *South Carolina Collection*

The South Carolina Collection includes published materials dealing with South Carolina subjects.

The South Carolina State Library maintains a comprehensive collection of published materials about South Carolina. Non-fiction materials about South Carolina's history, culture, and natural history as well as biographies of important South Carolinians are included. Fiction and poetry by South Carolinians are purchased when the title has received significant critical attention or as determined to be relevant for the collection. The South Carolina Collection also includes novels with significant historical, social, or cultural subject matter involving South Carolina. New editions or reprints will be added if they are substantially new or significantly edited. Children's materials that fit the selection criteria in the collection will also be purchased. Audio/Visual materials will be purchased if the item is only available in that format.

Two copies of each title will be purchased, one to be circulated and one designated “Library Use Only.”

#### *Rare Books*

The South Carolina Rare Books Collection includes thousands of rare, fragile, oversized, and special items ranging from political speeches and periodicals to historical scientific works and literature, most of which relate to South Carolina or the South as a region. Materials in the Rare Books Collection are obtained through items found in the South Carolina Collection and donations.

#### *South Carolina State Documents*

The South Carolina State Documents Depository Program provides access to publications produced by state agencies and state-supported academic institutions. State agencies provide three copies of print documents for the South Carolina State Documents Collection.

#### *Federal Documents*

The South Carolina State Library is a congressionally designated selective depository for U.S. Government documents. Materials in the Federal Documents Collection are obtained through the Federal Depository Library Program.

#### *Periodicals & Newspapers*

In general, periodicals are collected with the same parameters as the rest of the collection. The State Library maintains a subscription to several daily newspapers to achieve state coverage of daily news.

#### *Talking Book Services - Large Print Books*

The South Carolina State Library's Talking Book Services selects Large Print books to supplement the digital talking books provided by the National Library Service. Materials are selected according to contemporary significance, popular interest and/or attention of critics and reviewers.

#### *Talking Book Services - Described Videos*

The South Carolina State Library's Talking Book Services selects described videos, media with voiceover description of the program's key visual elements. Videos are selected according to availability, contemporary significance, popular interest and/or attention of critics and reviewers.

#### *Inclusive Services Center*

The Inclusive Services Collection houses materials related to diversity, equity, and inclusion in library services. The collection includes fiction for children and youth from diverse

backgrounds, non-fiction resources for library staff working with all ages, and materials in accessible formats such as braille and sensory books.

Materials are selected primarily for South Carolina public library staff, but may also be used by educators, students, and any member of the general public.

Materials in the collection reflect diverse backgrounds, experiences, and identities. This includes, but is not limited to, diversity of race, ethnicity, language, ability, gender, sexual orientation, or national origin. The collection includes multilingual materials representative of languages spoken in South Carolina other than English. Additional factors that are considered for materials in the Inclusive Services Collection are: cultural authenticity, professional reviews, availability, and the material's relevance to inclusive library programs and services.

### Gift Statement

Gifts of books and other library materials are appreciated but can only be accepted within the general collection development policy of the State Library as stated in this document. Acceptance of gifts is made with the understanding that there are no limiting conditions or restrictions regarding their disposition; ownership is held exclusively by the South Carolina State Library. Disposal of gifts is at the discretion of the library staff; effort shall be made to distribute gifts to other libraries in the state. The State Library can provide acknowledgements of gifts but cannot offer appraisals of items or collections, nor estimate the value of a gift once accepted. Donors are responsible for determining estimates for tax purposes.

*Approved by the South Carolina Library Board- November 2021*