

PHOEBE APPERSON HEARST LIBRARY  
LEAD, SOUTH DAKOTA



BOARD OF TRUSTEES  
COLLECTION DEVELOPMENT POLICY

**PURPOSE**

To guide staff in the purchase of library materials with the goal of meeting the needs of the community as demonstrated by maximum use of the collection by the greatest number of patrons

**SOURCE**

Hearst Library Board of Trustees and Hearst Library Director

**POLICY**

The library collection is one that is intended to be useful, active and circulating. Within the limitations of library space and budget, materials are to be purchased on the basis of literary, educational, informational, cultural and recreational value. All materials will be selected and organized to allow maximum availability and ease of access to all patrons.

\*\*\* No selection is to be excluded on the basis of moral, racial, religious or political prejudice.

**PROCEDURE**


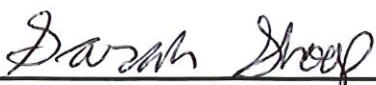
Specific guidelines to include in the selection process:

- Materials of contemporary significance and/or popular entertainment/recreational demand
- A wide selection of print materials for all ages, special needs and reading levels
- Non-print materials to include audio, video and eBooks for all interests and age levels
- Periodicals that provide a wide selection of interests and age levels
- Materials for instruction in specific areas of patron interest
- Materials of historical and /or local significance
- Materials that supplement the existing collection
- Consideration of price, format and convenience

**VENDOR COMMUNICATION**

The library will not make purchases over the phone or through unsolicited sales pitches. Authors, publishers, and vendors are encouraged to submit proposals in writing for consideration through the contact portal on the library's website. However, submitting a proposal does not guarantee that the library will purchase the item. Unsolicited items sent to the library will not be returned. The library does not make purchasing decisions based on unplanned or unannounced visits or phone calls from authors, vendors, or sales representatives. Demos or samples will not be considered.

Approved by:

   
Library Board of Trustees President      Date      Hearst Library Director      Date

Revision Date: June 27, 2022