

# **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 clientele, the service mission, strategic plan, collection specifications and the 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.

The South Carolina State Library Board adopts and declares that it adheres to and supports 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.

### **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 must reflect the expanding array of electronic information resources that are available. Equally important, the Policy provides the parameters and direction for future

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growth and development of the collection at a time of enormous financial stress for the Library and rapidly changing and expanding electronic and networked information technologies.

#### **Mission**

We optimize South Carolina's investment in library and information services. We do this by:

- Supporting good governance for South Carolinians through the provision of research and information services to elected officials and state government personnel.
- Providing equal access to information for all South Carolinians.
- Ensuring collaboration and cooperation among information providers and cultural institutions.
- Defining standards for libraries and librarianship that promote professionalism and excellence among library personnel statewide.
- Providing and promoting superior library and information services through research, development and implementation of leading edge practices.
- Advocating for innovation and learning in order to create a better informed and more highly skilled South Carolina citizenry.

#### **Vision**

The South Carolina State Library is a national model for innovation, collaboration, leadership and effectiveness. It is the keystone in South Carolina's intellectual landscape.

#### **Statement on Service**

The South Carolina State Library provides information and educational services to South Carolinians through its collection and facilities and in cooperation with their public libraries, to state government personnel, and to individuals unable to use conventional print materials due to physical disabilities. The Library plays a leadership role in eliminating the digital divide in the state to improve information services to people with diverse backgrounds regardless of their geographical, cultural, educational and socioeconomic differences. The Library's services support the educational development of the citizens of South Carolina, thereby increasing the quality of life. As a unit of government, the State Library provides information and education services that contribute to a well-informed workforce resulting in more efficient state government operation.

#### **Values**

Values dictate the way we work with each other as we perform our mission and pursue our vision. We understand that our performance and behavior are guided as much by the spirit of the values as by the definition of the values.

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**Communication:** We believe communication is essential to performing our mission and pursuing our vision. Communication is vital to building organizational trust and is the hallmark of respect. Communication is a multifaceted, mutually beneficial process, and the transformation of ideas is crucial to organizational advancement. We believe the articulation of ideas by people engaged in open-minded exchange results in new concepts, different perspectives and organizational excellence.

**Professionalism:** We believe professionalism is an essential value and a well-trained and knowledgeable staff is our greatest asset. Integrity, respect and fairness guide our performance as we strive to exemplify professionalism in everything we do for the state of South Carolina.

**Collaboration:** We believe the best possible results are achieved through partnerships and team work. When the ideas and actions of all interested parties are wisely considered the whole is always greater than the sum of its parts.

**Leadership:** We believe that leadership is organizational and personal. At the center of leadership is accountability for the responsibilities we have been assigned. We believe that good leadership is characterized by the ability to make decisions, take risks, and manage failure. We believe great leadership creates an environment of inspiration.

**Innovation:** We believe that change is constant in a competitive organization. At its heart are people thinking outside the sphere of current norms and learning to live beyond their zone of comfort. Through the well-considered use of new models, practices, and appropriate technology we can define the intellectual landscape of South Carolina.

### **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.

### **State Library Clientele**

The South Carolina State Library's key clientele 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, visually and physically disabled citizens.

### **Responsibility for Collection Development**

The Information Strategies Director is responsible for oversight of the acquisition functions which are shared by the professional library staff.

### **Criteria for Selection**

- Statutory requirements

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- Mission, goals and vision of the SC 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 collection. These include:

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

#### **Policy Review**

The Collection Development Policy is reviewed by the Information Strategies Director annually. Any changes or revisions are presented for approval to the Senior Leadership Team by 30 September. A revised policy is then recommended to the South Carolina State Library Board for approval at the November meeting. The Board reaffirms the policy on an annual basis.

#### **Collection Maintenance**

Library collections are to be weeded according to a schedule prepared by the Information Strategies Director. Collection maintenance is managed in an on-going manner according to established procedures to ensure high quality, pertinent collections.

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### **Collection Parameters**

The South Carolina State Library will collect materials in the following areas: Information Technology, Library Science, Administration/Management, Reference and Governance. Collection parameters can be expanded to meet specific strategic directions by the Senior 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 state government 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 that do not necessarily reflect the policies and collection development levels applied to the general collection.

These include: The South Carolina Collection, South Carolina State Documents, Federal Documents, General Reference Collection, Grants Research Collection, and the South Carolina Last Copy Fiction Cooperative.

Periodicals and newspapers are acquired to support a browsing collection for the South Carolina State Library's reading room at 1500 Senate Street. The selection and retention responsibility is that of the Information Strategies Director and is based on the needs of the State Library's clientele.

Approved by the South Carolina Library Board 26 May 2010