Collection Development Policy
Alamogordo Public Library

Introduction

The Alamogordo Public Library Advisory Board has adopted the following Collection Development Policy to guide librarians and to inform the public about the principles upon which library collections are developed and maintained.

The selection and acquisition of materials for the Alamogordo Public Library is carried out in fulfillment of the library's mission, roles and collection development objectives as stated below:

Mission Statement

> The City library provides resources for city and county residents in their pursuit of education, information and recreation. By providing these resources out of the general fund, the city gives residents of all economic levels an equal opportunity to educate, inform, and entertain themselves. The library fosters the intelligent pursuit of democracy by trying to insure that all points of view are represented within the social science collections. Paying attention to current technological trends as well as purchasing applicable learning aids, the library helps the local community maintain its competitive edge, not only statewide but also nationally and internationally. Also, by pooling their financial resources and buying their books and other items through the local government, the city's residents, in effect, make available to themselves a much wider variety of books and other items than they could ever procure privately.

Library Roles

Since the public library serves a community embracing a wide range of ages, ethnic backgrounds, educational levels and interests, it may fulfill a number of roles in the community. After considering library and material use, current and past strengths of the library, local demographic trends, and citizen expectations as expressed in surveys, other library resources in the area, and current resources of the Library, the Alamogordo Public Library has chosen to emphasize the following roles:

Primary REFERENCE AND INFORMATION CENTER- We help to meet our public's need for information and answers to questions on a broad array of topics related to work, school, and personal life; including information concerning local, national, and international issues.

GATEWAY TO LEARNING- We provide materials and programs to introduce children to the joys of reading and learning.

INDEPENDENT LEARNING CENTER- We help address our public's desire for self-directed educational growth and development opportunities.

POPULAR MATERIALS CENTER- We help to fulfill our public's appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

Secondary BUSINESS AND CAREER INFORMATION CENTER- We address our public's need for information related to business, careers, work, employment opportunities and personal finances.

COMMONS- We provide and environment that helps to meet our public's need to meet and interact with others to participate in public discourse about community issues.

LOCAL HISTORY REPOSITORY- We maintain information files and materials to document the social, cultural and political history of Alamogordo and Otero County.

Collection Development Objectives of the Alamogordo Public Library

- To provide materials that meet the patron's interest and needs in a timely manner.
- To provide materials and programs to preschoolers through high school to encourage and promote a continued use of the Library.
- To provide a broadly based and diverse collection that can support the roles of the Library as a popular materials center, a reference center and an independent learning center.
- To strive to provide a balance of viewpoints on all subjects in its collection.
- To purchase current materials proportionate to levels of demand and use, taking care to anticipate and respond to indications of significant new needs.
- To practice ongoing collection management, using output measures, reports from the automation system and other data for continuous collection evaluation. Worn, obsolete and dated materials will be weeded from the collection on a regular basis.
- To keep abreast of technological changes which affect the development of the collection.
- To be aware of the resources available in surrounding libraries and to avoid duplication of resources while ensuring wide coverage of subjects.
- To continue participation in cooperative programs concerning collection development of shared resources within the State of New Mexico.

Underlying the Library's mission, roles and collection development objectives are the following general principles:

- The Library supports the individual's right to access ideas and information representing all points of view. To this end, the Alamogordo Public Library Advisory Board has embraced the American Library Association's Library Bill of Rights, Freedom to View Statement and The Freedom to Read Statement, as appended to this policy.

- Impartiality and judicious selection will be exercised in all materials acquisitions practices. Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item and objectives for development of the collection.

- Other community resources and area library resources are taken into consideration when developing the Alamogordo Public Library's collection. While we do try to develop a well—rounded collection to meet the different needs in the community, the library cannot acquire all the resources the individual patrons may need or desire. We

rely on interlibrary loan, other resource sharing and Internet access to help meet individual needs that cannot be met through our own collection.

Materials Selection Plan

Responsibility for Selection

Ultimate responsibility for material selection rests with the Library Manager who operates within the framework of policies determined by the City of Alamogordo. All librarians will participate in the selection of library material. The librarians ensure that their choices reflect the Material Selection Plan and Collection Development Plan of the Alamogordo Public Library. They are responsible for choosing appropriate materials for their departments, weeding their collections to keep them current with need and demand, seeing that materials are in good physical condition including replacing them whenever necessary, and spending their budgets in a timely and organized manner.

The Library Manager oversees the selection process, making appropriate selection tools available, consulting with outside professionals in specific areas and tracking the materials budget by department to ensure a flow of new materials throughout the year according to budget allocations.

The reference librarians oversee the information sources made available to the public through the Internet.

Methods of Selection

Selection is a discerning and interpretive process, involving a general knowledge of the subject and recognition of the needs of the community. Standard criteria used in the selection process are:

- Literary merit or artistic quality
- Timeless or permanent value
- Accuracy of content
- Authoritativeness of source
- Readability and clarity of presentation
- Objectivity
- Social significance
- Importance of subject matter to the collection
- Scarcity of material on the subject
- Availability elsewhere
- Quality and suitability of the format for library use
- Appropriateness for age level or targeted audience
- Popular appeal to Library's patrons
- Local author
- Cost

The Library strives to collect and make available differing points of view. When selecting materials covering controversial issues we will try to cover all sides of the issue, selecting materials that give evidence of a sincere desire to be factual, that are written in reasonable

fashion, and that show results of careful study. Materials on controversial subjects which are presented in a violent, sensational and inflammatory manner will not ordinarily be selected.

Material is judged on the basis of the content and style of the work as a whole, not by selected portions or passages. Works which present an honest picture of some problem or aspect of life, are not excluded on the basis of coarse language of frankness, however, books written solely to trade on a taste for sensationalism and pornography are not added.

Material Format

Material is purchased in the most appropriate format for Library use. Books are generally purchased in hardcover editions for durability. However, paperback editions may be purchased in cases where the hardcover edition is expensive or unavailable and the title would be either used infrequently or is an item that would be weeded from the collection in a few years. Library editions are purchased for heavily used titles in the Children's Department for durability.

As a general rule, the Library does not purchase textbooks. However, textbooks may be purchased in areas where there are few or no materials in any other format or where they add substantial to the collection. The Library does not buy textbooks used by the local schools, regarding it as the responsibility of the school library to provide copies of these course materials for their students. However, the Library will accept donated copies to be placed in the Reference section, for use by home schoolers or after-school studying. Likewise, the Library does not purchase scholarly or academic journals for the periodical collection as these are available at the NMSU-A library and through the online databases to which the Library has access.

In addition to print materials, the Library's collection includes audio books, video recordings, music CDs, CD-ROM software, and a few online database subscriptions.

Videos and DVDs purchased for the Library include classical films, instructional films, documentaries, travelogues and children's stories, etc. The library purchases instructional films, documentaries, travelogues and children's stories, classical, and popular movies, foreign language, and performance art films.

New formats will be considered for the collection when, by industry reports, national survey results, and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availablity of items will also be factors in determining when a new format will be collected. Similar considerations will influence the decisions to delete a format from the Library's collection.

Selection Tools

Selection tools include professional journals, trade journals, subject bibliographies, publisher's promotional material and reviews from other reputable sources. Outside professionals may also be consulted on an as-needed basis. Their expertise may be used to help the librarians select materials in the professional's defined subject area.

Patron Request

Purchase suggestions from patrons are welcome and provide librarians with useful information about interest or needs that may not be adequately met by the collection. Consideration of patron requests will be governed by the selection criteria used for other library materials as outlined in

this policy. In addition, specific title or subject requests will be considered on the basis of the contributions they would make to the Library's collection, and the interest they would have for other patrons as well as the requester. Patrons have the options of using Interlibrary Loan to try to obtain items that are not purchased for the Library.

Standing Orders

Material that is updated annually or every few years is put on standing order for the reference and circulation collections. The majority of these materials are reference books, travel books, college guides, test review books, resume books, annual anthologies and periodicals. The list is reviewed by the Reference Librarian and the Library Manager on a periodic basis.

Multiple Copies

While the Library does not have the budget to buy multiple copies of every title it owns, it does buy multiple copies of titles having high patron demand. Each librarian determines how many copies of a title should be ordered, and in which format. When there are more than five holds per copy of a title, additional copies may be purchased. In subject areas such as resumes and travel books where the interest is in the subject more than the particular title, the library prefers to buy one or two copies of several different titles rather than buying numerous copies of one title. The Library offers a variety, depth, breadth and relevance to the needs of the community through this approach.

Rare and Expensive Books

The Library believes that materials selected for the circulating collection should be judged on merit and value to the collection, rather than the cost of an item. If an item is expensive (above $50 in price), the librarian will check to see what other material on the subject are in the collection, how this new title compares, and the importance of the title to the development of the collection. If the librarians decide it is needed, the title will be added to the circulating collection and treated as any other item. If it is lost or damaged, the librarians will decide if it should be replaced. Rare books that have been donated to the Library may be sold and the money received will be used to purchase materials or furnishings for the Library. The Library will not establish a "Rare Book Collection."

Gifts

Gifts of books and other library material are accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the Material Selection Plan. The Library reserves the right to sell or otherwise dispose of gift material not added to the collection.

If the title is already in the collection, it will be added if it is in good condition, if a duplicate is needed, or if copies need replacement and if the title has not been superseded.

If the title is not in the collection, it will be evaluated on the following points: 1) currency and reliability of information; 2) adequacy of the library collection in the subject field or the author's work; 3) historical value; 4) local interest. Generally, collections of books cannot be accepted with restrictions which necessitate special housing or which prevent integration of the gift into the general library collections.

The Alamogordo Public Library will not assign a value to any gift material. However, the Library will make available to patrons a receipt for X number of books, records, boxes of books, etc., with comment on condition.

Gift subscriptions to periodicals are welcomed and accepted if the periodical falls within the guidelines of the Material Selection Plan. An individual wishing to donate a periodical should first speak with the Reference Librarian about the donation. If the donation is accepted, it is the responsibility of the donor to handle the ordering and renewing of the subscription.

Gifts of money are always welcome and appreciated. Recommendations from the donor are honored so far as the suggestions are in accord with the Material Selection Plan.

Memorial Books

Monetary donations are accepted for purchase of materials in memory of or to honor friends or loved ones. A book plate containing the name of the person being honored or memorialized, as well as the name of the donor will be attached to the book or other material purchased. The material will remain in the library's collection as long as its condition, timeliness, and usefulness to the collection permit. Memorial books will be considered for retention or weeding according to the criteria used to evaluate or weed any other material in the collection.

Placement of Material

The placement of material within the Alamogordo Public Library is determined by several factors. The Library uses Dewey decimal classification. This classification scheme divides material by subject. The professional cataloger using Dewey Decimal Classification and Library of Congress subject headings places materials ordered in the proper subject area and assigns them to Adult, Juvenile, Young Adult, Reference, etc. areas of the Library. Reviews by professionals in the field recommending age appropriateness of material aid the librarians in choosing and locating material.

Although the Library is divided into sections such as Children's, Reference, Fiction, Non-Fiction, etc, for the convenience of the public, patrons of any age may use all parts of the Library. The classification scheme, reviews by professionals and the librarians' expertise contribute to the proper placement of material. It is the responsibility of the parents, not the library staff, to monitor library use by children.

Materials on the history and literature of the Tularosa Basin, New Mexico and the Great Southwest are housed in the Eugene Manlove Rhodes room along with the Spanish language and western collection.

To offer ease of use to our patrons, the other formats purchased by the library are shelved separately from the regular book collection. Included are Audio books, Video recordings, Maps, Vertical File, Periodicals, CDs, etc.

Evaluation of the Collection

The Collection needs continuous evaluation in order to ensure that the Library is fulfilling its mission to provide materials in a timely manner to meet the patrons' interest and needs. Statistical tools such as circulation reports, collection turnover rates, fill rates, reference fill rates, shelf allotments and volume counts are studied to determine how the collection is being used and how

it should change to answer patron usage. Selectors will use the following selection aids: current source lists ("in-print" or vendor inventory); advertising, catalogs, promotional material; recommended titles, core lists, bibliographies (Wilson, etc.); recommendations from users; current reviewing sources; librarians and other collections (also best seller lists); bookstores and vendor displays at conferences. The selection librarians will retain a list of subject area gaps in the collection and will try to fill them as they select new books. The material is examined for physical condition and frequency of use. Patron input and community surveys are also used in evaluating the collection. Through ongoing quantitative and qualitative methods, the Library Manager, Reference Librarians, Youth Services Librarian, Catalog Librarian and staff monitor the collection to see if it is serving the public's needs. Changes to the Internet sources are monitored to ensure that links are current and the sources listed are appropriate. Non-working menu items and other out-of-date data will be deleted.

Weeding of Materials

Titles are withdrawn from the Library's collection through systematic weeding or because of loss or physical damage. Items that have been lost or damaged may be replaced using the same criteria as for selection. Other factors which the librarians must consider when deciding on replacements include the number of copies of a title the Library owns, the availability of newer material on the subject, the importance of the work in its field, its listing in standard bibliographies and its cost. Generally, in one year, the Library will not spend more than 10%-15% of the materials budget allocated to a collection on replacement and retrospective purchases.

Systematic weeding of the collection is required in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer material. Each librarian is responsible for weeding those areas of the collection for which he or she does the original selection. Weeding identifies damaged items, ephemeral materials which are no longer used, out-of-date material and extra copies which are not being used. Weeding also helps a librarian evaluate the collection by identifying areas or titles where additional material is needed, older editions which need to be updated, and subjects, titles or authors that are no longer of interest to the community. If a librarian is uncertain about a title to be withdrawn, standard bibliographic tools in the subject will be consulted to see if the title has historical or literary value.

Reconsideration of Library Material

One obligation of the public library is to house within its collection differing points of view in many subject areas. The Alamogordo Public Library does not endorse particular beliefs or points of views, nor does the selection of an item express or imply endorsements of the viewpoint of the author. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered.

Comments from members of the community about the collection or individual items in the collection frequently provide the librarians with useful information about interest or needs that may not be adequately met by the collection. The Library welcomes expressions of opinion by patrons, but will be governed by the Collection Development Policy in making additions to or deleting items from the collection.

Patrons who request the reconsideration of library materials will be asked to put their request in writing by completing and signing a form appended to this policy called "Request for Reconsideration of Library Material".

Patrons who request reconsideration of library materials must:

1. have personally read the entire book and
2. are representing only themselves and not another individual or organization

Upon receipt of a formal written request, the Library Manager will ask for background information from the librarians as to criteria used in ordering the material in question, its place in the collection and reason for having the material in the collection. Outside consultants may be asked for additional information as it is pertinence to the subject in question.

The Library Manager will, at the earliest possible date, study the information provided by the librarians and respond in writing to the person who initiated the request for reconsideration. The Library Manager will keep the APL Advisory Board informed of all request for reconsideration of library materials and disposition of their requests.

In the event that the person(s) who initiated the request is not satisfied with the decision of the Manager, he/she may request a meeting before the APL Advisory Board by making a written request to the Chair of the Board. Upon receipt of the request, the Board may make the request an agenda item and the person(s) will be notified of the time and place of the Board meeting. The APL Advisory Board reserves the right to limit the length of the presentation and the number of speakers at the meeting.

After hearing from the person(s) making the reconsideration request, the Board will determine whether the request for reconsideration has been handled in accordance with the stated policies and procedures of the Alamogordo Public Library, will review the background information provided by the librarians, will review the position of the patron, and will also review the decision of the Library Manager. Based on the information presented, the Board may vote to uphold or advise the Library Manager on the appropriate action needed at this time.

Collection Development Plan

The Alamogordo Public Library serves both the City of Alamogordo and Otero County residents. The library's service area comprises more than 6,626 square miles.

Otero County is an area of diversity; major military installations are located near Alamogordo which contribute to its diversity. Its people vary greatly in age, ethnic background, educational and economic levels.

Because of its diversity in culture and economics, the Alamogordo Public Library must provide many different levels and quantities of material. The Alamogordo Public Library does not need to collect "in depth" in certain areas because of the complementary collections of New Mexico State University-Alamogordo branch and Holloman Air Force base libraries.

Several librarians will be involved in choosing books and other items. These selectors will do their best in selecting items for all interests and views. The selection librarians will be encouraged to read widely, regularly and critically. Moreover, the public will be encouraged to make requests, which will be given serious consideration. The selectors will strive to meet the needs of the patrons.

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