



COLLECTION DEVELOPMENT POLICY
MATERIAL SELECTION POLICY
RECONSIDERATION OF LIBRARY MATERIAL POLICY

I. PURPOSE

- a. To establish a policy for selection, acquiring, maintenance, weeding, and reconsideration of library materials.
- b. This policy will encompass Collection Development, Materials Selection, and Reconsideration of Materials.

II. INTRODUCTION

The Alamogordo Public Library Advisory Board has adopted this policy to guide staff. It is also to inform the public about the principles used to develop and maintain the library collection. Selection and acquisition of materials for the Alamogordo Public Library will meet the library's mission and roles as stated below:

Mission Statement

The mission of the Alamogordo Public Library is to provide educational, informational, and recreational resources in print and non-print formats to all residents of all ages and socioeconomic backgrounds in order that they might have equal access to information representing all points of view.

Library Roles

Since this library serves a community of many ages, ethnic groups, educational levels, and interests, it has several roles. The Alamogordo Public Library has chosen to emphasize the following roles:

Primary

- REFERENCE AND INFORMATION CENTER – Provide information on topics related to work, school, and personal life.
- GATEWAY TO LEARNING – Offer materials and programs to introduce children to the joys of reading and learning.
- INDEPENDENT LEARNING CENTER – Provide self-directed educational and developmental opportunities.

- POPULAR MATERIALS CENTER – Provide information about cultural trends and offer satisfying recreational experiences.

Secondary

- BUSINESS AND CAREER INFORMATION CENTER – Offer information about business, careers, employment opportunities, and personal finances.
- COMMONS – Foster an environment for citizens to meet and interact with others for public discourse on community interests.
- LOCAL HISTORY REPOSITORY – Develop collections that document the history of Alamogordo and Otero County.

III. COLLECTION DEVELOPMENT PLAN

The Alamogordo Public Library serves Otero County residents, both within and outside the City of Alamogordo. The library service area is over 6,626 square miles.

Otero County is a diverse region, partly because of the military bases located in the area. The people vary greatly in age, ethnicity, education, and income.

Due to these differences, the library must provide many levels and types of material. There are complementary collections at the New Mexico State University-Alamogordo and Holloman Air Force Base libraries. Thus, the public library does not need to collect “in depth” in some areas.

All librarians will be involved in choosing materials. They will do their best in selecting items for all interests and views. They will be encouraged to read widely, regularly, and critically. The public is welcome to make requests, which the librarians will seriously consider.

Objectives

- To provide materials that meet patron’s interest and needs in a timely manner.
- To provide materials to encourage children to use the library, promoting a lifelong habit.
- To provide a broad and varied collection supporting diverse library roles.
- To strive to provide a balance of viewpoints on all subjects in its collection.
- To acquire current materials in relation to demand, anticipating and responding to major new trends.
- To use statistical reports for continuous collection evaluation.
- To keep abreast of technological changes which affect the nature of the collection.
- To be aware of local resources in order to avoid duplication of effort while ensuring wide subject coverage.
- To participate in shared collection development programs within New Mexico.

The following principles underlie the library’s mission and roles:

- The library supports an individual’s right to access ideas representing all points of view.
- Thus, the Alamogordo Public Library Advisory Board supports the American

Library Association's Library Bill of Rights, Freedom to View Statement, and The Freedom to Read Statement. These are at the end of this policy.

- Librarians will strive to be fair and economical when selecting materials. Usage and cost will govern the materials budget for each collection area.
- The library considers local resources when adding items. While the library tries for a well-rounded collection, it cannot acquire all requested materials. Interlibrary loan, resource sharing and Internet access are ways to help fill such gaps.

III. MATERIAL SELECTION PLAN

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

- Literary merit and artistic quality.
- Timeless or permanent value
- Accuracy of content
- Authoritative of source
- Readability and clarity 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 patrons
- Local Author
- Cost

The library strives to make differing points of view available. When selecting materials covering controversial issues, librarians will try to cover all sides of the issue. They will choose items that show a sincere desire to be factual, that represent ideas in a reasonable fashion, and that report results of careful study. The library will not ordinarily acquire materials on controversial subjects presented in a violent, sensational, or inflammatory manner.

Librarians judge material on the content and style of the work as a whole, not by selected portions or passages. Coarse language or frankness is not a basis to exclude works that present an honest picture of some problem or aspect of life. However, the library does not add items created solely to trade on a taste for sensationalism and pornography.

Material Formats

The library chooses hardcover books for durability. When the hardcover is costly or unavailable, the library may purchase paperbacks. Items of fleeting or limited interest may also be added in paperback format. The Youth Services Department purchases heavily used titles in library editions.

As a rule, the library does not add textbooks or academic journals. Such materials are available elsewhere in the community.

Aside from print materials, the collection includes audio books, video recordings, music recordings, software, digital formats, and online database subscriptions.

The library purchases video in these categories:

instructional films	performance art
documentaries	classic movies
travelogues	popular movies
children's stories	foreign language

The library will consider new formats for the collection when patron requests indicate that a significant portion of local people own the necessary technology. Availability of items will also be a factor. Similar reasons will affect the decision to delete a format from the library collection.

Selection Tools

Selection tools include professional or trade journals, subject lists, promotional material, and reputable reviews. Librarians may also consult outside experts for specific subject areas.

Patron Requests

Purchase suggestions from patrons are welcome, to help in areas where the collection may be lacking. The same criteria will be used as for other library materials. Patrons may use Interlibrary Loan to try to borrow items that the library does not own.

Standing Orders

The library may put frequently issued materials on standing order. Subject examples are reference, travel, college guides, test review, resumes, and periodicals. Librarians and the Library Manager review the list on a periodic basis.

Multiple Copies

While the library cannot buy multiple copies of every chosen title, it may buy more of high-demand titles. Each librarian decides how many copies of a title to order, and in which format. If there are over five holds per copy of a title, the library may purchase more copies.

For some subjects, the library prefers to buy one or two copies of several titles rather than many copies of one. This gives more variety, depth, and breadth to the collection.

Gifts

The Material Selection Plan also applies to gifts of materials. The library reserves the right to sell or otherwise dispose of gifts not added to the collection.

If the title is already in the collection, the library will add it if it is in good condition, current, and demand warrants. It may replace another copy or be an additional copy.

If the library does not own the title, a librarian will evaluate it on the same basis as for purchase. Generally, donations with restrictions requiring special housing or preventing integration of the gift into the general collection, cannot be accepted. The library will not assign value to any gift material. However, staff will offer a receipt showing the number and type of items donated.

The library welcomes periodical gift subscriptions. These are accepted based on the Material Selection Plan guidelines. An individual wishing to donate a subscription should first speak with a librarian. It is the responsibility of the donor to handle ordering and renewing of the subscription.

The library always appreciates monetary gifts. Librarians honor purchase suggestions from the donor as long as they are in accord with the Material Selection Plan.

Rare and Expensive Items

The library considers items for the collection on merit and value, rather than cost. The purchase criteria will be stricter for items costing over \$50. If an expensive item is lost or damaged, replacement will not be automatic. The library may sell or otherwise dispose of donated rare books. City of Alamogordo policy will govern the use of any money received. The library will not establish a "Rare Book Collection,"

The Eugene Manlove Rhodes room holds items of local and regional interest.

Memorial Items

The library accepts donations to purchase materials in memory of or to honor persons. A bookplate with the name of this person, along with that of the donor, will be attached to the item purchased. The library retains memorial items on the same basis as any other material.

Placement of Material

Several factors affect the shelving of material within the library. The library uses the Dewey Decimal Classification system, which divides material by subject. A librarian, using Library of Congress subject headings, assigns items to collections.

Although the youth and adult sections are separate, patrons of any age may use all parts of the library. The classification plan, professional reviews, and the librarians' expertise assist in proper material placement. It is the responsibility of parents, not the library staff, to monitor library use by children.

For easier finding, other formats are separate from the regular book collection. This includes audio books, video recordings, maps, periodicals, CDs, etc.

Evaluation of Collection

The collection needs continuous review to ensure that the library is fulfilling its mission.

Selectors will use aids such as recommended title lists, patron suggestions, and reviews. They will keep a list of subject gaps in the collection to help choose new items. Statistical tools will indicate usage and possible changes needed to answer patron demand.

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

Regular weeding of the collection is required in order to keep it vital and useful, and to make room for newer material. Each librarian is responsible for those areas of the collection for which he or she does the original selection. Weeding identifies damaged items, unused or dated materials, and unneeded copies. Weeding also helps identify areas where additional material is needed, older editions to replace, and subjects, titles or authors that are no longer of local interest. If a librarian is uncertain about a title to be withdrawn, he or she will consult standard references to see if the title has historic or literary value.

Items that have been lost or damaged may be replaced using the same criteria as for selection. Other factors that the librarians consider include the number of copies owned, the availability of new material on the subject, the importance of the work, its listing in standard references, and its cost. Generally, the library will not spend more than 10%-15% of the annual materials budget on replacement and fill-in purchases.

IV. RECONSIDERATION OF LIBRARY MATERIAL

A public library is obligated to house items with differing points of view. The Alamogordo Public Library does not endorse particular beliefs or views. The selection of an item does not imply agreement with the author's viewpoint. Library materials will not be marked to show approval or disapproval of the contents nor will items be sequestered.

Comments from community members on the collection or individual items therein are useful for highlighting interests or needs that are not adequately met. Patron opinions are welcome, but the library will follow the Collection Development Policy when adding or deleting items.

Patrons who formally request the reconsideration of library materials will be asked to put it in writing. The required form, "Request for Reconsideration of Materials", is at the end of this policy. Patrons who request such action must:

1. have personally read (viewed, etc.) the entire item and
2. be representing only themselves, not another individual or organization.

Upon receipt of a written request, the Library Manager will ask for background information from the librarians. This includes reasons used to choose the material in question. The Manager may consult with outside subject experts.

The Library Manager will study this information, as soon as possible, and respond in writing. He or she will keep the Alamogordo Public Library Advisory Board informed of all requests for reconsideration of library materials and disposition of such requests.

If the person(s) who made the request is dissatisfied with the Manager's decision, they may make a written request to the Chair of the Alamogordo Public Library Advisory Board for further consideration. The Chair will place the request on the agenda. If so, the person will be notified of the time and place of the Board meeting. The Board reserves the right to limit the length of the presentation and the number of speakers.

After hearing the request, the Board will determine whether the Manager has handled it properly. They will review the background information provided by staff, the patron's position, and the decision of the Library Manager. The Board may uphold the Manager's decision or advise him or her on other action.

Created 2008

Revised 2017

Approved by the Alamogordo Public Library Advisory Board March 8, 2017
Revised 2023 – Put into City formal policy format with minor verbiage changes.

REQUEST FOR RECONSIDERATION OF MATERIALS

In order to give your request the fullest and most careful consideration, please answer every question completely and return this form to the librarian.

Request initiated by:

Name: _____

Mailing Address: _____

City: _____

Phone #: _____

Complainant represents:

Self Only

Organization

Other Group(identify)

Type of material (book, pamphlet, film, etc.) _____

Title of material _____

Publisher _____

Author (if known) _____

1. What are your general objections to this item? Please explain.

2. What do you object to specifically? Please explain in detail, giving page numbers or film segments.

3. What do you feel might be the result or effect of reading/viewing this item for the following categories of persons?

a. For an adult? _____

b. For an adolescent? _____

4. At what age level was the item classified? _____

5. What age person read/viewed the item? _____

6. How did you select this item? _____

7. Was the item recommended to you? Yes No

8. Did you read the blurb or resume on the jacket before prior to reading/viewing? Yes No

9. Did you read/view the entire item? Yes No

If not, approximately how many pages/segments? _____

10. What reviews of this item have you read? _____

11. What was the consensus of the reviews? _____

12. What do you feel were the good features of the item? _____

13. Do you believe that anyone else might, for any reason, find value or merit in this item?

14. What would you like for the library to do about this item?

Re-classify the material

Re-evaluate the material

Withdraw the material from the library

Other (explain) _____

Signature of Complainant

_____ Date _____

This complaint will be answered in writing by the librarian, and you may be contacted to discuss it. A copy of the complaint and the librarian's reply will be forwarded to the Alamogordo Public Library Board of Trustees.

Effective Date: 2008
Format & Verbiage Change April 24, 2023
Library Board Approved: October 11, 2023
Library logo added: October 18, 2023

ALA - Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

ALA - Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read. Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

ALA - Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

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