


POL-LIB-2016-12	Issue No: 2.0	Policy Creation: May 26, 2016
Amended By: Sarah Booth Library Deputy Director	Page 1 of 8	Amended/Approved On: 8/24/23 By: Stephen Jones 
COLLECTION DEVELOPMENT POLICY		

PURPOSE

The mission of Las Cruces Public Libraries (LCPL) is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The Collection Development Policy is designed to guide library staff in selecting materials and maintaining the collection. It also fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. The LCPL upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in LCPL facilities present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

It is the LCPL’s purpose to provide a wide variety of views and expressions to support the community’s research and recreational needs. The collection varies in size and scope depending on changing interests, budget and space limitations.

PHILOSOPHY AND SCOPE

The Las Cruces Public Libraries Library Advisory Board has adopted and declared that it shall adhere to and support the Library Advisory Board Resolution to Address Diversity, Equity, and Inclusion.


Staff strive to provide and maintain a basic, balanced general knowledge collection, not an academic or specialized collection. Local educational institutions have their own specialized libraries. Inclusion of items does not express or imply endorsement by the City of Las Cruces of their content. The LCPL collects books, magazines, newspapers, maps, audio and video recordings in various formats, computer files and microforms. It will also collect materials in other formats as staff deem necessary. The LCPL also especially emphasizes collecting material about New Mexico and the Southwest.

LIBRARY NON-DISCRIMINATION STATEMENT

Las Cruces Public Libraries does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, housing status or military status, in any of its activities or operations.

LAND ACKNOWLEDGMENT STATEMENT

Today, in Las Cruces, New Mexico, we are on the ancestral and current homelands of the Warm Springs Apache of the Chiricahua Apache Nation, the Mescalero Apache, the Piro, Manso, Tigua, Tortugas Pueblo, and the Mexica. We are in the Chihuahua Desert below the Organ Mountains and along the Rio Grande River, the lands and waters that sustain us. We acknowledge these lands and encourage you to learn more about and support the work of their original and current caretakers.

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1. SELECTION AND EVALUATION CRITERIA


- a. Professional library staff use their training and experience to select material for the collection. It is based upon:
 - i. Library staff knowledge of the community and its needs/interests
 - ii. Staff knowledge of the collection
 - iii. Budget constraints
 - iv. Space limitations
 - v. Availability of the same information elsewhere

- b. The list of criteria the LCPL staff uses to select materials includes:
 - i. Contemporary significance
 - ii. Permanent value
 - iii. Artistic merit
 - iv. Human/popular interest
 - v. Relevance to community needs
 - vi. Accuracy/reliability
 - vii. Public/critical recognition of the creator/source (author, editor, filmmaker, etc.)
 - viii. Relation to existing collection (is it a subject we collect?)
 - ix. Price/availability
 - x. Durability for library use
 - xi. Age/reading level suitability
 - xii. Diversity of opinions/viewpoints
 - xiii. Local authorship, setting, or historical interest
 - xiv. Amount of information on a subject in the collection
 - xv. Professional opinion of staff
 - xvi. Other criteria that may become relevant in the future

- c. No single measurement exists for all cases, and different materials may be selected for different reasons.

- d. Evaluation Sources: LCPL staff uses a number of reliable sources in deciding what materials to purchase. These include:
 - i. Professional library journals
 - ii. Subject bibliographies
 - iii. Award lists
 - iv. Library blogs
 - v. Publishers' catalogs
 - vi. Book reviews (from professional review services in addition to well-known magazines and newspapers, print and online).

- e. Librarians order materials with at least one positive professional review.

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- f. Per the American Library Association Library Bill of Rights, “Materials should not be excluded because of origin, background, or views of those contributing to their creation.” Selection of materials does not constitute or imply agreement with or approval of the content, viewpoint, implications, or presentation of the materials. Parents or legal guardians are responsible for monitoring materials used by their children. Selection decisions for the collection are not influenced by the possibility that the materials may be accessible to minors.

2. SUGGESTED PURCHASE REQUESTS

- a. Requests from the public to purchase materials are encouraged and welcomed. They can be made at the Reference Desk or through the LCPL computer system. Purchase requests are subject to the same selection criteria as materials that staff select. Every title suggested is not necessarily ordered.

3. DONATIONS

- a. General Donations: The LCPL accepts donations of materials if they meet the same criteria as purchased items. In all cases, the LCPL retains **sole and exclusive** right to accept or reject donations and to make **any and all** decisions regarding their use, housing and final disposition. Library staff **do not** appraise donations for tax purposes.
- b. Author Donations: LCPL reserves **sole and exclusive** right to accept or reject books offered as donations by the author(s) or their designee(s). It also retains **sole and exclusive right** to make any and all decisions it deems necessary regarding the housing, use and final disposition of these items. Specifically, they are not exempt from, but rather subject to the same criteria as all other library materials for “weeding.” (See Withdrawals)
- c. LCPL **does not** accept certain items as donations. They include but are not necessarily limited to:
- i. Encyclopedias, magazines, and flyers.
 - ii. Items containing outdated, potentially harmful information.
 - iii. Items that are dirty, moldy, or in otherwise poor physical condition.
 - iv. Textbooks (Elementary School through University).
 - v. Books printed on poor quality paper, or with pages that fall out when the book is opened, items in spiral binders, loose leaf ring binders, etc.
 - vi. Material about a subject we do not collect (highly academic and/or technical topics, local histories from outside southern New Mexico, etc.).
 - vii. Formats we no longer collect, such as VHS or cassette tapes

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4. READINGS AND BOOK SIGNINGS

- a. LCPL reserves the right to hold or a reading and/or book signing for any and all authors or their heirs, executors, designees, etc., provided the material meet both the Collection Development criteria and Meeting Room policies. The Friends of Thomas Branigan Memorial Library are allowed to sponsor/host events as part of their membership drive and/or fundraising efforts.

5. GIFTS AND MEMORIALS


- a. LCPL accepts monetary gifts. These may be in memory of a family member or friend, to honor an individual, or make a personal contribution to the LCPL. Gifts and/or memorials may be so designated by a special Las Cruces Public Libraries bookplate.
- b. Gifts of real property and/or stock will be accepted pending approval by the City of Las Cruces and the Library Deputy Director.
- c. LCPL retains **sole and exclusive** right to make **any and all** decisions it deems fit as to the housing, use, and final disposition of gifts/memorials. Specifically, gifts/memorials are not exempt from but rather subject to the same criteria as all other library materials for “weeding.” (See Withdrawals)

6. WITHDRAWALS (Also referred to as “Weeding”)

- a. “Weeding” is the systematic withdrawal of lost, damaged, obsolete, and/or otherwise no longer useful material for a library. If necessary to the collection’s integrity, such items are replaced, rebound, updated, or otherwise rehabilitated. Items **are not** weeded merely because they may be controversial. Weeded items in good condition will be transferred to the Friends of Thomas Branigan Memorial Library. Others will be recycled.
- b. Some of the reasons for removing an item may be:
 - i. Poor physical condition
 - ii. Multiple copies of the same material
 - iii. The demand for it no longer exists
 - iv. Obsolete or inaccurate information (such as atlases [unless of historical interest])
 - v. Outdated, potentially harmful information
 - vi. Superseded editions


7. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIAL

- a. As a basis for this policy, Las Cruces Public Libraries follows The American Library Association (ALA) Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. They may be found at

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<http://www.ala.org/advocacy/intfreedom> under Core Intellectual Freedom Documents of ALA.

- b. Items will not be removed simply because an individual or group is of the opinion that the material is offensive, and the Las Cruces Public Libraries staff does not stand in loco parentis. Parents and/or legal guardians are responsible for monitoring their children's use of reading, viewing and listening material. The reading/viewing activity of children is ultimately the responsibility of their parents/guardians who guide and oversee their own child's development. LCPL **does not** intrude upon that relationship.
- c. Requests to reconsider materials may only be made by individuals or groups within the LCPL's service area (Las Cruces and the rest of Dona Ana County, minus the village of Hatch, the City of Sunland Park, and the town of Anthony, NM). The Las Cruces Public Libraries REQUEST FOR RECONSIDERATION OF MATERIALS FORM must be completed and given to the Library Deputy Director or their designee within a two-week calendar period from the date of receiving the form. If the form is not returned within two calendar weeks, the matter will be considered to be resolved.
- d. Upon receipt of a completed reconsideration request form, the Deputy Director will notify the Director of Quality of Life and Library Advisory Board. The Materials Review Committee will review the items. This Committee, comprised of 3 Library staff members, is a standing committee and will consist of the Technical Services Manager, the Senior Librarian for either Adult Services or Youth Services (depending on the title for reconsideration) and the Librarian that received the original request. Within thirty business days, the committee will make a written recommendation to the Library Deputy Director. Then, the Library Deputy Director will send a written report of their decision to the Director of Quality of Life, the Library Advisory Board, and the requestor. Appeals must be made in writing to the Director of Quality of Life and the Library Advisory Board. The final decision on whether or not to retain or remove the material will rest upon a majority vote by the Library Advisory Board.
- e. Requests for Reconsideration Procedure
 - i. Request for Reconsideration forms will be available at all service points in the LCPL facilities
 - ii. Staff will give a Request for Reconsideration form and a copy of the Collection Development Policy to the requestor
 - iii. Staff will record the Author/Title of material
 - iv. Staff will Immediately notify the Library Deputy Director that a Request for Reconsideration Form has been given to a requestor
- f. This document will be reviewed and revised as needed every five years to stay current with the community's needs and demands.

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8. REQUEST FOR RECONSIDERATION OF MATERIAL FORM

- a. If you are requesting to have material removed from Las Cruces Public Libraries collection, please completely fill out and return this form to:

Library Deputy Director, Las Cruces Public Libraries
200 East Picacho Avenue
Las Cruces NM 88001

Please **print legibly**. Illegible or incomplete forms will be returned and will not be processed.

NAME: _____ DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

Are you making this request on behalf of:


Yourself

Organization _____
(Name/Address of Organization)

AUTHOR: _____ TITLE: _____

FORMAT: _____ PUBLICATION DATE: _____

PUBLISHER: _____

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1. Have you read the Library's Collection Development Policy?

2. What do you object to in this material?

3. Have you read/viewed/listened to it in its entirety?

4. Please be specific about what you object to in this item, citing pages, phrases, subjects, etc. If necessary, please use another page.


5. Please provide documentation/support for your viewpoint. If necessary, please use another page.

6. Please give examples of what you find positive about this item.

7. What do you want LCPL to do about this material?

Signature of Requestor: _____ Date: _____

Received by: _____ Date: _____

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UPDATES			
ISSUE	DATE	PAGE	DETAILS
2.0	August 24, 2023	1-7	Whole document was amended

PEER REVIEW – ISSUE 2.0	
Title: Library Deputy Director Name: Sarah Booth	Title: Interim Library Manager Name: Shuly Serrano
Title: Library Manager Name: Steven Haydu	Title: Library Supervisor Name: Colleen Corgel
Title: Librarian II Name: Elizabeth Puckett	Title: Librarian II Name: Vicki Minnick
Title: Library Assistant II Name: Jesus Vidrio	Title: Library Assistant I Name: Kathy Key Tello
Title: Library Assistant I Name: Beatriz Rudisill	Title: Interim Senior Office Manager Name: Monique Paez
Title: Quality of Life Director Name: Carol Brey	Title: Quality of Life Assistant Director Name: Rebecca Slaughter

LIBRARY ADVISORY BOARD REVIEW – ISSUE 2.0	
Title: President Name: Maryann Hendrickson (Absent) District: 6	Title: Vice-President Name: Stephen Jones District: 1
Title: Secretary Name: Teresa Valenzuela District: 4	Title: Member Name: Patricia Gallegos District: 2
Title: Member Name: Jennifer Kreie District: 5	Title: Member Name: Erin Wahl District: Member at Large
Title: Member Name: VACANT District: 3	