



**Artesia Public Library**  
205 W. Quay Ave  
Artesia, NM 88210  
(575) 746-4252

## **COLLECTION DEVELOPMENT POLICY**

July 2017 – June 2022

### **Library Mission Statement:**

The modern public library supports lifelong learning, advances knowledge creation, and strengthens its community. It provides the tools and resources to support creativity, research, and problem solving while asking and answering questions that challenge patron assumptions. Both the physical and virtual library spaces encourage patrons to engage with information, process it, reflect on it, have conversations about it, and develop new ideas. The Artesia Public Library is such a library; bringing people, information, and ideas together to create opportunities.

### **Selection Objectives:**

- To help people know more about themselves and their world;
- To supplement formal study and encourage information self-education;
- To meet the information needs of the community;
- To stimulate thoughtful participation in the affairs of the community, the country, and the world;
- To support educational, civic, cultural and recreational activities within the community;
- To aid in learning and improving job-related skills;
- To assist the individual to grow intellectually and to enjoy life more fully.

### **Selection Criteria:**

Popularity and patron requests will not be the only basis for selection. The selection of both books and nonbook material follows the same criteria listed here.

In terms of relevancy, the material:

- Is timely or relevant for contemporary society;
- Is representative of various contemporary points of view reflecting current conditions, trends, and controversies that are international, national, and local;
- Interprets, documents, or illuminates the past;
- Provides information on a particular subject;
- Fosters a knowledge of self and an understanding of others;
- Enables the individual to acquire knowledge for decision making;
- Fulfills current or anticipated demand;

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- Features a local author or subject;
- Has reference or research value.

In terms of merit, the material:

- Advances the individual's capacity for understanding the world in which he/she lives;
- Stimulates aesthetic appreciation and imagination;
- Is noted for literacy or artistic quality;
- Contributes to enjoyment of life;
- Is recognized as a classic in its genre;
- Has gained the attention of critics and reviewers;
- Has received awards or honors;
- Reflects competence and reputation of the author, director, illustrator, creator, or producer, performer, and/or publisher.

In terms of form and content, the material:

- Is accurate;
- Is readable and understandable;
- Is suitable for the intended audience;
- Provides documentation of source material;
- Is included in bibliographies or recommended lists;
- Contributes to a collection of classics or contemporary works, or
- Is suitable and durable in format for library use.

Other criteria considered are:

- Price and availability of funds;
- Relationship to other items in the collection.

### **Selection and Collection Maintenance Responsibility**

The responsibility of selection and collection maintenance is delegated to the library staff and the library supervisor through the authority of the City of Artesia and the City Council, and the Artesia Public Library Board of Trustees.

See Appendix on page 3 for details regarding selecting parameters, collection maintenance, donations, and controversial materials.

## Appendix

### Selection Parameters and Priorities:

The library provides access to information in a wide variety of print and non-print formats. Presently, books, newspapers, magazines, government documents, maps, DVDs, audiobooks on CDs and Playaways, musical CDs, information CDs, microfilm and microfiche are included in the library's collection. In addition, the library purchases access to information through databases, information services, eBook and online services. In the future, the type of materials acquired will change, as new technologies become available.

- Currency. Collection emphasis is on up-to-date information. Older materials, which remain accurate, will be retained and replaced according to patron demand.
- Audiobooks are purchased in unabridged versions only. Audiobooks are also available in downloadable format.
- DVD (videos) are purchased to serve the information, educational, and recreational needs of the community, which include feature film, non-fiction, and television series.
- In general, the library will purchase single copies of a wide range of titles rather than multiple copies of the same title. Multiple title may be purchased when the title is of local interest and may be out of print quickly, or if it is the definitive title on a particular subject. An exception may be made for certain titles in the children's collection due to high demand and extended, long-term value to the collection.
- Graphic novels and manga are purchased for adult, young adult, and children's collections.

### Adult Fiction

The library provides a collection of standard and contemporary fiction titles as well as genre fiction for the intellectual enrichment, information, and entertainment needs and interests of the adult population of Artesia and surrounding areas. Large print and audiobooks of some popular titles are also available.

Special criteria (in addition to general criteria):

- Collection's need to reflect minority as well as majority cultures

### Adult Nonfiction

The library maintains a collection of general interest nonfiction titles to provide for the information needs and browsing interests of library patrons.

Special criteria (in addition to general criteria):

- Suitability for intended audience
- Ease of use, including index, bibliography and illustrations

### Periodicals

The library maintains a collection of magazines for information and recreational reading. Most periodicals are retained for two years. *New Mexico Magazine* is maintained indefinitely and are bound.

Special criteria (in addition to general criteria):

- Available indexing (lack of indexing will not exclude a title if it meets patrons' needs)
- Availability of display shelving and storage space

### Newspapers

Newspapers are selected to provide local, state, regional, and national coverage. Local newspapers plus a selection of regional and national titles are purchased. Issues are retained for three months. The Artesia Daily Press is preserved on microfilm and DVR.

### Reference Materials

Reference materials provide timely and accurate information on a wide variety of topics. Because of method of use, rarity or cost, they are maintained for in-library use only.

Special criteria (in addition to general criteria):

- Currency of the material
- Thoroughness of coverage
- Importance of subject matter to the collection
- Ease of use (especially indexing)

### Reference Material in Electronic Format

Some reference tools are provided online as subscriptions to databases. These are selected very carefully to meet the informational needs of the community; such subscriptions are costly and are reviewed periodically to evaluate their continued usefulness.

Special criteria (in addition to general criteria):

- Ease of use
- Timeliness of updates
- Licensing restrictions
- Technical support
- Hardware and software requirements
- Cost

Southwest Collection/Leah Kennedy Southwest Trust/Dr. Glenn E. Stone Southwest Collection  
The library has an extensive southwest collection of nonfiction, biography, and fiction relating to the history, economic, social, cultural, artistic and literary life of the Southwest, New Mexico in particular. Since 1984, the collection has largely been supported by the Leah Kennedy Southwest Trust Fund, which was established to provide citizens of Artesia with a permanent collection of materials relating to New Mexico and the Southwest region of the United States. Materials purchased with the fund are so identified with a bookplate in the front of each volume. In 2004, the library received a gift of the Dr. Glenn E. Stone Southwest collection; it is housed in locked cases in the Southwest Room and is designated for in-library use only.

Special criteria (in addition to general criteria):

- Materials pertaining to the history and development of Artesia and Eddy County are of particular interest

- Materials pertaining to the historical, economic, social, cultural, artistic, and literary life of Arizona, Southern California, Southern Colorado, Texas and Oklahoma may also be included

#### Genealogy collection

The library's genealogy collection started with a collaboration between the library and the Artesia Historical and Genealogical Society. Most of the items in the collection were derived from the recommendations of the Society. Since the Society is now defunct, selections will be based on patron and staff recommendations. All items in the collection are for in-library use only. Several periodicals are available for checkout. Ancestry Library Edition is provided for research online within the library.

#### Adult Spanish Language Collection

The library maintains a collection of fiction and nonfiction works in Spanish. The collection encompasses classic and contemporary titles that have been translated into Spanish, and literature from Latin countries originally written in Spanish, as well as nonfiction and biography.

Special criteria (in addition to general criteria):

- Materials originally written in Spanish from Latin America and Spain of particular interest, fiction, nonfiction
- Materials that are bilingual (both Spanish and English) are also of particular interest

#### Children's Materials

Children's materials are selected to meet the recreational, educational, and cultural needs of children from infancy through age 12. Multiple copies of frequently requested title may be provided, subject to overall budgetary concerns.

#### Juvenile Fiction

The library maintains a variety of children's fiction from the most distinguished in children's literature to popular titles and new, enticing titles that will attract readers of many tastes and abilities. Popular series titles may be purchased in response to patron requests, subject to overall budgetary concerns.

Special criteria (in addition to general criteria):

- Appropriate reading level and interest level

#### Picture Books

These books, in which illustration is as important as text, serve to introduce children to the world of books. The library includes a wide variety for adults to read to toddlers and preschoolers and for children to look at and use as they begin to read. This collection includes beginning readers, concept books, wordless books, alphabet books, Mother Goose, and board books as well as picture books. In addition, easy nonfiction and biographies are provided.

Special criteria (in addition to general criteria):

- Relationship of illustration to text
- Appeal of story and illustration to children

- Age Appropriateness of art, text, topic
- Durability of format

#### Juvenile Nonfiction

The juvenile nonfiction collection contains general informational works, browsing items and subject-oriented materials on topics of interest to children through sixth grade. The library does not provide basic texts or materials needed in quantity for schoolwork, such as textbooks. It does, however, purchase supplementary materials to enrich the resources available at area schools.

Special criteria (in addition to general criteria):

- Suitability for intended audience
- Ease of use, including index, bibliography and illustrations
- Quality of illustrations, maps, graphics, and photographs
- Usefulness of material for research

#### Books in Spanish for Children

The library maintains a collection of books in Spanish for children from infancy to sixth grade in fiction and nonfiction. Both popular children's titles translated into Spanish and literature from Latin countries are provided.

#### Parents' Shelf

Many of the materials in the Parents' Shelf collection are chosen for their usefulness in helping parents and other caregivers help their children understand and deal with the problems and situations of everyday life. These include both juvenile and adult titles.

#### Young Adult Materials

Young adult materials are selected to meet the recreational, educational, and cultural needs of young adults ages 12 to 18. A variety of fiction from the most distinguished in young adult literature to popular titles and new, enticing titles that will attract readers of many tastes and abilities are provided. Nonfiction works providing information on many subjects of interest to young adults, as well as biographies, are provided. Graphic novels and magna are an important part of the collection. Popular titles in Spanish are also collected. Audio books that will appeal to adults will be available in CD and other titles in downloadable format.

#### DVDs

Media viewing makes up a significant portion of American's culture's entertainment and informational habits. In order to reflect that fact, the media portion of the library's collection will be expanded. Selection criteria will be similar as those for print materials and will be selected to meet the informational, educational, recreational, and cultural needs of the community. This collection will consist of feature films, nonfiction, and television series.

Special criteria (in addition to general criteria):

- Box office hits, classics, foreign films and independent titles for feature films, which emphasis on award winning and award nominated titles.

- Television series will be focused on Emmy and Golden Globe winners, cable network series and British television.
- Only films with a MPAA rating of G, PG, PG-13, and R will be purchased.
- Educational titles will reflect accurate, timely, and useful information from authorize sources to ensure the best interests of the viewer
- Special interest will include feature film and documentary title that reflect the Southwest region and genealogy

#### Selection Resources

Reviews of books and other materials play an important role in the selection process. Staff members who select materials cannot possibly read-listen-view all the items published/produced each year. Therefore, the staff must rely on reviews. In some cases, needed titles are never reviewed, in which case the librarian depends on the reputation of the publisher/producer/author, recommendations of experts in the field, or his/her own best judgement as a professional librarian.

Selection of most materials shall be made by consulting reviews included in, but not limited to the following sources:

Bloomsbury Review;  
 Booklinks;  
 Booklist;  
 Bulletin of the Center for Children's Books;  
 Children's Core Collection;  
 Fiction Core Collection;  
 Horn Book;  
 Library Journal;  
 New Mexico Magazine;  
 New York Times Book Review;  
 Publishers Weekly;  
 Public Library Catalog;  
 Recommending Reference Books for Small and Medium Sized Libraries;  
 School Library Journal;  
 VOYA (Voice of Youth Advocates);  
 Young Adult Core Collection;  
 Book/media reviews in periodicals of all kinds and various blogs and websites.

#### Gifts/Donated Items

Gifts/donated items are selected for the collection under the same criteria as purchased items. The library reserves the right to donate to the Friends of the Library, donate to smaller community libraries in the area, or dispose of items not selected for the collection; wet/moldy/dirty/damaged will be discarded immediately. For a more detailed policy on donated materials, please see attached Artesia Public Library Donation Policy.

## Collection Maintenance

Books are manufactured products, and, like other such products, can reach the end of their useful life. Being intellectual products as well as manufactured complicates a question of just how long their “useful life” is. It is easy to determine that a moldy or badly chewed book is no longer useful in the library collection; however, books in good physical condition may also be determined to be no longer needed. Deselection or “weeding” is the process used to determine or not a book should remain a part of the collection.

## Weeding

Reasons for weeding:

- To identify and withdraw incorrect or outdated material
- To remove from the collection those materials that are no longer being used
- To remove worn or damaged materials
- To increase circulation

Discard:

- Materials with obsolete content
- Materials which are infrequently used
- Materials that have no anticipated use
- Materials in poor or irreparable physical condition
- Older editions of encyclopedias, almanacs, directories, yearbooks, and standard texts
- Materials which are incomplete sets in which items missing seriously impair their usefulness
- Works containing information that has been superseded or presented in newer, more comprehensive or more accessible formats

Aids used in discard process:

Books in Print Online, Fiction Core Collection, Children’s Core Collection, Young Adult Core Collection, latest edition of the CREW Manual. Also, date of publication, last date circulated and average number of circulations per year are useful indicators to consider.

Retain

- Materials with regular and on-going use
- Works containing useful local information
- Primary works in particular disciplines or topics
- Works representative of an era, trend, or movement which provide unique coverage
- Works listed in standard or authoritative up-to-date bibliographies
- Works that exhibit uniqueness or information for research
- Quality/uniqueness of graphics

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability

## Mending and Binding

### Mending

Books are mended if:

- Book is still in demand
- Book is in decent shape and is mendable
- Replace missing pages if books is not replacement and is still in demand

Discard if:

- Book is no longer in demand
- Library has adequate copies of title
- Library has sufficient information in other titles
- Book has out-of-date information
- Book is in poor shape – yellowed pages, dried out binding, damaged cover, missing pages
- Book is dirty, stained, gummed, or water damaged

Repurchase if:

- Book is still in demand and is in print and library does not have adequate copies of the title or sufficient information in other books
- The book is considered a “classic” title and adds literary value to collection

### Bindery

Books may be send to a professional bindery if:

- Titles are new and only published as a trade paperback (particularly Southwest titles purchased with Leah Kennedy Trust funds)
- Title is being replaced and is not only available in trade paperback
- Cost of binding versus cost of replacement is carefully considered
- Title has significant reference value
- Title cannot be replaced and is still in demand and is still in decent condition suitable for binding
- Some mass market paperbacks may be considered depending on their overall importance to a series
- Nonfiction titles will only sent to the bindery in special circumstances

## Controversial Material

The Artesia Public Library does not promote particular beliefs or views. Rather, it provides a resource for various opinions, which apply to important, complex, and controversial questions, including unpopular and unorthodox positions. Language, situations, or subjects, which may be offensive to some community members, do not disqualify material, which, in its entirety, is judged to be of value. Materials are not marked or identified to show approval or disapproval of contents, no materials are marked to restrict their use by ages, and no materials are sequestered except to protect valuable items from injury or theft.

The responsibility for what children read rests with the parents or legal guardians. The selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents consider inappropriate.

In the interest of protecting the individual's right to have access to materials, the Library supports the following documents:

The First Amendment of the U.S. Constitution. The Library Bill of Rights – adopted June 18, 1948, amended February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996 by the American Library Association Council. The Freedom to Read Statement – adopted June 25, 1953 by the ALA Council and the AAP Freedom to Read Committee; revised January 28, 1972; January 16, 1991; July 12, 2000; and June 30, 2004. Libraries – An American Value – adopted February 3, 1999 by the Council of the American Library Association.

## Challenges

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with the patron.

The Board of Trustees recognizes the right of individuals to question materials in the library collection. Whenever a patron objects to the presence or absence or any library material, the complaint will be given hearing and consideration. All complaints to staff members will be referred to professional librarian staff who will discuss the matter with the complainant. If not satisfied, the patron will be given a “Request for Reconsideration of Library Materials” form to complete. The form should be filled out only after the patron has read/viewed/listened to the entire work, if possible. The completed form will be given to the Library Supervisor who will then meet with the professional librarian staff to evaluate the material in question and consider the merits of the completed request form. The professional librarian staff will consider whether the material meets the selection criteria outlined in this policy; in order to do so, the professional librarian staff must have time to read/view/listen to the entire work. A decision will be made regarding whether or not to add or withdraw the material within a reasonable amount of time, with written reasons for the decision conveyed to the patron. If the patron is dissatisfied with the staff's decision or the written reply, he or she may appeal the decision to the Library Board at a regularly scheduled Board meeting. The Board, after receiving public

testimony from the patron, other interested parties, and the Library Supervisor, will decide whether or not the library policies have been followed and whether to add or withdraw the material in question.

Materials subject to complaint shall not be removed from use and circulation pending final action. If a court having jurisdiction over the library decides that any material in the collection is unprotected by the Constitution of the United States, such material will be removed immediately. Material under court consideration will remain available to patrons until a final ruling is made.

## CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Artesia Public Library, Artesia, NM

We are sorry if you have been offended by any material in our collection. The Artesia Public Library subscribes to the Library Bill of Rights as adopted by the American Library Association June 18, 1948 and its subsequent amendments. This document reads, in part, "As responsibility of library service, books and other library materials selected should be chosen for values and interests, information, and enlightenment of all the people of the community." We realize that everyone's tastes are different, and that it is our responsibility to provide materials on a multitude of subjects and viewpoints, in many styles.

If you honestly feel that a book or other item in our collection does not belong in the library of a free society, we invite you to fill out this form and leave it at the front desk. The staff member at the desk will see that it is given to the Library Supervisor, who will be in touch with you regarding your complaint.

Format (Book, DVD, CD, etc.) \_\_\_\_\_

Author (if applicable) \_\_\_\_\_

Title (or URL) \_\_\_\_\_

Publisher \_\_\_\_\_

Your name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email address \_\_\_\_\_

Group you represent (if any) \_\_\_\_\_

Did you examine (read/view/listen to) the entire work? \_\_\_\_\_

If not, what parts? \_\_\_\_\_

\_\_\_\_\_

What do you believe is the purpose of the purpose of this material?

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Specifically, to what in the material do you object? \_\_\_\_\_

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What harmful effects do you feel might be/was the effect of your using this material? \_\_\_\_\_

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Is there anything good or useful about this material? What? \_\_\_\_\_

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What prompted you to use this item? \_\_\_\_\_

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For what age group would you recommend this item? \_\_\_\_\_

What would you recommend to replace this item? \_\_\_\_\_

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Have you read the Artesia Public Library's Collection Development Policy? \_\_\_\_\_

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Signature

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Date

# Artesia Public Library Donations Policy

The Artesia Public Library administration and staff sincerely appreciate donations from our generous patrons. We cannot, however, accept materials with conditions or restrictions placed on them by the donor. Donations become the property of the Library to use, distribute and dispose of as we deem appropriate. We cannot return donations that are not utilized.

## **When are donations accepted?**

Donations of materials (preferably in non-returnable containers) can be received at the employee entrance door on the south side of the building next to the drive up book drop between the hours of 10 am and 5 pm Tuesday through Friday, except when the Library is closed for a holiday. Because our Summer Reading Programs keep us very busy, we do not accept donations during the months of June and July.

## **How to donate materials, we ask that you please:**

- see the list below regarding acceptable donation items. If there is a question of whether an item is acceptable, call the Library at 575-746-4252 to speak with a staff member.
- redact any and all personal information, and remove items such as bookmarks, receipts, pictures, etc. (due to staff time limitations)
- bring no more than 3 boxes at one time, unless prior arrangements have been made (due to limitations of space and staff)
- not place donated materials in the book return receptacles
- make sure items donated are free of dust, cobwebs, etc. before they are delivered to the Library.

## **How we use your gift:**

We use donations to augment our collections and to supply back-up copies of popular titles and authors in order to replace books that get worn out or damaged. We also assist other libraries in small communities in our surrounding area (Dexter, Eunice, Loving, Tatum, Tularosa etc.), whose budgets are small, by giving them surplus copies of books already in our collection.

Other donations go the Friends of the Library organization to be sold in their periodic week-end book sales held in the Artesia Public Library Community Room. All proceeds from book sales are used to support library programs, services, and to purchase materials for the library.

Paperbacks in good condition are placed on our paperback exchange carousels; a service we provide for patrons in which they may bring paperbacks from home and swap them out. We will also provide paperbacks to various area businesses (medical offices, hospital, clinics, etc.) for use in their waiting areas. These books will be marked as being provided by the Artesia Public Library.

## **Receipts:**

When a donation is received we can provide a receipt to document the nature and size of your gift for your tax records, only upon request; however, Library staff is prohibited by law from placing any monetary value on the material donated.

## **The Library particularly welcomes:**

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- New Mexico titles and current unabridged print or audio fiction books or children's titles (any age in good condition)
- Current unabridged print or audio non-fiction books with a copyright not more than 5 years old
- Commercially produced DVDs and CDs

**We cannot use items that are:**

- Items that have been in long term storage that are dirty, dusty, covered in bug and/or cobwebs, musty, moldy, or water-damaged
- Soiled with grease, dirt, food, insects, etc.
- Marked with pen, pencil, marker, crayons, highlighters, etc.
- Damaged (broken spines, loose or torn pages, torn covers)
- Non-Commercially produced audiotapes, videotapes, DVDs or CDs (These materials are probably in violation of copyright laws)
- Outdated media materials (record albums, 8-tracks, cassettes, etc.)
- Computer materials (software, manuals, instruction books, etc.)
- Textbooks, Encyclopedias, Professional journals, Pamphlets, or Outdated dictionaries.
- Magazines including National Geographic and Reader's Digest (unless we make a public request for specific magazines for craft projects)
- Condensed books, advanced reader's, galleys, or proofs, books of any format that have been abridged
- Adult-rated videos/DVDs, etc. (Nc-17, X or the equivalent) or pornography in any format
- Non-fiction titles whose copyright date is older than 5 years (not including New Mexico titles)

**Memorial and Honor Donations**

Donors wishing to donate books and/or audiovisual titles in the form of memorials should first contact the library for approval. All donated titles selected for inclusion in our collection must meet the standards and criteria set forth by the Library's Collection Development Policy. Books may also be declined if the library already owns the title.

The library accepts monetary donations in honor or memory of an individual or group. Donations of \$25 or more are required for material purchases. Every effort will be made to accommodate the donors' subject or title preferences. Donations less than \$25 will be deposited into a general fund and be used to benefit the library.

Upon request an acknowledgement of the gift will be sent to a designated person, family or organization. The letter will indicate the name of the person or group for whom a donation was made and the name of the donor. A material donation form provided by the library should be filled out, so we can obtain all of the pertinent information.

Once the materials are purchased, an honor/memorial book plate is placed in each item indicating for whom the item was purchased for and who it was donated by. Donation amounts are not disclosed. Records for the memorial/honor donations are maintained by the library.