

**COLLECTION DEVELOPMENT POLICY**  
**July 1, 2017 – June 30, 2022**

**CORRALES COMMUNITY LIBRARY**  
**Corrales, New Mexico**

Collection Development Statement

The Corrales Community Library will provide free access to library materials for all age levels. The library will develop and maintain a collection of materials designed to meet patron requests for current information while meeting the recreational, educational and cultural needs of the community. Special emphasis is placed on supporting students at all academic levels and on encouraging children's interest in and appreciation for reading and the joy of discovery. Maintaining the library's Southwest collection will also be an area of continued emphasis.

Fiction and nonfiction, periodicals, DVDs, Books on CD and digital media are the mainstay of the library's holdings. Further information requests will be met through interlibrary loan cooperation and reference back-up assistance provided by other area libraries and the New Mexico State Library. The Corrales Community Library serves as a learning, educational, leisure reading, and resource center for all residents of the community and those who live in surrounding areas.

The 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:

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries which 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 individual or groups requesting their use.

General Selection Rules

The library will consider all acquisitions by the following terms:

- Accuracy of content
- Community requests
- Relevance
- Clarity of presentation
- Format and ease of use
- Price
- Timeliness of topic

#### Selection Aids and Balance of Collection

Various review journals, including Library Journal, Kirkus Reviews and the New York Times Book Review, are used as selection aids. Lists of classic works are used as needed to order and replace worn copies in the library.

Collection priorities include:

- Current fiction and non-fiction for the adult collection
- DVD films, with a focus on Foreign language and family films
- Participation in the Sandoval Digital Consortium
- Foreign language resources, audio, digital and print, including a Spanish language print collection
- Children's non-fiction materials for school studies
- Audio books for adults, teens and children
- Southwest literature
- Periodicals and newspapers, in print and digital format

Funding for the collection will be done with County bonds, State Bonds, Friends of the Corrales Library support and grants from local organizations.

The library will provide materials for all ages, from toddler to adult. The staff makes an effort to maintain a carefully selected collection of highly recommended books and media of permanent value and interest. Spanish language materials and other foreign language educational aids will be a focus of the collection as a part of lifelong learning.

The children's collection will provide materials that suit varied interests and reading abilities. The same criteria are applied in the selection of materials for children as applied in the selection of materials for adults. An emphasis is made to develop a collection to support the curriculum of area schools.

Responsibility for the use of library materials by children rests solely with their parents or legal guardians. Selection of or access to materials in any area of the library is not restricted by the possibility that children may obtain materials, which their parents might consider inappropriate.

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Young adult materials are selected to widen the adolescent's thinking, to enrich his or her life, and help them fulfill their emotional needs. Recreational reading is a special

focus of the collection. Graphic novels, including popular Manga titles, will be included in the collection.

The Corrales Community Library will provide, when possible, materials treating all sides of controversial issues – materials that give evidence of a sincere desire to be factual and that show results of careful study.

Materials on controversial issues that present only one side of a question and written in a sensational, violent or inflammatory manner will ordinarily not be selected. The library recognizes that many works are controversial and that any given item may offend some individuals. Selection is not made on the basis of anticipated approval or disapproval but solely on the merits of the individual work. The library will occasionally acquire books of short-term value, such as campaign biographies or current world politics. These materials will be weeded when they have served their purpose for the community.

In the interest of supporting the local writing community, the library will accept donations of self-published materials. Self-published work should be in a format suitable for circulation. The works must fit within the library's general guidelines for acquisition, with no requirement that they be reviewed in professional journals.

### Challenged Material

Formal requests for reconsideration of materials in the library's collection must be made in writing. Forms for this purpose are available at the circulation desk. The Librarian will then present the written complaint to the Library Board, who will then read and examine the material in question. If the Board is unable to reach a recommendation, the Librarian may consult the New Mexico State Library for guidance.

### Gifts and Memorials

The library accepts gifts of books, media and other materials with the understanding that they will be added to the collection only when needed. Gift items that are not added to the collection are made available to the Friends of the library. The library will not accept any item that carries stipulations about its use, placement, or retention. Upon request, a letter of receipt will be issued for donated items. However, determination of dollar value will be left to the donor.

Memorial books may be accepted by the library, but only under the above conditions.

Cash donations for purchase of memorial books are accepted with the responsibility for selection resting with the Librarian. Attention is given to suggestions from the donor on any special field of interest that might be suitable, as well as any criteria mentioned in the selection guidelines.

### Maintaining the Collection

Once materials are deemed no longer useful to library patrons, they will be withdrawn and "weeded" from the collection at the discretion of the director and library staff. Weeding will be done methodically and on an on-going basis, and according to accepted professional practices as described in the publication, *The Crew Manual*. Page 3 of 4

This is to ensure that the needs and demands of the library's users and potential users are attractive and appealing to our patrons—and to closely monitor the strengths and weaknesses of the collection.

While following this policy, the decision to withdraw an item from the collection is based on accepted professional practice and the judgment of the Library Director and his/her designated staff.

The general criteria for withdrawal of an item from the collection include:

- Availability of updated or revised material
- Circulation and usage
- Condition
- Duplication in the collection
- Inaccuracy of content
- Value as a classic

Items withdrawn from the collection will be transferred to the Friends of the library, donated to other non-profit organizations, recycled or offered free to the public.

#### VIII. Conclusion

This document is to serve as a guideline for building and maintaining the materials collection of the Corrales Community Library. This document will be reviewed and revised as needed, in an attempt to meet the changing needs of our community.

Source: Greenfield Public Library, Massachusetts, Collection Development Policy

Red River Library, New Mexico, Collection Development Policy

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