



Socorro Public Library: Collection Policy July 1, 2017 – June 30, 2022

COLLECTION DEVELOPMENT POLICY

2017-2022



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ROLE OF THE INSTITUTION

A. Mission Statement

The mission of the Socorro Public Library is to meet the evolving educational, cultural, and recreational needs of local residents by providing modern library resources and services. The library strives to acquire materials, plan programs, and provide services that reflect an understanding and consideration of the community served with concern given for all ages, backgrounds, interests, abilities, and levels of education.

The library recognizes an obligation to acquire materials and extend services to those members of the community who traditionally have not been library users. The library dedicates itself to providing ready access to the world of ideas and knowledge by planning for the information needs of the community.

The Socorro Public Library endorses the American Library Association's *Library Bill of Rights and Interpretations*, *Freedom to Read Statement*, *Freedom to View Statement*, and *Free Access to Libraries for Minors*.

B. Objectives

It is the policy of the Socorro Public Library to maintain a broad well-balanced collection of library materials in a variety of formats. These materials are selected to encourage the democratic process and the free exchange of ideas. The Library will offer a variety of viewpoints on many topics.

The Socorro Public Library recognizes a special obligation to collect and preserve books, microforms, and manuscripts relating to the local area. The library will also serve as a repository for local oral history.

Materials are placed in age-appropriate areas; however, the library does not act in a parental capacity. The Socorro Public Library supports the exercise by parents of their responsibility to guide their own child's reading and viewing by providing published reviews that can give information on content and recommended audience.

The Socorro Public Library's collection will be developed to fulfill the following public library roles: preschool door to learning, educational support center for all ages, a recreational reading center for popular materials, and a learning center for adult independent learners. The Library Board of Trustees will review these roles as part of the ongoing planning process.



RESPONSIBILITY FOR SELECTION OF MATERIALS

A. The Library Director, who by New Mexico law must have at least a Bachelor's Degree and a Certification II for a community this size, through the New Mexico State Library, has responsibility for the selection of materials.

B. The Library Director may delegate the selection of library materials to staff members who have Grade II Library Certification through the New Mexico State Library.

CRITERIA

A. Selection

Materials selection is based on professional knowledge of the service population and the library's present collection. Criteria include patron demand, community interest, funding, and availability, authority of source, social significance, and accessibility of format, objectivity, and importance to a balanced collection. Cost and space are limiting factors. Books may be leased to provide multiple copies of high demand, popular titles.

Professional reviews that recommend selection for public library collections play an important part in the selection of library materials. The librarians who select materials regularly consult reviews from the following sources: *School Library Journal*, *Booklist*, *Library Journal*, *Books of the Southwest*, *Book Talk*, *Children's Library Catalog*, *Fiction Catalog*, *Public Library Catalog*, and *the New York Times Book Review*.

The library acts in a supporting role, not as a primary source, of materials for students of local private and public schools. Textbooks will not be purchased; nor will the library duplicate services provided by the libraries of local educational institutions.

B. Gifts and donations

Donated materials will be selected for the collection under the same criteria as purchased items. The library reserves the right to offer gift items that are not selected for the library collection to the Friends of the Socorro Public Library, LVA-Socorro County, local small community libraries or other nonprofit organizations. Upon request, a letter of receipt will be issued for donated items. However, determination of dollar value will be left to the donor.

C. Interlibrary Loans (ILL)

ILL is a service offered to patrons seeking materials not available in the library's collection. Items repeatedly requested through ILL will be purchased for the permanent collection.

D. Replacement

Lost, stolen, or damaged materials will be replaced if they are deemed essential or valuable to the library collection and if budget permits.

E. Collection Maintenance



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The de-selection, or weeding, of library materials is an integral part of the collection development process. As much care should go into weeding the items in a collection as went into the original selection of them. Library materials will be kept current and accurate by a systematic review of the collections. Items that are outdated, in poor physical condition, or no longer circulating will be removed, rebound, or replaced.

Superseded reference materials will be offered to local libraries. Other de-selected materials will be given to the Friends of the Socorro Public Library, LVA-Socorro County, or other nonprofit organizations.

COLLECTIONS

E. Adult Collection

This collection encompasses general fiction, mystery, science fiction, western, nonfiction, Southwest, Spanish Language, Adult Basic Reading, videos, DVDs, CDs, large-print books, and periodicals. Materials are selected from reviews or from patron requests.

The purpose of the adult collection is to satisfy the recreational reading and listening interests of adult patrons, offer educational enhancement, provide cultural enlightenment, and assist adults who are learning to read. Even as the library responds to patron interests and needs, there is intent to select items on all topics from all points of view.

F. Special collections

Special Collections are created to satisfy local needs and interests. They may be removed when space, patron demand, or personnel costs do not justify their continuation.

Reference Collection consists of up-to-date directories, indexes, bibliographies, encyclopedias, atlases, almanacs, legal and medical source materials, consumer information, and government publications. Electronic media products and the Internet are used to enhance and expand the range of information available.

Materials are chosen for the reference collection based upon currency, accuracy, the reputation for reliability of their issuing body or publisher, potential frequency of use, appropriateness for a public library collection, uniqueness in the library's collection, and cost. Reviews in professional journals, availability at NMT Library, and use are the basis for determining acquisition of a particular title. Reference support is provided by the New Mexico State Library, NMT, and other libraries. This enables the Socorro Public Library to respond positively to reference inquiries when its own resources cannot provide the desired information.

Southwest Collection includes both fiction and nonfiction. The selection of materials will focus on local history, New Mexico, and the Southwest region. Efforts will be made to house limited editions of works by Socorro authors.

Locked Case is used to store unique and irreplaceable books or manuscripts of the Southwest Collection.

Vertical Files support local interests. These files contain newspaper articles, pamphlets, or other ephemera relating to Socorro and Socorro County.

Spanish Language Collection encompasses fiction and nonfiction, scholarly and popular works. Bilingual, Spanish/English materials are also acquired for this collection.



Socorro Public Library: Collection Policy July 1, 2017 – June 30, 2022

G. Non-book Collections

Non-book formats will be considered in every area of materials selection and may replace hard copy selections when budget and technical support allow. Non-book formats include but are not limited to: Internet, microform, compact discs, DVDs.

Materials on electronic format will be selected that inform, educate, and entertain. The focus of the and DVD collection is informational, cultural, classical, educational, or literary. The CD collections may include fiction, and non-fiction. Music CDs have been acquired that are of lasting value and in high demand by the community.

H. Children's Library

The Children's Library targets the interests and needs of children from birth to approximately twelve years of age. Picture books, easy readers, fiction, Spanish language, nonfiction, periodicals, and electronic media comprise this collection.

Materials are selected to develop reading skills, encourage reading, and stimulate learning. The collection supplements educational studies, enhances independent research, and encourages reading for pleasure. The collection is used by children, parents, educators, child caregivers, and others whose interests and needs are met by these materials.

I. Young Adult Collection

This collection features print and non-print materials on topics that are pertinent to young adults. Selections are based on interests of those aged twelve to eighteen, current issues, and educational studies. Hard cover non-fiction books are shelved in the Adult Department. Special interest stickers identify them. Paperbacks are shelved on the Young Adult carousel.

J. Locked Case Collection

This collection features print and non-print materials on topics that are pertinent to local and southwest history.

CHALLENGED MATERIALS

Statement of Policy Any resident of the City of Socorro is entitled to challenge library materials that he or she considers inappropriate, using the following procedure:

A. Informal Resolution

1. The Library Director, or the staff person designated to be in charge, will listen to the complainant; the library's selection procedure will be explained to the complainant.
2. If the questioner wishes to file a formal complaint, a copy of the library's Collection Development Policy, *Freedom to Read Statement*, and a *Request for Reconsideration* form will be given to the complainant.



Socorro Public Library: Collection Policy **July 1, 2017 – June 30, 2022**

B. Formal request for reconsideration of library materials

When the Request for Reconsideration Form is filed by a patron, the request will be reviewed by a committee of three: the Library Director, the librarian responsible for the area of the collection that includes the item being considered, and one other staff member. The patron will receive a written decision within 30 days.

C. Formal Appeal for reconsideration of library materials

If the complainant is not satisfied with the committee's decision, the issue will be placed on the agenda of the Socorro Public Library Board of Trustees. Board members will evaluate the material in question, read professional reviews, and vote to retain or remove the item. The decision of the Library Board of Trustees is final.