

**SANTA FE PUBLIC LIBRARY
COLLECTION DEVELOPMENT POLICY
2017**

The mission of the Santa Fe Public Library is to inform, enrich, and educate the members of our community by creating and promoting access to diverse ideas and information, and by supporting lifelong learning and reading. In accomplishing its mission, the Library honors the community's unique cultural heritage and traditions, while preparing its community members for the future. This Collection Development Policy is intended to implement the mission of the Library.

The Library's goal is to provide the diverse community of Santa Fe with materials that reflect a wide range of views, expressions, opinions, and interests. Library acquisition of an item does not constitute endorsement of its content, but rather makes available its expression.

The Santa Fe Public Library provides free access to materials in a number of formats (print, media, and electronic) to all library users. Responsibility for a child's use of library materials lies with his or her parent or guardian.

As guiding principles for collection development, the Library endorses the American Library Association's Library Bill of Rights, which is incorporated as an addendum to this policy, to be used in interpreting this policy.

Collection Development Responsibility

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Under his/her direction, selection is delegated to the professional library staff. All staff members and the general public are encouraged to recommend materials for consideration.

General Selection Criteria

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Popular interest
- Contemporary significance or permanent value
- Currency of information
- Accuracy
- Local emphasis
- Treatment of subject to age of intended audience
- Reputation of author, publisher, producer or illustrator
- Creative, literary or technical quality
- Critical assessments in a variety of journals
- Format and ease of use

- Circulation as monitored through the automated system
- Cost and availability
- Relationship to existing materials in collection

Scope of Collections

The Santa Fe Public Library system includes three branches: Main, La Farge, and Southside. Santa Fe Public library patrons have access to materials at all three locations. A broad choice of circulating print and non-print materials are selected to accommodate the diversity of tastes, reading levels, and interests of users of all ages. The Library's Southwest collection provides materials relating to local history. While the Library is sympathetic to the needs of students, including home-schooled students, it is not the responsibility of the Library to provide curriculum supportive materials. The Library will not purchase text books except in cases where no other material on a given subject exists.

Criteria for Selection of Special Materials

Children's Collection

To encourage life-long reading habits, the children's collection provides materials in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of children from infancy through grade eight. The materials are selected with regard to the stages of emotional and intellectual maturity of children. The collection also provides adults with materials that relate to the well-being of children, enrich preschool and school curriculums, and aid in the study of children's literature.

Electronic Databases

Online databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by the library staff to enhance and supplement reference service. Many of the databases contain specialized information beyond the scope of the library's print collections.

Languages

Emphasis is placed on acquisitions of materials in Spanish and bilingual materials for all ages. The Library's collection also includes materials which aid in learning a second language. These resources include books such as grammars and dictionaries, media, and online resources.

Large Type

The Library maintains a collection of large type materials. The thrust of the collection is popular fiction, including mysteries, westerns, and romances, along with high interest non-fiction such as biographies and health related materials.

Media

Media collections are maintained at all three libraries based on the general criteria for selection. The library does not purchase materials in obsolete formats or formats that are moving toward obsolescence. Feature films are considered for selection with special emphasis on classics, long-term popular films, and award winning films. Public

television series and children's educational programs are considered for purchase.

Electronic Resources

The Library must continually assess new electronic media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, user demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training. The Library currently offers downloadable audiobooks, e-books, and music, along with streaming video and music.

Periodical Collections

The Library's periodical collections are based on the general criteria for selection. As more titles cease print publication we are working to expand our digital offering.

Reference Collections

All SFPL libraries maintain non-circulating print reference collections and online database subscriptions to assist in school assignments, as well as business, legal, consumer, health, medical, and other specialized informational needs of the public.

Southwest Materials

Materials published about New Mexico, Santa Fe, and portions of contiguous states that have cultural and historical ties to New Mexico are considered for selection. Local small press and local authors' materials will also be considered. Primary focus is on local interest and the history of:

- Santa Fe
- New Mexico and State borders
- Four Corners area
- Pueblos
- Southern Colorado Hispanos

Drafts of local planning documents are made available for the public, but the Library is not a depository.

Young Adult Collection

The young adult collection is geared for the library needs of patrons from the age of 15 to 18 years. The type of materials selected differs significantly from the children's level because of the social, emotional, and intellectual maturity required to read them. As this is primarily a browsing collection, fiction, paperbacks, and audiobooks are emphasized. While materials of overall "good literary quality" are included in this collection, popular titles and themes of contemporary interest to the target age groups are stressed.

Requests for Additions to the Collection

The Library encourages input from the Santa Fe community concerning the collection. A suggestion for purchase may be made in person or online. All suggestions are subject to the same selection criteria as other materials and are not automatically added to the collection.

Gifts or Donations

Donations must meet the same criteria as purchased materials in terms of physical condition, currency, and appropriateness to the collection. The Library reserves the right to decide the conditions of display, housing, and access to the materials. Materials not added to the collection are not returned to the donor and may be turned over to the Friends of the Library for resale, with proceeds going to support the Library.

Requests for Reconsideration

Persons seeking the reconsideration of a title in the collection are asked to complete a "Request for Reconsideration of Library Materials" form, available at the reference desks. These requests will be reviewed by the Library Director and appropriate selectors. The decision about reconsideration will be communicated by letter from the Library.

Collection Maintenance

Collection analysis is used to identify and withdraw incorrect or outdated materials, identify subject gaps within the collection, locate worn and damaged materials, and to meet space constraints. Older items are repaired, withdrawn, or replaced based on the general selection criteria. Non-fiction items in particular are considered for timeliness and accuracy, with special emphasis on legal, educational, scientific, technological, travel, tax, and medical materials.

Addendum: Library Bill of Rights

Request for Reconsideration form

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.

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.

- I. 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.
- II. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- III. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas
- 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 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 individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;
inclusion of "age" reaffirmed January 23, 1996, by the ALA Council

Santa Fe Public Library
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

The Santa Fe Public Library staff has the responsibility for developing Library collections and for determining which materials are included in the Library's collections and which materials are removed. The public may question the inclusion of certain materials in the Library's collections through requests for reconsideration. Completion of this form is the first step in the request procedure. If you wish to request reconsideration of Library material, please return the completed form to the reference desk of any branch, or to the Library Administration Office at 145 Washington Avenue, Santa Fe, New Mexico 87501; phone (505) 955-6789. Each request for reconsideration of a title must be on a separate form.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email _____

Do you represent: yourself _____ Organization (name) _____

1. Title _____

2. Author/Producer _____

3. Type of material:

_____ Book _____ Magazine _____ Video Recording _____ Newspaper
_____ Audio Recording

Other (specify) _____

4. What brought this title to your attention?

5. Have you read and examined the material in its entirety? If not, what parts have you read or viewed?

6. What concerns you about this item? Please be as specific as possible, indicating page numbers or parts as appropriate. (use additional pages if necessary)

7. What are you requesting the Library staff do?

Library staff: Please initial and date _____ and make a copy of this request for the library patron to keep before accepting it. Route the original request to the Library Division Director.

Rev. June 2010