

Carlsbad Public Library

Collection Development Policy

Mission Statement

The mission of the Carlsbad Public Library is to meet the evolving educational, cultural, and recreational needs of the public 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.

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A. Purpose of Policy

This collection development policy is intended to provide guidance for the selection and evaluation of materials which meet and anticipate the needs of the Carlsbad Public Library's service community. It directly relates to the library's mission statement, and defines the scope and standards of the library's various material collections. It will also serve to:

1. Govern the work of librarians responsible for collection development and maintenance.
2. Inform library users, government officials, prospective funders, other libraries, and the public about the library's collection development practices and of its plans for collection development in the future.
3. Guide the solicitation of grants, gifts, and endowments for the acquisition of library resources.
4. Affirm the Carlsbad Library's commitment to intellectual freedom.
5. Outline the procedure regarding complaints and challenges to library materials.

B. Collection Scope

Collection development will be based upon the Library's Community Assessment document, updated regularly, which details the demographic characteristics and informational needs of the citizens of Carlsbad and surrounding communities. Of special concern are the educational needs of young people, free access to government and Internet information, service to Spanish and bilingual residents, the preservation of local historical materials, and the need to provide a wide selection of fiction and nonfiction materials for all ages.

C. Collection Description

The Library collection currently consists of approximately 61,000 items including informational and recreational print books, audio books, videos, music, ebooks, downloadable audiobooks, kits, software, graphic novels, newspapers, magazines, local and New Mexico historical materials, and electronic information databases on a variety of subjects. Collection materials are available in English, Spanish, and bilingual language formats.

D. Funding

Funding for collection acquisition is provided by the City of Carlsbad municipal budget. Additional funds are received from the New Mexico State Library and Legislature (GO Bonds and State Grants-in-Aid), the Friends of the Carlsbad Public Library, and memorial funds on reserve at the Carlsbad Community Foundation. Grants from other sources may also be received from time to time. Annual material budgets will be allotted according to circulation percentage cost of materials or access, community needs, and librarian recommendation.

E. Collection Goals

The Library plans to update the fiction and nonfiction print collections to have the majority of materials current, with a copyright date no older than ten years. As the demand for and availability of digital materials increases, the library will transition from print to electronic material formats as needed. Dependent upon budgetary considerations, the library will update approximately 5% of the collection each year. Collection priorities are to acquire by purchase or lease bestselling titles, award winners, titles with positive professional reviews or recommendations, classic works of literature, subject materials related to Carlsbad, Eddy County, Southeast New Mexico, New Mexico, the Southwest, and patron requests. The Library will endeavor to acquire high-quality titles in all formats, including Spanish and bilingual English/Spanish versions, youth graphic novels, and board books.

F. Collection Decisions and Assessment

Material selection decisions to meet the goals of the collection will be made by trained librarians based upon reviews from professional journals and prominent sources, recommended title lists from professional organizations, and award listings. Librarian professional opinions, patron recommendations or requests, materials of local or regional interest, and completeness of the collection will also be considered in acquisition decisions. Librarians may be assigned responsibility for particular areas of the collection by the Library Director.

The collection will be assessed on an ongoing basis by library staff for completeness, currency, accuracy, physical condition, relevancy, user interest, and format, utilizing statistical library system reports, current library standards, and professional knowledge. Patron and community surveys may also be used to evaluate the collection.

The library collection is weeded for materials that fail to meet the goals of the collection due to age, condition, format, or the publication of more timely materials. Materials are removed from a particular collection at the discretion of the librarian in charge of that area. Weeding will be done methodically, on a continuing basis, and will be performed according to accepted professional practices as described in *CREW : a Weeding Manual for Modern Libraries* by Jeanette Larson, Texas State Library and Archives Commission, 2012 edition. Deleted materials may be conveyed to another non-profit institution, the Friends of the Carlsbad Public Library, Better World Books or other non-profit literacy initiative organizations, or recycled.

Repairs to or replacement of existing library materials will be made at the discretion of the librarian in charge of a particular collection area. Decisions will be made based on an item's value to the collection, repair/replacement cost, and availability of suitable replacement.

All acquisition and deletion decisions are dependent upon budgetary and space limitations. Librarians will not make purchase, weeding, repair, or replacement decisions based on personal preference, personal opinion, or bias of any kind. The final responsibility for all library acquisitions and deletions rests with the Library Director.

G. Material Selection Criteria

Librarians shall use the following criteria as a guide in selecting collection materials:

- Favorable reviews found in professional journals or authoritative sources

- Educational or informational significance
- Contribution to the interests of the service community
- Validity, currency, clarity, or age-appropriateness
- Contribution to breadth of representative viewpoints
- Reputation, significance, or integrity of author, illustrator, or publisher
- Artistic quality, literary style, award, or intellectual contribution
- Quality or variety of format
- Timeliness or permanence
- Local, regional, or state importance
- High potential user appeal
- Value commensurate with cost and/or need

The following review media, recommended title lists, and award lists shall be consulted in the selection of library materials:

- *Booklist / Book Links*
- *Library Journal / School Library Journal*
- *Horn Book*
- *Kirkus Reviews*
- *Publishers' Weekly*
- *Multicultural Review*
- New York Times Book Review and Bestseller lists
- American Library Association divisions (ALSC, YALSA, etc.)
- Children's Book Council
- Bulletin for the Center for Children's Books
- Newberry, Caldecott, Land of Enchantment, Audie, Coretta Scott King, Woodson, Pura Belpre, Orbis Pictus, Sibert, Pulitzer, Odyssey, NCTE Poetry, National Book Awards, or other literature award
- Other professional sources

Reputable material vendors, publishers, and suppliers will be utilized to obtain collection materials. Purchases may be made by single title, standing order, lease agreement, or subscription. Multiple copies may be obtained for preservation purposes or to meet patron demand. Companies include, but are not limited to:

- Ingram Library Service
- Baker and Taylor Library Services
- Britannica Library Service
- Overdrive Digital
- McNaughton Library Services
- Recorded Books
- Gale Cengage
- Scholastic Library Publishing

- University of New Mexico Press
- EBSCO Periodicals
- Library Video Company
- Midwest Tape

H. Intellectual Freedom

The Carlsbad Public Library upholds the First Amendment and American Library Association tenets of intellectual freedom and access to information with regard to collection development, specifically:

1. Free access to books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.
2. The First Amendment mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected free expression of others.
3. Books and other library resources should be provided for the interest, information, and enlightenment of all people in the community, including teens and children.
4. Libraries should provide materials and information presenting the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

I. Special Collections

A special collection is a group of items that are stored in a separate area or set of shelves and is defined by subject content or format. These collections may have special policies for use, access, or circulation. Currently, the Carlsbad Public Library maintains the following special material collections:

1. Reference - located in both the adult and children's library sections, these materials consist of multivolume sets such as encyclopedias or other works intended to be consulted for authoritative information on specific matters. High interest materials, and materials published in formats unsuitable for circulation (moving parts, etc.) may also be placed in Reference. These items do not normally circulate, but can do so at the discretion of the librarian in charge or the Library Director.
2. Large Print – located in the adult collection, this collection will have both fiction and nonfiction materials in font designed to be easy-to-read.
3. Newspapers – subscriptions to local, regional, or national coverage areas will be maintained as funding allows. Issues are retained for a limited time only. Additional newspapers or digital versions may be offered via the Internet or archival database.

4. Magazines - located in both the adult and children's library sections, subscriptions to titles of interest to local residents will be maintained as funding allows. Issues are retained for a limited time only. Additional magazines or digital versions may be offered via the Internet or archival database.
5. Local History – materials of subject matter relating to Carlsbad, Eddy County, or New Mexico will be collected and archived. Materials by local or New Mexico authors may also be collected. Materials may consist of books, articles, pamphlets, government publications, or ephemera. Archival materials do not circulate, and access may be limited to certain areas or times. These materials will be digitized and made generally available as funding and library staff responsibilities allow.
6. Melton – this collection was started by Helen Melton, Library Director from 1954 to 1986. It contains items relating to American history and democracy. Relevant titles may be added from time to time, and circulate normally.
7. New Mexico - titles and items of subject matter relating to Carlsbad, Eddy County, or New Mexico will be collected and archived. Materials by local or New Mexico authors may also be collected. These materials may be copies of items in the Local History collection and circulate normally.
8. Spanish – materials in Spanish language or bilingual Spanish/English will be collected in all currently available formats, and circulate normally.
9. Young Adult – materials of interest to or intended for teens and preteens will be collected in all currently available formats, and circulate normally.
10. Children's Circulating Reference – multivolume sets, materials that support the curriculum of the Carlsbad schools, and slightly older encyclopedia sets may be placed in this collection for ease in locating materials, and circulate normally.
11. Paperback – located in both the adult and children's library sections, items in this format are shelved together and supplement the hardback fiction and nonfiction collections.
12. Graphic Novel – located in both the teen and children's library sections, items in this format will be collected based on reader interest, writing and artwork quality, and age-appropriateness.
13. Multimedia – materials in currently available formats (DVD, CD, - or digital) will be collected in the adult, young adult, and children's sections. Older material formats and innovative formats not in general use by local residents may not be added to the collection. Titles may be duplicates of owned print materials.

J. Donated Materials

Donations to the Carlsbad Library are governed by the current Policy for Gifts and Donations. All material donations are subject to review by the librarians on staff for appropriateness and fulfillment of the goals of the collection. Once accepted, all materials become the sole property of the City of Carlsbad. The library does not accept any donations with restrictions attached.

K. Self-published Materials

Materials that are published by the author/creator through a self-publishing company, such as Café Press, CreateSpace, iUniverse, Smashwords, Lightning Press or others, will be considered for the collection only if such materials meet the Material Selection Criteria listed in Section G, above. Unsolicited donations of such materials will be reviewed by the librarian in charge of the relevant collection area as time allows.

L. Material Concerns, Complaints, and Challenges

The Carlsbad Public Library supports the right of library patrons and concerned citizens to question the inclusion of materials in the library collection. "Expressions of concern" are verbal inquiries by citizens regarding the acquisition of specific materials. "Complaints" are written objections to specific materials, expressing a point of view. "Challenges," based upon the objections of a person or group, are attempts to remove or restrict materials, thereby limiting the access of others.

The following procedures will be utilized when a citizen or group questions the inclusion of materials in the library collection:

1. The concerned patron will be offered the opportunity to discuss his/her concern with the Library Director and/or the librarian responsible for the selection. The patron will be apprised of the need for diversity in library collection and access to materials, and offered a copy of this policy. All such discussions will be reported to the Library Director and a written incident report completed to document the concern.
2. If the patron is not satisfied and wishes to pursue the issue, he/she will be required to complete and submit a written Request for Reconsideration of Library Materials form, and apprised of the procedures that will be used to handle the complaint.
3. When the completed Request for Reconsideration form is received by the Library Director, the request shall be reviewed by at least four persons: the Library Director, the librarian in charge of the relevant collection area, one other librarian, and a Library Board member. The Library Director

- will respond to the request in writing, with an acknowledgement within 15 days and a decision within 30 days. In answering the request, the Library Director shall explain the guidelines used for selection and cite the authorities used in reaching decisions. In accordance with the philosophy of intellectual freedom, questioned material(s) shall not be removed or restricted pending a final decision. The Library Board and governing authority will be notified of the complaint.
4. If the issue is still not resolved to the patron's satisfaction, the complaint or challenge shall be submitted to the Library Board of Trustees for a final determination, along with any supporting documentation from the patron or Library Director. Board members will evaluate the material(s) in question and vote to retain, remove, or relocate the item. The Board may consult outside organizations, such as the American Library Association, to assist them in their decision process. The Board will prepare a written response to the patron stating the reasons supporting their decision within 30 days. The decision of the Library Board is final.

M. Policy Adoption and Revision

The Library Director shall review and revise the Carlsbad Public Library Collection Development Policy every three years. The Carlsbad Library Board of Trustees shall approve each revision of the policy.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The City of Carlsbad and Carlsbad Public Library Board of Trustees have delegated responsibility for selection and evaluation of library resources to the Library Director and staff of the Carlsbad Public Library, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first written step in those procedures. If you wish to request reconsideration of specific library materials or resources, please fill out this form completely and return to the Library Director, Carlsbad Public Library, 101 South Halagueño, Carlsbad NM 88220.

Date _____

Name _____

Address _____

Contact Info _____

1. Do you represent:

Yourself Organization Name of Organization _____

2. Resource on which you are commenting:

Book Audiobook Video Display Magazine Newspaper
 Library Program Digital Material Electronic Database Other

Title _____

Author _____

3. What brought this resource to your attention?

4. What concerns do you have about this resource?

5. Have you examined the entire resource?

6. Are there other resources you suggest to provide additional information or viewpoints on this topic?

7. Are there additional comments you would like to make?

Thank you. Please submit the completed form to the Library Director. You will receive a written response within 15 days, and a decision on your request within 30 days.

Signature and date received by Director _____

**RESPONSE TO
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Date_____

Dear _____:

We appreciate your concern over the inclusion of the following resource in the Carlsbad Public Library's material collection:

We have developed procedures for selecting library materials and resources, but realize that not everyone will agree with every selection made.

To help you understand the selection process for this material, please find enclosed a copy of our Collection Development Policy, the reason this resource was selected for inclusion by a librarian, and the professional review sources which may have been consulted.

If you are still concerned after you have reviewed this material, please contact me and we can discuss the matter further.

Sincerely,

Library Director
Carlsbad Public Library

RECONSIDERATION GUIDELINES FOR LIBRARY BOARD OF TRUSTEES

The Carlsbad Library Board of Trustees will conduct a thorough review of the challenged library resource, and will decide whether or not it conforms to the principles of selection as outlined in the Collection Development Policy and Material Selection Criteria for the acquisition of library resources, and other applicable policies as needed. The Board may also consult library staff, community members who have relevant expertise, or professional organizations such as the ALA Office for Intellectual Freedom.

1. Bear in mind the principles and professional guidelines of the Freedom to Read and Library Bill of Rights statements of the American Library Association, to which the Carlsbad Public Library adheres. Base your decision upon these broad principles, rather than on the defense of individual materials. Remember that freedom of inquiry is vital to education in a democracy.
2. Study thoroughly all material(s) referred to you and read available material reviews. The general acceptance of the material(s) in question should be checked by consulting standard evaluation aids and local holdings in other public libraries.
3. Passages or parts of material(s) should not be pulled out and or considered out of context. The values and faults of the material(s) should be weighed against each other and your opinions based on the material(s) as a whole.
4. Choices for the decision to reconsider library material(s) are:
 - a. retain the material where it is currently shelved
 - b. retain the material, but relocate it to another area of the library while still maintaining access for patrons
 - c. remove the material from the library collection

Note: restriction of patron access, either by placement, age criteria, or parental permission, are not viable options

5. Remember that while the requests of citizens to reconsider library materials are usually based upon genuine concerns for the good of others, in a free and democratic society, no one person or group may decide for others what information they may not read, view, consult, or know.
6. Your report, presenting both majority and minority opinions if desired, should be given to the Library Director and the complainant at the conclusion of your review of the questioned material(s). This report is due within 30 days of the submission of the reconsideration request.