



# COLLECTION DEVELOPMENT POLICY

Approved by the Vista Grande Public Library Board of Directors – 21-Oct-2008

Revised and approved – 19-Jan-2016, 17-Sept-2019, 19-May-2020, 27-Sept-2023

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## **MATERIALS SELECTION POLICY**

The public library is the institution in our society that attempts to provide a diversity of viewpoints on a wide range of topics of interest, including political, social and religious ones. The Vista Grande Public Library chooses materials representing different points of view, limited only by our selection criteria, budget and space in our facilities. No title is excluded or included on the basis of moral, racial, political, gender or religious preference.

The ultimate responsibility for materials selection rests with the Library Director who operates within the framework of policies determined by the Board of Directors. The general public and staff members may recommend materials for consideration. A request to purchase is not a guarantee an item will be acquired.

If the need arises the Library Director will prepare and present an updated Library Collection Plan to the Board for their approval detailing the proposed actions for the coming year to improve the collection.

In April 2020, VGPL added e-content to its catalog. As this content is currently through Overdrive’s New Mexico to Go Consortium, with multiple libraries contributing to content, VGPL does not have sole control over offerings. VGPL will still apply the criteria below in making its own purchases for the collection.

Library Director will also perform annual comparisons of print/e-check out ratios to determine if cost reallocations are needed as well as to insure that e-content is a viable collection expense.

## **SELECTION CRITERIA**

The following criteria are considered when selecting materials:

- literary, educational, informational and recreational value

- reviews from professional journals, magazines and newspapers
- expressed or anticipated patron demand
- timeliness or permanence of the material
- appropriateness for the interests and skills of the intended user
- authority and accuracy of the author

No single criterion is used to justify a purchase; material selectors consider all criteria in reaching a decision. Each type of material is judged on the basis of its overall content or style, not by isolated or random portions.

### **SELECTION TOOLS**

The Library endorses the American Library Association's Freedom to Read and Freedom to View statements, the Library Bill of Rights, and the statements on Labeling Library Materials, Access to Electronic Information, Services, and Networks and Free Access to Libraries for Minors. Copies of these documents are included in this Collection Development Policy.

### **GIFTS**

[Gifts of Library Materials \(see fundraising policy\)](#)

Gifts of library materials (books, magazines, electronic media, etc.) may or may not be accepted with the understanding that the Library reserves the right to add them to its collection, distribute to other libraries, donate, sell or discard.

The Library appreciates monetary or materials gifts. In accepting books and other materials, the library applies the same criteria and reserves the right to decide which materials should be added to the collection, which will be distributed elsewhere, which will be placed in the library book sale and which may be disposed of in other manners. Receipts for gifts can indicate only the type and number of items donated. The donor is responsible for deciding the value of donated items.

### **DESELECTING**

Maintenance of an up-to-date, attractive and currently useful collection is essential to meaningful library service. Deselecting or weeding is defined as a constant discarding with replacement as needed of outdated, worn-out, or no longer useful materials.

E-weeding is performed by Overdrive and is dependent upon material use/age. VGPL will have the opportunity to repurchase if the item is in sufficient demand by our patrons, but may not always choose to do so if budgetary requirements override this.

## **RECONSIDERATION OF MATERIALS**

The Library Board will review written complaints concerning specific titles as it deems necessary, and retention or deletion will be determined by the Board's standards of selection. Ultimate removal of any e-content will follow the process set by the New Mexico to Go Consortium.

[Form](#) available upon request.

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ref:

- American Library Association's Freedom to Read
- American Library Association's Freedom to View
- Library Bill of Rights
- Labeling Library Materials
- Access to Electronic Information, Services, and Networks
- Free Access to Libraries for Minors

ref (forms):

- Gift Receipt