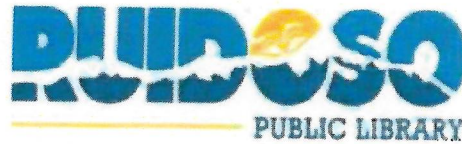


2022-2027



Collection Development Policy

I. ROLE OF THE INSTITUTION

Mission Statement

Ruidoso Public Library strives to be a community hub offering free services, materials, and activities for all inspiring literacy, learning, and citizenship.

Objectives

It is the policy of the Ruidoso Public Library to maintain a well-balanced and broad 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 offers a variety of viewpoints on many topics.

The Ruidoso Public Library recognizes a special obligation to collect and preserve books and manuscripts relating to the local area. Materials are placed in age-appropriate areas; however, the library does not act in a parental capacity. The Ruidoso 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 Ruidoso Public Library's collection will be developed to fulfill the following public library resources: Basic Literacy, Cultural Awareness, Current Topics and Titles, Formal Learning Support, General and Leisure Information, Lifelong Learning, and Local History

II. CRITERIA

Selection

Materials selection is based on professional knowledge of contemporary publishing trends, demographics of the population of the legal service area, and familiarity with the library's present collection. Criteria include patron requests, community interest, date of publication, availability, authority of source, social significance, accessibility of format, objectivity, and importance to a balanced collection. Cost and space are limiting factors. Reviews in professional journals, availability at other libraries, and use are the basis for determining acquisition of a particular title. 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*, *YALSA*, *VOYA*, and *the New York Times Book Review*. The library collection 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 other libraries, or local educational institutions.

Donations

All donations of artwork, equipment, computers, etc. must be approved by the Library Director. If people wish to donate items of this nature, please refer them to the Library Director. Donations for the materials collections are accepted with the understanding that the library may use, keep, house, access, process or dispose of items at its discretion. The library reserves the right to offer gift items that are not selected for the library collection to the Friends of the Ruidoso Public Library or other nonprofit organizations. Donated books, audio books and movies will be selected for the collection under the same criteria as purchased items, i.e., recently published, in excellent condition, in high demand. An exception will be made for older hardcover books in excellent condition that can replace older heavily used popular books. Most of the older popular books are no longer published in hardcover. The library does not accept donations of more than three boxes at one time, old textbooks, old sets of books, pickup truck loads of books, or runs of magazines.

Customer Requests

Customers may request three titles per visit. Requests are screened to determine whether the item is in the collection, easily purchased, or in high demand. Items not in the collection but of interest to the community will be purchased for the Collection.

Items that are out of print, of limited interest, or are unavailable through traditional procurement channels will be obtained through Interlibrary Loan.

Replacement

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

De-selection

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.

III. COLLECTIONS

Adult Collection

This collection encompasses general fiction, mystery, science fiction, western, nonfiction,

Southwest, Spanish Language, Adult Basic Reading, 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, listening, and viewing 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.

Reference Collection

The Reference Collection is rapidly becoming an online tool providing juried information to customers 24 hours a day. It consists of up-to-date directories, encyclopedias, atlases, almanacs, legal and medical source materials, consumer information, and government publications. 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.

Nonbook formats

Non-book formats will be considered in every area of materials selection and may replace hard copy selections. Non-book formats include but are not limited to: CDs, DVDs, and digital collections that can be downloaded. Mango Languages offers language learning. Ancestry offers genealogy research, Over Drive and Tumble books offer downloadable e-books. The audio book collection may include popular fiction, nonfiction, or historical recordings.

Children's Collection

The Children's Library targets the interests and needs of children from birth to approximately twelve years of age. Children's literature, award winners, baby board books, picture books, easy readers, fiction, Spanish language, nonfiction, periodicals, CD-ROMs, DVDs, Read-A-Longs, E-books, and E-audios 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. Children, parents, educators, child caregivers, and others whose interests and needs are met by these materials use the collection.

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. The current collection is comprised of: classic and popular young adult novels, nonfiction, audios, DVDs, graphic novels.

Archives Collection

The primary purpose of the Archives Room is to document Ruidoso and Lincoln County's history, culture, and people--with emphasis on the Village of Ruidoso. This is done via both print and non-print materials. The New Mexico collection strives to contain all available historical and descriptive works about Ruidoso (including fiction and children's books); area directories; books by Ruidoso authors; and the De la O Book Collection. The Archives Collection contains scrapbooks, maps, pamphlets, and ephemera. Non-print materials include Ruidoso and Lincoln County-related films, videos, sound recordings, slides, art works, and posters. A disc of the Carmon Phillips and Herb Brunnel Photography collections of "Old Ruidoso" photographs is available for viewing. A secondary purpose is to serve as a focal point for genealogical research. The genealogical collection contains books and reference tools involving Ruidoso and Lincoln County family history research. Only published family histories with a local connection are considered for inclusion in this collection. The Lincoln County Courthouse (Carrizozo) has a historical collection that provides cemetery directories, county history indices, and birth/death/obituary indices. The Lincoln County Clerk's office has the collection of The Ruidoso News online dating back to its beginnings. The development of the Archives Collection is via both purchase and gifts of material relating to the Village of Ruidoso or Lincoln County. Due to the historical importance of some of the holdings, a reasonable amount of effort should be made to preserve them. Rebinding, boxes, controlled climate, restricted use, and photocopies are preservation techniques currently in use.

IV. RESPONSIBILITY FOR COLLECTION DEVELOPMENT

The Library Advisory Board has the final responsibility for the Collection Development Plan.

The Library Manager who by New Mexico law must have certification through the New Mexico State Library has responsibility for implementing the Collection Development Policy. (Certification for municipalities of a population 3,000 to 10,000 must have at least a Class I Certification, municipalities of a population of 10,001 to 15,000 must have no less than a Certification II and municipalities with a population of 15,001 and above require a Permanent Certification which requires the Manager to have a master's degree in library and information science.)

Library staff will assist the Library Manager in implementing the plan.

V. CHALLENGED MATERIALS

Statement of Policy-Any registered borrower is entitled to challenge library materials that he or she considers inappropriate, using the following procedure:

Informal Resolution

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. If

the questioner wishes to file a formal complaint, a copy of the Library's Materials' Selection Policy, Freedom to Read Statement, and a Request for Reconsideration form will be given to the complainant.

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 Manager, the Youth Services Librarian and one member of the staff. The patron will receive a written decision within 30 days.

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 Ruidoso Public Library Advisory Board. Board members will evaluate the material in question, read professional reviews, and vote to retain or remove the item. The decision of the Ruidoso Public Library Advisory Board is final.

RECONSIDERATION OF LIBRARY CONTENT

Name _____ Date _____

Address _____ E-mail _____

City _____ State _____ Zip _____ Phone _____

Do you represent self? _____ Organization? _____

1. Content under consideration:

_____ Book _____ Library Program _____ Electronic Information
_____ Magazine _____ Video _____ Exhibit or Display
_____ Newspaper _____ Audio Recording _____ Other

Title _____

Author/Producer _____

2. What brought this to your attention?
3. Have you read or examined the entire work?
4. What are your concerns about the content of this work? Please be specific.
5. What do you believe is the theme of this work?
6. Have you read a professional critique of this work?
7. What would you like the library to do about this work?
8. What work can you recommend that would convey as valuable a perspective of the subject treated?

Signature _____
Lynn D. Crawford, Mayor

Date 6/14/22

Attest: _____
Ronald L. Sena, Village Clerk

