

Bloomfield Public Library Collection Development Policy

Introduction

The mission of Bloomfield Public Library is to provide all individuals in the community with books and other materials to aid in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of material available, and limitations of budget and space, the library must have a selection policy in order to meet community interests and needs.

These include:

- Relevance to the community
- Suitability for the intended audience
- Reputation of the author
- Relationship to the collection
- Availability from other sources
- Appropriate format
- Accurate and timely content
- Popularity

This materials selection statement will be reviewed and revised as the need arises.

Current collection

The current collection consists of close to 18,000 titles in print and non-print format. Most of the material is in the English language, with some books and audio books in Spanish. The library is able to call upon the collections of Farmington Public Library and Aztec Public Library for materials unavailable in Bloomfield, enabling us to provide a wide range of service response. Weakness in our collection, especially non-fiction, may be compensated for by reliance upon the regional cooperative and interlibrary loan.

The library is able to add around 1000 new titles per year.

Collection priorities

Bloomfield Library needs to expand its collection in the following areas: Current adult fiction and multimedia.

The library will continue to search out and purchase materials in the Spanish language.

Consideration is given to requests from readers. Requests must be weighed to the above selection standards. Specialized materials may be met through interlibrary loan.

Funding

Funding for Bloomfield Library is available from the City of Bloomfield, the New Mexico State Library, Friends of the Bloomfield Library, San Juan County, and grants from private foundations.

Selection Policy

A. Responsibility for selection.

The ultimate responsibility for selection of materials rests with the library director, who operates within the framework of policies determined by the Library Advisory Board. This responsibility may be shared with other members of the staff; however, since the library director must be available to answer to the board and public, the director has the authority to reject or select any item contrary to the recommendations of the staff.

B. Criteria for selection

The main criteria for selection of materials are:

1. Individual merit of each item.
2. Inclusion in standard catalogs (*Public Library Catalog, Fiction Catalog, and Children's Catalog*).
3. Qualifications of the author or reputation of the publisher
4. Popular demand or appeal
5. Suitability of the material for the intended audience
6. existing library holdings
7. availability of materials in other libraries
8. currency of information
9. budget

Reviews are a major source of information about new materials. The primary sources of review are Library Journal, School Library Journal, Booklist and VOYA. Other sources of materials will include standard bibliographies, vendor catalogs, booklists by recognized authorities including best-seller lists, and the advice of competent people in specific subject areas.

Lack of a review or an unfavorable review shall not be the sole reason for rejecting a title. Consideration is given to requests from library patrons and books

discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Gifts and Donations Policy

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information they may be disposed of as the director sees fit. The same criteria of selection that are applied to purchase materials are applied to gifts. Once the library accepts a book it cannot be returned.

Memorial or recognition gifts of books or money are also accepted with suitable bookplates placed in the book. The library will acknowledge memorials with additions to a permanent display plaque. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria of selection. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. The director will make book selection if no specific book is requested. The Bloomfield Library encourages and appreciates gifts and donations.

Monetary gifts that impose unacceptable restrictions on the library may be denied. The Bloomfield Library Advisory Board will approve or deny any gifts given with restrictions.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested.

Collection maintenance

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions or resources. Bloomfield Library endorses the CREW method of weeding, performed on a scheduled basis. Withdrawn materials will be handled in a similar manner as donated materials.

Complaints and Censorship

The Library Bill of Rights and the Freedom to Read Statement have been endorsed by the Bloomfield Library Advisory Board and are an integral part of the policy.

Bloomfield Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

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Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. A patron may reject materials for himself or his or her children, but cannot exercise censorship to restrict access to the material by others.

Library materials will not be marked or identified to show approval or disapproval of their contents. No library materials will be sequestered except to protect it from damage or theft.

Challenged materials

Although materials are carefully selected, there can exist differences of opinion regarding suitable materials. If material is challenged, the library will observe the following procedure to resolve a challenge.

1. The patron making the complaint will discuss their concerns with the Library Administrator. If not satisfied,
2. The patron should fill out the library's "Statement of Concern about Library Resources."
3. The Library Administrator shall review the statement and provide a written response to the patron. If still not resolved,
4. The complaint will be reviewed by the Bloomfield Public Library Advisory Board, which shall issue a written response.

Date of policy March 30, 2009