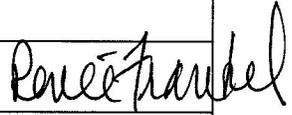


POL-LIB-2016-12	Issue No: 1.0	May 26, 2016
Prepared By: Mark Pendleton	Page 1 of 8	Approved By: Renee Frankel 
COLLECTION DEVELOPMENT POLICY		

PURPOSE

The mission of Thomas Branigan Memorial Library (TBML) is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The Collection Development Policy is designed to guide Library staff in selecting materials and maintaining the collection. It also fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. The library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

About the Library

TBML is southern New Mexico's largest public library. Its service area is Las Cruces and the rest of Dona Ana County, minus the village of Hatch, the City of Sunland Park, and the town of Anthony, NM. In addition to the main library, there are small reading rooms located at the Robert Munson Senior Center and Sage Café.

It is the Library's purpose to provide a wide variety of views and expressions to support the community's research and recreational needs. The collection varies in size and scope depending on those changing interests, budget and space limitations. Popular titles in print and electronic formats are collected for people of all ages. Also included in the collection: historical information about the southern region of the state, nonfiction books, large print books, audiobooks, Playaways, CD-ROMs, DVD's, microfilm, newspapers, periodicals, art, and music.

The Library receives its funding from the City of Las Cruces, State-aid grants, State General Obligation Bond funding, miscellaneous income from public donations and from the Branigan Estate.

POLICY

A. SELECTION AND EVALUATION CRITERIA

1. Selection is deciding what materials to purchase for the collection. It is based upon:
 - a. Library staff knowledge of the community and its needs/interests
 - b. Staff knowledge of the collection
 - c. Budget constraints
 - d. Space limitations
 - e. Accessibility of the same information elsewhere

2. Evaluation Sources:
Library staff uses a number of reliable sources in deciding what materials to purchase. These include: professional library journals, subject bibliographies, award lists, library blogs, publishers' catalogs, book reviews (from review services, well-known magazines and newspapers, and online).

POL-LIB-2016-12	Issue No: 1.0	May 26, 2016
Prepared By: Mark Pendleton	Page 2 of 8	Approved By: Renee Frankel
COLLECTION DEVELOPMENT POLICY		

B. PHILOSOPHY AND SCOPE

Staff strive to provide and maintain a basic, balanced general knowledge collection, not an academic or specialized collection. Local educational institutions have their own specialized libraries. The Library does not collect duplicate materials. Inclusion of items does not express or imply endorsement by the City of Las Cruces of their content.

The Library collects books, magazines, newspapers, maps, audio and video recordings in various formats, computer files and microforms. It will also collect materials in other formats as staff deem necessary. The Library also especially emphasizes collecting material about New Mexico and the Southwest.

No single measurement exists for all cases, and different materials may be selected for different reasons. A list of the main criteria the Library uses to select materials includes:

1. Contemporary significance
2. Permanent value
3. Artistic merit
4. Human/popular interest
5. Relevance to community needs
6. Accuracy/reliability
7. Public/critical recognition of the creator/source (author, editor, filmmaker, etc.)
8. Relation to existing collection (is it a subject we collect?)
9. Price/availability
10. Durability for library use
11. Age/reading level suitability
12. Diversity of opinions/viewpoints
13. Local authorship, setting, or historical interest
14. Amount of information on a subject in the collection
15. Professional opinion of staff
16. Other criteria that may become relevant in the future

C. DONATIONS:

The Library accepts donations of materials if they meet the same criteria as purchased items. In all cases, the Library retains **sole and exclusive** right to accept or reject donations and to make **any and all** decisions regarding their use, housing and final disposition. Library staff **do not** appraise donations for tax purposes.

The Library **does not** accept certain items as donations. They include, but are not necessarily limited to:

1. Encyclopedias, magazines, and flyers.
2. Items containing outdated, potentially harmful (medical or legal, etc.) information.

POL-LIB-2016-12	Issue No: 1.0	May 26, 2016
Prepared By: Mark Pendleton	Page 3 of 8	Approved By: Renee Frankel
COLLECTION DEVELOPMENT POLICY		

3. Items that are dirty, moldy, or in otherwise poor physical condition.
4. Textbooks (Elementary School through University).
5. Books printed on poor quality paper, or with pages that fall out when the book is opened, items in spiral binders, loose leaf ring binders, etc.
6. Material about a subject we do not collect (highly academic and/or technical topics, local histories from outside southern New Mexico, etc.).

D. GIFTS AND MEMORIALS:

The Library accepts monetary gifts. These may be in memory of a family member or friend, to honor an individual, or make a personal contribution to the Library. Gifts and/or memorials may be so designated by a special Thomas Branigan Memorial Library bookplate.

Gifts of real property and/or stock will be accepted pending approval by the City of Las Cruces and the Library Administrator.

The Library retains **sole and exclusive** right to make **any and all** decisions it deems fit as to the housing, use, and final disposition of gifts/memorials. Specifically, gifts/memorials are not exempt from, but rather subject to the same criteria as all other library materials for “weeding.” (See *Withdrawals*)

E. AUTHOR DONATIONS:

The Library reserves **sole and exclusive** right to accept or reject books offered as donations by the author(s) or their designee(s). It also retains **sole and exclusive** right to make **any and all** decisions it deems necessary regarding the housing, use and final disposition of these items. Specifically, they are not exempt from, but rather subject to the same criteria as all other library materials for “weeding.”

F. READINGS/BOOK SIGNINGS

The Library reserves the right to hold or refuse to hold a reading and/or book signing for any and all authors or their heirs, executors, designees, etc. The Friends of Thomas Branigan Memorial Library are allowed to sponsor/host events as part of their membership drive and/or fundraising efforts.

G. SUGGESTED PURCHASE REQUESTS:

Requests from the public to purchase materials are encouraged and welcomed. They can be made at the Reference Desk or through the Library’s computer system. Purchase requests are subject to the same selection criteria as materials that staff select. Every title suggested is not necessarily ordered.

POL-LIB-2016-12	Issue No: 1.0	May 26, 2016
Prepared By: Mark Pendleton	Page 4 of 8	Approved By: Renee Frankel
COLLECTION DEVELOPMENT POLICY		

H. WITHDRAWALS (*Also referred to as "Weeding"*)

"Weeding" is the systematic withdrawal of lost, damaged, obsolete, and/or otherwise no longer useful material for a library. If necessary to the collection's integrity, such items are replaced, rebound, updated, or otherwise rehabilitated. Items **are not** weeded merely because they may be controversial. Some of the reasons for removing an item may be:

1. Poor physical condition
2. Multiple copies of the same material
3. The demand for it no longer exists
4. Obsolete or inaccurate information (such as atlases [unless of historical interest])
5. Outdated, potentially harmful (medical or legal material, etc.) information
6. Superseded editions

Weeded items in good condition will be transferred to the Friends of Thomas Branigan Memorial Library. Others will be recycled.

I. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIAL

As a basis for this policy, Thomas Branigan Memorial Library follows The American Library Association (ALA) *Library Bill of Rights*, *Freedom to Read Statement*, and *Freedom to View Statement*. They may be found at: <http://www.ala.org/advocacy/intfreedom> under Core Intellectual Freedom Documents of ALA. Items will not be removed simply because an individual or group is of the opinion that the material is offensive.

The reading/viewing activity of children is ultimately the responsibility of parents/guardians who guide and oversee their own child's development. The Library **does not** intrude upon that relationship.

Requests to reconsider materials may only be made by individuals or groups within the Library's service area. The Thomas Branigan Memorial Library REQUEST FOR RECONSIDERATION OF MATERIALS FORM must be completed and given to the Library Administrator or their designee within a two-week calendar period from the date of receiving the form. If the form is not returned within two calendar weeks, the matter will be considered to be resolved.

Upon receipt of a completed reconsideration request form, the Administrator will notify the Director of Community & Cultural Services and Library Advisory Board. A Material Review Committee will be appointed to review it. Within thirty business days, the committee will make a written recommendation to the Library Administrator. Then, the Administrator will make a written report of their decision to the Director of Community & Cultural Services, the Library Advisory Board, and the requestor. Appeals must be made in writing to the Director of Community & Cultural Services and the Library Advisory Board. The final decision on

POL-LIB-2016-12	Issue No: 1.0	May 26, 2016
Prepared By: Mark Pendleton	Page 5 of 8	Approved By: Renee Frankel
COLLECTION DEVELOPMENT POLICY		

whether or not to retain or remove the material will rest upon a majority vote by the Library Advisory Board.

PROCEDURE

1. Request for Reconsideration Forms will be available at all service points in the Library
2. Staff will give a Request for Reconsideration form and a copy of the Collection Development Policy to the requestor
3. Staff will record the requestor's Name/Address/Phone and the Author/Title of material
4. Staff will Immediately notify the Library Administrator that a Request for Reconsideration Form has been given to a requestor and will also provide information from #3 above.

INFORMATION

This document will be reviewed and revised as needed every five years to stay current with the community's needs and demands.

POL-LIB-2016-12	Issue No: 1.0	May 26, 2016
Prepared By: Mark Pendleton	Page 6 of 8	Approved By: Renee Frankel
COLLECTION DEVELOPMENT POLICY		

REQUEST FOR RECONSIDERATION OF MATERIAL FORM

If you are requesting to have material removed from Thomas Branigan Memorial Library's collection, please completely fill out and return this form to:

**Administrator, Thomas Branigan Memorial Library
200 East Picacho Avenue
Las Cruces NM 88001**

Please **print legibly**. Illegible or incomplete forms will be returned and will delay processing the request.

NAME: _____

DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

Are you making this request on behalf of:

Yourself

Organization _____

(Name/Address of Organization)

AUTHOR: _____ TITLE _____

FORMAT: _____ PUBLICATION DATE: _____

PUBLISHER: _____

1. Have you read the Library's Collection Development Policy?

2. What do you object to in this material?

3. Have you read/viewed/listened to it in its entirety?

4. Please be specific about what you object to in this item, citing pages, phrases, subjects, etc. If necessary, please use another page.

POL-LIB-2016-12	Issue No: 1.0	May 26, 2016
Prepared By: Mark Pendleton	Page 7 of 8	Approved By: Renee Frankel
COLLECTION DEVELOPMENT POLICY		

5. Please provide documentation/support for your viewpoint. If necessary, please use another page.

6. Please give examples of what you find positive about this item.

7. What do you want the Library to do about this material?

Signature of requestor: _____ date: _____

Received by: _____ date: _____

POL-LIB-2016-12	Issue No: 1.0	May 26, 2016
Prepared By: Mark Pendleton	Page 8 of 8	Approved By: Renee Frankel
COLLECTION DEVELOPMENT POLICY		

UPDATES		
ISSUE	PAGE	DETAILS
1.0	Entire document	2009 Policy Revision

PEER REVIEW	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Manager Bonnie Hobbs	Title: Library Supervisor Elise Vidal
Title: Librarian Stephanie Midwood	Title: Librarian Senior Mark Pendleton
Title: Librarian Ken Partin	Title: Library Advisory Board, President Ellen Young
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Susan Fletcher
Title: Library Advisory Board, Member Sharon Shoemaker	Title: Library Advisory Board, Vice-President Jose Aranda
Title: Library Advisory Board, Member Sue Patterson	