

**City of Roswell Policy**

Effective Date: 4/18/2022

Revision Dates:

Policy Name: Collection Development

Policy Number: LB003

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1.0 Purpose:

The Collection Development Policy is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape the Roswell Public Library's unique collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures. The Collection Development Policy ensures that over time, the Roswell Public Library's collection will remain on course, reflecting the needs of community, while creating unique experiences of meaning and inspiration for the individual customer.

2.0 Definitions:

- 2.1 Mission Statement: The mission of the Roswell Public Library is to transform lives by educating, inspiring and connecting people.
- 2.2 Vision Statement: The vision of the Roswell Public Library is an educated, connective community of readers, learners, doers and dreamers.
- 2.3 Philosophy and Scope of the Collection: The Roswell Public Library collects materials, in a variety of popular formats, in support of its function as a major information source for the needs of our population. The collection also serves the popular and recreational needs of the general public, and reflects the racial, ethnic and cultural diversity of the community. Customer use is the most powerful influence on the Library's collection. Circulation, customer purchase requests and holds levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items. Inherent in the Collection Development philosophy is an appreciation for each customer of the Roswell Public Library. The Library provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of parents or guardians, who guide and oversee their own children's development. The Roswell Public Library does not intrude on that relationship.
- 2.4 Scope of Holdings: Holdings include core fiction and nonfiction collections and include materials of an enduring nature as well as current-interest materials. Holdings include information in multiple formats and languages to represent the diverse viewpoints and interests of the community the Roswell Public Library serves. Library staff regularly evaluates the collection to ensure its relevance.

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Holdings concentrate on materials of high interest. The Reference Collection contains current and historical non-circulating publications and online resources to support reference service for the general public, students, and business people. Included in the system Reference holdings are separate curated collections for New Mexico and Genealogical materials.

- 2.5 Scope of the Online Collection: The Online Collection represents the diverse viewpoints and interests of the entire community the Library serves. This collection includes citation and full-text databases; e-books, e-audio books, and other downloadable and streaming media; and instructional programs as funding allows.
- 2.6 Scope of the Non-traditional Collection: The Non-traditional Collection provides members of our community access to information, art and technologies they wish to explore and understand or to which they may not normally have access. This collection also provides access to many cultural and educational services for many of our customers.
- 2.7 Philosophy of Collection Management: The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of the location and the holdings of other area libraries. Staff evaluates the collection regularly to maintain its vitality and usefulness to the community.
- 2.8 Responsibility for Collection Management: The final authority for the Library collection rests with Library Administration. Implementation of the collection development policy and management of the collection is assigned to Library staff.
- 2.9 American Library Association Library Bill of Rights: The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
- 2.9.1 Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- 2.9.2 Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- 2.9.3 Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- 2.9.4 Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- 2.9.5 A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

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2.9.6 Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

- 2.10 Funding sources: Funding for materials purchased by the Roswell Public Library is primarily general services funds approved annually by the Roswell City Council. Funding may also be provided through gifts and grants.

3.0 Collection Management:

- 3.1 The final authority for the Library collection rests with Library Administration.
- 3.2 Implementation of the collection development policy and management of the collection is assigned to Library staff.
- 3.3 The Roswell Public Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below.
- 3.4 The Friends of the Public Library organization serves as an instrument for the Library, reselling and redistributing Library materials that are withdrawn from the collection or donated to the Library and designated by the Library for resale.

4.0 Withdrawing Materials:

- 4.1 The following criteria are used in selecting materials for withdrawal:
- 4.1.1 Damage or poor condition
 - 4.1.2 Number of copies in the collection
 - 4.1.3 Relevance to the needs and interest of the community
 - 4.1.4 Current demand and frequency of use
 - 4.1.5 Accuracy and timeliness
 - 4.1.6 Not of local interest
 - 4.1.7 Not relevant to the Roswell Public Library reference collections
 - 4.1.8 Availability elsewhere including other libraries and online
 - 4.1.9 Not deemed to be of an enduring nature
- 4.2 Sale of withdrawn items will be carried out in the manner most advantageous to the Library.

5.0 Gifts:

- 5.1 The Roswell Public Library accepts donations of books and a few other materials.
- 5.2 The Library retains the authority to accept or reject gifts.
- 5.3 Library staff and/or representatives from the Friends of the Public Library organization make all decisions as to the use, housing and final disposition of the gift.

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6.0 Complaints and Censorship:

- 6.1 The Roswell Public Library will uphold the American Library Association's Library Bill of Rights.
- 6.2 The Roswell Public Library will use the following procedure if a patron has a complaint about library materials.
 - 6.2.1 The concerned patron will be offered the opportunity to discuss her/his concern with the Library Director and/or staff person responsible for selection.
 - 6.2.2 If the patron is dissatisfied with this discussion and wishes to pursue the issue, she/he will be required to complete and submit a Statement of Concern form.
 - 6.2.3 The Director will review the complaint and Statement of Concern form, and will respond in writing.
 - 6.2.4 If the issue is still not resolved to the patron's satisfaction, the complaint will be taken to the Library Board, along with any supporting documentation from the patron and/or the Library Director.
 - 6.2.5 The Board will prepare a written response to the patron.

Approved as
to Form:

_____ Date: _____
City Attorney

Policy Approved:

_____ Date: _____
Joseph Neeb, City Manager

Council Ratification
Date:
