

# New Mexico State Library

## COLLECTION DEVELOPMENT STATEMENT

### 2024

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## Our Mission:

New Mexico State Library (NMSL) promotes access to effective library services to all citizens of New Mexico by providing leadership and support to public and Tribal libraries, promoting broadband deployment statewide, and delivering direct library services to rural populations, the visually impaired, print disabled, students, and researchers.

The New Mexico State Library is a resilient, adaptable, responsive advocate for libraries and library staff.

## We recognize that:

- Libraries are well positioned to nurture the growth of their communities.
- Information is power and libraries work daily to provide access in their communities.
- The daily work of the 21st century librarian requires a deep understanding and embrace of the freedom to read; challenges to libraries such as book banning, protests over programs and extremism, cause trauma to library staff.

## As such, we are committed to:

- Continually improving our services to libraries in the state as well as our own direct patrons by assessing our services on an on-going basis, expanding our services, and working to improve access to digital services, including broadband.
- Collaborating within NMSL, within the Department of Cultural Affairs (DCA) and with community partners and libraries across the state to improve services to all New Mexicans.
- Providing direct access to resources, and professional development to library staff and other information professionals
- Supporting libraries to learn, grow and thrive.
- Empowering libraries in the state to run efficiently and effectively according to the American Library Association's (ALA) Freedom to Read Statement and the ALA's code of professional ethics.
- The collection and preservation of relevant and useful material, including professional research and publications, for the purposes of dissemination to information professionals.
- Creating and maintaining a positive work culture among colleagues, community partners and library personnel

## We Value:

- Diversity and Cultural Connectivity
- Equal Access
- Equitability
- Inclusion and Accessibility
- Collaboration
- Innovation
- Information

## Selection Guidelines

Materials are selected by the Collection Librarian based on favorable book reviews, award-winning and highly recommended lists (for example, ALA Notable Books), and subject lists (for example, Collection Development columns in Library Journal), with an eye to the criteria listed below. However, because a limited number of published books are professionally reviewed, building balanced and representative collections often requires the Librarian selector to make choices based upon incomplete information. Specific criteria may be applied to the selection of various collections. Various formats may be acquired based on availability, cost, suitability for delivery or shipping, and patron access needs.

### General Selection Criteria

- author, publisher, and vendor reputation and credentials
- accuracy of content
- indexes, cross-references, and organizational features
- references, bibliography
- quality illustrations and graphics
- contemporary significance and/or lasting value
- authenticity of history or social setting
- importance as a document of the times for researchers and historians
- breadth and depth of coverage
- impartiality, balanced treatment of opposing viewpoints
- representation of diverse points of view
- appropriateness, relevancy, and utility of subject to the library's users
- durability and cost; preference is given to hard cover copies, especially when that format would be best for preservation

### Additional Criteria for Reference Materials

- authority; signed articles; editorial consistency
- organization
- access points, indexing
- utility
- currency/updates to outdated material

### Additional Criteria for Online Databases and Electronic Information

- Search features
- Interface design—usability
- Number of concurrent users
- Equipment/Software needed to view information
- Subject indexing and inclusion of subject suggestions/cross references with search results
- Full text availability
- Printing, emailing, and downloading capabilities.

## Challenges to Collection Materials

The State Library uses the above selection criteria to collect materials relevant to our patrons and community regardless of age or background. NMSL supports intellectual freedom and endorses the "Library Bill of Rights" from the American Library Association.

The State Library recognizes the right of individuals to question materials in the library's collection. A formal challenge by an individual must be stated in writing via the "New Mexico State Library Reconsideration of Materials Form". The request will be forwarded to the Bureau Chief and the Librarian who supervises the collection in which the questioned material is located. Challenged materials will be reviewed by a Reconsideration Review Committee appointed by the State Librarian, which will be composed of five staff and/or Library Commission members. The committee will recommend to the State Librarian what action should be taken regarding the questioned material. The State Librarian will make a final decision on the disposition of the questioned material and will reply in writing to the individual who initiated the challenge.

## Donation of Materials

The New Mexico State Library welcomes donations that further the mission of the library and fit within the scope of our current collections. The library accepts materials with the understanding that acceptance of a donation does not guarantee inclusion into the collections. The library retains unconditional ownership of all donations and makes the final decision on acceptance, use, and/or disposition. The State Library will seek the advice of legal counsel in matters relating to the acceptance of donations as appropriate to the situation. NMSL will not provide appraisals or tax advice and encourage donors to consult with their tax and/or legal advisors.

Materials donations will not be accepted at the public service desk. All prospective donors of materials for the collections, which must fall within the scope of collections, are required to complete our Materials Donation Request and attach a complete typed list of the materials that they wish to donate, including titles, authors, publication dates, condition, and/or photos. All donations will be reviewed prior to acceptance. The Librarian with appropriate expertise to evaluate materials for inclusion in the collection will review this list and work with donors through the gift acceptance process. State Library staff will not visit a prospective donor's home to review items.

We will not accept:

- Photocopies
- Collections of personal papers
- Photographs
- Materials in poor condition from usage or that contain mold, mildew, or strong odors.
- Materials that require costly conservation or repair, except in rare cases.
- Materials that include donor restrictions impacting library placement or storage, public use or special access requests, or disposition. There will be no special naming or shelving, all items accepted go into existing collections and will be processed according to standard procedures, which may eventually include withdrawal from the collections according to standard procedures.

Prospective donors must complete and submit the Donation Request form along with a complete list of titles to: New Mexico State Library, Public Services Bureau, 1209 Camino Carlos Rey, Santa Fe, NM 87507 or via email to [reference@dca.nm.gov](mailto:reference@dca.nm.gov). If the materials donation is accepted, in whole or part, the donor must also complete the Materials Donation Record and Deed of Gift form.

## **Weeding**

The collection of the State Library needs ongoing revision and weeding to maintain relevancy to the information needs of populations served. Weeding criteria include:

- Currency (outdated)
- Accuracy
- Physical condition
- Superseded materials
- Number of copies in the collection
- Misleading, irrelevant and/or trivial
- Out of current scope

The Librarian responsible for collection development and selection in a specific subject area or collection is responsible for setting criteria for weeding that area and final approval for removal.

Exceptions to weeding are materials received on a contract depository basis which allows for discard only under specific terms of the contract, or where the State Library is committed by policy to the preservation of all materials in each field. Selected federal documents are weeded and discarded on an ongoing basis according to instructions provided in the Federal Depository Library Program Administration Superseded List. Library for the Blind and Print Disabled titles are weeded according to instructions provided by the National Library Service.

Guidelines for weeding collections will be based on current best practice in the profession and on the CREW (Continuous Review, Evaluation, and Weeding) method.

## **Scope of Collections**

New Mexico State Library collections are designed to meet the needs of patrons statewide that are not well served by other libraries in the state as well as to serve populations otherwise underserved by other libraries. Each collection has a specific scope, which allows us to provide the best resources possible to our patrons. The collections cover information from historical and current government publications, southwest history and culture, reference, library science, and contemporary works. The collections reflect the racial, ethnic, and cultural diversity of our communities and provide historic and contemporary views of those communities. NMSL supports the right of individual access to information even though it may be controversial, unorthodox, or unacceptable to others.

### **Reference Materials (print monographs) and Databases**

The Reference Collection contains materials designed to provide access to information in authoritative forms including standard reference tools such as encyclopedias, dictionaries, almanacs, handbooks, directories, and biographical materials. Materials are selected to provide the basis for all types of research to the extent typically found in any medium-sized public or academic library, and include subscription and online databases.

Due to the wider availability of online resources, print materials may increasingly be reduced or replaced by subscription services providing access to online databases and sources. As of 2012 print Materials are no longer purchased for this collection except to replace specific items with new editions, such as atlases and dictionaries.

Online alternatives for reference titles, which provide reference service in support of established service focus, backup reference for libraries, and assistance to state agencies will be considered whenever possible to replace paper titles and standing orders. Online options that allow for broader access and reduced overall cost will be considered such as:

- Databases paid for by libraries, but NMSL negotiates a discounted price for NM libraries (vendor direct)
- NMSL acting as the agent for libraries to get a better discount for database subscriptions.
- Paper tools and indexes will be considered when online alternatives are not available to provide direct support for meeting NMSL's service focus and priorities.

### **State Documents (print, digital, serials and monographs, databases)**

As the administrative agency for the New Mexico State Documents Depository, it is the State Library's mandate to acquire, maintain and provide permanent public access to the past and current history of New Mexico as seen through our executive state agency documents and publications. NMAC 1.25.10.1 instructs the state library to maintain state document collections at the State Library as well as distribute copies of those publications to designated depository libraries around the state. Materials are in both print and electronic formats. They include journals, legislative committee reports, statistics, maps, directories, annual reports, newsletters, brochures technical reports, environmental impact statements, laws, codes, maps, websites and more.

With the reduction of print publication and increased emphasis on digital publication and archiving, which allows broader access to state document collections. The Montage Digital State Publications platform was implemented in 2020 and the Internet Archive state agency website archiving project was begun in 2022.

### **Federal Documents (print, digital, serials, monographs, fiche and maps, databases)**

The New Mexico State Library has been a Federal Depository Library since 1960 and a full Regional Depository since 1962. In addition to documents distributed by the Government Printing Office, the collection includes an extensive collection of historical federal documents pertaining to NM history and culture, a collection of unique federal documents acquired from federal agency offices located in New Mexico, census materials distributed by the State Data Center, WIPP reading room materials, and EPA docket materials pertaining to WIPP oversight. This collection ensures that all New Mexicans have free access to information produced by the federal government. Regional libraries are also required to provide statewide collection access through interlibrary loan as well as specialized government reference service and assistance for all libraries in New Mexico and the region.

The State Library entered into a Shared Regional Depository agreement with UNM and NMSU in 2016. By agreement, the State Library must collect and preserve all publications in the classifications for which NMSL is

responsible. The NMSL Federal Depository must continue to ensure free access to federal government information, but collection redundancies could be identified, and paper replaced with electronic access whenever possible. In 2023 the Federal Depository Library Program began transitioning to an all-digital environment for most future publications.

### **Southwest Collection (print, serials (periodicals & newspapers), monographs, microfilm, eBooks, databases)**

This research collection of materials about New Mexico and the broader Southwest region, focusing on the Four Corners area, supports the research of the public, historians, scholars, authors, genealogists, and students who are interested in the history, geography, ethnology, and culture (both past and present) of this region. The Southwest collection is complemented by the State and Federal Documents collections, which also include extensive materials about the region, and the State Archives.

The collection includes circulating fiction and non-fiction materials, a non-circulating collection, historic and modern newspapers on microfilm, a genealogy collection, and rare materials. The NM Reads eBook platform was created in 2020 to provide access statewide to Southwest collection materials.

### **General (Dewey) Collection (print, serials (periodicals & newspapers), monographs, eBooks)**

Nonfiction print materials were selected to meet the majority of needs of government agency staff, individuals seeking information about governmental issues, business and management, social sciences, environmental sciences, agriculture and natural resources, and the needs of library patrons throughout the state. This collection is no longer developed but it does still circulate.

The State Library provides a statewide collection of web-based full-text general periodical, newspaper and eBook collections accessed via El Portal. These resources are meant to provide general and broad coverage of serial publications and eBooks that are useful to the majority of libraries in New Mexico, including public, academic and school libraries. Typical resources contain full-text articles, with pdf format available, and basic to advanced search options.

### **Library Science (non-fiction, monographs and periodicals, eBooks)**

This collection provides materials relating to all issues and aspects of librarianship for the use of public and school librarians and their staff, youth services librarians, academic librarians, special librarians, and library science students.

Online resources will be acquired to provide broader access whenever possible. The state of New Mexico does not have a library school and this collection is the only existing focused library science collection available to library staff in the state. This collection is also used by the NMSL staff to provide leadership to libraries in the State.

## **Rural Services**

The New Mexico State Library provides services to rural residents who do not have access to a public library through statewide bookmobile services. For residents within the state who are homebound or do not have access to either a public library or a bookmobile, the New Mexico State Library provides services statewide through books by mail. A Librarian selects materials for Rural Services and includes adult and juvenile fiction, non-fiction, large print materials, audiobooks, southwest materials, reference sources and digital content including e-books and digital audiobooks.

A statewide eBook platform began in 2022 with a New Mexico specific collection, focused on improving access to rural patrons, but available to all new Mexicans. Collections now focus on popular fiction and non-fiction materials for a wide range of ages in multiple languages and include southwest and regional interest.

## **Library for the Blind and Print Disabled**

The New Mexico Library for the Blind and Print Disabled (LBPD) is a regional library of the National Library Service (NLS) for the Blind and Print Disabled. As such, it fundamentally adheres to the NLS Collection Building Policy described in the NLS Network Library Manual (Section 6.1) as the NLS provides nearly all distributable reading materials in audio, braille, and digital form—either via Free Matter mailing or digital download (i.e., Braille and Audio Reading Download aka BARD) The NLS collection of digital audio books focuses mainly on recreational reading in a variety of genres and contains over 100,000 titles. Digital audio magazines such as The New Yorker are also available.

LBPD produces original recordings in NLS format. Materials will be considered for selection if the title is not currently included in the LBPD collection, is of local interest, about local histories, written by local authors, published by local publishers, of general interest for our patrons, and not available in other audio sources. Materials selected may include adult and juvenile fiction and non-fiction, and materials in foreign languages. Recording intentions are initially listed in the NLS online catalog to avoid production overlap, and upon completion are uploaded to BARD for general download by eligible patrons. The library has considered adding non-traditional audio content (e.g., Podcasts) but has yet to do so until appropriate procedures and policies are determined.

Approved by



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Guinnee  
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Date \_\_\_\_\_

Eli Guinnee  
New Mexico State Librarian



# New Mexico State Library Reconsideration of Materials Form

Date of Request: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Do you represent:**  Yourself  An organization (name) \_\_\_\_\_

**Title of Resource:** \_\_\_\_\_

**Mark Type of Resource:**

Book  Video  Display  Magazine  Library Program  Audio Recording  Newspaper

**Author:** \_\_\_\_\_

**Publisher:** \_\_\_\_\_

To what in the work do you object? (Please be specific, cite pages.)

Did you read the entire work? If no, what parts did you read?

What brought this resource to your attention?

What concerns you about the resource? (Use other side or additional pages if necessary)

What would you like the New Mexico State Library to do about this work?

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# New Mexico State Library

## Materials Donation Record and Deed of Gift

Donor Name(s) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Contact Name (if other than donor) \_\_\_\_\_

Contact Address \_\_\_\_\_  
Street City State Zip Code

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

See attached itemized list of the materials donated, with title, author, and publication date.

The donated materials were delivered to the State Library on \_\_\_\_\_.

I, \_\_\_\_\_, acknowledge that the acceptance of a donation does not guarantee inclusion in the collections and that by donating the materials, I relinquish ownership of the item(s) to the New Mexico State Library. The library reserves the right to decline a gift/donation based upon the scope of existing collections and to dispose of a gift/donation as the library deems, in its sole discretion, to be appropriate.

*I, the Donor, agree that I have read the New Mexico State Library Donating Collection Materials policy and agree that my gift/donation should be handled in accordance with the policy. I certify that I am the true, rightful, and legal owner of the materials and that I am not violating any law or contractual agreement by transferring these items to the New Mexico State Library.*

*Please check one of the following if applicable:*

\_\_\_\_\_ *No copyright or any other intellectual property interests are being transferred to the New Mexico State Library. Use of the material is at the sole discretion of the New Mexico State Library.*

**-OR-**

\_\_\_\_\_ *I certify that I own all intellectual property rights to the materials, including but not limited to the copyright. I agree that I am irrevocably and unconditionally giving, transferring, and assigning to the New Mexico State Library all rights, title and interest to the materials, including but not limited to the copyright, and that the use of the material is at the sole discretion of the New Mexico State Library.*

Donor Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged and accepted by the New Mexico State Library:

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_



## NMSL Materials Donation Request

Thank you for being willing to support our library by donating books and other materials. Please fill out the form below. A librarian will get back to you about whether or not we can accept materials from your donation.

Full Name:

Telephone with area code:

Email Address:

Donation Details (please provide detailed information; list the title, author, publication date and condition (new/like new, very good, good, fair, poor))

