

**Collection Development Policy
Placitas Community Library
January 2026 – January 2031**

Mission:

The Placitas Community Library (PCL) Mission is to foster lifelong learning, human connection, cultural inclusivity, and sustainable stewardship of the library resources through its programs and services.

Definition:

Collection development is the ongoing process of assessing the materials by the PCL Library Director, appointed staff and volunteers that are available for purchase, subscription, or licensing, and making decisions about their inclusion and retention in the library's collection, by the PCL Library Director, appointed staff and volunteers.

Purpose of Collection Development Policy:

The purpose of the PCL Collection Development Policy is to outline the practices that create and shape the Placitas Community Library's unique collection. It includes the guidelines used to ensure the collection reflect the needs of the community.

Funding:

Funding for the PCL collection is done by county bonds, state bonds, general operating funds, and grants.

General Selection Criteria:

All materials, whether purchased or donated, are considered in terms of the criteria listed below by the Library Director, appointed staff and volunteers:

- Popular interest
- Contemporary significance or permanent value
- Currency of information
- Accuracy
- Local emphasis
- Treatment of subject to age of intended audience
- Creative, literary or technical quality
- Format and ease of use
- Circulation as monitored through the automated system
- Cost and availability
- Relationship to existing materials in the collection

Criteria for Selection of Special Materials:

Electronic Databases

Online databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by the library staff, volunteers, and patrons to enhance and supplement the collection. Many of the databases contain specialized information beyond the scope of the library's print collections.

Languages

Emphasis is placed on acquisitions of materials in English and Spanish and bilingual materials for all ages. The library's collection also includes materials which aid in the learning of a second language. These resources include books such as dictionaries, media, grammars, and online resources.

Large Print

The library maintains a collection of large print materials. This collection contains popular fiction, including mysteries, westerns, and romances. Non-fiction large print are also included with subject matter ranging from biographies to health materials, etc.

Media

Media contains feature films, classic films, non-fiction and popular films.

Electronic Resources

PCL continually assesses new electronic media and evaluates the capabilities and enhancements that they offer over existing formats. PCL staff decide whether to replace or augment existing formats with new media. PCL uses user demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training of electronic resources. PCL currently offers downloadable audiobooks, e-books, music, and streaming video.

Periodical Collections

PCL's periodical collection is based on the general selection of criteria.

Reference Collections

Non-circulating print and online database subscriptions are maintained to support the specialized informational needs of the community.

Criteria for Selection of Special Materials (cont'd):

Children's Collection and Young Adult Collections

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 interest, leading to recognition and appreciation of literature and reflect the diversity of the community. The reading and viewing activity is ultimately the responsibility of parents, who guide and oversee their own children's development.

Southwest Materials

Materials published about New Mexico, and portions of contiguous states that have cultural and historical ties to New Mexico are considered for selection. Local small press and local author's materials are also considered. Primary focus is on local interest and the history of:

- New Mexico and bordering states
- Four Corners area
- Pueblos

Requests for Additions to the Collection:

PCL encourages input from the Placitas Community and surrounding areas concerning the collection. A suggestion for purchase can be made on PCL's website or in person. All suggestions are subject to the same selection criteria as other materials and are not automatically added to the collection.

Gifts or Donations:

Donations must meet the same criteria as purchased materials in terms of physical condition, currency, and appropriateness to the collection. Materials not added to the collection are not returned to the donor and will be turned over to the PCL Donated Books Team for final disposition, with proceeds going to support PCL.

ILL (Inter-Library Loan):

Due to limited budget and space, PCL provides free of charge materials that are requested by patrons. ILL is used to obtain materials from participating libraries that are beyond PCL's collection.

Addendum A

PCL
Placitas Community Library

Rev. 1, 2013

Request for Reconsideration of Library Materials

We, at the Placitas Community Library, appreciate that it is possible to make a mistake in acquisitions even when conscientiously applying our Collection Management Policy.

We welcome your interest and concern for the contents of your library. Please complete this form so that we can fully understand your specific concerns. The Library Director will review your concerns and study published reviews of the item in question. You will receive a written reply outlining the Library's considered decision and any action that has resulted from your request.

We have attached a copy of the American Library Association's *Freedom to Read and Library Bill of Rights* for your perusal. These statements are the foundation of this and most other libraries' Collection Policies.

Date _____ Request initiated by _____

Phone _____ email _____

Address _____

Are you representing: yourself Organization _____

Title of the work _____

Author/Distributor of the work _____

- 1) What specifically concerns you about this item?
- 2) Are there specific pages/sections to which you object?
- 3) Did you read/examine/view the entire work?
- 4) Is there anything good about this material?
- 5) Are you aware of any judgment of this material by professional critics?
- 6) What would you like the library to do about this material?
- 7) If media, what rating do you believe should have been applied? (PG, R, etc.)

Signature _____

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Addendum B
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.

- I. 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 origin, background, or views of those contributing to their creation.
- II. 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.
- III. Libraries should **challenge censorship** in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with **resisting abridgement of free expression and free access to ideas**.
- V. **A person's right to use a library should not be denied** or abridged because of origin, age, background, or views.
- VI. 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.
- VII. All people, regardless of origin, age, background, or views, possess a **right to privacy and confidentiality in their library use**. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personal identifiable information.

Library Bill of Rights & the Freedom to Read Statement

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.