Collection Development
4.5.2.7 DEFINITIONS:

• F. “Collection development policy” means guidelines used by library staff for making decision about the budget for and selection, management, and preservation of library collections
4.5.2.9 PUBLIC LIBRARY GRANT a.k.a. State Grants in Aid

• C. (8) Formation of a strategic plan that the public library reviews, updates, and files with the state library every three years, and a community analysis and needs assessment, **AND A COLLECTION DEVELOPMENT POLICY THAT THE PUBLIC LIBRARY REVIEWS, UPDATES, AND FILES WITH THE STATE LIBRARY EVERY FIVE YEARS;**
Before you begin

• Community Assessment
• Mission Statement
• Strategic Plan
• Circulation statistics
• History of acquisitions
• Most commonly requested subjects/genres
Introduction of policy should include patron needs & wants and a brief description of current collection.
Policy should clearly contain

• Criteria for adding titles
• Who is responsible for maintaining the collection?
• What is the yearly budget for the collection?
• Types of materials that will comprise the collection
Gifts/Donations

• Should clearly state what types of gifts the library will accept: cash, items for donations. Policy should state the criteria for accepting donations and the library’s right to dispose of gift materials that do not meet the criteria.

A donor form is a good idea to include in the policy
Weeding or Deselection

- Weeding is an essential part of collection development that is often not understood or appreciated by the public. Include in your policy how and why the library deselects materials, and what will happen to deselected materials.
Request for Reconsideration of Materials

- A community member may object to an item in your collection. Most libraries have policies and procedures to follow and typically offer the person a form to complete. This form should be readily available at all public service desks. All staff members should be aware of the form and the procedure for challenges. Most libraries have the director review all complaints and then come to a decision. If the community member wishes to appeal they can do so to the library board who will then make the final decision.

A request for reconsideration form is a good idea to include in the policy
Questions... Comments...

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