I. Purpose, Mission and Vision

The purpose of this Collection Development Policy is to communicate the guidelines for Central New Mexico Community College (CNM) Library Services to assure quality and relevance in the selection, acquisition, retention, and de-selection of materials in a collection designed to support the mission of the College. This is a dynamic document which will be revised when needed to reflect the curricular and informational needs of CNM.

Vision Statement

The CNM Libraries are beacons for learning and critical thinking in an environment where individual freedom and social responsibility flourish.

Our core values consist of

- Fostering user centered services at the patron’s point of need;
- Offering format sensitive and diverse resources;
- Providing access to resources anytime and anywhere;
- Encouraging self-reliant users;
- Being an integral part of research and learning;
- Enriching the learning experience.

Mission Statement

CNM Libraries provide equitable access, support diversity and respond to the needs of our community by

- Supporting academic excellence through the acquisition, organization and maintenance of resources necessary for current and anticipated academic programs;
- Providing access to information resources in a variety of formats;
- Fostering information literacy skills by educating library users to effectively identify, access and evaluate information;
- Promoting lifelong learning by providing information, instruction and environments for independent study and professional development;
- Encouraging community involvement by making library resources and services available to community members;
- Promoting a safe, supportive and inviting environment conducive to confident and lifelong learning; and
- Adhering to the American Library Association’s Code of Ethics and Library Bill of Rights in our provision of services to all patrons.

II. Community Profile

Central New Mexico Community College is a public two-year post-secondary institution which provides educational services to students locally, regionally, nationally and internationally. CNM currently provides academic, occupational, foundational, and continuing higher education programs for a

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population of over 16,000 FTE students, encompassing a broad spectrum of ages, cultural backgrounds and educational levels. Courses in CNM programs are delivered from six instructional sites in the Albuquerque and Rio Rancho and through fully online, blended, hybrid, web-enhanced and face-to-face formats. Distance learning programs and materials reach students via the web-based learning management system, Blackboard, and by correspondence.

Main, Montoya, Rio Rancho, South Valley and Westside campuses offer staffed full-service Campus Libraries on site. The ATC offers a Learning Commons area which includes a library.

Community Borrowers, who are non-students, represent a small group of users who employ the library for personal and career development, access to technology and information, and for leisure purposes.

III. Community Needs Assessment

CNM offers Liberal Arts and Laboratory Science courses and Associate of Arts degrees for transfer to 4 year colleges and universities. These courses and degrees now constitute the major portion of courses offered at CNM. Students in Arts and Sciences programs study a wide variety of academic subjects and require research materials of various formats appropriate to undergraduate research.

CNM offers occupational education programs in Business and Information Technology, Health, Wellness, and Public Safety, Applied Technologies and trades. Occupational programs emphasize up-to-date knowledge, and practical skills needed by local and regional employers. Students in these programs need access to current information in a variety of formats. CNM Library Services’ collections keep pace with program content and trends in those fields for which our students prepare.

Students enrolled in adult basic education programs require information appropriate to the developmental reading and critical thinking skill levels of these courses. Information and materials selected to support students in this coursework cover a wide variety of subjects and formats.

Students enrolled in distance learning and hybrid courses require access to the same quality of information as students in face-to-face courses in electronic web-accessible format.

Faculty and staff members require reliable information resources to support teaching and learning in their courses, disciplines, and programs. Requests from faculty and staff for professional development materials will be honored whenever possible if financially feasible.

Suggestions from community users for resources related to personal interests will be honored whenever possible. CNM Library Services also collaborates with the Albuquerque /Bernalillo County Library System to provide resources for community users.

III. Intellectual Freedom

CNM Library Services supports the American Library Association’s Bill of Rights and intellectual freedom. In making selections, the Library strives to include materials representing differing points of view on controversial issues, and our selection process includes the review of small presses. Materials are
selected according to the guidelines of the library and are considered without censorship or prejudice in order to develop a balanced collection.

IV. Copyright
The CNM Library Services comply with the U. S. Copyright Law related to copyrighted information in all media and formats, acquisition, handling of reserve materials, photocopying or scanning, and interlibrary loan procedures.

V. Selection Criteria
The CNM Library Services' first priority is to provide materials for students in direct support of curricular requirements. Since the community college focuses primarily on career and developmental programs and the first two years of an undergraduate curriculum with some junior level offerings, materials recommended for undergraduates receive first priority for purchase. The Libraries secondarily serve faculty and staff needs by purchasing more advanced materials when funds are available, or obtaining them through interlibrary loan. General materials to meet the needs of community members are purchased as funds permit. Major factors that influence collection development decisions are:

- Relevance to the educational programs of the College
- Balance in the collection (subject areas, formats)
- Accuracy and objectivity
- Patron needs
- Timeliness and currency of information
- Depth of coverage and scope
- Inclusion in important bibliographies, indexes, syllabi and databases
- Special features (pictures, diagrams, maps, charts, etc.)
- Maintenance costs
- Professional reviews and faculty recommendations
- Authority/credibility of the author, publisher, and/or producer
- Funding resources (annual budget, grants)
- Accessibility – Materials are purchased in a variety of formats, languages, and intellectual levels to ensure access by all members of the CNM community.
- Adaptability – Adaptive technology available in the libraries ensures that library patrons can effectively access and use library resources.

VI. Selection Responsibilities
Collection development is a shared responsibility. Principal responsibility rests with members of the CNM Library Services' Collection Development Team who act as Liaisons to assigned areas of the college curriculum. Final authority for the Libraries' collections rests with the Director of Libraries. The Libraries actively encourage suggestions from faculty, administration, students and community members via e-mail, an online form, and through department/subject liaisons.

Reference Works – The focus of the reference collection is to support courses offered at CNM through a core collection of academic reference materials. The reference collection contains encyclopedias, dictionaries, handbooks, atlases, directories, indexes, bibliographies, statistical compilations, almanacs,
etc. The collection does not circulate. All members of the collection development team select reference materials.

VII. Policies by Format and category of material

Books: Hardbound versus paperbound books – The choice of hardback versus paperback books is based upon expected use, lasting value of content and cost differential. Hardback or paperback books are usually preferred over consumer market paperbacks. Hardbound editions are generally the preferred format because of their durability. Paperbacks are purchased for topics which change rapidly, for the leisure reading collection, when duplicate copies of a specific book are needed, if a hardcover is unavailable, if the title requires frequent replacement, or if the paperback appears to be a better value.

Textbooks – The library does not purchase the current edition of textbooks used in CNM courses. It is neither financially feasible to purchase these textbooks each term nor within the scope of the Library Services mission. Textbooks are purchased only when they provide a good, general overview or introduction to a topic. Similarly, the Libraries do not purchase ancillary materials or consumables for addition to the collections. Instructors or departmental representatives may place textbooks and ancillary materials on Reserve at their discretion.

Media – The Libraries maintain both circulating and reserve media collections. Reserve media items are for faculty use in the classroom or for student use in the library, only. However, some media such as audio books and CDs that accompany books are circulated to students. Media is collected with extensive input from the College faculty with final approval from the Libraries.

Serials & Periodicals – Print subscriptions are purchased to support the curriculum needs of the College. Faculty and student recommendations, financial resources, indexing, online availability and readership are considered when choosing new titles. Some popular titles are purchased for leisure reading using similar criteria. Titles are deleted based on in-house readership statistics and faculty feedback. CNM Library Services also subscribe to online databases which provide periodical indexing and full-text articles from a variety of sources.

Electronic Resources (databases, e-journals, e-books, streaming video, visual art and cultural images) CNM Library Services also subscribes to online databases which provide periodical indexing and full-text articles from a variety of sources. Decisions to subscribe to a database is based upon faculty and student recommendations, financial resources, coverage compared with other resources available, and potential resource sharing within our consortium. Electronic resources are evaluated and purchased using the same criteria as printed materials. Products are also subject to evaluation based upon the College’s technology infrastructure and vendors’ licensing agreements.

Government information – The CNM Libraries are not depositories for federal or New Mexico state government publications. International, federal, state and local government publications are selected according to the same criteria as other library materials and are placed in appropriate locations in the collections.

Software – The Libraries do not purchase computer software programs for check out to library patrons.

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**Foreign (non-English) language materials** – Items written in languages other than English are purchased only when they support the language curricula of the College. CNM Library Services staff encourages requests from students, faculty, and staff for foreign language materials that supports their educational needs.

**English as a Second Language (ESL)** – CNM Library provides equal access to and all levels of resources for all students including those with developing English skills. Bilingual, audio, and adult oriented ESL materials are purchased.

**Literary fiction** – Items in this category are purchased according to the same criteria as other library materials.

**Popular works** – Popular fiction is purchased as funds permit for the Libraries’ leisure reading collection.

**Children’s/Juvenile materials** – The primary purpose of the children’s collection is to support the curricular and instructional needs of the Educational Programs. The collection is comprised of materials to assist educators and parents in promoting early literacy and creating educational activities based around literature for children ages 0-11 years, or birth through 5th grade. English and Spanish are the primary languages of the collection; other languages may also be selected. Titles are chosen for the literary value to the college or for perspective that they bring to the reader. For selection purposes, literary titles in children’s literature will be chiefly chosen from among literary awards for Children and Young Adult Literature.

**Web links** – In addition to general selection criteria, the following guidelines are used in selecting web links:

- Site is authoritative, credible and non-commercial
  - Site has open access
  - Site is user friendly
  - Site’s purpose is clear and is objective or factual
  - Site provides information about the author, title and date last updated
  - Site contains current information

**Multi-format items** – are selected using the same criteria for printed materials. Location of multi-format items is at the discretion of the Libraries. Examples of these items include a book supplemented with CD ROMs or audio-tapes, a video-tape and book set, or a book set with Internet links.

**Supplementary materials** – are selected using the same general criteria used for other library materials. Examples of supplementary materials include anatomical models, slides, calculators, etc. which support the curriculum and student learning.

**Other materials** – Art works, globes, maps and other similar items of informational or cultural value may be purchased to enhance the Libraries’ collections and environment.

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**Replacement copies** – Items that are withdrawn or lost are not automatically replaced in the collection. Items are evaluated for currency of information and level of usage.

**VIII. Gifts & Donations**

The Libraries welcome gifts and accept them with the understanding that the materials will be evaluated according to the same standards as items that the Libraries purchase. Gifts that are not suited to the library collections because of age, format, topic, physical condition, or other factors will be disposed of according to CNM policies for surplus items. All gifts are acknowledged by the Libraries; however, no monetary evaluation can be done, pursuant to Internal Revenue Service regulations. The Libraries reserve the right to refuse a donation if the donor specifies special conditions, including retrieval from a donor’s home, or special shelving or display requirements.

**IX. Collection Maintenance**

Deselection plays an important role in maintaining a healthy library collection. It is the systematic removal of materials that are no longer needed or viable. Deselection keeps a collection vibrant, relevant, and useable.

CNM Libraries will remove and withdraw materials based on the criteria set forth in its Collection Development Policy.

CNM Libraries staff will review, evaluate and weed the collection on an annual basis.

Criteria for deselection:

1. **Currency of information.** The importance of this factor will vary with the discipline.
2. **Physical condition of an item**
3. **Multiple copies of the same title and edition, especially of low-use items**
4. **Superseded works**
5. **Low frequency of use**

The following materials would typically not be deselected:

1. **Items that satisfy curriculum needs, including materials necessary for accreditation**
2. **Primary sources**
3. **Seminal works**
4. **Current handbooks, dictionaries, and encyclopedias**
5. **Items with regional or special interest to our users**
6. **Rare or irreplaceable items**
7. **Items added to the collection in the last 5 years.**

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X. Interlibrary Loan

If a requested item is not available in one of the CNM libraries, library staff will suggest alternative local libraries where the item can be found or will try to obtain a copy from another library through intra-library or interlibrary loans.