CNM Libraries Collection Development Policy

I. Purpose
The Central New Mexico (CNM) Libraries Collection Development Policy communicates the guidelines for CNM Libraries to assure quality and relevance in the selection, acquisition, retention, and deselection of materials in a collection designed to support the mission, curriculum and informational needs of the community college. Collection development activities support the vision and mission of the library as an integral part of academic life and student success; and are vital to the success of the Libraries’ Public Services, Educational and Outreach programs.

II. Community Profile
CNM 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 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 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, CNM Learn (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 four-year colleges and universities. These courses and degree programs constitute the majority 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 require 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.

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Students enrolled in distance learning, hybrid, web-enhanced and accelerated intersession courses require seamless access to the same quality of information as students in face-to-face courses, in web-accessible electronic format. Face-to-face courses increasingly require supplementation with licensed online content.

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.

IV. Intellectual Freedom

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

V. Copyright

CNM Libraries comply with U. S. Copyright Law as it applies to acquisition, cataloging and accessibility of protected information in all media and formats. See the Libraries Copyright Policy.

VI. Selection/Deselection Responsibilities

Collection development is a shared responsibility of Technical Services, Library Liaisons, and Campus Library Managers who work as a team. Principal responsibility for selection of materials rests with full-time Libraries staff Liaisons who select and deselect items within assigned areas of the college curriculum following priorities and criteria defined below. Subject-area liaisons work directly and indirectly with faculty to understand curricular requirements and determine areas of need, review holdings, and remove or replace items as required. The Libraries actively encourage suggestions from faculty, administration, students and community members via meetings, e-mail, and online form submissions. Information collected by the Libraries’ Helpdesk and Interlibrary Loan service may also be used for collection development purposes.

Final authority for the Libraries’ collections rests with the Director of Libraries.

VII. Collection Development Priorities and Selection Criteria

CNM Libraries’ first priority is to provide quality materials for students in direct support of college curriculum and library educational programs. Materials recommended for undergraduates receive first priority. The Libraries secondarily serve faculty and staff needs by providing more advanced academic and professional materials. General interest and special interest materials are purchased as funds permit.

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General criteria for selection and deselection of Library materials

- Purpose and intended audience
- Relevance and usefulness to the educational programs of the College
- Age, timeliness or currency of information, relative to the subject at hand
- Accuracy and objectivity
- Authority/credibility of the author, publisher, and/or producer
- Depth of coverage and breadth of scope
- Unique or special features (color illustrations, diagrams, maps, charts, etc.)
- Inclusion in important bibliographies, indexes, syllabi and databases
- Positive professional reviews or faculty recommendations
- Accessibility - ensures that the majority of library patrons can equitably and effectively access and use library resources without special assistance
- Balance, variety and inclusiveness of topics within subject areas, formats, levels, viewpoints, represented in the collection
- Usage statistics
- Acquisition and maintenance costs
- Available funding sources and their applicable restrictions

VIII. Selection Criteria by Format and Category of Material

Additional selection criteria may be applied to special formats, categories and collections of materials.

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 preferred for 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.

Children’s/ juvenile and young adult (YA) materials – The children’s collection supports the Education curriculum, the Libraries’ Read-aloud programs, and family literacy by providing materials for reading and related educational activities for children pre-K through 5th grade. Children’s and YA titles are chosen for their artistic, literary, cultural or educational value, or for the perspective that they bring to the reader. Literature is chosen primarily from among children’s and YA book award-winners. English and Spanish are preferred, but bilingual titles and titles of merit in other languages may be selected.

Electronic resources (e-resources) - CNM Libraries purchases, licenses or subscribes to e-resources in order to meet the need for indexed, web-accessible, academic content from a wide variety of authoritative sources. E-resources include academic databases containing periodical indexing and full-text articles, e-journals, e-books including e-reference, college and career preparatory materials, ESL and foreign language acquisition materials, streaming media, and indexed collections of digital images.
E-resources are evaluated for selection and deselection by the Libraries’ Administration with input from liaisons using the same general selection criteria as print materials, with additional consideration given to:

- Coverage compared with other electronic resources available
- Resource-sharing agreements within New Mexico Consortium of Academic Libraries (NMCAL)
- Licensing terms
- Technological compatibility and interoperability
- Systems support requirements
- Usage statistics

**English as a Second Language (ESL)** – CNM Libraries provides equal access to all students including those with developing English skills. Adult-oriented ESL learning materials, bilingual and audio editions appropriate for all levels are purchased.

**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 educational needs.

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

**Literary fiction** – Classic and notable works of contemporary world fiction are purchased according to the same criteria as other library materials.

**Media** – The Libraries maintain both circulating and reserve media collections for personal and academic use. The majority of media is intended to be circulating. Reserve media items are identified as those required for faculty use in the classroom or for student use in the library. Instructional media is collected with extensive input from the College faculty with final approval from the Libraries Administration. In general, it is not necessary to purchase public performance rights for media intended for personal, scholarly, or limited classroom use if the item is available without such additional rights. Media intended for extensive classroom use should be purchased with classroom instructional rights when those are available.

**Multi-format items** – are selected using the same criteria as printed materials. Location of multi-format items is at the discretion of the Libraries. Examples of multi-format items include a book supplemented with CD; or a DVD with an accompanying booklet.

**Other materials** – Globes, maps, charts, art works, and other similar items of informational or cultural value may be selected to enhance the Libraries’ collections and environment.
Popular works – Popular fiction and non-fiction works are purchased to support the Libraries’ Book Club, to provide leisure reading and promote literacy.

Reference works – The reference collection supports CNM’s educational programs. Emphasis is on electronically accessible titles, collections and databases whenever feasible. The reference collection includes encyclopedias, dictionaries, handbooks, guides, atlases, directories, indexes, bibliographies, statistical compilations, and almanacs. A small number of essential reference works cataloged as Reference do not circulate. All members of the collection development team select reference materials.

Replacement copies – lost or missing items are evaluated for currency of information and level of usage before being recommended for replacement.

Serials & Periodicals – Print subscriptions are selected by campus librarians, primarily to support the college curriculum following general selection criteria. Additionally, some popular titles provide for general and leisure reading interests. Special considerations for evaluating serials for addition or removal include indexing, online availability, and readership. Titles may be renewed or replaced based on readership statistics and faculty recommendations. CNM Libraries does not keep extensive back-files of periodicals, but instead subscribes to electronic journals and searchable online databases which provide periodical indexing and access to electronic full-text articles. See Electronic resources above.

Software and Apps – The Libraries do not purchase computer software for loan to individual library patrons. A limited number of librarian-selected free apps are provided on library-owned iPads.

Special Collections – Special collections ensure preservation or access to unusual materials. The Libraries may define the terms of special collections at its discretion for collection management purposes, based on perceived value and intended use of the collection; the nature and value of selected works; and requirements for housing, handling, and providing patron access to the collection.

Supplementary materials – include anatomical models, slides, calculators, etc. which directly support the curriculum and student learning; selected according to the general criteria with faculty input.

Textbooks – The Libraries do not purchase current required CNM textbooks or ancillary materials. It is neither financially feasible nor within the scope of the Libraries’ mission. Textbooks may be purchased when they provide a comprehensive general overview or introduction to a topic, which is not otherwise available at a collegiate level. Instructors or departmental representatives may request to place textbook materials on Reserve, subject to the terms of the Libraries’ Academic Course Reserves Policy.

Web links – The Libraries will only recommend academically appropriate web sources in library publications which satisfy general selection criteria and which provide:

- Current, accurate, authoritative information as a non-commercial public service
- User-friendly interfaces and access to content
- Clear information about the source, e.g. publisher, author(s) titles and dates of works
- Complete copyright or license information and clear, accessible “terms of use”.

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IX. Collection Maintenance

Collection maintenance involves moving items to make them more visible or accessible to patrons as well as removing items to make space for more desirable materials. Deselection is the identification of items in the Libraries’ collection which are no longer viable or useful and is important to keeping the collection current, relevant, and useable. CNM Library liaisons systematically evaluate assigned areas of the collection on an annual basis, using the criteria for selection of print materials found above, and deselecting items based on the factors of:

- Condition
- Currency
- Circulation history
- Duplication or near duplication by similar treatments of the topic.

Complete Guidelines for item deselection are to be found in the *CNM Libraries Liaison Guide*.

X. Withdrawal and Disposal of Library Materials

Library-owned materials are public property and must be removed from catalog records, de-processed, and disposed of by the Technical Services Department according to state law and CNM property control requirements. Inventoried items must be reported to the inventory custodian before removal.

XI. Gifts and Donations

CNM Libraries welcome gifts and accept them with the understanding that all materials will be evaluated according to the same standards as items which the Libraries consider for purchase. The Libraries reserve the right to refuse a donation for any reason. Items not suited to the Libraries’ collections will be disposed of at the Libraries’ discretion.