

UNM – Valencia Campus Library Collection Development Policy

The UNM – Valencia Campus Library Collection Development Policy communicates the guidelines for UNM – Valencia Campus Library to assure quality and relevance in the selection, acquisition, retention, and de-selection of materials in a collection designed to support the mission, curriculum and informational needs of the UNM - Valencia Campus.

Intellectual Freedom

UNM – Valencia Campus Library supports the American Library Association’s [Bill of Rights](#) and [Freedom to Read](#). In selecting materials, the Library strives to include resources representing differing points of view on controversial issues, and our selection process includes the review of small presses. Materials are selected and de-selected according to the guidelines and criteria of the Library and are considered without censorship or prejudice in order to develop and maintain a balanced collection.

Copyright

UNM – Valencia Campus Library complies with U. S. Copyright Law as it applies to acquisition, cataloging and accessibility of protected information in all media and formats.

Collection Development Priorities and Selection Criteria

UNM – Valencia Campus Library’s first priority is to provide quality materials for students in direct support of curriculum and library educational programs. Materials recommended for undergraduates receive first priority. The Library secondarily serves faculty and staff needs by providing more advanced academic and professional materials. General interest and special interest materials are purchased as funds permit.

General criteria for selection and de-selection of Library materials

- Purpose and intended audience
- Relevance and usefulness to the educational programs of the UNM-Valencia Campus
- 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

Selection/De-selection Responsibilities

Collection development is a shared responsibility of full- time Library staff who select and de-select items and 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 Library actively encourages suggestions from faculty, administration, students and community members. Information collected at the Service Desk and through the Interlibrary Loan service may also be used for collection development purposes.

Final authority for the Library's collections rests with the Library Director.

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. De-selection is the identification of items in the Library' collection which are no longer viable or useful and is important to keeping the collection current, relevant, and useable. UNM – Valencia Campus Library systematically periodically evaluates the collection, using the criteria for selection of print materials found above, and deselecting items based on the factors of:

- Physical condition of the item.
- Currency (depending on discipline)
- Circulation history
- Duplication or near duplication by similar treatments of the topic.

Withdrawal and Disposal of Library Materials

Library-owned materials are public property and must be removed from catalog records, de-processed, and disposed of according to state law and UNM's property control requirements.

Gifts and Donations

UNM – Valencia Campus Library welcomes gifts and accepts them with the understanding that all materials will be evaluated according to the same standards as items which the Library considers for purchase. The Library reserves the right to refuse a donation for any reason. Items not suited to the Library's collections will be disposed of at the Library's discretion.