



CITY OF RIO RANCHO
ADMINISTRATIVE POLICIES AND PROCEDURES

**Library Collection Development and
Materials Selection Policy**

Chapter: 1
Article: 12
Preceding Revision: April 8, 2024
Effective: August 11, 2025

Section

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1-12-1 Title

Sections 1 through 6 of this article may be cited as the Collection Development Policy.

1-12-2 Purpose of the Collection Development Policy

The purpose of this policy is to define the principals upon which the City of Rio Rancho Libraries and Information Services Department (referred to in this policy as the “Library” collectively) selects and purchases materials; to provide consistent and realistic expectations based on funding, community needs, technology, and staff resources; and to protect intellectual freedom and prevent censorship while also allowing individuals a method to express their opinions and objections. It provides a framework for building a collection that meets the needs of its community and provides realistic expectations about the depth and scope of the collection.

American Library Association Advocacy Statements and Policies

The City of Rio Rancho Libraries and Information Services Department follows the American Library Association (ALA) Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. These can be found at the following:

Library Bill of Rights <http://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to Read Statement
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View Statement
<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>

1-12-3 Collections and Selection Decisions

Methods and Criteria for Selection

Library staff will evaluate the existing collections, and using reputable, unbiased, professionally prepared selection tools, will select library materials to meet the needs of the population the library serves.

Materials are selected based on the following criteria:

- Reputation and/or authority of the author, editor, illustrator or publisher
- Quality of writing or production
- Professional reviews from unbiased sources
- Accuracy and effectiveness of a subject's presentation
- Practicality of format for library use
- Current interest or demand for subject
- Reflection of the community served
- Price; including labor cost involved in preparing the item for circulation
- Availability of materials on a given subject
- Value of the material in relation to the collection as a whole
- Representation of various subjects and viewpoints
- Relevance to the experiences and contributions of diverse populations
- Timeliness or permanence of materials
- Relevance to library programs and events
- Appearance of materials in special bibliographies or indexes
- Availability of materials elsewhere in the area
- Adaptability to varied reading and interest levels
- Works of local authors, illustrators or materials of local history
- Technological compatibility of electronic resources
- Ability to house and maintain material

Collection Maintenance

Regular year-round maintenance is necessary to keep the collection up-to-date and to ensure relevance to community needs.

Materials may be withdrawn based on these and other criteria:

- damage
- excess copies
- other titles in the subject area
- availability of newer or updated material on the subject
- circulation history

No materials will be held for or given to individuals.

Interlibrary Loans

For items that don't fit into the scope of our collection, or are unavailable for purchase by the

Library, the Library offers an interlibrary loan service.

1-12-4 Local History Collection Policy

Mission

The local history collection is primarily focused on Rio Rancho including materials that document migration to the area. General materials on Sandoval County may also be collected to a lesser degree.

Collection statement

The collection consists of items in various physical and digital formats that support the history of the community, its people and its institutions. This includes, but is not limited to, published books, photographs, monographs, pamphlets, serials, slides, microfilm and microfiche, and news clippings.

The following criteria are considered when evaluating items for inclusion in the Library's local history collection:

- Relevance to Rio Rancho and its communities
- Identified photographs
- Authenticity of record
- Suitability of the subject to the local history collection
- Non-duplication of material within the collection, or with other area archives
- Quality of physical form of material
- Ease of use for patrons
- Cost to preserve, store and process
- Security requirements to store and/or display
- Restrictions by donor

Discarding materials

The Library reserves the right to withdraw materials from the local history collection based on the guidelines in the Collection Development Policy. Withdrawn items may be offered to other depositories or discarded.

1-12-5 Donations and Deed of Gift Policy

Donations are welcomed, including monetary contributions for the purchase of library materials. The Library accepts gifts with the explicit understanding that only gifts which meet the Library's criteria for selection and/or the Library's local history collection policy may be retained. Published material, whose use will be guided by copyright law, may be accepted with the Library's Gift/Memorial form.

The Library makes the final decision on its own use or other disposition of the gift. The Library reserves the right to accept or refuse conditions placed upon gifts of materials or funds. Conditions may not be imposed relating to any gift after its acceptance by the Library. The

Library retains unconditional ownership of all gifts and donations and reserves the right of final decision on their use, display, housing, withdrawal or other disposition. The Library does not make monetary assessments of donated materials but will provide an acknowledgement indicating the number of items received if requested to do so.

- The Library retains full ownership of the gift.
- The Library reserves the right to decide the conditions of display, housing, access and retention.

Unpublished materials such as photographs, papers, records, and digital material documenting personal lives and family history, or the history of organizations such as businesses, community associations, and religious groups, will need a Deed of Gift form completed by the donor/representative and the assigned Library representative in order to transfer ownership and legal rights to the Library. The donor and the Library shall each retain a copy of the Deed of Gift form.

Once a donation has been made, the Library reserves the right to decide how the donated item will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the local history collection may be scanned and placed on the internet for viewing, may be moved to another location within the Library, or may be withdrawn from the collection if deemed no longer appropriate to the collection.

Items that may not be accepted:

- Unidentified photographs
- Duplicate materials, unless in better condition than those currently in the collection
- Periodicals
- Formats that are obsolete or that require transfer to up-to-date format to facilitate access
- Government records, such as meeting minutes
- Items that are in poor physical condition. The Library does not collect material needing extensive physical repair, or that requires special storage. Material must be free of mold, mildew, dirt, pests and be in minimally repairable condition.

The Library does not generally collect materials that are considered realia or three-dimensional objects. Donors of realia or objects may be referred to other institutions with the expertise to collect and house such materials. The Library does not collect the current official government records of the City of Rio Rancho or other local government units, including Sandoval County.

1-12-6 Request for Reconsideration Policy

Should a member of the community question the selection or placement of an item in the collection, they are welcome to discuss their concerns with Library staff. If those discussions do not satisfy the community member, a request for review may be submitted to the Library Director. A formal review in regards to the items' relation to the Library's mission and selection criteria will be conducted by a group of professional librarians to address the concerns of the community member. The community member will receive a formal response from the director. The item in question will not be removed from the shelf during the reconsideration process.

APPROVED THIS 11th DAY OF AUGUST, 2025



Matthew B. Geisel, City Manager