Santa Fe Public Library
Collection Development Policy
2026

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Adopted by the Santa Fe Public Library Board on 04/21/2026

Our Mission

The mission of the Santa Fe Public Library (SFPL) is to promote equity and community through information, resources, and programs. The library's vision is to be the welcoming heart of the community, where all come to learn, discover, create, and connect.

The Santa Fe Public Library believes in the power of free and equitable access to knowledge, stories, and ideas and strives to provide a welcoming and safe space for people of all generations, backgrounds, and experiences. Guided by its values of equity, access, and intellectual freedom, SFPL upholds the right of all individuals to explore information and viewpoints without censorship or reprisal. In support of these principles, the library affirms the American Library Association's Freedom to Read Statement and Library Bill of Rights. Through diverse collections, inclusive programs, and responsive services, SFPL honors the community's cultural heritage while ensuring meaningful access to the tools and information people need to thrive.

This Collection Development Policy establishes the principles used to develop and maintain a collection that serves all members of the Santa Fe community and reflects a wide range of interests, views, voices, and experiences. It also provides transparency about how materials are selected, helping the community understand the criteria used to shape the library's collection.

Selection Process, Responsibility, and Criteria

Selection Process

Materials selection is an ongoing, evaluative process that balances professional standards with local relevance. Library staff, known as "selectors", use a range of tools, including professional reviews, awards lists, vendor catalogs, community input, and circulation statistics to create a collection that reflects the interest and needs of the community.

Responsibility

Responsibility for the selection of materials falls under the purview of the Library Director, who empowers the Collections Manager and qualified library staff to select materials for the community in accordance with the Collection Development Policy. The Santa Fe Public Library welcomes recommendations from all staff and community members, as the library believes thoughtful input will strengthen the collection and better reflect the needs and interests of Santa Fe.

Selection Criteria

Selecting materials for the library collection requires consideration of the item's individual merit and the broader role it will play within the collection. Every title is chosen to help create balance, address gaps, and contribute to the responsiveness of the collection. Therefore, the following criteria support informed, consistent decisions that reflect professional standards while remaining adaptable to the evolving needs and voices of Santa Fe. Finally, it's important to note that inclusion of an item in the library's collection does not imply endorsement of its content; rather, it reflects the commitment to supporting open access to information.

General Materials Selection Criteria

- Community interest and demand
- Relevance to current events or lasting cultural value
- Timeliness and accuracy of information
- Treatment of subject for age of intended audience
- Credibility of the author, publisher, or creator
- Creative, literary, or technical quality
- Critical reviews in reputable journals and publications
- Circulation trends and usage statistics
- Cost and stock availability
- Relationship to existing materials in the collection

Additional Criteria for Language-Specific Selections

- Community representation
- Language accessibility and authenticity
- Quality of translation
- Diverse voices and perspectives
- Availability via local or regional publishers

Additional Criteria for Reference Materials

- Community-specific need
- Frequency of updates and currency of content, especially in fast-changing fields
- Cost and overall value in relation to use and relevance
- Exclusion of textbooks unless they serve a broader reference purpose beyond a specific course or curriculum

Additional Criteria for Purchasing Electronic Resources

- Ease of access and user-friendly design for devices
- Clear navigation and search functionality

- Quality and credibility of content
- Licensing terms (i.e. usage restrictions and pricing models)
- Accessibility for users with disabilities (i.e. text-size adjustments)
- Privacy protection and data security for library users

Additional Criteria for Media Materials

- Availability in supported formats suitable for library lending and use
- Content quality and credibility, including production standards and relevance to community interests
- Accessibility features such as closed captions, subtitles, or other accommodations for users with disabilities
- Commercial availability: recognizing that some films or television programs produced exclusively for streaming platforms may not be available for library purchase.

Materials Generated by Artificial Intelligence (AI)

The Santa Fe Public Library is committed to supporting human authorship and creative expression and will endeavor to avoid purchasing materials generated by or narrated by AI. Any AI-generated materials unintentionally added to the collection will be identified in the catalog record. These materials will be evaluated for withdrawal according to SFPL's established weeding guidelines.

Scope of Collection

While the selection criteria help guide how materials are chosen, the scope of the collection describes the types and range of materials the library provides.

The Santa Fe Public Library system consists of three locations: Main, LaFarge, and Southside. Patrons have full access to materials, services, and programs at all three locations. The library maintains a comprehensive and diverse collection serving children, young adults, and adults, encompassing both circulating and non-circulating materials in print and non-print formats. The following section outlines the scope of each collection format.

Children's Collection

The children's collection serves children from infancy through approximately grade eight and includes materials in a variety of formats reflecting a range of reading abilities, from early literacy through independent reading. The collection supports a progression of reading development and includes materials such as picture books, early reader materials, and chapter books appropriate for children as they develop their reading

skills. Materials are selected to be developmentally appropriate and to reflect the emotional and intellectual stages of childhood.

Electronic Databases

Electronic databases provide access to organized and searchable information resources in digital format. These databases primarily support research and reference needs and often include specialized or authoritative content not available in the library's print collections.

World Languages

Emphasis is placed on acquisition of materials in Spanish and bilingual materials for all ages. The library's collection also includes materials which aid in learning a second language. These resources include books such as grammars and dictionaries, media, and online resources.

Large Type

The library maintains a collection of large type materials intended to improve accessibility for readers who benefit from larger print. The collection primarily includes popular fiction genres such as mysteries, westerns, and romance, as well as high-interest nonfiction, including biographies and health-related topics.

Media

The media collection includes feature films and television series in current, supported formats. The collection emphasizes works of enduring interest, including classics, long-term popular titles, award-winning productions, as well as selected educational programming. Media materials can be limited to those available for library purchase through established vendors.

Electronic Resources

Electronic resources consist of digital content made available for individual use through library-supported platforms. The collection includes downloadable and streaming materials such as eBooks, audiobooks, music, movies, and television. These resources function as digital counterparts to circulating physical materials.

Periodical Collections

Periodicals include newspapers, magazines, and other serial publications in both print and digital formats. The collection reflects current publishing trends and community interest and may include a combination of physical and electronic titles as availability changes.

Reference Collections

Reference materials are provided in print and electronic formats and may be designated for in-library use only rather than traditional circulation. These resources support research and informational needs across a range of subject areas, including business, law, consumer health, and other specialized topics.

Southwest Materials

This collection includes materials relating to the history, culture, and contemporary life of New Mexico and contiguous states with strong cultural and historical ties to New Mexico. Areas of emphasis include Santa Fe, New Mexico and its border regions, the Four Corners area, Pueblo communities, and Hispano communities. The collection may include works by local authors and small or independent presses.

Santa Fe Public Library may also provide access to selected locally produced or government-related materials of regional significance, including materials held in a repository capacity. The acceptance and retention of such materials is subject to available space, staffing capacity, and relevance to community interest and SFPL's mission.

Young Adult Collection

The Young Adult (YA) Collection serves teens approximately fifteen to eighteen years of age and includes materials intended for independent readership. The type of materials selected differs significantly from the Children's Collection due to the social, emotional, and intellectual maturity associated with young adult readership. Selection of Young Adult materials is informed by professional reviews, recognized awards, and established best-practice resources in youth librarianship to ensure a balanced and relevant collection for teens.

Patron Requests for Purchase

The library welcomes and encourages purchase suggestions from the community. Requests may be submitted in person or through established online request forms. All requests are evaluated using the same selection criteria applied to other collection materials and are not automatically purchased for the collection. When a requested item falls outside the scope of SFPL's collection, does not align with the library's selection criteria or collection priorities, or is otherwise unavailable for purchase, patrons may be directed to Interlibrary Loan as an alternative means of access.

Interlibrary Loan

Interlibrary Loan (ILL) provides patrons with access to materials not available in SFPL's collection by borrowing them from participating libraries. Requests may be submitted by

patrons whose library accounts are in good standing and are subject to request and borrowing limits. Some materials are not eligible for ILL, including items published in the last six months, media items, electronic resources, and other non-print formats.

Gifts or Donations

Donated materials are evaluated using the same selection criteria used to purchase items, including considerations of physical condition, currency, and relevance to SFPL's collection. The library reserves the right to determine the use, display, and level of access for all donated materials. Materials not added to the collection are not returned to donors and may be transferred to the Friends of the Library for resale, with proceeds supporting library services and programs.

Collection Maintenance

The Santa Fe Public Library maintains its collections through an ongoing evaluation to ensure materials remain relevant, accurate, accessible, and in good physical condition. Collection maintenance supports effective use of space, encourages circulation, and enables the introduction of new materials that reflect the evolving needs and interests of the community.

Withdrawal of Library Materials

An essential component of collection maintenance is the systematic withdrawal of materials, known as weeding. Items may be evaluated for withdrawal based on factors including physical condition, accuracy and currency of information, usage and demand, duplication within the collection, and relevance to community interest. Materials may also be weeded when equivalent content is available through other libraries or reliable electronic resources, particularly when space limitations require collection adjustments. Withdrawn materials are offered to other government entities prior to being auctioned, recycled, or disposed of in accordance with City of Santa Fe policy.

Note on Intellectual Freedom

The Santa Fe Public Library will not ban or remove books or other materials based on the personal, political, or religious beliefs of its employees or patrons. The Santa Fe Public Library reserves the right to provide access to works regardless of the author's race, nationality, gender, gender identity, sexual orientation, or political views. The library is committed to providing open access to diverse perspectives and ideas.

Requests for Reconsideration

Library card holders and residents of the City and County of Santa Fe seeking the reconsideration of a specific library material are asked to complete a *Request for Reconsideration of Library Materials* form (Page 8). Requests are reviewed by the library director in consultation with appropriate staff members. Materials under reconsideration will remain available during the review process. Decisions resulting from the reconsideration process are considered final and are not subject to further reconsideration unless substantial new concerns of information are presented. A written decision regarding the request will be communicated to the requester by the library director.

Request for Reconsideration of Library Material
Santa Fe Public Library

The Santa Fe Public Library selects materials in accordance with its established Collection Development Policy. Library staff are responsible for developing and maintaining collections that serve the diverse needs and interests of the community. Library card holders and residents of the City and County of Santa Fe who wish to request reconsideration of a specific item may do so by completing this form. Each title must be submitted in a separate form. Completed forms may be returned to the reference desk at any branch or to:

Library Administration Office
145 Washington Avenue
Santa Fe, New Mexico 87501
(505) 955-6789

Incomplete forms will not be considered and materials under review will remain in circulation during the reconsideration process.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Do you represent:
☐ Yourself
☐ Organization (name): _____

1. Title: _____

2. Author/Producer: _____

3. Type of Material:
☐ Book
☐ Magazine
☐ Video Recording
☐ Newspaper
☐ Audio Recording
☐ Other (please specify): _____

4. What brought this title to your attention?

5. Have you read and examined the material in its entirety? If not, what parts have you read or viewed?

6. What concerns you about this item? Please be as specific as possible and include page numbers, passages, or sections as applicable. (Attach additional pages if necessary).

7. What action are you requesting the library take regarding this item?

☐ I acknowledge that I am submitting this request as part of the library's formal reconsideration process and that the decision rendered at the conclusion of this process is final.

Library Staff: Please initial and date upon receipt: _____ _____

Provide a copy to the patron and route the original to the Collections Manager.

Rev. February 2026

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939.
Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; January 29, 2019.
Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to

publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

   No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
   To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

   The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

   It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

   The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the

> positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.