



Collection development policy

Date last revised: March 2011

Who We Are

The Oaxaca Lending Library was founded in 1966 and is one of the oldest continuously operating English language libraries in Mexico. We have a collection of more than 20,000 books and over 450 members, who live in, or visit, the greater high central valley of Oaxaca.

Our Mission

Our mission is to be a living library serving the English speaking community in Oaxaca while supporting and encouraging an interest in reading in the bilingual and Spanish speaking community. As a living library, we assist patrons in their pursuit of information, education, and entertainment, and encourage an interest in reading among children and youth.

Goals of Collection Development Policy

The goal of this policy is to guide collection and withdrawal selections of the library in order to insure a diverse collection of materials for all age groups based on the community we serve.



Responsibility

Under the direction of the Library Board of Directors, the library book committee will work with other volunteers and key staff to carry out the policy outlined here.

General Principles

1. Library Bill of Rights: Basic to this policy is the library Bill of Rights adopted by the American Library Association. The bill of rights affirms that all libraries are repositories for information and ideas, and that all points of view on current and historical issues are presented within the limits of funding.

2. Links to Other Libraries: Given our limited space and budget, we encourage links to local specialty libraries and electronic resources to augment our collection to further our patrons' rights to access.

3. Collection Criteria: Recognizing we can not meet all needs, the following criteria are used to aid selection and withdrawal of materials:

- Popular interest
- Local importance
- Cost and availability
- Accuracy and currency of information
- Relationship to existing materials in the collection
- Attention of critics and reviewers
- Patron demand
- Format and ease of use



- Readability or ability to sustain interest
- Historical value
- Filling in a holes in popular series

What We Collect

- Popular English reading materials
- Mexican travel, history, art, and archeology, with an emphasis on Oaxaca
- Non-fiction
- Biography
- English and Spanish children's picture books
- English and Spanish juvenile literature
- Limited adult Spanish reading materials
- Limited hard copy reference materials
- Links to online reference materials
- DVDs and audio books
- Magazines
- Electronic media (Note: We will continue to explore ownership and lending use of electronic media such as on-line data bases, electronic readers, magazines, and electronic resource access)

What We Don't Collect

- Text books, with the exception of Spanish and English language learning
- Workbooks or curricular materials
- Music



- Religious materials, with the exception of key texts of major religions

Withdrawal of Materials

Maintenance of the collection is a process of routine re-evaluation to ensure usefulness and relevancy of materials to our patrons. Replacement is not automatic. Withdrawals, and donations that cannot be added to the collection, are first offered for sale to the public. If not purchased in a timely manner, unsold books are then offered free to the public.

Evaluation criteria for withdrawal include:

- Obsolescence: subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Insufficient use
- Redundancy in the collection
- Space limitations

Funding

The library material purchase budget is limited. We largely rely on donated materials and targeted gifts from benefactors. Our policy regarding collection gifts include:

- Retaining sole ownership of all gifts



- Deciding on the use or disposition of the gift to best meet our general collection principles
- Reserving the right to decide on the conditions of display, housing, and access to the materials

Responsibility For Children's Reading Habits

The selection of materials for the adult collection is not restricted by the possibility that children may obtain them.

Parents and legal guardians are responsible for the selection of reading materials and electronic viewing habits of children.