

**Northern New Mexico College
ADMINISTRATIVE POLICY**

Subject:	Library Policies
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Replaces Policy Approved On:	Library Overdue Policy & Refund Policy updated and approved on May 20, 1999

Purpose:

COLLECTION DEVELOPMENT POLICY

Statement of College Objectives

Northern New Mexico Community College's mission is to provide students with academic, occupational and continuing education opportunities by which they may realize their chosen career and life enhancement goals. The college recognizes that the realization of these goals is related to its responsibility for providing meaningful programs and support services. The institution also seeks to promote an interest and sensitivity to education by becoming a cultural intellectual center in the community.

Statement of Library Objectives

The libraries of Northern New Mexico Community College exist to serve the student's and faculty of the college in their curriculum needs. These needs fall into three broad categories: undergraduate arts and sciences, occupational and adult continuing education. The library will provide a collection to support these curriculum areas. This collection shall consist mainly of books, with periodicals and a limited audio-visual collection as well. In addition, a small amount of recreational material, in the form of paperback fiction and magazines, will be provided. While members of the community may use the collection at any time, we do not seek to meet their needs when acquiring materials.

Details of Subject Areas to be Collected

• Undergraduate Arts and Sciences

The following areas are to be represented: business, criminal justice, fine arts, history, humanities, languages, math, social sciences, sciences, drafting, electronics, computer sciences.

• Occupations

The following areas are to be represented: agriculture, building trades, diesel mechanic, meat cutting, auto trades, barbering and cosmetology, office occupations, health sciences, machine technology, retail sales, welding.

▪ Adult Continuing Education

This curriculum varies greatly to meet the requests and needs of the community. Classes cover such areas as: photography, small business operation, gymnastics, assertiveness training, drawing, solar greenhouse building, guitar playing.

▪ Coverage

We seek to maintain a working collection: current materials with an eye to all points of view with little or no retrospective acquisitions, and a good reference collection. A minimum collection of 20,000 volumes is sought, with a 205% increase in size each year. This annual growth is necessary to maintain the validity of the collection, as well as to cope with school growth and a changing curriculum.

▪ Formats

Formats to be acquired in order or priority: books, periodicals and newspapers, audio-visual material and microforms.

▪ Who Will Make the Selections

The selection is done by the librarian, with input from the faculty. Student and staff requests are welcome, subject to the approval of the librarian. The selection is done mainly from current reviews.

Gifts, Weeding, Evaluation and Censorship

▪ Gifts

Gifts of library materials are accepted into the collection under the same standards applied to new materials. That is, they must fill a curriculum need and are subject to the approval of the librarian. The library will not provide a statement of assessed value of the gift to the donor.

• Weeding

Our general criteria for weeding the collection is currency. For most fields, we consider ten years to be an acceptable cutoff date when making a decision of whether or not a book is still needed for our working collection. In some technological fields, however, five years is the required cutoff period. This criteria is determined, and the weeding accomplished, with the help of faculty consulting with the library in their subject specialties.

• Evaluation

Evaluation is done as an internal device to determine the strengths and weaknesses of the collection in relation to the needs of the college. Evaluations are made in a variety of ways: by faculty, by checklists of standard community college library lists, and national standards as promulated by the American Association of Community and Junior Colleges an the American Library Association (see attached copy).

• Censorship

We adhere to the tenants expressed in the Library Bill of Rights, and specifically as it applies to collection development (see attached copy). We also reserve the right to collect material in the areas and manner detailed in this document.

CIRCULATION POLICY

This policy governs the conditions under which books are checked out of the library.

1. Borrower's cards will be issued to any New Mexico resident who has proper identification. A library card will be mailed to borrower. Community users will be charged a \$10.00 fee per year for borrowing privileges.
2. The borrower's card is valid for a period of two years. It may be renewed indefinitely for two-year periods.
3. Borrower's cards must be presented when checking out books.
4. Books may be checked out for one month, and renewed once for one more month.
5. Full-time faculty may renew books twice during a semester.
6. The following library materials may not be checked out:
Magazines
Newspapers
Audio-visual material
Reference books
Reserve books
7. Only five books in one subject area may be checked out at one time.
8. Community users will be limited to borrow two books at one time.

INTERLIBRARY LOAN POLICY

This policy governs the borrowing of materials by our library, for our patrons, from

another library. We, the borrowing library, assume responsibility for the safety and return of the material.

1. This service is only provided for registered borrowers of our library.
2. Only ten requests will be taken from a patron per day.
3. A fine of 50 cents a day is assessed for each day an ILL book is overdue.
4. In addition, the same overdue penalties will be imposed for an ILL book as for one of our library books, i.e. borrowing privileges are suspended, and a bill (see Library Overdue Policy) is presented for a book not returned by the end of a semester.

LIBRARY OVERDUE POLICY

The normal borrowing period for a library book is one month. Borrowing period for Interlibrary Loan books vary accordingly. When a book is held longer than the date due, it is considered overdue and the following steps will be taken by the Library:

1. An overdue notice will be sent to the patron, and that person's borrowing privileges will be suspended until the overdue book is returned. In addition, a \$10 overdue fine will be assessed for each overdue book.
2. If the book has not been returned by the end of the 41st day it is overdue, a bill for that book will be sent to the borrower and his/her name will be submitted to the Business Office. The fee for each book is \$50 plus a \$10 processing fee and a \$10 overdue fee for a total of \$70 per lost book. The patron will have the option to purchase a new copy of the book in lieu of paying the fees.
3. If a book is returned in a damaged condition but can still be circulated with minor repairs, the patron will pay a minimum of \$20. If it cannot be circulated, it will be treated as a "lost or unreturned" book.
4. Overdue fines for Interlibrary Loan materials will be assessed at \$.50 per day. These fees will not be waived.
5. The student will not be able to receive a copy of his/her transcript from Northern.
6. When a faculty or staff member leaves the employment of Northern, the Business Office will check with the Library to see if that employee has any overdue accounts with the Library before issuing his/her last check.

REFUND POLICY

Library patrons will be given the opportunity to return lost books, in good condition, for a period of 3 (three) months after payment with a full refund. No refund will be given after this 3 (three) month period. Receipt for money paid to the College must be presented to the library along with the returned lost books in order to get a refund.

LIBRARY BILL OF RIGHTS

The Council of the American Library Association reaffirms its belief in the following Basic policies which should govern the services of all libraries.

1. As a responsibility of library service, book and other library material should be chosen for values of interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.
2. Libraries should provide book and other materials presenting all points of view

concerning the problems and issues of our time; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. The right of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meeting be open to the public.

Procedures:

Cross Reference: