



Collection Development Guidelines

Los Alamos Public Library
2026

By: Elizabeth M. Rivera
Sr. Librarian for Public Services



Purpose

Collection guidelines provide a framework for building relevant, balanced collections .

They:

- Guide consistent selection and budgeting
- Reduce personal bias
- Align the collection with community needs
- Uphold intellectual freedom

Guidelines Highlights for 2026

Enshrined Selection Criteria in
the Policies

Added Purposes of Collection

Updated Additional Criteria

Developed AI Guidance

Expanded the Deselection
Section

Refined Reconsideration
Process

Selection Criteria

- 17 criteria for selecting items
- An item need not meet all criteria to be acceptable
- No single criterion is decisive
- The order of the general criteria in the list does not indicate priority
- Staff are instructed in using these criteria to evaluate items for acquisition

Purposes of Collection

- To support personal enrichment and the enjoyment of life through free choice;
- To develop skills and competencies for individual success;
- To promote civic engagement and participation in a diverse society;
- To encourage artistic, intellectual, and personal growth;
- To foster empathy and strengthen understanding among diverse communities;
- To educate, inform, and inspire; and
- To advance literacy and a lifelong love of reading.

Collection Specific Criteria

Library of Things

- Safety
- Durability
- Ease of operation
- Size
- Ease of transportation
- Manageable number of parts
- Price point and potential replacement cost
- Little to no duplication of existing community commercial rentals and paid services



Statement on AI Generated Resources

- Human - created works prioritized
- AI- generated items selected only when necessary
- Items reviewed individually
- AI- generated content labeled when possible
- Library works to remove vendor - supplied AI content
- Human - authored content refined or edited using AI tools —is permitted under the same selection criteria as fully human - authored works.

Deselection Guidance

Why Deselect?

Deselection ensures the collection remains current, relevant, & responsive to community needs. This practice:

- Creates space for new materials;
- Maintains an appealing collection appearance;
- Ensures content remains accurate;
- Improves accessibility & discovery;
- Reflects evolving interests & demographics.

Deselection Guidance

Deselection Criteria

- . Physical condition
- . Relevance
- . Obsolescence
- . Format
- . Low usage
- . Space limitations
- . Duplication
- . Availability elsewhere

Deselection Guidance

Note on Controversial Item Deselection

Weeding is not used to remove materials solely because they are controversial or unpopular with segments of the community.

Requests for Reconsideration



Conversation with Library Manager

Formal written request

Decision by the Library Manager

Appeals go to Director of
Community Services Department,
whose decision will be final