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| <p style="text-align: center;">OFFICE OF THE STATE ENGINEER LIBRARY POLICY</p> |
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MISSION STATEMENT

The Office of the State Engineer Library (“the OSE Library” or “the Library”) serves all the citizens of New Mexico as the State Library of Water Resource Information by developing and maintaining a comprehensive collection covering selected aspects of the history, science, law, use, and management of New Mexico’s water resources, in a variety of formats. It is further the mission of the OSE Library to make this information conveniently available through both traditional and developing forms of access and delivery. A professional librarian (“the OSE Librarian”) manages the Library and strives to support the information needs of The Office of the State Engineer and other users of the OSE Library by:

- providing information resources and services to meet the demands and needs of all OSE Library users;
- purchasing and acquiring materials as needed to maintain, update, or enhance the collection;
- educating the Library’s users, in support of the State Water Plan, in areas of developing water resources, conservation and efficient use of water, drought planning, protecting, maintaining, and enhancing the quality of the State’s waters, providing for fish and wildlife habitat preservation and maintenance and for river restoration, senior water rights, maintaining and enforcing interstate stream compact compliance, and, when appropriate, assisting in water rights adjudications;
- collecting, preserving, restoring, and cataloging all materials acquired or purchased for the collection, including documents produced in-house;
and
- working with the Information Technology unit to maintain and update the Library’s web presence.

ACCESS POLICY

Access to the OSE Library is restricted to normal operating hours as posted on the Library web page or by special appointment with the OSE Librarian. The Librarian or an authorized member of the Library staff must be present at all times while someone is using the Library.

For appointments and reference inquiries [contact the OSE Librarian.](#)

CIRCULATION

The OSE Library is primarily a non-circulating research library. Circulation privileges and loan limits are established according to patron status. When the limit is reached, the OSE Librarian will block further loans until the borrower has returned materials.

- **OSE/ISC USERS** (Office of the State Engineer or the Interstate Stream Commission staff or contractors, in-residence OSE scholars and fellows, OSE interns): Up to 30 items may be checked out and kept in OSE/ISC offices and workstations. A limited number of items may be taken into the field (see Loan Periods below).
- **OTHER AGENCY** (all other New Mexico State Agencies, their staff, contractors, scholars and fellows, or interns): Up to 10 items may be checked out to the department for office/workstation use (see Loan Periods below).
- **GENERAL PUBLIC** (includes attorneys, independent consultants, and researchers): Up to 10 items may be used in OSE Library. Availability of materials for checkout is at the discretion of the OSE Librarian.

Loan Periods

New Books (not renewable)

- **OSE/ISE Users:** Three (3) weeks.
- **Other Agency or General Public:** Two (2) weeks.
- **General Public:** Two (2) weeks.

All other items may be renewed but are subject to recall.

- **OSE/ISE Users:** Four (4) months; no more than three items at a time may be taken into the field.
- **Other Agency:** One (1) month.
- **General Public:** Two (2) weeks.

Reference books do not circulate except by permission of the OSE Librarian, who will determine the loan terms.

Special collections and other selected materials (rare books and archival materials, maps, prints, drawings, and graphs) do not circulate and must be consulted in the Library.

Titles may be checked out to an OSE/ISC program rather than to an individual staffer only at the written request of the program director.

Requesting Items from Storage

Items held in storage will be retrieved by special request. Generally the item will be retrieved and available for review two business days from the time of request. (Example: If an item is requested at 1:00 on Monday, it will be available after 1:00 on Wednesday.) Items retrieved from storage must be reviewed in the OSE Library and will be available for checkout only to OSE/ISC users.

Recalled Materials

Any item checked out is subject to recall for use by another patron. Borrowers are required to comply with the rules governing recalled materials. When another patron recalls an item for use, a recall notice is sent via e-mail to the present borrower. The borrower has three (3) workdays to return the materials to the OSE Library. After this time an overdue recall notice is sent to the borrower and his/her borrowing rights are suspended until the overdue materials are returned or declared lost by the borrower.

Lost Materials

Items, whether recalled or simply overdue, will be declared lost two weeks after it becomes overdue. The borrower will be assessed a \$25.00 fine, a \$10.00 processing fee, and the replacement cost of the item. All fees, fines and replacement costs are non-refundable. Borrowing privileges shall be suspended until the overdue materials are returned or declared lost and paid for by the borrower.

Borrowing privileges will be restored upon receipt of payment or return of the item. The OSE Librarian will collect fines, fees and replacement costs.

If the lost item is checked out to a program rather than to an individual, the program manager will be held responsible for these materials and fines for lost items will be assessed against the program's budget.

Only the OSE Librarian has the authority to clear patron accounts or to waive fines that are applied in error or where there are mitigating circumstances. She may refer appeals to the Hydrology Bureau Chief at her discretion.

COLLECTION DEVELOPMENT

In support of its Mission, the OSE Library develops and maintains Library holdings for use by the Office of the State Engineer and the public for research and study. The OSE Librarian weeds multiple duplicates from the collection to adequately maintain a growing collection in a finite space. Materials collected by the OSE Library include but are not limited to:

- Any and all reports issued by The Office of the State Engineer;
- Regional and state water plans;
- Maps;
- Surveys;
- Consultant reports;
- Monographs;
- Conference proceedings;
- Specialized bibliographies, dictionaries, directories, catalogues of library collections;
- Periodical sets and continuations;
- Indexes and abstracts;
- Bulletins, circulars and pamphlets.

Formats collected include but are not limited to hard and soft cover books and serials, maps, videocassettes, DVDs, CDs, cassette tapes, and .PDF or other digital format.

COORDINATION WITH OTHER LIBRARIES

The universe of published information has become such that cooperative resource sharing at the local, regional and national levels is essential. The OSE Library is a member of the SALSA (System Access to Libraries in State Agencies) Consortium, a group of New Mexico state agency libraries. The New Mexico State Library manages the Consortium. Additionally, the OSE Library is a member of AMIGOS, a regional library resource-sharing network, and OCLC, a worldwide library cooperative. Membership in these organizations ensures that OSE Library users will have access to whatever information they need and that the OSE Librarian will be able to continue to provide state-of-the-art service in areas of library management, cataloging, and reference services.

ACQUISITIONS

Acquisitions of library materials are limited to items relating to the history, science, law, use and/or management of New Mexico's water resources and resources of the surrounding region that might impact New Mexico's water resources. The OSE Library's Collection Development and Donations, Gifts and Exchange policies govern acquisitions. While emphasis is given to the acquisition of current titles, out-of-print material may be purchased to fill in gaps in the collection.

De-acquisition is at the discretion of the OSE Librarian in consultation with the Hydrology Bureau Chief. The Librarian will first offer items selected for de-acquisition to other agency programs including district offices, and then to other libraries within the State prior to disposal.

DONATIONS, GIFTS AND EXCHANGE

The OSE Librarian welcomes the opportunity to discuss gifts, donations, and exchanges but the OSE Library cannot accept everything offered due to space constraints and the focused nature of the collection. The Library will not accept delivery of donations without prior contact with the OSE Librarian.

Donations

Due to the high costs of managing the donation process, the OSE Library's goal in accepting donations is to acquire only materials that are highly relevant to the needs of the Library's users. All potential donations will be evaluated in terms of the collection development goals of the Library.

Donations not added to the collection will be returned to the donor only if prior arrangements for such eventuality have been made. Otherwise, disposal of any item belonging to the Library is handled at the OSE Librarian's discretion in accordance with the Library's De-acquisition Policy.

The Library will not accept more than two copies of any single title or item. Once an item is accepted into the Library's collection, it belongs to the OSE Library and may be disposed of at the discretion of the OSE Librarian.

Donations with conditions or strings attached (e.g., the item must be kept in perpetuity, or conditions that negatively affect the use of the materials) will not be accepted.

Donors must provide a description of any donation (whether a collection or one item) before it can be considered. If a collection is offered, either in whole or in part, a full description (including card files, lists, manifest, etc.) is extremely useful. In the absence of such documentation, the Library may require on-site evaluation of the collection by the OSE Librarian before a determination to accept can be made.

The Library cannot accept donations if the physical condition does not allow normal library shelving and use. In some rare cases the Library may accept books of sufficiently important content or provenance even if they require professional treatment to protect and preserve them. In these cases, the donor may be asked to provide the resources for this treatment.

All donations added to the collection will be cataloged and listed in the Library's catalog. Since all donated materials will be shelved in the appropriate subject classification, the Library cannot maintain separate named collections.

Financial Gifts

Financial gifts and endowments are an excellent way to help a library collection grow, and contributions of this nature are encouraged. Using these funds, the OSE Librarian makes purchases in line with the Library's Collection Development Policy to round out the Library's collection. Contact the OSE Librarian to make such gifts.

Exchange

It is the policy of the OSE Library to work cooperatively with libraries with similar collections. Exchange programs may be set up in which OSE materials are sent to other collections and similar materials are received in return and added to the OSE Library collection.

INTERLIBRARY LOAN

The OSE Library participates in Interlibrary Loan (ILL) programs in an effort to better serve OSE staff and in the spirit of cooperation within the library community. The OSE Librarian will process the ILL requests only for OSE/ISC staff. Other Library users requiring ILL service will be referred to the NM State Library or their public library for assistance. The OSE Librarian regularly monitors and fills incoming ILL requests.

COLLECTION CATALOGING & ORGANIZATION

Library holdings of every kind will be cataloged and integrated into the New Mexico State Library online catalog (SALSA, or System Access to Libraries in State Agencies). All Library materials will be bar coded for inventory control. To allow easier access for all users, Library resources are cataloged using the current Library of Congress MAchine Readable Cataloging (MARC) format and using the Library of Congress Classification System.

PRESERVATION

Preservation refers to those activities associated with maintaining library materials for use, indefinitely, either in their original physical form or in some other format. The OSE Librarian will identify materials for priority preservation treatment. Consultant Reports, OSE Technical Reports, OSE Basic Data Reports, OSE Special Reports, Technology Division/Hydrology Bureau Reports, and the State Engineer Biennial and Annual Reports have first priority. Digital materials (VHS tapes, CD-ROM disks, etc.) will be managed to ensure that the information essential to their continued use is preserved in an accessible form.

COPYRIGHT/LICENSE AGREEMENTS

The OSE Library complies with the Copyright Laws of the United States. Fair Use of copyright materials is enforced as are licensing agreements for software or any digitally recorded materials.

PHOTOCOPYING

The OSE Library does not have a photocopier. The OSE Librarian is not available to make copies for patrons. Certain materials may be checked out for a limited time to take to a nearby office center.

DISASTER PREPAREDNESS AND RECOVERY

Although the probability of occurrence of a disaster that would put the Library Collection at risk of damage or destruction is low, prudent management requires some minimal preparation. The OSE Librarian maintains a separate Disaster Preparedness and Recovery Plan in conformity with current standards. In the event of a disaster, assistance from the Amigos' preservation staff will be sought to ensure complete recovery.


OSE Librarian

5/28/08
Date


Chief, Hydrology Bureau

5/28/08
Date


Legal Reviewer

15 July 08
Date

John T. Romeo
Director, Water Resource Allocation Division

5/29/08
Date

John J. Anthony
State Engineer

7/17/08
Date