

**DES PLAINES PUBLIC LIBRARY  
MATERIAL SELECTION AND COLLECTION DEVELOPMENT POLICY**

**INTRODUCTION**

Collection development and management are integral to the operation of the Des Plaines Public Library. The Collection Development and Management Policy states the principles upon which a useful and well-rounded collection is built and maintained. Thus it determines the allocation of library resources, the contents of its collections, and the means by which collections are accessible to users. Collection development and management is not a single function, but rather a number of procedures by which the library achieves its goals. The practices and procedures outlined within describe selection, weeding, replacements, donations and gifts. They describe current reality as well as future intent to provide present and future librarians with consistent methodology and principles.

The goal of the Des Plaines Public Library is to select, organize, and make available materials in all appropriate formats, within the limits of space and budget, to implement the library's mission. Such materials may be informative, educational, recreational and cultural, and are provided equally to all patrons. It is the library's responsibility to provide a diverse collection, within the limits of current laws, which represents various points of view. Materials are selected to meet not only the current needs and interests of the library's patrons, but also to explore new technologies and anticipate future demands.

To ensure that the Des Plaines Public Library continues to have a relevant and current collection, this policy is reviewed, and if necessary revised, on a consistent basis. Rapidly changing technologies as well as a changing population mean that no more than two years should pass between formal revisions.

Documents that support this philosophy include: The Library Bill of Rights, the Intellectual Freedom Statement, the Freedom to Read Statement and the Des Plaines Public Library's Mission Statement, Statement of Beliefs and Vision Statement.

## SELECTION

### Responsibility

Final responsibility for materials selection rests with the Library Director who operates within the framework of policies, goals and objectives determined by the Library Board of Trustees. Staff members who participate in the selection of library materials have primary responsibility for their area of selection under the guidance of the appropriate Department Heads.

### Materials selection principles

Materials are selected on the basis of literary and artistic quality, accuracy, timeliness, significance of content and specific value for the library's collection. To achieve these principles, the library supports the Freedom to Read Statement\* adopted June 25, 1953; revised January 28, 1972; January 16, 1991; July 12, 2000, June 30, 2004 by the ALA Council and the AAP Freedom to Read Committee.

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.
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.
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.
4. There is no place in our society for efforts to coerce the taste of others, or to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
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.
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.
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.

\*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.

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Revised and Approved 12/18/07  
Revised and Approved 11/17/09  
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## GENERAL PRINCIPLES OF COLLECTION MANAGEMENT

### A Weeding

To ensure that the library collection is up-to-date and relevant to community needs, the selectors must, on a regular basis, re-evaluate the usefulness of the materials in the collection. This process is essential to identify physically deteriorated materials, areas where additional materials are needed, editions that need to be updated and areas where less material is needed. Periodically the median age, the size and the differing formats of an area should also be assessed.

A systematic weeding of all materials considers the following criteria:

- Physical condition
- Circulation statistics
- Currency of the information
- Duplicates
- Importance for local history

Standard guides to core collections may be used for guidance in weeding. However, professional judgment tempered with experience and common sense must also be used. It should be remembered that something is not always better than nothing. In addition, with the ease of interlibrary loan, it may not be necessary for each library to have all "core" or "standard" titles in an area. Some titles or items considered standard may also be outside the scope of the library's area of selection.

The process of weeding involves not only determining the removal or replacement of items from the collection, but also the placement of items within the entire collection. Recataloging may be necessary to meet new rules or to place items in a more useful area for public access.

Library staff will review all items selected to be withdrawn.

Items that are weeded from the collection may be placed in the Friends' used book sales, donated to other libraries or discarded. Such decisions are made according to guidelines established by the Library Director.

**B Replacement**

Not all items lost or damaged will be replaced. Each selector should first determine, according to general selection criteria, whether that item is still useful in the collection. Other considerations for replacement may also apply, such as the availability of new titles in the field, historical value of the item, and its listing in a standard indexing tool.

**C. Binding**

The choice of books to be rebound is made in accordance with the established policies of original selection, discard and replacement. Factors to consider are: value and use of the title; quality of the paper, margins, and illustrations; cost of rebinding versus the cost of replacement; the number and kind of similar titles in the collection; and the current validity of the contents. It is preferable to buy new editions of classics rather than having them rebound. Poorly bound foreign language books and selected paperbacks may be sent to the bindery before being placed in the collection.

**D Gifts and Donations**

(See Gifts and Endowments A-9 in the Policies Manual).

**E. Patron Requests**

Patron suggestions for purchase are encouraged and will receive favorable consideration for purchase based on the criteria stated in the library's Selection Policy.

**F Patron Complaints Concerning Materials**

The library recognizes that because of the diversity of materials in the collection individual complaints may arise.

(See "Complaints Concerning Library Materials" A-4 in the Policies Manual).

**G. Circulation Practices and Procedures**

Circulation policies establishing the length of time materials circulate and the reserves and renewal procedures affect the management of the collection. To ensure the availability of materials, the length of time materials circulate may differ. Some materials may be placed permanently on shorter loan periods; others, to meet temporary demand, may be placed on short term loan. At the discretion of Circulation Staff, books may be checked out for vacation loan periods.

Reference material may not circulate.

**H. Cataloging Practices and Procedures**

Cataloging practices are critical to the management of the collection, as they provide the points of access to materials. Public Services departments may jointly determine the location of materials to ensure the best access for the public.

## COLLECTION DEVELOPMENT ADULT SERVICES

Materials selection is based on the judgment, expertise and experience of librarians and select library staff. Selectors consider limitations of budget and space as part of the process. Selectors are assigned subject categories according to their areas of expertise and interest. Reviews in journals, publishers' catalogs and other sources are used to assist selectors in making decisions that will meet the diverse needs and interests of the public and represent various points of view.

### **Adult Material (Criteria for selection)**

- Timeliness
- Authority of the author
- Accuracy, viewpoint of the author
- Readability, organization of materials
- Suitable physical format - size, print, paper, binding
- Cost
- Appropriateness of the materials for the intended audience
- Community interests and requests
- Relationship to other material in the collection
- Long-term value to the collection
- Availability of technical support and/or equipment.

### **Definition of terms that describe the subject areas**

In order to provide guidance for selection, each subject area of the collection is assigned a level that describes the scope and depth of that subject. Each subject area is collected to satisfy public needs and demands. The following definitions of collection levels, adapted from the RLG (Research Libraries Group) Collection Development Manual, 2d ed., help clarify the distinctions among subject areas.

1a - Minimal level, uneven coverage: Few selections and unsystematic coverage

1b - Minimal level, even coverage, chosen well: Basic authors, some core works and a diversity of points of view. This level supports basic inquiries from the general public and from students.

2a - Basic information level: Materials that are up to date and that define a subject: dictionaries, encyclopedias, surveys, periodicals and bibliographies. It supports high school instruction and lifelong learning.

2b - Augmented information level: A wider selection of reference materials, more periodicals and material that can answer some undergraduate inquiries.

Although it is often difficult to categorize a collection area accurately, these designations are useful in determining the goals for selection. In general, the collection does not aim to serve upper level academic or professional work.

It is also specifically noted here that the market is publishing an increasing amount of digital content. Where this content is available, in demand and otherwise consistent with established collection policies, we will collect digital copies of materials.

**A. Adult Nonfiction (by Dewey Decimal categories)**

1. **000s – Generalities** (General knowledge, journalism, library science, and computer science)  
1a - Minimal level, uneven coverage: Library science, journalism, general knowledge, recent editions of encyclopedias, and fact books are selected to provide coverage of areas for reference and popular interest.  
2b - Augmented information level: Computer science material is selected at beginning and intermediate levels. This material is chosen so that there is a representative selection of current major software programs, personal computer hardware including technologies such as smartphones and tablets, and major operating languages and systems. Periodicals help maintain currency in this area. Older materials are weeded rigorously, but representative selections on older programs and hardware are retained to support the community still using those programs. Test and certification guides, being both expensive and of limited shelf life, are usually purchased on patron request.
  
2. **100s – Philosophy and Psychology** (Philosophy, ethics, paranormal phenomena and psychology)  
2a - Basic information level: Works of major philosophers, ancient and modern, as well as popular writers of philosophy are collected. Materials in the occult sciences and the paranormal are collected to meet popular interest.  
Psychology holdings include materials on a wide range of psychological theories, including introductory textbooks. Works of major theorists, current and classic, as well as applied psychology are selected.
  
3. **200s – Religion** (Religions, theology and mythology)  
2a - Basic information level: The collection includes works of current and enduring interest, inspirational works and commentaries, and balanced coverage of controversial and opposing points of view. Special effort is made to provide coverage of all religions and their sacred texts.

4. **300s – Social Sciences** (Sociology, anthropology, statistics, political science, economics, social issues and services, law, public administration, crime, education, commerce, customs, folklore and etiquette)
- 1a - Minimal level, uneven coverage: The subjects under the broad heading of sociology are collected to provide general introductory material. To meet the demands of high school students and adult patrons, titles are purchased in a wide range of subject areas, including economics and economic history, communication, public administration, ecology, insurance, and transportation. Folklore is collected to reflect popular interest and/or demand.
- 1b - Minimal level, even coverage, chosen well: Political science is an area of current interest, but also includes classic authors. Information collected on the United States is up-to-date and of some depth; material on the rest of the world is collected primarily to meet current interest and demand. Military science, including books about military vehicles, is an area of interest. General information on clothing is collected to represent differing styles throughout history.
- 2a - Basic information level: In the field of education, major theorists, and popular guides for parents and students are collected. The areas of greatest concentration are test preparation manuals, college guides, and scholarship and financial aid information
- 2a - Basic information level: The collection on law and crime is selected to meet public demand and interest. Many legal titles are maintained through standing orders and kept current. Legal statutes and codes are in Reference. Works on interpersonal relationships are also purchased to meet demand and interest. Criminology and true crime are areas of particular interest and are collected to reflect demand. Guides for weddings and etiquette are amply stocked.
- 2b - Augmented information level: Material on personal investing in such areas as stocks and real estate is of particular interest and demand. Reference books and online resources supplement this collection. Books on tax preparation for the general public, as well as other resources on state tax laws, are collected. Material on career planning is also of particular interest.
5. **400s – Language and Linguistics** (Language instruction, dictionaries, grammars, etymology)
- 1b - Minimal level, even coverage, chosen well: Introductory materials on linguistics and self-instruction materials for less widely spoken languages are collected at this level.
- 2a - Basic information level – English and foreign languages that are widely spoken or studied require multiple dictionaries, phrase books, basic through advanced level language instruction books, and grammars.



Resources for ESL teachers are also collected at this level. Content is provided in print, digital and audiovisual formats where available.

6. **500s – Natural Science and Mathematics** (Astronomy, physics, chemistry, earth sciences, biology and botany)  
2a – Basic information level: Most of the areas in science and mathematics are collected to meet the needs of students and lifelong learners. General introductory works are collected in the field of mathematics, as well as basic textbooks in algebra, geometry and calculus. All major areas of science are represented by at least one basic overview. Introductory works and study guides on biology, botany, chemistry, earth sciences, and physics are also collected.
  
7. **600s – Applied Sciences and Technology** (Medicine, engineering, agriculture, gardening, cooking, sewing, parenting, and business management)  
1a – Minimal level, uneven coverage: Soil conservation, animal husbandry, farming, model railroads, bicycles, robotics, and diesel and fuel injection are selected only to meet local interest.  
1b - Minimal level, uneven coverage, chosen well: Material on general technology, engineering, manufacturing, trademarks and symbols and inventions are collected at this level to meet the general interests of students and adult learners.  
2a - Basic information level: Home repair and improvement books and magazines are collected to meet heavy patron interest. The cookbook collection includes introductory materials, general cookbooks and a wide variety of cuisines. Pet care and flower and vegetable gardening are also areas of popular interest. The sections on home economics, parenting, retirement, entertaining, housing, dating, relationships, and beauty include a wide variety of popular materials that stress breadth, rather than depth. Consumer information in a variety of formats is included and current.  
2b - Augmented information level: The health and medical sciences collection is geared toward the consumer and represents traditional and alternative points of view. High-interest topics include addictions, drugs, diseases, psychological disorders, fitness and diet. Study guides for health-related occupations are also collected. Health letters and magazines supplement this collection.  
Automobile repair manuals cover a wide range of models and years. This collection also covers books on motorcycles, automobile bodywork and painting, and automobile history and culture. Online resources for motor vehicle repair, as well as magazines, supplement this collection. Materials on business management and organization, small business and entrepreneurs are kept current and developed at some depth. There are

wide varieties, as well as multiple copies, of resume books and other materials for job seekers.

**8. 700s – The Arts** (Art and artists, architecture, sculpture, landscape design, interior design, crafts, photography, antiques and collectibles, music, theater, movies, dance, sports and games)

1b - Minimal level, even coverage, chosen well: Books on music theory are collected at this level. Biographies of major composers are collected and retained.

Most sports are represented, although the level of coverage varies. Less popular sports are selected at the introductory level; including rulebooks, instructions, histories and biographies.

2a - Basic information level: Landscape design, interior design, and antiques and collectibles are of particular popular interest, and the collection reflects this demand. Introductory works on the history of art, art appreciation, works on major artists and periods of art are emphasized. The architecture collection emphasizes Chicago architecture. Reference works enhance the scope and depth of the collection.

How-to information in the fields of art, photography, graphic arts, and crafts is collected in some depth as well. Periodicals support this area of the collection.

Books on instruments, music instruction and performers reflect current demand. Songbooks are collected in some depth. Periodicals and reference materials supplement the music collection.

Books on movies, theater and dance are collected at this level and reflect both current and historical interest. Periodicals, films and reference materials supplement this collection.

Football, baseball, hockey and basketball are given special attention and are collected at this level. Greater emphasis is given to Chicago teams and players.

**9. 800s – Literature**

1b – Minimal level, even coverage, chosen well to 2a: Basic information level: Literature of many countries is represented by a history, criticism of major authors, and selected works.

2a – Basic information level: Style manuals, thesauri, and books on writing and speaking are collected at this level to meet public needs and interests. Emerging trends in literature are selected to meet student demand and local interest.

2a – Basic information level, sometimes augmented: American and British literature are covered with a solid representation of criticism, literary technique, essays, poetry, and plays. Criticism and works of both major and minor authors are collected. Reference books and online resources supplement this collection.

**10. 900s – History and Geography** (History, disasters, geography, genealogy, travel)

2a - Basic information level: The genealogy collection emphasizes how-to-do-it resources as well as information on how to locate genealogical information. Family histories are rarely collected. Heraldry and books on family names and baby names serve public interest. Online resources supplement this collection. Works on world history, the history of individual nations, geography, archaeology, shipwrecks and disasters are also collected at this level.

2b - Basic information level, augmented: Works on the history of the United States are collected for depth and breadth. Illinois histories, especially histories of the Chicago area, are collected. Consistently popular subjects such as World War II, the Civil War, and presidential biographies are emphasized. Works on topics that are perennially taught in local schools are also collected in greater depth.

2b - Basic information level, augmented: The travel collection covers all areas of the world to meet travelers' demands, as well as to assist with student assignments. Certain areas of special popularity are collected in depth. These areas include the United States, Mexico, the Caribbean, and Western Europe. Books from different publishers are carried on standing order, to ensure coverage of less popular areas and to provide differing points of view. There are also guides for major world cities and regions. Magazines, and travel videos augment this collection.

**B. Audiovisual Materials**

The library collects audiovisual materials in multiple listening and viewing formats. New formats may be adopted in keeping with market trends and high patron demand.

Music – The music collection offers a wide spectrum of musical styles and genres with emphasis on popular titles. A core collection of perennial favorites and influential works are also maintained.

Audiobooks - This collection includes popular and classic fiction, nonfiction in all subjects, and language instruction. Unabridged works are preferred for fiction. Multiple copies are purchased selectively where demand is great. A growing e-audiobook collection augments the collection. Instructional titles are collected for learning many different languages.

Film - The collection includes feature and nonfeature titles selected for their popularity, timeliness, and social significance. The feature film collection consists of a varied selection of current high interest titles, critically acclaimed titles, classics and foreign films. Multiple copies are purchased where demand is great.

Special effort is made to have films in locally spoken foreign languages where available and suitable to the collection.

The nonfeature film collection consists of informational titles, documentaries and a variety of live performances. Informational titles augment the book collection in multiple areas. The documentary collection consists of high interest and critically acclaimed films. Popular nonfeature film publishers such as History Channel, Nova and PBS Home Video are purchased through standing order programs.

Video Games – Popular video games are collected for console game systems such as Microsoft, Nintendo and Sony products with an emphasis on titles for the newest systems.

Framed Art - The library has a collection of framed artworks available for circulation.

**C. Biographies**

2a - Basic information level: The biography collection includes popular, current titles, and to maintain depth, older ones on major historical and noteworthy figures. Individual biographies are preferred.

**D. Special Digital Collections**

Digitization is the appropriate tool for preserving information and providing access to primary source materials. The library maintains digital collections of materials pertaining to people, geography, events and institutions unique to or of enduring interest to the community of Des Plaines, Illinois. Digital collections may contain any file format in the universe of digital information.

**E. Electronic Books and Other Media**

The electronic collection consists of downloadable and streaming books, audiobooks, music, periodicals and film. Items are selected with an emphasis on popular titles and materials for both adults and children. Due to the emerging nature of these formats, attention is paid to accessibility, cost effectiveness and stability of technological and licensing platforms.

Where demand is indicated, emerging technologies such as Ebook devices and tablets may be purchased and circulated. Where there is a demand to teach patrons about the use of these new technologies, devices will also be purchased and used for training.

**F. Fiction**

The fiction collection offers a wide selection of genres, subjects, and styles. A core collection of standard works is maintained. More than any other print collection, this area responds to current popular demand and interests. Favorable reviews are

not always a determining factor if the item is written by a popular author or has received much publicity. Multiple copies are purchased where interest is great. Patron requests are almost always honored. Emphasis is on American and British authors, and popular authors from other countries are represented. Translated materials and short story collections by individual authors are collected with greater care as they are not always of popular appeal. After the book ceases to be in great demand, usually no more than two copies are usually kept in the permanent collection.

#### **1. Mullenbach Collection**

Established with a patron's donation in honor of her aunt, this special collection consists of hardcover adult and young adult fiction that can be classified as literature. Titles by classic authors are selected as well as modern-day winners of awards such as the Pulitzer Prize, Booker Prize and National Book Award, Coretta Scott King Award, and Newbery Award. Selectors attempt to purchase physically and visually attractive books whenever possible.

#### **G. World Languages**

A collection of popular and classic world language books and periodicals are maintained with current emphasis on Gujarati, Polish, Russian and Spanish. Continuing review of this collection ensures that it reflects changes in the area's populations.

#### **H. Large Type**

1b - Minimal level, even coverage, chosen well: Both fiction and nonfiction books are collected to meet demand for materials in this format. Emphasis is on popular fiction and current popular nonfiction titles. An effort is made to maintain series titles and a selection of classic works. Multiple copies of best sellers are purchased as demand warrants.

#### **I. Literacy/ESL**

2a - Basic information level: Resources for non-native speakers learning English and native speakers acquiring literacy skills are collected in various formats including books, audiobooks, and DVDs.

#### **J. Maps File and Des Plaines Information File**

This collection includes current road maps for travelers to supplement online and other resources.

Current maps of Des Plaines, such as zoning, flood plain, city wards and some historical materials of enduring interest to residents are collected.

#### **K. Online Resources**

The library subscribes to online resources that provide easy access to current information at the library or through the library's Web site. These resources

include full-text magazines and newspaper collections, directories, encyclopedias and other databases that enhance the presentation of information and facilitate learning. The online resources collection also focuses on areas of high interest such as current events, genealogy, and business, and reflects the academic needs of students. The library continually evaluates existing online resources and explores new products as they become available.

**L. Periodicals**

The periodicals collection functions mainly as a popular, browsing collection consisting of a wide range of print, online and digital resources. In addition, a small collection of periodicals published in select world languages is purchased.

**M. Professional Collection**

This collection includes material that enhances staff development and training, and provides resources on issues of interest to the staff and for the administration of the library. The material in this collection does not circulate to the general public, but is reserved for staff use.

**N. Quick Picks**

The Quick Picks collection is a supplement to the main collection whose purpose is to satisfy high demand for current releases. These materials are non-holdable and circulate for an abbreviated loan period. The collection is comprised of fiction and nonfiction books, films, music CDs, magazines and video games. Print materials generally do not exceed 500 pages because of the shortened loan period.

**O. Reference**

Reference is a non-circulating collection of general and specialized materials providing information on a wide range of human knowledge. The criteria for selection includes:

- clear presentation and arrangement
- indexing and other means of providing access
- accuracy
- scope
- depth of coverage

Some materials may be placed in this collection because of the high cost of replacement or to meet local needs and queries. Increasingly, electronic resources are purchased to replace or supplement existing books. (See section on Online Resources.)

## COLLECTION DEVELOPMENT YOUTH SERVICES

Children's materials are collected to serve the needs of young people from infancy through eighth grade and their caregivers. This collection also supports local curricula and school programs. Selection of materials is based on reviews in journals, newspapers, and periodicals, and reputable publishers' catalogs. Materials in other languages are purchased to reflect changing demographics and need. The resources of the entire library are available to children and young adults.

### **Children's Materials: Criteria for selection:**

- Suitable physical format – size, print, paper, binding
- Artistic excellence
- Current interest, timeliness
- Curriculum demand
- Cost
- Appropriateness for intended age level
- Accuracy
- Relationship to other materials in the collection

Fiction and Nonfiction collections are listed here first, and then followed alphabetically by smaller, individual collections.

### **A. Fiction**

Special consideration is given to plot, pacing, setting, characterization, and illustrations when selecting children's fiction. Classics and award winners are collected and replaced as needed. Multiple copies are purchased to meet patron demand. Fiction areas listed here appear in generally ascending developmental order.

#### Board Books

Board books are intended for very young children, from infants through age two. Board books are selected for their sturdy format and appropriateness for the developmental level of infants and toddlers.

#### Picture Books

Picture books are selected for their aesthetics and appropriateness for the developmental level of children from preschool through third grade. Some items in this collection may contain audiovisual elements to supplement the materials. A small collection of pop-up books is maintained.

### Early Readers

Early reading materials are intended for emergent readers, from pre-kindergarten through second grade. Books for the early reading collection are selected based on controlled vocabulary or phonetic approach to reading, attractive illustrations, and content that appeals to the targeted age group. A Phonics collection of books that focus on phonemic awareness is collected here.

### Juvenile Fiction

Beginning Chapter books are for children in need of a bridge from early readers to longer juvenile fiction. Chapter books generally have 70 to 80 pages, with eight to ten short chapters and at least one illustration per chapter. Reading levels for beginning chapter books are first through third grade.

Fiction for grades three through six is also purchased for this collection. This collection reflects the various reading needs of its users. The titles selected strongly represent popular demand and subjects of interest.

### Large Type Juvenile Fiction

Fiction books are collected in this format to meet a demand for larger type in chapter book format.

### Young Adult (YA) Fiction

YA fiction is purchased for grades seven and eight. While extra copies of titles may be purchased to support school assignments, the main focus of this collection is to fulfill popular demand. The titles included in this collection deal with subjects that appeal to the more mature YA audience. Occasionally titles that are found in J/Fiction and the High School collection may also appeal to YA readers and will be duplicated here.

### Large Type Young Adult (YA) Fiction

Fiction books are collected in this format to meet a demand for larger type in chapter book format.

## **B. Nonfiction**

Nonfiction books are selected to meet the informational and recreational needs of children.

### Juvenile Nonfiction

Nonfiction selection for grades Preschool-8 considers timeliness and accuracy as well as appropriateness for intended grade level. Primary consideration is given to supporting school curricula to assist students with school assignments. Popular materials are collected for recreational interests. Multiple copies of items on material known to be in demand are purchased.



Standing orders of specific nonfiction series for children at all reading levels are purchased throughout the nonfiction collection.

### **000s – Generalities (General knowledge, journalism, library science, and computer science)**

Computer books must be current due to the continuous changes made in this area. Books inform children of basic computer usage and general computer information. Encyclopedia sets and fact books such as *Guinness World Records* are selected to meet student needs and interests.

### **100s – Paranormal and Psychology**

Books on paranormal phenomena are selected to appeal to children's interest in the supernatural. The goal of this collection is to be entertaining to children and to expand their imagination.

This collection also concentrates on fundamentals of psychology that relate to a child's life. The collection contains a wide variety of books that will assist children with painful events in life and/or feelings that a child may need to express.

### **200s – Religion and Mythology**

The collection of religion is selected to inform children about their own religions as well as to other religions of the world.

The collection contains mythology from around the world, with an emphasis on the myths of the Greeks and Romans.

Collected biographies with an emphasis on saints are selected to meet student demand.

### **300s – Social Sciences**

The areas of social and political science are selected to introduce children to the history of political and social movements.

Books on divorce, new baby in the family, and adoption are collected to assist parents and children with such issues.

Girl Scout and Boy Scout books are found in this collection.

Fairy tale and folklore books are collected to reflect the tales of the many cultures of the world. Multiple versions of popular classics are purchased.

### **400s – Language and Linguistics**

The language collection includes English language picture dictionaries, dictionaries, and materials on grammar and usage.

English-world language dictionaries are found here as well as in the juvenile reference collection. Additional materials include picture word and phrase books to introduce children to common words and conversational phrases of other languages.

### **500s – Natural Sciences and Mathematics**

Basic books on magnetism, light, sound, electricity, chemistry, weather, biomes and plants are found here. Books on animals, space, and dinosaurs are collected in depth.

A small collection of science experiment books are selected to assist children with school science projects.

The mathematics section provides parents and children with materials to enhance mathematical understanding, emphasizing beginning math concepts such as numbers, counting, measurement, and telling time, as well as basic arithmetic and geometry concepts for grade school children.

### **600s – Applied Science and Technology**

Books on the human body, diseases, inventors, and inventions are collected to meet demand. Books about farm animals, pets, and pet care are collected to meet the variety of interests in that area. Cookbooks are selected to meet the personal interests of children as well as to meet the school assignment needs for multicultural foods and recipes. Books on trains, airplanes, trucks, and construction equipment that appeal to young children are collected in depth.

### **700s – The Arts**

Art, architecture, and photography books give basic information on style, history, and people, but mostly concentrate on instruction. Biographies of artists, composers, and musicians, as well as books about musical instruments, are collected. Multiple copies of books about current popular film and music stars are collected to meet popular demand.

Riddle, joke, and magic books are collected. Craft and drawing books are collected in depth. Multiple copies of books in these areas are ordered to meet demand.

Instructional books on a variety of sports, as well as books on current sport stars and sport team biographies are collected. Series on professional sport teams are collected as available, including multiple copies of titles about local teams.

### **800s – Literature**

The focus of this section is to introduce children to writing and authors, plays, and American and international children's literature, with an emphasis on poetry for children. Books on creative writing, biographies of authors, and Shakespeare for children are also collected.

### **900s – History and Geography**

Children's atlases are collected in this section as well as in the juvenile reference collection.

Collected biographies with an emphasis on explorers are selected to meet student demand.

General information on ancient history, world history, and United States history is collected here. An emphasis is placed on Ancient Egypt, Greece, and Rome along

with Native Americans and current sources of information regarding individual countries and states.

### Biographies

This section displays prominent figures throughout history that would appeal to children's interests and satisfy school curricula needs.

### Young Adult (YA) Nonfiction

Most of the books in this collection are selected to meet the popular and personal interests of young people in middle school. We do not collect informational materials for school assignments in depth in this section, since those books are collected in the juvenile and adult nonfiction areas.

### **C. Audiobooks**

Unabridged audio books are collected as an alternate format of early reader, juvenile, and young adult fiction titles.

### **D. Audiovisual Materials**

The library collects audiovisual materials in multiple listening and viewing formats. New formats may be adopted in keeping with market trends and high patron demand.

### CD-ROMs

Software products that are purchased for circulation should appeal to a broad range of interests. New formats may be adopted in keeping with market trends and high patron demand.

### DVDs

This collection is purchased to meet the recreational and developmental needs of children. This collection includes children's feature films, animated DVDs, and popular television characters.

The nonfiction DVDs include fairy tales and folklore, as well as topics of general interest to children including weather, animals, transportation, and geography. This collection is intended to meet the recreational interests of children, with some curricula support for school assignment needs.

### Games

Gaming cartridges are selected for circulation based on educational merit and the popular interests of children. These games are selected in a variety of educational levels and platforms.

### Music

The collection includes current popular children's music. Specialized areas include holiday music, motion picture music, children's songs in other languages, folk

music, and classical music. A separate Young Adult collection contains popular music with lyrics suitable for the intended audience.

**E. Electronic Reference Materials**

Online databases are selected to support school curricula and promote reading.

**F. Flashcards**

This collection is intended for use as learning aids.

**G. World Languages**

Materials are purchased to meet the language needs of the community. Spanish and Polish language materials are collected in depth. Authors and titles that are popular in English or in collected languages, as well as award winning books and classics, are purchased for this collection. To support early literacy and dual-language learning, picture books are purchased with the most frequency, followed by Early Readers, J Fiction. The focus of this collection is fiction, but nonfiction is purchased to meet general interests.

**H. Graphic Novels**

A collection of graphic novels exists in both juvenile and YA areas, and includes graphic novels, manga, and serialized comics, with an emphasis placed on classic comic book characters.

**I. Holiday Books**

Fiction and nonfiction holiday books at a variety of reading levels are collected in this area. All calendar holidays and a great number of religious holidays are reflected in this collection. Valentine's Day, St. Patrick's Day, Easter, Halloween, Thanksgiving, Hanukkah, and Christmas books are collected in depth.

**J. Homeschooling and Curriculum**

This collection contains adult-oriented materials dealing with curriculum and instruction, lesson plans, and hands-on activities to aid parents, teachers, tutors, and education students. Also included in this collection are student workbooks and homeschooling resources. Periodical titles are purchased to supplement this collection.

**K. Parent Collection**

Parenting books are collected to assist parents, caregivers, and adults working with children with child development and rearing from infancy through adolescence. Books in this collection also include picture books, children's fiction, and nonfiction titles on sensitive subjects, (e.g. death, illness and disabilities), appropriate for parents to read to young children. This collection is augmented by and may be duplicated in the adult collection. Periodical titles are purchased to supplement this collection.

**L. Periodicals**

Periodicals are selected for all ages based on their educational merit and the popular interests of children.

**M. Reference**

The non-circulating reference collection includes encyclopedias, dictionaries, almanacs, handbooks, atlases, guidebooks, statistical sources, and other ready reference tools that contain information about a wide variety of topics. Selection criteria include accuracy, currency, and scope of information.

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## COLLECTION DEVELOPMENT HIGH SCHOOL

The High School collection is selected for teens in ninth grade and up. It is assumed that at this age, homework needs are being met by the adult nonfiction collection. Therefore, this collection provides recreational reading for this age group. There may be duplication between the high school, adult fiction and young adult collections. Multiple copies of local high school summer reading titles are purchased.

**A. Fiction**

Both young adult fiction and adult fiction recommended for older teens is purchased. Multiple copies of popular titles are purchased to fulfill demand.

**B. Graphic Novels**

This collection includes graphic novels, manga and serialized comics for older teens.

**C. Magazines**

Popular magazines are selected on subjects of interest to teens.

**D. Nonfiction**

The collection contains books on subjects of particular interest to teens. A few school-related reference books are included in the collection.

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