

## DES PLAINES PUBLIC LIBRARY COLLECTION DEVELOPMENT AND MANAGEMENT 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. 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 relevant formats, within the limits of space and budget, to implement the library's mission. Such materials may be informative, educational, recreational and cultural. It is the library's objective to provide a diverse collection 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 Values, Mission Statement, and Key Beliefs. These documents are available through the library's website.

## 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 from the ALA Council and the AAP Freedom to Read Committee.

## 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 and frequent 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 a collection area should also be assessed.

A systematic weeding of all materials considers the following criteria:

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

Professional judgment tempered with experience and common sense are essential when weeding the collections. 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 whether items from the collection should be removed or replaced, but also where items should be placed 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 or historical value of the item.

**C. Gifts and Donations**

(See Gifts and Endowments Policy A-9).

**D. Patron Requests**

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

**E. 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 Policy A-4).

**F. Lending Practices and Procedures**

Policies establishing the length of time materials are lent and the reserves and renewal procedures affect the management of the collection. To ensure the availability of materials, the length of time materials are lent 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 Patron Accounts and Materials Staff, items may be checked out for vacation loan periods. Reference material may not be checked out.

**G. 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

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

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)  
Library science, journalism, general knowledge, recent editions of encyclopedias, and fact books are selected to provide coverage of areas for reference and popular interest.

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)  
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)  
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)

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.

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.

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.

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. Selected 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.

Material on personal investing in such areas as stocks and real estate is of particular interest and demand. Online resources supplement this collection. Books on tax preparation for the general public, as well as other resources on state tax laws, are collected. Career planning is also of particular interest.

5. **400s – Language and Linguistics** (Language instruction, dictionaries, grammars, etymology)  
Introductory materials on linguistics and self-instruction materials for less widely spoken languages are collected to support basic inquiries.

English and other 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 collected and kept current. 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)  
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, including select basic textbooks. 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)  
Soil conservation, animal husbandry, farming, model railroads, bicycles, robotics, and diesel and fuel injection are selected only to meet local interest.

Material on general technology, engineering, manufacturing, trademarks and symbols and inventions are collected to meet the general interests of students and adult learners.

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 kept current.

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)  
Books on music theory are collected to support basic student inquiries. 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. Football, baseball, hockey and basketball are given special attention. Greater emphasis is given to Chicago teams and players.



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 reflect both current and historical interest. Periodicals, films and reference materials supplement this collection.

**9. 800s – Literature**

Literature of many countries is represented by a history, criticism of major authors, and selected works.

Style manuals, thesauri, and books on writing and speaking are collected to meet public needs and interests. Emerging trends in literature are selected to meet student demand and local interest.

The literature collection contains 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)**

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.

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.

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. Digital music augments this collection.

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 different languages.

Film - The collection includes feature and non-feature 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, international films, and television series from multiple countries. Multiple copies are purchased where demand is great. Special effort is made to have films in locally spoken world languages where available and suitable to the collection.

The non-feature 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. The library collects extensive digital film for both the feature and non-feature sections.

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 patrons to check out.

**C. Biographies**

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. Devices**

Where demand is indicated, personal use technologies may be purchased and checked out to patrons. Where there is interest in teaching patrons about the use of these new technologies, such 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. Digital collections augment this area.

**G. Graphic Novels**

This collection includes graphic novels and serialized comics which are literary or in high demand.

**H. 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.

**I. Large Type**

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. Multiple copies of best sellers are purchased as demand warrants.

**J. Literacy/ESL**

Resources for non-native speakers learning English and native speakers acquiring literacy skills are collected in various formats including books, audiobooks, and DVDs.

**K. Maps File**

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

**L. 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. Library staff continually evaluates existing online resources and explores new products as they become available.

**M. Periodicals**

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

**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 not holdable and check out 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 an in-library use 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

Youth Services materials are collected to serve the needs of young people from infancy through eighth grade and their parents, teachers, and caregivers. This collection also supports local curricula and school programs. Selection of materials is based on reviews in journals, newspapers, periodicals, and reputable publishers' catalogs. The resources of the entire library are available to children and young adults.

### **Youth Services 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 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.

The library also subscribes to online resources and offers devices for checkout that provide books at various reading levels in a variety of digital formats. Standing orders of specific fiction series for children at all reading levels are purchased throughout the fiction collection.

#### Board Books

Board books are intended for children ages birth to three. Board books are selected for their sturdy format and developmentally appropriate content.

#### Picture Books

Picture books are selected for their aesthetics and appropriateness for the developmental levels of children from preschool through third grade. Some items

in this collection may contain audiovisual elements to supplement the materials. Special collections of picture books on certain high-demand topics are shelved together in “boutique” collections.

### 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, which reflects the varied reading needs of its users. The titles selected strongly represent popular demand, critical acclaim, and subjects of interest.

### Large Type Juvenile Fiction

A small selection of fiction books are collected in this format to meet a demand for larger type chapter books.

### 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 Juvenile Fiction and the High School collection may also appeal to YA readers and will be duplicated here.

## **B. Nonfiction**

Nonfiction books are selected to meet the informational and recreational needs of children. The library also subscribes to online resources and offers devices for checkout that provide books at various reading levels in a variety of digital formats.

### Juvenile Nonfiction

Nonfiction selection for grades Preschool-eight 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 topics 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 in this area. These books inform children of basic usage and general computer information.

Encyclopedia sets and fact books 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**

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

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

**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. (See also Parent-Teacher Collection).

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

Fairy tale and folklore books are collected to reflect the tales of 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. 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 focusing on a variety of techniques, recipes, and cultures are selected to satisfy children's personal interests. Books on trains, airplanes, trucks, and construction equipment that appeal to young children are collected in depth.

### **700s – The Arts**

Books detailing disciplines in the arts, including fine and performing arts, architecture, music, photography, and their instruction and history are included here.

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 and games are collected here, as are books about professional sports 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 and Shakespeare for children are also collected.

### **900s – History and Geography**

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, as well as atlases. 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 focuses on 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, High School, and adult nonfiction areas.

## **C. 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. The library also subscribes to online resources that provide audiovisual materials such as downloadable and streaming books, audio books, music, magazines, and film.

### Apps

The library offers devices loaded with apps designed specifically for early literacy learning and education in a variety of languages, for use in the library.

### Audiobooks

Unabridged audio books are collected as an alternate format for readers of all ages and abilities and generally focus on popular titles.

### Devices

Where demand is indicated, technologies such as pre-loaded Ebook, video, gaming devices, and tablets may be purchased for patrons to check out.

### DVDs and Blu-Rays

This collection is purchased to meet the recreational, educational, and developmental needs of children. Fiction DVDs include children's feature films, both animated and live action, and popular TV series.

Non-fiction DVDs focus on topics such as science, history, and geography to meet the educational interests of children. Multiple copies of certain topics are purchased to meet popular demand. DVDs about major holidays are in the Holiday collection.

### Music

This collection includes current popular children's music. Specialized areas include holiday music, motion picture music, folk music, and classical music.

### 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. This collection contains titles with an Entertainment Software Rating Board (ESRB) rating of E10+ or below to help ensure age-appropriate content.

- D. Discovery Kits**  
Discovery Kits are Science, Technology, Engineering, and Math (STEM) themed kits. Each kit includes hands-on elements with coordinating books.
- E. Digital Resources**  
The library subscribes to online resources that provide easy access to current information at the library or through the library's web site and are selected to support school curricula and to promote reading and information literacy.
- F. Graphic Novels**  
A collection of graphic novels exists in both juvenile and YA areas, and includes graphic novels, manga, and serialized comics. The library subscribes to online resources that provide graphic novels at various reading levels in a variety of digital formats.
- G. Holiday Books**  
Fiction and nonfiction holiday books at a variety of reading levels are collected in this area. All calendar holidays and numerous religious holidays are reflected in this collection. Books for popular dates such as Valentine's Day, St. Patrick's Day, Easter, Halloween, Thanksgiving, Hanukkah, and Christmas books are collected. The library subscribes to online resources that provide books at various reading levels in a variety of electronic formats.
- H. Magazines**

Magazines are selected for all ages based on their educational merit and the popular interests of children. The library subscribes to online resources that provide magazines at various reading and interest levels in digital format.

**I. Parent-Teacher Collection**

This collection contains adult-oriented materials dealing with curriculum and instruction, lesson plans, hands-on activities, and books to assist parents, caregivers, and adults working with children with child development and rearing from infancy through adolescence. Included in this collection are student workbooks, flash cards, and homeschooling resources. Items 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/caregivers to read to young children. Magazine titles are purchased to supplement this collection and some Parent-Teacher magazines are available in digital format. The Parent-Teacher Collection is augmented by and may be duplicated in the adult collection.

**J. World Languages**

Materials in Spanish and Polish are collected in depth to support the needs of these large local populations. Authors and titles that are popular in English, Spanish and Polish, 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, and J Fiction. Non-fiction is purchased for both children's interests and to support school curricula, in particular to assist language learning in schools. Bilingual titles are purchased where possible.

## 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. Magazines**

Popular magazines are selected on subjects of interest to teens.

**C. Nonfiction**

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

**D. Summer Reading Titles**

This limited collection includes titles chosen by local high schools as part of the school's summer reading requirements. Titles and quantities collected represent those in highest demand.

Approved 11/21/89  
 Reviewed and Approved 04/18/95  
 Revised and Approved 01/15/97  
 Revised and Approved 04/20/99  
 Revised and Approved 04/17/01  
 Revised and Approved 11/19/02  
 Revised and Approved 10/21/03  
 Revised and Approved 12/20/05  
 Revised and Approved 12/18/07  
 Revised and Approved 11/17/09  
 Revised and Approved 12/20/11  
 Revised and Approved 04/15/14  
 Revised and Approved 11/17/16  
 Revised and Approved 09/27/18