

KEWANEE PUBLIC LIBRARY DISTRICT

COLLECTION DEVELOPMENT PLAN

May 2016

Library Bill of Rights	03
Freedom to Read Statement	04
Freedom to View Statement	08

Adult Services Department

Generalities (000).....	10
Philosophy & Psychology (100).....	12
Religion (200).....	14
Social Sciences (300).....	15
Language (400).....	18
Pure Science (500).....	19
Applied Sciences (600).....	20
Arts & Recreation (700).....	21
Literature (800).....	22
Geography & History (900).....	24
Biography.....	25
Fiction.....	26
Mysteries.....	28
Science Fiction.....	29
Westerns ...	30
Large Print Books.....	31
Local History Materials.....	32
Reference.....	33
Young Adults (Fiction and Non-Fiction).....	34
Spanish Language Materials.....	35
Spoken Word Sound Recordings.....	36
Videocassettes/DVD.....	37
Classical Sound Recordings.....	38
Popular Sound Recordings.....	39
Periodicals.....	40
Learning Games Library.....	41

Youth Services Department

Picture Books/Easy Books.....	42
Easy Reader Fiction.....	43
3-4 Fiction.....	44
Fiction.....	45
Sound Recordings.....	46
Reference.....	47
Periodicals.....	48
Nonfiction.....	49

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948
Amended February 2, 1961, June 27, 1967,
and January 23, 1980
by the ALA Council

FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

..

INFORMATION SERVICES DEPARTMENT

The Kewanee Public Library District Adult Services Department serves a primary population of Kewanee residents over the age of 17 except for the Young Adult Collection that serves the High School students.

The Adult collection includes 35,689 books plus 11,795 audiovisual materials, including compact discs, and DVDs; approximately 136 periodical titles, with back files and current subscriptions available to support the basic informational needs of the library's clientele.

Popular areas emphasized by the KPLD are popular fiction, mysteries, computer books, travel books, job search books, repair books, cooking books, automotive books, craft books, WW II books, biographies and books and audiovisual materials on English instruction. Besides the traditional book format, the Adult Services Department has acquired audiocassettes, compact discs, and DVDs in increasing numbers to satisfy heavy patron demand. An increasing focus on the needs of Kewanee's varied ethnic population should be considered in future purchases.

YOUTH SERVICES DEPARTMENT

The Kewanee Public Library District Youth Services Department serves a primary population of Kewanee residents from the ages from birth to the 8th grade.

The Youth collection includes 19,935 books plus 1,346 audiovisual materials, including compact discs, and DVDs; 25 periodical titles, with back files and current subscriptions available to support the basic informational needs of the library's clientele.

GENERALITIES (000)

This is a broad collection that reflects many subjects including library science, journalism, and computer books. In the area of library science, the collection consists of major/classic works in the field, some theoretical, some practical. The area of journalism, the library purchases popular writing manuals and major histories and commentaries on journalism and journalists. Other materials in the area are older editions of encyclopedias and other standard general works. Because computer books form such a large portion of the 000s, they will be treated separately in each section below. The largest focus in this area, aside from computer books, can be found in the area of unexplained phenomena/extraterrestrial material. This area is well developed and continues to grow as new information becomes available.

Computer Books:

This collection is aimed primarily at the business and home microcomputer user. The hardware emphasis is therefore on personal computers and hand held devices. Software books, purchased proportionately to the hardware platform emphasis, cover the major types of packages: word processing, database, spreadsheet, graphics, communications, networking, etc. Introductory books on networking and security are also present.

Influencing Factors

Library science materials are collected for both circulation purposes and for internal library use. The unexplained phenomena collection has grown in response to patron interest and demand.

Computer Books:

The boom in computer technology and the widespread advance of the use of computers both in the home and the office necessitate an extensive collection of relevant, up-to-date materials on all aspects of computers.

Selection Plan

Standard selection tools are used for this area. Publishers' catalogs and ads are also used regularly. Selection of materials in the unexplained phenomena area are made through the standard selection tools. The advice and input of patrons guide the library in this selection area.

Computer Books:

In addition to the standard selection tools, publishers' catalogs are also used for selection. *Computers in Libraries* and *Library Journal* have regular columns on computer books from which a large number of items are selected.

Retention & Weeding

Retention in this area is basically on a classic and current level. In library science, for example, classical works and current practice materials will be retained. Weeding must be on-going and heavy in a lightly used collection - the entire 000s except for computer books and unexplained phenomena materials. The criteria for weeding in this area can easily be dictated by demand and current circulation statistics.

Computer Books:

Books specific to a particular computer model or software package should be retained as long as the model or package is in reasonably wide use. For software, the version number must also be considered; in some instances, an upgrade is substantial enough that it is expected that all users will upgrade to the new version, while other times a significant number of users will stay with the earlier version, perhaps for hardware compatibility. In general, serious consideration for weeding should be given to hardware books 3-5 years old and software books 2-4 years old. More general books on some subjects, such as repair, can be retained longer, while on other subjects, especially computer purchasing, may be outdated more quickly.

Development Plan

At this time, development of this collection should focus on building a stronger collection in the library and information science and journalism and publishing area. Often, the library's collection is not sufficient to meet the demands of patrons. Also, new and current titles need to be purchased to keep the subject relevant and in step with professional trends.

Computer Books:

Computer book purchasing needs to be increased to build the collection and to keep up with current hardware and software. Ongoing consideration must be given to purchasing relevant certification manuals, as the job market increasingly demands employees to hold such qualifications.

PHILOSOPHY AND PSYCHOLOGY (100)

The philosophy/psychology collection consists of works by and about all major philosophers and philosophies, Western and Eastern, ancient and modern. Subjects included in this area are metaphysics, epistemology, ethics, logic, the paranormal, and psychology. Included in the scope of the psychology collection are histories of psychology, collected and complete works of classic psychologists, secondary sources relating to them, and numerous works of popular psychology and self-help. Other subject concentrations include spiritualism, witchcraft and magic, and the scientific study of parapsychology.

Influencing Factors

Philosophy is not a popular subject area, thus, little philosophy is purchased. However, the library generally buys what is reviewed in the areas of philosophy and psychology in standard reviewing sources, concentrating on titles of popular appeal and those accessible to the informed non-professional reader. General readers desire materials for self-education and pleasure while supplementary educational materials are needed to serve the needs of students. Considerable media coverage on the ethical ramifications of social, medical, business, professional and environmental questions stimulates patron interest and demand.

150-159

Continued interest in psychology and psychiatry on the part of KPLD patrons is a decisive factor in selection; attempts are made to supplement the collection in psychology with new, current titles.

180-189

Though there are few adherents to Islam, Hinduism and Buddhism in Kewanee, world events dictate interest in the titles dealing with Islamic, Hindu, and Buddhist philosophy.

Selection Plan

The library will continue to buy popular and high quality paranormal and behavioral titles of interest to the public library patron. These selections will be chosen from the standard reviewing tools, with supplementary sources such as publishers' catalogs, university press catalogs, and other specialized aids. Because of the large number of popular titles in this subject area, the author or publisher's reputation is of prime importance in the selection of materials.

Retention & Weeding

Generally paranormal titles should be retained giving due consideration to the physical condition of the book. Psychology materials should be weeded to assure current accuracy and to reflect new research, although most classic titles need to be retained. In general, philosophy titles should be kept, due to occasional patron interest.

150-159

Purchases should be retained if at all possible given the historical emphasis of this part of the collection. Self-help titles can be withdrawn when the demand for them has decreased.

Development Plan

The library should continue to purchase nearly all well-reviewed titles on behavior, the paranormal and popular advice and self help titles that are readily accessible to the informed lay person. In addition, titles on Asian and Middle Eastern schools of thought should be considered as additions to the collection to provide a broader range of coverage.

130-139

The library will continue to actively develop its collection of titles on paranormal phenomena, parapsychological and occult, and dream interpretation.

150-159

The library should acquire specialized dictionaries and encyclopedias as they are available to supplement circulating holdings. Journal subscriptions should be continued to provide depth in coverage in psychology to meet patron demand. Ongoing attention shall be given to purchasing titles regarding successful living and interpersonal relationships.

RELIGION (200)

The religion collection is an overview of topics of interest to the general public, including such topics as theology; concepts of God; good and evil; immortality and evolution; biblical studies; Christian theology, history, and doctrine; moral and devotional literature; and titles on comparative religion and religions other than Christianity. At present, the collection is strongly Christian and Jewish in content.

Influencing Factors

Significant world events necessitate building unbiased collections depicting Buddhist, Islamic and Hindu traditions. The prominence of an author or scholar of any theology is of prime importance in the selection of materials from reviews in the standard sources.

Selection Plan

The library should augment its present collections in Buddhism, Islam and Hinduism with materials of interest to lay readers and relevant to current social issues. Attention should also be given to religious best seller lists, such as those found in *Library Journal* and *Booklist*. All religions and denominations are represented as fairly as possible.

Retention & Weeding

To a great extent, condition of the book determines its retention. The 200s are a more stable area with regard to retention and weeding than are many other areas. Classic works, histories and sacred texts of major religions, and important commentaries are retained. Books in poor condition and titles of an ephemeral nature must be withdrawn annually to maintain space for newer titles.

Development Plan

Some modest retrospective buying is needed to represent the traditions of potential immigrant residents and to fill noticeable gaps, i.e., biographies of prominent church founders; however, the collection should remain fairly stable in size and balanced content.

SOCIAL SCIENCES (300)

The social sciences collection covers a vast array of topics dealing with society and its issues: adolescence, retirement, parenting, sex roles, relationships, characteristics of society, relationship with the environment, and ethnic groups.

320-329

Books in this section are intended to help nonprofessionals understand and participate in the political process of this country. Among the topics covered are basic political issues, special interest groups, and histories of political parties. Titles dealing with the political science of foreign countries are added if patron interest is evident (i.e. Korea, Israel, and India.)

370-379

The education collection covers all levels from kindergarten through college. Within that range it presents a retrospective look at the history and philosophy of education as well as issues, theory and methodology prevalent in the field today. The collection also includes an extensive selection of career materials as well as books of practice admission tests.

Influencing Factors

A diverse service population influences the selection of materials. The community's professional, intellectual and recreational pursuits and its diversity present a challenge to the library in keeping the collection current with a rapidly changing world. Generally, the media strongly influences patron interests and, consequently, our selection of materials. Important also is the growing number of individuals in the community who need citizenship and educational materials.

340-349

Patrons generally demand resources that allow them to be "at-home attorneys." They want to be informed of the laws that govern our society. There is great interest in such topics as living wills and probate.

370-379

The collection is used primarily by patrons preparing for college or GED exams or gathering career information, and by parents seeking to help their children in various aspects of school curricula. These are the areas that will continue to be emphasized. However, with the large number of schools in this area, professional usage can be increased if the collection is augmented with materials for teachers and educators.

390-399

There is a continuing need for titles on historical costumes. Etiquette books are always popular, particularly business etiquette in the growing world market in which practical knowledge of other cultures is essential. The folklore books will always be in demand.

Selection Plan

Besides the standard selection tools, newspapers, such as the *Wall Street Journal*, the *Chicago Tribune*, and the *New York Times*, are consulted for their book reviews. Publishers' catalogs are also used extensively in obtaining high-demand materials in areas such as career books, test guides, business books, tax guides, etc.

370-379

Library and education journals and publisher's catalogs such as ARCO, Barron's, or Peterson's are the primary selection tools.

Retention & Weeding

The social science collection needs aggressive weeding on an annual basis of duplicate copies, out-of-date materials, and books that are damaged or are in poor condition. Primary consideration is given to keeping the collection current, but classic titles and historical studies should be retained. Many areas, such as crime, personal finance, political science, some areas of law and legal issues, tax materials, real estate, etc., can be weeded heavily each year because the materials date rapidly. New titles are preferred rather than replacement copies.

340-349

Because law materials date rapidly, retrospective development is not feasible. Weeding must be done on a continual basis with updates and new editions purchased to replace the old titles.

360-369

This area can be problematical as even old titles on such subjects as adoption, personal narratives on mental illness, addiction and other personal problems still circulate heavily. The most popular segment of the 360s is the true crime narratives of which there is prolific publication. The currency and relevancy of insurance materials should be carefully monitored.

370-379

The collection needs to be weeded on a regular basis. More of the standardized tests should be put on standing order, with more than one publisher represented for the major tests. Care should be taken to withdraw older copies of tests. Dates of career materials should be checked on an annually. Condition of books and frequency of use are other factors to take into consideration.

Development Plan

Collection emphasis should be on keeping the collection current and relevant to the interests and needs of the community in areas such as investments, citizenship and curriculum needs. Occasionally duplicate copies are needed to satisfy patron demand, but, in general, single copies are sufficient.

360-369

Currency is the key concern in developing the 360s. Another area to which particular attention should be paid is augmenting "pro and con" materials for the college patrons, as well as the high school and junior high patrons, whose studies frequently take them to the 360s.

370-379

The emphasis should be on keeping the collection current and augmenting the collection in areas that are weak or limited in scope, such as adult education, special education and materials for teachers.

LANGUAGE (400)

The languages/linguistics collection consists of standard works for the non-specialist on subjects such as the evolution, use and acquisition of language, and comparisons of languages. Emphasis is on the English language, its history, structure and learning. Basic textbooks, learning materials and dictionaries for romance, classical, and other major European languages are represented.

Influencing Factors

The city of Kewanee is an ethnically diverse community with many new immigrants. There is a strong, increasing demand for materials in learning English as a second language and in the grammatical structure of the English language from the increasing immigrant populations in Kewanee and neighboring communities.

Selection Plan

Heavy attention should be given to ESL materials and other English language learning materials. Dictionaries in foreign languages should be obtained, as needed, to answer the needs of Kewanee's diverse community, as well as to support the curricula of local schools and colleges.

Retention & Weeding

The field of languages and linguistics is stable and not time-datable. Books are retained as long as they are in good condition and continue to circulate reasonably well. Items receiving heavy use, such as ESL materials, and other English language learning materials, should be replaced regularly with new copies and titles to maintain currency and freshness in the collection.

Development Plan

This collection needs some attention in order to broaden coverage on learning materials in the major language groups. Current practices and theories should be represented along with classic texts and treatments. It is important to replace worn or missing titles in the heavy circulating area of English language materials, to keep in touch with the changing needs of the community, and to monitor demand for language-instruction titles and dictionaries.

PURE SCIENCES (500)

The science and math collection is designed to meet the needs of students and non-students. Included are both popularization of technical subjects, and more detailed or specialized treatments.

Influencing Factors

Influencing factors for this section include demand for current basic science books.

Selection Plan

In addition to the standard selection tools, publishers' catalogs are used for selection. Since the standard sources devote significantly less space to pure sciences than to most other subjects, it is often necessary to purchase from publishers.

Retention & Weeding

The 500s contain subjects in which information is quickly dated or even proven wrong (genetics), as well as subjects where information is nearly timeless (mathematics).

Therefore, weeding must be aggressive in the more time-sensitive areas to ensure the availability of accurate, up-to-date information, while in other areas retention can be based more on condition and level of use. For the more time-sensitive subjects, anything over 2-3 years old should be closely examined for accuracy.

Development Plan

Extensive weeding of out-dated materials will reduce the collection. Purchasing must therefore be adequate to restore the collection to its previous size, and significantly beyond that level, should a decision be made to expand the scope of the science collection. While popular titles should continue to form a major portion of the collection, any expansion beyond the previous level should be directed primarily towards more technical works. Emphasis should be placed on keeping chemistry and physics current.

APPLIED SCIENCES (600)

The applied science and technology section serves an extremely wide range of needs: medical information, all aspects of home economics; home and appliance maintenance and repair; electronics and engineering; business management and career information.

Influencing Factors

Public library patrons historically have extensive interests in areas such as business, personal health, cooking, do-it-yourself-projects, etc. The demand for current information on these high profile subjects is always high.

Selection Plan

In addition to the standard selection tools, publishers' catalogs are used for selection. The standard sources generally provide adequate coverage of medicine, agriculture, home economics and management, while a greater reliance on additional sources may be necessary for other subjects such as electronics, engineering, manufacturing and building.

610-619

With the exception of classic works in such general areas as anatomy, nursing and first aid, most selections in the medical sciences should be aimed at the general consumer. It is important to cover as wide a range of diseases and treatments as possible.

620-629, 660-699

Engineering, Manufacturing, Building: Coverage of the more popular subjects in these areas needs to be broad in terms of level, from beginner to professional. Other subjects, especially some in the 660s, 670s and 680s, are too specialized and technical for a public library this size, in which case only popular works aimed at the non-professional are appropriate. Broad coverage is especially important in car repair books in terms of both year and model.

Retention & Weeding

Weeding is based on the normal criteria of age, condition and usage, with the additional criteria listed below for certain subjects.

Development Plan

The most important sections to be developed are 610-619, 620-629 and 660-699.

ARTS AND RECREATION (700)

The 700s encompass a wide range of subject matter of interest to students, casual art lovers, collectors, and handicraft and sports enthusiasts. The largest sections cover a wide range of arts and crafts, television and motion pictures, and sports. Virtually all items are at a popular level, with little scholarly material.

Influencing Factors

Patron interest and demand heavily influences purchasing patterns in arts and recreation. Current books on Illinois sport teams, and other recreational and informational topics of general public interest are essential purchases.

Selection Plan

Standard library selection sources are consulted. Most price guides for collectibles are added to the circulating collection rather than the reference collection.

Retention & Weeding

Books on museums, sculpture or art history should be retained as long as use indicates continuing patron interest and demand. Information in these subject areas is stable and not time-dateable; however care should be taken to maintain currency and freshness in the collection by the regular acquisition of carefully selected new titles. The same applies to books on the history of movies, radio, theater, and television and background information on various sports. Handicrafts, hobbies, collectibles and sports rule books should be kept current. Usage figures, condition, and currency of information should continue to be the standard criteria in the weeding process.

Development Plan

The emphasis should be on keeping the popular topics (as noted above) current to fulfill patron expectations and needs. Purchasing in the fine arts should be influenced by patron demand and general public interest.

LITERATURE (800)

The literature collection consists of the following major subject areas:

Writing: Material in this collection is intended to aid the writer or aspiring writer of fiction and nonfiction for adults, children or more specific audiences. It includes advice on writing techniques and finding a publisher for novels, short stories, poetry, and greeting card verses, among others. Writing term/research papers, articles for periodicals, letters, and technical reports are some of the popular subjects selected for this area. Also included are style manuals and handbooks on English composition and books on preparing and delivering speeches and toasts.

Literary history and criticism: Titles are selected to cover the literatures of the world and the various forms of literature. They may also consist of surveys of one or more national or regional literatures, or studies of individual authors and individual works.

Collections of speeches, essays, and humorous writings; anthologies of short stories; and plays and poems in both single-author volumes and anthologies. Emphasis is on British and American literature. Basic and representative core works of the literature and culture of many other nations are present in translation to support a basic level of school and public library inquiries.

Influencing Factors

Required reading in local high schools centers and the community college on major British and American authors and the collection reflects this emphasis. School literary assignments and the recreational and continuing education needs of the public library community necessitate a literature collection responsive to demand. Theatrical groups may use of the library's drama collection; therefore, this area should continue to grow to meet an increasing demand for new titles and new playwrights.

Selection Plan

Standard selection journals are consulted to maintain the literature collection. Concentrated purchasing is done in the area of style manuals, books on letter and speech writing, and publication of all styles of writing. One copy is usually sufficient in all areas of the collection except in criticism of authors and classic works of literature regularly appearing in class assignments. Multiple copies of such criticism are essential. Titles with a good history of use may be replaced as often as necessary but preference is given to selecting new titles.

Retention & Weeding

Classic and current authors are retained, with weeding done on the basis of lasting influence and demand. Since literature is fairly stable, concentrated weeding can be done on a three-to-four-year cycle to replace damaged books and withdraw outdated material.

Development Plan

The literature collection needs development in all areas and, in particular, in the literatures of non-English speaking nations. More copies of American literary criticism suitable for high school students need to be purchased, as well as literary criticism in Non-English literatures. Criticism and works of current authors of note need to be purchased in greater numbers to broaden the scope of the Library's collection. Reference support with current materials should be broadened to achieve greater depth in the collection.

GEOGRAPHY AND HISTORY (900)

The history and travel collection consists of popular works intended for a general audience, and supplemental material to support student use (mainly in the United States and Western European history). Patrons are great travelers, thus placing demand on current travel guides to most international and national locales. There are also numerous titles covering World War II.

Influencing Factors

Kewanee is becoming an ethnically diverse community. Thus, a wide range of subject areas must be addressed by the collection. The population demands current as well as classic works in the study of all aspects of history. Age and affluence create demand for all types of travel materials. Growth of the ethnic population in Kewanee will necessitate a further enhancement of the history and travel collections.

Selection Plan

Standard selection tools are used. Travel materials are selected through the standard tools as well as through publisher's catalogs such as Fodor and Rand McNally. KPLD has standing orders for annual travel guides.

Retention & Weeding

Many works of history are classic titles and should be retained, such as the WPA guides to the states. Careful selection and anticipated demand also aid in determining retention. Titles on popular history are weeded as demand decreases. Travel materials are generally retained from 3-4 years, except for travel/adventure memoirs which are retained as long as circulation statistics indicate an interest in them. Multiple copies, materials in poor condition, and superseded titles are weeded on a continuing basis.

Development Plan

This collection needs some attention in order to broaden coverage on areas of the world outside of Western Europe and the United States. Areas that need to be expanded include the Middle East, Asia, and Africa. Current thought should be represented along with classic texts and treatments. It is important to replace worn or missing titles in the heavy circulating area of travel materials. It is also important to keep in touch with the changing needs of the community and to monitor the demand for specific titles and subject areas. Finally, particular attention shall be given to the development of a broad collection of titles on Illinois, Henry County, and particularly Kewanee history.

BIOGRAPHY

The biography collection consists of nonfiction materials about people from all walks of life and from the earliest times to the present. Autobiographies, memoirs, and letters are included in this collection. Currently, biographies are being placed in the biography section, with the exception of persons in the arts, sports, criminals, newscasters, where they are shelved in the appropriate subject areas.

Influencing Factors

Biography appeals to a wide spectrum of people, and the library's collection in this area strives to present a broad range of subject interests at varying levels of difficulty. This collection tends to reflect circulation statistics. It provides for a basic introduction to a person rather than for in-depth educational study; however, the collection will support students.

Selection Plan

In addition to standard review sources, publishers' catalogs are scanned. Also, television and popular magazines such as *People*, *Time*, and *Newsweek* provide the library with awareness and reviews of titles that will be necessary purchases/requests. Hardcover editions are preferred over paperbacks.

Retention & Weeding

Retention of titles is based on the enduring importance of the biographee. Biographies of notable people should be withdrawn if interest in that person has ceased. Poor quality biographies of important people should be replaced with new and quality titles that will have enduring value.

Development Plan

The biography collection should be maintained on a basic information level. New works need to be purchased to reflect patron demand and to maintain a well-balanced and broad collection, though particular emphasis will be placed on obtaining/maintaining presidential biographies and literary memoirs.

FICTION

Classics of literature, popular best sellers, critically-acclaimed first time authors, and genre fiction (spy novels, gothic, romances, and historical fiction) make up the fiction collection. Mysteries, and Science Fiction, which includes fantasy, and Westerns are **maintained as** separate collections for the browsing/reading convenience of Library patrons. The primary purpose of the fiction collection is to satisfy the heavy demand from recreational readers for popular, new titles. Current best sellers are bought in multiple copies to satisfy anticipated demand. Emphasis is on American and English authors. Classic and popular current authors from other countries are included in English translation, but on a limited basis.

Influencing Factors

Fiction circulates well in the Library's community. In addition to recreational reading, the needs of student populations in high schools, community college and continuing education programs for returning older students influence selection of authors and titles. A ready audience and a heavy demand for popular authors dictate selection in the best-seller category. Short stories generally appeal to a small audience; the selection of such titles should be restricted to major authors or award-winning titles.

Selection Plan

Standard selection tools are used such as the New York Times Book Review, and patron demand heavily influence selection. Typically, only one copy of a title is purchased but multiple copies may be purchased if patron demand requires it. Clues for determining the quantity to order include how many copies are being printed, the promotional budget, author tours, and selection by book clubs or guilds. Titles are ordered as far ahead of publication as possible, occasionally without the benefit of a review, knowing that there is a heavy demand for major authors.

Retention & Weeding

Literary classics, regional authors, and well-recognized contemporary authors are retained, sometimes in duplicate, as fits demand. Weeding of duplicate copies, books in poor condition, and of ephemeral authors must be done on an annual basis to maintain space for new books. Best sellers wear out rapidly because of high demand; they are either repaired, replaced, or withdrawn depending upon circulation, significance and current popularity of the author, and/or availability. Donations frequently are used to replace worn, damaged best sellers.

Development Plan

Very little retrospective development is needed, except for filling out the complete works of important and/or popular authors. An emphasis should be placed on replacing worn out editions of older, but important titles with new hardbound editions or new trade paperbacks so as to encourage patron use. New translations of classics that receive critical acclaim should be considered for purchase, or as well as new editions purchased as needed to replace older versions that are worn, bound in library binding, or otherwise unappealing for patron use. The focus should be in having enough multiple copies of high demand books to satisfy patron requests as quickly as possible while maintaining collection depth by purchasing as broadly as possible.

MYSTERIES

The mystery section includes a wide range of detective and mystery writers, with a heavy emphasis on the American and British mystery. Espionage writers whose works have an emphasis on mystery rather than adventure are classified in mystery rather than fiction. Romantic suspense authors are generally classified in fiction unless their work has more of a mystery theme than a romance theme. The collection is extensive and includes the representative works of important and/or popular authors.

Influencing Factors

Mystery readers have strong preferences for the various subtypes of the mystery genre: The whodunit, the hard-boiled private eye, the English mystery, women writers, men writers, etc. Also, with the loyalty of mystery fans to specific detectives and to their series, a large number of new titles are selected to provide as much variety as possible in the collection.

Selection Plan

Standard selection tools are used, such as the weekly book section of the New York Times Book Review are used regularly to select titles for the mystery collection. Special emphasis is given to collecting the complete works of important and/or popular authors, either in paperback or hardcover.

Retention & Weeding

Weeding in the mystery collection is very difficult because older authors have lasting interest for mystery fans. However, due to space considerations, weeding of extra copies, ephemeral titles, and books in poor condition must be done yearly to maintain space for new books.

Development Plan

Worn-out editions of popular titles should be replaced with either new hardbound or new paperback editions so as to encourage patron use. New authors and popular established authors' new publications should not be neglected, so it is important to maintain a rigorous weeding program to free up shelf space.

SCIENCE FICTION

Science fiction and fantasy, from classic to contemporary authors, comprise the Science Fiction collection. Science fiction readers are fascinated by accounts of futuristic developments and the many possible variations of society. Fantasy is a mixture of romance, historical fiction, magic, and fairy tales set in another world or time.

Influencing Factors

The science fiction collection has a select, but devoted, audience with adult and younger readers. Fantasy also appeals to romance and historical fiction fans. Short stories in this genre are more popular with readers than in other areas of literature.

Selection Plan

Standard selection tools are used, such as the weekly book section to the New York Times Book Review are consulted regularly. Many new science fiction/fantasy titles, such as the popular *Star Trek* and *Star Trek: the Next Generation* series, are published as paperback originals and should be routinely added to the collection.

Retention & Weeding

Weeding in the science fiction/fantasy area is difficult because established authors remain popular and have loyal fans. Weeding of books in poor condition and ephemeral titles must be done yearly to maintain space for new titles.

Development Plan

The collection will remain fairly stable in size due to space limitations and to the current small readership. Increased interest and demand would necessitate reassessment of this collection.

WESTERNS

The western section contains a small collection for our western reading patrons. The collection contains the popular best sellers and established authors.

Influencing Factors

The size and selection of the western collection is governed by the usage, also with loyalty of western fans to specific series.

Selection Plan

Standard selection tools are used, such as *Booklist*, *Library Journal*, and the weekly book section of the New York Times Book Review are used regularly to select titles for the western collection. Special emphasis is given to collecting the complete works of important and/or popular authors, either in paperback or hardcover.

Retention & Weeding

Weeding in the western collection is very difficult because older authors have lasting interest for western fans. However, due to space considerations, weeding of extra copies, ephemeral titles, and books in poor condition must be done yearly to maintain space for new books.

Development Plan

The collection will remain fairly stable in size due to space limitations and to the current small readership. Increased interest and demand would necessitate reassessment of this collection.

LARGE PRINT BOOKS

The large print collection is primarily a duplication of titles already in the Library in standard type. Classic literature, popular and genre fiction - including mystery, romance, adventure and some western titles - make up the fiction collection. The majority of nonfiction books consists of biographies, travel memoirs, self-help, medical, humor, and assorted other popular works.

Influencing Factors

The percentage of residents who are senior citizens, nursing homes and the visually impaired usage influence the purchase patterns reflected in this collection.

Selection Plan

Selection is primarily done through a standing order plan. Other titles, usually best sellers, are ordered from Baker and Taylor from reviews of large print materials in the standard reviewing/selecting tools.

Retention & Weeding

Weeding in the large print area is difficult because the collection of fiction authors has lasting interest and the nonfiction is such that they have lasting interest also. Weeding of books in poor condition and ephemeral titles must be done yearly to maintain space for new books.

Development Plan

Because large print books are seldom reprinted, emphasis should be on purchasing the most desirable titles soon after publication. New works need to be purchased to keep up with popular demand and to maintain a balance in the collection. Demand may necessitate more titles in large print than current shelf space allows.

LOCAL HISTORY MATERIALS

This collection of materials consists of items pertaining to Kewanee and some materials on the metropolitan region and Illinois in general. The Local History Collection also includes issues of *Illinois History* and the *Journal of the Illinois State Historical Society*. Of local interest are newsletters from churches, clubs and service organizations.

Influencing Factors

The library has a small collection of ready reference materials.

Selection Plan

Newsletters and other publications from local agencies and organizations should be solicited and added to the collection on a continuing basis. Local newspapers are scanned for items pertaining to Kewanee; relevant items are added to clipping files. A coherent, long-range plan for acquisition, storage, maintenance, and retrieval of materials needs to be formulated.

Retention & Weeding

Materials pertaining to Kewanee History should be maintained and actively expanded.

Development Plan

The cataloging of all Local History Room materials is a primary, practical goal. This includes "repackaging" and relabeling of materials to make them readily accessible. On a visionary level, publications emanating from within Kewanee, including churches, schools, clubs, corporations, etc. via letters, press releases and personal contact, should be actively solicited. Indexing efforts, as with the Kewanee record books and the oral histories, should be continued and expanded. Though implementation of automated access to local historical information will facilitate retrieval of information by public services staff and patrons alike, the library, at this time, does not have the financial resources to make this vision a reality. Grants will be considered for the realization of this project.

REFERENCE

The Kewanee Reference Department contains print and online materials that cover the range of the Dewey Decimal Classification System. These materials vary in degree of difficulty from a basic introductory level to a beginning research level. The goal of the Library's Reference Department is to provide current information on all subjects and historical information in areas where previous questions and experience indicate that it is likely to be in demand. The circulating nonfiction and periodical collections support the online and print reference collection.

The Reference Department has access to an even wider range of resources through interlibrary loan.

Influencing Factors

Whether the information is related to academic assignments, employment, business, health, consumer concerns or recreational pursuits, there is an expectation on the part of the public that the Library will either have the answer or know where to find it. The Library's aim is to provide the information resources to meet this expectation and need.

Selection Plan

Selection of reference materials is based on subject coverage, timeliness, affordability, and usefulness. Reviews and recommendations of materials are consulted before purchasing reference materials. Journals consulted for objective reviews of reference materials include Library Journal and Booklist. Reference materials are also examined by Library staff at conference exhibits and bookstores.

Retention & Weeding

Retention is based on timeliness of a title and its informational content, as well as the likelihood of an historical interest in the field.

Development Plan

The Reference Department will be proactive and dynamic in the development of appropriate materials for the reference collection. Print and online reference sources will be balanced to continue to meet the informational needs of the public.

YOUNG ADULT

The Young Adult collection is comprised of magazines, fiction and nonfiction materials. The fiction titles are selected specifically to meet the recreational needs of teens, primarily grades 9-12. The nonfiction collection consists of materials to meet the informational, recreational and educational needs of the high school students.

Influencing Factors

The concerns and interests of teens/young adults are the primary factors influencing the selection of fiction titles in this collection. Students use the nonfiction collection to complete assignments and for recreational reading.

Selection Plan

The tools of selection for the Young Adult collection include *Booklist*, *Voice of Youth Advocates*, and *School Library Journal*. Publishers' catalogs such as Bantam, Dell, Random House, and Fawcett are also used.

Retention & Weeding

Due to space limitations and circulation statistics, only popular, circulating fiction titles should be retained. Weeding should be continuous and titles should be replaced by new materials of current need and interest. Nonfiction books are withdrawn due to damage, general interest levels, content relevancy and currency.

Development Plan

Popular series titles will be the focus of the Young Adult collection. The value of the Young Adult collection as a separate entity should be re-evaluated and a plan developed to optimize space and materials reserved for this collection.

ADULT SPANISH LANGUAGE MATERIALS

The Library maintains a small collection of titles in Spanish, targeted at the community's growing Spanish-speaking population. The collection consists of popular fiction and nonfiction and is primarily intended for the recreational reading of patrons fluent in the Spanish, either non-native speakers of English or students and teachers of the language. The collection is maintained as a separate browsing collection of titles, arranged in Dewey number order by language.

Influencing Factors

Kewanee has, over the last decade, experienced tremendous growth in its Spanish-speaking population. The library has recognized that to fulfill the informational and recreational needs of this segment of the population, a collection of Spanish language materials was needed. The library intends to continue to develop this collection, provided that funding allows it.

Selection Plan

Publishers' catalogs, standard selection tools such as *Booklist*, which evaluate and recommend foreign language materials, will assist librarians in purchasing decisions. Purchase of a variety of titles rather than multiple copies is preferred. Care must be taken not to stereotype or presuppose the needs of this minority population

Retention & Weeding

Weeding should be done annually based on the physical condition of the title, the current need for materials in the particular language, and on circulation statistics for that title.

Development Plan

At this time, the Spanish Language Materials collection suffers from low circulation and is not well promoted. Very few fiction titles are represented. The library will continue to increase expenditures in this area, so long as potential demand exists. With time, the collection must expand to include titles from all of the Dewey Decimal areas represented in the English collection, as well as bestselling fiction titles published in Spanish.

SPOKEN WORD SOUND RECORDINGS

The audio collection consists of contemporary and classic fiction with the emphasis on the contemporary. Works of bestselling authors are well-represented both in abridged and unabridged versions. The nonfiction collection covers a range of subject areas including best sellers, instructional and self-improvement CDs on topics such as computer use and exercise. Another very popular nonfiction area is language instruction.

Influencing Factors

Patron requests, circulation statistics, and budget constraints will play a large part in determining future purchases.

Selection Plan

Standard selection magazines such as *Booklist* and *Library Journal* include audio reviews. Additional sources include catalogs such as *Baker & Taylor Hot Picks*, *G.K. Hall Audio Books*, *Recorded Books, Inc*, and *Books on Tape*. As budget permits, the collection will be expanded to include more classics, nonfiction and language materials. However, popular fiction (as backed up by circulation statistics) will probably represent the majority of purchases. Unabridged CDs should be ordered as budget permits in order to provide these materials to patrons who prefer this format. The unabridged format is also more durable and comes pre-packaged, thereby decreasing the cost differential.

Retention & Weeding

Primary reason for weeding would be damaged CDs. Circulation statistics dictate if they should be replaced or removed from the collection. As this section continues to expand, poor circulation figures, as well as new technology, would be factors to consider in the weeding process.

Development Plan

Spoken recordings seem to be very popular with KPLD patrons, but budget and space considerations will determine how much expansion can take place. There should be an increase in instructional, self-help and language tapes, but not at the expense of the very popular "best-sellers". As technology expands we must be alert and react to changes in format.

DVDs

The DVD collection contains adult and juvenile titles, informational and features. The collection consists of a varied selection of feature films, including current high interest as well as classics. Informational titles include such popular subjects as travel, sports, exercise, parenting, cooking, business, language, documentaries, arts, hobbies, and home repair. Many PBS titles are purchased. Children's DVDs include titles from several popular series, such as *Faerie Tale Theater* and Disney series.

Influencing Factors

The DVD collection exists to serve the general informational, educational, and recreational needs of the Library community. Appropriateness and expected long-term use and value to the collection are deciding factors in the selection of adult and children's DVDs. Closed-captioned films are purchased whenever available to meet the Library's commitment to serve the hearing-impaired. Patron requests for specific DVDs will be considered and purchased if the film is appropriate to the collection for the long term. Changing technology is always a factor to be considered in the long range development of the collection.

Selection Plan

In addition to the standard selection tools, publisher's catalogs are consulted and patron title requests are also used to identify current high-interest releases and nonfiction films suitable for purchase. Preference is given to the Purchase of new titles rather than replacements, but available titles in high demand may be replaced. Most DVDs are replacement candidates after 150 circulations. Multiple copies may be considered for high-interest feature films only.

Retention & Weeding

The DVD collection is constantly growing. Weeding should be done, based on the condition of the DVD. High-interest feature films may be replaced with new copies of the title, depending upon circulation history and community interest.

Development Plan

The DVD collection continues to grow in response to community demand and interest. The emphasis will be on acquiring high-interest feature films and quality entertainment programs for children. The ultimate size of the collection will be determined by long-range decisions affecting shelving and storage options. Due to changing technology, the library must be alert and react to changes in format.

CLASSICAL SOUND RECORDINGS

The CD classical sound recording collection covers the vocal and instrumental musical spectrum from baroque to ultramodern. Music ranges from performances by soloists through full symphonic performances.

Influencing Factors

Because of a wide variety of users, the collection should be varied and contain music that appeals to all tastes.

Selection Plan

Music will be chosen in the CD format. Unique and unusual music heard on radio stations, as well as music played at live concerts, is also considered as part of the selection plan.

Retention & Weeding

Weeding should generally be limited to damaged recordings.

Development Plan

The collection should be expanded to include more composers and more versions of well-known works.

POPULAR SOUND RECORDINGS

The CD popular sound recording collection covers all varieties of music that do not fall into the classical category. This includes, but is not limited to, pop, R&B, country, jazz, reggae, world, new age, show tunes.

Influencing Factors

Budget and demand dictate a strong collection of current popular mainstream recordings.

Selection Plan

Music will be chosen in the CD format. Music will be selected in all popular category and will be chosen to fit the patrons requests and tastes.

Retention & Weeding

Weeding should still be an ongoing process with condition and circulation statistics dictating whether or not to withdraw a title.

Development Plan

The development goal for this collection is to have a balanced and representative collection of all types/formats of popular music. However, due to changing technology in the audio field, the library must be alert and react to changes in format.

PERIODICALS

The Periodicals collection consists of over 182 current titles including approximately 25 titles in the Youth Services Department. The collection includes popular titles in a broad range of subject areas.

Influencing Factors

The Library acquires and maintains a periodical collection to serve the informational, educational, and recreational needs of the community. Patrons' demands for current information are frequently met by the periodical holdings. Because annual subscription costs for periodicals have greatly exceeded increases in book prices and the general rate of inflation, consideration is given to dropping a subscription when a new one is added to contain annual expenditures for periodicals.

Selection Plan

The Library's objective is to have a well-balanced general periodical collection that includes titles in all subject areas appropriate to a medium-sized public library serving a diverse suburban clientele. Patron and staff suggestions for addition to the collection are considered. A primary consideration for addition to the collection, in addition to cost, is whether the title is indexed in Gale Reference Center Gold.

Retention & Weeding

Because of current space limitations, the size of the periodicals collection must remain stable. Usage is continually evaluated, and titles not used are weeded so that new periodicals can be acquired.

Development Plan

The primary objective is to keep the collection current to satisfy patrons' needs and interests, so titles are added and weeded as necessary. Rising periodical prices and space limitations will necessitate a fairly stable collection.

LEARNING GAMES LIBRARY

The Primary goal of the Learning Games Library (LGL) collection is to provide children from preschool through kindergarten with an opportunity to develop cognitively, physically, socially, and emotionally through creative play. Hands-on experiences with a variety of toys help them master skills needed in learning to read successfully and to develop small and large motor coordination. Playing with others teaches social skills, and the ability to master toys builds self-confidence and self-concept. Finally, this collection fosters positive interaction between children and adults working with them as they share the enjoyment of the learning/play experience.

This collection will include toys, games, puppets, and other hands-on materials such as magnifying glasses and rhythm instruments. Manipulative, imaginative, and unusual toys which are practical to circulate and store will be selected. Other criteria for toy selection include safety, durability, child appeal (or play value), aesthetic value, and teaching and learning potential. Toys which connect well with books will be given priority in selection. For example, a shape sorter complements the shape concept books in the picture book section. Basic toys such as dolls, trucks, blocks, and stuffed animals which children need to have available at all times and toys with a great deal of small pieces are not usually acquired.

The "core" collection for children ages two through six, presently available, will be maintained. The collection of toys providing educational support for the older child, ages seven to thirteen will be developed.

Space limitations will restrict the size of the collection. Generally, only one copy of a toy will be purchased. Two copies of extremely popular toys may be purchased. Toys in the collection will be kept until they are worn out or no longer usable because of too many missing pieces. The collection will be weeded annually.

PICTURE BOOKS

The Picture Book collection is a large, popular section in the YS Department. Ideally, picture books should be illustrated on every page, and the illustrations should be so detailed that the story can be understood without the accompanying text. The Picture Book collection is a broad category that includes concept books, wordless books, board books, and Caldecott Award winners.

Due to the size and content of the average picture book, it is not unusual for parents to check out 10-20 title per visit, especially when story times are in session. In addition, the YS staff gathers picture books on specific subjects for teachers, who often ask for as many as 25 books at a time. Because of these factors, the picture book collection must be one of the largest in the department.

Influencing Factors

Subjects often requested in picture books deal with the everyday life of the 2-6 year olds, such as animals, starting school, going to bed, a new baby.

Selection Plan

Standard library selection sources are used in the selection of picture books, including *School Library Journal* and *Book Links*. Publishers' catalogs are also used when the quality of a particular author and/or illustrator's work is known and can be relied upon. Favorable reviews in newspapers (e.g. The Chicago Tribune) and internet sites such as ALA and others with online reviews are also considered.

Since Adult patrons frequently ask for books they loved as children, it is important that new copies be ordered as the old ones begin to deteriorate

Retention & Weeding

Books are kept as long as they are in good condition and continue to circulate. Books which are tie-ins to products, movies and TV shows, and which were purchased due to patron demand are removed once it is evident that the demand has passed. New copies of favorites should be purchased since circulation depends to a large degree on attractive, colorful dust jackets.

Development Plan

The picture book collection should be maintained as a large collection of quality titles responsive to the interests and demand of the community.

EASY READER FICTION

This important collection serves the needs of children who are just learning to read, through the end of second grade. These titles have controlled vocabulary, large print, and short chapters

Influencing Factors

Series books, are appreciated by parents because often reading levels are printed on the cover & controlled vocabulary words lists are frequently printed in the back of each book. Children enjoy series books because they become familiar with characters and situations and want to read more about them. Humor and illustrations are important features in these books in order to appeal to reluctant readers.

Selection Plan

This is an extremely heavily used collection and library bindings should be purchased whenever possible.

Retention & Weeding

Books are kept as long as they continue to circulate and are in good condition. If a book has to be replaced, it is more cost effective to order a new one rather than rebind the title. Rebound books do not circulate well, the purchase of a new copy helps maintain a fresh, appealing appearance for the collection.

Development Plan

Because of the heavy demand for this level of books, attention should be directed toward expanding this collection as quality titles become available.

3-4 FICTION

The 3-4 Fiction collection was initiated to bridge the gap between easy readers and juvenile fiction. These books all have chapters and are about 40-80 pages in length. 3-4 Fiction is generally shorter than the titles chosen for juvenile fiction. The subject matter appeals to children in grades 3 and 4, although readers in grades 1 and 2 may also find them appropriate. Chapters are usually episodic, and do not require a long attention span, but the child experiences a feeling of accomplishment when reading his/her first “chapter book”.

Influencing Factors

Series which have characters with which children in these grades can identify are very popular. Books about sports stories and mysteries on an easy level are favorites of the users.

Selection Plan

Titles in the 3-4 Fiction section are selected from standard selection journals for children’s literature. Because the books in this section are geared mainly towards children in only two grades, there are not as many of them as there are in some other fiction sections. Recently, several publishers have begun to publish series specifically aimed toward this audience. Durability is a consideration and library bindings are preferred.

Retention & Weeding

In the past, this section has not been fresh, new, bright or colorful due to the dearth of suitable materials. Many of the books are old and out-dated, but were kept because there was nothing to fill the gap. Now that new and more appealing books on this level are being published, this section will be weeded extensively to make way for new editions.

Development Plan

This collection should be maintained at the current level to meet patron interest and demand.

JUVENILE FICTION

The Juvenile Fiction collection is comprised of titles meeting the recreational and educational needs of students with fifth through eighth grade reading levels. Books include modern selections in a variety of genres, in addition to series paperbacks that are consistently popular. Also included in this collection are children's classics, as well as Newberry, Rebecca Caudill, Coretta Scott King and other award winners.

The Juvenile Fiction collection is primarily text-based and often deals with issues more appropriate to the 5th – 8th grade audience. The books are a step or two above 3-4 readers in difficulty and length. The books may have illustrations, but concepts, style, and treatment of the text are the significant parts. A variety of characters, settings, and writing styles are represented with difficulty ranging from simple stories to books for a sophisticated reader with a large vocabulary, wide literary knowledge, and high reading skills. This collection will be divided as much as possible into J Fiction and JH Fiction with the later with a higher reading level.

Influencing Factors

Although the YS Department makes every effort to keep up with the current trends and series, we also feel a responsibility to introduce children to the finest, most well-reviewed literature available. The collection's aim is to be culturally friendly and will keep cultural development in mind.

Selection Plan

Standard review tools are used for Juvenile Fiction selection. Multiple copies of titles (usually in paperback) are purchased when demand is great and/or when the book in question is a perennial favorite (e.g., *Charlotte's Web*).

Retention & Weeding

Retention is based on use and condition of the item. The collection is in the process of being reviewed, with special notice being given to the number of circs for each title. Titles are replaced and supplemented as needed.

Development Plan

The Juvenile Fiction collection is being expanded to include more popular materials, particularly series paperbacks. Otherwise, it will be maintained at the current level to meet patron interest and demand.

JUVENILE SOUND RECORDINGS

The Juvenile Sound Recording collection includes music CDs, spoken recordings, books on CDs, and book/CDs read-along (kits).

Influencing Factors

Selection is heavily influenced by patron interest and demand.

Selection Plan

Due to limited funds, selection is done primarily from ALA lists of Notable Children's Recordings. Publisher's catalogs are also often used, in addition to reviews in School Library Journal.

Retention & Weeding

Items are retained in the collection as long as condition and usage indicate.

Development Plan

We're looking to gradually increase Playaways and Playaway Views. Collections of compact discs, kits, and book on CD need to be expanded.

JUVENILE REFERENCE

The Juvenile Reference collection contains print and online materials that meet the informational and educational needs of the children of the Library District. The goal of the Juvenile Reference Department is to provide current information on all subjects relevant to children. The circulating nonfiction and periodical collections support the online and print reference collection. Access to an even wider range of resources is provided through interlibrary loan.

Influencing Factors

The collection contains standard reference tools and online encyclopedias to meet the expectation that the Library will have the answers needed by children and their families.

Selection Plan

Standard selection tools are used for the juvenile reference collection. The Library also works closely with the schools to best determine what students will require.

Retention & Weeding

Retention is based on timeliness of a title and its informational content. Up-to date information is vital to educational outcomes for young people.

Development Plan

The Juvenile Reference Department will be proactive and dynamic in the development of appropriate materials for the juvenile reference collection. Print and online sources will be balanced to continue to meet the informational needs of children.

JUVENILE PERIODICALS

The Juvenile Periodical collection contains about 25 titles. Materials to support the recreational, informational, and educational needs of children through eighth grade are included. Popular titles include *Sports Illustrated for Kids*, *Highlights for Children*, *Babybug* and *American Girl*.

Influencing Factors

Patrons' demands for current information are often met by the Juvenile periodical collection. Children also use this collection for recreational reading, so we try to keep up with popular trends.

Selection plan

The standard selection tools are used in choosing magazines for children as are patron suggestions.

Retention & Weeding

Back issues of all magazines are currently kept for one year. Review journals of children's literature are currently retained for two years. The retention schedule for all children's magazines should be regularly reviewed to be responsive to space needs and usage statistics.

Development Plan

New children's magazines should be added in response to patron interest and demand especially more recreational titles.

JUVENILE NONFICTION

The Juvenile Nonfiction collection consists of materials to meet the informational, educational, and recreational reading needs of children with third to eighth grade reading levels.

Influencing Factors

Students often use the nonfiction collection to complete school assignments. Topics including World and American History, African-American history, explorers and U.S. presidents are recurring assignments. YS staff often gathers titles for teachers for classroom use or to put on homework reserve in the library. As such, the public library's Juvenile Nonfiction collection must reflect the school curriculum. Since many children also use the Nonfiction collection for recreational reading, popular topics like sports teams and players, animals, dinosaurs and crafts must also receive attention.

Selection Plan

Standard review sources for juvenile materials are used for selection including *School Library Journal and Booklist*. In addition, publishers' catalogs and large bookstores are often consulted to review and/or obtain materials that fill subject needs but may not be reviewed in the selection journals. Recommendations from teachers and patrons are also used in selection.

Retention & Weeding

Books are withdrawn primarily when their content has lost relevancy or is no longer current. Other factors contributing to weeding include condition and interest level.

Development Plan

The weeding of worn materials and replacement with new editions/titles in all subject areas will be the primary focus. We have also begun examining the collection for holes, especially in the areas of religion and mythology; health and medicine; science and chemistry (elements, etc.); and Illinois history and statistical information. We will continue to evaluate the collection for timeliness in these areas.

