Collection Development Policy

2012

Adopted by the Board of Trustees on June 14, 2012
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Community Profile

The Village of Northbrook is a community of 13 sq. miles, located 25 miles north of downtown Chicago at the northern border of Cook County. In the 2010 Census the population was 33,170. Known for its excellent schools and pleasant, residential character, Northbrook also offers a diversified business and tax base, with light industry as well as commercial, retail, and office developments. Median household income was estimated at $95,665 with 42.8% of the population between the ages of 35 – 64.

The library serves a well-educated population that tends to be affluent. The Library is a resource for both residential and business patrons who expect a high level of services from the library. In a 2008 resident survey, eighty percent of respondents rated the library collection as “excellent” or “very good,” with very high usage rates for materials. More information from the survey can be found below the demographic charts.
RESIDENT SURVEY RESULTS 2008

1. Top three reasons to visit the library:

   1. Read or check out a book
   2. Check out a cassette, CD, movie, or DVD
   3. Personal or consumer research

2. Twenty-five percent of Northbrook residents felt the library could benefit from improving the current collection, especially as follows:

   A. Broaden the collection
   B. Acquire more current, up-to-date books
   C. Enhance the media collection by adding
      1. Recently released DVDs and videos
      2. Greater selection of books on tape

3. Paradoxically, while overall user ratings for the materials collection remained very high, improvements to the book collections were the primary area that patrons thought should be improved in 2008.

4. Overall Collection Ranking:

   EXCELLENT     VERY GOOD     ACCEPTABLE     NEEDS IMPROVEMENT
   38%           42%            15%             5%

5. 72% of residents who brought children to the library did so to allow the child to read a book for recreation.
MISSION STATEMENT

The Northbrook Public Library believes that access to information is essential to a free, creative and democratic society. Therefore, the Library strives to provide the community with an accommodating environment for the dissemination, exchange, and evaluation of ideas and information. This mission is enabled by providing a wide variety of materials and resources, services, modern facilities, and a professional staff.
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 that 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 January, 1980
Collection Development Principles

Philosophy:

A public library attempts to provide an accessible setting for a variety of popular materials. Since no individual can buy and store all of the material one may need or want, the community pools its resources to create a public collection for the community's benefit.

A primary goal of the Northbrook Public Library is to develop a broad collection of excellence. The Library strives, within the limitations of budget and space, to provide a wide range of materials that meet the diverse educational, informational, cultural, business and recreational needs of the community.

Reasonable efforts will be made to build balanced collections without favor given to particular causes or viewpoints. The Library supports the American Library Association's Bill of Rights, and its Freedom to Read and Freedom to View statements, which recognize the right of persons to free and convenient access to information and ideas.

The parents or guardians, not the library, are responsible for supervising the use of books and materials by their children. Librarians are available to provide young persons with reading guidance.

Selection of Materials:

The Library Director is ultimately responsible for all materials in the library’s collections. Material selectors, using professional tools and judgment, choose and discard items for the library collections within the scope of assigned areas.

A variety of factors influence the selection of library materials. These include accuracy of information, interest, authority, demand, value to the existing collection, timeliness, significance of the subject, format and price. Selection of materials is accomplished in a variety of ways. Extensive use is made of standard bibliographies and of reviews in professional and other journals. Recommendations by staff and residents of the community are seriously considered.

Selection of Formats:

Along with the importance of proper selection of titles, it is also important to make appropriate formats available to the public so that they can have options in choosing how to experience content. The library must weigh whether there is sufficient interest in the community to make the purchasing of a new media appropriate. Conversely, as some media become outmoded, those collections should be appraised for discontinuation and weeding.

The rapidly changing field of econtent creates new challenges for selectors who must balance cost shifts, licensing vs. ownership and means of access among the factors in the selection process. This is a nascent area, so initial titles should be demonstrably popular and over time we will add more depth to the collection(s).
GENERAL WEEDING GUIDELINES:

The library recognizes the need to continuously evaluate its collection in response to the changing nature and needs of the community. Weeding of library materials is an integral component of the collection development guidelines of Northbrook Public Library. A vigorous and continuous weeding program is essential in maintaining a viable and useful collection. Library patrons deserve and should have access to a well-selected and properly maintained collection of materials that will meet their needs and expectations. The following categories of materials should be considered for weeding:

- The item is damaged, worn, in poor physical condition, or has been mutilated
- The content is outdated
- The material is no longer of interest or demand, including multiple copies of the same title
- There are superseding editions of specific titles

Gifts

Gifts to the Library are gifts to the community and donations are actively encouraged. The staff is available to assist in advising as to the library's current needs. The same standards of selection are applied to gifts as to materials acquired by purchase. The library reserves the right to evaluate, retain or dispose of gifts. The library does not appraise gifts for income tax purposes, but does provide written acknowledgement of gifts upon their receipt and request.

Access to Materials

Northbrook residents may borrow books from all member public libraries in CCS and the North Suburban Library System. As necessary, the Library will assist patrons in borrowing material not held here from other local libraries through holds or interlibrary loans. Materials may also be obtained from other libraries throughout the United States by interlibrary loan and from libraries belonging to the CCS consortium by placing holds. These services greatly augment the range of items available to Northbrook residents.

Reconsideration of Materials

The library does not endorse opinions contained in its collection. Patrons are free to enjoy, dislike, or ignore any item in the collection. However, no one is free to restrict another's use of library materials.

A request to remove library materials creates complex legal and ethical questions for both the library and the community. Consequently, this issue
is taken very seriously by the library. To initiate a request, a form provided by the library must be filled out completely and given to the Library Director. The Director will appoint a committee to review the challenged material and prepare a written report. Until a decision is reached by the Director, the item in question will remain available. Patrons who do not accept the Director’s decision may appeal to the Board of Trustees. The reconsideration process will be completed in a reasonable amount of time. If necessary, staff is available to assist in preparation of the required forms.
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

1. Type of Material: Book_____ Periodical_____ Sound Recording_______ AudioTape_______ Videocassette_______ Other (Please specify)__________

Author: __________________________________________

Publisher: _____________________________________________________

Date of Publication/Production: ____________________________________

2. Request Initiated by: __________________________________________

Address: __________________________________________________________________________

City: ____________State ____ Zip ________ Telephone____________________

3. Do you represent: ______ yourself

______ an organization (please name)

______ some other group (please name)

To what in the work do you object? Please be specific.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

4. Did you read/listen to/view the entire work? _______________________

a. If not, why not? _____________________________________________

b. What parts did you read/listen to/view? _________________________

5. What do you believe is the theme of the work?

____________________________________________________________________________________

____________________________________________________________________________________

6. Have you read, listened to, or viewed a review of this item? Please list the reviews and sources that agree with your opinion?
8. What item of value would you recommend that would convey a similar perspective/theme of the subject matter treated?

____________________________________________________________________

____________________________________________________________________

9. What do you think might be the result of reading/listening to/viewing this work?

____________________________________________________________________

____________________________________________________________________

10. Please read the attached Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. The Library supports the principles set forth in these documents. Do you feel your request is in conflict with these documents? Yes ______ No ______

   a. If not, why not?

____________________________________________________________________

____________________________________________________________________

   b. If so, please explain why your request outweighs adherence to these principles.

____________________________________________________________________

____________________________________________________________________

11. What would you like the Library to do about this work?

____________________________________________________________________

____________________________________________________________________

Signature _______________________________ Date ________________
INTRODUCTION

Collection development and management are integral functions of the Northbrook Public Library. The Collection Development Policy sets forth the principles upon which a useful and well-rounded collection is built and maintained. To remain useful, the Policy must be rewritten periodically to reflect change in the library, the publishing world, and in the community of Northbrook. By Illinois library law, the Northbrook Public Library Board of Trustees must review the policy every 2 years. Over time, materials will be selected by rotating staff. Librarians will vary in their concepts of the general principles of selection. Publishers may change their emphases to produce a plethora of materials not necessarily appropriate to library collections. Patrons’ interests may change and what was a good collection a decade ago may no longer meet their needs. Content media may emerge or become obsolete. The community itself may change in age, ethnic make-up, income levels, etc. Scheduled revisions will help librarians to stay focused on the purposes that the collection is to accomplish for our particular community of users.

There are a number of reasons to have a Collection Development Policy: It is a comprehensive document that clearly outlines the responsibilities of selectors, and guides them in the process of developing the best possible collection of materials for the community of Northbrook.

The second purpose of this document is to explain to new staff and to the community, the mission and objectives of the Library’s collection so they can better understand the rationale behind the selection (and weeding) of materials and resources. This statement affirms the principles upon which selection is based, and the policies and goals for managing the collection. Specifically, the document does the following:

- Provides a basis for internal analysis for developing long-range policies, plans and priorities
- Identifies subject strengths for future collection building, including retention policies
- Identifies specific subject areas which need to be strengthened
- Allows identification of subject areas which are out of proportion to patron demand
- Suggests most important selection tools in respective areas
- Prepares librarians to responsibly determine the growth and quality of the collection
- Allows for planned resource allocation for various, sometimes competing, media
- Presents guidelines for weeding

The Policy also provides the Northbrook community with an understanding of how collections are developed and maintained.

Department Managers in each of the public service areas will have oversight of their collections, i.e. the Reference Manager will oversee the adult non-fiction collection and hold selectors accountable for their selection areas, including weeding and budget requests. The library collection needs continuous evaluation to keep on target with the library’s mission to provide “a wide variety of materials and resources” and to make sure that monies are spent responsibly. Collection
evaluation and maintenance are a prime responsibility for each manager. Statistical reports such as circulation reports, holds rates, discard counts, collection capping figures and interlibrary loan statistics should be developed and used to determine how the collection is being utilized, how it is growing and/or stabilized, and how it should change to answer patron needs.
Adult Non-Fiction
Introduction

Careful selection is necessary because of the limitations of budget and space. Materials selection is based on the judgment, expertise and experience of librarians. Ideally, selection area assignments should rotate every 5-6 years to give a fresh approach to selecting. An annual meeting of all adult non-fiction selectors should be held (most appropriately in May) to discuss issues of the collection in general and of the budget allocations in particular. These meetings may be held quarterly, or as needed. The Reference Manager should also meet once a year with each adult non-fiction selector. Coordination of the entire adult non-fiction collection is the responsibility of the Reference Manager.

Reviews and journals, periodicals and reliable publishers’ catalogs are used to assist selectors in making decisions that will meet the diverse needs and interests of the public.

Criteria for Selection:

- Timeliness
- Authority of the author, publisher
- Accuracy, viewpoint of the author
- Readability, organization of materials
- Suitable physical format: size, print, paper, binding
- Reviews in reputable professional journals
- Cost/budget
- Appropriateness of material for intended audience
- Community interests and requests
- Relationship to other materials in the collection
- Permanent value to the collection
- Electronic format availability

000s
Generalities

Goals and Implementation

Library science and general knowledge books are added to keep the collection at a minimal level. Journalism is selected to have popular interest books available to the average reader.

Computer science material is the major interest in this collection. Materials are carefully selected to cover a broad range of current and popular applications for general use. There is a representative selection on current major software
programs, personal computer hardware, and major operating languages and systems. Periodicals help to maintain currency in this area.

The recent explosion of programming, electronic devices and Internet related materials have greatly expanded this collection. All of the above-mentioned materials are placed in the 000s. Internet guides on specific subjects, such as travel, investing, or job seeking, will be catalogued by subject instead of in the 000s. Large general Internet guides are on standing order to be received annually.

**Influencing Factors**

Many new works are published each year in the computer science field. Patrons are well educated and affluent. Many have home computers. They demand the latest version of any program. Current materials with practical application are therefore a priority.

**Weeding and Retention**

Computer books are retained for a maximum of five years. A small number of older books are kept for patrons who may need information that is past its prime. Test and certification guides are both expensive and of limited shelf life and may not be appropriate for library purchasing. They are often in workbook form and are regularly stolen. Due to the availability of online encyclopedias, sets are no longer added when discarded from Reference. Books, other than computer books, are retained as long as use and condition allow. A new copy of the Guinness Book of World Records is purchased each year. Older editions are retained for 10 years.

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**100s**

**Philosophy and Related Disciplines**

**Goals and Implementation**

The 100s encompass philosophy and psychology as well as metaphysics and the paranormal. A core collection of philosophy titles is maintained, both modern and ancient from all cultures, with a larger emphasis on modern western philosophy. The 130s, paranormal phenomena, includes dreams, astrology and the Salem Witch Trials. This section is very heavily used. The psychology section is also very popular. Classics in psychology, Freud, Skinner, Piaget, etc., should be retained, as should books representing their different theories. Also collected are titles dealing with ethical issues – abortion, genetic engineering, animal experimentation, etc. Look for social trends to update and keep a balance of viewpoints. Titles on grief and grieving experience high circulation. Self-help titles are immensely popular. This collection is trendy and ephemeral with some exceptions for classic authors such as Norman Vincent Peale, Scott Peck, etc.
Influencing Factors

The general public uses books on philosophy, but they are very popular with junior high and high school students who use the books on controversial ethical topics. High school and undergraduate students use classic psychology works by Jung, Freud, Skinner, etc. Circulation is highest in the 150s, the self-help section. Select from standard review sources and with media publicity in mind. Multiple copies of these titles may be needed.

Weeding and Retention

Keep general information books and classics. Replace classics as their condition warrants. Weed 150s as trends change and condition warrants. The entire collection should be reviewed every 3 years. In general, weed anything that has not circulated for 5 years.

200s
Religion

Goals and Implementation

The purpose of the 200s collection is to provide knowledge and promote understanding of the major religions and philosophies of the world. Every effort should be made to select materials of basic information that represent accurate, objective accounts of a broad range of the religious practices, attitudes, and beliefs of both individuals and groups. The collection is developed for the general reader rather than the scholar.

Materials should include a sizeable collection of different editions of the Bible as well as guides to understanding the Bible for the lay reader. Other collections include Christian Theology; history and denominations of the Christian Church; other religions of the world; guides for spiritual growth and comparative studies. A small collection of sacred texts of other major religions should be maintained.

Information about the history of Judaism as well as observances in Judaism is in high demand. Books on Buddhism, Islam and Hinduism also circulate well. The basic core collections should be supplemented each year by popular works including inspirational works by prominent theologians on topics of current interest. Books should be chosen to reflect balanced coverage of opposing points of view.

A collection of myths is maintained for student assignments. Our collection on the Wiccan Religion has been moved to 299.

Influencing Factors

The library, as an educational institution, does not support any particular religion, sect, or cult. The collection is intended for general readers across the
religious spectrum. Personal religious convictions of individuals or groups of staff members should not influence the selection of materials in this area.

The interest in books that describe spirituality as a way to deal with societal and world problems creates demand in this area “Religion Best Sellers Lists” in *Publisher’s Weekly* provide selection help in these areas.

School assignments dictate a need for myths, particularly Greek and Roman mythology.

**Weeding and Retention**

This collection is a more stable area than many other areas. Classic works, histories and sacred texts of major religions and important commentaries are retained if in good condition. The physical condition of a book, and circulation statistics, particularly of books of a more ephemeral nature, are major factors for weeding.

**300s
Social Sciences**

The 300 collection includes books on social topics such as the political process in US; slavery; international relations; current events; social welfare; law; true crime; education; folktales; fashion and weddings. The focus is to create a well rounded, up-to-date collection that will be of interest to our community, adults and students alike.

**Goals and Implementation**

1) To provide up-to-date materials on current events and major political movements in US and world. Constitutions and elections are popular topics.
2) To provide resources to aid students in preparing for their GRE, ACT and SAT exams. This is a heavily used area.
3) To provide up-to-date information on colleges and universities. Books on two and four year colleges, as well as books on how to write essays for college entrance exams have high circulation figures.
4) To provide current materials on everyday law for the general public. Topics such as divorce and Illinois laws are always in demand.
5) To maintain and update the true crime section. Books related to local history such as organized crime in Chicago are quite popular.
6) To maintain and update the wedding and etiquette section.

Study the collection on regular basis. Circulation reports can help determine which items are circulating and which items can be considered for discarding. Many of the exam study guides and law books are on standing order to keep the collection current. Weed as often as possible.
Influencing Factors

Northbrook is a highly educated community with great interest in current events and trends. Several professional resources, print and online, are used to select and develop this collection.

Library Journal reviews; patron requests; community demands; publishers’ newsletters and catalogs; book discussion programs; authors interviews; and of course the budget are all main influencing factors. Circulation statistics and patrons’ requests for additional copies should indicate need for buying more books on particular subject.

Weeding and Retention

Consider weeding books that have not circulated in five years, except for books on the US constitution, slavery and local history of the Chicago area which should be retained. Worn and damaged books should be discarded. Replacement might be considered for high circulation books in poor physical condition.

Education books on teaching children with disabilities, curriculum, lesson plans, and children’s activities are very popular. Consider currency and circulation figures when discarding. Most of the exam preparation books (ACT, SAT, GRE) as well as books on colleges and universities are on standing order, some with multiple copies. Old editions should be discarded when new ones come in.

The standing order list also includes law books, covering topics such as divorce and wills and estate planning. Keep the newest edition. See the 340 section in this policy for more detailed instruction.

The standing order list should be reviewed each year.

True crime books are very popular. Discard titles that haven’t circulated in 3 years. Wedding and etiquette books are also in great demand. Discard books that haven’t circulated in 3 years. Keep this section current.

330s
Economics

Goals and Implementation

The 330s collection is used primarily by adults, rather than students, with the exception of certain areas such as environmentalism, careers and economic systems, etc. The largest and most popular area is investing, especially real estate investments, along with stock trading.

There is seldom a need for duplicate copies, but they are purchased occasionally for especially popular investment books.
Investment interest in Northbrook is sophisticated, and the collection should reflect this. There is some demand for technical topics in the area of stock trading and investments, such as technical analysis of stocks. These can be expensive. Purchase those in demand when budget allows. Purchase e-books as demand and availability dictate.

**Influencing Factors**

Books on investing and stock trading are heavily used due to the affluent nature of our community. Reference materials, such as Value Line Investment Survey, S&P Stock Reports, and Morningstar, online and/or in print, support this collection.

**Weeding and Retention**

Weed investment titles after 5 years, unless they give advice of a timeless nature, or are a classic in the field. Discard real estate books with copyright dates older than five years.

Although the career books are not heavily used, try to have one for each major discipline that is no older than 2-3 years.

**Goals and Implementation**

This collection provides practical do-it-yourself law books for personal and small business use. The collection also addresses the practice of law, the courts, and the laws and rights that govern our society. Main areas of personal law are represented, including estate planning, living wills and probate; divorce and child custody; employment law; immigration law; social security and elder law; bankruptcy law; real estate; and consumer law. Areas of interest to small business include patent and copyright law, how to incorporate, and employer law. The collection includes reputable guides to tax planning for individuals and small businesses, legal forms for business and personal use, as well as books about the United States Constitution and the Supreme Court, its justices and major decisions. Books on the United Nations and international law are minimally collected. Works covering major figures in the law and famous trials are selected to meet popular demand.

**Influencing Factors**

Do-it-yourself legal guides must be kept up-to-date. The aging, affluent population of Northbrook places a high demand on legal guides that deal with topics such as estate planning, Social Security, Medicare, and family and divorce.
law. Immigration law books are also popular among the immigrant populations in Northbrook, such as ESL program patrons. Materials on constitutional issues and cases as well as the framing of the constitution are maintained for student use.

**Weeding and Retention**

The collection requires continual weeding and updating to reflect changes in the law. Use discretion in keeping older editions of legal guides. Books about Supreme Court cases, constitutional issues, and famous trials should be evaluated for use by students or by general readers. General law books should be discarded after five to seven years.

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**355-359**

**Military Science**

**Goals and Implementation**

The 355s collection concerns military science. It is of moderate size with high interest and circulation. Military science comprises the academic study of the development of military institutions, the relationship of the military to society, and the evolution of military thought. Materials concerned with strategic and tactical theory, logistics, command and control, and the training and management of troops are also included. There is considerable interaction with other disciplines, particularly History. Collaboration with the collection managers for History and Political Science is beneficial.

Included in this collection are books on the *Armed Services Vocational Aptitude Battery* (ASVAB) and the *Armed Forces Qualification Test* (AFQT) which are tests used to determine qualification for enlistment in the United States armed forces. Also included in the 355s are pictorial works on military uniforms, special clothing, badges, insignia, protocols, and equipment.

**Influencing Factors**

There are a significant number of retired military persons and academic professors in the community who have an advanced reading interest in military science. Greater numbers of students are also interested in military careers due to the economy and need to review the ASVAB books.

Standard review sources provide a number of selections in the 355s.

**Weeding and Retention**

ASVAB and AFQT books should be replaced with new editions as added by the publishers. Circulation, condition, and currency should be considered each year.
400s
Language

Goals and Implementation

The 400s collection is a small one, with primary emphasis on the English language. Materials include dictionaries, grammar books, thesauri, usage guides, and subject guides about the language. Linguistics sources are collected but in much smaller numbers.

In addition, instructional materials and dictionaries from romance, classical and other languages are collected, with an emphasis on European languages. Phrase books are in demand for those traveling abroad.

It should be noted that instructional and practice materials for ESL students are collected separately.

Influencing Factors

Greater numbers of non-English speaking residents indicate the need to add to the number and variety of languages represented in the English/Foreign Language Dictionaries. Basic English grammars for the non-English speaker are increasingly requested.

Circulation statistics are not always an accurate measure of usage, in that the circulating collection in this area is often used in the library as part of research. No in-house usage statistics are available.

Standard review sources provide a very small number of selections in the 400s and, therefore, many items are ordered through publishers’ catalogs.

Weeding and Retention

English language dictionaries should be replaced every 5-10 years, rotating publishers to maintain currency of the overall collection. Usage guides should be replaced every five years, again on a rotational basis, so that language usage changes are reflected. Phrase books should be replaced every three to five years, and generally their condition requires this. One dictionary of each language that may be requested should be available at all times.

500s
Pure Sciences

Goals and Implementation

The 500s collection is designed to meet the needs of both the student (high school through beginning college level) and the interested layperson. The emphasis is on materials for the non-specialist; hence highly technical material is avoided.
Books on the subject of evolution are popular and circulate well. There are many patrons interested in self-educating on a wide variety of science subjects who have foundational knowledge and are seeking more advanced texts.

In this area, a few introductory to intermediate college-level textbooks are purchased since they are frequently the best source for well-written overviews in areas such as mathematics, physics, chemistry, biology, etc. Textbooks circulate heavily. There is high interest in cell biology and animal species. Rarely should more than one copy of a title be purchased in this area.

Students use our collection to supplement classroom and school library materials. Attention should be paid to class assignments involving science topics, and materials purchased to meet this need. Somewhat technical books on basic science concepts such as sound, light, measurement, electricity, force, and mechanics that support science fair projects are sought, as well as any titles related to the “Physics of…” assignment. Purchase books on how to do science fair projects, rather than books of experiments themselves. The Youth Services Department has a large collection of these titles.

Books of personal reflections on nature are generally not popular in our community, based on circulation of existing materials. Purchase only those with highest visibility or popularity.

The botanical and zoological materials make up a large portion of the 500s. In these areas, quality and abundance of illustrations is more important than in other areas. Special emphasis is given to the flora and fauna of Illinois, the Chicago area, the Midwest and the Great Lakes Region. There is demand for recreational use of field guides.

Influencing Factors

New discoveries are constantly being made in the sciences. Current topics may require purchasing additional materials. Popular titles, highlighted by the media, are in demand. Selectors should be aware of science topics promoted by cable television and public television or radio shows that emphasize science.

Keeping informed of student assignments in the sciences will help the selector to purchase supporting materials.

Since many topics in the sciences are highly technical, emphasis is placed on obtaining books on these topics written specifically for the layperson.

Weeding and Retention

In general, keep books no longer than 10 years except for works on the history of a topic, classic titles, and those by prominent authors. If budget allows, try to have one textbook published within the last 5 years for each major field of study. Books that have not circulated in 5 years should be withdrawn, except for those circumstances listed above.
Goals and Implementation

The technology area is quite diverse. Beginning with 600-609, we own very little in the theory and philosophy area. We hold a good selection on inventions and patents.

The 620s, engineering, is very large. We have a few basic books for different fields of engineering but do not purchase professional manuals as these are beyond the scope of our collection. In general, the electronics and appliance repair manuals should be up to date with clear instructions for lay people. The automobile repair section is traditionally large. The Mitchell repair books used to be on standing order, but this has ceased. The standing order for the Jane’s volumes has also ceased due to cost and lack of circulation. The Chilton Mechanical and Diagnostic series will no longer be purchased. The library will continue to purchase the Chilton Total Car Care series. These books provide in depth information on individual models. The library also subscribes to the online database, Auto Repair Reference Center.

The 630s, gardening and pets, is very popular and heavily used and will need a commensurate budget for replacement. Gardening books range from beginning to advanced. Keep a well-rounded collection on individual plants as well as annual/perennial encyclopedic books. Pet books on the varieties, selection, care, breeding, and training of different breeds should be kept for traditional pets as well as exotics.

The 660s is chemical technology. In this area, we have a small collection pertaining to the manufacturing of food and beverage products. We also have a small collection of arts and crafts related manufacturing: pottery, paints, soap, perfume and metal work. The 670s is manufacturing and our collection reflects a well-rounded selection. Books on papermaking (676) are popular. The 680s is the manufacture of products for specific use. The sections on clocks/watches and firearms are popular and include catalogs and price guides for antiques.

Other popular areas are the 684s, home workshop, and the 690s, building; specifically, these are mostly books on designing and building patios and decks, along with books on paint and wall covering techniques.

Influencing Factors

Technology (620s) was a state funded special collection for the library in the 1970s. This is no longer kept up because of lack of state funding. Expensive engineering and technical books are not practical to purchase because they are not used enough to justify the cost. Our large numbers of books in this area are a holdover from this earlier C.A.P (Cooperative Acquisition Project) collection and state monies. Because of this state funding, the Library has traditionally maintained a large auto repair manual section.

Mostly non-experts use the entire collection and purchasing should reflect this. Traditional resources aid purchasing as well as the Ortho, Sunset and Better
Homes and Gardens collections for gardening and building. Check the Juvenile section before ordering pet books to avoid duplication.

Weeding and Retention

Weed the entire collection as condition and currency warrant. Discard books on technology and technological developments that have a copyright date older than ten years unless of historical significance. Try to keep a manual for every make and model car, truck and SUV back 15 years, and try to replace worn copies.

610s
Medical Sciences

Goals and Implementation

Medical information is changing rapidly and new areas of research appear each year. Materials in the 610’s, to the extent that the budget allows, should reflect these changes with a collection that is broad based, current, and relevant. Although items are intended for the lay reader, great effort should be made to guarantee accuracy and the authority of authors/editors.

Materials include contemporary health issues; drug information; a wide range of diseases and treatments; and weight loss, nutrition, and fitness. Newer areas include wellness; alternative medicine; and health concerns of the elderly.

Prescription and non-prescription drug reference books should be represented in the circulating collection and should be updated each year.

There are several excellent family medical guides, which should be updated as soon as new editions appear.

Influencing Factors

Media focus on authors and books stimulates great interest, particularly in the areas of diet and exercise. Discussion of health fads and diet by the media also increases patron requests. Although these books must be represented, purchases should be carefully chosen, because new ones will quickly replace these fads.

The fact that patients are given more choices about health problems dictates the need for accurate and varied information about treatment options.

Consider books from well known publishers: Mayo Clinic, Johns Hopkins, Demos Medical, Human Kinetics, etc.

Weeding and Retention

Careful and continuous weeding is of the utmost importance in the medical area. Most materials, except physiology and anatomy, are out-of-date within three to five years. Books on AIDS, cancer, and heart disease, where medical research is moving particularly rapidly, should be considered for discard after two to three years.
640s
Home Economics and Family Living

Goals and Implementation

The 640s area is referred to as Home Economics and Family Living. It contains books on a wide variety of subjects. Among materials included here are cookbooks, sources on general household and housekeeping issues, entertaining, house buying, home repair and maintenance, sewing, personal grooming and hotel management. Books on parenting, home care of the elderly and the disabled are also part of this section.

Standard library review sources, the local newspaper food section, and occasional publisher’s catalogs are the main selection sources for this area. A few annual cookbooks and sewing pattern books are on standing order. Multiple copies are purchased only to fill patron reserves.

Influencing Factors

A large proportion of Northbrook’s population is in the upper middle class. Most residents own their own homes and are family oriented. As such, they are very interested in the subjects appearing in the 640s. Cookbooks comprise the largest part of this section. A large increase in the number of television cooking shows has resulted in an increased demand for cookbooks written by the chefs of these television shows. However, with increased use of the Internet for recipes, circulation of cookbooks has somewhat slowed.

Weeding and Retention

Many new titles are added to the section on a regular basis, so weeding must be done regularly to avoid overcrowding and to keep the collection fresh and the material current. Cookbooks should be weeded judiciously, with a general guideline of discarding older books with no circulation for the past three years.

The selector in this area maintains a list from Library Journal of cookbooks deemed “important to keep.”

650s
Management & Auxiliary Services/Business

Goals and Implementation

The business collection is used primarily by adults, from patrons with a passing interest in business topics to patrons who are business professionals. A
wide spectrum of titles within each major discipline is needed, from the basics to more advanced topics.

Preference is given to business books of a practical or instructional nature, covering the major areas such as accounting, management, marketing, planning, sales, advertising, and so forth.

Many management area titles are for business practitioners. Specific titles on starting a business, employee compensation, employee hiring/firing, and funding sources are for general interest to advanced study.

Purchase many resume and cover letter books yearly. Job hunting and interviewing are also popular topics.

Influencing Factors

Northbrook has many small businesses and franchises within its boundaries. Also, many residents are employed in the Chicago area at large companies. Hence, entrepreneur and management books are very popular.

There is a consistent high demand for books on career advice and selection.

Weeding and Retention

Weed business titles after 5 years, unless they give advice of a timeless nature, or are a classic in the field.

700s

The Arts

The 700s contains all aspects of the visual arts, including art, architecture, sculpture, drawing and decorative arts, painting, printmaking, photography and performing arts.

The 700s also houses a special collection of Architecture, Landscape Architecture and City Planning books containing scholarly and specialized items. Many of the titles in this valuable collection were purchased with state funds as part of C.A.P. (Cooperative Acquisition Project). Chicago architecture and British and American domestic architecture are the special strengths of the collection.

Goals and Implementation

Our goals include the following:

- To provide works on major Western artists and movements and the history of art, including a selective representation of current American artists
- To develop and maintain excellent instructional sources
- To keep the collection up to date, providing works on current trends and art exhibits
- To maintain the integrity of the Architecture Collection

Selection is determined in large part by reviews, trends, requests, budget,
reputation of the author or publisher, regional interest and relevance to the community.

Selection tools include professional library journals, publisher and bookstore catalogs, journals, subject bibliographies and other sources.

Influencing Factors

A strong community interest in the arts is evident in the many regional arts organizations including the Northbrook Associates of the Art Institute and the Northbrook Arts Commission. The library serves as the cultural center for the community, attracting large audiences to many concert and film series, as well as hosting ongoing art exhibits including the Library’s annual international juried art show. Local interest in architecture and art is fostered by Chicago’s great architectural heritage and major art museums.

Weeding and Retention

Consider weeding books that have not circulated in three years (excluding materials in the Architecture Collection which may have little circulation). Weed worn and damaged titles. Price guides and other dated collecting sources should be weeded regularly.

- Materials that are generally replaced and/or added include worn copies of older, but classic, titles.
- Books on architecture, landscape architecture and city planning should be weeded carefully to avoid compromising the integrity and diminishing the value of the Architecture Collection.

730-799

This section of the art area includes books on: sculpture, crafts & hobbies (jewelry, painting, drawing, knitting, quilting, etc.); porcelain & ceramics; currency & coins; price guides to antiques & collectibles; home decoration and photography.

Goals and Implementation

Our goals include the following:

- To make available to our community, specifically, and to all public library users the basic knowledge on different aspects of art and art history.
- To satisfy patrons and students’ interests in the art of western and world civilization, as well as contemporary art trends, and current hobbies and crafts.
Implementation

Study the collection on regular basis. Circulation reports can help determine what items are been checked out and what items can be considered for discarding. Keep the collection current and weed as often as possible.

Influencing Factors

1) **Budget**: books on artists’ works tend to be expensive. At least one book on major artists/painters - works should be in our collection.
2) **Reviews in professional, subject and literary journals**. Publisher’s catalogs (Sterling, Martingale, Larks, Northlight, etc.) are also considered good sources and indicate current trends in the hobbies & crafts areas.
3) **Patrons’ requests**: publication dates (should be current year); price; reviews (at least one review either in journal, talk show, or newspaper); scope of our collection should all be factors in approving patron’s request.

If patrons request materials that are not new (previous year or before) we try to fill the request through interlibrary loan.
4) **Existing and anticipated demands in that area**: current events in our community, art workshops, fashion trends and television exposure.
5) **Add local authors’ books**: Consider the above criteria.
6) **Avoid coffee table books, textbooks, and spiral bound books**. Always choose hardcover books over paperback if they are not too expensive. Most craft and hobby books are only published in paperback, though.
7) **The downturn in the economy has prompted increased interest in home decoration, particularly remodeling**. New titles should be added each year.

Weeding and retention

Keep at least one book on a topic even if it is not a popular subject at the time. Some classic books on artists’ works are kept indefinitely. Same rules apply to books on classic well known painters and artists.

Hobbies & crafts instructional books such as knitting, drawing, watercolor, quilting, coins, collectibles and photography are updated regularly. Price guides for collectibles; always buy the current annual issues if it is available. How-to books for knitting, drawing, painting, and quilting are kept as long as there is demand for them. They should be weeded if items have never been checked out after 3 years on shelf. Exceptions: 1) authors are well known and we have their books series. 2) Expensive books. 3) the only book on that topic and difficult to replace.

**Physical condition**: Watch for pencil marks, torn pages, torn covers, etc. If item is falling apart and has never been checked out, discard. If it is a popular book and falling apart, replace. If unable to replace and Technical Services can't fix it, discard. Replace with current book(s) on same topic.

**Missing books**: if items are new, popular (have holds on) and inexpensive, replace if missing for more than 2 - weeks.
Goals and Implementation

The 780s is a small collection which includes general topics about music and music appreciation; all musical genres and books about musical instruments and musical eras. Also included is a large collection on musical groups – i.e. the Beatles. Books on how to play musical instruments, libretti, musical scores, and songbooks are collected in the MultiMedia Department.

Although the area tends to be stable, currency should be maintained by the regular addition of books on new music - and groups within all musical areas.

Influencing Factors

Books on opera are always popular, which reflects the interest of Northbrook residents in the Lyric Opera. A strong collection in this area also complements the extensive opera programming in the library. The diverse tastes of our community make an all encompassing collection a necessity. Books on pop, rock, jazz, alternative, rap and all other forms of music, as well as classical and opera, are a must. Keeping current is also mandatory.

Weeding and Retention

Circulation, condition, and currency should be considered each year.

Goals and Implementation

Collect books on parties, board games, magic, chess, and card games, especially anything new on playing bridge, plus books on how to dance. Keep several titles on every individual sport, especially golf, and team sports, as well as the Olympics, coaching, camping, boating, etc. Gambling and video/Internet gambling has become very popular in the last few years. The Human Kinetics catalog and popular resource guides aid in purchasing. The collection should reflect breadth and depth only in the major sports.

Influencing Factors

Both adults and children use this section very heavily. Multiple copies may be needed for publicized books or Chicago area sports. Also, check holdings in the
Youth Department to avoid duplication on less popular titles. Popular titles are appropriate for both the Adult Nonfiction and Youth Departments.

Weeding and Retention

Weed as condition warrants. Maintain current trends in cycling, running, camping equipment, the Olympics, etc. This entire collection should be weeded at least every 3 years. Statistical books should only be kept for 2 years. The Reference collection may wish to keep older statistical volumes.

800s
Literature

Goals and Implementation

The 800s collection encompasses the literary arts. The collection includes resources for all types of writing: style and composition manuals; books on speech writing, letter writing, and technical writing; research and term papers; advice for writers of novels, creative nonfiction, poetry, and screenplays. The collection also includes collections of quotations, speeches, essays and humor. It includes anthologies of short stories and plays and poems in both single-author and multi-author anthologies. Literary history and criticism make up a major part of the collection.

Influencing Factors

Required reading in local schools centers on major British and American authors and the collection reflects this emphasis. The collection is responsive to the demands of school literary assignments, local book discussion groups, and recreational and lifelong learning needs of the community. Play reading groups and theatergoers make use of the drama collection, and this area should continue to grow to meet the demand for new titles and playwrights.

The budget allows moderate yearly replenishment of the world language collections. It should be noted that all titles selected must have OCLC catalog records available. Standard reviewing journals plus catalogs such as those of Twayne, Chelsea each year the collection of American literary criticism and the plays of Shakespeare should be monitored. The literary collection is a stable one, and weeding can be done on a three to four-year cycle. Reference books such as the Public Library Catalog and Readers Advisor may be consulted before withdrawing titles. Specifically, retain play, short story, poetry and foreign language materials as long as use and condition allow. Discard thematic short story collections and individual poetry books, unless the poetry book also includes critical evaluations, and humor if books have not circulated for five years. Superseded editions of style manuals and writing guides should be discarded, unless still in use by the high school.

We actively collect in five languages, reflecting Northbrook’s demographics: Russian, Polish, Chinese, Korean, and Japanese. We do not weed these collections.
except for condition. We will maintain the French and Spanish language collections, adding minimally as necessary. We will not actively collect any other languages at present, relying on the consortium and interlibrary loan to provide for this demand, if any. Minimal holdings in other languages will be weeded from the collection.

900s
General Geography & History

Goals and Implementation

The 900s section, excluding travel (910-919), is a representation of major events and episodes in history. In our collection, the emphasis is on American and European history, World Wars I and II, and Holocaust materials, as well as state and local history. It is a browsing collection for students and self-educators. It supports the curriculum for high school and junior high school assignments. In addition, Northbrook has many retired professors who are familiar with University Presses and are pro-active in seeking advanced reading material in History.

It is prudent to maintain the world civilization collection – ancient, medieval and western – at a moderate level. Materials on battles, shipwrecks, and natural disasters are in demand and should be updated often.

Genealogy materials on “how to search for your roots” plus baby name books have high circulation. Ancient civilizations – Egyptian, Romans, Greeks, and Chinese are popular and should be updated frequently.

In the history of Europe section, the emphasis is on the Napoleon era, the French Revolution, Victorian England, the British monarchy, the Renaissance, and the Spanish Civil War. Updating current events and conflicts taking place in that part of the world is recommended. All aspects of World Wars I and II, such as battles, speeches, and military plans, are in high demand and popular.

In Asian history, the emphasis is on Chinese and Japanese politics; the Vietnam and Korean Wars are also especially popular. Maintain a current collection on political and demographical changes in the Middle East. There is significant interest in the War in Afghanistan and the Iraq War. For the history of Africa, update materials based on the events shaping that continent.

Native American history, slavery, and U.S. history, are maintained and kept up to date, with special focus on colonial America, the Civil War and current events. Materials on states and also local communities are often in demand.

Influencing Factors

Budget, reviews in professional and literary journals, patrons’ requests, circulation statistics, and relationships to other materials in the collection are all factors in buying new books. Current world events also dictate buying more in the area(s) concerned. Add works by local authors.
Weeding and Retention

In general discard books that have not circulated in the last five years, unless they are part of a set. Check the AHA Guide to Historical Literature (R/900.16/AME) to determine if the item should be retained because it is a classic. Discard older books intended as current surveys of countries and replace them with new editions.

Discard topical atlases with copyright dates of more than seven years or after changes in geographical boundaries.

910s
Travel

The 910s include travel guidebooks, travelogues, atlases, and books on exploration. The following section is broken down by significant content areas.

Travel Guidebooks

Goals and Implementation

Travel guidebooks make up the majority of this section. Our goal is to provide a comprehensive and varied collection of guidebooks to travel destinations across the U.S. and around the world.

Implementation in this area includes a large number of standing orders. Many annual and biennial travel guides are on standing order with Baker & Taylor, including all Fodor’s Gold Guides, many Frommer’s Guides, all Forbes Travel Guides and a selection of other guides. Multiple copies of Fodor’s and Frommer’s guides are ordered for very popular destinations. See the standing order list for a complete listing.

Other travel guides:
Lonely Planet, Rough Guides, and Footprint Handbooks are good for more “exotic” travel destinations, particularly places in Africa, Asia, and South America. Eyewitness Guides, Insight Guides, and the National Geographic series are excellent resources for information and illustrations.

Guides to individual U.S. states are the Off the Beaten Path series, Compass Guides (Fodor’s) and Moon Handbooks (also publishes international guides).

Falcon Guides and Hunter’s Adventure Guides series are for outdoor activities.

Careful consideration must be given to our patrons’ choices of destination. The most popular destinations are in the U.S., Western Europe, Mexico and the Caribbean. Australia, New Zealand, parts of Eastern Europe, Southeast Asia, and South America are also popular. General guides to the countries and cities of these regions should be purchased as available and needed. Guides on specific topics such as hotels and restaurants; shopping, art and museums; walking and hiking; etc., may also be considered for popular destinations. Cruises to various destinations are also popular.
Less popular destinations include selected countries of Africa, Asia, and South America. The collection should have at least 1-2 up-to-date, general guidebooks for the countries in these regions to which travel is likely and/or possible. Regional guides, or guides covering several countries, are also a good idea for less popular destinations.

Reviews & Sources: Travel guides are not usually reviewed, though Booklist has a “Fall Travel Roundup” and Library Journal also has occasional features on travel books. Lists of upcoming travel guides can be found in Baker & Taylor’s monthly publication.

**Influencing Factors**

Travel is very popular in the Northbrook community, so this section has a large budget and should be kept as up-to-date and comprehensive as possible.

The Chicago Tribune Travel Section on Sundays is a good resource for awareness of the most popular travel destinations and trends.

**Weeding and Retention**

Timely, up-to-date guidebooks are essential. Patrons are often reluctant to take guidebooks more than a few years old. The collection should be weeded accordingly. In general, guidebooks over 5 years old should be examined for weeding and updating. Exceptions may include guidebooks that are weighted toward a region’s history and culture rather than timely tourist information. For annual guidebooks, retain the current year plus 2 previous editions. For biennial guidebooks, retain the current year plus the previous edition. For irregular guides, retain the current year and previous edition if less than 5 years old.

**Travelogues**

**Goals and Implementation**

Travelogues are narratives about a person’s travel experiences. Our goal is to provide a varied and interesting collection of travel narratives, along with classics in the field.

Implementation involves purchasing popular authors in this field, including Bill Bryson, Tim Cahill, Pico Iyer, Jan Morris, and Paul Theroux, as well as purchasing well-reviewed or in-demand items. Reviews can be found in the major journals.

**Influencing Factors**

The popularity of the travel destination should be considered. Timeliness of the topic is also a factor; for example, a crisis in the Middle East may provoke interest in books about various Middle Eastern countries. Travelogues also occasionally appear on the New York Times Bestseller List or are mentioned on TV and radio talk shows.
Weeding and Retention

Interest in travelogues is often ephemeral. If the author is unknown and the subject matter is of low interest consider weeding if the book hasn’t circulated in 2 years.

Keep books by popular or noted authors (see above).
Keep books that are considered classics, e.g., *In Patagonia* by Bruce Chatwin or *The Travels of Marco Polo*.

Atlases

Goals and Implementation

Our goal is to provide up-to-date world atlases as well as a variety of topical atlases. To do so, purchase world atlases from reliable publishers – e.g., Rand McNally, World Book, Dorling Kindersley. Both student “pocket” formats and large “coffee table” formats are useful. Other types include atlases of world history, road atlases, and regional atlases.

Influencing Factors

Be aware of major changes in the world that affect country names or boundaries. For example, the events in Eastern Europe and the Soviet Union in the 1990s dramatically changed Europe’s map and made previous atlases obsolete.

Weeding and Retention

It is essential to keep the world atlas collection up-to-date. Review the collection every 2 years and weed and reorder as needed. World atlases should be discarded and replaced after approximately 5 years. In the event of a dramatic change in world geography, update the collection when new atlases become available.

Road and regional atlases should be treated like world atlases. Historical atlases may be retained longer but should be reviewed for relevance, condition, new editions, etc.

Exploration

Goals and Implementation

This collection includes the major explorers and expeditions in world history. It also includes sea voyages, underwater exploration, and lost ships like the *Titanic*. Technically, some space travel falls into the 919 range, but it is preferable for these books to be kept together with those in the main 629 section. Our goal is to provide information on the history of exploration for students along with popular materials for readers.
Purchase general works on the major explorers and expeditions. Note that there is considerable overlap with the Youth Services collection. General and popular works are the most suitable; scholarly and technical works should be purchased sparingly.

Purchase well-reviewed books that are of popular interest. Books on underwater exploration and sea voyages are very popular and should be purchased accordingly. Reviews can be found in the major journals.

**Influencing Factors**

Books in this area occasionally appear on the New York Times Bestseller List or are mentioned on TV and radio talk shows. Also be aware of timely topics, such as the revived interest in the Titanic after the release of the film.

**Weeding and Retention**

Consider weeding books that haven’t circulated in over 3 years, damaged items, and books with subject matter that seems dated or of low potential interest.

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**929s**

**Genealogy**

**Goals and Implementation**

Genealogy books of a general nature are collected with a focus on handbooks; how-to-guides about searching family histories and books that deal with tracing ancestors in private, government, and online sources. In addition the library currently subscribes to two online databases, Ancestry Library Edition and Heritage Quest. These databases provide a wealth of census and other genealogical information.

**Influencing Factors**

Increased use of the genealogy databases and the increase in information on free genealogy Internet sites seems to have reduced the number of titles published each year. Often new publications are reprints of older works with no changes in content.

We refer to local historical societies, the Family History Center in Wilmette, and other public libraries with extensive genealogical collections for individual family histories and genealogy books with specific ethnic focus. If individual family histories are received in the library, they are donated to the Northbrook Historical Society or the Local History Collection at the Winnetka Public Library.
Weeding and Retention

Older editions of handbooks and how-to guides are replaced as new editions are published.

Biography

Goals and Implementation

The Biography collection consists of materials by and about people from all professions, occupations, and nationalities, from ancient times to the present. Autobiographies, memoirs, and letters are included in this collection, along with traditional biographies. Letters are often written in a very literary style, and do not circulate well. Selection should be done cautiously.

In addition to the standard library review sources, local newspapers, current news magazines, the Wall Street Journal and the New York Times Book Review section are scanned regularly for awareness of titles of interest to our local community. Titles are purchased to keep up with popular demand and to maintain a well-balanced and wide-ranging collection. Multiple copies are purchased only to fulfill multiple hold requests. In the past, Biographies have been scattered throughout the collection, placed with a subject’s profession or occupation. For example, biographies about athletes were placed in the 796s. In the interest of achieving easier access by patrons to a wider range of biographies, we are now buying and gathering these types of biographies for placement in one Biography section.

Influencing Factors

Northbrook residents are well educated and informed, and the Biography section appeals to a wide spectrum of people for the varied purposes of pleasure reading, information, and classroom assignments.

Weeding and Retention

Retention of titles is based on the enduring importance of the biography. Popular works about people of current interest can be withdrawn once the interest has ceased, as can multiple copies. Ephemeral works, which haven’t circulated within the past five years, can be withdrawn, as can books in poor condition. Sources such as the Public Library Catalog and Readers Advisor should be consulted prior to withdrawing questionable titles, and important works should be kept despite low circulation.
Paperback Nonfiction

Goals and Implementation

To provide mass market paperback books for our nonfiction reading patrons.

Influencing Factors

Every month, the Baker & Taylor publication Focus - shows newly published mass market non-fiction paperback books. From this list we purchase True Crime, price guides for coins, currency, cards, stamps and some collectibles, biographies and consumer health titles. Our collection has all the Dewey Decimal numbers represented. When the mass market paperback is published for a best seller (Shadow Divers or Devil in the White City), consider multiple copies.

Weeding and Retention

Weed frequently as shelf space is limited and this collection is well used and not very durable. Always remove old price guides when the new edition arrives.

Adult Reference

The goal of the Reference collection is to provide an up-to-date, authoritative, non-circulating collection of materials for quick access to basic information on diverse subjects. The collection is developed with emphasis on standard reference formats: almanacs, encyclopedias, dictionaries, handbooks, directories, price guides and statistical compilations. A good many titles are on standing order. There is a need for ongoing evaluation of print versus electronic resources, with attention to patron preference and format availability. The professional judgment of the librarian is the primary factor in evaluating this collection.

A ready reference section is kept behind the desk for quick access to materials frequently used by patrons, as well as for the purpose of protecting certain materials from theft such as Value Line Investment Survey.

Other reference books separated from the main collection for ease of use are those on our index tables: Consumer, Automotive, Travel, Medical, and Career. The goal in these collections is to keep sources very current and to provide convenient access to frequently requested topics.

Goals and Implementation for 000s and 100s:

The 000s are purchased and maintained at a minimal level. There is a set of Reader’s Guide to Periodical Literature through 2005, beginning with Poole’s Index of 1802. Online indexes have replaced Reader’s Guide for article searching after 2005. A set of the World Book Encyclopedia is kept as a print alternative to online
database access coordinating purchases with Youth Services. Sets of book review indexes through 2005 remain as an archive. Online databases supply the indexing for current book reviews. Periodical directories and various literary marketplace volumes round out the 000s.

In the 100s, our emphasis is on dictionaries and encyclopedias of philosophy and psychology. Special resources that need to be kept up to date are Tests in Print and Mental Measurements Yearbook.

**Weeding and Retention**

The World Book Encyclopedia should be updated yearly in coordination with Youth Services. Writer’s Market and other marketplace books need to be current.

**Goals and Implementation for the 200s:**

This collection provides materials concerning the beliefs, attitudes and practices of individuals and groups with respect to the ultimate nature of existence, as well as materials relating to relationships within the context of revelations, deity and worship. The emphasis is on Christianity and Judaism. Mythology is minimally developed. Sets of encyclopedias such as the New Catholic Encyclopedia, the Encyclopedia of World Religions and Encyclopedia Judaica are core holdings of this collection. The collection of sacred texts of each major world religion is a goal.

**Weeding and Retention**

Discard old sets of encyclopedias when new ones become available. Be aware that sometimes there are 20 or 30 years between publications.

**Goals and Implementation for the 300s:**

Careers and jobs are featured at a separate consumer table set aside for these resources. The 300s on the Career Table consist of sets of career encyclopedias as well as information on internships, salaries and wages, and summer jobs at home and abroad. Many of these titles are updated annually.

The 300s reflect publishing trends towards social issues such as women’s rights, multiculturalism, violence and crime. The collection supports the junior high and high school assignments on social issues with sets such as Taking Sides and CQ Researcher, now in an online database, among others.

The 330s in the Business area include banking directories and investment information. The investment resources in Reference are supported by a strong collection of books on stocks, bonds and other investment options in the circulating collection. Federal and State income tax forms are kept for five years. The emphasis in the 340s is on Illinois law. The Illinois Compiled Statutes are a core of this collection. Basic legal forms are maintained in print and online, as well as sources for the layperson needing legal information. Building codes adopted by the Village of Northbrook are collected. Older codes are retained.

The 360s have a number of important sources which are frequently used: the AHA Guide, social security and Medicare guides, Best’s Insurance Reports, and local social services directories. These need to be maintained and kept up to date.
The 370s include standard sources such as Barron’s and Peterson’s college guides. The guides to college financial aid, grants and college ratings are important to keep current. Glenbrook North High School yearbooks are updated each year and shelved in a separate section at the end of the Reference collection.

Books on fashion and etiquette are maintained to satisfy patron demand.

**Weeding and Retention**

Replace standard college guides yearly. Keep **Statesman’s Yearbook** for 10 years. Try to keep statistical sources on Illinois communities current with the U.S. census.

**Goals and Implementation for the 400s:**

The goal of the Reference language collection is to provide access to a variety of language sources and to some linguistic sources. This collection is the smallest section in Reference. Reflecting general community interests, the collection emphasizes Western languages and general language sources. Dictionaries of both English and foreign languages need to be kept current within five to seven years. Language aids such as dictionaries of synonyms, rhyming dictionaries, pronouncing dictionaries, reverse dictionaries, are available online.

**Weeding and Retention**

English language dictionaries and thesauri are weeded to provide selected print alternatives to online sources. Until their equivalent is published, **Oxford English Dictionary and Supplements**, **Webster’s Third International Dictionary** (unabridged), and the **Random House Dictionary of the English Language** are retained. Weed dictionaries in foreign languages as new editions become available.

**Goals and Implementation for the 500s:**

This collection provides materials about natural sciences and mathematics. The natural sciences include natural history, astronomy, physics, chemistry, earth sciences, and the life sciences. The circulating 500s is a strong collection, supplementing the reference collection as needed. Subject overviews, handbooks, and the like are found in the Reference collection.

The core of the collection is several sets of science encyclopedias with emphasis on providing information for school projects. The physics of sports is an annual assignment supported by this collection, as well as by the circulating collection. Handbooks of physics and chemistry sometimes are older than desired because they are very costly to replace.

**Weeding and Retention**

New sets of handbooks and encyclopedias are reviewed every three to five years and replaced as budget permits, and as needed to supplement online database collections.
Goals and Implementation for the 600s:

This collection provides information in the diverse fields of technology, including medical sciences, engineering, agriculture, home economics, family living, chemical engineering, manufacturing, and building and construction.

The separate Business Area contains all of the 658 business directories and business and management information.

The medical reference area is a consumer health information center which has standard sets of health and medical encyclopedias and dictionaries. Up-to-date medical textbooks such as Harrison’s Principles of Internal Medicine and/or Cecil Textbook of Medicine are an asset. This collection provides in-depth explanatory information and definitions that supplement medical research online. A goal is to enhance the Consumer Health Center with online access.

The 629s on the Automotive Table provide automobile guides for new and used cars, trucks, motorcycles, recreational vehicles, etc. There is a minimal collection of gardening encyclopedias and garden problem-solving books, supported by a very large collection in the circulating area. There is a small selection of encyclopedias and dictionaries on food and wine.

Weeding and Retention

The Official ABMS Directory is available only in an online database. It should be considered for purchase depending on content changes and on patron need. Business directories are updated annually. The Dun and Bradstreet Million Dollar Directory and Corporate Affiliations are updated online and in print. Medical information needs to be current within five years. Drug information is discarded after three years. Building and construction cost data books should be updated as often as the budget allows.

Goals and Implementation for the 700s:

This collection provides materials relating to the fine, decorative, performing and recreational arts. The focus is on art and architecture, since the history of the Northbrook Public Library has been to maintain this area as an area of strength. The other areas of focus are the performing arts (music, theater) and recreational arts (sports).

The Grove Dictionary of Art and the New Grove Dictionary of Music and Musicians serve as anchors to the Reference collection in this area. Various architecture encyclopedias and dictionaries are aging but are still retained. Price guides for coins, antiques, and collectibles should be kept up to date within three years. Scott’s Catalog is on standing order. Past year’s volumes are placed in the circulating collection.

The music collection consists of encyclopedias and biographical works of musicians. The Contemporary Theater, Film and Television set has been replaced by the Biography Reference Center online database as a source for contemporary biography. An archive of The New York Times Film Reviews is maintained for use
by students and film buffs. The Encyclopedia of Dance, plus books of sports and games round out the 700s.

**Weeding and Retention**

Keep current editions of price guides. As other sources begin to age, new works or electronic resources should replace them.

**Goals and Implementation for the 800s:**

This collection provides quick access to information about literature. High school and college students and adult readers and book discussion leaders use sources in this area, especially for information on literary criticism, themes and analysis. The collection’s emphasis is on American and British poetry, fiction, short story and drama. It includes a broad array of standard sources providing general subject overviews, reading guides, terminology, quotations, style manuals and criticism. Dictionaries of literary terms, Brewer’s dictionaries, style manuals, and Masterplots begin this collection. Indexes such as Granger’s Index to Poetry, Short Story Index, and Play Index are kept as an archive. Quotation books are plentiful and some should be discarded as new ones are added.

Sets of Gale Encyclopedias of Criticism, online and in print as budget allows, are standard resources that make up the bulk of the 800s collection. The literary criticism is augmented by the circulating collection.

A small collection of resources on European and Classical literatures completes the 800s.

**Weeding and Retention**

Most literary sources will be used as titles fade and are revived to popularity again, so these items can be difficult to weed. In the interest of maintaining books in good condition and not becoming overburdened with deadwood, weeding should be done systematically every five to ten years. Over time, electronic resources are replacing some of the criticism series. Not all reference series in the 800s need to be updated each time a new edition is published.

**Goals and Implementation for the 900s:**

This collection provides quick access to information concerning geography, history, biography and genealogy. The collections’ emphases are on biography, U.S. history (especially the Civil War), and atlases.

Facts on File provides news information retrospectively – 1943 to 2008. The Decades books in print and online are popular for high school and junior high school assignments. Historical maps should be retained, as well as acquiring new atlases as the world map changes. The genealogy collection is basic, mostly consisting of “how to” books supplemented by databases, as the library has not focused on genealogy research but has referred patrons to the nearby libraries who do specialize in this area. Biographical resources make up the largest part of this collection with Contemporary Authors currently purchased partially in print and
partially online formats for budget control. The numerous works on Native Americans and the Holocaust should be maintained.

Our separate travel table has special Chicago area travel guides, and OAG Official Airline Guide.

Weeding and Retention

Move to online access as budget allows, and weed the print collection accordingly. Biographical dictionaries are weeded as more extensive or online sources become available. Update books of addresses of famous people annually. Atlases, other than historical atlases, should be discarded after five years.

Influencing Factors for Reference Collection:

Consideration should be given to online resources increasingly replacing print resources. Overlap of print and online sources is a continuing concern. Remote access to resources is an attractive factor to consider when purchasing. Reference sources are very expensive and budget is always of importance. Other factors influencing selection are patron requests, patrons’ preference of format, relevance to the collection, and limits of shelf space. All items on standing order should be evaluated at least every two years.

Online Databases

Goals and Implementation

Databases appeal to a wide variety of people for a wide variety of reasons. A broad range of topics must be covered. Databases must fit our budget and fit the needs of our community which increasingly demand the convenience of working from home.

Aside from budget, the main factor to take into consideration when choosing databases is usefulness to the library’s patrons. With the growth in database publishing and the concomitant decrease in print sources in some areas, it is important continually to review and renew our selection of databases, adding at least one new database each year.

The library serves several distinct groups with its collection of online databases. This includes active, library-using business and investment communities. The library also serves an active community of investors.

The library has a large high school and college student population that needs information for projects and research papers. To meet the needs of students as well as numerous local book clubs, we have several periodical databases. Northbrook has patrons who are professional and very knowledgeable and a goal is to consider databases that are subject-specific.

The younger student population is served by databases selected by the library’s youth services department. There is a separate budget for these selections.
**Influencing Factors**

Ease of use is important to consider when selecting a database for subscription. Most database vendors offer free trial subscriptions. These trials must be tested by many library personnel to fully evaluate the potential of the particular database. Reviews in Library Journal and other reliable sources are also consulted during the decision process.

Remote access is highly desirable for the convenience it offers to patrons, both in providing information that is easy to download or print, and in providing access to information during hours when the library is closed. For this reason, we are making a conscious effort to purchase our heavily used reference books in either database or ebook format.

It is important to investigate which databases are subscribed to by the schools in Northbrook, particularly Glenbrook North. Overlap is unwise unless it would benefit a greater population outside the specific school community.

**Weeding and Retention**

The main reason for not renewing a database is lack of use. Usage statistics are available for most databases and should be studied at the end of each fiscal year to determine renewal status. Of course, if a new database is purchased and it covers the same or more information than an existing database and it is comparable in price and ease of use, then it should be purchased as a replacement for the existing database.

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**Newspapers**

**Goals/Implementation**

The newspaper collection—print, digital and microfilm formats—helps meet the needs of patrons for information on current issues as well as for retrospective research purposes. It serves the general interests of Northbrook residents, including those interests that extend beyond community boundaries.

The print collection includes major local newspapers such as the Chicago Tribune and Chicago Sun Times; national newspapers such as New York Times; Sunday editions of major metropolitan areas of the country such as the Washington Post, and Milwaukee Journal Sentinel Newspaper; and national business newspapers such as Wall Street Journal and Financial Times. Foreign language newspapers are also selected for our collection. The Korean, Chinese and Russian languages newspapers are quite popular.

The digital collection covers a wide variety of newspapers. The Library subscribes to 2 online resources that provide digitized full text newspapers. 1) Library Press Display: includes national and international newspapers in 48 languages from 92 countries. 2) Proquest Digital microfilms: allows patrons to access Wall Street Journal, New York Times and Chicago Tribune from 2008 and on. All digital newspapers are available remotely to Northbrook residents.

Star, our local newspaper is also on microfilm from 1942 on. Plans are considered to digitize the print material.

Chicago Tribune archives database provides articles featured in the newspaper from 1849-1987. See Online databases section

Influencing Factors

1) Patron’s interests: Our affluent patrons are avid travelers, having interests in other areas of the country. A collection of major metropolitan newspapers fills this need.
2) Prices: the hike in print newspaper prices every year, is a decisive factor in whether to continue subscribing to the newspaper, especially if a digital format is available for less.
3) Delivery problems: some in-print newspapers are behind all the time. Published are either out of state or out of the country. Reading old news is not a good service.
4) Print vs. digital: balancing the collection between in-print and digital materials is a challenge. Example: New York Times is available online, but we still buy 2 copies because it is a very popular title with our patrons. Same policy applies to Washington Post, Chicago Tribune, Financial Times and Chicago Sun Times. All are available digitally, but print is still acquired because of patrons’ demands. If the price for digital content becomes much more affordable than print, then decision should be made to switch to digital format only.

Weeding and Retention

Due to space restrictions, most newspapers are not held indefinitely. The exceptions are the Northbrook Star, Chicago Tribune, New York Times, and Wall Street Journal. These should be held on microfilm and digital indefinitely. Other titles are kept for varying lengths of time, depending upon the frequency of publication and available space.

Magazines

Goals/Implementation

The purpose of the magazine collection is to meet the recreational and informational needs of our patrons, in addition to enhancing currently available information sources and keeping the information provided by the book collection up to date. General interest magazines and investment newsletters make up the bulk of the collection, as well as magazines of regional interest, health, consumer issues and titles pertaining to librarianship.
Influencing Factors

Patron suggestions, community interests, budget, and general appeal should be taken into consideration when selecting new titles. Consider publications that support local clubs and organizations.

With remote access to several full-text subscription databases, covering a broad range of magazine titles, there is no longer a need to provide print access to as many academic and scholarly publications as was the case in the past. These titles are gradually weeded out of the collection. Access to full-text databases, space, and circulation statistics considerations will also influence the retention periods for the magazine collection, making it unnecessary to keep as many years of back issues as previously.

Weeding and Retention

General guidelines have been established in regard to weeding and retention periods. Exceptions to the guidelines can be made upon consideration of a magazine’s content and use.

Weeding: low circulation statistics; physical conditions of magazines (do not replace if full text online); ceased publications (back issues kept one more year before discarding); delivery problems (do not renew for next year) and space should be considered when weeding.

Retention: Our full text databases such as Ebscohost, Proquest, LexisNexis are used as follows to assist in determining how many years to retain each title:

- If titles are full text in our databases, keep 1-2 yrs
- If the title is indexed, but not full text in our databases, keep 3 years.
- If the title is not indexed in any of our databases, keep between 3-5yrs. Very few titles are kept 10 years.

Home design magazines: are quite popular and kept for 3 years, even if they are full-text in databases.

Health magazines: are kept for maximum 5 years. Exception is the Journal of American Medical Association (JAMA) , has open end run.

Investment newsletters: are kept for 2 years.

Consumer magazines: are kept for 3 years.

Bound Periodicals: the 2 titles that we still bound are the National Geographic and Consumer Reports due to their heavy usage.

Microfilms: the library owns several magazine titles on microfilm. They are kept in storage. Weeding might be considered if usage is low.

Digital Magazines: budget permits, online digital magazines should be considered.
Literacy

Goals and Implementation

The Literacy collection consists of materials selected for adults who are learning English as a second language, as well as for native English speakers who are learning to read. This area is comprised of graded language books, citizenship, TOEFL, stories, pronunciation and grammar and how-to books in formats including audiocassettes, texts, videos and DVDs.

The selection committee of the Oakton District Literacy Coalition orders materials as a group once a year with funding provided through grants from the State of Illinois Literacy Project. Our library provides additional funds to replace lost and damaged items and to broaden the scope of our collection to support the interests and needs of students meeting in our facility.

Influencing Factors

The Library is a member of the Oakton District Public Library Literacy Coalition and is a site for day and evening classes throughout the year.

Weeding and Retention

All materials are kept until they are in poor condition or without circulation for several years. As specified in our State Literacy Grant, withdrawn items are given to our site instructors to use for classes. These items are not to be disposed of by us.
The Reader Services Department houses the fiction and large print collections and caters to a variety of reading interests in the community. Goals include providing a broad range of materials, a balanced collection in all genres, and multiple copies to satisfy patron demand.

The large print collection makes popular reading available to a segment of the community that cannot read normal size print.

Selection criteria include the following:

- Popular demand
- Reputation of author
- Interest to the library’s users
- Literary merit and/or favorable reviews
- Continuation of popular series
- Awareness of significant new trends
- Authenticity of historical or social setting
- Representativeness of important genres or trends
- Local significance of the author

Multiple copies of in-demand titles will be purchased to meet community needs.

Adult Fiction

For information on audiobooks, refer to the MultiMedia Section of this document.

The fiction collection includes popular fiction, bestsellers, classic fiction and genre fiction including thrillers, romances, and westerns. Mysteries, science fiction & fantasy, the book club collection, and the paperback collections are in separate sections for easier browsing.

Goals and Implementation

Our goals include the following:

- To provide a broad range of popular fiction and literary classics for recreational reading
- To provide a balanced collection of popular fiction in all genres
- To provide enough multiple copies of bestsellers to satisfy patron reserves on a timely basis
- To make an effort to provide all titles in a series
Multiple copies of popular new fiction titles are purchased to meet patron demand. Maintain a 3:1 ratio of holds to copies. Purchase rental copies of the most popular titles. Titles by selected high-demand authors are on standing order from Baker & Taylor’s *Automatically Yours* program and are supplied immediately on publication.

Some criteria for selection include popular demand, good reviews, reputation of the author, interest to the library’s users, and literary merit. Popular series are continued when possible.

Short stories have a limited audience. Complete collections of the works of major authors should be acquired when possible. Also purchase selected collections by contemporary authors with favorable reviews. Some collections by multiple authors on a theme such as ghost stories may also be purchased and will be categorized under the title. Many of these types of collections are also found in the 800s.

The book club collection was created to meet demand for multiple copies of book discussion titles. The book club section is also a browsing collection of literary fiction. Selectors should be aware of what titles are currently in demand and purchase between 10 to 20 copies in trade paperback accordingly.

Selection tools for fiction include professional library journals, trade journals, publishers’ catalogs, and reviews from other sources, such as national and local newspapers and periodicals, plus reputable sources on the Internet.

**Influencing Factors**

Fiction accounts for the highest circulation of any book collection. Bestsellers and popular new fiction are in the greatest demand, but this well-educated community also wants literary fiction and the classics. In large part, purchases are determined by popularity, reviews, literary awards, and patron requests.

**Weeding and Retention**

Books that have not circulated for the last 4 to 5 years may be considered for weeding. If in doubt about a title, check reviews or reference sources.

Multiple copies should be weeded on a regular basis. For very popular authors, keep up to 3 copies; for other authors, keep no more than 2 copies. In the Book Club section, multiple copies may be reduced or titles may be eliminated as interest decreases.

Worn or damaged books should be weeded or replaced. Materials generally retained or replaced are literary classics, titles in a series, and titles in popular demand. Out-of-print hardcovers may be purchased in trade or mass market paperback or may be found on Amazon or other online bookstores. Consider purchasing new translations or editions of classics that are critically acclaimed.
Large Print

The large print books are a separate collection in the Reader Services department and have a separate budget.

Goals and Implementation

Large print is generally defined as a 16-point font or larger. Large print books are used by patrons with vision problems as well as by the general public, who often appreciate the larger print for easier reading. This collection is primarily, but not entirely, a duplication of titles found in the regular collection of our library. Popular and genre titles, as well as some classics, make up the fiction collection. The majority of non-fiction books consist of biographies, travel memoirs, self-help, inspirational, and assorted other popular works.

Selection is done primarily through catalogs of large print publishers, such as Thorndike, Wheeler, and Centerpoint, and others. Other titles, usually bestsellers, are ordered through Baker & Taylor from reviews of large print materials in the standard reviewing/selecting tools.

Influencing Factors

An increasingly large percentage of Northbrook’s residents are senior citizens who need and appreciate the availability of popular and classic titles in large print. In addition, rotating collections are sent to all local senior residences and nursing homes, where most requests are for favorite authors and genre reading material in large print.

Weeding and Retention

Due to space considerations, as well as the need to keep the collection looking attractive and inviting, weeding should be done on a regular basis. Books in poor condition and books which haven’t circulated within the past 4 to 5 years should be withdrawn. In some cases, popular titles should be replaced with new copies as available, and classics should be kept longer despite low circulation.

Mysteries

The mysteries are a separate collection in the Reader Services department but they share the fiction budget.

Goals and Implementation

Goals for the mystery collection include the following:

- To provide a broad range of popular mysteries and classics in the genre
- To acquire all titles in popular mystery series if possible
• To provide multiple copies to satisfy patron demands as needed

The selector should be familiar with the most popular authors in the mystery genre. Mysteries should be selected in response to patron demand and interest as well as critical acclaim. The collection should represent a wide range of subgenres, e.g., private investigators, police, amateur sleuths, “cozies” and “hardboiled.”

Many mystery novels are part of a series. New titles in popular series should be purchased even if reviews are not positive. If reviews are particularly poor, check the number of circulations of previous entries in the series. If circulation is low, or if the series has not circulated recently, consider discontinuing the series.

If a new book is acquired that is part of a series not owned by the library, consider ordering the previous entries in the series. Older titles are often available in paperback and may be ordered for the paperback mystery collection.

The mystery section overlaps to some extent with the crime thrillers found in the fiction section. There is no easy definition of what a mystery is and what a thriller is. Mystery novels tend to involve a sleuth who does not solve the mystery until the end, but this is not always the case. Likewise, some books categorized as thrillers involve police or other detectives solving crimes. The publisher’s categorization can be useful in determining where a book belongs.

With continuing series, it is best to remain consistent: all books in a particular series should be together in one section. This may entail having books re-cataloged if needed. However, if a mystery author writes a book of a completely different genre, such as a western or romance, then that book should go in the appropriate category.

Multiple copies of books by several popular mystery authors are on standing order with Baker & Taylor. Multiple copies of books by other authors may be purchased as demand requires. Check the number of copies ordered of an author’s previous books to determine likely demand.

Certain novels and authors are considered classics in the mystery genre. The selector should be familiar with key works and writers. Classics are frequently reissued and may be purchased as added copies or replacements as needed.

**Influencing Factors**

Mysteries are very popular with Northbrook readers. Maintaining series by popular authors is very important (see above). Mysteries are also frequently on the New York Times bestseller list and are publicized in various sources. There are two major annual mystery awards: the Edgar and the Agatha.

**Weeding and Retention**

Books in an ongoing series should be retained, even if earlier entries have lower circulation. Books that are considered classics should be retained. The Reader Services Department has a number of reference books on mysteries that can be used to determine whether a book is a classic.

Books to consider weeding include unpopular stand-alones; titles from incomplete series; and titles that are part of a ceased or unpopular series. Factors to consider include recent circulation (approximately 4-5 years), reviews, datedness of subject matter, and condition. Multiple copies may also be discarded. For very
popular authors, keep up to 3 copies; for other authors, keep no more than 2 copies.

In reviewing the collection, consider replacing or reordering damaged or missing series entries and classics.

**Science Fiction & Fantasy**

The science fiction and fantasy books are in a separate collection in the Reader Services department but they share the fiction budget.

**Goals and Implementation**

Goals for the science fiction and fantasy collection include the following:

- To provide a broad range of popular science fiction and fantasy books and classics in the genre
- To acquire all titles in popular science fiction and fantasy series if possible

The selector should be familiar with the most popular authors in the science fiction and fantasy genre. Books should be selected in response to patron demand and interest as well as critical acclaim. The collection should represent a wide range of subgenres, e.g., hard science fiction, military science fiction, alternate history, epic fantasy, urban fantasy, etc.

Many science fiction and fantasy novels are part of a series. New titles in popular series should be purchased even if reviews are not positive. If reviews are particularly poor, check the number of circulations of previous entries in the series. If circulation is low, or if the series has not circulated recently, consider discontinuing the series.

If a new book is acquired that is part of a series not owned by the library, consider ordering the previous entries in the series. Older titles are often available in paperback and may be ordered for the paperback science fiction and fantasy collection.

Multiple copies of books by popular authors may be purchased as demand requires. Generally 2 or 3 copies at most are needed to meet demand in this collection.

Certain novels and authors are considered classics in the science fiction and fantasy genre. The selector should be familiar with key works and writers. Classics are frequently reissued and may be purchased as added copies or replacements as needed.

**Influencing Factors**

Science fiction and fantasy novels have a relatively small but dedicated following in the Northbrook community. Maintaining series by popular authors is very important (see above). Science fiction and fantasy novels sometimes appear on the New York Times bestseller list. The major annual science fiction and fantasy award is the Hugo.
Weeding and Retention

If the current books in an ongoing series are still popular, then the earlier entries should be retained, even if they have lower circulation. Books that are considered classics should be retained. The Reader Services Department has a number of reference books on science fiction and fantasy that can be used to determine whether a book is a classic.

Books to consider weeding include unpopular stand-alones; titles from incomplete series; and titles that are part of a ceased or unpopular series. Factors to consider include recent circulation (approximately 4 years), reviews, datedness of subject matter, and condition. Multiple copies may also be discarded. For popular authors, keep 2 copies.

In reviewing the collection, consider replacing or reordering damaged or missing series entries and classics.

Fiction Paperbacks

The fiction paperback collection is divided into four sections: fiction, romance, mysteries and science fiction. The fiction paperbacks have their own budget. Nonfiction paperbacks are a separate collection with a separate budget in the nonfiction buying area.

Goals and Implementation

Our goal is to provide a browsing collection that complements the library’s general collection with current popular fiction, favorite older titles and paperback originals.

In addition to reprints of popular hardcovers, there are also a number of books published originally in paperback which may be selected based on reviews, name recognition of the author, or popular subject matter.

In particular, the majority of romance novels are published only in paperback. This collection is important in meeting the needs of romance fans and should include a variety of subgenres including contemporary, historical, Regency, and paranormal. Romances in the Harlequin and Silhouette monthly series are not usually purchased unless by a noted author, such as Nora Roberts, or unless requested by a patron.

In the science fiction paperback section, the Star Wars series is very popular and many are published exclusively in paperback. There are also a number of popular mystery series that are paperback originals.

The paperback collection can also be used to fill gaps in the general collection when the hardcover version is no longer in print. This is particularly useful in ensuring that all titles in a series are available.

Titles are usually selected from Baker & Taylor’s publications and reviews in journals such as Publisher’s Weekly. Donations of new or slightly used paperbacks can be used to replace old and worn copies or add new titles.
Influencing Factors

Paperbacks are popular because their small size makes them portable and convenient. The romance collection in particular is a very popular collection that has heavy circulation and interest.

Weeding and Retention

Worn copies and damaged copies should be weeded or replaced. Because of space limitations, multiple copies are usually discarded unless there is high demand. Copies with low circulation and those that have not circulated in 2 years or longer may be weeded.

Titles that are retained include those that circulate often, works by popular authors, books that are part of a series, and classics.

Adult Graphic Novels

Goals and Implementation

The purpose of the graphic novel collection is to provide leisure reading materials with a combination of text and illustrations which appeal to adults. Items include works of history, biography & memoir, literature, humor and manga. Selection is based upon the following criteria:

- Is the artwork engaging?
- Does it draw the reader into the story?
- Is the movement of the story from one panel to the next clear?
- Does the artwork serve the story?

Influencing Factors

Standard selection tools are employed. Also graphic novel related websites such as Graphic Novel Reporter are consulted for reviews. Patron requests are given serious consideration. Much of the collection is driven by popular culture and patron demand. Available space and budget constraints determine further collection development.

Weeding and Retention

Titles in poor condition or with low circulation are weeded. Paperback graphic novel titles do not hold up well under the constant use to which they are subjected, and frequent replacement of popular titles may be necessary. Titles in a series are retained as long as there is sufficient demand for them.
MultiMedia

Introduction

The MultiMedia collection covers interests for all ages from infant through senior citizen. With this wide range, we must be selective in what we buy in order to represent all demographics served by the Library within our budgetary limits. Input on selections comes from journals and websites specific to each genre of format and subject. Patron response and requests are also key tools in developing this highly used collection.

MultiMedia Criteria for Selection include the following:

- Charted popularity in trade journals
- Local interest
- Performances in the area (Symphony Center, Ravinia, Lyric Opera, local theatre)
- Format most requested
- Special editions not carried by other vendors

All areas are weeded on a 1 year rotation to remove items that have not circulated in their allotted time. Some items are retained to keep a collection complete.

Video Media

Goals and Implementation

Our goal is to make available to the public a browsing collection of popular, classic, children’s, and documentary/educational titles covering a wide spectrum of interests, in the most popular and accessible formats.

In order to maintain the broadest collection possible, the library will usually only select one copy of an item in any particular format, however select items with large demand will have multiple copies purchased. We put special emphasis toward developing the children’s, documentary, foreign, opera, and travel sections, as these are not represented well through other local sources.

Influencing Factors

- Format selection, based on which format are the most popular and durable
- New and popular titles as reported in the pre-publication journals
- Critical acclaim or other media attention
- Sales and pre-publication figures from trade journals
- Children’s titles recommended in trade journals, including *Billboard* & *Family Fun*
- All available Oscar winners from 1927 – present (Best Picture, Foreign and Documentary categories)
• Each season’s Lyric Opera offerings
• Collections of special merit (such as the Criterion Collection, Eclipse and Film Movement)
• Deluxe Editions, Directors Cuts and unrated versions will be purchased when available, since other local sources do not stock these
• Requests from Northbrook residents

Weeding and Retention

Taking into account limitations in shelving space, materials are considered for weeding from the collection as follows:

• An item has been damaged, or part of the item, such as original graphics or booklets, is missing. These items will be replaced if available and still desirable.
• The library owns the same item in a more popular format.
• An item has not circulated in one year and no longer meets the selection criteria.

Spoken Word Audiobooks

The spoken word collection is composed of audiobooks, Playaways and downloadable formats, both abridged and unabridged, and encompasses both fiction and nonfiction. The nonfiction titles include such topics as history, biography, science, self-help and motivation, diet, health, poetry, plays, and instructional materials such as language study.

Goals and Implementation

Following is a list of goals for this area:

• We will strive to meet patron demands for new and popular titles as soon as they are available.
• We will concentrate on unabridged titles, which are popular with patrons because the complete book is recorded.
• We will keep informed about new and emerging formats
• We will analyze the weaknesses of the collection.
• We will strive to provide new and popular formats as they become established.

Patron requests are important factors in selection because they reflect our patrons’ interests. Reviews in journals such as Book List and Library Journal are used in book selection, as well as catalogs of publishers and vendors such as Recorded Books, Books on Tape, and Baker & Taylor’s Hot Picks. Continuous Order Plans with publishers such as Books on Tape and BBC Audiobooks offer special discounts. These plans allow us to select favorably reviewed new titles, often simultaneously with the published book. Budget and space availability are also considered in implementation.
Influencing Factors

Spoken word items are extremely popular library materials and have a high circulation. They are used by patrons at home and on the go everywhere. Seniors and visually impaired patrons often rely on these materials for their entertainment value and ease of use. This high level of interest and circulation motivates the selector to develop and maintain a broad collection that will meet our patrons’ recreational and educational needs.

Special influences in the selection of the spoken word are favorable reviews, patron requests, and lists of books such as popular seller or “best” lists. We are also influenced by current and historic events and by an awareness of popular and classic literature.

Weeding and Retention

Budget considerations and the availability of shelving are factors in weeding and retention of materials in the Spoken Word collection. In addition, materials are weeded that are damaged or have missing tapes or compact discs and cannot be repaired or replaced. Abridged copies of classic and other literature that are preferable in unabridged form are weeded. Other materials that are weeded are those that are outdated or that have low-circulation, those that have not circulated in one year or more and those that have been duplicated in a more popular format.

We retain popular titles with high circulation and materials that are requested by patrons. Unabridged classics are retained, as well as titles that are part of a series such as Stephen King’s The Dark Tower or Jan Karon’s Mitford series. Titles intrinsic to specific areas, such as language studies or TOEFL materials, also have a high priority for retention. Retain all Lyric Opera tapes that have not been released on CD.

Videogames & CD-ROMs

Goals and Implementation

Our goal is to make available to the public a browsing collection of popular, reference, game and educational software covering a wide spectrum of interests. We put special emphasis toward cyclical items such as tax preparation, and language instruction, as they are in high demand.

Influencing Factors

- Format selection, based on which platform is most popular
- New and popular titles as reported in the pre-publication journals such as PC and other gaming magazines
- Critical acclaim or other media attention
- Upgrades to current popular games
• Requests from Northbrook residents

**Weeding and Retention**

Taking into account limitations in shelving space, materials are considered for weeding from the collection for the following reasons:

• An item has been damaged. This includes items where part of the item, such as a booklet or template, is missing. These items will be replaced if available and still desirable
• The library owns the same item in a more recent platform
• Items that have not circulated in one year and no longer meet the selection criteria.

**Recordings**

**Goals and Implementation**

The library’s patrons have traditionally been interested in a wide range of musical genres including classical, jazz, popular, and children’s music for both entertainment and education. Therefore, the library seeks to maintain a broad selection of recordings across all musical genres. In order to maintain the broadest collection possible, the library will only select one copy of an item in any particular format, unless more than ten concurrent holds are placed on the item. The library takes into account the rising and declining popularity of recording formats and provides recordings in those formats that the patrons seek. These are currently limited to CDs and records. Records are an existing collection that represents recordings that cannot be found in the CD format. We are not adding any new records to the collection.

**Influencing Factors**

The library selects recordings for inclusion based on the following:

• Popularity, particularly based on sales and airplay as reported in *Billboard* and other journals and ejournals
• Other specialty sources include *Fanfare*, *Opera World*, *Gramophone*, and *Radio Disney Top 30* on the web
• Critical acclaim or other media attention
• All Grammy award winning music.
• Cultural or historical significance of the recording
• Quality of the recording
• Greater collection depth for more popular artists and composers
• Requests by Northbrook residents
• Local interest, for example:
  o Performers from the Chicago area
  o Works that are being performed in the area
• Where an edited and an unedited version of a recording are available, we will select the unedited version.

Weeding and Retention

Taking into account limitations in shelving space, materials are considered for weeding from the music collection as follows:

• An item has been damaged and will not play in its entirety or a part of the item is missing (such as the liner notes). It will be considered for replacement following the selection criteria above.
• The library owns multiple copies of the same item, especially if it is a recording that does not circulate frequently.
• The library owns the same recording in a more popular format.
• A recording has not circulated in the past year or longer.

Scores and Libretti

Goals and Implementation

The library’s patrons have traditionally been interested in a wide range of musical genres including classical, Broadway, jazz, popular, and children’s music for both entertainment and education. Therefore, the library seeks to maintain a broad selection of scores across all musical genres. Ninety percent of the musical scores will be for piano/vocal as these are the most requested. Other instruments will be represented to a lesser degree.

Influencing Factors

The library selects scores and libretti for inclusion based on the following:

• Popularity for pop, rock, and jazz titles; other musical areas will be purchased to build the core collection with special emphasis placed on works being performed in the area.
• Critical acclaim or other media attention
• Cultural or historical significance of the piece
• Pieces that are frequently studied
• Greater collection depth for more popular artists and composers
• Requests by Northbrook residents

Weeding and Retention

Taking into account limitations in shelving space, materials are considered for weeding from the music collection as follows:

• An item has been damaged or pages are missing that cannot be replaced.
The library owns the same piece in a better copy.
Scores have not circulated in three years or longer and do not have potential for further performance in the future.

Youth Services
Introduction

The Youth Services collection is to provide high quality, broad-ranging materials for youth from infancy through high school, and to offer resources for their parents, caregivers and teachers. The following selection criteria guide the purchase of materials for this collection:

- Relevance to community needs
- Suitability of subject, style and reading level for the intended audience
- Insight into human and social conditions
- Reputation and/or significance of the author
- Demand for material
- Positive reviews by critics and staff members
- Availability and accessibility of materials in the collection on the same subject
- Clarity, accuracy, and logic of presentation
- Suitability of format for library use
- Currency and cost

Particular attention is paid to reading level, quality of illustrations, suitability of format, bias, and age-appropriateness of content, with an emphasis on children’s and teen literature and non-fiction works selected to support children’s and teens’ personal interests as well as their homework needs.


Juvenile Nonfiction

000s
Generalities

Goals and Implementation

The generalities collection is meant to provide introductory information on general topics such as computers, unexplained phenomena such as UFOs, library science, the Internet, books of fact and trivia, and news and journalism.

Influencing Factors
Materials selected should present information clearly and concisely. Titles will be acquired based on reading level, available shelf space, budget constraints, and reader interest, as evidenced by circulation statistics. Recommended new works will be purchased and patron requests will be given consideration.

Weeding and Retention

Basic titles in this collection will be weeded as they become outdated. Those with enduring appeal will be considered for replacement. Worn, damaged or lost materials will be withdrawn. These materials will be replaced if they are still available and if circulation statistics indicate sufficient public interest and/or if their content continues to be relevant and current.

100s Philosophy and Related Disciplines

Goals and Implementation

The philosophy and psychology collection is intended to provide basic information on paranormal phenomena, such as ghosts; child psychology, emotions, bereavement and self-esteem in children; and ethics. Information provided in this part of the collection should be visually appealing, interesting and unbiased and should represent a diversity of titles at the beginning reading level for adults to share with children.

Influencing Factors

Purchases and buying patterns will be determined primarily by reading level, availability of new titles, budget constraints, available shelf space, and circulation statistics. Patron requests will be given consideration.

Weeding and Retention

Basic titles will be withdrawn as they become outdated. Those that continue to be used will be considered for replacement. Physically worn, damaged, or lost materials will be replaced or updated if still available and if circulation statistics indicate continued public demand and/or if content continues to be relevant and current.
200s
Religion

Goals and Implementation

The religion collection provides introductory materials on the religions of the world, with an emphasis on Christianity, Judaism, and Islam. This collection includes Jewish holidays and customs, Bible stories, children’s prayer books, and saints, as well as myths and legends from many cultures, with an emphasis on Greek and Roman mythology.

Influencing Factors

Purchases and buying patterns are determined largely by reading level, availability of new works, budget constraints, available shelf space, and circulation statistics. Patron requests will be considered.

Weeding and Retention

Titles in this collection are very basic and do not become outdated as quickly as other areas of the collection. Physically worn, damaged, and lost titles will be replaced if still available, if their content is deemed current and relevant, and if circulation statistics indicate a high level of usage. Multiple copies of some titles will be retained if usage dictates, but will be withdrawn as demand decreases.

300s
Social Sciences

Goals and Implementation

The social sciences collection covers a wide range of topics dealing with society and its issues. It includes information on ecology, social issues, family relations, the United States government, the Constitution, jobs and careers, laws, arms and military weaponry, scouting, education (including teacher curriculum guides), customs, etiquette, folklore, and holidays. The 390s, which include folklore, fairy tales, holidays, and Mother Goose, constitute the largest number of titles in this section. The purchase of folklore should focus on color, illustration, and version. Folktale adaptations should include information about the derivation of the tales. Other social sciences titles are meant to be introductory and emphasis is on keeping sources current and relevant to the interests and needs of the community.
Influencing Factors

Purchases and buying patterns are determined by reading level, availability of new works, budget constraints, available shelf space, and circulation statistics. Multiple copies of some folktale adaptations are maintained to satisfy school-related assignments, with emphasis on multicultural variations of traditional folktale motifs.

Weeding and Retention

Titles with child appeal that continue to be used are considered for replacement as needed. Physically worn, damaged, or lost titles are withdrawn and will be replaced if still available, if deemed current and relevant, and if circulation statistics indicate a high level of interest. Titles with multiple copies are reviewed for usage and duplicate copies may be withdrawn as demand increases. While it is desirable to offer a wide variety of folktale choices, the proliferation of materials in this area requires that retention of any title in this part of the collection be subject to actual usage.

400s
Language

Goals and Implementation

The language collection provides introductory information on the English language, including grammar rules, dictionaries, picture dictionaries, children’s thesauri, alphabet, vocabulary and sign language books geared for children. It includes a small number of children’s titles in Braille. Although the collection is not intended to be major support for language students, major European languages such as German, French, Spanish, and Italian are represented in dictionaries and dual language formats. All languages taught at Glenbrook North High School are represented in the collection (currently Spanish, Russian, Chinese, Latin, German, French and Hebrew). The collection also includes a selection of titles in Korean and Japanese.

Influencing Factors

Purchases and buying patterns are determined in large part by reading level, availability of new or existing works, budget constraints, available shelf space, the ethnic makeup of the community, and circulation statistics. Patron requests will be given consideration.

Weeding and Retention

Titles in the language collection are generally very basic and do not become outdated quickly. Physically worn, damaged, or lost titles will be replaced if still available and if circulation figures indicate continued interest and usage.
500s
Pure Sciences

Goals and Implementation

The pure sciences collection provides introductory information about natural sciences, mathematics, astronomy and allied sciences, physics, chemistry and allied sciences, earth sciences, paleontology, paleozoology, life sciences, botanical sciences, and zoological sciences. This is an extensive and much-used area of the juvenile nonfiction collection, supporting school science fair project activities and a generally high interest in animals of the past and present, weather, biomes, and endangered species. Emphasis is on providing a broad range of subject interests at varying reading levels and keeping sources current and relevant to the interests and needs of youth.

Influencing Factors

Titles in this collection should present information in a clear and colorful manner and should preferably include indexes and glossaries. Purchases and buying patterns are primarily determined by reading level, availability of new works, budget constraints, circulation statistics, available shelf space, and patron requests. The collection is heavily used for class assignments and we regularly send materials from this area to schools and preschools for classroom use.

Weeding and Retention

Titles in the pure sciences collection tend to become outdated rather quickly and in areas such as physics and astronomy may quickly become incorrect or inaccurate. The time-sensitive nature of the materials in these areas dictates regular and aggressive weeding in order to ensure that the information available is both accurate and up to date. This is less true of areas such as mathematics, where retention is based on condition and usage.

600s
Technology (Applied Sciences)

Goals and Implementation

The applied sciences collection provides introductory information on technology and inventions; the human body; medical sciences; drug abuse; disease; animals as pets; electronics and simple machines; transportation; space technology; food and cookbooks for children; agriculture, home economics and family living, including topics such as toilet training; and buildings. Our goal is to
keep the collection current and relevant to the interests and needs of youth and their parents and caregivers.

**Influencing Factors**

Purchases and buying patterns are determined primarily by reading level, availability of new works, budget constraints, available shelf space, circulation statistics, and patron requests.

**Weeding and Retention**

Titles with child appeal that continue to be used are considered for replacement. Physically worn, damaged, or lost titles will be replaced if available, if still relevant and current, and if circulation statistics indicate continued usage.

### 700s
**The Arts**

**Goals and Implementation**

The arts and recreation collection provides introductory information about the arts, art appreciation, architecture, origami, drawing and decorative arts, artists, composers, songs, the orchestra, parties, graphic arts, printmaking, photography, sports, and the performing arts. The arts and handicrafts section is extensive and is heavily used by youth and adults. The active use of the sports collection dictates that it be heavily developed and maintained. Emphasis is on keeping sources current and relevant to the interests and needs of youth. As a general rule, single copies of titles are sufficient.

**Influencing Factors**

Purchases and buying patterns are determined in large part by reading level, availability of new works, budget constraints, available shelf space, circulation statistics, and patron requests.

**Weeding and Retention**

Titles with child appeal that continued to be used will be replaced as needed. Physically worn, damaged, or lost titles will be replaced if still available, if still relevant and current, and if circulation figures indicate usage.
800s
Literature

Goals and Implementation

The literature collection provides poetry, riddles, jokes, collections of plays and readers’ theatre, short story collections, holiday story collections, and rhymes in support of both school assignments and recreational reading. Style manuals and writing guides are also found in the 800s. Collection emphasis is on keeping sources relevant to the interests and needs of the young user. Multiple copies of some poetry collections, i.e. Shel Silverstein and Jack Prelutsky, are purchased to satisfy patron demand, but, in general, single copies are sufficient.

Influencing Factors

Purchases and buying patterns are determined by reading level, availability of new works, budget constraints, available shelf space, patron requests, and, to a lesser degree, circulation statistics.

Weeding and Retention

Poetry, short stories, and anthologies of plays will be retained as long as they are in good condition and continue to circulate. Worn or damaged titles that continue to be used are considered for replacement if still available for purchase. Physically worn materials are replaced or updated. Books are withdrawn due to damage, loss, a decrease in general interest, as evidenced by circulation figures, or content relevancy and currency. Titles with multiple copies are checked for usage and duplicate copies are withdrawn as demand decreases. Poetry and short story collections that have not circulated in three years may be weeded. New editions of style manuals will be purchased as replacements as they become available.

900s
General Geography & History

Goals and Implementation

This wide-ranging collection provides introductory information on geography, explorers, history and travel, the individual states of the United States, Chicago and other large U.S. cities, insignia, the history of the ancient world, the general history of Europe, World Wars I and II and other major conflicts, the Holocaust, the countries of Asia, the Far East, Africa, North America, South America, and other areas, U.S. colonial and Revolutionary history, frontier and pioneer life, Native Americans, and the Civil War. The Ancient Egypt, European Middle Ages, Native American, and Holocaust holdings within this collection are particularly well
developed and maintained. The collection includes copies of all the major series on the States. Collection emphasis is on keeping sources current and relevant to the interests and needs of the young patron. Duplicate copies are purchased occasionally to satisfy patron demand, but, in general, single copies are sufficient.

Influencing Factors

Purchases and buying factors are determined in large part by reading level, availability of new works, school assignments, budget constraints, patron requests, available shelf space, and circulation statistics. We pay close attention to class assignments, send materials to the schools for class use, and provide materials in the library for students who are working independently.

Weeding and Retention

Materials that have not circulated for three years that are not notable according to authoritative sources may be weeded. Worn or damaged titles that continue to be used are replaced or updated. Books are withdrawn due to damage, loss, or a decline in general interest as evidenced by circulation figures, or content relevancy and currency. Titles with multiple copies are checked for usage and duplicate copies are withdrawn as demand decreases.

Biography

Goals and Implementation

The primary goal of the juvenile biography collection is to provide accurate and interesting information about a wide variety of people from all walks of life, both contemporary and historical, at reading levels from second grade through high school. The collection is intended to serve the needs of school reading assignments, as well as to provide works of general interest. Authentic, documented biographies are preferred to those that are fictionalized. Collective biographies in both juvenile and adult circulating and reference collections supplement and support the biography section.

Influencing Factors

Purchases and buying patterns are determined by availability of new works, reading level, patron requests, available shelf space, and budget constraints. In general, single copies are sufficient, but occasionally, duplicate copies are purchased to satisfy patron demand. In recent years, there has been increasing demand for easy-to-read biographies for the primary grades. School assignments have increased the demand for explorers, scientists, inventors, artists, musicians, outstanding African-Americans, Hispanic Americans, and women. Sports and entertainment figures are frequently requested.
Weeding/Retention

The collection is weeded on an ongoing basis to remove out-of-date, worn, or damaged materials. Books are withdrawn due to damage, loss, and a lack of ongoing interest, as evidenced by circulation statistics. Worn or damaged titles that continue to be used are considered for replacement. Titles with multiple copies are checked for usage and duplicate copies are withdrawn as demand decreases.

Reference

Goals and Implementation

The goal of the Juvenile Reference collection is to enable staff to answer informational and education-related questions from young people. It contains almanacs, general encyclopedias, biographical sets of children’s authors and illustrators, timetables, and a complete set of Caldecott and Newbery award winners. Some support materials for librarians, teachers, and parents are also included. Reference materials are retained for use in the library only.

Influencing Factors

Purchases and buying patterns are determined by availability of new works and supplements or updates to existing standard guides. Reading level and appropriateness to existing reference needs, as well as budget constraints and available shelf space, are also considered. Caldecott and Newbery award-winning books are a mandatory purchase.

In recent years, the availability of electronic materials for reference needs has led to decreased demand for print reference materials for children, and the collection has been reduced accordingly. Many titles of interest, but not in demand for repeated in-house use, may be purchased for the circulating non-fiction collection instead.

Weeding and Retention

The Reference collection must be kept current to remain useful. It is evaluated on an ongoing basis for accuracy and relevance. Atlases that are older than five years, or that reflect boundaries that are no longer in existence, are discarded. The high cost of reference materials, the limited shelf space available for housing them, and library users’ preference for materials that can be checked out for home use dictates a small, well-focused reference collection.
Magazines

Goals and Implementation

The Youth Services periodical collection supports the recreational, informational, and educational needs of children through grade eight. The focus is on current popular magazines to satisfy children’s needs and interests, although teachers may use the collection in their lesson planning and parents who remain in Youth Services to supervise their children may browse through the collection. Magazines are currently collected in English only.

Influencing Factors

Purchases and buying patterns are determined by topics of interest to children, reading level, available shelf space, and budget constraints. Well-reviewed titles are considered for addition to the collection. Patron suggestions are also considered when making selection decisions.

Weeding and Retention

Due to the limited space available for them, back issues are generally kept for no more than one year. The informational material in back issues of periodicals is readily available on electronic databases. Back issues circulate and are therefore exposed to a lot of loss, wear and tear. No attempt is made to replace lost or damaged magazines. Usage is continually evaluated and titles that do not appear to be used (i.e., they are not torn and tattered!) may be weeded so that new magazines can be acquired.

Juvenile Fiction

Board Books

Goals and Implementation

The board book collection provides toddlers with heavy cardboard books that are small in size and easy for very young children to handle. The pages are easy to turn and the covers are easily cleaned. In the best board books, illustrations are bright and colorful and text is minimal. Although some picture-book adaptations and television tie-ins may be purchased, the primary focus of this collection is to provide developmentally appropriate materials for babies and toddlers. Some titles in these categories may not be purchased if they do not support this goal.
Influencing Factors

Available shelf space is a limiting factor in purchase and buying patterns. Visual appeal, patron requests, budget constraints and circulation statistics also impact the addition of new selections to the collection.

Weeding and Retention

Books are kept as long as they are developmentally appropriate, in good condition, and continue to circulate. Replacements may be made if titles are in demand and are still available for purchase. Weeding is an on-going process, with very high standards for condition and an emphasis on maintaining a well-balanced collection that meets the diverse interests and developmental needs of the children of our community.

Picture Books

Goals and Implementation

The picture book collection is intended to serve preschool through third grade children. Picture books provide an introduction to literature and recreational reading experiences. They are distinguished by their illustrations, which serve to either supplement, extend, or in the case of wordless books, supplant the text. Picture books may be educational, as in the case of concept books, which are designed to develop a child’s understanding of colors, shapes, numbers, the alphabet, animals, seasons, and holidays. They may also be problem stories, which are designed to help a child develop coping skills, understand peer and/or family relationships, or develop a positive self-image.

The picture book collection provides current popular titles and core materials, with multiple copies of titles in great demand. Multiple copies of Caldecott award-winning titles are purchased. Due to the great popularity of picture books, both with teachers and families with young children, the picture book collection should be one of the largest in the department.

Influencing Factors

Visual appeal, new works, available shelf space, budget constraints, patron requests, circulation statistics, and titles in series determine purchases and buying patterns. Diversity in the ethnic makeup of the community creates a demand for books depicting a variety of cultures. Families with a single parent or mixed ethnic background create a need for books depicting similar family units.

There is high demand for books on themes such as starting school, moving, fear of the dark, going to the doctor, the arrival of a new sibling, the need for a parent to work, friendship, learning to get along with other children, seasons, and holidays. Recently books for this very young audience have begun to cover themes of homelessness, AIDS, a parent’s loss of a job, and even war.
Weeding and Retention

Books are kept as long as they are in good condition and continue to circulate. Titles are replaced and supplemented as needed, based on demand and availability for purchase. Books are withdrawn due to damage or loss. Titles with multiple copies are checked for usage; duplicate copies are withdrawn as demand decreases. Due to the proliferation of new picture book titles each year and the limited availability of shelf space, picture books may be weeded if they have not circulated in one to two years, unless they have historical or literary merit. Since continued circulation depends to a large degree on an attractive, colorful appearance, titles with continuing appeal for children are replaced with fresh, new copies when available.

Readers

Goals and Implementation

The juvenile readers collection is intended to serve children ranging in age from beginning readers through 3rd grade. Traditionally, readers have had a controlled vocabulary, large print, short sentences, and short chapters. Readers published today embrace a large variety of topics, including those in non-fiction. Vocabulary is not always controlled, but words are of few syllables and of familiar vocabulary; text is written so that a child may develop reading ability while enjoying well-written, interesting stories.

Although illustrations are generally secondary to text, eye appeal is important to all youngsters, particularly those youngsters who may be reluctant to learn to read. Therefore, simple, attractive, and colorful illustrations have become more important in this format.

Some titles labeled as readers by their publishers may be better suited for inclusion in the Juvenile Fiction or Non-fiction collections, and will be placed there if the text is not in keeping with the needs of beginning readers.

Influencing Factors

Available shelf space and budget constraints may dictate purchasing patterns, but it is important to furnish complete readers series such as the Rookie Readers, Hello Readers, Step Into Reading, Word Bird, and Sound Box, as well as teacher-recommended series such as the Bob books and parent-requested series such as We Both Read. There are a number of phonics-oriented readers available. Readers may have motion picture or television tie-ins.

Weeding and Retention

Books are retained in the collection as long as they are in good condition and continue to circulate. Lost or damaged books will be replaced with fresh, new
copies to maintain the collection’s eye appeal. The collection is monitored on an ongoing basis. Books that have become dated are withdrawn.

Fiction

Goals and Implementation

In general, the juvenile fiction collection is comprised of hardcover titles to meet the recreational and educational needs of youngsters in grades three through eight. The Juvenile Fiction selector will consult with the Young Adult selector in order to determine appropriate placement for materials at the upper end of this range. Books include popular, as well as recognized classic selections in genres such as mystery, sports, science fiction, adventure, humor, horror, and historical fiction, as well as novels about the problems of contemporary boys and girls. An effort is made to include all books that have won literary awards. Classics may be represented in a variety of editions.

The books in the juvenile fiction collection generally begin a step above “readers” in difficulty and length, with difficulty ranging from simple stories to stories for a sophisticated reader with a large vocabulary, wide literary knowledge, and high reading skills.

The collection strives to meet the needs of outside reading for school assignments and the reading-aloud needs of teachers and parents.

Influencing Factors

Purchases and buying patterns are determined in large part by reading level, patron requests, available titles in a series, available shelf space, budget constraints, and circulation statistics. An attempt is made to balance the need to keep up with current trends in pop culture with the responsibility to introduce children to the finest children’s literature.

Multiple copies of award-winning/nominated titles are acquired regularly to satisfy the demand of the general reader, as well as to provide information for classroom assignments.

Weeding and Retention

Retention is based on use and condition. Titles with multiple copies are checked for usage and duplicate copies are withdrawn as demand decreases. Titles are replaced and supplemented as needed, based on demand. Weeding is ongoing. In general, books are withdrawn if they have not circulated in three years and are not notable according to authoritative sources. Enduringly popular books in poor condition may be retained if no longer available for purchase in any format, including paperback.
Paperbacks

Goals and Implementation

The juvenile paperback collection is comprised of soft cover titles to meet the recreational and educational reading needs of children in grades two through eight. The collection consists primarily of fiction titles by popular authors, as well as popular series. Various genres such as science fiction, fantasy, mystery, sports, humor, horror, graphic novels, and historical fiction are all represented. A growing number of new juvenile titles/series are issued only in the paperback format and many older fiction titles that are out-of-print in hardcover remain in print only in paperback.

Convenience and ease of handling are the primary reasons for the paperbacks’ continuing popularity with library users. An effort is made to supply titles at all reading and interest levels.

Influencing Factors

Purchases and buying patterns are determined by reading level, popular demand, available shelf space, budget constraints and circulation statistics. Additional copies of hardcover titles in great demand are purchased in paperback as soon as available in that format, thereby permitting a better response to demand at a reduced cost.

Weeding and Retention

For the most part, weeding occurs naturally due to the heavy use and lack of durability of paperbacks. Series and other titles that are defunct or no longer in demand are withdrawn. Still popular titles/series may be replaced as needed as long as they are still available for purchase. In general, paperbacks that have not circulated in one year may be withdrawn, unless needed to supplement juvenile fiction titles in high demand.

Large Print

Goals and Implementation

The main purpose of the juvenile large print collection is to provide leisure reading materials with 16 point type or larger to readers with visual acuity concerns. This collection also serves as backup if the regular print title is checked out. The collection includes a variety of genres, as well as popular and award-winning juvenile titles.
Influencing Factors

Purchases and buying patterns are determined in large part by availability, format and weight (hardcover, lightweight books are preferred), available shelf space, budget constraints, and user requests.

Weeding and Retention

Damaged titles or books in poor condition are weeded, as are titles that have not circulated in three years. Replacement is dictated by continuing availability for purchase and continuing popular demand, evidenced by circulation statistics.

Databases / eResources

The proliferation of electronic resources for reference work has made external access to information much easier for patrons and has resulted in a growing demand for these materials, especially for students. Students and their parents want the convenience of around-the-clock access and the ability to use these resources from home.

The needs of the K-12 student population are served by databases selected by the library’s youth services department, with support for older and more advanced students by some of the resources provided by the Reference department.

Increasing demand for simple, round-the-clock access to information means that eResources have become the preferred format for support of our young patrons’ reference needs.

Audio Kits

Goals and Implementation

The juvenile audio kit collection provides popular stories and some non-fiction topics, such as language learning, on CD with an accompanying book. Materials in this collection are intended to serve ages from preschool through the beginning reader, enabling a young child to independently enjoy the auditory and visual experience of a book.

Influencing Factors

Purchases and buying patterns should be determined by reading level, availability of new works, budget constraints, patron requests, circulation statistics, and available shelf space.
Weeding and Retention

Audio kits are kept as long as both the book and the CD are in good condition and continue to circulate. Replacements are made if titles are in demand and are still available for purchase. Kits with CDs or books that are in poor condition and can no longer be repaired will be weeded. Those that have not circulated for two or more years may be weeded.

Audiobooks

Goals and Implementation

The juvenile audiobook collection consists primarily of unabridged CD and/or Playaway versions of fiction books found in the juvenile collection. It also includes a number of language learning sets. Materials in this collection are generally for the school-aged child. The collection includes both classics of children’s literature and popular contemporary works. The collection serves reluctant readers with specific reading assignments, as well as those with poor eyesight. Parents may rely on audiobooks to provide enjoyment and enrichment, as well as to pass the time for their children on long car trips.

Influencing Factors

Purchases and buying patterns are determined by reading level; availability of new works; durability and sturdy packaging provided by reputable distributors; budget constraints; patron requests; circulation statistics; and available shelf space. The limited shelf space currently available for this rapidly expanding collection dictates single copy purchases for the most part. However, the purchase of two copies of very popular/high demand titles is considered.

Weeding and Retention

Audiobooks are kept as long as they are in good condition and continue to circulate. Replacements are made if titles are in demand and are still available for purchase. Audiobooks that are in poor condition and can no longer be repaired or replaced will be weeded. Those that have not circulated for two or more years may be weeded if no longer essential to the core collection.

CD-ROMs

Goals and Implementation

The juvenile circulating CD-ROM collection includes programs covering preschool concepts, reading skills, math and problem solving skills, science, social science, and computer skills. Other programs include desktop publishing, word
processing, games and multimedia encyclopedia. Programs are purchased for ages two through fourteen.

**Influencing Factors**

The emphasis in program selection is a combination of education and entertainment. Most programs have some educational value, but also have enough entertainment value to appeal to the children using the software. Some contain tie-ins to familiar children’s television programs/cartoons and youth-targeted motion pictures. In some instances, adults may use the collection to choose software purchases for the family’s personal collection. This is a heavily circulated collection, and new titles will be added as funding and available shelf space permit.

**Weeding and Retention**

The collection is weeded by attrition: when software is so damaged that it ceases to function, it is removed. Popular titles may be replaced if still available for purchase.

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### Young Adult

The Young Adult collections provide leisure reading and listening and support for school reading assignments, as well as topical informational materials for youth in grades seven through twelve. Care is taken to keep the collection current and appealing for this demanding and highly trend-conscious constituency.

### Fiction & Fiction Paperbacks

**Goals and Implementation**

The Young Adult fiction collection provides leisure reading materials for youth in grades seven through twelve and also offers a selection of materials that meet book report assignment needs. It is comprised of a core collection of Young Adult literature and current popular titles that appeal to teens, representing a wide range of reading and maturity levels, from seventh grade through adult, although some lexile levels may be lower to support remedial readers. Genres such as romance, mystery, historical fiction, science fiction, and fantasy are represented, as well as award-winning titles. The collection is supported and supplemented by the juvenile fiction collection.

**Influencing Factors**

Standard selection tools are employed. Available space and budget constraints determine further collection development. Teen requests are given serious consideration. Some titles in the adult and juvenile fiction collections may be duplicated if there is a demand for the title, if it is reviewed for young adults and
there is room. In general, titles selected for the young adult collection have a strong narrative thread, feature young adult characters, and address the developmental tasks/needs of young adults.

**Weeding and Retention**

A patron base which demands currency, combined with a booming front list for Young Adult titles, means that there's little room for books that don't pull their weight. Books in poor condition are weeded, as are books with low circulation. Titles in a series are retained as long as they are in high demand. Titles that are circulating but are in poor condition are replaced if possible.

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**Graphic Novels**

**Goals and Implementation**

The purpose of the graphic novel collection is to provide leisure reading materials with a combination of text and illustrations which appeal to teens that are more visually oriented. Items include serious works of history, biography, literature, humor and manga.

The collection is subdivided into three groups:

- Comics - includes traditional comic-book material such as superhero and similar stories
- Graphic Novels - includes single-volume literary graphic fiction
- Manga

Selection is based upon the following criteria:

- Is the artwork engaging?
- Does it draw the reader into the story?
- Is the movement of the story from one panel to the next clear?
- Does the artwork serve the story?

**Influencing Factors**

Standard selection tools are employed. Teen requests are given serious consideration. Much of the collection is driven by popular culture and patron demand. Available space and budget constraints determine further collection development.

**Weeding and Retention**

Titles in poor condition or with low circulation are weeded. Paperback graphic novel titles do not hold up well under the constant use to which they are subjected, and frequent replacement of popular titles may be necessary. Titles in a series are retained as long as there is sufficient demand for them.
Nonfiction

Goals and Implementation

Our goal is to provide topical informational materials that are of interest to young adults, but are not necessarily tied to school assignments, for which we depend upon the juvenile nonfiction collection and the still more comprehensive adult nonfiction collection. Areas of purchase would include biographies of contemporary and historical figures and popular media personalities; advice; non-fiction accounts of great adventures; health, grooming, social, religious, sexual and psychological issues; performing arts; sports; crafts popular with teens; humor; poetry and short stories.

Influencing Factors

Standard selection tools are employed. All teen requests are considered. Available space and budget constraints may determine further collection development.

Weeding and Retention

The collection must be kept very current. Worn, dated-looking materials, as well as those that are no longer popular, are weeded. Perennially popular titles are maintained or replaced as needed.

Magazines

Goals and Implementation

This collection is intended to provide leisure-reading material of special interest to young adults, focusing on current popular magazines. The need for research materials is met by the adult magazine collection.

Titles held are evaluated periodically for degree of use. New titles of interest to young adults are evaluated and added to the collection as space and funds permit.

Currently only English language magazine titles are provided.

Influencing Factors

All teen requests are considered and the Teen Advisory Board (TAB) is asked for recommendations. Available space and budget constraints determine further collection development.
**Weeding/Retention**

In general, one year of each subscription title is maintained. No attempt is made to replace lost or damaged magazines. Usage is evaluated annually and titles that do not circulate may be weeded and/or discontinued so that newer, more popular magazines can be purchased.

**Audiobooks**

**Goals and Implementation**

The Young Adult audiobook collection consists of unabridged CD and/or Playaway versions of fiction books found in the young adult collection. Materials in this collection are generally for youth in grades seven to twelve. The collection consists primarily of popular contemporary works. The collection serves reluctant readers with specific reading assignments, as well as those with poor eyesight.

**Influencing Factors**

Purchases and buying patterns are determined by reading level; availability of new works; durability and sturdy packaging provided by reputable distributors; budget constraints; patron requests; circulation statistics; and available shelf space. The limited shelf space currently available for this rapidly expanding collection dictates single copy purchases for the most part. However, the purchase of two copies of very popular/high demand titles is considered.

Playaway audiobooks have been a new addition, and the collection has been so well-received that it is growing rapidly. As circulation figures indicate a preference for Playaway over CD audiobooks by patrons, the Playaway collection is likely to comprise an ever-increasing percentage of the Young Adult audiobook collection. It is anticipated that CD audiobooks may disappear completely as the library’s collection of downloadable audiobooks becomes more robust and more widely known among young people.

**Weeding and Retention**

Audiobooks are kept as long as they are in good condition and continue to circulate. Replacements are made if titles are in demand and are still available for purchase. Audiobooks that are in poor condition and can no longer be repaired or replaced will be weeded.