

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.

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

The Freedom to Read Statement

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 These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals.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

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make

their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

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

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

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

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

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.

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

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

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

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

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

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative

responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.

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

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

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

We state these propositions neither lightly nor as easy generalizations. We here

stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

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

A Joint Statement by:

American Library Association and
Association of American Publishers

Subsequently Endorsed by:

American Association of University Professors

American Booksellers Foundation for Free Expression

American Society of Journalists and Authors

American Society of Newspaper Editors

Anti-Defamation League of B'nai B'rith

Association of American University Presses

Center for Democracy & Technology

The Children's Book Council

The Electronic Frontier Foundation

Feminists for Free Expression

Freedom to Read Foundation

International Reading Association

The Media Institute

National Coalition Against Censorship

National PTA

Parents, Families and Friends of Lesbians and Gays

People for the American Way

Student Press Law Center

The Thomas Jefferson Center for the Protection of Free Expression

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FICTION

Description: A fiction collection in a community library must meet the needs of the general reader seeking light fiction, students of literature, and the reader of literary fiction. The fiction collection consists of best sellers, contemporary novels, short stories, standard and classic novels. The fiction collection includes romantic suspense, gothic, adventure and horror genres. Classic literature forms the core of the fiction collection. All the works of major American authors are acquired for this collection and all the major works of important British authors. Selected works by major world authors are purchased in translation. All Pulitzer Prize winners, all national Book Award winners and American Library Association Notable Books for Adults and Young Adults are purchased. The published works of local authors will be added. Popular fiction will be added on the basis of anticipated demand.

Selection Plan: The primary reviewing sources used for fiction selection are *The New York Times Book Review*, the *Chicago Tribune Book Review*, *Booklist*, *Library Journal*, *Publishers Weekly*, and *Kirkus*. A concerted effort is made to meet the demand for best sellers. Bestseller lists in the *New York Times* and the *Chicago Tribune* are ordered immediately. The “Upfront” section from *Booklist* and the “Prepub” sections from *Library Journal* and *Publishers weekly* are read immediately and titles are ordered for immediate delivery. Patron requests are processed on a first priority basis, and likewise for immediate delivery. A ratio of three reserves for each “circulating copy” (i.e., non-rental copy) is not to be exceeded. To this end we maintain a program identifying these titles and a printout of these titles is given to the Collection Manager. To further aid in anticipating demand we currently have a program termed “Automatically Yours” with our main book supplier, Baker and Taylor. This allows us to receive upon publication, single or multiple copies of the works of designated fiction authors, thus making sure that the authors most in demand are represented in our collection. In order to maintain a core collection of standard literature the Public Library Catalog and Fiction Catalog are checked on a frequent basis. We also maintain multiple copies of titles on school reading lists.

Retention and Weeding Plan: The fiction collection must be weeded continually in order to keep the collection in good condition and to eliminate ephemeral titles after demand for them has waned. Sources such as *Fiction Catalog*, *the Reader’s advisor*, *Dictionary of Literary biography* and literary award lists should be consulted before titles are removed from the collection. Standard titles, and local authors should be retained. The monthly lost and paid list is consulted and materials reordered as needed.

Collection Development Plan: Recent retrospective work has improved the collection, however, weeding and replacement of standard titles should continue on a yearly basis. The fiction collection should be checked in order to identify gaps in the works of major authors. An effort should be made to replace older standard titles as reprints appear. The emphasis in the fiction collection should be on building a strong core collection and on monitoring the demand for popular fiction.

MYSTERY

Description: The Mystery collection includes the major works by well-regarded mystery writers. Numerous works by popular authors featuring “popular” detectives are purchased to meet public demand. An effort is made to maintain all the titles in a series. Mysteries in the short story format will be acquired according to demand; mystery readers are insatiable library users. While predictions have been made that the current interest in mysteries has peaked, it shows no sign of peaking in Glenview. An emphasis will be placed on continuing to build this collection.

Selection Plan: Mysteries are selected from *Publisher’s Weekly*, *Booklist*, *Library Journal*, the *Chicago Tribune Book Section*, *New York Times Book Review*, and the *New York Review of Books*. Specialty publications such as *the Droid Review of Mysteries* and *Mysterious Catalog* are also consulted. The Ingram and Baker and Taylor paperback reviews are checked for reprints of classic titles. We also purchase the award winners of the Edgar, Agatha, and Anthony Awards.

Retention and Weeding Plan: the mystery section is weeded on a continuous basis. Books by important mystery authors are retained or replaced if worn. Titles in a series are retained or replaced. The following lists may be consulted before materials are withdrawn: The Fiction Catalog, Crime fiction: A comprehensive Bibliography, Allen Hubins, Mystery Lover’s Companion by Art Bourgeau, Who Done It by Ordean Hagen, Crime and Mystery: the 100 Best Books by H.R.F. Keating, Reader’s Guide to Classis English Mystery by S. Olekseiv and Detecting Men and Detecting Women by Willetta L Heising.

Collection Development Plan: Weeding and replacement of standard titles is the key to maintaining a vital mystery collection. There is excellent support for this collection in the Reference collection. The use of various mystery magazines provide additional help as selection tools. There are several excellent magazines which can serve this purpose: Mostly Murder, Mystery and Detective Monthly, Mystery Fancier, Mystery News, Mystery Reader’s Journal, or Alfred Hitchcock Mystery Magazine.

WESTERN

Description: Westerns are a small collection read by devoted fans of the “Western genre.” This genre is defined as a type of formula fiction that includes a moralist story set in the old west where good and bad are clearly defined. The western genre has fallen out of favor with the publishing and industry and very few westerns are presently being published.

Selection Plan: The library presently has no standing order with any publisher for the purchase of westerns. However we do regularly get bibliographic listings of newly published material from publishers and find that this is quite adequate in maintaining the collection with new titles. Westerns no longer receive separate attention in reviewing media. Fiction selectors must be aware of the need for any new westerns and tag them for this collection. Twentieth-Century Western Writers should be used for collection development as well as Public Library Catalog.

Retention and Weeding Plan: This area should be weeded every three years. Titles should be retained as use indicates. Every care should be taken to retain classics that are out of print because they are difficult to replace.

Collection Development Plan: The works of highly regarded western authors will form the core of the western collection. Selected works of popular authors will be acquired and an effort will be made to retain all titles that are part of a series. Selected award winning westerns and selected short stories will be acquired. Due to limited publishing, selected novels with a western theme that fall outside the definition of a “western” will be included in this collection. This collection should be maintained at its current level.

FANTASY/SCIENCE FICTION

Description: Classic fantasy and science fiction novels and short stories form the core of this collection. These genre are popular with teenagers, but are also read by a relatively small but devoted audience of adults. Classic series by well-known authors and short stories are very important to this genre. To serve readers of this genre an effort must be made to maintain all titles in a series; winners of the Nebula and Hugo Awards must be purchased annual and popular new authors should be included in the collection. Many science fiction titles are only available in paperback and this fact affects both selection and weeding.

Selection Plan: In addition to standard reviewing media, catalogs from Bantam, Ace, Tor, Daw and Lyle Stuart should be checked regularly for new titles and reissues. Selectors should read reviews in such magazines as “Analog” and “F/SF” books are not always reviewed in standard library media. Multiple copies for this collection should only be purchased as paperbacks (unless they are otherwise unavailable) if they are best sellers, books by well-known science fiction authors or long-awaited sequels.

Retention and Weeding Plan: The fantasy/science fiction collection should be checked annually in order to replace worn copies of popular materials. Since it is important to maintain complete runs of a series, science fiction anthologies such as Science Fiction and Fantasy Series and Sequels, The Fiction Catalog, The Anatomy of Wonder, Science Fiction: 100 Best Novels, Fantasy: 100 Best Novels should be checked before materials are removed. This collection should be weeded every three years.

Collection Development Plan: The fantasy/science fiction collection requires retrospective collection development to fill gaps and remove worn materials. Publishing is limited in this area so it should remain relatively small in size. The reference collection is strong and our anthologies should be kept current.

PAPERBACKS

Description: The paperback collection is a browsing collection made up of selected titles by the most popular authors with an emphasis on genre fiction. Titles are chosen in the following categories: Bestsellers, Contemporary fiction, Romance, Mystery, Science Fiction and Westerns. Popular nonfiction titles such as biographies, self help titles and nonfiction bestsellers are also included in this collection. This collection is intended to meet the needs of patrons who wish to browse through a popular collection in paperback format.

Selection Plan: Titles are primarily selected from Ingram's Advance Paperback listings, Bookman's Monthly Paperback News, and Baker and Taylor's Hot Picks. The Drood Review of Mystery is also consulted. To insure we have sufficient titles for the browsing collection we regularly check bestseller lists. Patron requests are also a principal factor in our selection. We often purchase multiple copies of "Bestsellers" and mysteries for this collection, and we often supplement the area with donated books.

Retention and Weeding plan: The paperback collection is weeded on a continuous basis to remove either worn or dated materials; this will also keep the collection more attractive to the patron. Titles are kept as long as condition permits; bestsellers can be removed after they are no longer current.

Collection Development Plan: The paperback collection will be kept current and attractive. New items can be added on a regular basis with an eye to maintaining the approximate size of the collection.

RENTALS

Description: The Rental collection is intended to supply the Glenview Public Library's reading public with additional copies of best sellers. A fee of one dollar for 7 days and 10 cents for each day thereafter is charged for each rental title. These fees are used to support the collection. Holds may not be placed on Rental copies; this allows patrons who are willing to pay a small fee to avoid having to be put on a waiting list.

Selection Plan: Titles are selected from bestseller lists, prepub and advance reviews and the author's reputation. Selections are made from Ingram's Advance Catalog and Baker and Taylor's Automatically Yours catalog. Multiple copies are selected at the discretion of the librarian. All rental titles must have a corresponding copy in the library's New Fiction or New Nonfiction collection.

Retention and Weeding Plan: The rental collection is weeded every month in that they need to be removed from the rental collection when the corresponding "New Fiction" or "New Nonfiction" are removed from that classification. At this time a decision is made to add the book to our circulating collection, discard it to the sale shelf or store it for use at a later date. This decision is based on the number of existing copies, circulation statistics and the condition of the book.

Collection Development Plan: The paperback collection will be kept current and attractive. The addition of the book carousels has helped in this area and should promote use of this collection. This collection will remain essentially stable in size and scope.

YA FICTION

Description: Young Adult fiction consists of hardbound and paperback copies of popular young adult and adult novels, all suitably reviewed for 8th through 12th grades. Although emphasis is on recreational reading, traditional classics are also included. Because “classics” are an essential part of the Adult Collection these titles are sometimes repeated in the YA fiction stacks. There is some overlap with the Junior High, Adult Fiction and Genre collections; that is, mystery, sci-fi/fantasy, graphic novels, romance, and best sellers that are popular with the YA reader.

Many factors influence the selection of YA Fiction. A primary factor for inclusion is that each title be reviewed as appropriate for the YA reader. Other reasons include patron demand, school reading lists, award lists, other library’s lists, and other parts of the collection.

Selection Plan: Standard selection tools are used to select YA titles; however, an emphasis is put on selection tools geared toward recommended YA reading. *VOYA*, *Kliatt*, *ALA YASD’s Recommended Lists*, the magazine *Booklist*, *Library Journal* and *School Library Journal*, Kirkus Reviews for Children and Young Adults, Senior High School Catalog, Best Books for the Senior High School Reader, Newberry Award lists, school reading lists, and other library lists are consulted.

Retention and Weeding Plan: Weeding should be done each year or year and a half. Only titles that continue to be “Best Books”, circulate regularly, or remain in demand, should be retained. Title for discard should be checked against the standard selection tools before a decision is made. Some titles will be withdrawn based on the physical condition of the book. In these cases an attempt will be made to re-order popular or classic titles.

Collection Development Plan: The YA Fiction collection should reflect current reading interests of high school readers. The collection is not intended to house curricular materials or all books referred to as classics, except where demand warrants. Retrospective buying is used to fill in the gaps or replace worn copies. Multiple copies of hardcover and/or paperback editions will continue to be purchased based on demand. Series books (i.e., those based on TV series or developed around certain characters) will also be purchased and retained according to demand within the TA PBK collection. Multiple copies of the individual volumes will be purchased.

Although other formats such as magazines, music cassettes and compact discs, and videos do not fall within the specific purviews of YA collection and development we recognize that young adults are interested in using and checking out these materials. These items are selected according to the selection criteria established for each of these formats.

LARGE PRINT

Description: The Large Print collection circulates well and supplements the General Fiction and Non-fiction collections. There is a growing demand for Large Print materials that will continue as the population of Glenview ages. New nursing homes and retirement homes and communities in the area will also increase the demand for the Large Print collection, as our Large Print readers are primarily seniors. The visually impaired books that would appeal to this group includes: Fiction and non-fiction bestsellers, mysteries, humor, romance, westerns, biographies and classics. Award winning books (e.g., the Pulitzer Prize, Booker Award, National Book Awards) are selected for the collection when available. Large Print books are purchased in both hardback and paperback formats. The library currently subscribes to *Readers Digest* and the *New York Times* in Large Print editions.

Selection Plan: Books are selected from the catalogs of Large Print publishers, which include G.G. Hall, Thorndike, Wheeler and Ulverscroft. *Large Type Books in Print* is consulted as well. Reviews can be found in *Library Journal*, the *New York Times Book Review and Booklist* that occasionally reviews Large Print editions. Electronic sources for Large Print book reviews include www.bookinprint.com and www.amazon.com. Multiple copies are not purchased. Acquiring a variety of new titles serves our patrons well at this time.

Retention and Weeding Plan: This collection is weeded once a year in order to keep it current and in good condition. Public Library Catalog and Large Type Books in Print should be consulted before materials are weeded. Titles are maintained as long as they circulate and are in good condition.

Collection Development Plan: Retrospective development is difficult in the area because publishers do not maintain backlists. Other than biographies and medical subjects, nonfiction titles are difficult to locate. As Large Type books are published for a short amount of time, it is important to acquire high interest books while they are in print. This area continues to see steady growth and will continue to do so in the coming years. An appropriate mix of classics and bestsellers must be acquired to serve this population.

GENERALITIES 000

Description: The 000's contain works on general subjects such as encyclopedias, bibliographies, organizations, periodical indexes and materials on library and information science. This area also includes materials on the news media, writing, journalism and publishing. The computer, software and data processing materials, the internet and material relating to it have been given their "own" base fund and selection/weeding criteria and are covered in another area.

Another area of particular interest is that designated as "Writers' handbooks and directories. Local area writers look for current materials on publishers and use the writers' manuals. The periodical indices and the organizational directories such as the Encyclopedia of Associations are used daily by our patrons. The professional materials are used primarily by the library's staff and occasionally by library science students. Much of this material is of a "Reference" nature and will be selected primarily for the Reference Collection, however those items that are of less timely subjects or represent a "previous edition" will be put in the circulating collection.

Selection Plan: Standard reviewing sources are used to select materials on library and information sciences. Catalogs from the following publishers are checked regularly: American Library Association, Bowker, Gale, Magills, Libraries Unlimited and Scarecrow Press. Many of the materials in the reference collection are on "Standing Order" and are therefore regularly updated. Many of the encyclopedias are on multiyear buying cycles. New editions of basic reference materials should be purchased upon publication. Online reference services give us access to much of the latest information.

Retention and Weeding Plan: The 000's must be weeded at least semi-annually, except those materials in the Reference collection. They should be weeded for the most current edition. Materials transferred from reference to the circulating collection should be retained a predetermined amount of time, usually no more than 2 years, but depending on subject matter. They should not be kept indefinitely.

Collection Development Plan: The 000's in the circulating collection consists of material that complements the Reference collection, however does not contain what are true Reference material. The collection because of the subject areas covered must be coordinated with what is included in the Reference collection.

COMPUTER BOOKS 005's

Description: Books on computers and computer software are extremely popular because of the pervasiveness of this technology in our society, both in the home and in the business community. Patrons need primers and overviews of computers in general, and beginners' books on popular software, as well as intermediate and advanced works in these areas. The needs of new computer users and senior citizens who are novices in this area are especially strong.

Selection Plan: s new technology is announced almost daily, it is necessary to try to keep our collection current. It is recommended that we purchase at least one book on any popular software package and, if its popularity increases, acquire more. Beginning and Intermediate level books should predominate, but a selection of advanced texts should also be available. It is also important to buy books aimed at the Macintosh user, although fewer than those purchased for the PC user. A primary source for selection is Ingram's Computer Books catalog, which is issued bi-monthly. Standard reviewing media, such as Library Journal, should be used, as well as publishers' catalogs such as Sybex, Tab and Wiley. Reviews in computer periodicals should also be checked when possible. Multiple copies of computer books are rarely purchased, but since several publishers cover most topics it is often preferable to purchase different treatments of the same subject. Computer titles are usually paperbacks.

Retention and Weeding: This area is currently being weeded (2001). If possible, this area should be weeded semiannually because it contains materials that go out of date quickly. Except for classics and standards, titles should be retained for seven to ten years. One or two titles on computer systems that are no longer marketed but are still in use by our patrons should be retained.

PHILOSOPHY AND PSYCHOLOGY 100'S

Description: The core of this collection consists of classic and standard titles, histories and overviews in the fields of Philosophy and Psychology. Philosophy includes the works of all major philosophers and schools of philosophy. Psychology includes textbooks, histories and books by and about major psychologists and schools of psychology as well as many titles that fall into the category of popular psychology. Attention must be paid to new approaches and methods in psychology as well as to the anticipation of new fads in "pop" psychology. This would also include the subject of "self-help" books. These collections must support the needs of students and the general reader. Materials on graphology, astrology and the paranormal are an area of popular interest and likewise the library must maintain a vital collection to meet demand.

We are not collecting in the specific areas of professional or advanced needs in psychology as those are being collected in neighboring public libraries.

Selection Plan: Standard reviewing media covers this area adequately for popular materials. Selectors should also read *Choice* and check catalogs from university presses in the areas of philosophy and psychology. The Reader's Adviser may be used for collection development. Single copies of most titles are adequate. Multiple copies are purchased of best sellers and of items well reviewed in the popular media.

Retention and Weeding Plan: Classic works in philosophy and psychology should be retained or replaced when their condition deteriorates. Public Library Catalog, reference works such as the Encyclopedia of Psychology, Dying, Death and Grief, New Age Encyclopedia, American Philosophy in the Twentieth Century, and American Philosophy Before 1900 should be consulted before materials are discarded. This section should be weeded in three-year cycles (except for the popular materials, where a two year cycle would be warranted) in order to replace worn copies and to eliminate outdated ephemeral materials.

Collection Development Plan: This area requires retrospective development. While growth and demand will remain the same, gaps exist in the philosophy and psychology collection and many of the standard titles would be updated. New materials should be added in the general nonfiction collection to meet the constant demand for materials on astrology, the paranormal and popular psychology. The reference collection covers psychology and parapsychology adequately. Philosophy and logic should be upgraded in order to meet the needs of the public.

RELIGION 200's

Description: The religion collection consists of books, journals and audiotapes that represent works on the history of world religions, sacred texts, religious commentaries, theological works, moral and devotional works. In addition, modern religious movements, including cults and “new age religions”, are included. The Glenview community reflects a changing population. Although primarily Christian, the area is increasing in the number of Asian, eastern, and Jewish residents of the population. Students from area schools, both parochial and public, use the collection for curriculum related homework. As a result, Glenview as a village contains many, varied houses of worship, and patrons are interested in knowing more about these religious beliefs.

Selection Plan: Standard selection tools, such as publisher's catalogs, Paulist Press, and others are used to select and purchase materials. Subject bibliographies from Books in Print or Public Library Catalog, are also consulted. Single copies of titles are purchase except for the most popular titles. All religious denominations and schools of religious thought are represented as fairly as possible. Materials that present an unbiased viewpoint are preferred to those that project an overwhelmingly prejudicial point of view. Thus we would be willing to purchase any book which discusses any religion, we would want to avoid any who's express purpose is to proselytize.

Retention and Weeding Plan: Classic works; histories and sacred texts of major religions as well as works by important religious philosophers are retained. Moral and devotional works as well as doctrinal theology are retained as long as they are popular or retain historical value. Public Library Catalog, Books in Print, Reader's Guide to the Great Religions, and available subject bibliographies should be consulted before weeding. A complete weeding should be done triennially to maintain currency. However, redundant copies or books in poor condition should be removed and/or reordered as needed.

Collection Development Plan: The religion collection needs to be augmented in order to bring it to a level where it will only need to be routinely maintained. This will require some retrospective development in addition to a thorough replacement of missing and worn titles. This must be done on a regular basis (annually). We should also continue to evaluate and add when possible non-book items, such as journals, CD ROMs and other electronic media, to further enhance the collection.

SOCIAL SCIENCES 300's

Description: This classification includes sociology, statistics, political science, economics, investment law, public administration, social problems, education etiquette and customs. The social sciences cover the study of man and include all variety of trends that impact upon man.

The materials on aging, ecology, women's studies, and technology's impact upon society fall into this section and are selected for both students and the general reader. Students seek materials on current social problems and the general public needs information on the insurance industry, and care of the elderly. Therefore, the sociology collection should contain books on topics of current interest, basic textbooks, overviews and histories. Current events are the most important selection factor for political science materials. This collection should also contain standard works and histories that support research through the high school and community college level.

In economics, an emphasis is placed upon acquiring investment tests and services, primarily for the Reference collection. Since many of our patrons are interested in business and investment information this collection includes materials of a technical or professional nature. The legal materials are intended for the non-professional and, other than statutes, are located primarily in the circulating collection. The reference and general collections contain materials which are basic enough for the layman to understand and which support basic legal research. The public administration section includes civil services test booklets as well as local, state and federal publications. There is also a strong demand for "true crime" stories.

In the area of education, parents and students seek information on schools and most specifically, on the rating of schools. Our education collection should contain the essential career guidance books and directories of the high school, college and graduate programs available in the United States and abroad. It should contain the current topics of interest and the rating of the various institutions, however it is not intended to support the needs of the professional. This section also includes books on etiquette and costumes and should be kept current.

Selection Plan: Standard reviewing media covers materials in this area adequately. In the field of sociology Sources of Information in the Social Sciences should be consulted and reviews in *Society* and *American Journal of Sociology* should be utilized. Many of our materials on statistics such as the almanacs and the Statistical Abstract of the United States are on standing order for the Reference collection. Census materials are ordered from a monthly catalog published by the United States Government. Government documents are ordered through a jobber, Bernan, who supplies libraries with an annotated list of important documents. The Baker Library's list of Recent Additions should be checked for new titles in investing as well as reviews in the *Wall Street Journal*, *Harvard Business Review*, *New York Times*, *Chicago Tribune* and *Business Week*. Publisher's catalogs such as Wiley, McGraw-Hill and Prentice-Hill should be reviewed regularly. Legal materials for laypeople are not reviewed regularly. Publisher's catalogs from West, CCH, Bender, Prentice-Hall, W.G.

Lamont and Nolo are the best source for legal materials. Civil service tests are published by Arco, National and Barrons. These catalogs should be checked annually for new editions.

Retention and Weeding Plan: the sociology collection should be weeded in five-year cycles and checked annually to remove worn and outdated materials. Before materials are removed they should be checked in any current resource directory. The same is true for economic materials. As the resource titles frequently go out of publication or are replaced by others the sources need to be updated and corrected every few years.

Legal materials, whether Reference material or of the "how to" variety kept in the circulating collection, should be current; any items over a few years old should be replaced with the latest editions. Tax material should be kept in Reference seven years. The ARBA Guide to Education should be consulted before discarding educational materials. A through weeding of the entire 300's collection is being done this year, concentrating on the 330's through 390's.

Collection Development Plan: The sociology collection contains a wide variety of titles. There has been a successful attempt made to keep these titles current and to keep up with the demand for popular culture items. The reference collection contains new materials on current topics, but general reference materials should be kept updated. The magazine collection also contains some scholarly journals in this area. We continually update and add new titles to answer the demand made by students for journal articles. We try to maintain current materials on ecological topics, weeding out the older items. Currency of material is necessary for the political science materials and should be continuously weeded to avoid duplication.

Economics and investing is represented in both the nonfiction and reference areas; we try to maintain up-to-date textbooks on investing, finance and economics for both student and the general public. The legal section of reference should be closely watched to keep only current laws and practices for both state and federal materials. The collection itself has remained static in scope; if we wish to increase in number the legal reference titles it will require a significant increase in both space and budget for the long term. This should only be considered after long study. The demand for civil service materials is steady and requires these materials be as current as possible. The local government collection, which includes Glenview, should be comprehensive as well as current, functioning as a mini-depository for all relevant village data and publications. The emphasis in reference should be on the organization of present holdings so that staff and users can locate them easily.

Materials on social problems should be reviewed for currency. Outdated titles for this as well as education, commerce and customs should be reviewed and weeded on a continual basis.

LANGUAGE 400's

Description: The 400's consist of materials on the English language, linguistics, literacy, sign language and textbooks and guides on English as a Foreign Language. The collection consists of dictionaries and grammars in English and other languages and books on linguistics and language development and usage. In recent years many new Americans with over forty different language backgrounds have moved in the Glenview area. An effort has been made to collect basic dictionaries and grammars for this population. The needs of both travelers and students should also be supported. The Literacy Collection, which is funded by a state grant, helps to meet some of the needs of the ESL population, as does our collection of language recordings.

Selection Plan: Standard reviewing media are used to purchase materials for this area. The Arco and Barron's catalogs should be checked for the latest additions of TOEFL test guides. Multiple copies are not necessary in this area.

Retention and Weeding Plan: This area should be weeded very sparingly. The subject matter is stable and does not go out of date quickly. Titles should be retained as condition permits. The collection should be weeded in five-year intervals. Older editions of dictionaries should be retained in addition to new editions.

Collection Development Plan: Standard titles need to be added in this area and older titles should be maintained. Popular materials should be added in the areas of language and linguistics. The reference collection exceeds the titles recommended by Public Library Catalog. New dictionaries of slang, idioms, acronyms, and initialisms should be added. ESL materials should be added in response to demand. Particular attention should be given to dictionaries and grammars for this group. It is important to coordinate the selection of materials in 400's with language materials on video and tape. An effort should be made to continue acquiring basic dictionaries, grammars, and instructional textbooks for all the languages spoken in Glenview. Materials should be added in Korean, Polish, and Spanish in particular. The collection of materials in European languages should also be increased, as space permits.

SCIENCE 500's

Description: The pure sciences include materials on mathematics, astronomy, physics, chemistry, earth sciences, natural history and life sciences. The Glenview Public Library seeks to supply overviews and histories in each of these areas and to respond to patron requests for material on recent scientific discoveries and advances. There is a need from the business and professional community as well as the school community for materials on math and science achievement and placement tests. Heightened public interest in environmental issues must also be reflected in this collection. College and university area libraries are available for advanced study in this area. The public library's collection should contain basic textbooks, histories, guidebooks and standard titles in the sciences, as well as popular works and works by recognized authors.

Selection Plan: *Science Books and Films* and *Choice* along with standard library reviewing media should be read regularly. Periodicals such as *Scientific American* and *Science* should also be checked for appropriate titles. Publishers' catalogs such as Time-Life and Wiley are also useful. As a general rule, single copies of science books are ordered. Multiple copies of guidebooks or best sellers may be ordered.

Retention and Weeding Plan: The 500's were weeded in 2000. Since the sciences are particularly sensitive to change, this area should be weeded in three-year intervals. Textbooks may be retained up to ten years. Dated materials should be removed annually.

Collection Development Plan: Retrospective collection development is not necessary in this area. This collection is well supported by the periodical collection. The reference collection is relatively small in comparison to use, and materials dated pre-1990 should be weeded. The mathematics collection should be reviewed for currency. The astronomy and natural science collections have recently been bolstered. New additions of standard titles should be acquired when possible. The chemistry and physics collection contains basic materials for the layperson. The paleontology collection should be increased to include materials on new fossil discoveries. Titles for both the general and informed reader should be added to the natural history and life sciences collection.

TECHNOLOGY 600's

Description: The Applied Sciences area is the largest, most diverse and heavily used subject area in a community library. It contains materials on medicine, engineering, home economics, cooking, childcare, business management, manufacturing and building. Students at the Junior High level use the materials on inventions and the history of technology. The general public seeks materials on medicine that will help them manage and understand their health. Since the public is more sophisticated today than in the past, patrons look for basic medical reference books and textbooks as well as materials published for the layman. There are several excellent medical libraries in the area that are willing to share their collections and expertise with the public at large. There is heavy use of the electronics section and automotive manuals by consumers and "do-it-yourselfers". We maintain substantial material for homeowners on home repair, remodeling, home economics and gardening, as well as outdoor projects. The library also maintains a large collection of books on nutrition and diet and cookery. This collection must reflect the current interest in diet and physical fitness. The library buys heavily to meet the needs of pet owners. In the areas of manufacturing and construction the library seeks to meet the needs of the general public by purchasing home repair manuals, manufacturing directories, and local building codes. Technical or professional materials specific to an industry are out of scope for this area.

Business management falls into this area as well. Since the majority of Glenview's residents are employed in professional or managerial positions, the library acquires many titles on all aspects of business management. This collection contains popular titles as well as titles of professional interest.

Selection Plan: Standard reviewing media should be supplemented by the AAUS Science Book Lists, New Science Books and Technical Book Reviews. In the field of medicine *JAMA*, *New England Journal of Medicine* should be read regularly and catalogs from *Wiley*, *Mosby*, *Aspen*, *Saunders*, *CC Thomas*, *Williams and Wilkins*, *McGraw-Hill*, and *CRC Press* should be consulted. The Audio catalog is examined regularly for items in electronics and maintenance. *Popular Mechanics* and other magazines must be scanned for book reviews and trends in electronics. *Chilton* and other automotive catalogs must be read for new automotive manuals. The *TAB*, *Wiley*, and *Time-Life* catalogs must also be checked for technical subjects. The *Sunset*, *Horus*, *TFH*, and *Ortho* catalogs are excellent sources for books on gardening and home maintenance. The American Management Association, American Marketing Association, *Wiley*, *Prentice-Hall*, and *McGraw-Hill* catalogs should be checked regularly for business management titles. Book reviews in business magazines such as the "Wall Street Journal" should be read on a regular basis.

Retention and Weeding Plan: The 600-s should be weeded in three-year cycles. Historical materials can be retained as long as condition permits, but technical materials must be updated annually. Medicine and business management materials should be removed after five years except for classics, standard titles and histories. Certain of those areas must be checked annually, e.g. automotive manuals, circulating business reference books, circulating medical books such as the *Merck Manual*, building codes and construction cost guides.

Collection Development Plan: Weeding should be completed in the 600's consistently. This will reveal a large, diverse collection with a wide variety of materials with a strong emphasis on how-to books and diet and exercise. The medical reference collection should regularly and textbooks on urology and obstetrics maintained on a currency level. We should also maintain thorough coverage on automotive manuals, although, due to the greater sophistication of automobile electronics in today's cars, the depth of coverage may be lessened. The business collection should be checked against Daniels and the Baker Library Core List. In manufacturing, the nonfiction area is well developed. Areas such as typography that are out-dated should be updated. Materials on specific manufacturing processes and industries are out of our scope at this time.

ARTS 700'S

Description: Materials on the fine arts, dance, music, photography and architecture are classified in the 700's. This area also contains materials on antiques and collectibles, interior decoration and home plans, the theater and the film industry as well as sports and games. Both students and patrons of the arts use the fine arts collection. Cultural events in the Chicagoland area create a demand for materials in the art and music collection. Songbooks, scores and opera libretti are used by art patrons and local theater groups. Hobbyists and collectors seek materials on handicrafts and antiques. The books on interior decoration and home plans are in great demand by homeowners. One of the most heavily used sections of the collection are the books on sports and games.

Selection Plan: Standard reviewing media are supplemented by reviews in *American Artist*, *Musical Quarterly*, *Opera News*, *Art in America*, Abrams, Rizzoli, and hobby magazines such as *Chess*. In the area of the fine arts, music publisher catalogs such as Greenwood, Edwin Kalmus, Schirer, Beekman, Hal Leonard Books and Dover should be read annually for songbooks, fake books, libretti, and vocal scores.

Retention and Weeding plan: The fine arts are being weeded at this time and should be so on a five-year rotation. The material should be kept based on circulation and condition. Certain areas of the fine arts collection such as songbooks, handicrafts, interior decoration and home plans should be examined annually in order to keep the collection in good condition and up-to-date. How-to books on photography can be dated quickly and should be examined annually. The music collection contains many out of print material kept because of their value. Publishing is limited in this area and titles should be withdrawn with care. Opera libretti, especially of works performed by the Lyric Opera and other local opera companies should be purchased in multiple copies. However, determination of where to keep them can be a problem as individual libretti are usually of a pamphlet size and do not store well in the shelves, so the preferred method is to purchase them as collections. This decision is aided by performance practice whereby the lyrics are now projected above the stages at opera houses. Likewise scores of popular musical shows will be purchased. Materials on rock and roll are heavily used and must be examined annually. Sports and games should be weeded in three year cycles and examined annually, too. Materials on Chicago teams should be retained. The fine arts section should be weeded and outdated materials in the areas of architecture and photography replaced with more current material.

Collection Development Plan: Standard bibliographies should be consulted to fill gaps which exist in our coverage of art and music history. Our coverage of painting is strongest in the areas of American and Nineteenth Century painting. Overviews of Asian art and Twentieth Century art including monographs on contemporary painters should be added. Popular histories of classical and modern music should be added to the music section. Our coverage of handicrafts, antiques and the decorative arts is large and diverse. This area should be weeded and care should be taken to add materials on current trends in interior decoration and crafts. The slide collection which is now used primarily by teachers should be maintained. The emphasis now, should be more toward art, sculpture and architecture as opposed to travel which has been taken up by the video areas. Architecture, graphics and

graphic design are being emphasized more now and are supplemented by the addition of histories and monographs of past and current masters.

Our arts collection is supported by a growing reference collection in the fine arts. We have major encyclopedias and “dictionaries” of art, architecture and music. Care should be taken to keep the price guides up-to-date. The periodical collection contains magazines which support the popular areas of the collection and major titles in the fine arts. This coverage should be strengthened by the addition of magazines reflecting contemporary arts. The collection is strongest in the popular areas such as interior decoration, sports, handicrafts, popular music and the entertainment industry. The fine arts collection should be broadened in order to support popular interest and initial study. Art collections in our area, e.g. Evanston’s Art and Music Collection and Northbrook’s Architecture Collection can serve the needs of those patrons who seek art history on the graduate or practitioner level.

LITERATURE 800's

Description: The literature collection consists of style manuals and handbooks on English composition and speech writing, how-to books on writing letters, books, manuscripts, business papers, and other forms of published materials. Collections of speeches, essays, short stories, poems, plays and humorous works are an integral part of this area, as well as books of literary history and literary criticism. Emphasis is on works of American and British authors, with notable works of classic and contemporary authors of other nations represented, both in the original (kept in the foreign language areas) and in translation. Both high school and college level students use this collection, as well as local book clubs and writers' groups, therefore, curriculum-related materials are most important. In addition, the literature collection should reflect the increasing numbers of minority patrons in the Glenview community.

Selection: Standard selection tools are used to select and maintain this collection. Public Library Catalog, and Senior School Library Catalog, Booklist, Wilson Library Bulletin, Library Journal, Books in Print and BIP+, Granger's, Ottemiller's, Short Story Index, Essay & General Literature Index, Reader's Advisor, Encyclopedia of World Literature in the 20th Century are used for selection and deselection. In addition, publisher's catalogs such as Chelsea House, Twayne's, Samuel French, Baker, and those of university presses are used. Multiple copies are purchased for major classics, contemporary drama and related literary criticism, particularly for high school curriculum materials. One copy is usually sufficient for other areas of the collection.

Retention and Weeding Plan: American and British Literature are heavily used and should be weeded yearly in order to replace worn materials and to eliminate ephemeral titles which no longer circulate. A weeding cycle of five years is sufficient for the other areas of the 800's. Before a title is discarded, it must be checked against such sources as Public Library Catalog, BIP+, Granger's, Ottemiller's, Short Story Index, Essay and General Literature Index, Senior High School Catalog.

Collection Development Plan: The literature collection is strong, however retrospective development is always needed to maintain breadth, fill in gaps and augment weaker areas. Because of an increase in the various ethnic populations within the community, more books in these languages should be purchased.

Emphasis should be on maintaining an in-depth collection so weeding must be done judiciously, using the appropriate guides. Purchasing multiple copies is usually not a priority. An exception to this is published drama in single play or small collection format, particularly any that are curriculum-related. Reference is strong in this area, however additional volumes should be purchased to fill in gaps, primarily in literary criticism. Additional poetry and play anthologies should be purchased to augment existing collections. Finally, the library should be continually assessing its collection of periodicals to supplement this area.

HISTORY 900'S

Description: The history and travel section includes books of both general and contemporary interest from all periods of history. As of the last Collection Development Policy, travel has been given its own Base Fund, reflecting a changed approach to the collection. (See separate entry) The history collection contains materials on the ancient, medieval and modern world. The emphasis in the collection is upon European and American history. The American history section includes materials on Native Americans, United States history as well as books about Illinois, Chicago, and Glenview and its surrounding areas. Personal narratives, historical accounts and some scholarly works are included. The community is well-educated, and our readers use this area for both personal and educational purposes. Patron demand, local school curriculum and current events determine the selection of materials in this area.

Selection: Standard selection media used to select materials include Booklist, Library Journal, BIP+, Senior High Catalog, Public Library Catalog, Choice, many publisher and university press catalogs and specialized bibliographies. Additional selection tools include Harvard Guide to American History and Reviews in American History. Major works by recognized historians are purchased in multiples, as are classics. Books purchased specifically to fill needs expressed by high school faculty are also purchased in multiples whenever possible. In many instances these are labeled "YA" to indicate that the title was purchased with the high school curriculum in mind. Multiple copies are rarely purchased unless they reach the "best seller" category.

Retention and Weeding Plan: Classic works, histories and most books labeled "YA" should be retained. This area should be weeded carefully. Multiple copies of popular histories can be weeded as demand for them decreases, unless they are specifically geared toward high school research papers. Because this area receives heavy use and titles are often very worn or marked up, weeding should be done yearly. Familiarity with school research assignments is critical to maintaining a viable collection, and school list should be consulted when available before withdrawing titles. Finally, books to be withdrawn should be checked against Public Library Catalog and Senior and High School Catalog, Great Events from History, and BIP+. All sets should be checked to ascertain if all appropriate volumes are still available; those that are lost should be replaced whenever possible. An on-going list of out-of-print titles should be kept and checked at periodic intervals against out-of-print dealer catalogs. Five year cycles are appropriate for the history collection.

Collection Development Plan: The geography section requires continued development. New atlases need to be purchased for the reference collection on an ongoing basis to reflect recent world changes. History is one of the stronger areas of the collection. Some retrospective development should be done regularly in specific subject areas and missing volumes replaced. Development in this area should increase the size by adding depth in designated areas (as those areas become of interest to historians) by adding more depth rather than simply widening scope. More periodicals can be used to this end. Also video and CD-rom products can be acquired.

TRAVEL 910

Description: The travel section includes books, videos, and a limited number of slides. To reflect the tastes, tendencies, and affluence of our patrons, travel books on a wide variety of destinations and locales are purchased. In addition to standard guidebooks, which are on standing order in multiple copies, the travel section includes books written for the armchair traveler. Increasingly, material is purchased that is geared toward particular groups in our community, such as mature travelers, those traveling with children, women traveling alone, and travelers with disabilities.

Selection: Standard selection media used to select travel materials include Booklist, Library Journal, Kirkus Reviews, BooksinPrint.com and Amazon.com. Multiple copies of popular travel guides such as the Mobile Guides, and Fodor's guides are on standing order. Publisher's catalogs such as Frommer's, Voyageur, Moon, Michelin, and Lonely Planet are used to order travel books. In addition, Amazon.com's notification service sends email alerts regarding travel releases.

Retention and Weeding Plan: Travel guidebooks should be retained for the current year plus the preceding two years, so many standing order titles must be weeded annually. The rest of the travel collection should be weeded approximately every 5 years.

Collection Development Plan: Future collection development for travel should continue to include regular updates of Reference atlases to reflect world changes. Travel videos on popular destinations should be updated and expanded. Titles about Internet travel searching and services should be purchased as they become available. Standing orders on titles or series no longer available should be replaced. Travel periodicals should be added to the Magazine collection as they become available and are assessed.

BIOGRAPHY 921's

Description: The biography collection is a vital part of the public library's collection. While the core of the collection is comprised of classic or standard titles about historical figures, the biography collection also includes lively biographies of popular interest. Biographies are chosen to meet popular demand, and to meet the interests of the general reader. High school assignments in this field require that materials on prominent figures in all fields and times be included in this area. The latest Dewey schedules place biographies in subject areas as well as in the traditional biography classification. Reviewing media often review biographies in subject areas. Selectors should be sure that all subject areas are covered. Subject area selectors should order biographies in their field.

Selection Plan: In addition to standard selection media the following sources should be checked regularly: The New York Review of Books, Current Biography Supplements, Wall Street Journal, and Christian Science Monitor. Public radio and television interviews with authors are an excellent source for biographies. Only bestsellers should be purchased in multiple copies.

Retention and Weeding Plan: This area is being carefully weeded now (2001). All books in good condition that relate to prominent persons in all major disciplines, or persons of local or regional interest should be retained. Public Library Catalog, Best Books for Public Libraries, Current Biography, Dictionary of American Biography and Biography Index should be consulted before materials are withdrawn. This area should be weeded every five years, or as space constraints require. Since most well-written and -researched biographies do not become dated they can be retained as long as condition permits.

Collection Development Plan: A steady demand is anticipated in this area. This is a good collection that is well supported by reference materials. Few magazines or journals exist in this area. Additional copies of titles or copies of existing titles that are included on high school reading lists should be added to the collection.

REFERENCE COLLECTION

Description: The reference collection is used for the general public. Although the materials are primarily selected for adults, it is regularly used by high school and junior high school students. The library provides a basic reference collection that exceeds the standards set by most collection evaluating bibliographies, however attention has been given to subject areas unique to popular reference usage. These areas include an emphasis on social issues, religion and the domestic areas including pets, hobbies and crafts. Our collection also includes both the standard and scholarly materials in the fine arts areas. We are also strong in literary criticism, especially of American literature, to satisfy the needs of the general public, high school and college students, while maintaining a basic level for foreign literature.

Local government publications, including minutes of the Village Board of Trustees, minutes of the Glenview Public Library Board of Trustees, and annual reports of village agencies are kept indefinitely. Many official government publications have been made available for free on the internet; But in addition we have maintained our collection of the U.S. Code and Administrative News for the last 10 years. We also maintain the U.S. Code Annotated, the Smith-Hurd Annotated Code and the Supreme Court Reporter, kept current by annual supplements and inserted pocket parts. Law and legal materials include these items as well as basic law directories, dictionaries and indexes.

Selection Plan: The library reviewing media used to select reference materials includes *Wilson Library Bulletin*, *Booklist*, *Library Journal*, *Choice*, *American Reference Books Annual*, and *RQ*.

Standard bibliographies include Public Library Catalog, General Reference Books for Adults, and bibliographies for such subject areas as the social sciences and humanities. The “Best Reference Books of the Year” lists in *Booklist*, *Wilson Library Bulletin*, *RQ*, and *Library Journal* act to re-recommend choices that originally were considered marginal because of cost or subject matter. If a title appears on two of these lists it is reconsidered for purchase. Other selection tools used are publishers’ catalogs. Those used for reference book selection include Congressional Quarterly, Facts on File, H.W. Wilson, Gale Research and R.R. Bowker. Careful consideration of local public library reference collections also influences selection. On-site inspection and subject collection bibliographies are vital. The library selects and purchases books and pamphlets published by the Illinois State Government, the Federal Government, and the United Nations Publications Service. Items are selected on the basis of usage by staff and public, and most, but not all, are located in the reference and business reference collection.

The genealogy collection is divided into two parts: the first is the local history and genealogy collection containing standard search tools, updated as new editions are published and historical material on Illinois and the greater North Suburban Chicago area, and the Lundberg Genealogy Collection, reflecting the interests of the donors, with an emphasis on New England and Midwestern materials. It includes pamphlet and clipping items as well as books.

Retention and Weeding Plan: Weeding is done on an ongoing basis with new editions replacing old. The collection as a whole should be evaluated on a three-year cycle. Areas that require closer monitoring include current events, computer technology and automotive reference works.

Collection Development Plan: Since the last Collection Development Policy the reference collection has strengthened the areas of areas of history, physical and biological sciences arts, foreign language and social sciences. We maintain standardized codes of Fire Prevention, building, zoning and public works. Dictionaries and encyclopedias are kept current as are ready reference and travel guides. We have the major encyclopedias of the fine arts, architecture and music, both classical and popular, purchased on a regular basis to maintain currency. We also have standard reference tools on dance, drama, and sports.

The largest physical area for a subject is devoted to Literature. The primary subjects are criticism and bibliographies, but many items are on quotations, poetry, prose and drama. There is a growing collection of material on foreign literature.

This collection is used primarily by students at a college and high school level as well as the general public. It supports a growing circulating collection of literary biography and criticism. The history reference collection supports the circulating collection for those interested in both traveling and history. General works are enriched by specific items works on countries and periods of history. The atlas collection is being updated for the changing times; new international borders, different nation-states. We will continue to retain some older atlases for historical reference.

We are maintaining the reference collection to serve a wide range of patrons, from junior high through adult with materials from basic to near scholarly. A patron should find information on several levels of specificity and sophistication. As the collection continues to grow we will acquire the scholarly materials, but not at the expense of the basic materials.

BUSINESS REFERENCE

Description: The Business Reference Collection has been developed to a greater extent than any other part of the reference collection in response to patron demand. Glenview patrons are generally affluent and have lively interests in investment and other business issues, and expect the library collection to reflect these interests. Other factors for the establishment and maintenance of this special collection have included the availability of a generous budget, the ready availability of suitable material and the consideration of other locally available library collections, both public and academic. The collection as it grows and evolves reflects current business trends. While books comprise the largest part of the Business Reference collection, this collection also includes a pamphlet file of business related clippings and pamphlets. An index table contains advisory services and investment newsletters. Business periodicals in the Business Reference Collection include such popular business magazines as Forbes, Fortune, Business Week, The Wall Street Journal, and Crain's Chicago Business, as well as more specialized periodicals as Economic Indicators, Survey of Current Business, and Advertising Age, for their reference value and browsing function.

This periodical collection can be accessed by online searching which also functions as an updating service for published material. Online searching can supplement the book collection in areas where there is not yet enough demand in a subject area to justify buying expensive and usage-limited reference tools, and of course serves as a source for directory information for corporate names.

Selection Plan: Selection tools used include the standard library media, such as Wiley, Mergent, Standard and Poors, Dun and Bradstreet and sales representatives of these countries, Harvard's Baker Library's Recent Additions Lists, American Reference Books Annual, and patron demand from reviews in popular business periodicals. Catalogs of the American Management Association, the American Marketing Association, Prentice Hall and McGraw Hill should also be checked regularly.

Retention and Weeding Plan: While no attempt is made to keep an archival collection, there is an effort to keep a run of five years in certain titles and subjects. The Mergent (formerly Moody) Manuals are kept for five years for an historical perspective on American corporations. Internal Revenue material is also retained for five years. Reference material is weeded on a strict plan as updated material arrives; condition of the book also serves as a criteria. Materials should be checked against Daniels' Business Information Sources, Strauss' Handbook of Business Information and Harvard Business School Core Collection [Baker Library]

Collection Development Plan: Future developments in this area will include online resources as well as CD-ROM tools for business reference. We plan to continue our acquiring material for job searching as well as resources for general business reference. Other areas we continue to stress are job relocation in the United States and worldwide, and information for the small business owner and manager.

CONSUMER HEALTH COLLECTION (CHIPS)

Description: The Consumer Health Collection (or Consumer Health Information Collection, otherwise referred to as CHIPS) was established to provide a convenient grouping of reference books on medicine, health, nutrition and health-related social services for the general adult patron. It contains medical dictionaries and encyclopedias on a variety of levels of specificity and technicality. The collection includes directories of medical institutions and health professionals. Books describing pharmaceutical drugs and over-the-counter drugs, written on a professional level as well as a layman level, are also available. The reference collection also contains basic medical texts that are kept very current. These texts provide concise, accurate and technical information that can be utilized by the sophisticated library user or the library staff as background or clarifying information. Online searching in medical databases is an important source of current information.

There is a layperson newsletter collection, which includes newsletters on health, nutrition, and specific health problems. The periodical collection, in the Magazine Room, contains basic professional medical journals, as well as more general-interest health and nutrition magazines. These collections are readily accessed by online searching of medical databases.

This collection is strongly focused on patron demand and usage, and is responsive to it. New materials are purchased in response to this usage and demand, as suitable titles are published.

Selection Plan: Besides standard library media a selector should read the reviews in JAMA, New England Review of Medicine, and AIM. Nursing journals and popular magazines on health, parenthood and nutrition review books for the layperson on medical topics. Standard bibliographic lists that are published in medical librarian journals are checked as published. Publisher's catalogs such as Wiley, Mosby, Aspern, Saunders, Saunders, and others should be checked regularly.

Retention and Weeding Plan: Weeding in this area is a continuous process. New editions are purchased as they are published. No attempt is made to keep an archival collection. Public Library Catalog, and the Brandon list, which is published by the Medical Librarian's Association, should be checked before materials are discarded.

Collection Development Plan: This collection will continue to be a selective consumer oriented collection. Its physical size will not increase appreciably in the next five years, but new editions and replacements of outdated material will keep the collection pertinent and current.

VIDEO CASSETTES & DVDS

Description: The Adult video collection contains fiction and non-fiction videos to provide the informational, recreational and educational needs of the community. The Fiction collection includes award-winning films as judged by the Academy of Motion Picture Arts and Sciences, Golden Globe, Sundance, and the Cannes Film Festival. Filmed versions of literary classics, novels, plays and short stories are acquired for the collection. Opera and ballet productions, especially those works to be performed in the local area are purchased. Classic and Foreign film videos are purchased which feature performances by famous and noteworthy actors, actresses and directors. Well-reviewed popular new releases are purchased to meet demand. Non-fiction titles are acquired with an emphasis on subject areas in which a visual presentation is essential to an understanding of the subject such as art, travel and exercise. Videotapes of community events and local government meetings will be acquired for the non-fiction collection. Music videos by popular groups will not be added to the collection.

Selection Plan: Videos are selected from reviews in standard media, In the Grove, and Video Librarian. Publisher's catalogs such as Midwest Tape, Facets, B&T Video Alert, and PBS are checked regularly to identify new releases. The *Video Sourcebook* and *Video Movies: A Core Collection for Libraries* are used for retrospective development. Electronic sources for video reviews include www.imdb.com and www.tvguide.com/movies/. In general one copy of a video is ordered. While occasionally a duplicate copy of a popular video is ordered to meet demand, local video stores supply our patrons with numerous copies of recently released videos. The goal is to have a wide selection of quality items especially videos that are not available elsewhere in the community. Closed (CC) videos for the hearing impaired will be purchased when available. Described videos (DVS) for the visually impaired may be purchased when available. The video collection is primarily for home use, but public performance rights may be acquired if within the budget. Requests from patrons and staff are always given careful consideration.

Retention and Weeding Plan: The video collection is weeded on an ongoing basis to remove dated, ephemeral items and items in poor condition. Condition will be determined based on circulation counts and the condition of the tape. High interest films and documentaries in poor condition will be replaced with new copies depending on circulation history and community interest. Local interest videos should be retained when possible. Videos with little or no circulation may be considered for withdrawal from the collection to make room for new titles.

Collection Development Plan: The video collection continues to grow in response to public demand and interest. Limitations on the size of the collection may be determined by shelving and storage options. Retrospective development is needed to expand the collection of classic and foreign films. There will be an increasing emphasis on informational videos as patrons become accustomed to using videos for their informational needs. New non-fiction videos must be acquired to expand and update the educational, instructional and travel areas of the video collection.

ELECTRONIC RESOURCES

GPL collection development criteria should be applied consistently across all formats including electronic resources. Electronic resources are defined as those materials and information sources that require computer access. The primary criteria for the selection of any electronic resource are the extent to which it improves the overall Library collection, and/or enhances the user's access to information. The electronic resource collection consists of cd-roms, software, licensed databases, electronic publications, and Internet resources.

Description: The circulating software collection consists primarily of software in CD-Rom format and includes all subject areas with an emphasis on subject areas in which an interactive media is beneficial to an understanding of the subject such as art, travel, instruction, language, science and business. The circulating software collection does not include non-educational computer games.

Non-circulating electronic resources may include standalone, local area networked (LAN), or web-based programs, indexes, databases, or web pages that are useful to the staff or the public. The non-circulating electronic collection does not include email subscriptions or listserv memberships.

When applicable, the Library will negotiate and comply with vendor licensing agreements to provide user access to electronic resources.

Licensing: The Electronic Reference Librarian will be responsible for negotiating and signing vendor license agreements for electronic materials for the Adult Services collection. Whenever a license is considered for renewal, it must be re-evaluated based on selection criteria and new developments in electronic publishing. The Electronic Reference Librarian will maintain a file containing copies of all Adult Services licensing agreements and database contracts, regardless of the original Library signatory.

Selection Responsibility: Selection of these resources will be the responsibility of the Electronic Reference Librarian, the Collection Development Manager, and subject specialists. Other librarians, library users, and other individuals may offer suggestions to the selectors for the addition of electronic resources. Selectors will decide which type of electronic access best suits the needs of the library users and staff through online trials, product reviews, and hands-on evaluation of the resource.

Selection Criteria for Electronic Formats: The selection of electronic resources should conform to present collection policies. In addition to the general principles of selection, the following criteria should be considered in reviewing an electronic resource:

- Authority and accuracy;
- Comprehensiveness: scope, subject coverage, time span, frequency of updates;
- Ease of use for both new and experienced users; (It should provide or allow: introductory screens; on-screen tutorials; prompts and menus; function-specific help; novice and expert searching levels; helpful error messages; ease of exiting from one point in the database.)
- Type of access, e.g. local network, standalone workstation, circulation from general stacks, internet access, or other readily available means of access;
- Compatibility with existing hardware and applications;
- Quality of indexing, search engine;
- Cost in relation to other formats, both print and electronic;
- Anticipated number of users that will be served;
- Preservation, storage, and archiving of data.

Normally the library will not add materials in obsolete formats to the library collection. Any addition of such materials to the collection will be at the discretion of the area subject specialist and the Collection Manager.

Duplication: Selection of electronic materials that duplicate an existing print resource usually constitutes an acceptable duplication if:

- The resource has visual, graphic or audio advantage over another format;
- A different format meet the needs of different user groups;
- A cost benefit exists for purchasing multiple formats from the same vendor;
- One format is unstable;
- Greater access occurs than a single copy or format may provide.

When resources are available in multiple formats or versions, priority should be given to electronic resources when they offer significant added value over print equivalents in such ways as:

- more timely availability;
- more extensive content;
- greater functionality such as the ability to invoke linkages to local and/or related resources, full-text searching, or remote access;
- greater access because they can be delivered rapidly, remotely, at any time;
- the resource provides greater access than the single use point that a print resource may provide.

The Library may elect to continue a subscription to the original print or microform version of an electronic resource, as deemed appropriate on a title-by-title basis.

Electronic Resources Accompanying Other Formats: Floppy disks and CD-ROMs may accompany other formats--monographs, serials, films, videos, DVDs or audio recordings. The primary format is the most important part of the item or resource, and its format is usually apparent at the time of purchase. Accompanying materials are all the other material that may be included in the purchase of the primary format (for example, anything in a back pocket; diskettes, CD-ROMs, maps, or guides). If electronic resources accompany other primary formats, they will be shelved together in the appropriate location. If there is a question of which format is the primary format, shelving will be determined by the Collection Manager and the Head of Technical Services.

Selection Tools: In addition to online trials and hands-on evaluation, selectors will consult available reviews of electronic resources before their selection whenever possible. Reviews can help determine how well a resource meets selection criteria and can provide further insight regarding the resource's overall quality. Selectors should not necessarily exclude a title because it does not meet every individual criterion or because a review cannot be found. However, subject specialists should attempt to select resources that adequately meet as many of the selection criteria as is possible. Selectors may want to consult the following non-comprehensive list of review sources:

E-Content, Link-Up, Searcher, Web Feet, Choice,
LJ Digital <http://www.ljdigital.com>,
Books and Periodicals Online: Directory of Online Publications,
Internet Public Library <http://www.ipl.org>,
Librarians Index to the Internet <http://www.lii.org>,
Scout Report <http://scout.cs.wisc.edu/report/sr/current/index.html>,
Dow Jones Business Directory <http://www.businessdirectory.dowjones.com>,
Encyclopaedia Britannica's e-Blast <http://www.britannica.com>,
Argus Clearinghouse <http://www.clearinghouse.net>,
Ex Libris <http://marylaine.com/exlibris>,
LibraryHQ <http://www.libraryhq.com>,
BUBL <http://bubl.ac.uk/link>,
Digital Librarian <http://www.servtech.com/~mvail/home.html>,
standard search engines, and others.

Retention and Weeding Plan: It is expected that there will be changes in technology, available formats, and electronic publishing that effect the Library's collection of electronic resources. Existing electronic resources may be deselected because of low use, changes in format, problems with vendor support, technological development of newer formats,

development of cheaper formats, or the physical condition and availability of necessary equipment to access these resources.

Major price increases for lease or subscription will occasion review of the continued desirability of a particular resource.

Ongoing de-selection of Internet resources is a necessity because of the dynamic nature of such resources. Internet resources may be de-selected whenever:

- An Internet resource is no longer available or maintained;
- The currency and reliability of the resource's information has lost its value;
- Another Internet site or resource offers more comprehensive coverage;
- The content of the Internet site has become less desirable.

Selectors, the Electronic Reference Librarian, and the Collection Manager will be responsible for reviewing and de-selecting electronic resources.

Copyright: The Library will comply with the existing copyright laws. The Library will also promote copyright compliance among its users and among its staff.

COLLECTION DEVELOPMENT PLAN:

Electronic resources enhance the Library's collection by improving access to materials in other formats, and by providing access to materials beyond the walls of the Library. It is expected that the demand for electronic resources will increase. Selectors will seek to maximize the online budget by purchasing and linking to electronic resources that meet as many of the selection criteria as possible and provide the best value for expenditure.

Policy Review: Because of the rapid changing nature of electronic information relevant to the Library and the complex and dynamic nature of providing access to such information, this policy should be reviewed regularly.