

# Collection Development Plan

Glenview Public Library

Revised November 2020

# Table of Contents

## Overview

Introduction .....	1
Mission Statement.....	1
Philosophy and Goals .....	1
Community Profile.....	2
Responsibility for Selection.....	3
Criteria for Selection.....	3
New and Emerging Formats and Technologies .....	3
Meeting Patron Demand .....	4
Patron Requests.....	4
Access to Materials .....	4
Gifts.....	4
Retention and Weeding.....	4
Reconsideration of Materials .....	5
Revision Statement .....	5

## Collection Development Guidelines

### Adult/Youth Collections

Electronic Resources .....	6
Digital Media .....	7
Marketplace Collection.....	8
Local Author .....	8
STEAM .....	9

### Adult Collections

Reference .....	9
Genealogy & Local History Reference.....	10
Nonfiction	
000s Information and General Works.....	12
004-006s Computer Science .....	12
100s Philosophy, Parapsychology and Psychology .....	13
200s Religion .....	13
300s Social Sciences .....	14
400s Language .....	15
500s Natural Science and Mathematics .....	15
600s Technology (Applied Sciences) .....	16
700s Arts (Sports and Recreation) .....	16
800s Literature .....	17
900s History and Geography .....	18
910s Travel.....	18
Biography.....	19
Adult Graphic Novel.....	19
Fiction .....	20
Mystery .....	21

Romance .....	21
Science Fiction/Fantasy .....	22
Book Discussion .....	23
ESL/Literacy .....	23
Large Print .....	24
World Language.....	24
Teen.....	25
Magazine.....	26
Audiobook.....	27
Music.....	27
Video.....	28
Videogame .....	29

## **Youth Collections**

Youth Reference .....	30
Youth Nonfiction	
000s Youth Computer Science, Information and General Works .....	30
100s Youth Philosophy, Parapsychology and Psychology .....	31
200s Youth Religion .....	32
300s Youth Social Sciences .....	32
398s Youth Folklore .....	33
400s Youth Language .....	34
500s Youth Natural Science and Mathematics .....	34
600s Youth Technology (Applied Sciences) .....	35
700s Youth Arts .....	36
790s Youth Arts (Sports and Recreation) .....	36
800s Youth Literature .....	37
900s Youth History and Geography .....	38
Youth Biography .....	38
Youth Teacher Parenting .....	39
Youth Toddler Book .....	40
Youth Picture Book.....	41
Youth Beginning Reader.....	41
Youth Illustrated Fiction .....	42
Youth Fiction .....	43
Youth Paperback.....	44
Youth Graphic Novel.....	45
Youth Middle School Fiction.....	46
Youth Book Discussion .....	47
Youth World Language.....	47
Youth Magazine.....	48
Youth Audiobook.....	48
Youth Music.....	49
Youth Video.....	50
Youth Videogame .....	50
Youth Kit .....	51

## **Appendix**

Library Bill of Rights.....	52
Freedom to Read Statement.....	53
Request for Reconsideration of Library Materials Form.....	57
Reconsideration of Library Materials – Committee Report Form.....	59

# **Glenview Public Library Collection Development Plan**

## **Overview**

### **Introduction**

Collection development and management are integral functions at the Glenview Public Library. The Collection Development Plan sets forth the principles upon which a useful and well-rounded collection is built and maintained. It also serves to inform the public of procedures for adding materials to, and withdrawing materials from, the Library's collection.

Materials selection at the Glenview Public Library supports the Library's Mission Statement and is guided by the American Library Association's "Freedom to Read" statement and "Library Bill of Rights." As such, materials are selected for values of interest, information, enrichment and recreation for the residents of the Glenview community.

The Collection Development Plan outlines the principles on which the Library's collection is built, and addresses the extent to which the Library will purchase materials. These principles are expanded upon in the following sections that include responsibility for selection, criteria for selection, new and emerging formats and technologies, meeting patron demand, patron requests, access to materials, gifts, retention and weeding, reconsideration of materials, revision statement and collection development guidelines. These sections describe the procedures used to support collection development at the Glenview Public Library.

### **Mission Statement**

Through its collections, programs, and services the Glenview Public Library provides access to the world of information and ideas for its vibrant, diverse community.

### **Philosophy and Goals**

The Glenview Public Library aspires to provide a well-balanced and broad collection based on the needs of the community. The Library aims to create a collection that promotes diversity and inclusion by selecting materials that feature a diverse and inclusive array of characters, subjects, authors, and creators with differing perspectives. The goal is to select, organize, and make available print, audiovisual, and electronic materials within the limitations of space and budget that meet the cultural, educational, informational, and recreational needs of its community. The Glenview Public Library provides materials and services on an equal basis to all residents of its service area in order to further the goals of the Library as laid out in its Mission Statement.

## **Community Profile**

### **General**

Glenview is a northern suburb of Chicago, incorporated in 1899. In 2010, the United States Census recorded the population to be 44,692. Of that population, 5.2% are under 5 years of age; 24.6% are under 18 years; 19.7% are 65 years and over. The median age is 45.5 years. Glenview comprises 13.95 square miles

### **Education**

In Glenview, 95.9% of the population over the age of 25 are high school graduates, while 61.3% have a bachelor's degree or higher.

### **Workforce**

Of those residents 16 years and over, 62.2% are employed, while 6.0% are unemployed. However, 37.8% of the community is not in the labor force. Of those employed, 56.2% work in management, business, science, or the arts; 25.7% have sales and office occupations; 8.5% are in service occupations, and 4.8% have natural resources, construction and maintenance occupations. The same percentage is also for production, transportation, and material moving occupations. Most residents drive alone to work (73.7 %), while 6.4% carpool, and 11% use public transportation.

### **Households**

Married couples comprise 64% of the community, with 27.5% of those households having children under the age of 18 years. Single mothers with children comprise 2.2% of households. Nonfamily households are 27.7% of Glenview, while 15.5% of households are 65 years and over. Of the 17,500 total housing units in the community 83.6% are owner-occupied (13,840 units) and 16.4% renter occupied (2,709). The median value of owner-occupied units is \$494,500. Of these 67.3% have a mortgage. The median rent in Glenview is \$1,599.

### **Income**

The median household income for Glenview is \$99,841, while the median family income is \$125,102. Median nonfamily income is \$48,234. The median income for full-time, year-round male workers is \$82,176, while the median income for full-time, year-round female workers is \$61,833.

### **Race, Ancestry and Language**

There are 20.7% of Glenview residents that are foreign born and 30% that speak a language other than English in their homes (12,712 residents). Of this group 10.3% report that they speak English less than "very well." Of the foreign born population Asians are the most populous at 45.3%, or 4,169 residents. This is followed by Europeans at 40.1% or 3,692 residents.

Ancestry is compared with the state of Illinois. Of the total population of Glenview (44,478), 8,734 identified themselves of German ancestry (19.6%), 6,499 are of Irish ancestry (14.6%), and 4,841 are of Polish ancestry (10.9%). Other ancestry includes Italian (9.4%), Russian (6.2%), English (6.1%), American (3.6%), Swedish (3.4%), and Greek (3.1%).

Statistics represent the Village of Glenview as obtained from the 2008-2012 American Community Survey from the U.S. Census Bureau.

### **Responsibility for Selection**

Library staff responsible for assigned subject or format collections selects library materials under the guidance of the collection development librarians and appropriate department heads.

Ultimate responsibility for the Library's collection resides with the Library Director and Library Board of Trustees.

### **Criteria for Selection**

Library staff utilize their training, experience, and professional knowledge in the selection of library materials. Standard professional journals, including *Booklist*, *Horn Book*, *Kirkus Reviews*, *Library Journal*, *Publisher's Weekly* and *School Library Journal*, should be consulted regularly for selection. Other specialized journals, catalogs, and websites may be consulted for selection in subject areas and formats not reviewed in standard professional journals.

Criteria for selection include, but are not limited to:

- Timeliness
- Accuracy
- Format
- Authority of the author
- Reputation of the publisher
- Readability, literary merit, organization, and presentation of the information, subject, or material
- Reviews in reputable journals or authoritative sources
- Community needs and demands
- Suitability of subject, style and reading level for the intended audience
- Item price and collection budget
- Representation of diverse and inclusive interests and perspectives
- Relationship to other materials in the collection
- Availability at consortium libraries or other libraries
- Requirements for special housing or packaging
- Permanent value to the collection

### **New and Emerging Formats and Technologies**

New and emerging formats and technologies will be considered in the long range development of library collections and will be reviewed for possible inclusion in the collection as appropriate.

## **Meeting Patron Demand**

Fiction and nonfiction titles for select high-demand authors, series, and/or subjects may be purchased automatically through established standing order plans in an effort to make them available immediately upon publication.

Hold lists should be monitored to meet patron demand. Additional copies may be purchased as the budget allows.

## **Patron Requests**

Patron suggestions for materials will be considered for purchase using the selection criteria outlined in the Collection Development Plan. Requests are not automatically purchased.

## **Access to Materials**

Glenview Public Library is a member of the CCS consortium. Cardholders may borrow books from all member libraries, as well as surrounding independent north suburban libraries. As necessary, the Library will assist patrons seeking materials that are not owned by the Glenview Public Library by placing holds through the CCS consortium. If not available through the CCS consortium, the Library will place Interlibrary Loan requests through OCLC. This service greatly expands the range of materials available to Library cardholders.

## **Gifts**

Gifts of books and other materials are accepted by the Library with the understanding that the Library may either add the gifts to the collection or discard the items in appropriate ways. The Library retains the authority to accept or reject gifts.

Funds are always welcome and a donor may recommend a subject of interest. Gift suggestions will be accepted only if they are in keeping with the Library's Collection Development Plan. Recognition of donations will be determined on a case by case basis.

All gifts must be unrestricted offers without any limiting conditions, unless the Library Director specifically agrees in writing to conditions or limitations. Board approval will be sought when there is a major commitment of space and funds.

The Library will accept special collections only if this meets a recognized need in the collection. The Library cannot make a commitment to keep any collection or group of books on special shelves apart from other books in the Library.

The Library does not evaluate or appraise gift materials for tax purposes.

## **Retention and Weeding**

Weeding of library materials is an integral component of collection development. An established weeding plan is essential for maintaining a viable, up-to-date, and useful collection. The

following criteria as determined by the collection managers will be used in selecting materials for withdrawal:

- Damage or poor condition
- Inaccuracy or a lack of authority
- Timeliness or obsolescence
- Number of copies in the collection
- Relevance to the needs and interests of the community
- Current demand and frequency of use
- Availability elsewhere including other libraries and online
- Deemed to be of an enduring nature
- Superseding editions of specific titles
- Space constraints
- Additional factors as they apply

Book plate items and donations are subject to the same criteria for retention and weeding.

Materials in poor condition may be repaired, rebound, or replaced at the discretion of the collection managers.

Materials withdrawn because of loss, damage, or general condition are not automatically replaced.

### **Reconsideration of Materials**

A patron questioning the inclusion of any book or other library material in the Library's collection will be given a copy of the Overview section of the Collection Development Plan and other applicable documents. If the patron wishes to object to the inclusion of the work in question, the patron will be asked to fill out a *Request for Reconsideration Form*. The Library Director will appoint a staff committee of no fewer than three members who will review both the item in question and the *Request for Reconsideration Form* as completed. The committee will report back to the Library Director with a recommendation. The Library Director will inform the patron of the decision. If the complainant is not satisfied with the decision, a written appeal can be made directly to the Library Board President or the Library Director.

### **Revision Statement**

The Collection Development Plan should be reviewed biannually by library staff. Procedures related to maintaining Library collections addressed in this plan may be adjusted as deemed necessary.

## Collection Development Guidelines

### Adult/Youth Collections

#### Electronic Resources

**Description:** Electronic resources are information sources that require computer access. The electronic resources collection consists of licensed databases, electronic publications, indexes, and online resources for youth and adult users. This collection does not include email subscriptions, online memberships, blogs, or social networking sites. When applicable, the Library negotiates and complies with vendor licensing agreements to provide user access to electronic resources.

Electronic resources enhance the Library's collection by improving access to materials in other formats, and by providing access to materials and information beyond the walls of the Library. In an effort to maximize funds allocated for online resources, staff will thoroughly review and reassess the purchased subscriptions each year.

**Licensing:** Designated librarians from Youth Services and Reference Services will be responsible for negotiating vendor license agreements. The Library will comply with copyright and licensing requirements and promote compliance with these agreements among its individual users and staff. All electronic licensing agreements for the Library are subject to the final approval with signature of the Library Director and are then submitted to the vendor.

**Selection Plan:** Designated librarians will be responsible for selection of electronic resources in consultation with other staff members, appropriate department heads, subject specialists and the Collection Manager. Decisions to add electronic resources will be made through online trials and product reviews. Obsolete formats will not be considered for addition to the Library collection.

In addition to current collection development guidelines, 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 new and experienced users
- Type of access, that is, local network, standalone workstation, online access or other readily available means of access
- Compatibility with existing hardware and applications
- Quality of indexing
- Cost in relation to other formats
- Anticipated number of users that will be served
- Remote access
- Preservation, storage, and archiving of data

Priority should be given to the electronic version when it offers added value, such as timeliness of information, more content, and greater functionality, for example as full-text searching, remote access, or greater access than a single use point.

**Selection Tools:** Selection tools include, but are not limited to, online trials, hands-on evaluation, and available reviews. 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 possible.

**Retention and Weeding Plan:** It is expected that there will be changes in technology, available formats and electronic publishing that affect the Library's collection of electronic resources. Existing electronic resources may be discontinued due to:

- Low use
- Changes in format
- Problems with vendor support
- Technological developments
- Cost
- The availability of necessary equipment to access these resources
- An online resource is no longer available or maintained
- The currency and reliability of the resource's information has lost its value
- Another online resource, including a free website, offers more comprehensive coverage
- The content of the online resource or website has become less desirable

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

**Collection Development Plan:** It is expected that the demand for electronic resources will increase. 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. Selectors will seek to maximize the electronic resources budget by purchasing resources that meet as many of the selection criteria as possible and provide the best value for the expenditure. Staff will review and reassess the purchased subscriptions on an annual basis.

## **Digital Media**

**Description:** The digital media collection provides digital access to eAudiobooks, eBooks, and other digital media for patrons of all ages who choose to use computers, mobile devices, and electronic readers. This collection supplements the print and audiovisual physical collections.

**Selection Plan:** Selection criteria for digital titles are the same as the print and audiovisual counterparts. Selection procedures vary by vendor and/or vendor model and depend on library participation as a consortia member or individual subscriber.

**Retention and Weeding Plan:** Digital materials should be weeded using the same guidelines as the print and audiovisual counterparts subject to the parameters of the product.

**Collection Development Plan:** Digital Media is a growing collection. Patron demand for digital media continues to increase as technology for reading, viewing and listening to digital content becomes more accessible. While the current focus is to develop a collection of popular, high-demand titles, the focus may shift to the development of a more comprehensive collection of digital materials as the budget allows. Digital titles that remain popular may need to be repurchased depending on individual publisher licensing agreements. New and competing vendors of digital materials should be considered as demand for these materials increases.

## **Marketplace Collection**

**Description:** Materials in the marketplace collection include new releases, bestsellers, and popular titles for adult and youth audiences. Hot Picks titles in this collection are displayed in categories to promote browsing and discovery and are available for immediate checkout.

**Selection Plan:** Bestseller lists, journal reviews, and popular media sources are consulted to select titles for this collection. Multiple copies of titles are purchased. All Hot Picks titles must have a corresponding copy in the library's regular collection for holds fulfillment.

**Retention and Weeding Plan:** The marketplace collection should be weeded continuously to maintain a consistent size. When titles are removed, they may be added to the circulating collection or discarded depending on demand, circulation statistics, and condition.

**Collection Development Plan:** The marketplace collection is a limited growth collection and should remain relatively constant in size due to the continuous addition and withdrawal of titles. New titles should be added on a continual basis to enhance the collection and keep it vibrant.

## **Local Author**

**Description:** The local author collection was created to recognize the literary efforts of Glenview authors by including their works in the Library collection. The Adult and Youth departments each house a local author collection with books covering all subject areas for their respective audiences.

**Selection Plan:** To be included in the collection, an author must be a current Glenview resident or have a connection to the Glenview community. Books set in the Glenview area may also be included in this collection. Selection criteria for all subject areas are outlined in the Collection Development Plan and will be consulted, but the Library recognizes that materials by new and emerging authors may not meet all of the criteria. Titles will be included in the local author collection based on condition and demand or interest by the Glenview community.

**Retention and Weeding Plan:** Materials in the local author collection will be evaluated and

weeded using the same guidelines as the print and audiovisual counterparts as described in the Collection Development Plan.

**Collection Development Plan:** The local author collection is a limited growth collection. New items by Glenview authors will be added as they become available.

## **STEAM**

**Description:** The STEAM collection contain items for youth and adult users that are intended to promote creative and inventive activities with an emphasis on science, technology, engineering, art, and mathematics. STEAM items are featured in the Library of Things collection for adults and the STEAM Kits collection for youth.

**Selection Plan:** Equipment for the STEAM collections will be selected by designated staff across library departments. These collections contain circulating and non-circulating items. The library reserves the right to take items out of circulation as needed to use for library purposes such as workshops, demonstrations, or other programs.

**Selection Tools:** Equipment will be considered for purchase based on patron and programming needs. Reviews of equipment will be consulted when available. Cost of equipment/material, maintenance, and associated supplies should be considered when selecting new items for the STEAM collections.

**Retention and Weeding:** Items that are not popular and do not circulate will be withdrawn from the STEAM collections.

**Collection Development Plan:** STEAM collections are limited growth collections. New items will be added as time, space, and budget constraints allow.

## **Adult Collections**

### **Reference**

**Description:** The Glenview Public Library's reference collection includes non-circulating print materials that cover the entire range of the Dewey Decimal Classification System. These materials vary in degree of difficulty from an introductory level to a beginning research level. The purpose of this collection is to provide quick access to basic information on diverse subjects.

The intended audience of the reference collection is teens through adults. Retention of local government publications is based on a thorough review of the resources, use patterns, general

availability from other sources, including availability on the Internet, in the framework of Library space needs.

Separate ready reference collections are housed at the Reference and Reader Services desks for the support of daily reference needs. The purpose of these collections is to provide quick access to basic information.

**Selection Plan:** Selection of reference materials is based on subject coverage, timeliness, affordability, and usefulness. Reviews and recommendations of materials are consulted before purchasing reference materials. Selection tools include standard professional journals and catalogs. Only one copy of a standard reference book is purchased. If the contents and format make it appropriate for the circulating collection, additional copies may be purchased. Both hardcover and paperback titles are purchased. Careful consideration of area public library reference collections also influences selection.

Regularly published titles that are used in a reference capacity are placed on standing order to insure prompt receipt of the most current edition. If the cost is prohibitive, an alternative to the annual cycle should be considered, such as ordering the title every two or three years. The entire standing order list should be reviewed each year. Electronic reference titles (eBooks or web-based) may be considered as a substitution to the print version.

**Retention and Weeding Plan:** Weeding is performed on an ongoing basis. Retention is based on the likelihood of a historical interest in the field, as well as the timeliness of a title and its informational content. Discard of seldom-used, obsolete, and out-of-date materials should be a high priority.

**Collection Development Plan:** The reference collection is considered a decreasing collection. Fewer titles are available in print format as publishers move from print to electronic format. More quality information is available online through database subscriptions. Reference sources in all formats will be evaluated based on usefulness, cost, ease of use and availability to the patron, both in-house and outside the Library.

## **Genealogy & Local History Reference**

**Description:** The genealogy & local history reference collection is a non-circulating specialized collection of materials that supports genealogical and local history research. The collection includes purchased and donated items. Resources include advanced genealogy research tools, directories, handbooks and encyclopedias, high school yearbooks, dictionaries, journals, microfilm and genealogy newsletters and periodicals.

There are also county histories, birth and death records, cemetery records, family histories, atlases, maps, research guides and indexes. The Library owns microfilm related to Glenview and Cook County family history from 1790 to 1900. In addition, back issues of Glenview newspapers on microfilm can be found in this collection. The Glenview History File contains clippings from local newspapers, magazines, brochures, pamphlets, etc. arranged in folders by broad subject

headings. Sources are in print, electronic and microform formats. The collection reflects patron demand and the community's demonstrated interests in genealogy and local history.

The core of the Library's genealogy & local history reference collection is the Lundberg Collection, a special collection of more than 350 books, periodicals, original genealogies, local histories and microfilm donated to the library by Mrs. Gertrude Lundberg and her family. Materials are from all over the United States and cover various centuries, but emphasis is on Illinois. The collection contains information about Glenview residents prior to 1900, magazines from various genealogical societies, and many books on Chicago history.

Materials are kept in the Library's Genealogy & Local History Room and are available when the room is staffed or upon request at the Reference Services desk.

The Library's genealogy collection is enhanced by the Library's extensive electronic resources, many of which can be utilized for genealogy research.

**Selection Plan:** Selection criteria for this specialized collection include availability from library vendors, existence of cataloging records and compatibility of formats. Specific selection criteria for these materials include:

- Suitability for research in the defined areas
- Authority
- Scope
- Qualifications of the author on the subject

Standard professional journals are helpful in finding general items which pertain to the genealogy & local history reference collection. Additional selection tools used include genealogy and history journals, flyers from pertinent publishers, as well as online resources devoted to genealogical research.

**Retention and Weeding Plan:** Genealogy & local history materials are withdrawn only if they are superseded by a more recent edition or found to contain material that is overwhelmingly inaccurate or in such poor condition that repairing is not cost effective. Unique items in disrepair will be preserved by various methods, including binding, rebinding, encapsulation, microfilming, scanning, and photocopying.

**Collection Development Plan:** The genealogy & local history reference collection is a limited growth collection. There will be a continuing review and evaluation of the Library's genealogy and local history resources and online databases to meet the research needs of Library users. Available funds and space requirements are a consideration. There will be a continuing focus on preserving, storing, and accessing these specialized resources.

## Nonfiction

### 000s Information and General Works

**Description:** The 000s include 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, writers' handbooks and directories. Computer, software and data processing materials, the Internet and related material are covered in the 004-006s Computer Science section of the Collection Development Plan.

**Selection Plan:** Standard professional journals are used to select materials. Specialized catalogs may be used for particular items. Single copies of most titles are adequate; multiple copies may be ordered if demand warrants.

**Retention and Weeding Plan:** The 000s should be weeded according to the established weeding plan. Materials transferred from the reference collection to the circulating collection should be retained a predetermined amount of time, usually no more than two years, depending on subject matter.

**Collection Development Plan:** The 000s are a limited growth collection. Materials in this collection should reflect current trends and personalities in journalism and publishing. This collection should be maintained at a constant size as newer materials are purchased and dated materials are withdrawn.

### 004-006s Computer Science

**Description:** The 004-006s include materials covering computers and electronic devices, software, operating languages and systems. Current overviews and basic works covering a broad range of computer interests for the general reader make up the core of this collection. Intermediate and advanced works provide additional depth for the most popular software, hardware and systems subjects.

**Selection Plan:** Standard professional journals, as well as publisher and vendor catalogs, are used to select materials. Beginning and intermediate level books should predominate and advanced texts should only be selected for the most popular subjects. Due to short shelf life, test and certification guides will only be selected when there is strong patron demand and the cost is within budget. Single copies are purchased except when demand is high. Since the same subject may be covered by different publishers, it is preferable to select titles from a variety of publishers as opposed to multiple copies of the same title.

**Retention and Weeding:** The 004-006s should be weeded according to the established weeding plan. When new editions are published specific to hardware or software, old editions should be considered for withdrawal, unless still widely used by patrons. One or two titles on computer systems or software that are no longer marketed but are still in use by our patrons may be retained. General books on computers, such as computer repair, may be retained longer when circulation remains strong.

**Collection Development Plan:** The 004-006s are a limited growth collection. Collection development should focus on maintaining a wide-ranging collection and meeting the demand for computer science books. The needs of new computer users and senior citizens who are novices in this area remain strong and should be considered when developing this collection. New titles should be added on a continual basis and titles that no longer meet the needs of the collection should be withdrawn.

## **100s Philosophy, Parapsychology and Psychology**

**Description:** The 100s include 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 histories as well as books by and about major psychologists and schools of psychology. Popular psychology subjects and self-help books are also included in this collection. Materials on graphology, astrology and the paranormal are areas of popular interest and the library should maintain a vital collection to meet demand. This collection is intended to be a popular collection for a general adult audience.

**Selection Plan:** Standard professional journals are used to select materials. Publishers' catalogs should be consulted for parapsychology titles that are not reviewed in standard selection tools. Single copies of most titles are adequate, but multiple copies of high-demand titles will be purchased as demand warrants.

**Retention and Weeding Plan:** The 100s should be weeded according to the established weeding plan in order to replace worn copies and to eliminate outdated ephemeral materials. Classic works in philosophy and psychology should be retained and replaced when their condition deteriorates.

**Collection Development Plan:** The 100s should remain at a constant size and are considered a limited growth collection. Demand will continue to be strong for popular materials in this area. Standard titles in the fields of philosophy, psychology, and logic should be updated when possible. New materials should be added to meet the constant demand for materials on astrology, the paranormal, and popular psychology.

## **200s Religion**

**Description:** The 200s include books on the history of world religions, sacred texts, religious commentaries, theological, moral, and devotional works. In addition, books on various religious groups are included in this area.

**Selection Plan:** Standard professional journals are used to select materials. Specialized publishers' catalogs will be used when necessary. All religious denominations and schools of religious thought are represented as fairly as possible. Single copies of titles are purchased except when demand is high.

**Retention and Weeding Plan:** The 200s should be weeded according to the established 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 remain popular or retain historical value. Duplicate copies and books in poor condition should be removed and/or reordered as needed.

**Collection Development Plan:** The 200s are comprehensive and are a limited growth collection. New titles should be added as they are available to enhance the collection and keep it up to date. Holdings on specific religions should be purchased as titles become available.

### **300s Social Sciences**

**Description:** The 300s include sociology, statistics, political science, military science, commerce, communications, transportation, economics, investment, law, public administration, social problems, education, etiquette, customs, folklore and costumes. The social sciences cover the study of people and include all variety of trends on society. This collection is selected for both students and the general reader. The sociology collection should contain books on topics of current interest, 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 undergraduate level. The economics, personal finance and investing collections are in high demand for both popular and technical materials. Legal materials are intended for the non-professional. This collection contains materials which are basic enough for the layperson to understand and which support basic legal research. The public administration section includes civil service test books 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 more specifically, on the ratings of schools. The Library's education collection contains essential career guidance books, directories of the high school, college and graduate programs available in the United States and abroad and test preparation books. It contains current topics of interest and ratings 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.

**Selection Plan:** Standard professional journals are used to select materials. Many annual publications in this subject area are on standing order to ensure timely updates. New editions of test preparation and civil service books that are not on standing order should be purchased. Publishers' catalogs and reviews in major financial publications should be checked for new titles in economics and investing. Since legal materials for lay people are not reviewed regularly, specialized publishers' catalogs should be consulted when updating this subject area. Multiple copies will be purchased as demand warrants.

**Retention and Weeding Plan:** The 300s should be weeded according to the established weeding plan. The sociology and legal collections should be weeded frequently to discard worn and outdated materials.

**Collection Development Plan:** The 300s are a limited growth collection. The social sciences collection contains a wide variety of topics. Titles should be kept current to keep up with the demand for popular materials and timely information.

## **400s Language**

**Description:** The 400s include materials on the English language, linguistics, literacy, sign language, and guides on English as a second language. The collection is comprised of dictionaries and grammars in English and other languages, and books on linguistics and language development and usage, and language instruction. The needs of both travelers and students are supported. The Library also supports a specialized ESL collection, housed in a separate area.

**Selection Plan:** Standard professional journals are used to select materials. Multiple copies are not necessary. Specialized publishers' catalogs and websites should be checked for titles not covered in standard professional journals.

**Retention and Weeding Plan:** The 400s should be weeded sparingly, according to the established weeding plan. The subject matter is stable and does not go out of date quickly. Titles should be retained as condition permits. Dictionaries should be replaced as new editions become available.

**Collection Development Plan:** The 400s are a limited growth collection. Standard popular materials should be added to this area; older titles should be retained if still accurate. Dictionaries for slang, idioms, acronyms, synonyms, initialisms, and general use should be added and updated as they become available. Basic grammar books for most languages should be added to this collection when in demand and if space allows.

## **500s Natural Science and Mathematics**

**Description:** The 500s include materials on mathematics, astronomy, physics, chemistry, earth sciences, natural history, life sciences, plants and zoology. The Library seeks to supply overviews and histories in each of these areas, as well as, materials on recent scientific discoveries and advances. Public interests in environmental issues are also reflected in this collection. The science and math collections contain basic materials for the student and the layperson. College and university area libraries are available for advanced study in this area. The Library's collection should contain basic histories, guidebooks and standard titles in the sciences, as well as popular works and works by recognized authors.

**Selection Plan:** Standard professional journals are used to select materials. Specialized catalogs may be used for particular items. As a general rule, single copies of science books are ordered. Multiple copies of guidebooks or best sellers may be ordered if demand warrants.

**Retention and Weeding Plan:** The 500s should be weeded according to the established weeding plan. Astronomy, physics, chemistry and mathematics materials should be reviewed for currency

and updated when possible. Books in this area that are older than five years should be evaluated based on accuracy, condition and circulation.

**Collection Development Plan:** The 500s should be maintained at a constant size and scope and are therefore a limited growth collection. Collection development should focus on purchasing new popular titles, replacing outdated materials and retaining those of a classic nature.

## **600s Technology (Applied Sciences)**

**Description:** The 600s include materials on health, engineering, home economics, cooking, pets, childcare, business management, inventions, history of technology, electronics, automotive repair, manufacturing and building. There are also books about home repair, remodeling, home economics, gardening and outdoor projects. The Library also maintains a collection of books on physical fitness, nutrition, diet and cooking. There are books for pet owners, including materials on the training and care of different types of pets. For manufacturing and construction there are house planning design books and building code guidebooks. Careers and business management also fall into this area. The 600s are intended for the general reader.

**Selection Plan:** Standard professional journals are used to select materials. Publisher and topical catalogs should be checked regularly for titles not included in standard journals. Multiple copies are not necessary except where there is demand.

**Retention and Weeding Plan:** The 600s should be weeded according to the established weeding plan. Classics and standard titles can be retained as long as condition permits, but technical materials should be updated as newer materials become available. The business collection should be kept current. Automotive manuals, business and job searching titles, building codes and construction cost guides should be updated as new materials or editions are published. Medical books should be evaluated for accuracy and timeliness.

**Collection Development Plan:** The 600s are a large and diverse collection and are a limited growth collection. There is a strong emphasis on how-to books, cooking and diet and exercise. Coverage of automotive manuals will be maintained; however, due to the technological advances of automotive electronics in today's cars, the depth of coverage may be lessened. Due to the wide range of subjects in the 600s, this area will continue to be popular. Emphasis should be on keeping the collection current and relevant, particularly in the areas of health, business and technology. New titles should be purchased as opposed to replacing old and damaged materials.

## **700s Arts (Sports and Recreation)**

**Description:** The 700s include all aspects of the visual arts including art, architecture, sculpture, drawing, painting and photography. This area also contains materials on antiques and collectibles, cartoons, interior decoration, landscaping and home plans, crafts, theater and film as well as sports and games. Materials on the subject of music including songbooks, scores and

opera libretti can also be found in the 700s. This collection is intended to be a popular collection with deeper coverage in art and music history.

**Selection Plan:** Standard professional journals are used to select materials. Specialized catalogs may be necessary for selection of music scores and instructional materials for sports and games. Opera libretti and scores of popular musical shows should be purchased when performed locally. Materials on popular music genres should reflect current and historical interests. The sports and games area should include materials of an instructional, biographical or historical nature. As a general rule, single copies of items are purchased.

**Retention and Weeding plan:** The 700s should be weeded according to the established weeding plan. Art and architecture materials that have local interest should be considered carefully before withdrawal. Price guides should be checked regularly for currency. Dated materials should be withdrawn when they do not reflect current trends. Music titles should be evaluated carefully as publishing is limited in this area and some materials may be out of print. Materials on Chicago sports teams and personalities should be retained.

**Collection Development Plan:** The 700s are a limited growth collection. Coverage in art and music should be broad and popular in nature. New materials that reflect current trends in interior decorating, hobbies and crafts should be purchased regularly. Price guides for antiques and collectibles should be updated as new editions become available.

## 800s Literature

**Description:** The 800s include 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 a part of this area, as well as books of literary history and literary criticism. Miscellaneous writings also fall into this area. Emphasis is on works of American, British and other English-language authors, with notable works of classic and contemporary authors of other nations represented in translation. The literary criticism section of this collection is geared toward students and non-students alike.

**Selection:** Standard professional journals are used to select materials. Topical publishers' catalogs are consulted for specialized items. Multiple copies will be purchased only when there is demand. Additional poetry and play anthologies should be purchased to augment existing collections.

**Retention and Weeding Plan:** The 800s should be weeded according to the established weeding plan. Works of classic authors and related literary criticism are retained to assure a collection appropriate to a public library setting.

**Collection Development Plan:** The 800s are a limited growth collection. Reference materials and electronic resources supplement this collection. Collection development should focus on

purchasing new popular titles, replacing outdated materials and retaining those of a classic nature.

## **900s History and Geography**

**Description:** The 900s include works on geography as well as books of general and contemporary interest from all periods of history. The history collection contains materials on the ancient, medieval and modern world. The American history section includes materials on Native Americans, United States history as well as books about Illinois, Chicago, Glenview and its surrounding areas. Personal narratives, historical accounts and some scholarly works are included. Patron demand, local school curriculum and current events determine the selection of materials in this area.

**Selection:** Standard professional journals are used to select materials. Bestselling titles, major works by recognized historians and classics may be purchased in multiples, if demand warrants. Books may be selected specifically to fill the curriculum needs of high school students and may be purchased in multiples if necessary.

**Retention and Weeding Plan:** The 900s should be weeded according to the established weeding plan. Classic works and histories should be retained as long as demand warrants. Multiple copies of popular histories can be weeded as demand decreases unless they are specifically geared toward high school research papers. Books labeled YA should only be withdrawn in consultation with the YA Librarian as they may be required reading for school assignments. All sets should be checked to ascertain if all appropriate volumes are still available; those that are lost should be replaced if possible.

**Collection Development Plan:** The 900s are a limited growth collection. History is a popular area of the nonfiction collection. New atlases that reflect recent world changes should be purchased for the circulating collection on an ongoing basis. Subject areas requiring more depth or coverage may be identified and should be developed accordingly.

## **910s Travel**

**Description:** The 910s include books on a wide variety of destinations and locales. In addition to standard guidebooks, the travel section includes books written for the armchair traveler. Additional material is purchased that is geared toward particular groups such as mature travelers, those traveling with children, traveling with pets, women traveling alone and travelers with disabilities.

**Selection:** Standard professional journals are used to select materials. Single copies of most titles are adequate. Popular guides are on a standing order plan for certain areas of the world, some of which are ordered in multiple copies.

**Retention and Weeding Plan:** The 910s should be weeded according to the established weeding plan. Irregularly published guidebooks should be kept as current as possible.

**Collection Development Plan:** The 910s are a limited growth collection. Multiple copies for popular destinations may be purchased when demand is high.

## Biography

**Description:** The biography collection strives to meet the needs of recreational readers and those doing research at the high school level. The core collection includes classic and standard titles about historical figures and personalities from ancient times to present, and may be comprised of biographies, autobiographies, memoirs and letters.

**Selection Plan:** Selection criteria including, but not limited to, quality reviews and potential popularity should be considered when adding titles to the biography collection. Standard professional journals are used to select biography titles. Biography and subject areas in standard professional journals should be consulted for selection since the current edition of the Dewey Decimal System classifies biographical titles in either the traditional biography classification or the subject area classification. Nonfiction selectors may order biographies in their subject areas. Single copies are purchased except when demand is high.

**Retention and Weeding Plan:** The biography collection should be weeded according to the established weeding plan. Books about prominent persons in all major disciplines and persons of local or regional interest should be retained as long as condition permits and space is available. Popular biographical works of an ephemeral nature should be withdrawn when interest in the subject wanes. Duplicate copies should be withdrawn when titles are no longer popular or are in poor condition.

**Collection Development Plan:** The biography collection is a limited growth collection. Collection development should focus on maintaining a well-balanced, wide-ranging collection and on meeting the demand for popular new biographies. Reference materials and electronic resources supplement this collection.

## Adult Graphic Novel

**Description:** The adult graphic novel collection includes graphic format materials such as bound comic strip collections, manga, nonfiction titles, and fiction graphic novels. Nonfiction titles are included in the collection under their respective Dewey subject areas. The collection consists of popular titles, series, and requested materials. Titles should be purchased to meet the demands of popular interest.

**Selection Plan:** Selection is based on quality literary reviews and popularity due to publicity and/or the creator's reputation. Websites such as [diamondbookshelf.com](http://diamondbookshelf.com) and [topshelfcomix.com](http://topshelfcomix.com) should be consulted for best reviewed titles. Standard professional journals as well as publishers'

catalogs are also used to select materials. Single copies should be purchased except when demand is high. Books in a series should be purchased as demand and space warrant.

**Retention and Weeding Plan:** The adult graphic novel collection should be weeded according to the established weeding plan. Duplicate copies should be withdrawn when titles are no longer popular or are in poor condition. Classic titles that remain popular may be replaced when in poor condition. Series unable to maintain consecutive order should be considered for withdrawal.

**Collection Development Plan:** The adult graphic novel collection is a limited growth collection. New titles should be added on a continual basis, and titles that no longer meet the needs of the collection should be withdrawn.

## Fiction

**Description:** The fiction collection strives to meet the needs of the general reader seeking popular fiction, students of literature and the reader of literary fiction. The core collection includes classic literature, works of major authors, local authors' works, popular fiction, foreign translations and award-winning titles of major awards such as the Pulitzer Prize, National Book Award, American Library Association Notable Books and Booker Prize. Mystery, romance and science fiction/fantasy genre titles are housed in separate collections.

**Selection Plan:** Selection criteria including, but not limited to, quality literary reviews, potential popularity due to publicity and/or the author's reputation, comparison with classic works of the same type and ephemeral interest versus permanent value to the collection are considered when adding titles to the fiction collection. Standard professional journals as well as publishers' catalogs, *New York Times Book Review* and others are used to select and purchase materials. A concerted effort is made to meet the demand for bestsellers on the *New York Times* and *USA Today* bestseller lists. Hardback and trade paperback are the preferred formats. Single copies should be purchased except when demand is high. Titles by the most popular authors are purchased automatically through a standing order plan to meet demand.

**Retention and Weeding Plan:** The fiction collection should be weeded according to the established weeding plan in order to keep the collection in good condition and to eliminate ephemeral titles after demand for them has waned. Classic, core titles and works of major authors should be retained and replaced if in poor condition. Sources such as *Fiction Core Collection* and NoveList Plus should be consulted before titles are withdrawn. Duplicate copies should be withdrawn when titles are no longer popular or are in poor condition.

**Collection Development Plan:** The fiction collection is a limited growth collection. Collection development should focus on maintaining a strong core collection, meeting the demand for popular fiction, and reflecting the local reading interests and specific enrichment needs of the Library's patrons. New titles should be added on a continual basis and titles that no longer meet the needs of the collection should be withdrawn.

## Mystery

**Description:** The mystery collection includes major works by well-regarded mystery writers, works by lesser-known writers that receive favorable reviews and award-winning titles of major awards such as the Edgar, Agatha and Anthony. The collection includes a wide range of sub-genres such as private detectives, police procedurals, amateur detectives, cozies, etc. For the purpose of this collection, a mystery is a story in which a detective (either professional or amateur) investigates and solves a crime. Publishers' catalogs and reviews can be helpful in classifying titles as mystery or thriller.

**Selection Plan:** Selection criteria including, but not limited to, quality literary reviews, potential popularity due to publicity and/or the author's reputation, comparison with classic works of the same type, if the title is part of a series, and ephemeral interest versus permanent value to the collection are considered when adding titles to the mystery collection. Standard professional journals as well as publishers' catalogs are used to select and purchase mystery titles. Mysteries in the short story format are acquired according to demand. Hardback is the preferred format; however, when hardback is not available, the paperback format will be purchased. Single copies are purchased except when demand is high. Titles by the most popular authors are purchased automatically through a standing order plan to meet demand. Series titles are an important consideration when developing or maintaining the mystery collection. NoveList Plus is utilized to fill in missing titles from a series and to determine if a new series title has been recently published.

**Retention and Weeding Plan:** The mystery collection should be weeded according to the established weeding plan in order to keep the collection in good condition and to eliminate ephemeral titles after demand for them has waned. Classic, core titles and works of major authors should be retained and replaced if in poor condition. Sources such as *Fiction Core Collection* and NoveList Plus should be consulted before titles are withdrawn. Due to space constraints, it may not be possible to retain all titles in a series if they are not circulating. Duplicate copies should be withdrawn when titles are no longer popular or are in poor condition.

**Collection Development Plan:** The mystery collection is a limited growth collection. Collection development should focus on maintaining a strong core collection, keeping current with series titles, meeting patron demand and reflecting the local reading interests of library patrons. New titles should be added on a continual basis and titles that no longer meet the needs of the collection should be withdrawn.

## Romance

**Description:** The romance collection strives to meet the needs of the patron seeking bestsellers, classic romance, contemporary romance, historical romance, romantic suspense and paranormal romance. The core collection includes romance classics, works of major authors and award-winning titles of major awards such as the RITA or The Vivian. The romance collection should include a representation of the genre, trends, important movements and popular culture.

**Selection Plan:** Selection criteria including, but not limited to, quality literary reviews, potential popularity due to publicity and/or the author's reputation and ephemeral interest versus permanent value to the collection are considered when adding titles to the romance collection. Standard professional journals as well as *Historical Fiction Review*, and readers advisory websites such as Romance Writers of America are used to select and purchase romance titles. An effort is made to meet the demand for bestsellers on the *New York Times* and *USA Today* bestseller lists. Hardback, trade and mass market paperbacks are purchased for this collection. Single copies are purchased except when demand is high. Titles by the most popular authors are purchased automatically through a standing order plan to meet demand. Series are selected on a title by title basis. If the Library has purchased previous titles in a series and those titles have been popular, the selector should purchase others in the series.

**Retention and Weeding Plan:** The romance collection should be weeded according to the established weeding plan in order to keep the collection in good condition and to eliminate ephemeral titles after demand for them has waned. Classic, core titles and works of major authors should be retained and replaced if in poor condition. Sources such *Fiction Core Collection* and *NoveList Plus* should be consulted before titles are withdrawn. Due to space constraints, it may not be possible to retain all titles in a series if they are not circulating. Duplicate copies should be withdrawn when titles are no longer popular or are in poor condition.

**Collection Development Plan:** The romance collection is a limited growth collection. Collection development should focus on maintaining a popular collection, keeping current with series titles, meeting patron demand and reflecting the local reading interests of the Library's patrons. New titles should be added on a continual basis and titles that no longer meet the needs of the collection should be withdrawn.

## Science Fiction/Fantasy

**Description:** The science fiction/fantasy core collection includes classic titles, important short story anthologies and award-winning titles of major awards such as the Nebula and Hugo.

**Selection Plan:** Selection criteria including, but not limited to, quality literary reviews, potential popularity due to publicity and/or the author's reputation, comparison with classic works of the same type, if the title is part of a series, and ephemeral interest versus permanent value to the collection are considered. Standard professional journals as well as relevant publishers' catalogs and *Locus: The Magazine of the Science Fiction & Fantasy Field* are used to select and purchase materials. Hardback is the preferred format; however, when hardback is not available, the paperback format is considered. Single copies are purchased except when demand is high. Titles by the most popular authors are purchased automatically through a standing order plan. Since series are very important to this genre, an effort should be made to add new titles to a series as long as demand warrants.

**Retention and Weeding Plan:** The science fiction/fantasy collection should be weeded according to the established weeding plan in order to keep the collection in good condition and to eliminate ephemeral titles after demand for them has waned. Classic, core titles and works of

major authors should be retained and replaced if in poor condition. *Fiction Core Collection* should be consulted before titles are withdrawn from the collection. Due to space constraints, it may not be possible to retain all titles in a series if they are not circulating. Duplicate copies should be withdrawn when titles are no longer popular or are in poor condition.

**Collection Development Plan:** The science fiction/fantasy collection is a limited growth collection. Collection development should focus on keeping current with popular series titles, filling in series gaps when demand warrants, removing worn materials from the collection and adding new titles that receive excellent reviews.

## **Book Discussion**

**Description:** The book discussion collection strives to meet the needs of patrons who belong to a personal book discussion group or the general patron seeking thoughtful, well-written fiction or nonfiction titles. It is comprised of three sections: nonfiction works on the subject of book discussions, multiple copies of titles, and Book Club in a Bag kits.

**Selection Plan:** Titles are selected based on their suitability for book discussion. Trade paperbacks are the preferred format. Library-sponsored book discussion selections with multiple copies are added to the book discussion collection after the Library book discussion event is finished. Once per year the Book Club in a Bag collection is evaluated for the addition of new titles.

**Retention and Weeding:** The book discussion collection should be weeded according to the established weeding plan. Individual books in poor condition should be withdrawn. A minimum number of five copies must be kept for the title to continue to be included in the book discussion collection. When a title is no longer popular or its copies are in poor condition, all copies of the books should be withdrawn from the collection. Book Club in a Bag titles should be evaluated on a yearly basis and rotated out as new titles are added.

**Collection Development Plan:** The book discussion collection is a limited growth collection. New titles will be added to the collection regularly as ongoing Library-sponsored book discussion groups finish with their discussion events. As new titles are added, the collection should be closely monitored due to space limitations.

## **ESL/Literacy**

**Description:** The ESL/Literacy collection strives to meet the needs of new adult readers and those learning English as a second language. The collection is geared toward adults at various developing reading levels and emphasizes practical subjects of interest.

**Selection Plan:** Items for the ESL/Literacy collection should be selected using standard professional journals, publishers' catalogs and specialized subject catalogs. Print and audiovisual materials may be selected. In addition to materials purchased by the Glenview Public Library,

items may be selected, purchased and donated by Oakton Community College with grant funding from the State of Illinois Literacy Project.

**Retention and Weeding:** The ESL/Literacy collection should be weeded according to the established weeding plan in order to keep the collection current and in good condition. Worn, damaged and out-of-date materials should be withdrawn with the understanding that it may not be possible to replace these items due to limited publishing in this subject area. Only current standardized test preparation materials should be retained.

**Collection Development Plan:** The ESL/Literacy collection is a limited growth collection due to space restrictions and the limited nature of publishing for this subject area. New materials should be added on a regular basis and those that no longer meet the needs of the collection should be withdrawn.

## Large Print

**Description:** The large print collection strives to meet the needs of the senior population, the visually impaired and the general reader who prefers or requires large print. The large print collection includes fiction and nonfiction bestsellers, mysteries, humor, romances, westerns, biographies, classics and award-winning titles of major awards such as the Pulitzer Prize, Booker Prize and National Book Award. Most of the titles in this collection are a duplication of titles that are available in the fiction and nonfiction collections.

**Selection Plan:** Standard professional journals as well as large print publishers' catalogs from Thorndike and Center Point are used to select and purchase titles. Generally, large print titles are selected using the same criteria as the standard print counterparts. Hardback or paperback formats are purchased depending on availability. Single copies are purchased except when demand is high.

**Retention and Weeding Plan:** The large print collection should be weeded according to the established weeding plan in order to keep it current, in good condition and to eliminate ephemeral titles after demand for them has waned.

**Collection Development Plan:** The large print collection is a limited growth collection. Due to short publishing runs, it is important to acquire high interest titles while they are in print. New titles should be added on a continual basis to meet the demand of large print readers-and titles that are no longer popular should be withdrawn.

## World Language

**Description:** The world language collection consists of popular fiction, nonfiction and classic materials written in a foreign language. Languages represented in the collection are chosen based on the population of non-English speaking residents in Glenview and the availability of titles in

the marketplace. Audiovisual materials may be included in this collection if they are exclusively presented in a non-English language.

**Selection Plan:** Catalogs, websites and vendors, including local foreign language bookstores may be consulted for selection of titles. Fiction and nonfiction titles should be selected based on popularity and availability through local or national vendors. A broad variety of titles will be selected. Single copies should be purchased.

**Retention and Weeding Plan:** All languages should be weeded according to the established weeding plan. Worn materials should be withdrawn and may be replaced when warranted and available. Due to space limitations, titles with low circulation should be withdrawn.

**Collection Development Plan:** The world language collection is a limited growth collection. Languages spoken by Glenview Public Library patrons may fluctuate over time. Language collections with low circulation should be evaluated and withdrawn when no longer popular with Glenview Public Library patrons. Additional languages may be added to the collection based on patron demand, availability of titles and budget feasibility.

## Teen

**Description:** The teen collection is intended to reflect the current reading interests and needs of the high school reader. The collection includes fiction, graphic novel and nonfiction titles for high school teens.

The teen fiction collection is housed in the Teen Scene and is primarily focused on recreational reading; however, it also includes traditional classics, titles required for school assignments and major award-winning titles from organizations such as YALSA. This collection is comprised of a wide range of genres including, but not limited to, general fiction, mystery, romance, fantasy and science fiction. Titles selected for the teen collection often, but not always, feature teenaged characters and have special appeal to the needs and interests of teenagers.

The teen graphic novel collection consists of works in the format of graphic novel, comic or manga and is housed in the Teen Scene.

The teen nonfiction collection consists of materials needed for curriculum-related projects and non-curriculum oriented informational materials of particular interest to high school teens. Teen and adult nonfiction titles are interfiled, and there is generally no overlap between the two collections.

**Selection Plan:** Selection criteria including, but not limited to, quality literary reviews, potential popularity due to publicity and/or the author's reputation, if the title is part of a series and ephemeral interest versus permanent value to the collection are considered when adding titles to the teen collection. Standard professional journals as well as publishers' catalogs are used to select and purchase materials, with an emphasis on resources geared toward recommended teen reading. *VOYA*, ALA YALSA's Teens' Top Ten list, school reading lists and other standard

library lists are consulted. An effort should be made to collect all titles in popular series. Hardback and paperback copies suitably reviewed for 8th through 12th grades are considered for purchase. Single copies are purchased except when demand is high. Additional copies of fiction and nonfiction titles should be purchased to support local high school reading assignments.

**Retention and Weeding Plan:** The teen collection should be weeded according to the established weeding plan. Titles that continue to circulate regularly or remain in demand should be retained. Classic, series and curriculum-related titles in poor condition should be replaced when demand warrants. Duplicate copies should be withdrawn when titles are no longer popular, no longer appear on high school reading lists or are in poor condition.

**Collection Development Plan:** Teen fiction, nonfiction and graphic novels are limited growth collections. Collection development should focus on meeting the popular and educational needs of the high school student. New titles should be added on a continual basis, making a special effort to cater to the trend-conscious nature of teens and to keep the collection current and appealing. An effort should be made to avoid overlapping titles that can be found in other library collections. Space constraints dictate that materials that are in poor condition or have low circulation be withdrawn in order to make room for new materials. While it is recognized that teens are interested in using additional formats such as audiobooks, music compact discs, video and digital materials, these formats do not fall within the specific purviews of the teen collection and are selected according to the selection criteria established for each of the aforementioned formats.

## Magazine

**Description:** The magazine collection consists of popular magazine titles for adults and covers a wide variety of subjects. The magazine collection is housed in the Reference Department.

**Selection Plan:** Magazine titles are selected based on the subject interest level in the community. Patrons may recommend titles to be considered for purchase.

**Retention and Weeding Plan:** The magazine collection should be monitored on a continual basis in order to keep the collection vibrant and current. Older issues of titles in the magazine collection should be weeded according to the established weeding plan. When magazine titles cease publication, the current title and all previous issues should be withdrawn. Subscriptions may be cancelled due to low circulation and/or usage, rising subscription prices or accessibility in other formats. In conjunction with monitoring circulation statistics, shelf studies may be conducted to aide in determining in-house usage and popularity of titles.

**Collection Development Plan:** The magazine collection is a decreasing collection. Collection development should focus on patron demand, subscription prices, local reading interests, specific enrichment needs of the Library's patrons and availability in print versus electronic formats. Magazine renewals and new subscriptions are reviewed on an annual basis. The magazine collection is supplemented by titles available in the Library's digital collection. Emerging

formats and technologies should be considered in the long range development of the magazine collection.

## **Audiobook**

**Description:** The audiobook collection strives to meet the needs of the general reader seeking popular and classic fiction and nonfiction in audio format. The majority of titles in this collection are a duplication of titles that are available in the fiction or nonfiction print collections. Notable exceptions include language learning and lectures that are not significantly represented in the print collection. The audiobook collection includes CD and Playaway formats.

**Selection Plan:** Generally, audiobook titles are selected using the same criteria as their print counterparts. Standard professional journals as well as AudioFile Magazine, bestseller lists, audiobook award lists and publishers' catalogs and websites are used to select and purchase titles. Audie and Earphone award-winning titles are strongly considered for purchase. Single copies are purchased except when demand is high.

**Retention and Weeding Plan:** The audiobook collection should be weeded according to the established weeding plan. Items in good condition that continue to circulate will be retained. Duplicate copies should be withdrawn when titles are no longer popular or are in poor condition. Availability, demand and cost are factors used in determining whether a damaged audiobook is replaced.

**Collection Development Plan:** The audiobook collection is a decreasing collection. Collection development should meet the demand for popular fiction and nonfiction, and reflect the local reading interests and specific enrichment needs of the Library's patrons. New titles should be added on a continual basis to enhance the collection and keep it vibrant. The audiobook collection is supplemented by titles available in the Library's digital collection. Emerging formats and technologies should be considered in the long-range development of the audiobook collection

## **Music**

**Description:** The music collection strives to meet the needs of patrons seeking recorded music for entertainment and educational pursuits. The collection consists of music on compact disc that represent a wide variety of genres that include, but are not limited to, pop/rock, country, blues, international, R&B/soul, musicals and soundtracks, folk, jazz and classical. The music collection contains popular new releases as well as critically and historically significant popular and classical titles.

**Selection Plan:** Selection criteria including, but not limited to, quality reviews, potential popularity due to publicity and ephemeral interest versus permanent value to the collection are considered when adding titles to the collection. Primary sources for music selection include *Gramophone Magazine*, Midwest Tape and other music vendor catalogs. Websites such as

arkivmusic.com for classical music and amazon.com, allmusic.com, billboard.com and pitchfork.com for popular genres are useful for identifying titles available for purchase. Locally performed recordings of music may be considered for purchase. Single copies are purchased except when demand is high; however, there may be duplication of specific works, particularly in the classical music collection. Patron requests will be considered and may be purchased when selection criteria are met. Due to packaging and shelving constraints, it may not be feasible to select boxed sets or special editions.

**Retention and Weeding Plan:** The music collection should be weeded according to the established weeding plan to remove dated, ephemeral titles and items in poor condition. Items with low circulation should be withdrawn, unless the item is a major classical work, a rare or unique performance or part of the core collection. The classical music collection consists primarily of standard works and/or musicians; therefore, core collection music resources should be consulted to determine if replacements should be purchased for those items in poor condition. Popular music genres may have a number of titles and performers that fall out of favor; however, those whose popularity continues to remain high should be retained and replaced if needed.

**Collection Development Plan:** The music collection is a decreasing collection. Collection development should focus on meeting demand for popular and classical music and reflecting the local interests and specific enrichment needs of the Library's patrons. New titles should be added on a continual basis to enhance the collection and keep it vibrant. Emerging formats and technologies should be considered in the long range development of the music collection.

## Video

**Description:** The video collection consists of fiction and nonfiction titles in the DVD or Blu-ray format that provide for the informational, recreational and educational needs of the adult community. The fiction collection includes popular and award-winning films from major awards such as the Academy and Golden Globe, filmed versions of literary classics, classic movies, foreign films and TV series. Fiction films are assigned one of the following genre categories: Action, Comedy, Drama, Horror, Musical or SF/Fantasy. The nonfiction collection consists of instructional and documentary videos with an emphasis on subject areas in which a visual presentation is essential to an understanding of the subject. The video collection includes a wide selection of quality items including titles that may not be readily available elsewhere in the community.

**Selection Plan:** Selection criteria including, but not limited to, quality reviews, potential popularity due to publicity and ephemeral interest versus permanent value to the collection are considered when adding DVD and Blu-ray titles to the collection. Standard professional journals, award lists, publishers' catalogs and websites such as midwesttapes.com and amazon.com are checked regularly to identify new titles. Multiple copies of popular titles are purchased to meet demand. Classic and previously released films will be purchased on Blu-ray when the budget allows. Public performance rights are not purchased for videos in the circulating collection unless the rights are included as part of the purchase price and are within budget for a single copy.

**Retention and Weeding Plan:** The video collection should be weeded according to the established weeding plan to remove dated, ephemeral titles and items in poor condition. Condition will be assessed based on circulation counts and the physical appearance of the item. High interest, classic films and documentaries in poor condition should be replaced with new copies depending on circulation history, availability and budget. Local interest videos should be retained when possible. Videos with low circulation should be considered for withdrawal from the collection.

**Collection Development Plan:** The video collection is a limited growth collection. The DVD fiction collection is well established and should be kept current with the addition of newly released movie titles. The Blu-ray collection is increasing in popularity and should continue to be developed, including the addition of new releases, classic films and award-winning titles as the budget allows. New nonfiction videos should be acquired to expand and update the educational, instructional and travel areas of the video collection. Emerging formats and technologies should be considered in the long-range development of the video collection.

## Videogame

**Description:** The adult videogame collection consists of videogames selected with the target audience of teens and adults. Videogames for the most popular gaming platforms are purchased for this collection.

**Selection Plan:** Selection criteria including, but not limited to, quality reviews, potential popularity, ratings and gaming platforms are considered when adding titles to the videogame collection. Primary sources for videogame selection include the following websites: metacritic.com and amazon.com. CD-ROMs are not purchased. Single copies of game titles per system should be purchased. Patron requests may be purchased when selection criteria are met and the budget allows.

**Retention and Weeding:** The videogame collection should be weeded according to the established weeding plan. Videogames with little or no circulation should be considered for withdrawal from the collection to make room for new titles. Damaged videogames should be withdrawn and replaced only if they remain popular.

**Collection Development:** The videogame collection is a limited growth collection. Retrospective selections may be purchased to fill in gaps or replace worn copies. As new gaming platforms become available, the Library should determine if additional platforms should be added to the collection.

## Youth Collections

### Youth Reference

**Description:** The youth reference collection includes non-circulating print materials which cover a wide range of topics. This collection includes general and subject-specific encyclopedias, atlases, biographical dictionaries, bibliographies and other up-to-date sources for reference information. Children and adults use this collection for school assignments and other informational needs. The purpose of the youth reference collection is to provide quick access to basic information on diverse subjects.

**Selection Plan:** Selection of reference materials is based on subject coverage, timeliness, affordability and usefulness. If the cost is prohibitive, an alternative to the annual cycle should be considered, such as ordering the title every two or three years. Only one copy of a standard reference book is purchased. Both hardcover and paperback titles are purchased.

**Retention and Weeding Plan:** The youth reference collection should be weeded according to the established weeding plan. Retention is based on the timeliness of a title and its informational content. *Children's Core Collection* and *Middle and Junior High Core Collection* should be consulted before materials are withdrawn.

**Collection Development Plan:** The youth reference collection is a decreasing collection. Fewer titles are available in print format as publishers move from print to electronic format. Reference sources in all formats should be evaluated based on usefulness, cost, ease of use and availability to the patron, both in-house and outside the Library. The primary purpose of this collection is to purchase age-appropriate reference materials to provide current, up-to-date information.

### Youth Nonfiction

#### 000s Youth Computer Science, Information and General Works

**Description:** The youth 000s include materials about general subjects such as encyclopedias, computers, books of fact and trivia, library science and unexplained phenomenon. Children and adults use this collection for school assignments, informational needs and recreational reading. Duplicates of popular reference titles, such as Guinness World Records are also included in this collection. Older editions of reference titles, such as World Book Encyclopedia, are transferred from the youth reference collection to the circulating 000s upon receipt of the new edition. Appropriate winning titles of the National Science Teachers Association's Outstanding Science Trade Books for Students K-12 and the ALSC Robert F. Sibert Informational Book Medal should be purchased.

**Selection Plan:** The youth 000s are selected from reviews in standard professional journals. Professional publishers' catalogs, such as the American Library Association catalog, are checked regularly for new library science resources. General children's publishers' catalogs are used for popular subjects including unexplained phenomenon, which are not reviewed regularly in the

standard tools. Multiple copies of a few popular titles are purchased as space permits. Some of the more popular or heavily-used materials are received through a standing order plan. Selected reference collection titles are transferred to this collection upon receipt of a newer edition.

**Retention and Weeding Plan:** The youth 000s should be weeded according to the established weeding plan. Worn and damaged titles should be weeded continually and may be replaced if demand warrants. Condition, currency, changes in curriculum and availability of alternate materials should be considered. Most computer technology items are kept for only three years, but historical titles may be kept longer. Some titles are updated irregularly and the older editions are removed upon receipt of the newer edition. *Children's Core Collection* and *Middle and Junior High Core Collection* should be consulted before materials are withdrawn. Duplicate copies should be withdrawn when titles are no longer popular or are in poor condition.

**Collection Development Plan:** The 000s are a limited growth collection. Titles which are well reviewed should be added to the collection as space and budget permit. Emphasis for this collection is on popular browsing and meeting the needs of titles listed in *Children's Core Collection* and *Middle and Junior High Core Collection*.

## **100s Youth Philosophy, Parapsychology and Psychology**

**Description:** The youth 100s include subjects such as philosophy, the paranormal, witchcraft, moral education and character development, psychology, medical ethics, animal rights and optical illusions. Children and adults use this collection for school assignments, recreational reading and for life-coping skills. Appropriate winning titles of the ALSC Robert F. Sibert Informational Book Medal should be purchased.

**Selection Plan:** Standard professional journals are used to select materials. Specialized publishers' catalogs should be consulted when necessary. Purchases and buying patterns are determined largely by reading level, availability of new works, budget and space constraints and circulation statistics. Single hardcover copies are purchased except when school curriculum or popularity increases demand.

**Retention and Weeding Plan:** The youth 100s should be weeded according to the established weeding plan. *Children's Core Collection* and *Middle and Junior High Core Collection* should be consulted before materials are withdrawn. Condition, currency, changes in curriculum and availability of alternate materials is also considered. Duplicate copies and books in poor condition should be removed and/or reordered as needed.

**Collection Development Plan:** The youth 100s are a limited growth collection. Attractive, relevant materials to serve appropriate reading levels for subject matter are sought through standard review journals. Titles that are well-reviewed should be added to the collection as space and budget permit.

## 200s Youth Religion

**Description:** The youth 200s include introductory works on world religions. In addition, books on religious holidays and customs, Bible stories from the Old and New Testaments, children's prayer books and books about the saints as well as myths and legends from many cultures with an emphasis on Greek and Roman mythology are included. Children, religious educators and parents use this collection for school assignments, teaching, informational needs and personal development. Appropriate winning titles of the Caldecott Medal and the ALSC Robert F. Sibert Informational Book Medal should be purchased.

**Selection Plan:** Books are selected from reviews in standard professional journals. Specialized publishers' catalogs should be used when necessary. Purchases and buying patterns are determined largely by reading level, availability of new works, budget and space constraints and circulation statistics. Religious denominations and schools of religious thought are represented as fairly as possible. Materials that present an unbiased viewpoint are preferred. New editions of various Bible and mythology collections by well-known authors and illustrators are purchased. Single hardcover copies are purchased except for popular subjects such as Greek and Roman mythology and items needed for school assignments.

**Retention and Weeding Plan:** The youth 200s should be weeded according to the established weeding plan. *Children's Core Collection* and *Middle and Junior High Core Collection* should be consulted before materials are withdrawn. Condition, currency, changes in curriculum and availability of alternate materials are also considered. Duplicate copies and books in poor condition should be removed and/or reordered as needed.

**Collection Development Plan:** The youth 200s are a limited growth collection. New titles should be added as they are available to enhance the collection and keep it up to date. In recent years there has been an increase in demand for mythology books in this collection.

## 300s Youth Social Sciences

**Description:** The youth 300s includes books on social behavior, immigration, family and other social groups, civil rights, local and federal government, politics, economics and personal finance, ecology, law and the legislative system, military science, social problems, communication and transportation, scouting, careers, education, ecology, energy, costume, customs, etiquette and holidays. Appropriate winning titles for the Caldecott Medal, the ALSC Robert F. Sibert Informational Book Medal and Illinois award nominees will be purchased for this collection.

**Selection Plan:** Standard professional journals are used in selecting materials. Purchases and buying patterns are determined largely by reading level, availability of new works, budget constraints, available space constraints and circulation statistics. Single hardcover copies are sufficient except when school curriculum or popularity increases demand of certain topics.

**Retention and Weeding Plan:** The youth 300s should be weeded according to the established weeding plan. The *Children's Core Collection* and the *Middle and Junior High Core Collection* are consulted before materials are withdrawn. Condition, currency, changes in curriculum and availability of alternate materials is also considered. Duplicate copies and books in poor condition should be removed and/or reordered as needed.

**Collection Development Plan:** The youth 300s is a limited growth collection. Attractive, relevant materials to serve appropriate reading levels for subject matter are sought through standard review journals. When additional materials are needed on a topic, new titles from reputable children's publishers will be considered. Titles which are well-reviewed will be added to the collection as space and budget permits. Multiple copies of high demand titles and subjects will be purchased as space permits.

### **398s Youth Folklore**

**Description:** The youth 398s include anthologies and picture book adaptations of tales from around the world. Literature representing a broad spectrum of the world's cultures is purchased including folktales, fairytales and traditional American tall tales. This collection is used by parents reading aloud to their children or older children reading independently. This collection is also used as a resource for storytellers and teachers. Traditional tales that have won the Caldecott Medal and the Monarch Award: Illinois' K-3 Readers' Choice Award are part of this collection.

**Selection Plan:** Selection criteria include quality literary reviews and/or potential popularity due to publicity and/or the author's reputation. Standard professional journals as well as publishers' catalogs are used to select materials. Single hardcover copies are purchased except when demand is high. Newly illustrated editions of classic works should be added and may supersede older editions that have less appeal.

**Retention and Weeding Plan:** The youth 398s should be weeded according to the established weeding plan. *Children's Core Collection* and *Middle and Junior High Core Collection* should be consulted before materials are withdrawn. Condition, currency and changes in curriculum are considered. Duplicate copies and books in poor condition should be removed and/or reordered as needed. Because many titles in this collection are classics, often by noted authors such as Andrew Lang or illustrators such as Howard Pyle, damaged or lost items are replaced whenever possible.

**Collection Development Plan:** The youth 398s are a limited growth collection. This collection is popular with both children and parents. The core collection should continue to be maintained and damaged copies should be replaced as needed. Copies of newly illustrated editions are added to refresh the core collection.

## 400s Youth Language

**Description:** The youth 400s include materials on the English language and grammar, linguistics, literacy, sign language, dictionaries, language development and usage. This collection also includes a small number of children's titles in Braille. Materials in languages other than English are purchased for the youth world language collection and are not included in this area. Children and adults use this collection for school assignments, recreational reading and informational needs. Appropriate winning titles of the ALSC Robert F. Sibert Informational Book Medal should be purchased.

**Selection Plan:** Standard professional journals are used to select materials. Specialized publishers' catalogs should be used when necessary. New editions of standard dictionaries are purchased to replace older editions and may duplicate titles in the youth reference collection. Materials in Braille may be selected from Braille publishers and workbooks may be selected from educational publishers. Single hardcover copies are purchased except when school curriculum or popularity increases demand.

**Retention and Weeding Plan:** The youth 400s should be weeded according to the established weeding plan. *Children's Core Collection* and *Middle and Junior High Core Collection* should be consulted before materials are withdrawn. Condition, currency, changes in curriculum and availability of alternate materials is also considered. Duplicate copies and books in poor condition should be removed and/or reordered as needed.

**Collection Development Plan:** The youth 400s are a limited growth collection. New editions of standard titles should be added and older, relevant titles should be maintained as space permits. Popular materials should be added in the areas of language and linguistics. New dictionaries of slang, idioms and acronyms should be added as they are published. Particular attention should be given to dictionaries and grammars.

## 500s Youth Natural Science and Mathematics

**Description:** The youth 500s include materials on mathematics, astronomy, physics, chemistry, earth sciences, natural history, ecology and life sciences. This is an extensive and much-used area of the youth nonfiction collection that supports school science fair projects and high-interest topics, such as animals, weather and endangered species. Emphasis is on providing a wide range of subject interests at varying reading levels. Children and adults use this collection for school assignments, recreational reading and informational needs. Appropriate winning titles of the National Science Teachers Association's Outstanding Science Trade Books for Students K–12, the ALSC Robert F. Sibert Informational Book Medal and Illinois state award nominees should be purchased.

**Selection Plan:** Standard professional journals are used to select materials. Specialized publishers' catalogs should be used when necessary. Purchases and buying patterns are determined largely by reading level, availability of new works, budget and space constraints and circulation statistics. New titles and editions should be added to reflect scientific discoveries and

advances. Single hardcover copies are purchased except when school curriculum or popularity increases demand.

**Retention and Weeding Plan:** The youth 500s should be weeded according to the established weeding plan. *Children's Core Collection* and *Middle and Junior High Core Collection* should be consulted before materials are withdrawn. Condition, currency, changes in curriculum and availability of alternate materials should be considered. Duplicate copies and books in poor condition should be removed and/or reordered as needed.

**Collection Development Plan:** The youth 500s are a limited growth collection. Attractive, relevant materials to serve appropriate reading levels for the subject matter are sought through standard professional journals. When additional materials are needed on a topic, new titles from reputable children's publishers should be considered. Titles which are well-reviewed should be added to the collection as space permits. Multiple copies of high-demand titles and subjects should be purchased as space permits.

## **600s Youth Technology (Applied Sciences)**

**Description:** The youth 600s include medicine, health and nutrition, gardening, cooking, inventions, transportation, modern technology, construction and pet care. Children and adults use this collection for recreational reading, school assignments and other informational needs. Appropriate winning titles of the Caldecott Medal, the ALSC Robert F. Sibert Informational Book Medal and Illinois state award nominees should be purchased. Notable lists such as National Science Teachers Association's Outstanding Science Trade Books for Students K-12 should be consulted.

**Selection Plan:** Standard professional journals are used to select materials. Specialized publishers' catalogs should be used when necessary. Purchases and buying patterns are determined largely by reading level, availability of new works, budget and space constraints and circulation statistics. New titles and editions should be added to reflect scientific discoveries and advances. Child care materials are not generally purchased for the youth 600s as they are housed in the youth parenting collection. Single hardcover copies are purchased except when school curriculum or popularity increases demand.

**Retention and Weeding Plan:** The youth 600s should be weeded according to the established weeding plan. *Children's Core Collection* and *Middle and Junior High Core Collection* should be consulted before materials are withdrawn. Special attention is paid to advances in technology or medicine and materials may be withdrawn or replaced based on new discoveries. Condition, currency, changes in curriculum and availability of alternate materials should be considered. Duplicate copies and books in poor condition should be removed and/or reordered as needed.

**Collection Development Plan:** The youth 600s are a limited growth collection. Attractive, relevant materials to serve appropriate reading levels for subject matter are sought through standard professional journals. When additional materials are needed on a topic, new titles from reputable children's publishers should be considered. Titles which are well-reviewed should be

added to the collection as space and budget permit. Multiple copies of high-demand titles and subjects such as pets and transportation should be purchased as space and budget permit.

## **700s Youth Arts**

**Description:** The youth 700s include works on art, art history, drawing, photography, architecture, music and biographies of artists and musicians. Individual and collective artist and music biographies are placed in the 700s instead of in the youth biography collection. Pop musician biographies and craft books are popular works in this collection. Children and adults use this collection for school assignments, recreational reading and informational needs. The arts and handicrafts section is extensive and is heavily used by youth and adults. Appropriate winning titles of the Caldecott Medal and the ALSC Robert F. Sibert Informational Book Medal should be purchased.

**Selection Plan:** Standard professional journals are used to select materials. Publishers' catalogs and other print and web resources are used for pop music and craft materials. Purchases and buying patterns are determined largely by availability of new works, budget and space constraints and circulation statistics. Craft books should contain easy-to-follow instructions and clear illustrations. Single hardcover copies should be purchased except when school curriculum or popularity increases demand.

**Retention and Weeding Plan:** The youth 700s should be weeded according to the established weeding plan. *Children's Core Collection* and *Middle and Junior High Core Collection* should be consulted before materials are withdrawn. Condition, currency, changes in curriculum and availability of alternate materials should be considered. Duplicate copies and books in poor condition should be removed and/or reordered as needed.

**Collection Development Plan:** The youth 700s are a limited growth collection. Coverage of art and music should be broad and popular in nature. As popular interest in crafts and craft materials change, new titles should replace items no longer in demand. Every attempt is made to add appropriate biographies of current pop music celebrities as soon as published. Emphasis in this collection is on topics popular with children. Well-reviewed titles should be added to the collection as space and budget permit.

## **790s Youth Arts (Sports and Recreation)**

**Description:** The youth 790s include materials on a variety of sports, games, magic and the performing arts. Individual biographies of sport figures are in this collection. Children and adults use this collection for school assignments, recreational reading and informational needs. Appropriate winning titles of the Caldecott Medal, the ALSC Robert F. Sibert Informational Book Medal and Illinois state award nominees should be purchased.

**Selection Plan:** Standard professional journals are used to select materials. Specialized publishers' catalogs should be used when necessary. Purchases and buying patterns are

determined largely by reading level, availability of new works, budget and space constraints and circulation statistics. The sports and games area should include materials of an instructional, biographical and historical nature. Single hardcover copies should be purchased except when school curriculum or popularity increases demand. Chicago sports teams and players may warrant multiple copies.

**Retention and Weeding Plan:** The youth 790s should be weeded according to the established weeding plan. *Children's Core Collection* and *Middle and Junior High Core Collection* should be consulted before materials are withdrawn. Condition, currency, changes in curriculum and availability of alternate materials are also considered. Duplicate copies and books in poor condition should be removed and/or reordered as needed.

**Collection Development Plan:** The youth 790s are a limited growth collection. Titles which are well-reviewed should be added to the collection as space permits. Every attempt is made to add biographies of current sports celebrities and movie tie-in titles as soon as published. Emphasis is placed on keeping materials current and relevant to the interests and needs of youth. Multiple copies of titles which are in demand, meet current curriculum needs or support library programs should be purchased as space and budget permit.

## 800s Youth Literature

**Description:** The youth 800s include poetry, creative writing instruction, humor, jokes and riddles and classical epic literature. A large portion of the collection consists of American and British poets and poetry written for children or works chosen with children as the intended audience. The humor, joke and riddle titles are a popular segment of the collection. Children and adults use this collection for school assignments, informational and recreational reading. Appropriate titles for the Caldecott Medal, Newbery Medal, the ALSC Robert F. Sibert Informational Book Medal and Illinois state award nominees should be purchased.

**Selection:** Standard professional journals are used to select materials. Specialized publishers' catalogs are checked when necessary. Purchases and buying patterns are determined largely by reading level, availability of new works, budget and space constraints and circulation statistics. Single hardcover copies should be purchased except when school curriculum or popularity increases demand.

**Retention and Weeding Plan:** The youth 800s should be weeded according to the established weeding plan. *Children's Core Collection* and *Middle and Junior High Core Collection* should be consulted before materials are withdrawn. Standard or classic anthologies, such as Oxford and Cambridge anthologies, should be retained as they serve a reference function. Condition, currency, changes in curriculum and availability of alternate materials is also considered. Duplicate copies and books in poor condition should be removed and/or reordered as needed.

**Collection Development Plan:** The youth 800s are a limited growth collection. Materials should be selected to maintain an appealing and balanced collection that introduces children to classic authors and their works along with new works by contemporary writers. Old or worn editions of

classics should be replaced with newly illustrated editions. Titles which are well-reviewed should be added to the collection as space and budget permit.

## **900s Youth History and Geography**

**Description:** The youth 900s include collective biographies, world history and geography, Native Americans, explorers and the history and geography of the United States. Also included are copies of multi-volume sets on the United States and other countries of the world. Children and adults use this collection for school assignments, recreational reading and informational needs. Appropriate titles for the Caldecott Medal, the Newbery Medal, the ALSC Robert F. Sibert Informational Book Medal and Illinois state award nominees should be purchased, as well as titles on the Notable Social Studies Trade Books for Young People list.

**Selection Plan:** Standard professional journals are used to select materials. Specialized publishers' catalogs should be consulted when necessary. Purchases and buying patterns are determined largely by reading level, availability of new works, budget and space constraints and circulation statistics. Many of the state and country titles are available through a standing order plan. In order to support annual school assignments, multiple copies of selected titles about countries of the world, United States history and individual states should be purchased.

**Retention and Weeding Plan:** The youth 900s should be weeded according to the established weeding plan. *Children's Core Collection* and *Middle and Junior High Core Collection* should be consulted before materials are withdrawn. Condition, currency, changes in curriculum and availability of alternate materials should be considered. Duplicate copies and books in poor condition should be removed and/or reordered as needed. Outdated and inaccurate items should be removed as current events and other factors necessitate the updating of materials in the collection.

**Collection Development Plan:** The youth 900s are a limited growth collection. Attractive, relevant materials to serve appropriate reading levels for subject matter are sought through standard review journals. When additional materials are needed on a topic, new titles from reputable children's publishers should be considered. Titles which are well-reviewed should be added to the collection as space and budget permit. As curricula shifts, ancient history, American history and world country materials should be adjusted accordingly. As politics, economics, environment and other factors influence world events, new titles should be added to update the collection. Multiple copies of high-demand titles and subjects should be purchased as space and budget permit.

## **Youth Biography**

**Description:** The youth biography collection includes biographies and autobiographies on a variety of people of contemporary and historical interest. Biographies are chosen to meet various age interests and reading levels for children in grades 1st through 8th. The collection is intended to serve the needs of school reading assignments as well as to provide works of general interest.

Biographies of artists, musicians and athletes are purchased and housed in their respective Dewey areas and not in the youth biography collection. Appropriate titles of the Caldecott Medal, the Newbery Medal, the ALSC Robert F. Sibert Informational Book Medal and Illinois state award nominees should be purchased. School reading lists and other standard library lists should be consulted when purchasing for this collection.

**Selection Plan:** Selection criteria including, but not limited to, quality reviews and potential popularity should be considered when adding titles to the biography collection. Standard professional journals are used to select biography titles. Biography and subject areas in standard professional journals should be consulted for selection since the current edition of the Dewey Decimal System classifies biographical titles in either the traditional biography classification or the subject area classification. Purchases and buying patterns are determined by availability of new works, reading level, patron requests and space and budget constraints. Fictional biographies are not purchased. Single copies are purchased, but occasionally, duplicate titles are purchased to satisfy patron demand.

**Retention and Weeding Plan:** The youth biography collection should be weeded according to the established weeding plan. Books should be withdrawn due to damage, loss and a lack of ongoing interest as evidenced by circulation statistics. *Children's Core Collection* and *Middle and Junior High Core Collection* should be consulted before materials are withdrawn. Duplicate copies and books in poor condition should be removed and/or reordered as needed.

**Collection Development Plan:** The youth biography collection is a growing collection which is increasing in popularity as local school districts implement the Common Core State Standards. Titles which are well-reviewed should be added to the collection as space and budget permit. In recent years there has been an increase in demand at all reading levels for chapter-book style biographies.

## Youth Teacher Parenting

**Description:** The youth teacher parenting collection includes materials about child-rearing, child development and teaching. Classic and up-to-date titles along with popular materials that focus on practical, rather than theoretical topics, should be purchased. A representative collection of teacher resources and curriculum books for preschool and early elementary grades are also selected for this collection. Books and DVDs are interfiled in this collection.

**Selection Plan:** Standard professional journals are consulted as are popular magazines directed at parent readers. Specialized publishers' catalogs should be used when necessary. Updated editions of classics should be added as they become available, and titles that reflect new trends in parenting and teaching should be purchased. Single hardcover copies are purchased except for popular titles in high demand. Paperback editions should be purchased if the title is not available in hardcover.

**Retention and Weeding Plan:** The youth parenting collection should be weeded according to the established weeding plan. Condition, currency, changes in curriculum or parenting

techniques and availability of alternate materials are considered. Duplicate copies and books in poor condition should be removed and/or reordered as needed.

**Collection Development Plan:** The youth teacher parenting collection is a limited growth collection. New items about current issues as well as classic parenting materials should be added as space allows. When additional materials are needed on a topic, new titles from reputable publishers should be considered. Multiple copies of high-demand titles should be purchased as space permits.

## **Youth Toddler Book**

**Description:** The youth toddler book collection includes illustrated board books designed for children ages birth to three years of age. Board books provide toddlers with sturdy cardboard pages and books that are small in size and easy for very young children to handle. The pages of board books are easy to turn and the covers are easily cleaned. Illustrations are generally bright, bold and colorful with very few images per page. The toddler magazine, *Babybug*, is also catalogued and included in this collection. Some titles may duplicate a picture book story in a board book format.

**Selection Plan:** Selection is based on quality literary reviews and popularity due to publicity and/or the author's or illustrator's reputation. Standard professional journals as well as publishers' catalogs are used to select materials. Popular television tie-in material may be found at websites such as [amazon.com](http://amazon.com) or [pbs.org](http://pbs.org). Recommendations from "best of" lists from the New York Times or Parents Choice Foundation are purchased. Because this heavily-used collection contains many titles with flaps, fold-outs and other moving parts and bindings that may deteriorate rapidly, multiple copies are usually purchased.

**Retention and Weeding Plan:** The youth toddler book collection should be weeded according to the established weeding plan. It is a heavily-circulated collection that requires continuous replacement of worn and damaged materials. Retention is based on quality, use and condition. Worn copies of standard and popular titles are replaced when possible. Inactive titles are withdrawn to make space for new or popular titles. Duplicate copies should be withdrawn when titles are no longer popular or are in poor condition.

**Collection Development Plan:** The youth toddler book collection is a capped collection. Titles by quality authors and illustrators should be purchased as they become available. Newly selected materials generally reflect trends in parenting, such as baby sign language, early literacy and popular children's television. As television programming increasingly and successfully targets very young children and their parents, new series and character titles should be added as other titles are discarded.

## Youth Picture Book

**Description:** The youth picture book collection includes illustrated and pictorial fiction works of a recreational, entertaining or educational nature written primarily for preschool through third grade. The youth picture book collection is the largest collection in the department. The collection focus is on local preschool curriculum support, early literacy and STEAM (science, technology, engineering, art and math) skill development, as well as popular and timely titles. Concept, novelty and wordless picture books are also purchased as part of the collection. An effort is made to retain a core collection of classic picture books. A separate section of youth picture books in paperback format is maintained. The library follows suggestions from ALSC Notable Children's Books list, the Monarch Award: Illinois' K-3 Readers' Choice Award and others. All Caldecott Medal winner and honor books should be purchased.

**Selection Plan:** Selection is based on quality literary reviews and popularity due to publicity and/or the author's or illustrator's reputation. Standard professional journals as well as publishers' catalogs are used to select materials. Single hardcover copies are purchased except when demand or anticipated use of the material is high. Paperback copies are purchased for the youth picture book paperback section. Multiple copies of Monarch Award: Illinois' K-3 Readers' Choice Award nominees are purchased as are the Caldecott Medal winners.

**Retention and Weeding Plan:** The youth picture book collection should be weeded according to the established weeding plan. The collection requires continuous replacement of worn and damaged materials. Retention is based on quality of the literature, use and condition. *Children's Core Collection* should be consulted before materials are withdrawn. Worn copies of standard and popular titles should be replaced when possible. Inactive titles should be withdrawn to make space for new or popular titles. Duplicate copies should be withdrawn when titles are no longer in demand or are in poor condition.

**Collection Development Plan:** The youth picture book collection is a limited growth collection which provides a wide range of content, style and genre choices to children, their parents and teachers. Contributions by new, well-reviewed authors and illustrators should be added. The bulk of the collection shifts slowly with time, primarily reflecting the emergence of new, quality authors and illustrators while still maintaining a core collection of classic and timeless authors and illustrators. New editions or illustrated versions of classic children's literature may be purchased to replace worn copies. New titles should be added on a continual basis, and titles that no longer meet the needs of the collection should be withdrawn.

## Youth Beginning Reader

**Description:** The youth beginning reader collection includes fiction primers (beginning readers) that range in difficulty from the most basic beginning level up through the second grade. Collection emphasis is placed on readers that provide a controlled vocabulary, large print, short sentences and short chapters. Children use this collection for recreational reading and to develop reading skills. Teachers and parents use this collection to assist beginning readers. In order to meet the needs of emerging readers and to supplement school curriculum, a core collection is

maintained consisting of multiple copies of well-established standard authors, titles and series of note such as Dr. Seuss, Amelia Bedelia and many others. A paperback section, series paperback section and Big Book format are part of the youth beginner reader collection. Suggestions from ALSC Notable Children's Books list, the (Theodor Seuss) Geisel Award, The Monarch Award: Illinois' K-3 Readers' Choice Award and others are considered.

**Selection Plan:** Selection is based on quality literary reviews and popularity due to publicity and/or the author's or illustrator's reputation. Standard professional journals as well as publishers' catalogs are used to select materials. Catalogs from pre-bound and reinforced suppliers are consulted for heavily-circulated titles. New titles and popular series by contemporary authors should be added as space allows. Effort is made to purchase materials that represent a variety of approaches to teaching reading, such as phonics, picture clues, repetition and rhyme. Hardcover formats are purchased for the beginning reader collection. Paperback copies are purchased for the youth beginning reader paperback collection and youth beginning reader paperback series collection and in the Big Book format. Multiple copies of The Monarch Award: Illinois' K-3 Readers' Choice Award nominees should be purchased as are the (Theodor Seuss) Geisel award winners.

**Retention and Weeding Plan:** The youth beginning reader collection should be weeded according to the established weeding plan. This heavily-used collection requires continuous replacement of worn and damaged materials. Retention is based on quality of the literature, use and condition. *Children's Core Collection* should be consulted before materials are withdrawn. Worn copies of standard and popular titles are replaced when possible. Inactive titles should be withdrawn to make space for new or high-demand titles. Duplicate copies should be withdrawn when titles are no longer popular or are in poor condition.

**Collection Development Plan:** The youth beginning reader collection is a limited growth collection providing a wide range of material choices to children, their parents and teachers. Contributions by newer, well-reviewed authors should be considered. Attention is also given to long-established as well as developing trends in teaching methods and materials. Titles representing a broad spectrum of these styles should be purchased. Specific titles or series that support school curriculum are purchased as space allows. New titles and high-demand items featuring TV and movie characters should be added on a continual basis. Titles that no longer meet the needs of the collection should be withdrawn.

## **Youth Illustrated Fiction**

**Description:** The youth illustrated fiction collection includes titles in a picture book format for school-aged children in grades 1st through 6th. Children use this collection for recreational reading and school assignments. Adults reading to children also utilize this collection. As space permits, classic titles illustrated by a variety of noted children's illustrators are also included in this collection. The Caldecott Award winners and nominees appear in this collection if the winning titles are picture books intended for older children. Picture books from The Monarch Award: Illinois' Readers' Choice K-3 Award may also be housed in this collection if geared toward older children.

**Selection Plan:** Selection criteria include quality literary reviews and/or potential popularity due to publicity and/or the author's reputation. The standard professional journals are used to select materials. Single hardcover copies are purchased except when demand is high. Multiple copies of award-winning titles and nominees are purchased as warranted.

**Retention and Weeding Plan:** The youth illustrated fiction collection should be weeded according to the established weeding plan. Retention is based on quality of the literature, use and condition. *Children's Core Collection* is consulted before materials are withdrawn. Classic, core titles and works of popular authors should be retained and replaced if in poor condition. Duplicate copies should be withdrawn when titles are no longer popular or are in poor condition. Newly illustrated editions of classic children's literature by award-winning illustrators should be purchased to replace worn and/or out-of-print works.

**Collection Development Plan:** The youth illustrated fiction collection is a limited growth collection. The collection was established in 2012 to provide older readers or adults reading to older children an opportunity to continue to find and enjoy picture books. Picture books in this collection cover subject matter more appropriate or appealing for older picture book readers. The collection also contains picture books which are longer in length. New titles should be added on a continual basis and titles that no longer meet the needs of the collection should be withdrawn.

## Youth Fiction

**Description:** The youth fiction collection includes titles selected to meet the general and recreational needs of children in grades 2nd through 5th. The collection includes popular titles as well as recognized classics and works in various genres such as mystery, science fiction, sports, fantasy, adventure, humor, realistic fiction and historical fiction. Children use this collection for recreational reading and school assignments. Classic works, award winners and current as well as established titles/authors of merit are the core of the collection. An effort is made to include all books which have received literary awards. Classics may be represented by a variety of editions. The Rebecca Caudill Young Readers' Book Award nominees, The Bluestem Award: Illinois' Grades 3-5 Readers' Choice Award nominees and the Newbery Award books should be purchased.

**Selection Plan:** Selection is based on quality literary reviews and popularity due to publicity and/or the author's reputation. Standard professional journals as well as publishers' catalogs are used to select materials. Single hardcover copies are purchased except when demand is high. Multiple copies of the Rebecca Caudill Young Readers' Book Award nominees, The Bluestem Award: Illinois' Grades 3-5 Readers' Choice Award nominees, Newbery Award winners and bestsellers are purchased. Multiple copies of titles that support school reading lists and library bibliographies are purchased as needed to meet demand and support library programs, such as Battle of the Books. Popular series titles and books by bestselling children's authors may be purchased through a standing order plan in order to receive copies of new books and new series titles as soon as they are published. Books in a series should be purchased as demand and space warrant.

**Retention and Weeding Plan:** The youth fiction collection should be weeded according to the established weeding plan. Retention is based on quality of material, use and condition. *Children's Core Collection* and *Middle and Junior High Core Collection* should be consulted before materials are withdrawn. In general, books are withdrawn if they are not circulating and are not notable according to authoritative sources. Classic, core titles and works by popular authors should be retained and replaced if in poor condition. Series books should be retained according to demand. Series should be considered for discard when unable to maintain consecutive titles within the series in the youth fiction collection or youth paperback collection. Duplicate copies should be withdrawn when titles are no longer popular or are in poor condition.

**Collection Development Plan:** The youth fiction collection is a limited growth collection. Emphasis in this collection includes: maintaining a core selection of classics, anticipating new trends in the literature and providing a variety of fiction titles for meeting the needs of young people's various reading and interest levels. Consideration is given toward balancing popular culture materials with the responsibility to introduce children to quality children's literature. New editions of classic children's literature may be purchased to replace worn editions of the work. New titles should be added on a continual basis, and titles that no longer meet the needs of the collection should be withdrawn.

## **Youth Paperback**

**Description:** The youth paperback collection includes soft cover titles selected to meet the recreational needs of children in grades 2nd through 8th. The collection consists of fiction titles by popular authors available in a paperback format. Popular paperback series fiction is included as a separate section in the paperback collection. Various genres including science fiction, fantasy, mystery, sports, school, horror, humor and historical fiction are represented. Movie and television tie-in titles may also be found in this collection. The Rebecca Caudill Young Readers' Book Award nominees, The Bluestem Award: Illinois' Grades 3-5 Readers' Choice Award nominees and the Newbery Award books should be purchased.

**Selection Plan:** Standard professional journals are consulted. To ensure that sufficient titles are available for circulation, series lists are checked frequently and multiple copies should be purchased as needed to meet patron demand. A growing number of new juvenile titles and series titles are issued only in a paperback format. In addition, many older fiction titles that are out of print in hardcover are only available in paperback. Selected series titles are purchased through a standing order plan to assure that the newest series titles are received as soon as they are published. Multiple copies of titles on school reading lists and those that support the library's Battle of the Books program should be maintained as space permits. The mass market paperback format is preferable, but if necessary, trade paperback copies may be added if that is the only format available.

**Retention and Weeding Plan:** The youth paperback collection should be weeded on a continual basis in order to remove either worn or dated materials and to keep the collection more attractive and appealing to patrons. Popular titles are kept as long as condition permits and may be

replaced if the title is still available in paperback format. Incomplete paperback series should be considered for withdrawal provided the titles do not complete a series in the hardcover collection. Duplicate copies should be removed after they are no longer in demand.

**Collection Development Plan:** The youth paperback collection is a limited growth collection. The paperback collection should be kept current and attractive. New items are added on a regular basis with an eye toward maintaining the current approximate size of the collection.

## **Youth Graphic Novel**

**Description:** The youth graphic novel collection includes graphic format materials such as bound comic strip collections, movie-licensed comic book titles and age-appropriate graphic novels for recreational reading. Nonfiction graphic novels are housed in their respective Dewey subject areas. Primarily targeting grades 1st through 8th, the graphic novel collection is one of the department's most frequently circulated collections. The youth graphic novel collection consists of popular titles and series as well as frequently requested materials. Titles should be purchased to meet the demands of popular interest.

**Selection Plan:** Selection is based on quality literary reviews and popularity due to publicity and/or the author's and illustrator's reputation. Websites devoted to graphic novels such as [diamondbookshelf.com](http://diamondbookshelf.com) and [topshelfcomix.com](http://topshelfcomix.com) should be consulted for best reviewed titles. Standard professional journals as well as publishers' catalogs are also used to select materials. Hardcover bindings should be purchased when available. Single copies should be purchased except when demand is high. Multiple copies of popular series should be purchased. Popular series may be placed on standing order. Books in a series should be purchased as demand and space warrant.

**Retention and Weeding Plan:** The youth graphic novel collection should be weeded according to the established weeding plan. As a heavily-used collection and given the fragile nature of the media, continuous replacement of worn and damaged materials is required. Worn copies of standard and popular titles are replaced when possible and every effort is made to purchase replacements in special "library" or heavy-duty bindings if available. *Children's Core Collection* and *Middle and Junior High Core Collection* should be consulted before materials are withdrawn. Series should be considered for discard when unable to maintain consecutive titles within the series. Duplicate copies should be withdrawn when titles are no longer popular or are in poor condition.

**Collection Development Plan:** The youth graphic novel collection is a limited growth collection. The youth graphic novel collection should be kept current and attractive. New titles should be added on a continual basis, and titles that no longer meet the needs of the collection should be withdrawn.

## Youth Middle School Fiction

**Description:** The youth middle school (junior high) fiction collection includes hardcover titles selected to meet the general and recreational needs of children in grades 6th through 8th. Books include popular as well as recognized classic works along with genre titles in mystery, science fiction, fantasy, sports, adventure, humor, horror and historical fiction as well as novels about contemporary issues for both boys and girls. Titles are also selected to meet the demands of current curriculum assignments. Classic titles, award winners and current popular titles are the core of the collection. An effort is made to include all books which have won a literary award. Multiple copies of core classics, award-winning/nominated books, titles currently on library bibliographies or school reading lists should be maintained as demand warrants. Classics may be represented by a variety of editions. Rebecca Caudill Young Readers' Book Award nominees and the Newbery Award books should be purchased.

**Selection Plan:** Selection criteria include quality literary reviews and/or potential popularity due to publicity and/or the author's reputation. The standard professional journals as well as publishers' catalogs are used to select materials. Single copies are purchased except when demand is high. Multiple copies of Rebecca Caudill Young Readers' Book Award nominees are purchased as are the Newbery Award winners. Some duplicate copies of adult classics are purchased when patron or school curriculum demand warrants. Popular series titles and bestselling children's authors may be purchased through a standing order plan in order to receive copies of new books and new series titles as soon as they are published. Books in a series should be purchased when demand and space warrant.

**Retention and Weeding Plan:** The youth middle school fiction collection should be weeded according to the established weeding plan. Retention is based on quality, use and condition. *Children's Core Collection* and *Middle and Junior High Core Collection* should be consulted before materials are withdrawn. In general, books are withdrawn if they are not circulating and are not notable according to authoritative sources. Classic, core titles and works of popular authors should be retained and replaced if in poor condition. Series books should be retained according to demand. Series should be considered for discard when no longer able to maintain consecutive titles within the series in the youth middle school fiction collection or youth paperback collection. Duplicate copies should be withdrawn when titles are no longer popular or are in poor condition.

**Collection Development Plan:** The youth middle school fiction collection is a limited growth collection. Emphasis in this collection includes: maintaining a core selection of classics, anticipating new trends in the literature and providing a variety of fiction titles for meeting the needs of young people's various reading and interest levels. An attempt is made to balance the needs of popular culture with the responsibility to introduce children to quality children's literature. New editions of classic children's literature may be purchased to replace worn editions. Every effort is made to avoid unnecessary overlap with the young adult and adult fiction collections. New titles should be added on a continual basis and titles that no longer meet the needs of the collection should be withdrawn.

## Youth Book Discussion

**Description:** The youth book discussion collection supports a variety of book discussion programs for children grades 1st through 8th and their parents. Multiple copies of each title are available for library programs and other discussion groups in the community or neighboring libraries.

**Selection Plan:** Standard professional journals are used to select materials. Titles are selected for their proven readability, age appropriateness and their discussion content. New titles are added each year as space permits, or to replace a title no longer in print. Trade paperbacks are the preferred format.

**Retention and Weeding Plan:** The youth book discussion collection should be weeded according to the established weeding plan. Retention is based on quality of material, use and condition. The book discussion collection is maintained as long as needed to support library book discussions and other programs. Worn items are replaced if the title is still in print. Titles are removed when the minimum number of copies (10) required for book discussion can no longer be maintained.

**Collection Development Plan:** The youth book discussion collection is a limited growth collection. New titles should be added annually as needed to support book discussion programs. When copies are no longer replaceable, the remaining copies should be transferred to the paperback collection or withdrawn from the collection as condition warrants.

## Youth World Language

**Description:** The youth world languages collection includes youth fiction, nonfiction and classic materials written in a foreign language. Languages represented in the collection are chosen based on the population of non-English speaking residents in Glenview, as well as those languages taught in local schools. Materials include bilingual books, dictionaries and a variety of other fiction and nonfiction titles.

**Selection Plan:** Standard professional journals as well as publishers' catalogs, websites and vendors, including local foreign language bookstores may be consulted for selection of titles. Fiction and nonfiction titles are selected based on popularity and availability of items through local or national vendors. A broad variety of titles should be selected and generally only single copies of titles are purchased. Some titles may be duplicated in other languages or collections within the library.

**Retention and Weeding Plan** The youth world languages collection should be weeded according to the established weeding plan. Worn materials should be withdrawn and should be replaced if warranted and available. Titles with low circulation should be withdrawn.

**Collection Development Plan:** The youth world language collection is a limited growth collection. Languages spoken by Glenview patrons may fluctuate over time. Only a few

representative copies of some languages may be maintained and copies with low circulation in the larger language collections should be evaluated and withdrawn when no longer popular with Glenview Public Library patrons. Additional languages should be added to the collection based on patron demand, availability of titles and budget.

## **Youth Magazine**

**Description:** The magazine collection consists of popular magazine titles for children and covers a wide variety of subjects. Some magazines focusing on issues of interest to parents are purchased.

**Selection Plan:** Magazine titles are selected based on the subject and interest level of children in the community.

**Retention and Weeding Plan:** The magazine collection should be monitored on a continual basis in order to keep the collection vibrant and current. Older titles in the magazine collection should be weeded according to the established weeding plan. When magazine titles cease publication, the current title and all previous issues should be withdrawn. Subscriptions may be cancelled due to low circulation and/or usage, rising subscription prices or accessibility in other formats.

**Collection Development Plan:** The magazine collection is a decreasing collection. Collection development should focus on patron demand, subscription prices, age level of titles and local interests. Magazine renewals and new subscriptions are reviewed on an annual basis. Emerging formats and technologies should be considered in the long-range development of the magazine collection.

## **Youth Audiobook**

**Description:** The youth audiobook collection includes children's literature classics as well as popular and contemporary works in audio format. The collection is intended to provide enriching and entertaining literature as well as to expand access to children of all abilities including reluctant readers and the visually impaired along with assisting parents seeking enjoyable audios for long trips. Special attention is given to titles on best book and awards lists, such as The Newbery Award, The Bluestem Award: Illinois' Grades 3-5 Readers' Choice Award and Rebecca Caudill Young Readers' Book Award. Winners of the Odyssey Award and the Grammy for Best Children's Album are considered for purchase.

**Selection Plan:** The youth audiobook collection is selected using the same criteria as its print counterparts. Reading level, availability of new works, appropriate packaging, budget considerations, patron requests and shelf space are also important factors for consideration when making purchases for the youth audiobook collection. In addition to standard professional journals, specialty catalogs and websites including [midwestapes.com](http://midwestapes.com), [findaway.com](http://findaway.com) and others are consulted to select and purchase titles. Multiple copies of a print fiction work may influence

consideration for purchase in audiobook format. The audiobook collection includes formats such as CDs, books with CDs, MP3 audiobooks and Playaways.

**Retention and Weeding Plan:** The youth audiobook collection should be weeded according to the established weeding plan. Items in good condition and that continue to circulate should be kept. Replacement copies are ordered if titles are in demand and still available for purchase. Items that are not circulating should be weeded as space needs dictate and if no longer essential to the core collection.

**Collection Development Plan:** The youth audiobook collection is a limited growth collection. Formats such as CDs and books with CDs are decreasing as less households own CD players. Other formats such as MP3 audiobooks are increasing. The audiobook collection should meet the demand for popular fiction and support local school curriculum and library programs, such as Battle of the Books. The youth audiobook collection is supplemented by audiobook titles available in the youth downloadable collection.

## Youth Music

**Description:** The youth music collection includes a variety of music styles of interest to both children and their caregivers including lullabies, pop/rock, soundtracks, educational songs and dance music. The youth music collection also represents a wide variety of musical genres including country, international, religious, folk and classical. Winner of the *Grammy for Best Children's Album* is considered for purchase.

**Selection Plan:** The youth music collection is selected based on reviews in standard professional journals as well as Midwest Tape and other music vendor catalogs. Multiple copies should be purchased for high-demand materials such as Disney or current, popular singers with material appropriate for children. Artists or music of local interest may be considered. Packaging and shelving constraints may limit selection of boxed sets.

**Retention and Weeding Plan:** The youth music collection should be weeded according to the established weeding plan. Items with low circulation should be withdrawn, unless deemed a rare or unique performance. CDs with high circulation (over 100 checkouts) should be checked for scratches or significant wear. Items of questionable condition should be run through a CD cleaning machine to extend the life of the item.

**Collection Development Plan:** The youth music collection is a decreasing collection. Ownership of CD players is becoming less common as streaming and digital services become more popular. Emerging technologies should be considered in the long range development of the youth music collection.

## Youth Video

**Description:** The youth video collection includes fiction and nonfiction titles intended for youth up to grade 8<sup>th</sup>. The collection contains popular theatrical releases and other entertainment movies as well as informational and educational productions. Videos in this collection are primarily selected with the Motion Picture Association of America's ratings of G (general audiences) and PG (parental guidance suggested). As factors warrant and as determined by the selector, occasional PG-13 titles are purchased. The video collection includes a wide selection of quality items including titles that may not be readily available elsewhere. Appropriate award-winning titles of the Academy Award, the (Andrew) Carnegie Medal for Excellence in Children's Video and Parents' Choice Award should be purchased.

**Selection Plan:** The youth video collection is selected from standard reviewing media. Standard professional journals, award lists, publishers' catalogs and websites such as midwesttapes.com, chicagoparent.com and commonsensemedia.org are used to identify new titles. Blu-ray and DVD are the preferred formats. A small selection of Playaway Views and Playaway Launchpads are included in this collection. Multiple copies of popular TV shows and movies should be purchased as space and budget permit. Movies listed as notable or as award winners should be selected. Public performance rights are not purchased for videos in the circulating collection unless the rights are included as part of the item purchase price and are within budget parameters for a single copy.

**Retention and Weeding Plan:** The youth video collection should be weeded to remove dated, ephemeral titles and items in poor condition according to the established weeding plan. Condition should be assessed based on circulation counts and the physical appearance of the item. Popular and classic films in poor condition should be replaced with new copies depending on circulation history, availability and budget.

**Collection Development Plan:** The youth video collection is a limited growth collection. School curricula changes as well as new popular television adaptations and other series should be considered when materials are purchased. Emerging formats and technologies should be considered in the long range development of the video collection.

## Youth Videogame

**Description:** The youth videogame collection includes videogames with the target audience of children. Videogames for the most popular gaming platforms should be purchased.

**Selection Plan:** Reviews at the following websites are used for selection: gamerankings.com, gamespot.com, amazon.com and commonsensemedia.org. The youth videogame collection consists of videogames with the following ESRB (Entertainment Software Rating Board) ratings: E (Everyone) and E10+ (Everyone 10+). Occasionally, games with a T (Teen) rating will be selected if they have been previewed by the selector. Videogames rated M (Mature) and AO (Adult Only) will not be selected. Used videogames may be purchased if they are in excellent condition. One copy of a game per system should be purchased except for titles in high demand.

**Retention and Weeding:** The youth videogame collection should be weeded according to the established weeding plan. Videogames with little or no circulation should be considered for withdrawal from the collection to make room for new titles. Damaged videogames should be replaced only if they remain popular. Platforms with declining circulation may be withdrawn to make room for newer formats.

**Collection Development:** The youth videogame collection is a growing collection. Retrospective selections may be purchased to fill in gaps or replace worn copies. As new gaming platforms become available, the library should determine if additional game formats should be considered. Limitations on the size of the collection may be determined by shelving and storage options.

## **Youth Kit**

**Description:** The youth kit collection includes a selection of materials of an educational, recreational or special needs nature in a variety of media and formats that typically include several book titles, a DVD and a puppet/prop component, and educational items to promote learning. Children, teachers and adults use this collection for educational purposes and recreational enjoyment. Materials are packaged together in a secure container. A label listing the contents and value of each item is displayed on the outside of the kit.

**Selection Plan:** The selection criteria for youth kit collection include special emphasis on educational value, appropriateness for targeted age levels, safety, sturdiness of construction and suitability for circulation. Themes for the preschool kits are selected based on high-demand curriculum topics as evidenced by Preschool Loan requests. Standard professional journals do not typically review items in the kits therefore educational toy catalogs and parent or educational periodicals are consulted. Multiple copies of core materials or items in high demand may be purchased as space or budget constraints allow.

**Retention and Weeding Plan:** The youth kit collection should be weeded according to the established weeding plan. Kit contents and their general condition are checked at every circulation. Missing, worn or damaged books and items are replaced if possible. Non-circulating kits, or those with outdated topics or materials should be withdrawn.

**Collection Development Plan:** The youth kit collection is a limited growth collection. New kits may be developed from staff or patron recommendations. New kits should be added as time, space and budget constraints allow.

## Appendix

### 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## Freedom to Read Statement

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of

experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

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

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

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of

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

---

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

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

GLENVIEW PUBLIC LIBRARY  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Type of Material: \_\_\_\_\_ Book \_\_\_\_\_ Periodical \_\_\_\_\_ A/V \_\_\_\_\_ Other: \_\_\_\_\_

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher or Distributor: \_\_\_\_\_ Date: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Request represents:  Individual: \_\_\_\_\_

Organization: Name: \_\_\_\_\_

Other: Name: \_\_\_\_\_

Have you read or viewed the entire work? \_\_\_\_\_

If not, what parts? \_\_\_\_\_

To what in the material do you object? Please be specific, cite pages or sections

---

---

What good or valuable features do you find in the material?

---

---

What do you feel might be the result of reading or viewing this material?

---

---

Have you read any reviews of this material? \_\_\_\_\_

If yes, specify: \_\_\_\_\_

\_\_\_\_\_

What would you like the library to do about this material?

\_\_\_\_\_

\_\_\_\_\_

Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated?

Please specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

GLENVIEW PUBLIC LIBRARY  
RECONSIDERATION OF LIBRARY MATERIALS—COMMITTEE REPORT

Material: \_\_\_\_\_

Committee Members Appointed:

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Committee's Recommendation to Library Director:

Date: \_\_\_\_\_

Library Director's Recommendation:

Date: \_\_\_\_\_

Library Director's Letter to Patron

Date: \_\_\_\_\_

Attach copies of critical reviews of materials