

# **County of Henrico Public Library**

## **Collection Development Plan**

## TABLE OF CONTENTS

- 1) INTRODUCTION
  - a) VISION
  - b) MISSION
  - c) CORE VALUES
    - i) SERVICE ROLES
    - ii) DEFINITION OF SERVICE ROLES
  
- 2) SELECTION OF RESOURCES
  - a) REPRESENTATIVE TYPES OF LIBRARY MATERIALS AND THEIR ORGANIZATION
  - b) SELECTION CRITERIA
  - c) ISSUES IN MATERIAL SELECTION
  - d) CUSTOMER PARTICIPATION IN SELECTION
  - e) SPECIAL CONSIDERATIONS IN MATERIALS HANDLING
  
- 3) SPECIAL COLLECTIONS
  - a) BOOKMOBILE
  - b) MUNICIPAL GOVERNMENT AND LAW LIBRARY
  - c) PROFESSIONAL COLLECTION
  
- 4) COLLECTION DEVELOPMENT POLICY FOR THE CHILDREN'S COLLECTION
  - a) OVERVIEW OF CHILDREN'S SERVICES
    - i) SELECTION CRITERIA
    - ii) SELECTION TOOLS
  - b) CHILDREN'S COLLECTION
    - i) OVERVIEW
    - ii) AREA AND BRANCH LIBRARIES
    - iii) CHILDREN'S PICTURE BOOK (EASY) COLLECTION
    - iv) CHILDREN'S NONFICTION COLLECTION
    - v) CHILDREN'S FICTION COLLECTION
    - vi) CHILDREN'S PAPERBACK COLLECTION
    - vii) CHILDREN'S AUDIOVISUAL COLLECTION
    - viii) FAMILY RESOURCE CENTERS
  
- 5) COLLECTION DEVELOPMENT POLICY FOR THE YOUNG ADULT COLLECTION.
  - a) OVERVIEW OF YOUNG ADULT SERVICES
  - b) YOUNG ADULT COLLECTION

- 6) MATERIALS DISPOSITION FOR THE JUVENILE AND YOUNG ADULT COLLECTIONS.
  - a) REPLACEMENTS
  - b) DESELECTION OF RESOURCES

## **INTRODUCTION**

Collection development encompasses all activities that create and maintain the material holdings that comprise the collection of the County of Henrico Public Library. The purpose of this document is to present to our community the what, how, and why the library collection is built and maintained in support of our vision, mission and core values.

### **Vision:**

We provide comprehensive resources, innovative technologies and excellent services to enrich individual and community life.

### **Mission:**

We deliver excellent customer service through access to a variety of materials, innovative technologies and attractive facilities. We achieve high standards for courtesy, accuracy, and timeliness. We anticipate and respond to the needs of a diverse community.

We are a library system that:

- Believes public libraries are vital to the community;
- Welcomes new ideas;
- Fosters continuous learning;
- Encourages teamwork;
- Values leadership and professionalism; and
- Plans for the future.

### **Core Values:**

We value:

- Equitable access to information;
- Outstanding customer service;
- Welcoming and attractive facilities;
- Balanced and relevant collections;
- Excellence in technology implementation;
- Continuous learning;
- Integrity and ethical behavior in the workplace; and
- Dedicated and motivated staff.

## **Service Roles:**

Our commitment to our vision, mission and values remains constant, though our procedures and policies must periodically be reviewed and updated. A biennial review of this document will reflect changes in human knowledge, information technologies and the needs of the community we serve.

Libraries reflect the diversity and character of the communities they serve. Excellence in library service is defined by the fit between the library's service roles and the needs and expectations of the community it serves. The service roles assigned to the branch and area libraries identify the perimeters of each type of collection. Those roles articulate the type of service that those libraries seek to offer their communities, and, as such, are key to building and maintaining those collections. The application of these roles must underlie every collection management decision, from the initial recommendation of a title, to its consideration for branch or area library placement, to its selection and incorporation into the collection, to its de-selection, or weeding, from the collection.

Two of the service roles, community referral and community activities center, are not specifically tied to the collection. There may be some implications for the collections at the area libraries because of their involvement in these roles. However, it is the other four roles that have the most impact on the collections. This document will define and explicate the effect of the specific roles on the area and branch libraries and will address the differences in the application of the shared roles at each.

The area and branch libraries share three roles or service responses:

- CHILDREN'S DOOR TO LEARNING
- CURRENT TOPICS AND TITLES
- GENERAL INFORMATION

The area libraries alone carry the additional roles of:

- LIFELONG LEARNING
- COMMUNITY REFERRAL
- COMMUNITY ACTIVITIES CENTER

## **Definition of Service Roles:**

### **CHILDREN'S DOOR TO LEARNING**

The Library encourages children to develop an interest in reading and learning through services for children, and for parents and children together. The Library promotes early reading and acceptance of reading, factors contributing to successful performance in formal schooling for the community. Branch and area library collections will have a variety of materials and formats for children, with popular titles available in multiple copies. Area libraries will adopt a broader approach, incorporating titles useful to adults working with children, addressing educational issues, and incorporating a wider variety of programs for adults and children.

### **CURRENT TOPICS AND TITLES**

Branch and area libraries will offer current, high-demand, high-interest materials in a variety of formats for persons of all ages. There will be an emphasis in both types of libraries on purchasing an adequate number of copies to reasonably meet the demand of customers. A broader approach to currently popular subjects and titles will be taken at the area libraries. Due to larger space and circulation, the area libraries will by definition have more of these materials in greater depth, but customers should expect a generous selection of bestseller titles and materials about topics of current interest in both area and branch libraries.

### **GENERAL INFORMATION**

The Library actively provides timely, accurate and useful information for community residents at both area and branch libraries. The Library promotes on-site, remote, and telephone reference/information services to aid users in locating needed information primarily at the area libraries, which will have greater depth and variety in their collections. While branch libraries will address individual needs, area library collections will include materials incorporating informational materials to support individual, business, government and community interests.

### **LIFELONG LEARNING**

The Library supports individuals of all ages pursuing a sustained program of learning independent of any educational provider. Users can pursue self-determined and self-paced study on various subjects. Independent learners can use the resources of the library to "get ahead", to do better in their work, to learn

something new, or to adjust to changes in life and work. The collection has a wide range of circulating subject materials relevant to the interests of independent learners of all ages. The materials are in a variety of formats and geared to varying levels of ability.

## **COMMUNITY REFERRAL**

The Library is a clearinghouse for current information on community organizations, issues and services. The Library maintains a high profile as a source of information about community services. The collection, in addition to regular reference materials, contains locally developed files with data on community agencies, clubs and interest groups.

## **COMMUNITY ACTIVITIES CENTER**

The Library is a central focus point for community activities, meetings and services. It works closely with other community groups and organizations to provide a coordinated program of social, cultural and recreational activities. Community members have opportunities to explore and discuss their divergent views on issues and current topics, and receive some social services at the library. This role emphasizes use of the facility, rather than the collection.

## **SELECTION OF RESOURCES**

### **Representative Types of Library Materials and Their Organization**

**CD-ROMs** The Library maintains a limited collection of CD-ROMs for adults and children. These are primarily interactive educational programs, instructional tutorials, or productions from governmental entities distributed to public libraries. They may be held for in-house use, or circulated depending on the content, demand and discretion of the owning branch. Games are not purchased for the circulating Library collection.

**Circulating Books** The major portion of the Library's collection consists of circulating books that are placed on open shelves for customer access. To provide effective library service to all library customers, no individual may completely deplete a format, subject, or title in the collection. The library employee-in-charge has the responsibility to ask the customer to check out

material in reasonable quantities based on collection size, availability of materials, and currency. Libraries may also limit the number of certain materials circulated to a customer on holidays and other periods of high demand. See P&P Manual, section 4.2, Loan Periods.

**College Catalogs** The catalogs of most colleges and universities are available electronically at all facilities.

**Computer Books** All branches offer public access computers with Microsoft Office applications, desktop publishing and printing. The Collection supports these applications. The primary emphasis is placed on materials aimed at the novice personal computer user, with secondary emphasis on materials for the intermediate to advanced personal computer user. Materials useful in professional practice are very limited and only representative of the field. The collection must be constantly monitored for currency and relevancy. Materials specific to a particular model or software package should be retained as long as the model or package is in reasonably wide use. Developments in computer hardware and software should be reflected in the collection. Weeding and replacement of out-dated editions should be a constant process.

**EBooks, EAudiobooks, EVideo** The Library offers a collection of eBooks that can be downloaded and read on a computer in the library or remotely. EAudiobooks can also be downloaded remotely and transferred to a MP3 device. Titles are added on a regular basis. Customers must create a free account before using the collection. Evideo will be added to the library collection in the near future. Items will be available to download remotely.

**Electronic Resources** The Library purchases, or acts as a gateway to, information resources which require a computer to access. Currently known material types are: USB Flash Drive or other portable storage devices; CD-ROM; interactive multimedia; online full-text, abstract, or indexing only databases; web-based databases; and other materials available on the Internet. Resources may be available for staff use, only; or available to the public on-site, only; or made available through a combination of on-site and remote access.

**Filmstrips** Library Headquarters houses a non-circulating collection of filmstrips for use in children's programming. The collection is used in story hours and related activities for pre-school and elementary school-aged children. Purchases of new titles for this collection are no longer made.

**Foreign Language Materials** The Library will develop a collection of materials in a foreign language for children, young adults and adults only if demographic study demonstrates that a significant proportion of the population communicates in that particular language. A foreign language collection may consist of popular

titles in a variety of formats, but will not be comprehensive, or cover all subject areas.

**Government Documents** Government documents in the Area and Branch libraries are selected through the regular selection process and are treated as books, periodicals or pamphlets according to the merits of each title. While the Municipal Library has the largest collection in the library system, many of the documents in this particular collection are not cataloged. Customers are referred to the Library of Virginia and Virginia Commonwealth University, which are depository libraries for federal and state documents.

**Graphic Novels** All libraries, except Municipal, maintain a circulating collection of graphic novels. Graphic novels are book length collections of sequential art containing a single story, or a set of interrelated stories. Graphic novels may be located in the Adult, Young Adult and Juvenile collections. Selection is based on bibliographies and recommendations from sources such as ALA's "Best Graphic Novels for Young Adults", Library Journal, Voice of Youth Advocates and other standard review journals.

**Large Type** All libraries, except Municipal have circulating collections of popular fiction and non-fiction with large print suitable for the visually handicapped. The Bookmobile, because of its service to retirement communities and nursing homes, retains the most extensive collection of large print materials.

**Leased Materials** All libraries maintain circulating collections of high demand titles that are leased rather than purchased. Lease plans enable the library to offer multiple copies of best-selling titles when they are in the most demand and return copies as the demand subsides. The number of titles that can be checked out and the circulation period may be limited. At least one copy of every title leased is purchased for the permanent collection.

**Microfilm** Older issues of newspapers and periodicals may be stored on microfilm. The decision to subscribe to microfilm is affected by: availability in electronic formats, desire to preserve illustrative material in hard copy for long-term retention, or maintenance of the machinery required to read and copy microfilm.

**New Reader Materials** Available at Area libraries, New Reader collections consist of circulating materials designed to assist adults and young adults in acquiring basic skills in reading, writing, and mathematics, as well as social survival skills. English as a Second Language (ESL) materials are also included in this collection.

**Newspapers** Subscriptions to a variety of local and national newspapers are held by most branches. Additional titles may be represented in full text in electronic format. Criteria used to select newspaper subscriptions include stature

on the national scene, value for reference and information service, and a reflection of regional opinion of local and national issues. Back file issues of most newspapers may circulate.

**Paperbacks** All libraries, except Municipal have circulating mass-market paperback collections. Paperbacks are not fully cataloged unless the material is unavailable in hard cover and is intrinsically valuable, or needed to supplement the cataloged collection. Priority is given to the purchase of current, high-interest paperbacks and literary classics.

**Periodicals** Magazines are available in every library. A variety of general interest titles is available in hard copy, with additional titles represented in full text in electronic format. Specialized periodicals may be assigned to the libraries that house special collections. Criteria used to select hard copy subscriptions include the indexing of a title in standard indexes, critical opinion in library media such as *Magazines For Libraries* by William A. Katz and *Library Journal*, appropriateness of subject coverage, and local interest in content. Back file issues of most periodicals may circulate.

**Recordings** Audiocassettes and compact discs are available for circulation at all libraries, except for Municipal. The Library provides a collection of literature (audiobooks), juvenile music and instructional materials including foreign languages that supplement the print collection.

**Reference Materials** Reference books do not circulate because they are needed to provide quality information service to the public at all times. Reference books are consulted or referred to for specific information and are shelved in specially designated areas. Any material may be assigned to reference at the discretion of the librarian.

**Telephone Directories** Directory information is available in electronic format at all libraries.

**Video Tapes/DVD'S** VHS videocassettes and DVD's circulate at all libraries, except Bookmobile and Municipal. The Library purchases educational and how-to's, theatrical performances, and films that are literature-based for adults and children. Popular music videos are not purchased for the library collection.

### **Selection Criteria**

Materials selection includes awareness of the community, the existing collection of the Library, and the services that the Library offers. Materials selection implements the vision, mission and core values of the County of Henrico Public Library as articulated in the adopted service roles: Children's Door to Learning,

General Information, Community Referral, Current Topics and Titles, Lifelong Learning, and Community Activities Center. The Library acquires, makes available and encourages the use of materials in various media which help people know more about themselves and their world; encourage informal self-education; stimulate thoughtful participation in current affairs both domestic and international; offer access to a variety of opinions on matters of current interest and encourage freedom of expression; aid in learning and improving job-related skills; assist the individual to grow intellectually and foster life-long learning; and pursue recreational and leisure interests.

An item considered for purchase must be measured against other materials available, including what is already in the collection, to determine what seems wisest in view of needs and funds available. When considering particular titles for inclusion in the collection, critical questions that must be considered are: Does the title in question support service roles; and is the title most appropriate for an Area Library, Branch Library or appropriate for all facilities. The Library recommends that titles submitted for purchase have two favorable reviews from reputable sources. The selector must critically appraise the work, noting how well the idea is communicated to the recipient and how the material adds to the collection already on hand. The overall value of the material is the chief criterion of selection. Titles are selected on the basis of the content of the item without regard to the personal history of the author.

The Library purchases pre-publication titles that publishers predict to be popular due to subject matter, publication history, and/or literary merit. These titles may or may not have reviews at the time orders are placed. In recognition of the Library's service role of "Current Topics and Titles", materials should be available when the demand is the strongest.

Recognizing that fiction, non-fiction and non-book materials require different selection criteria, the following criteria are useful in the selection process.

- Reputation of the author, artist, creator, producer, publisher, or sponsoring group
- Accuracy of the information presented
- Authority
- Depth of coverage
- Timeliness
- Importance of the subject matter to the collection
- Balance of bias in the scope of the collection
- Appropriate presentation for the intended audience
- Organization of content and ease of use
- Aesthetic qualities
- Physical characteristics such as typeface, paper, binding and durability
- Technical qualities such as illustrations, sound, clarity
- Format

- Cost, including processing costs, security costs, or the cost of any equipment or
- software needed to use the work, or other ancillary costs
- Public demand, including repeated interlibrary loan requests
- Attention of critics, reviewers
- Awards, honors, prizes; inclusion in bibliographies, reading lists
- Presence of special features such as bibliographies, indexes, appendices, forms, disks or diskettes
- Relationship to the collection and potential value
- Availability of subject matter in other library collections in the geographical area
- Local and regional interest
- Availability from reputable library vendors
- New editions of titles currently held in the Library's collection

**Electronic Resources** All criteria relevant to the selection of materials in traditional formats apply to electronic resources as well. However, because machine-readable formats require non-traditional means of acquisition, storage and access, some additional criteria must be considered:

- Ease of access and number of access points
- Hardware and software requirements; networking capabilities
- Vendor support and maintenance requirements
- Ownership of product and contractual issues
- Staff training and/or client assistance requirements
- Comparison with other formats

## **Issues in Material Selection**

**Controversial Issues** Both variety in selection of titles and balance of opinion are factors in determining and maintaining a collection responsive to a library's diverse readership. There are certain opinions, such as those involving religious, political, or moral attitudes, which are inherently controversial, since these views may profoundly touch an individual's fundamental beliefs. The public library does not emphasize one subject, one aspect of an issue, or one opinion at the expense of another. The selection of materials inherently controversial is directed toward the choice of the best material in authority, timeliness, and good literary quality. An impartial recognition of all points of view is the selection goal. The Library cannot act in loco parentis with regard to the selection of library materials for its customers' children. Since the Library cannot anticipate or guess a

family's persuasion on potentially controversial issues, the Library encourages parents to have an active and responsible interest in their child's selection of materials.

**Internet** The Internet is a series of communication linkages leading to a highly diverse array of information content. In choosing sources to link to its homepages, the Library follows its materials selection guidelines. Beyond this, the Library does not monitor or control information accessible through the Internet and is not responsible for its content, for changes in content of the sources to which the Library home pages link, or for the content of sources accessed through secondary links.

**Labeling** The Library will not indicate, through the use of labels or other devices, particular philosophies outlined in a book. To do so is to establish in a reader's mind a judgment before the reader has had the opportunity to examine the book personally.

**Libraries** do not advocate the ideas found in their collections. The presence of resources in the library does not indicate endorsement of their content by the library.

**Local Authors & Self Published Authors** Attempts are made to acquire titles by local authors that are published by mainstream publishers and are positively reviewed. Titles that are self-published are not added to the collection unless there are compelling reasons to do so, such as valuable informational content, high local interest, and objective recommendations from sources other than the author or publisher.

**Medical Books** The Library purchases medical books for the guidance of the general public. In the selection of materials dealing with problems of general health, particular care is given to the qualifications of the author and the reliability of the publisher. The library also purchases general clinical medical material.

**Religion** In the field of religion, the Library's selection must be broad, tolerant, and without partisanship or proselytism. The selection of materials in this field must be consistently directed toward the choice of the best material in authority, timeliness, and good literary quality. An impartial recognition of all religions and an equal emphasis is the selection goal. Sectarian materials of a proselytizing nature may be excluded in favor of unbiased, informative presentations.

**School Services** The public library's books are selected to provide educational and informational services to the total community. The Library does not purchase multiple copies, or an individual title, solely to satisfy curriculum requirements of educational institutions or for those who are privately schooled.

**Semi- and Pseudo-Scientific Materials** Special care must be taken in the purchase of books in the borderline areas of science and health in which the subject matter or treatment is not recognized by reputable scientific authority. The following aspects are considered when dealing with questionable or borderline materials in the fields of science and health: author, publisher, source, content, purpose, style and format.

**Sex Education** The Library purchases only those materials which are authoritative and up-to-date, with the objective of a balanced collection.

**Textbooks** The Library purchases a textbook if the book has content value and meets the need of the public for information on a continual basis. The Library is not responsible for buying a volume solely because it is used as a text in a class offered in the community.

### **Customer Participation in Selection**

**Collection Development Request/Recommend to Order** Customers and staff are encouraged to submit requests that the library purchase specific titles. Library staff submit purchase requests using the Collection Development Request Form. These forms are available on the staff Intranet web page. Customers submit requests through the library catalog, iBistro, using the *Recommend to Order* link. Requested titles are forwarded to the Collection Development Office for consideration. A decision to purchase an item takes into account the Selection Criteria listed in the Collection Development Policy. A hold will be placed on the requested item if the customer account is in good standing and the item is not a New York Times Best Seller or potential Best Seller. The Library notifies the customer if the requested title is not purchased. Customers have the option of requesting items through Interlibrary Loan if their request is not purchased by the Library. Purchase requests are given a "rush" status to expedite passage through acquisitions and processing for circulation. Collection Development will respond to five requests per week per customer.

**Request for Reconsideration of Material** If a customer questions the suitability of a particular item in the library collection, the County of Henrico Public Library has a Reconsideration Form which the customer must complete if he or she wishes to formalize a complaint. The Library Manager will notify the Coordinator of Collection Development about the request. The Library Manager will convene a committee comprised of a citizen, Library Manager, and a Library staff member to consider the request for reconsideration. The committee's decision will be forwarded to the Library Director, who will review the matter with the Library Advisory Board. The Library Director will write the letter to the library customer advising him or her of the committee's decision. The decision made will be applied to all copies in all libraries. The complete process is documented in the *Policies and Procedures Manual*, [section 3.5.2](#).

**Gifts** The County of Henrico Public Library is continuously enriched by donations of books, videos, recordings and other materials. In accepting a gift, the Library reserves the right to decide whether the item will be added to the collection. All gifts are subject to the library's selection process before they are included in the collection. Those items not included in the collection will be disposed of in an appropriate manner. The Library may choose to donate the materials to the Friends of the Library for book sales, or offer them to other charitable organizations. Donated materials must be in excellent condition and packed in sturdy containers to facilitate handling. Individuals delivering more than four containers of materials are encouraged to call ahead to the Library Manager of the library where the donations will be received. The Library reserves the right to refuse the following as donations:

- Items that show physical deterioration such as brittle, yellow pages; pages that are torn, missing, or marked; broken binding; dirt, mildew, water/food stains; insect or rodent damage.
- Magazines over two years old, or highly technical or trade journals.
- Paperbacks that are over three years old.
- Textbooks that are over five years old, or any non-fiction work with dated content.
- Non-book items that the library does not regularly purchase as part of the collection, such as films, slides, sheet music, etc.
- Reader's Digest Condensed books.
- Special collections of books that the donor specifies must be kept together as a separate physical entity.
- Historical documents or objects owned or controlled by groups or individuals.
- Items requiring permanent exhibition as a condition of their acceptance.

Gift materials suitable for inclusion in the library are received by the libraries, checked against the holdings for ownership, and forwarded to Collection Development to make the final decision on inclusion in the collection. When the library receives a cash gift or memorial, the Library Manager must complete the Donation Record and Receipt and forward the form and donation to the Business Manager. The Library Manager will make the selection of material based upon the interests of the deceased or wishes of the donor and the needs of the library. Bookplates are available to recognize donors and donations. Managers must specify wording for bookplates.

## **Special Considerations in Materials Handling**

**Duplication of Library Materials** The Library purchases multiple copies of titles that have high customer demand. One copy is purchased for every five customer reserves as warranted. An annual leasing agreement with Baker & Taylor provides access to multiple copies of high-demand titles, such as bestsellers. In other popular subject areas, the Library may prefer to purchase fewer copies of different titles, rather than large multiples of one or two titles. This gives more variety and depth to the collection. Duplication may also occur when some materials classified as reference are desirable for circulation. The Library discourages duplication of the same title in the Adult and Juvenile collections, though this may occur. Library Managers and Collection Development will determine what duplication is acceptable, using demand and cost as criteria.

**Last Copy** Before the last copy of a title is deleted, staff in the home location should check such standard sources as the Fiction Catalog, the Public Library Catalog, tools used for readers' advisory service, and specialized bibliographies for assistance in determining the value of the item to the Library's collection. Physical condition, copyright date, and circulation statistics are also important in the determination of whether the last copy should be retained. If the title merits retention and is held by a Branch Library, consideration should be given to transferring it to an Area Library. If the item is a classic, or holds some other particular merit and the condition is poor, it should be considered for replacement. Collection Development will serve as a resource when additional expertise is needed for decision-making.

**Replacement** When making decisions to replace a title, the same selection criteria should be used as when selecting a new title for the collection. Other factors applicable when deciding on replacement include: actual and potential circulation, the number of copies available system-wide, the availability of newer materials on the subject, the importance of the work in its subject area, inclusion in standard bibliographies and reading lists, and ease of purchase.

**Rush orders** The Library routinely expedites certain titles through Materials Management. These items are labeled "Rush". The Coordinator of Collection Development is responsible for recognizing potential bestsellers and determining what titles will be ordered "Rush". All copies received through leasing agreements are given "Rush" status, so that they are available for circulation as quickly as possible. When a library recognizes customer demand for a title, they should notify Collection Development so that the title is ordered and processed quickly.

**Storage** Since some library materials may be housed in an area not accessible to the public, customers will need to request these items from storage. The designation Storage is noted on the catalog record to indicate location. Appropriate directional signs will be placed on periodical shelves and dummies will be placed on bookshelves to alert customers. Placing items in a limited access area is an option that may be exercised by any branch to protect certain materials, such as:

- Materials of a rare or antique nature which are useful and/or essential to the collection, for example, materials on local history.
- Materials in a fragile condition that cannot be replaced or rebound, and are useful and/or essential to the collection.
- Materials with plates, illustrations, photographs, forms, inserts or pages that are easily removed, or in a subject area prone to vandalism that are irreplaceable and/or expensive to replace (more than four times the average price of a hardcover) and have a history of theft or mutilation.
- Library materials are recommended for Storage by Library Managers and approved by Collection Development.

**Weeding** Systematic evaluation and weeding of the collection is essential to keep the collection responsive to customer needs, to insure its vitality and usefulness to the community, and to make room for newer materials. As an active lending library with limited storage space, the Library strives to maintain a dynamic, contemporary collection, rather than a historical, archival collection. For this reason, subject areas should be reassessed for relevancy and currency every three years at a minimum, although certain areas may require more frequent review. Constant weeding of the collection aids collection development and the selection process by identifying subject areas where additional materials are needed, where greater depth is needed, and where information or a specific edition needs updating. Candidates for deletion are: items that are damaged or worn and not suitable for rebinding; non-book materials that are damaged or worn; items with dated, misleading or factually inaccurate content; duplicate copies that no longer circulate; older editions that have been updated; items in areas that have been refreshed with newer titles; and titles that are no longer relevant to the interests and present needs of the community. All branches may reference *The Crew Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries* (Texas State Library and Archives Commission, 1995) for guidance in deleting titles from the collection. Titles can be checked against standard bibliographies in the subject area to see if the items have historical or literary value. Holdings that are readily available in other libraries may also influence the decision to withdraw a title from the collection.

A weeding schedule provides a blueprint for accomplishing weeding of the collection based on a three year cycle. A report is sent to each library at the beginning of each month. Staff will mark the action taken and return the report by the end of the month. Collection Development will transfer to each library a list of replacement suggestions on a monthly basis, with selections due by the end of the month.

Library Managers are responsible for the evaluation and weeding process with the guidance of Collection Development and the Children's Services Coordinator. Items may be deleted in the facilities and kept for book sales, or discarded.

## **SPECIAL COLLECTIONS**

The County of Henrico Public Library maintains several subject collections housed in various locations. These collections vary in size and content, and each collection is designed to serve a specific need and a more narrow purpose than a general branch collection. Each collection may include resources beyond the basic level in narrowly defined subject areas, according to its specific mission. Staff members in charge of subject collections must be knowledgeable of the resources available in their subject areas and are responsible for recommending subject titles for purchase, as well as collection maintenance activities such as weeding and replacement. They may be required to evaluate and recommend subject resources for the library system as a whole, as well as train other staff members, in the use of the specialized resources their collections contain.

### **Bookmobile**

The mission of the Bookmobile is to encourage reading readiness for children and provide recreational reading for adults and seniors. The populations served are visited in daycare centers, subsidized housing, nursing homes and retirement communities. The collection consists primarily of circulating picture books and fiction in large print, with smaller collections of graded readers, non-fiction in large print, popular paperbacks for all ages, leased bestsellers and material that support the work of daycare personnel. The Bookmobile collection has limited room for expansion based on space and delivery restraints, as well as its defined mission and audience. Emphasis on the selection of resources should be placed on keeping the collection current and consistent with popular trends in recreational reading. Replacement of worn and damaged picture books should be a high priority in collection management, along with weeding physically worn and low circulating titles with newly published popular titles.

## **Municipal Government and Law Library**

The Municipal Library provides reference service to county government agencies, the courts, the legal community and the general public. The collection contains federal, state and local government documents, demographic sources, newspapers, periodicals, and legal materials. Some resources are in electronic format. In addition, the Municipal Library provides a small selection of leased bestsellers. Due to the nature of the collection and subject focus of the collection, it is required that all materials in the collection be used in-house, with the exception of the lease collection. The primary emphasis of the Municipal Library collection is on materials for legal research. Secondary emphasis is on materials providing information to local government agencies. In both of these areas, the collection can be considered to be on a research level. Each area of emphasis requires that collection development activities focus on keeping a balance of up-to-date as well as retrospective materials.

## **Professional Collection**

The Professional Collection supports the professional activities of library staff members. This support includes materials that are required to fulfill current job responsibilities, as well as tools for professional development. The Professional Collection contains publications on the profession of library and information science with an emphasis on current practice. Publications include both reference and circulating materials, and periodicals as well as books. Periodicals include professional magazines, newsletters, and publications that contain reviews of library materials. This collection also includes catalogs of library suppliers, distributors and publishers. These catalogs are not listed in the Library's catalog. While materials in the Professional Collection are selected primarily for staff use, resources may be borrowed by library customers on request. Any staff member may recommend materials for this collection subject to the final approval of the Coordinator of Collection Development. The Professional Collection is relatively stable in size. Usefulness to staff in performing job responsibilities is the primary criterion for selection as well as for weeding and replacement.

## **COLLECTION DEVELOPMENT POLICY FOR THE CHILDREN'S COLLECTION**

### **Overview of Children's Services**

The County of Henrico Public Library Children's Department serves a primary population of County residents from pre-school through age 11 (sixth grade) and their adult caregivers. According to the 1997 population estimates (Kids Count, 1999) of the Henrico County population of 243,841 there are approximately 37,577 who are 11 years old or younger. In 1993 approximately 12.2% of these children lived below the poverty line.

The basic policy of book selection for children is to buy the best new books and to replace and duplicate older titles that have value in supporting the Children's Door to Learning and Current Topics and Titles service roles. Selection covers all fields of interest from infants through age 11 and includes recreational reading and books of information covering a wide range of knowledge that will satisfy the child's natural curiosity and widen his or her interests.

The purpose of the collection is to serve the community in its diverse informational and recreational pursuits. The staff provides the primary link between library resources and the public through one-on-one contact at the service desks and through programming for larger groups. Programming, such as storytimes, school visits and summer reading programs introduce children to recreational reading and the library's many resources.

The scope of the collection includes materials for children from pre-school through age 11 (sixth grade). The audiovisual collection includes cassettes, compact discs, audio books, and book and cassette sets. The Children's Services staff has a long-standing commitment to providing the materials, services, and programs to meet the informational and recreational needs of its library users. Its most important long-term goal is to work with parents to develop their children's reading, listening and thinking skills.

The collection for children is carefully chosen with the emphasis on materials that entertain, stimulate the imagination, develop reading ability and enable children to learn about the world around them. Materials are purchased in print and non-print formats including, but not limited to books, periodicals, audio and videocassettes, and electronic resources. Collection development decisions are made on the basis of staff judgment and expertise, and by evaluating reviews in library reviewing journals and other library selection tools. Selection refers to the decision to retain as well as to add to the collection.

It is based upon awareness of the diverse needs and interests of the individuals in the community, balanced against evaluation of material and knowledge of the collection's strengths and weaknesses. The Library purchases pre-publication titles that publishers predict to be popular due to subject matter, publication history, and/or literary merit. These titles may or may not have reviews at the time orders are placed. In recognition of the Library's service role of "Current

Topics and Titles”, materials should be available when the demand is the strongest.

Besides materials for children, the children’s collection contains materials on children’s literature and library service to children. Children’s literature students are encouraged to use Area Library collections that offer more in-depth collections.

## **Selection Criteria**

It is the County of Henrico Public Library's goal to use objective criteria as guidelines. Evaluation includes the entire work, not just individual parts of the work. It is the overall contribution of the work that is critical for acceptance or rejection. No single criterion can be applied to all materials. The Library considers all acquisitions, whether purchased or donated, in terms of one of more of the following criteria for selection:

- Library's mission and service roles emphasizing the Children’s Door to
- Learning and Popular Materials
- Level of material funding
- Informational and recreational needs of users
- Demand
- Current usefulness or interest
- Community needs surveys and assessments
- Authority, and accuracy
- Importance as a record of the times
- Relevance to the existing collection
- High standards of quality in content and format
- Price and availability
- Format, durability, and ease of use
- Suitability of format for subject and user's needs

## **Selection Tools**

Among the selection tools used by librarians are professional library journals, trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. Librarians should be also aware of materials reviewed in national newspapers and magazines, local publications, the broadcast media, and from reputable sources available on the Internet.

## **Overview of Children's Collection**

The collection includes materials for all reading, listening, and viewing levels; for all recreational preferences; and on all subject interests. Replacement and duplication of older titles is extensive as children read and reread favorite books spanning generations. Because the children's collection spans pre-school through sixth grade, it includes material for pre-readers and beginning readers that will not interest older children. By the same token, material purchased for older children is often too complicated to be useful or understood by the younger child. Parents should assist their children, especially younger children, in selecting material to meet their needs. The children's collection, like all of literature, often reflects reality. As such, it may include material that is controversial or offensive to some.

## **Area and Branch Libraries**

The collection of Area and Branch Libraries are different in size and scope. Branch Libraries will collect materials with an emphasis on popular titles and authors. Area Libraries will have broader collections that may include, for example, less popular titles of a well-known author or older Caldecott Honor books. Both Branch and Area Libraries will purchase multiple copies of popular titles. Branch Libraries will choose materials on popular topics with children such as dinosaurs, pets, riddles and jokes, magic and UFO's. Area libraries will collect more in-depth materials such as biographies of less well-known figures or science and geography topics not generally assigned as school report subjects. Both Branch and Area Libraries will supplement their collections with paperback copies. Area Libraries will collect books on subjects that are not in great demand, such as books about parents going to jail or historical novels about Australian Aborigines.

## **Children's Picture Book (Easy) Collection**

The library provides picture books for reading aloud and sharing with children from preschool to grades three or four. In these books, the text and pictures should complement each other. Sentences should be rhythmic and vocabulary distinctive and appropriate for the child's listening ability. The illustrations should be artistic and satisfying to the child. The story should be original and interesting, preferably with an underlying theme to add depth to a minimal plot. Concept and information books should be creatively presented. The illustrations in wordless books should encourage the child to create a story. All picture books should broaden the child either emotionally or intellectually.

The picture book collection is a large, popular section in the children's collection. Picture books ideally should be books with illustration on every page. These illustrations should be so detailed that the story can be understood by studying the pictures alone, without the accompanying text. This broad category includes

alphabet books and counting books. They are approximately 32 pages long and are generally narrow, so that many of them fit on each shelf. It is not unusual for parents to check out 10-20 such books per visit, especially when the library's storytime programs are in session. Parents and caregivers often read a new book to the child every night. Because of these factors, the picture book collection must be one of the largest in the department.

### **Children's Beginning Reader (Easy Reader) Collection**

This important collection serves the needs of children who are just learning to read, through the end of grade two. These fiction books have controlled vocabulary, large print, inviting illustrations and, in some cases, short chapters. In the past five years a revolution has taken place in this area and publishers have begun to assign easy readers to top-notch writers and illustrators. The quantity and quality of the books available on this level has risen dramatically.

### **Children's Nonfiction Collection**

Nonfiction should be accurate, objective, and consistently appropriate to the age of the reader. The format should be appealing with the inclusion of diagrams, maps, illustrations, and photographs as needed to enhance the understanding or enjoyment of the text. The style should be direct and neither over simplified nor too complicated for the intended audience. Indexes and bibliographies should usually be included, and they should be accurate and complete.

The non-circulating reference collection, while not extensive, consists of books needed to answer specific questions and to assist with the location of material in other books. It includes encyclopedias, almanacs, dictionaries, bibliographic aids, indexes, important lists, definitive books in areas such as plants, insects, birds, states, and presidents, and books related to the subject of children's literature. The nonfiction collection consists of materials to meet the informational, educational, and recreational reading needs of children with third to sixth grade reading levels.

### **Children's Fiction Collection**

The fiction collection is comprised of titles meeting the recreational and educational needs of children ages 8 through 11. Books include modern selections in such areas as mystery, sports, science fiction, adventure, humor, historical fiction, and novels about the problems of contemporary boys and girls. Also included in this collection are classics such as books by Louisa May Alcott, Samuel Clemens/Mark Twain, and Robert Louis Stevenson. Multiple copies of Newbery Award winners and other popular titles are purchased.

Fiction is selected mainly for grades three through six. Plot should grow out of a strong theme, be believable, and excitingly developed through action. Characters should be logically motivated and revealed through incidents. The words should flow smoothly with few clichés. Dialogue should sound natural. Illustrations, if included, should be artistic and add to the appreciation of the story. Adaptations and abridgments are purchased only when they are faithful to the intent of the original. Each book in a series is evaluated separately.

These books cover a wide range of subjects, themes, life situations, and developmental tasks. A variety of characters, settings, and writing styles are represented with difficulty ranging from simple stories to books for a sophisticated reader with a large vocabulary, wide literary knowledge, and high reading skills.

### **Children's Paperback Collection**

The children's paperback collection is intended to be a popular reading collection and will include such items as on-going mass market paperback series, collections of cartoons, joke books, and books on sports. Paperbacks may be selected to provide additional copies of books already owned and to make available the same titles in a different format. Very popular and ephemeral material is heavily duplicated. Paperback books are selected from an approved list by individual agencies within the system and are not cataloged. The paperback collection contains primarily fiction titles by a wide variety of authors for children in grades 2-6. Popular series such as Boxcar Children, Saddle Club, and the Magic Tree House are kept in multiple copies. These books have large followings, with children usually requesting the books by number, without even knowing the title. A large percentage of the paperback circulation can be accounted for by these paperback series.

Also included in the paperback collection are sturdy "board books" which are aimed at the youngest library users. These books with cardboard pages are designed to be used with infants and toddlers.

### **Children's Audiovisual Collections**

Videos selected for the children's video collection should be appealing to various age groups, emotionally involving, artistically conceived, and of high technical quality. Book-based videos are prime choices for this collection. Nonfiction video selections should be accurate in content and varied in subject matter. Video selections are based primarily on current reviews from appropriate sources. Audio materials (compact discs, audio cassettes, and books-on-tape) should be appropriate for and of interest to the intended age level. Varieties of music should be represented throughout the collection. Tapes that encourage children to interact with the songs or stories are great choices. The productions should be professionally executed by performers and technicians whether they are concerned with music, storytelling, read-aloud, listening, or instruction. Audio

selections are based on reviews from appropriate sources. This collection also includes recorded books in audio cassette and compact disc (CD) formats.

### **Family Resource Centers**

The library has Family Resource Centers at the Dumbarton and Fairfield Area Libraries that were initially funded by Henrico Healthy Families. The collections consist of children's picture books and toys as well as adult books and videos on a wide range of parenting issues from breast feeding to discipline.

## **Collection Development Policy for the Young Adult Collection**

### **Overview of Young Adult Services**

The County of Henrico Public Library's Young Adult collection serves the population of County residents in Middle and High School. The purpose of this collection is to meet the educational, informational, and recreational needs of teens. Due to the wide range of tastes, reading abilities, and maturity level in this age group, not all titles located in the Young Adult section will be appropriate for all ages. Typically, Young Adult Fiction is shelved separately in all library branches. Young Adult Nonfiction is classified as such with a Young Adult designation above the call number and is shelved with Adult Nonfiction. Individual branches may or may not separate paperbacks, periodicals, and audiovisual materials suitable and of interest to this age group. Library staff provides the primary link between library resources and the public through contact at service desks, outreach to schools and youth groups, and programs tailored to teens. Area Libraries and larger branch libraries designate a staff member to act as a specialist who will participate on the Young Adult Committee.

### **Overview of Young Adult Collection**

The collection includes materials for various reading levels targeting recreational and subject interests. Because the Young Adult collection spans middle and high School reading material, it includes material for younger readers that will not be of interest to older young adults. By the same token, material purchased for older young adults may be too complicated to be useful or understood by younger readers. Parents should assist their children, especially younger teens, in selecting material to meet their needs. The Young Adult collection, like all

literature, often reflects reality. As such, it may include material, which is controversial or offensive to some.

## **Area and Branch Libraries**

The collections of Area and Branch Libraries are different in size and scope. Branch Libraries will collect materials with an emphasis on the most popular topics, titles and authors. Area Libraries will have broader collections that may (for example) include more titles by a well-known author. While Branch Libraries will choose materials on topics and authors popular with Young Adults, Area libraries will collect more in-depth materials on a broader range of topics and authors. Both Branch and Area Libraries will supplement their collections with paperback copies.

## **Selection Criteria**

It is the County of Henrico Public Library's goal to use objective criteria as guidelines. Evaluation includes the entire work, not just individual parts of the work. It is the overall contribution of the work that is critical for acceptance or rejection. No single criterion can be applied to all materials. The Library considers all acquisitions, whether purchased or donated, in terms of the following criteria for selection:

- High standards of quality in content and format
- Authority, and accuracy
- Relevance to the existing collection
- Informational and recreational needs of users
- Level of material funding
- Demand
- Current usefulness or interest
- Community needs surveys and assessments
- Importance as a record of the times
- Price and availability
- Format, durability, and ease of use
- Suitability of format for subject and user's needs
- Reputation of author and publisher
- Awards and professional recognition

## **Young Adult Selection Tools**

Among the selection tools used by librarians are professional library journals, trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. Librarians are also aware of materials reviewed in national newspapers and magazines, local publications, the broadcast media,

reputable sources available on the Internet, and recommendations from Teen Advisory Boards.

The Library purchases pre-publication titles that publishers predict to be popular due to subject matter, publication history, and/or literary merit. These titles may or may not have reviews at the time orders are placed.

In recognition of the Library's service role of "Current Topics and Titles", materials should be available when the demand is the strongest.

### **Young Adult Fiction**

The fiction collection is comprised of titles meeting the recreational and educational needs of middle and high school students. Books include selections in such areas as classics of literature, mystery, sports, science fiction, adventure, graphic novels, humor, historical fiction, and novels about the problems of teens.

### **Young Adult Non-Fiction**

The nonfiction collection consists of materials to meet the informational, educational, and recreational reading needs of young adults in middle and high School.

The collection is not comprehensive. Nonfiction should be accurate, objective, and consistently appropriate to the age of the reader. The format should be appealing with the inclusion of diagrams, maps, illustrations, and photographs as needed to enhance the understanding or enjoyment of the text. The style should be direct and neither over simplified nor too complicated for the intended audience. Indexes and bibliographies should usually be included, and they should be accurate and complete.

The non-circulating reference collection, while not extensive, consists of books needed to answer specific questions and to assist with the location of material in other books. It includes encyclopedias, almanacs, dictionaries, bibliographic aids, and indexes.

### **Young Adult Paperback Collection**

The Young Adult paperback collection is intended to be a popular reading collection and will include on-going paperback series. Paperbacks may be selected to provide additional copies of books already owned and to make available the same titles in a different format, or to support book discussions.

### **Young Adult Audiovisual Collections**

An attempt is made to collect book-based classics and popular titles in a variety of formats. Location varies with the branch.

## **Periodicals**

All branches maintain a collection of titles popular with teens.

### **Materials Disposition in the Juvenile and Young Adult Collections**

#### **Replacements**

While the Library attempts to maintain copies of standard and important works, it does not automatically replace all materials withdrawn due to loss or damage. In making a decision as to whether or not an item will be replaced, staff will consider the following factors: whether the item is still available and can be replaced; whether another item or format might better serve the same purpose; whether there remains sufficient demand to replace the item; whether updated, newer, or revised materials might better replace a given item; whether the item has historic value; the number of copies held in the collection; and the existing coverage of the subject within the collection.

#### **Deselection of Resources**

In order to maintain a collection that is current, reliable, in good condition, well-used, and which relates to the needs and interests of the residents of Henrico County, materials are withdrawn on a systematic and continuing basis. Materials are withdrawn when they are judged to be dated, inaccurate, seldom used, in poor condition or otherwise no longer appropriate.

Weeding is an integral part of the collection development process. An active and continuous weeding program is essential in maintaining a viable and useful collection. Materials are withdrawn from the Library's collection through systematic weeding or because of loss or physical damage. The following categories of materials should be considered for weeding: worn or mutilated items; duplicate copies of seldom used titles; materials which contain outdated or inaccurate information; superseded editions of specific titles; and materials no longer of interest or demand.

See *Weeding* section, page 17.

(Updated February 2007)