

# **PARK RIDGE PUBLIC LIBRARY**

## **COLLECTION MANAGEMENT GUIDELINES**

**Developed by the staff of  
Children's Services  
Reader Services &  
Reference and Information Services**

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## **COLLECTION MANAGEMENT GUIDELINES**

The mission of the Park Ridge Public Library is to provide the community with access to information, recreation and enlightenment by promoting materials, programs and services.

In order to achieve this mission, the Library purchases and makes available informational and recreational materials and resources. The Library also provides access to items through interlibrary loan and the OCLC international catalog to fill needs unmet by our own collection.

The selection and weeding of materials and resources is an ongoing task that is conducted by the professional staff (i.e., staff with a Master's Degree in Library Science) in the Children's Services, Reference, and Reader Services Departments.

The following guidelines have been developed by those departments in order to provide specific criteria for selection and weeding of materials according to the Library's policy (I E 1) on collection management. These guidelines and the professional judgment of staff determine what materials are selected and weeded.

### **Selection**

The selection of materials and resources is made by professional staff based on a variety of factors such as:

- accuracy and authoritativeness
- artistic and literary merit
- availability of physical space to house the materials
- currency
- public demand for the item based on holds and requests
- relevance to the immediate as well as anticipated needs of Park Ridge residents

A variety of sources are used for the selection of materials. Sources differ based on the format, genre, and/or target audience. Sources used for selection are listed with each general collection area (e.g., children's book collection, etc.) in the department guidelines.

### **Weeding- Guidelines**

An item is considered to be a candidate for withdrawal from a collection area when it:

- is a duplicate copy (i.e., an additional copy of a popular material, an item that has been selected for both the reference and circulating collections, etc.) that is no longer needed
- is damaged or in a state of disrepair
- is rendered obsolete by a newer edition
- the information is out of date
- no longer meets the needs of the community as evidenced by low circulation statistics

The Park Ridge Public Library is under space constraints and materials may be weeded in order to make room for newer materials, even if they do not meet the criteria above. Based on professional standards, all areas of the collection are evaluated at least once every 3 years. Regularly revised areas are examined annually or as space is needed for newer materials.

Based on the knowledge and experience of each department manager a judgment has been made on the strength of each collection within their department. Each collection is categorized as Basic, Good or Strong based on the content, size and scope of the collection and how well it serves our community.

Definitions:

- a **Basic collection** covers the overall subject area or offers key titles in a given format but does not go into depth on most areas within that subject
- a **Good collection** offers additional materials and depth beyond a basic collection
- a **Strong collection** includes the widest range of materials of significant depth and breadth in the area.

## CHILDREN'S SERVICES

### PRINT COLLECTION

The print collection serves children, birth to sixth grade, parents, teachers and other adults working with children. The book collection is divided into several areas. The collection is purchased through a combination of patron requests, vendors' catalogs, review journals and other suggestions. The journals used in the selection of books include: Booklist, School Library Journal, Kirkus, Science Books and Films, Publishers Weekly, Hornbook, Bulletin for the Center of Children's Books, Curriculum Connections, and Booklinks.

Below are the various areas of the Children's Services book collection and the guidelines for evaluating each area:

#### PICTURE BOOKS

Strong Collection

The picture book collection consists of illustrated stories of all kinds and serves young children, school age children, parents, teachers, and other adults working with children. This area of the department circulates more items per month than any other area.

**Selection:** Multiple copies of popular authors and characters are purchased to supply demand. Multiple copies are purchased for the eight powerwall shelving areas. The focus is on more copies of popular titles and fewer copies of lesser known items. Multiple copies of items used for school loans are also purchased

**Weeding:** This collection is weeded yearly. Items that have not circulated for one year are considered for weeding along with any items that are in poor condition.

#### CALDECOTT AWARD BOOKS

Strong Collection

This collection features all of the books that have received the Caldecott Award. This award is given to the "most distinguished picture book" each year.

**Selection:** Multiple copies are purchased of each title. This award is on a standing order plan with Baker and Taylor.

**Weeding:** Collection is weeded every three years. Copies are replaced when worn.

#### BIG BOOKS

Basic Collection

Used for teachers and occasionally by parents, the collection consists of popular picture book authors in a larger format.

**Selection:** No duplicate or non-fiction titles are purchased.

**Weeding:** Collection is weeded yearly. Items that have not circulated in two years or are in poor condition are considered for weeding.

## BOARD BOOKS

Good Collection

This is a collection of books for very young children. Books have cardboard pages and hold up to use by children who might tear the pages of regular books.

**Selection:** Selection is based upon the visual appeal of the book. Popular authors and topics are purchased. Most books are purchased from vendors.

**Weeding:** Books are weeded when worn. Weeding takes place continuously.

## EASY FICTION

Strong Collection

This collection includes books for children who are learning to read independently. Titles are purchased in hardcover and paperback. The books are separated into five reading levels by Children's Services staff and labeled to help patrons browse the collection.

**Selection:** This collection primarily consists of series; multiple copies of the popular series are purchased along with each volume in a series. Other popular books are purchased in duplicate as needed. A standing order plan with both Baker and Taylor and BWI is used in order to ensure purchase of all new series titles. The standing order plans are updated yearly. Other titles are purchased through journals, publisher catalogs and vendors.

**Weeding:** This collection is weeded yearly. Items that have not circulated for over a year or are damaged are considered for weeding.

## EASY NONFICTION

Good Collection

This collection contains nonfiction books whose content and reading level would be most appropriate for children in K - 3rd grade. This area includes general interest nonfiction as well as materials to supplement the basic curriculums of local elementary and preschools.

**Selection:** Titles are purchased from journals and vendors. Multiple copies of items that are used in preschool and elementary school themes and curriculum are purchased.

**Weeding:** This collection is weeded every other year or for space as needed.

The definitions for each Dewey range in Easy Nonfiction can be found in the Older Nonfiction section.

## OLDER FICTION

Strong Collection

This collection contains books for children in 4th-6th grade. All attempts are made to have the complete set of any series. Multiple copies of popular titles and authors are purchased as needed.

**Selection:** Titles are purchased from journals, publisher catalogs and vendors. Multiple copies of popular items and series are purchased.

**Weeding:** Collection is weeded every other year or for space as needed.

## NEWBERY AWARD BOOKS

Strong Collection

This is a collection of books that have been awarded the Newbery Medal for outstanding contribution to American literature for children.

**Selection:** Multiple copies of the Newbery award winners are purchased each year when the award is announced. The award books are on a standing order from Baker and Taylor.

**Weeding:** The collection is weeded when items become worn. All items, whenever possible, are replaced.

## OLDER NONFICTION

### Strong Collection

This collection consists of titles that children can use to gather information, complete assignments and use as recreational reading. Books are purchased for this collection with the curriculum of Park Ridge elementary schools in mind so students in Grades 4-6 can use the non-fiction collection to complete assignments.

**Selection:** Items are purchased from vendors and from review journals. Duplicate copies are purchased for areas that supplement the school curriculum.

**Weeding:** This collection is weeded over the course of three years with several areas being done each year.

- 000-299 - Includes older editions of encyclopedias, professional books & bibliographies, mythology & religion. Focus is on mythology, Guinness Book of World Records and others, religion is not a priority. This is a basic collection.
- 300-399 - Includes current nonfiction on the government, immigrants, an excellent collection of folk & fairy tales, a large number of books on holidays, and books of ideas for preschool & elementary teachers. Focus is on teacher and holiday books.
- 400-499 - Includes books on language, spelling, grammar, etc. and a collection of books in foreign languages. The language section focuses on Polish, but also includes other languages. The language has both learning a foreign language and books to read in languages other than English.
- 500-599 - Up-to-date books on science, math, space, earth and a section of books about animals. Includes many books on science experiments and science fair projects. Science and math books are updated continuously for accuracy. Animal books may have multiple copies.
- 600-699 - Up-to-date books on technology, medical science, pets, agriculture, cooking and more. The pets section has a wide selection of books on many different pets and how to care for them.
- 700-799 - Large section of books on fine arts, music, games, sports, sports biographies, riddles, magic, crafts, etc. Movie novelizations and books explaining how movies are made are placed in this section. Multiple copies of popular movies and sports books are purchased.
- 800-899 - A large collection of books on literature with many older titles. This area includes poetry, plays, and short stories. Focus is on the poetry section.
- 900-919 - Up-to-date books frequently in multiple copies on specific states in the United States and foreign countries both in a historical context and

present day. This is a large curriculum area and is updated regularly for accuracy.

920 & 921 - Large collection of biographies. This collection has both collected biographies and all other biographies including athletes and musicians. Multiple copies are not generally purchased.

922-999 - Books on the history of the world, flags, names, etc. This collection contains many older and out of print titles and is usually weeded only when books are damaged or when books are not circulating well.

## REFERENCE

### Basic Collection

The reference collection provides a collection of books that meet the general information needs of our patrons. This collection supplements areas that pertain to school projects such as Native Americans, Civil War, Endangered Animals, etc. Many traditional Reference books are now placed in the circulating collection. The Reference Collection is complimented, supplemented and/or replaced by content in online Premium Resources.

**Selection:** Series are replaced when a new edition comes out. Older versions of World Book are placed in the circulating collection. Most items in the reference collection are for school reports.

**Weeding:** The collection is weeded every other year and whenever new editions are purchased.

## PARENT'S COLLECTION

### Basic Collection

A small "collection within a collection," the Parent's Collection is meant to be a service to the parents of small children who are sometimes unable to spend time browsing in the Adult nonfiction collection.

**Selection:** This area covers general topics of interest to the parents of young children focusing mainly on children's educational development, emotional and physical health and well-being. This section also focuses on materials for parents of children with special needs. Copies of popular titles in the adult non-fiction will also be purchased for this collection.

**Weeding:** This collection is weeded yearly.

## THEME BAGS

### Good Collection

The bags in this collection include a combination of books, movies, puzzles, and manipulatives on subjects that appeal to preschoolers.

**Selection:** New bags are made when grant funding is available.

**Weeding:** Damaged items are replaced as needed. If an item is no longer available and needs replacement, a different item will be purchased to replace it.

PARENTS AND KIDS CONCERNS BAGS                      Good Collection

These bags are designed to be used by children and their caregivers. The subject matter contained in the bags concerns sensitive issues such as divorce and grieving.

**Selection:** New bags are made when grant funding is available.

**Weeding:** Damaged items are replaced as needed. If an item is no longer available and needs replacement, a different item will be purchased to replace it.

PRESCHOOL THEME KITS                                      Good Collection

Preschool theme kits are available for teachers and day care providers to use.

**Selection:** They were purchased with grant funding and are updated and expanded when more grant funding is received, approximately every two years.

**Weeding:** Damaged items are replaced as needed. If an item is no longer available and needs replacement, a different item will be purchased to replace it.

PRESCHOOL MUSIC KITS                                      Good Collection

Preschool music kits are available for teachers and day care providers to use.

**Selection:** They were purchased with grant funding and are updated and expanded when more grant funding is received, approximately every two years.

**Weeding:** Damaged items are replaced as needed. If an item is no longer available and needs replacement, a different item will be purchased to replace it.

MUSIC LITERACY KITS    Good Collection

Music literacy kits are designed for early elementary and preschool children, their parents and caregivers to use. Kits contain musical instruments and books.

**Selection:** Multiple copies are purchased of the kits due to their popularity. New kits are purchased when grant funding is made available.

**Weeding:** Damaged items are replaced as needed. If an item is no longer available and needs replacement, a different item will be purchased to replace it.

TEXTBOOKS

In cooperation with the local public and private schools, the Children's Services Department keeps a single copy of the textbooks (K-6) used in the schools. These books do not circulate. Workbooks are not available. The books are on loan to the Library and are returned to the schools upon request. All damaged items are returned to the school.

PERIODICAL COLLECTION                                      Good Collection

This collection covers most popular children's magazines and attempts to balance a variety of interests. The number of subscriptions is controlled by the space, budget and appropriate titles available. Number of titles range from 33 - 35 titles of interest to children, 10 – 12 titles directed to those who work with children and 3 - 5 titles for parents. The policy is to hold the most current issue

for “in-library” use and circulate all other issues. Back issues are kept for circulation up to two years. Missing or damaged issues are not replaced.

## AUDIO VISUAL COLLECTION

The audiovisual collection serves birth to 6th grade, parents, teachers and adults working with children. It is currently divided into several collections, housed in various parts of the department. Formats and devices change frequently and may be added or withdrawn depending on interest and use in the community. Selection and weeding criteria are different for each collection.

### DVDs

#### Strong Collection

This collection includes both nonfiction and fiction DVDs for children from infant through 6<sup>th</sup> grade. This collection is heavily used by children, parents and grandparents.

**Selection:** Multiple copies of most fiction titles are ordered. All Disney titles are purchased in bulk and then kept in storage for when copies are damaged. Multiple copies of any holiday videos are purchased. There is a separate Anime collection which is still a basic collection, but which will continue to be expanded. PG-13, R, and NC-17 rated films are not added to the Children’s DVD collection.

**Weeding:** This collection is regularly weeded due to space constraints, based on circulation, duplication and condition of materials. This collection is reviewed twice a year. Items that have not circulated in 6 months will be serious considered for weeding.

### BLU-RAY DVDs

#### Basic collection

This collection includes films and other viewing content for children from infant through 6<sup>th</sup> grade.

**Selection:** Popular and high demand films and television shows are purchased for this collection.

**Weeding:** This collection is regularly weeded due to space constraints, based on circulation, duplication and condition of materials. This collection is reviewed twice a year. Items that have not circulated in 6 months will be serious considered for weeding.

### MUSIC COMPACT DISCS

#### Strong Collection

This collection includes popular music for children, soundtracks, sound effects recordings and holiday music.

**Selection:** Music is ordered from multiple vendors. Selection is based on popular artists, suggestions and reviews. Multiple copies of popular children's recordings are purchased.

**Weeding:** This collection is regularly weeded due to space constraints, based on circulation, duplication and condition of materials. CDs are reviewed once a year. CDs that have not circulated for one year will be seriously considered for weeding.

### READALONGS

#### Good Collection

This collection consists of single compact discs in bags with accompanying books. This collection contains picture books, easy readers, and non-fiction titles.

**Selection:** Focus is on picture books and foreign language materials, few multiple copies are purchased.

**Weeding:** This collection is weeded every three years or when space requires. When possible, separate parts of the set are replaced as needed.

#### BOOKS ON COMPACT DISC

#### Good Collection

This collection consists of copies of popular spoken word titles in primarily fiction with popular non-fiction titles, mainly biographies, as well.

**Selection:** Single copies are purchased except for very popular titles. All available Battle of the Books and Rebecca Caudill books are purchased on audiobook. Items are purchased primarily from Recorded Books and Listening Library.

**Weeding:** This collection is regularly weeded due to space constraints, based on circulation, duplication and condition of materials. Books on CD are reviewed once a year. Books on CD that have not circulated for one year will be seriously considered for weeding.

#### PLAYAWAYS

#### Basic Collection

This collection consists of digital media players with preloaded audiobooks.

**Selection:** Popular titles of older fiction (grades 3-6) books are purchased. Titles are primarily purchased with grant funding and donations.

**Weeding:** This collection is regularly weeded due to space constraints, based on circulation, duplication and condition of materials. Playaways are reviewed once a year. Playaways that have not circulated for one year will be seriously considered for weeding.

#### PLAYAWAY VIEWS

#### Basic Collection

Playaway Views are devices with pre-loaded viewing content. Primarily, the content is educational in nature and appeals to children in preschool through grade 6.

**Selection:** Titles are purchased based on popularity, demand and selection available through vendors. Effort is made to purchase a balance between titles for very young children and older children as well as fiction and nonfiction content. Titles are primarily purchased with grant funding and donations.

**Weeding:** This collection is regularly weeded due to space constraints, based on circulation, duplication and condition of materials. Playaway Views are reviewed once a year. Playaway Views that have not circulated for one year will be seriously considered for weeding.

#### CIRCULATING EREADERS

#### Basic Collection

In order to provide access to titles and expose patrons to emerging technology, the Children's Services department circulates eReaders.

**Selection:** Devices are selected based on current demand, cost and professional and consumer reviews. Titles on the devices are selected based on school curriculum, public interest and availability. Titles may also be purchased to supplement our collection of eBooks available for checkout.

**Weeding:** Devices are withdrawn as needed due to condition. They will also be withdrawn if there is no longer a demand for them.

## VIDEO GAMES

Strong Collection

Video Games for the following systems are purchased: PlayStation 2, PlayStation 3, Nintendo Wii, Nintendo DS and Xbox 360. Games rated E or E 10+ are purchased for the department.

**Selection:** Games are selected based on popularity, patron requests, and title availability. At the moment, handheld games are not being purchased due to funding constraints. Multiple copies are purchased for popular titles.

**Weeding:** This collection is weeded yearly. Items are weeded when damaged or when they have not circulated for a year.

## ELECTRONIC COLLECTION

Electronic content for children is increasingly being developed and changes frequently. The Children's Services Electronic Collection encompasses online resources that are intended for children from infant to grade 6.

**Selection:**

The resources in the electronic collection are purchased based on perceived value in terms of price, relevance to users' needs, including school assignments and curriculum, relevance to users' interest and ease of use.

**Weeding:**

Given the changing nature of these resources, formats and devices may be changed frequently to meet the needs and demands of children in the community.

## PREMIUM RESOURCES

Basic Collection

Premium Resources are subscription-based databases and services that can be accessed by Library patrons 24/7. Online content for homework assignments, information gathering, education and entertainment that is created specifically for use by children is increasing. These resources serve to compliment, supplement, or replace content in the print collection. Subscriptions include databases that supplements school assignments and curriculum, subscriptions that provide access to eBook and online book content for children and resources for Readers Advisory.

**Selection:** Children's Services purchases and evaluates Premium Resources on an annual basis. Children's Services works in conjunction with the Reference Department to review resources that are of interest to both adults and children. Reviews from professional journals and online sources, demonstrations from vendors and patron demand are consulted when purchasing of Premium Resources. Premium Resources are added and kept based on subject matter, search features, ease of use, remote access, price and interest in the community.

**Weeding:** Contracts are evaluated once a year. Usage statistics, price, availability of other resources, and usability are examined when determining whether or not to renew a contract.

## OVERDRIVE – Downloadable Content

Basic Collection

The Park Ridge Public Library is a member of the North Suburban Digital Consortium (NSDC) which is comprised of eight area libraries that combine resources in order to provide users with

digital content furnished by OverDrive, Inc. Content includes downloadable audiobooks, eBooks and videos. The content available for children via OverDrive changes frequently.

Park Ridge Public Library also participates in the eRead Illinois program which allows us to provide eBooks and downloadable audiobooks from Baker and Taylor's Axis 360. The content available for children in Axis 360 changes frequently.

**Selection:** Selectors from each member library contribute lists of titles on a monthly basis. Duplicate copies are purchased based on patron requests. Sources used for purchase of titles through OverDrive are: patron requests, circulation patterns with physical items in the collection and professional reviews.

**Weeding:** Some titles purchased through OverDrive and Axis 360 are a permanent part of the Library's collection as long as our relationship with OverDrive remains intact. Some titles are licensed for a specific number of uses and then will need to be evaluated to determine whether or not to replace them. Titles may be withdrawn or replaced as licensing agreements expire or when they are no longer be used by patrons.

## READER SERVICES

### PRINT COLLECTION

The Reader Services print collection is used by patrons from sixth grade through senior citizens. It is divided into various genres and/or audiences, each with slightly different criteria for depth of collection, duplication, selection and weeding.

The Reader Services Department is under space constraints that limit the development and depth of the various collections in the print collection. Each particular area varies from basic to more in-depth according to patron needs and interests, past and present circulation statistics, and ease of access from other libraries in the lending consortium.

Duplication of titles varies between each area of the print collection. Titles are duplicated according to patron demand as expressed by holds as well as by the judgment of professional staff, who select print materials based on a combination of quality and anticipated patron demand.

Most of the materials in the Reader Services book collection are ordered from the following standard selection sources: Publisher's Weekly, Kirkus Reviews, Booklist, Library Journal, VOYA, publisher and vendor catalogs, and professional bibliographies. Consideration is also given to patron requests by Park Ridge Public Library cardholders.

Weeding is an ongoing process in the print collection of the Reader Services Department. Multiple copies of titles once purchased to meet high demand are later culled to a more reasonable number. Books that are worn out or badly damaged are withdrawn from the collection and replaced with new copies only if the titles are determined to be useful to our patrons and the collection as a whole. Printed materials with little or no circulation and little anticipated demand are also considered for withdrawal.

Below are the various areas of the Reader Services print collection and the guidelines for evaluating each area:

#### GENERAL FICTION

#### Strong Collection

The General Fiction collection is located in the Adult Fiction Collection stacks on the 2<sup>nd</sup> floor of the Library. These books, which begin their circulation in the New Book Area and then move

into the Fiction stacks after six months, may see a drop-off in circulation without continued marketing. In order to give the titles better visibility, Reader Services staff members promote them through ongoing displays, booklists, book discussions, the Preferred Author List program, e-newsletters, and word-of-mouth marketing. Continued demand is seen on current as well as older titles, especially those by well-known authors.

**Selection:** This collection represents a combination of titles with literary merit and those that are in high demand by popular authors (regardless of their critical reviews). Multiple copies of books by popular authors and book discussion favorites are purchased and maintained until demand wanes. Copies of popular fiction books are purchased at a 4:1 hold to copy ratio. The number of subscribers to individual authors on the Preferred Author List as well as other patron holds inform the number of copies of popular fiction titles that are purchased.

**Weeding:** General weeding guidelines apply. Because of space constraints and a desire to remain relevant to the needs of the community, added care is taken to weed multiple copies of titles that are no longer popular.

PREFERRED AUTHOR LIST  
PROGRAM TITLES

Strong Collection

The Preferred Author List Program is a service for which Park Ridge Public Library cardholders can sign up and automatically be placed on hold for new titles by their favorite adult fiction authors. Most Preferred Author List authors are bestselling authors in their particular genre. This program is maintained by various members of the Reader Services Department.

**Selection:** The number of copies purchased of certain titles for the New Book Area is largely dictated by the Preferred Author List Program. For every four patrons who are on the list for an author, one copy of a book is purchased. Due to space and fiscal constraints, this ratio may be increased in the case of authors who have a particularly large following (e.g., John Grisham, James Patterson, and Nora Roberts). The Preferred Author List itself is used as the main source for selection of materials by popular authors. Other sources including professional journals and online sources like Fantastic Fiction are also utilized.

**Weeding:** General weeding guidelines apply. Multiple copies of titles once purchased to meet high patron demand are later culled to a more reasonable number (usually 1 or 2).

LEASING COLLECTION –  
MOST WANTED LIST – FICTION

Strong Collection

The Most Wanted List Fiction Collection is a short-term, high-demand collection. Titles are first come, first served – no holds are permitted. Most Wanted titles are acquired to fill either an anticipated demand (determined by publicity and number of copies printed) or a demand determined by patron reserves. Most titles on the top 10 of the New York Times Fiction Bestseller List have multiple copies on the Most Wanted shelves.

**Selection:** The Most Wanted List Fiction Collection is designed to be a browseable collection. In contrast to titles in the 14 Day Collection that are purchased according to a specific formula (ratio of holds to copies), titles in the Most Wanted Fiction Collection are leased on a case-by-case basis, with the number of patron holds taken into account. Generally speaking, due to space constraints, no more than 12 copies of one title are leased for this collection. All sources are used for selection, but Baker & Taylor Leasing Documents and purchase alert reports provided by SIRSI are particularly helpful.

**Weeding:** Weeding guidelines for the Most Wanted List Collection are different than in other areas of the Reader Services Print Collection. Titles in this collection remain in the New Book Area for no longer than 6 months. Once the demand for titles in the collection wanes, these items are either returned to the vendor – Baker & Taylor – or if in excellent condition, are retained for the Adult Fiction Collection. The Library has a quota of approximately 115 new leasing titles per month.

LEASING COLLECTION –  
MOST WANTED LIST – NON-FICTION                      Strong Collection

The Most Wanted List Non-Fiction Collection is a short-term, high-demand collection. Titles are first come, first served – no holds are permitted. Most Wanted List Non-Fiction titles are acquired to fill either an anticipated demand (determined by publicity and number of copies printed) or a demand determined by patron reserves. Some titles on the top 10 of the New York Times Non-Fiction Bestseller List have multiple copies on the Most Wanted shelves.

**Selection:** It is generally more difficult to anticipate demand for non-fiction titles than fiction titles, so some Most Wanted List Non-Fiction titles are purchased on a “rush” basis after the publication date. All sources are used for selection, but Baker & Taylor Leasing Documents and purchase alert reports provided by SIRSI are particularly helpful.

**Weeding:** Weeding guidelines for the Most Wanted List Collection are different than in other areas of the Reader Services Print Collection. Titles remain in the collection for no longer than 6 months. Once the demand for titles in the collection wanes, these items are either returned to the vendor – Baker & Taylor – or if in excellent condition, are retained for the Adult Non-Fiction Collection. Professional staff from the Reference Department decide whether to retain Most Wanted List Non-Fiction titles.

CLASSIC NOVELS    Strong Collection

Novels that are considered to be classics are interfiled in the General Fiction section. Because of their lasting appeal and use by adults and students, multiple copies (2-3) are nearly always purchased.

The Library has a strong collection of classic literature, with multiple copies of both older and modern-day classics. Additional copies are often purchased for the High School Collection.

**Selection:** Mainstream selection journals are not as helpful in terms of selecting classics. Reading the General Fiction shelves and discovering titles that are in a state of disrepair is far more helpful in terms of determining what titles should be purchased. Consulting lists of award-winners and general “best of” lists are also recommended practices.

**Weeding:** General weeding guidelines apply but special care is given to replacing backlist items. Every attempt is made to preserve at least one hardcover copy of a classic title if that copy is in fair to good condition.

MYSTERIES    Strong Collection

The Mystery section of the Adult Fiction Collection is separated from the General Fiction collection and consists of books with strong elements of detection – not thrillers and suspense titles (e.g., books by James Patterson, John Grisham), which are shelved with General Fiction. Because mystery readers generally enjoy books that follow a series, special consideration is given to purchasing series titles and retaining all titles within the series.

**Selection:** The Mystery collection is an in-depth section of the Reader Services print collection. It features books with good to favorable reviews, books by popular and classic authors, and past and present books within a series. Multiple copies of titles, including current and backlist items, are often purchased. Two copies of the first book in a series are nearly always purchased.

**Weeding:** General weeding guidelines apply. Added care is taken to maintain and preserve backlist items, which results in ongoing rebinding and/or replacement.

## SCIENCE FICTION

### Good Collection

The Science Fiction section of the Adult Fiction Collection encompasses both Science Fiction and Fantasy titles. This collection does not circulate as frequently as General Fiction or Mystery, but has a following of regular readers. Materials are available in hardcover and paperback. There is little duplication of titles in this collection with the exception of popular titles, as determined by holds and patron requests.

**Selection:** Emphasis is placed on items that are part of a series as well as those receiving excellent critical reviews. Media tie-ins and popular authors are given strong consideration.

**Weeding:** General weeding guidelines apply. Due to space constraints, the collection is weeded annually or as space is needed. Every attempt is made to have all books in a series. However, if books in a particular series do not circulate particularly well, the entire series may be weeded.

## SHORT STORIES COLLECTIONS BY MULTIPLE AUTHORS

### Basic Collection

This small, basic collection of short story anthologies is located in a separate area within the Adult Fiction Collection stacks. Short story collections written by one author are interfiled with General Fiction.

**Selection:** Because of low patron demand for short story anthologies, purchasing is limited to titles with excellent reviews, notable authors, and subject matter that will be relevant to our patrons' needs. Single copies are purchased – no duplication is permitted due to low patron demand and space constraints.

**Weeding:** General weeding guidelines apply. Titles are weeded annually, or as space is needed. Care is taken to preserve titles within the Best American Short Stories series.

## LARGE PRINT BOOKS

### Strong Collection

This special collection of Large Print books is located in a separate area of the Adult Fiction Collection stacks and consists of both fiction and non-fiction materials. It is a well-used, strong collection, with depth in current titles, backlist titles, and gentle reads. It is especially popular among senior citizens and patrons seeking bestselling titles that are checked out in standard print. Due to space constraints, the collection is growing minimally.

Large Print books are used by patrons visiting the Library as well as those patrons receiving homebound service. The large print collection attempts to reflect the interests and requirements of both low vision and homebound patrons through consultation with the Outreach Coordinator.

**Selection:** Due to space constraints and low number of patron holds, there is limited duplication of titles in Large Print. Most of the popular titles in the Large Print collection are duplicated in regular type in the General Fiction collection. All sources are used for selection,

but publisher and vendor catalogs of Large Print materials are particularly helpful, since mainstream journals do not include specific sections for Large Print. The Library currently has a standing order plan for Large Print books through Thorndike Press. This plan is reevaluated every October.

**Weeding:** General weeding guidelines apply. Every attempt is made to replace or preserve damaged titles by rebinding them.

#### GENERAL PAPERBACKS FOR ADULTS                      Good Collection

Reader Services maintains a small browsing collection of mass market paperbacks. Core collection titles purchased in this format because they are no longer available in hardcover are placed in the General Fiction shelves rather than in this area.

**Selection:** The Paperback collection includes a strong selection of historical and contemporary romance paperbacks since this genre is predominantly published in this format. All sources are used, but additional sources used by selectors include *Romance Sells Magazine*. Many paperback titles are also purchased as a direct result of authors included in the Preferred Author List program.

**Weeding:** General weeding guidelines apply. The mass market paperback collection is not an archival collection. Paperback books get easily damaged and are therefore not always replaced in the same format. Furthermore, some backlist romance titles are available in Large Print as well.

#### ADULT GRAPHIC NOVELS                                      Good Collection

The Adult Graphic Novel collection is one of the newer print collections in the Reader Services Department. This collection is located in the Adult Fiction Collection stacks in a separate area and consists of graphic novels and manga titles that have content (i.e., adult subjects, graphic violence, profanity) that render them more appropriate for an adult audience than for teenagers. A Young Adult Graphic Novel collection is housed separately in the Young Adult Loft on the 3<sup>rd</sup> floor.

**Selection:** Due to space constraints, purchasing for the Adult Graphic Novel collection is limited. Duplicate copies are rarely purchased. The collection is nonetheless more than basic – it is a good core collection that is actively growing. Selectors purchase books with favorable reviews and also consider popular authors/artists, media tie-ins, and patron input, with special attention paid to books that are part of a series. In addition to regular sources, selectors utilize online resources such as Amazon.com and Diamond Bookshelf.

**Weeding:** General weeding guidelines apply, with attention paid to condition. Every effort is made to maintain the continuity of titles in a series.

#### BOOK DISCUSSION SETS                                      Good Collection

The Adult Book Discussion set collection is a growing collection. These titles are purchased with community book clubs in mind (our staff facilitates book club ordering for 60 Park Ridge book groups). Ten copies of each title are purchased and they are almost always in paperback format. When the books are not in use by book clubs, they are available for patrons to check out. This is a very popular collection for browsing. These books are not holdable or renewable.

**Selection:** The majority of the titles purchased are in paperback. The book club coordinators take note of titles that clubs request and pass them along to the selector. We also choose books based on awards, popularity, and if they will spark discussion.

**Weeding:** General weeding guidelines apply. Book club coordinators take note of sets that have damaged copies and weigh whether to replace them. If a set is no longer popular, it is weeded. This is continually monitored as we do have space constraints.

## HIGH SCHOOL COLLECTION

Good Collection

This high-circulating collection of fiction and non-fiction titles is targeted at students between ninth and twelfth grades.

**Selection:** Titles are purchased by the Young Adult Librarian and appeal to both the recreational reading habits of teenagers as well as to school reading needs. Titles that are in demand by teenage patrons, are part of local school reading lists, and are adult titles with crossover appeal are purchased for the collection.

Duplication occurs frequently in this collection, especially among popular titles and those that are assigned for school reading. All sources are used for selection, but local high school reading lists are particularly instructive, particularly in preparation for the summer.

**Weeding:** General weeding guidelines apply. Because this collection has a high rate of circulation and timeliness and relevance are important, titles that would not usually be weeded – including items that have not circulated for a year or six months – may be considered for withdrawal.

## YOUNG ADULT PRINT COLLECTION

### YOUNG ADULT SCHOOL COLLECTION

Good Collection

This small but strong collection consists of multiple copies of titles studied in local middle schools during the school year and throughout the summer. Titles are purchased by the Young Adult Librarian.

**Selection:** All of the titles in this collection are duplicated. The number of copies purchased is often based on the number of student requests. Mainstream and professional journals are rarely used for selection in this collection. Input by local teachers, student requests, and lists of award-winning books (e.g., Caudill) are utilized by selectors.

**Weeding:** General weeding guidelines apply. Titles are added and deleted from this collection as the curriculum changes.

### YOUNG ADULT FICTION BOOKS

Strong Collection

This core collection provides fiction materials for students between sixth and ninth grades.

**Selection:** Titles are purchased by the Young Adult Librarian. Used primarily for recreational reading, the collection is strong in popular materials but also has strengths in award-winning authors, genres, settings or historical periods studied in school. Special emphasis is placed on series titles which are popular with the students.

Because of space constraints, most titles in the collection are not duplicated. However, at least 2 copies of high profile, popular titles are purchased. Duplicates are purchased in response to patron holds at a ratio of 1 copy per 3 holds. Mass market paperback copies and hardcover copies of the same title are shelved together. Some titles are duplicated in the Children's Department. All sources are used for selection. VOYA and publishers' catalogs are heavily utilized.

**Weeding:** General weeding guidelines apply. Special care is taken to preserve award-winning titles (Caudill, Printz, etc.). Emphasis is on keeping the collection relevant and current.

#### YOUNG ADULT GRAPHIC NOVELS

Good Collection

Graphic Novels are novels whose narrative is related through a combination of text and art, often in comic-strip form. A small graphic novels collection was created in 2002 for young adults and housed in the Young Adult Loft. Since that time, the collection has grown and is quite diverse, ranging from comic book characters to science fiction themes to mainstream fiction.

**Selection:** There is little to no duplication among titles in this collection. Shelving space is limited and the level of patron demand for individual titles does not usually warrant the purchase of additional copies. All sources are used for selection. Publishers' catalogs and requests from young adult patrons are particularly helpful.

**Weeding:** General weeding guidelines apply. Graphic novels are prone to damage due to their construction/binding. Weeding occurs when items are worn or lost. Maintaining the continuity of a series will be taken into consideration during the weeding process.

#### YOUNG ADULT MANGA

Good Collection

A collection of manga (graphic novels that are read from right to left) targeted at young adults is housed in the Young Adult Loft.

**Selection:** Manga books are rarely published as stand-alone entities – they are nearly always part of a series. Every attempt is made to purchase all volumes in a series. With that said, because there are so many volumes in manga series titles, staff must be selective as to what series to purchase for the collection. Series titles purchased represent many genres – from fantasy to romance to action. Titles purchased are rated E for Everyone, Y for Youth (10+), or T for Teen (geared toward readers that are 13 years of age and older). More mature titles are reserved for the Adult Graphic Novel Collection in the Adult Fiction Collection.

No specific volumes in a series are duplicated in the Young Adult Manga Collection. There is a priority of providing more series than providing multiple copies of existing volumes in a series. All sources are used for selection. Publishers' catalogs and requests from young adult patrons are particularly helpful.

**Weeding:** General weeding guidelines apply. Weeding occurs when items are worn or lost. Replacement occurs frequently due to the popularity of this collection. Every effort is made to keep complete series.

#### YOUNG ADULT NON-FICTION BOOKS

Basic Collection

This small non-fiction collection was started in 2008 and is housed in the Young Adult Loft. Intended for browsing, it is not a comprehensive collection.

**Selection:** Titles are geared toward the casual or reluctant reader. Subjects that are covered by this collection are both recreational and informational in tone. Because space is very limited for this collection, purchasing is infrequent.

No duplication occurs in this collection, unless a title has also been purchased by the Reference Department for the Adult Non-Fiction Collection. There is limited space available in

the Young Adult Loft for these titles. To market this collection, slat wall displays that feature titles are created and maintained by the Young Adult Librarian.

All sources are used for selection. Adult non-fiction titles that have crossover appeal for young adults are also considered for purchase.

**Weeding:** General weeding guidelines apply. As with other non-fiction collections at the Library, as certain subjects become less popular among patrons, titles in those areas may become candidates for withdrawal.

#### YOUNG ADULT MAGAZINES

#### Basic Collection

A small collection of magazines targeted toward young adult interests are housed in the Young Adult Loft.

**Selection:** Titles are selected for leisure reading rather than reference. Titles are retained for one year and all backlist copies circulate. The most current issue does not circulate.

There is no duplication of subscriptions among this collection, but at least one of the titles is duplicated in other departments of the Library.

All sources are considered for selection, but patron requests are particularly helpful in determining what to purchase.

**Weeding:** Items in this collection are weeded when they are damaged or lost. Replacements are not purchased. Back issues are retained for up to six months.

#### READER SERVICES REFERENCE SOURCES

#### Good Collection

Items in this small, non-circulating collection are located near the Reader Services Desk and Young Adult Loft Desk.

**Selection:** Materials in this collection are designed to provide professional assistance to the staff in the areas in which they operate (e.g., reader's advisory, outreach, audiovisual reference, young adult services, etc.). These titles are not able to be checked out by patrons nor do they generally go out to other libraries through Interlibrary Loan.

Although the collection is small, it is kept up-to-date. Titles are not duplicated, unless Children's or Reference Services also purchases a copy for their reference collections. All sources are used for selection, but publisher catalogs (e.g., ALA, Libraries Unlimited) and professional magazines (e.g., Library Journal, Booklist) are particularly helpful.

**Weeding:** General weeding guidelines apply. The increased availability of online reader's advisory tools has made it possible to weed more aggressively in this collection. Special care is taken to update titles to the most current editions.

#### YOUNG ADULT REFERENCE MATERIALS

#### Basic Collection

A small basic reference collection of resources, including a dictionary and textbooks used in local middle schools (grades 6-8), has been created for students using the Young Adult Loft.

**Selection:** Textbooks are not purchased but are instead donated by local middle schools. Titles in this collection do not circulate.

There is no duplication among this collection, although some encyclopedic volumes may be duplicated in the Adult Reference collection.

**Weeding:** General weeding guidelines apply. Materials are updated as newer editions become available.

## ADULT EASY READERS

### Basic Collection

This collection of books and nonprint materials was created in 1990 using monies from the Oakton Literacy Coalition. This small, basic collection is geared toward new adult readers and those learning English as a second language.

**Selection:** New items are selected as resources become available by the Reader Services Outreach Coordinator in conjunction with the Oakton Literacy Coalition and funded by grant monies obtained by the Coalition. Because of space constraints, infrequent usage, and limited funds for the collection, there is rarely, if ever, any duplication of titles.

All sources are used for selection, but publishers' catalogs and recommendations from other librarians and specialists are particularly helpful

**Weeding:** General weeding guidelines apply. Since this collection is not growing at a rapid pace, many of the titles are retained even if they have low circulation statistics.

## AUDIOVISUAL COLLECTIONS

The Reader Services audiovisual collection is used by patrons of all ages, with an intended audience of sixth grade through senior citizens, depending on the particular format and/or title. Materials are divided into separate areas by format and/or genre for easy browsing. Each of these areas have slightly different criteria for depth of collection, duplication, selection and weeding.

Due to space and resource constraints, no one area of the audiovisual collection can be developed as extensively as desired by staff and patrons. Even more so than with the print collection, space limitations greatly affect the depth of the audiovisual collection. Each particular area of the collection varies from basic to more in-depth according to patron needs and interests, past and present circulation statistics, and ease of access from other libraries in the lending consortium, and space is always an important variable.

Duplication of titles varies depending on the specific area of the collection. Audio books on CD for instance, are rarely duplicated – as are titles in the Adult and Young Adult Anime Collections. Titles in certain areas of the collection are duplicated based on patron demand (as expressed by holds) as well as by the judgment of professional staff, who select audiovisual materials based on a combination of quality and anticipated and recorded patron demand. For every 5 patron holds on an item, an additional copy is purchased for the collection.

Most of the materials in the audiovisual collection are ordered from publisher and vendor catalogs and specialty publications. Standard selection sources – Publisher's Weekly, Booklist, Library Journal – are helpful but often limited in sections describing audiovisual materials. Great consideration is also given to requests by Park Ridge Public Library cardholders. Movies that are rated G, PG, PG-13, and R will be purchased, and careful consideration will be given to unrated films. Titles rated NC-17 are generally not purchased.

Weeding is an ongoing process in the audiovisual collection of the Reader Services Department. Space constraints are the primary reasons for weeding audiovisual materials, although damaged,

unused, or outdated materials are also withdrawn. Materials that are worn out or badly damaged are withdrawn from the collection and replaced with new copies if and only if the titles are determined to be useful to our patrons and the collection as a whole. Titles with little or no circulation and little anticipated demand are also considered for withdrawal. Multiple copies of titles once purchased to meet high demand are regularly reduced to 2-3 copies.

Below are the various areas of the Reader Services audiovisual collection and the guidelines for evaluating each area:

#### FOREIGN FILM DVDs

#### Strong Collection

Foreign films were added to the DVD collection in 2003 and encompass popular DVDs in various foreign languages.

**Selection:** Films in all languages are collected, but there is an emphasis on Polish and other European languages since an increasing number of residents are of Eastern European origin. These items are extremely popular and the collection will grow although limited by space restrictions. For easier browsing, each foreign film is classified and shelved based on the primary language used throughout the film.

Duplication is infrequent but does occur in the Foreign Film collection among high-profile titles that win Academy Awards and/or titles that we screen at the Library.

Sources utilized for the development of this collection include vendor websites and publishers' catalogs, popular culture magazines such as Entertainment Weekly, patron requests, and professional journals.

**Weeding:** General weeding guidelines apply. Due to space constraints, some foreign films that are not in a state of disrepair may be withdrawn. Every effort is made to keep items that are award-winning films or that have made it into mainstream theatres.

#### TV SHOW DVDs

#### Strong Collection

The audiovisual collection features a high-circulating collection of television shows on DVD.

**Selection:** British dramas and mystery series are particularly popular. HBO mini-series and television shows are also high-circulating items. Made-for-TV movies do not circulate as well and are therefore purchased infrequently. Classic, recent, and current TV shows are purchased. Items in the TV Show collection are cataloged as a complete set.

Duplication occurs within this collection only when patron demand is great, as evidenced by holds and requests.

Sources utilized include vendor websites and publishers' catalogs, popular culture magazines such as Entertainment Weekly, and patron requests.

**Weeding:** General weeding guidelines apply. If a disc in a high-circulating series becomes irreparably damaged, every attempt is made to replace it.

#### FEATURE DVDs

#### Good Collection

This collection of feature films has a mix of classic, award-winning titles and newer movies.

**Selection:** Every effort is made to balance drama, comedy, suspense/thriller, and action/adventure selections and titles popular among various age groups. Current features,

classic movies, and critically acclaimed independent films are purchased. Titles from the Criterion Collection are actively purchased for the collection.

Duplication of titles is contingent upon patron requests. For every 5 holds, 1 copy of a film is purchased.

Sources regularly used for the selection of Feature DVDs include the following: online sources such as vendor websites, popular culture magazines, and publishers' catalogs. Patron requests are also taken into account, particularly when several patrons request the same item/title.

**Weeding:** Feature films are withdrawn for damage, wear, or to meet space requirements. If a high-circulating title on DVD is withdrawn, every attempt is made to replace it.

#### NON-FICTION DVDs

#### Good Collection

The items in this collection represent a wide variety of subjects – from self-help to religion to exercise to music to travel to history.

**Selection:** Selectors purchase items to meet patron interests and needs and to assist students in supplementing curriculum materials. Although circulation within this area is generally consistent, the budget for this collection is shared with Foreign Films, Feature Films, and TV Shows, and the space allocated for its growth is extremely limited. Exercise, travel, and history are particularly high-circulating areas of this collection.

There is rarely any duplication within this area of the audiovisual collection unless a title becomes popular through runs in mainstream theaters.

Sources used for this area are as follows: Booklist, vendor and publishers' catalogs, and patron requests.

**Weeding:** Items in this collection are withdrawn due to space constraints, damage, or when they become dated and/or rendered obsolete by newer materials.

#### BLU-RAY DVDs

#### Basic collection

This collection includes popular and high demand films and has a focus on new releases.

**Selection:** New releases, including box office hits and high demand new films are purchased for this collection. Emphasis is on feature films, although TV, Foreign and Non-fiction Blu-Ray DVDs may be purchased. Duplication in this area will reflect a 5:1 hold to copy ratio.

**Weeding:** Blu-Ray DVDs may be withdrawn for damage, wear, or to meet space requirements. This collection will be reviewed for weeding at least once per year.

#### ADULT ANIME DVDs

#### Basic Collection

This collection was created in 2008 and features anime that has more mature themes.

**Selection:** Many titles in this collection are part of a box set or series. Individual DVD cases in the series circulate separately, not as a set. Due to space constraints, purchasing is infrequent and duplication of titles does not occur within this collection. Manga titles purchased for the Adult Graphic Novel Collection are used as a regular source for Adult Anime DVDs. Other sources used for the selection of Adult Anime DVDs include the following: vendor catalogs, publishers' catalogs, and patron requests.

**Weeding:** Items are withdrawn for damage, wear, or to meet space requirements. If a high-circulating title is withdrawn, every attempt is made to replace it – particularly if it is part of a popular series.

#### YOUNG ADULT ANIME DVDs

#### Basic Collection

This collection was created in 2008 and features anime titles that are appropriate for a young adult audience.

**Selection:** Materials purchased are intended as an accompaniment to items in the Young Adult Manga Collection. Many titles in this collection are part of a box set or series. Individual DVD cases in the series circulate separately, not as a set. Due to space constraints and low patron requests, duplication of titles does not occur in this collection.

Manga titles purchased for the Young Adult Manga Collection are used as a regular source for Young Adult Anime DVDs. Other sources used for the selection of Young Adult Anime DVDs include the following: vendor catalogs, publishers' catalogs, and patron requests.

**Weeding:** Items are withdrawn for damage, wear, or to meet space requirements. If a high-circulating title is withdrawn, every attempt is made to replace it – particularly if it is part of a popular series.

#### ADULT VIDEO GAMES

#### Good Collection

This collection was created in Spring 2009 and features video game titles that are appropriate for an audience that is 15 years of age or older.

**Selection:** Materials purchased for this collection are shelved in the Adult Fiction Collection stacks. These games may contain mature themes that are not typically found in games in the Young Adult Video Games. Titles are purchased for the various platforms based on currency and patron demand. Duplication may occur across platforms.

Titles are selected due to patron requests and reviews by print and online sources.

Funds are limited for this collection. Selectors are dependent upon grant funds and donations.

**Weeding:** Items are withdrawn for damage, wear, or when specific formats become outdated.

#### YOUNG ADULT VIDEO GAMES

#### Strong Collection

This high-circulating collection features titles that are appropriate for a teen audience and is housed in the Young Adult Loft. Titles are rated E for Everyone or T for Teen.

**Selection:** Every attempt is made to have a well-rounded video game collection that appeals to a variety of interests and video game players. With that in mind, games range from sports and adventure to puzzles and dancing. Titles are purchased for various platforms based on currency and patron demand. Duplication may occur across platforms.

Titles are selected based on patron requests and strong reviews by print and online sources.

**Weeding:** Items are withdrawn for damage or wear or to satisfy space constraints.

## COMPACT DISCS

### Basic Collection

This collection of music CDs is used by browsers as well as patrons needing specific recordings.

**Selection:** Selectors purchase both classical and popular music. The collection has strong specialized areas, such as opera, jazz, and soundtracks. But it is nonetheless considered basic because the collection is limited due to space and budget constraints. Every attempt is made to purchase items that are being performed by the Chicago Lyric Opera and the Chicago Symphony Orchestra.

Duplication of titles does not frequently occur due to space constraints. When it does occur, it is contingent upon patron requests. For every 4 holds, 1 copy of a CD is purchased.

Sources utilized for this collection are patron requests, vendor and publisher catalogs, vendor websites, and other online music sources such as All Music Guide.

**Weeding:** This collection is regularly weeded due to space constraints, based on circulation, duplication and condition of materials. Items that are irreparably damaged are evaluated in terms of their circulation statistics. If the statistics are high, then the items are replaced.

## BOOKS ON CD and PLAYAWAY – FICTION and NON-FICTION

### Good Collection

The Library's audiobook CD collection was added in September 2000 and has become a consistently high-circulating area of the Reader Services Department. The Playaway format was added in 2009.

**Selection:** Items purchased include both fiction and non-fiction recorded titles. Non-fiction titles include subjects such as self-help, business, health, foreign language, biography, and history. Fiction titles include those written by best-selling authors, titles that have received excellent reviews in audio book sections of professional journals, and classics.

Limited duplication occurs within individual formats in this collection. Between formats (i.e., CDs and Playaways), however, there is duplication of popular titles.

Sources used for the selection of items in this collection include vendor and publishers' catalogs and websites, and patron requests. The Preferred Author List (PAL) Program is also used as a regular source since a majority of the audio book titles that are in demand are by best-selling and/or popular

**Weeding:** Items in the Fiction area of the audio book collection are withdrawn based on duplication, low circulation, or wear and damage. Titles are replaced if considered to be relevant and high-circulating. Individual discs in a title may also be replaced if part of a relevant and high-circulating set. Non-fiction audio books are evaluated for timeliness and relevance in addition to factors listed above.

## ELECTRONIC COLLECTION

The Reader Services electronic collection encompasses online resources that are used by patrons of all ages, with an intended audience of sixth grade through senior citizens, depending on the particular collection area and/or title.

Reader Services-related resources in the electronic collection are selected based on perceived value in terms of price, relevance to users' needs and interests, and the ease of use.

While electronic titles (i.e., downloadable audio books) may be duplicated depending on patron requests, the premium resources – that is, databases – are not duplicated. One subscription generally affords an unlimited number of patrons access both in-house and remotely, although a Park Ridge Public Library card authentication is usually required.

Most of the materials in the electronic collection are ordered directly from electronically-based vendors such as Gale, EBSCO, OverDrive, and more. Consideration is given to requests for both premium resources and electronic titles by Park Ridge Public Library cardholders.

Weeding is a much different process in the electronic collection than in any other area of the Reader Services Department. Because the materials do not take up any physical space, weeding becomes a matter of whether the resource maintains its value and ease of use to our patrons.

Below are the various areas of the Reader Services electronic collection and the guidelines for evaluating each area:

#### READER SERVICES

##### PREMIUM RESOURCES

Strong Collection

Premium Resources are subscription-based electronic databases that can generally be accessed by library patrons on a 24/7 basis.

**Selection:** The Reference Department purchases and evaluates Premium Resources on an annual basis. The resources that are utilized most frequently by staff of the Reader Services Department in order to assist patrons are the following: NoveList Plus, NoveList Plus K-8, Fiction Connection, Non-Fiction Connection, NextReads, and eSequels. These resources are valuable reader's advisory tools for both staff and patrons who need assistance in determining what to read next. Premium Resources for the Reader Services Department are selected based on their perceived value in terms of price, relevance to users' needs and interests, and the ease of use.

Sources used for purchase of these resources are vendor websites, reviews in professional journals, and recommendations from area librarians.

**Weeding:** The Reader Services Manager assists the Reference Department in the continued evaluation of these particular resources. Contracts are evaluated once a year. Contracts are not renewed if the resource is determined to no longer be a good value, has become obsolete or irrelevant to our users' needs and interests, and/or has been found to be difficult for users to navigate.

##### OVERDRIVE eAUDIO BOOKS

Good Collection

The Park Ridge Public Library is the founding member of the North Suburban Digital Consortium (NSDC), which is comprised of eight area libraries that combine resources in order to provide their users with digital content furnished by OverDrive, Inc. Titles can be downloaded at home and/or at the Library's OverDrive Download Station.

**Selection:** Selectors from each member library contribute lists of titles on a monthly basis. Purchasing is done based on these lists by an assigned consortium member. Fiction and non-fiction eAudio books are purchased in a variety of genres and for a variety of ages (from children to adults). Mysteries, thrillers/suspense, best-sellers, practical non-fiction, and young adult fiction are particularly popular with our users.

Duplicate copies of titles are purchased as a result of patron requests. For every 5 holds on a title, 1 copy is purchased. This ratio is a guide and may be increased or decreased at the purchaser's discretion. OverDrive works on a one title, one user model. Only one copy of such titles are necessary.

Sources used for purchase of these audio books are suggested title lists provided by OverDrive, patron requests, and circulation patterns of audio book collections at area libraries.

**Weeding:** Titles are generally retained indefinitely for the collection once purchased. Licensing agreements may stipulate that titles are removed from the collection after a certain amount of uses or specific period of time.

## OVERDRIVE eBOOKS

### Good Collection

The eBook collection provided by the NSDC is intended for users who prefer to read digital content. Titles can be read on a computer or transferred to a compatible mobile device.

**Selection:** Circulation statistics show that popular areas in the eBook collection include romance fiction, self-help/improvement, and bestsellers.

Duplicate copies of titles are purchased as a result of patron requests, as determined by the NSDC consortium. Sources used for purchase of eBooks are suggested title lists provided by OverDrive, patron requests, and circulation patterns within audio book and fiction collections at area libraries.

**Weeding:** Most eBook titles become a permanent part of the digital collection once purchased. No weeding occurs, though publisher restrictions may prevent retention of specific titles.

## REFERENCE AND INFORMATION SERVICES

### PRINT COLLECTION

The print collection serves grades seven through adult. The collection descriptions below include both reference and circulating non-fiction print. The collection is classified by the Dewey Decimal System. Reference titles tend to be overviews of information such as general and subject specific dictionaries and encyclopedias. Circulating print is selected for either longer informational content and/or leisure reading. Some titles are in both the reference and non-fiction circulating collections such as college guide books.

Some of the print materials – both reference and circulating – are received through standing orders. Standing orders include travel books, practice exam books, and business materials. Many standing orders are titles that we have been receiving for many years and are standard library resources. Some print standing order titles are now received in an electronic format and are no longer purchased in print. We have a large collection of reference resources in electronic format in the *Gale Virtual Reference Library*.

Selection sources for the Reference Department include Library Journal, Booklist, Kirkus, Publisher's Weekly and various bibliographies and professional booklists. Patron requests are another source for selection of titles.

Books are weeded when they are damaged or worn and are replaced as needed on a regular basis. Out of date materials are replaced with newer materials on various subjects. Older editions of most reference books are withdrawn or put into the circulating collection. Books that have low circulation for a determined number of years are periodically examined and weeded to make room for newer materials. Most areas are weeded on a 3-4 year cycle unless noted more frequently below.

Below are the various areas of the Reference Department print collection and the guidelines for evaluating each area:

NONFICTION - includes reference and circulating titles

#### 000-099 GENERALITIES

#### Basic Collection

This is a broad collection that covers many topics including unexplained phenomena, the occult and spiritual, computers, encyclopedia works, and journalism. Encyclopedias and several databases cover much of the information need in this category.

**Selection:** Books on computer operations, software and the Internet are very popular and the rapid pace of new technology means we have to constantly watch for printed material guides for the latest information and changes. No multiple copies.

**Weeding:** Keep only a few titles older than 3 years unless patron need is demonstrated. The computer area 004-006 is weeded annually.

#### 100-199 PHILOSOPHY AND PSYCHOLOGY Basic to Good Collection

This area includes occultism, philosophy, psychology, logic and ethics. For most of these areas we have a basic collection, for psychology it is a good collection.

**Selection:** Includes titles on and by major philosophers Psychology is very popular with many aspects including aptitude tests, child psychology, human emotions/relations, encyclopedias and some text books. Few multiple copies are purchased.

**Weeding:** General weeding guidelines apply; retain classic titles in philosophy and psychology

#### 200-299 RELIGION

Good Collection

This area represents many religions with strongest collection area in Christianity. This area also includes resources on mythology. Few multiple copies are purchased.

**Selection:** Reference area includes several religious encyclopedias and several biblical reference titles. Circulating collection on Christianity includes books on the saints, bible study, theology and books on religious guidance and inspiration. The Religion section also includes books on other major religions such as Buddhism, Hinduism and Islam. Mythology section concentrates on Greek and Roman mythology with limited titles on other cultures.

**Weeding:** General weeding guidelines apply.

#### 300-399 SOCIAL SCIENCES

Basic to Strong Collection

In this section we have a basic collection of materials on statistics, public administration, commerce, communication, transportation, customs, etiquette and folklore. We have a good collection of books on sociology, political science, law, education, social services, crime and costumes. We have a strong collection in economics, especially financial investment information.

**Selection:** This area includes book on various social issues – energy, substance abuse, food safety, etc. These tend to be student issues for school reports but students are not using the print sources as much as they previously did. We have reduced the amount of titles in this area but keep a small amount on the various issues. In education we have many standing orders and multiple copies of the various test preparation books. Legal books include many aspects of law for the general public to use. We discontinued the print copies of federal and state codes and court rulings now covered by online resources. The 390s includes historical material which is retained for reference to topics such as customs and costumes of earlier periods of time. We have a small representational area on folklore. True crime narratives are prolific and popular. Personal finance and investments titles are well used and in demand. We are also strong in online resources for investment and industry information. Except for tax and education titles there are few multiple copies in the 300 section.

**Weeding:** General weeding guidelines apply except that legal information is more frequently updated and older editions in tax, legal and education are weeded regularly. The 330s investment area is weeded annually.

#### 400-499 LANGUAGE

Basic Collection

The language collection includes books on the history and use of language. Emphasis is on the English language. In the reference collection we keep a collection of dictionaries, including the Oxford English Dictionary and studies of slang and regional use. Basic textbooks, learning materials and dictionaries for various other languages are located in the circulating collection

**Selection:** Purchases in this area include new studies on etymology, grammar, linguistics and vocabulary of the English language. Also in 430-499 we update

dictionaries and studies of using other languages, mostly French, German, Spanish and Italian. This area is supplemented by an online database for learning a foreign language or for learning English as another language.

**Weeding:** General weeding guidelines apply.

#### 500-599 NATURAL SCIENCES AND MATH      Good Collection

The science area covers all the fields of science on a general public and student level including science projects, mathematics, astronomy, physics, chemistry, earth sciences, paleontology, botany and zoology.

**Selection:** This is a good collection with an emphasis on basic aids to learning in the various areas of science including keeping current copies of textbooks. Reference section includes both general and specialized science and mathematics dictionaries and encyclopedias. It is important to keep current with changes and discoveries in the science field for this area. This area includes very few multiple copies.

**Weeding:** General weeding guidelines apply

#### 600 TECHNOLOGY (APPLIED SCIENCES)

Basic to Strong Collection, as listed below

An area covering a wide expanse of topics including medical information, engineering, transportation vehicles, gardening, pets, home economics, cooking, parenting, business management, chemical engineering and manufacture of products for specific uses.

**Selection:**

600-609    Select some new titles on invention and gadgets, update titles on technical (not legal) aspects of patents. This is a small basic collection.

610-618    Attempt to maintain a strong medical collection aimed at the general consumer covering nursing, health, diet, exercise and various medical conditions and diseases, ending with gynecology, pregnancy, infant care and geriatrics. Our medical section is very popular with coverage on many medical aspects. Currency is very important in this subject area and generally material over 5 years old will be removed. Some multiple copies of popular titles.

620-628    Engineering and Allied Operations (includes electronics, radios, boats and airplanes) – basic coverage not much content for the amateur users, select for basic coverage with some illustrated books for enjoyment.

629        Automobiles, motorcycles and bicycles (purchasing and repair) – basic coverage with annual titles retained for older vehicles. We discontinued the Chilton annual repair guide in 2010. Due to online resources we no longer purchase the annuals or individual automotive repair titles.

630-635    Agriculture/Gardening – a basic collection on some agricultural aspects in an urban not rural setting including genetics and composting but a good collection on home gardening. Purchase titles on various aspects and types of gardening.

636-639    Pets, identification and care – a good collection, especially books on dog care including individual titles on the different breeds.

640-642 Cooking and Entertaining – a strong, very popular collection with excellent circulation. The popularity of television cooking programs adds to the demand in this area.

643-648 Home Economics/Family Living      Good collection  
includes home repairs, sewing, personal grooming and fitness, retirement and interpersonal relationships. Select popular, in demand titles.

649      Parenting      Good collection  
of parenting issues. Limited duplication of titles and/or topics in the Children's Department's Parenting collection.

650-659 Management      Good collection

Business Reference has been greatly reduced due to the leasing of various business databases covering the same or similar content. Still retain some annual titles and basic business reference titles. In the circulation collection continue to purchase popular titles especially in job searching and business management, including small business and current management concepts.

660-679 Chemical Engineering  
and Manufacturing      Basic Collection  
on a consumer level that includes a range of topics covering school related titles in DNA and how things are made, to consumer level materials on soap making, cosmetics, metalworking, and appliance repair

680-699 Manufacture for Specific Use      Basic Collection  
(woodworking, furniture making, toys and dolls) and Building – purchase titles on both hobby level such as woodworking and practical level of home building and repair

**Weeding:** General weeding guidelines apply in most areas. In medical area currency is vital and area is weeded more frequently, most titles not more than 5 years old. In car maintenance retain complete set of repair annuals. Withdrawal in business should consider classic business models such as by Deming for retention while withdrawing dated concepts. Job searching material should reflect current changes in the field. New cookery titles added every year requires more rigorous weeding of this area.

700-799 ARTS AND RECREATION      Basic to Good Collection

The 700s includes varied art subject matter from art history to art instruction and books on famous artists. Other arts include architecture and landscaping, interior decorating, photography, handicrafts, collectibles, dance, music, movies, theater and games. The 790s cover the various sports.

**Selection:** Art instruction titles are popular, art history books are used by students who also use the books on artists of different periods. Art books tend to be expensive due to the higher paper quality and photographs. We cover and update books on well-known artists if well used. We have a basic collection of more current artists which are less in demand. New books on architecture include books on regional buildings or architects, a basic collection overall and a good collection on Illinois architecture and architects. Landscaping books enjoy some of the highest circulation numbers and we purchase

most of those published for home landscaping. We update collectible annuals but buy less of the specific collections due to user's access to online information. We have a good collection of books on handicrafts and interior decorating which are very popular. Our selection in music focuses mostly on sheet music, especially musicals, period music and some classical piano scores. Also purchase some music instruction titles. A limited number of titles are purchased on dance, theater or film study. Sports books vary in popularity with the most popular books being youth soccer, golf, local sport teams and fishing. There are almost no multiple copies in the 700s. The area on games covers basic games and some historical studies with an increase on current popular topics of poker, casino games, bridge and chess.

**Weeding:** General guidelines apply. Art books generally do not enjoy high circulation possibly because patrons view here and students photocopy needed images so we retain some titles on most major artists. Annuals or materials that become dated are replaced with current editions such as in collectibles. Current, appealing titles replace older titles in the handicraft and interior decorating areas. Nostalgia titles with lots of images are popular in music and movies. Coaching books in almost all sports are popular.

800 LITERATURE

Basic to Good Collection

Literature section consists of books on the art and history of writing and publishing as well as studies and criticism of writing with an emphasis on American and English Literature. This collection includes essays, speeches, humorous writing poems, theater and plays. Short stories are in the Reader Services department.

**Selection:** We continue to purchase titles on writing and publishing. Standing orders for literary criticisms in both the Reference and circulating collections have been discontinued. Classic works such as the plays of Shakespeare and some American playwrights continue to require multiple copies due to demand. We purchase poetry anthologies and works of poet laureates but very little modern poetry due to lack of demand. Due to the need by students, we have built up our material of Greek literature. Other countries' literature is covered on a basic level and only updated as needed for replacement or update.

**Weeding:** Classic and current authors are retained, with weeding done on the basis of lasting influence and demand. The print area of literature criticism in both Reference and circulation has seen less use in the last 5 or more years. We will continue to observe and weed as use and space demand but some material on classic works continues to be needed but not usually updated or increased. We have online databases that focus on literary criticism.

900 GEOGRAPHY AND HISTORY

Travel	Strong collection
History	Basic to Good collection
Biography	Good collection

In addition to geography, biography, travel and history of countries around the world, this section also includes geography and genealogical material.

**Selection:** Travel books, especially the annuals are extremely well used. We are on standing order for almost all annual travel titles available by standing order, many in multiple copies. In addition we attempt to purchase many individual titles on travel as well

as travelogues. We also have a collection of travel e-books to supplement the print titles. We purchase of biographies of people of historical importance as well as people of current interest. Memoirs are also popular. Our print genealogical section contains basic titles on conducting research since we don't have the resources for an in-depth collection and there are other local and online resources including several of our databases. Our two largest areas in history are World War II and the history of the United States. Current events are also selected and filed here such as titles on conflicts and presidents. Overall country histories are not often published on the adult reading level and we purchase as they become available.

**Weeding:** We withdraw previous editions when we receive an updated edition. Travel titles that are not regularly updated that contain information on hotels, dining, site times and other quickly dated material are weeded and replaced with newer titles when available. In biographies current celebrities and memoirs become more quickly dated and weeded. Retention of biographies of historical personages is determined by the number of titles and circulation. Even if some historical events or country's histories show low circulation we must keep some titles covering significant periods, conflicts and countries of the world.

#### FOREIGN LANGUAGE COLLECTION

**Polish Language**

Good Collection

Other languages

Basic Collection

In 1992 we received a donation of books in the Polish language given by the Polish Consul, the Polonia Book Store, and Eugene Biolik. We built on this collection adding more books in Polish as well as titles in Spanish, French, German and Italian. The focus of the titles selected is for pleasure reading. Most are fiction with some biographies, histories and other subject areas.

**Selection:** We build on this collection within the limitations of the space provided. Polish continues to be the main area of selection including a standing order through the Polonia Book Store. This collection enjoys a good use, including ILL use, for the Polish language titles, the other languages have more limited use.

**Weeding:** Since this collection has a more limited group of users, we do not need to greatly increase the size of the collection but will want to weed older titles and replace with newer titles not read by this smaller group of readers.

#### PERIODICAL COLLECTION

Strong Collection

The periodical collection consists of mostly general titles serving 7th grade through adult. It includes magazines, newspapers, and newsletters as well as professional journals primarily for staff use.

**Selection:** The emphasis has shifted over the years to more recreational journals and current news and less on educational and informational needs of students and adults. Most new titles are added by patron request. Our online periodical databases cover more and more of the research needs in periodical publications. Few multiple copies are purchased.

**Weeding:** Storage room for back issues of periodicals is restricted with most issues limited to the storage space below the current issue. Due to lack of space and limited demand, most periodicals are retained for 1 to 2 years. Some titles with historical importance are retained longer. When a title ceases publication, the past issues will be weeded if the subject matter is obsolete, in low demand, or if it can be found readily in other sources. Newspapers are retained from one month to one year.

## **MICROFILM COLLECTION**

### Basic Collection

Our microfilm collection consists of the Chicago Tribune and the Park Ridge newspapers. Microfilm format includes full image, all content and long shelf life.

**Selection:** We only get the Chicago Tribune in digital "microfilm" format and the Park Ridge Herald Advocate in microfilm format. We send the Park Ridge Herald Advocate out yearly to be converted to a microfilm format. Through our magazine databases we have access to hundreds of periodical titles. No multiple copies, however our local newspapers are a copy with the original stored in a vault kept by the company that produces the microfilm.

**Weeding:** Our microfilm collection is stored in 4 cabinets. At this time we retain the Chicago Tribune from 1986 to 2009 in microfilm and continuing years in digital format. and the local newspaper. We will continue to monitor use.

## **Electronic Collection**

### Strong Collection

The online databases serve to compliment, duplicate or replace some content in the print and microfilm collections. The databases grew from online periodical databases to include specialized databases on a variety of topics. Our subject databases include content on business and investments, science, foreign languages, genealogy, health, biography. literature, and auto repair.

**Selection:** In addition to reviews from professional journals and online sources, staff demo and evaluate new databases. There are several considerations when considering adding a new database such as lease or purchase, subject matter already covered or offering some unique component, search features not available in print, pricing, ease of use, remote access and intended audience. Some of these resources have replaced print reference resources while others are unique in their electronic format. The Children's Department reviews and recommends databases for their age group and Reader Services explores databases which impact their areas of interest.

**Weeding:** The databases are usually renewed annually. Throughout the year and at renewal time the use statistics are considered as well as the renewal price and other available resources. With leased resources the entire database or a module may not be renewed but content is usually added and not removed from any databases that we continue to lease. With purchased e-books, we own the electronic books or other content and pay a maintenance fee for the site. Since these titles are static eBooks there may be more need to purchase new editions and have older editions removed from the e-book collection.

## **LOCAL HISTORY DIGITAL COLLECTION**

### Strong Collection

Digitization is the process of translating data into digital form, usually by using optical scanners. Our digital collection was established in 1998 through a grant with the Illinois State Library and the North Suburban Library System. Rare materials that previously would be available only in the library at special request, due to the possibility of damage or loss, are now available to everyone with an internet connection. Our content is available on the Illinois Digital Archives site [www.idaillinois.org](http://www.idaillinois.org) which is maintained by the Illinois State Library. Currently our digital history includes a digitized collection of index cards and newspaper articles about local servicemen gathered by the Mel Tierney American Legion Post during World War II, two print histories, Orvis F. Jordan's 1961 "A History of Park Ridge" and "The History of Park Ridge, 1841-1926." The newest collection, "Pieces of Park Ridge," contains photographs and other memorabilia from Park Ridge businesses, community organizations, government and citizens.

**Selection:** Items are scanned and cataloged and made accessible for viewing through our home page. Items to be scanned are chosen for their relevance to the Park Ridge community, by their clearance of any known copyright restrictions and for their unique value. The process of scanning and entering data is involved and sometimes changes with updates to the software. This limits the amount of digitization we can complete.

**Weeding:** There is presently no reason to weed this collection.

## **HERITAGE ROOM COLLECTION**

Strong Collection for available information on Park Ridge  
Basic Collection for other areas

The Heritage Room was established as a Bicentennial project to provide a centralized source for material relating to the history of Park Ridge, Maine Township, the Chicago metropolitan area, and the State of Illinois. The collection includes the following types of materials: books and pamphlets concerning the geographical areas outlined above; local city and telephone directories, yearbooks of local schools; local memorabilia, maps of the area, photographs of people, places and events important in Park Ridge history, recorded media of local history.

**Selection:** For local history there are challenges of what to save and what is saved by other institutions and organizations in the area. There is also the question of what has sufficient lasting historical interest to merit the required space. There is more content being offered online and also less material being printed. Very little is printed in book form related to Park Ridge. We have annual copies of the phone books, Haines Criss-Cross directories and high school yearbooks. We collect pamphlets, articles, photos and other ephemera dealing with Park Ridge. We also attempt to collect information on important Park Ridge citizens such as Hillary Rodham Clinton. We collect limited historical titles on Chicago and local histories of surrounding communities.

**Weeding:** Only if it does not meet the criteria of the collection.