



PARK RIDGE PUBLIC LIBRARY

COLLECTION MANAGEMENT GUIDELINES

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

**January 1992
Revised March 1994
Revised December 1997
Revised March 2003
Revised June 2009**

TABLE OF CONTENTS

INTRODUCTION	1
CHILDREN'S SERVICES	
PRINT COLLECTION	2
PERIODICAL COLLECTION	7
AUDIO VISUAL COLLECTION	7
READER SERVICES	
PRINT COLLECTION	9
YOUNG ADULT PRINT COLLECTION	14
AUDIOVISUAL COLLECTION	17
ELECTRONIC COLLECTION	22
REFERENCE	
PRINT COLLECTION	25
PERIODICAL COLLECTION	30
MICROFILM COLLECTION	31
ELECTRONIC COLLECTION	31
HERITAGE ROOM COLLECTION	32

COLLECTION MANAGEMENT GUIDELINES

The purpose of the Park Ridge Public Library is to advance human knowledge and understanding by providing access to information, literature, technology, and the arts relevant to the community it serves.

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 (i.e., 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 (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
- existing holdings (both in-house and at other lending libraries)
- 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

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
- no longer meets the needs of the community served – as evidenced by low circulation statistics

Because the Park Ridge Public Library is under extreme space constraints, materials may be weeded in order to make room for newer materials, even if they do not meet the criteria above. All areas of the collection are evaluated 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.

CHILDREN'S SERVICES

PRINT COLLECTION

The print collection serves children, birth to 6th 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, 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 power wall 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 with a K-3rd grade reading level. Titles are purchased in hardcover and paperback. The books are separated into five reading levels.

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 and publisher catalogs.

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 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 for preschool and school themes are purchased.

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

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 is 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

Students in Grades 4-6 use the non-fiction collection to complete assignments. Children also use the collection for recreational reading. Animal books are often used for school assignments in addition to meeting information needs throughout the year.

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

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

- 000-299 - Includes older editions of encyclopedias that are now circulating, professional books & bibliographies, mythology & religion. Focus should be on mythology and Guinness Book of World Records. Religion is not a priority and 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 should be on the teacher books and holiday books.
- 400-499 - Includes books on language, spelling, grammar, etc. and a collection of books in foreign languages. The language section should focus on Polish, but also include other languages. The language section should have both learning a foreign language and books to read in that language.
- 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 should have 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 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 should be on the poetry section.
- 900-919 - Up-to-date books frequently in multiple copies, on the states and foreign countries. This is a large curriculum area and is updated regularly for accuracy.
- 920 & 921 - Large collection of biographies with many older titles. This collection has both collected biographies and all other biographies except for sports. 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 supports areas that pertain to school projects such as Native Americans, Civil War, Endangered Animals, etc.

Selection: Series are replaced when a new edition comes out. Older versions of World Book are placed in the circulating collection. Many items from reference are now being placed in the circulating collection. Most items in the reference collection are for school reports. Items that were formerly put in reference (such as the Guinness Book of World Records) should now be placed in the circulation collection.

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 popular 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: Items in bags are weeded when damaged. Bags are updated every 5-7 years when grant funding is available. 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: Items in bags are weeded when damaged. Bags are updated every 5-7 years when grant funding is available. 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: The kits are weeded when damaged and replaced in whole or when parts are damaged.

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. 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 6th 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.

Weeding: This collection is weeded once, sometimes twice a year. Items that have not circulated for six months will be seriously 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: CDs are weeded yearly based upon popularity and space.

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 weeded every other year or as space requires.

PLAYAWAYS

Basic Collection

This collection consists of MP3 players with preloaded audiobooks.

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

Weeding: Items are weeded when damaged.

VIDEO GAMES

Strong Collection

Video Games for the following systems are purchased: Playstation 2, Playstation 3, Game Cube, Wii. 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, especially any Mario games.

Weeding: Items are weeded when damaged.

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 such extreme space constraints that no one area of the print collection can be developed extensively. 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 if and 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 2nd floor of the Library. These books, which begin their circulation in the New Book Area and then end up in the stacks, 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 (2-3) of books by popular authors and book discussion favorites are purchased and maintained until demand wanes. Since the Library no longer purchases books from the McNaughton Book Leasing Program, multiple copies of books by popular fiction authors are now purchased outright from Baker & Taylor at a 3:1 or 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 and/or young adult authors. Most Preferred Author List authors are best-selling 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 three patrons who are on the list for an author, one copy of a book is purchased. Because of space and fiscal constraints, this ratio may be increased to 4:1 in the case of authors who have a particularly large following (e.g., John Grisham, James Patterson, Nora Roberts, etc)

The Preferred Author List itself is used as the main source for selection in terms of which popular authors to purchase titles for. Other sources such as 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 Chicago Tribune and 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 (holds: 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 alerts" 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 purchased for the Adult Fiction Collection. The Library has a quota of approximately 100 new leasing titles per month.

LEASING COLLECTION – MOST WANTED LIST – NON-FICTION

Strong Collection

The Reader Services Department makes purchases for the Most Wanted List Non-Fiction Collection, with consultation from professional staff in the Reference Department. 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 Chicago Tribune and New York Times Non-Fiction Bestseller List have multiple copies on the Most Wanted shelves.

Selection: It is generally much 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 alerts” 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 purchased for the Adult Non-Fiction Collection. Professional staff from the Reference Department decide whether to make those purchases of 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, etc.), 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 (2) of titles, including current and backlist items, are regularly 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 devoted following among male patrons aged 21-40 and teenagers who read higher than their grade

level. Materials are available in hardcover and paperback – with no duplication of titles between the two formats and few multiple copies.

Selection: Emphasis is placed on items that are part of a series as well as those receiving excellent critical reviews. Purchasing is frequent but not heavy due to space constraints.

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.

WESTERNS

Basic Collection

Westerns appeal to a relatively small percentage of Park Ridge Public Library patrons. Many Western titles are increasingly available in Large Print.

Selection: Purchases of Westerns in regular print are restricted to new titles by well-regarded authors (i.e., Spur Award winners) in the genre. A basic collection of Westerns is maintained. Backlist purchases are rarely made.

Weeding: General weeding guidelines apply. However, it should be noted that the physical condition of titles is of less concern to readers of this particular genre. As a result, circulation statistics are more important than condition when weeding Westerns.

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. Generally speaking, most patrons who like Large Print and visit the Library prefer popular books that have been reprinted in large type. Those homebound patrons who like Large Print and utilize the Library remotely generally prefer books that are physically lighter (i.e., paperback) and genre fiction, especially romances. The large print collection reflects both of these requirements.

Selection: Due to space constraints and insufficient number of patron holds, there is no 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 preserve damaged titles by rebinding them.

GENERAL PAPERBACKS FOR ADULTS

Good Collection

Because of space constraints, 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. Because paperback titles are read and returned quickly by patrons, these titles are rarely duplicated, even if patron holds exceed 3 per title. All sources are used, but additional sources used by selectors include Romantic Times 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, etc.) 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 3rd floor.

Selection: Due to space constraints, purchasing for the Adult Graphic Novel collection is not heavy. Duplicate copies are rarely purchased. The collection is nonetheless more than basic – it is a good core collection that is actively growing. With the availability of more shelving space and face-out options, the collection would have higher visibility and therefore higher circulation. Selectors purchase books with favorable reviews, 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. Young Adult Graphic Novels may later be reclassified as Adult Graphic Novels depending on their content.

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. A large portion of the High School Collection is trade paperbacks.

Duplication occurs frequently in this collection, especially among popular titles and those that are assigned for school reading. Because space is at a premium, some of those duplicated titles may be placed in storage during certain times of the year. Those stored titles are kept in the Reader Services Office on the 3rd floor and may still be checked out by patrons. 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 but not much space, titles that would not usually be candidates for withdrawal may end up being weeded. As a result, the Department is actively looking for ways to expand the space allocated to this collection.

YOUNG ADULT SCHOOL COLLECTION PAPERBACKS

Strong 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 more heavily utilized by selectors.

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

YOUNG ADULT FICTION BOOKS

Good 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. 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 (e.g., Caudill, Printz, etc.).

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.

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 near the Young Adult Anime.

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. There is not enough shelving space to allow for the purchase of every Manga series that appeals to young adult patrons. Series titles purchased represent many genres – from fantasy to romance to action. Titles purchased are rated 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 more of a priority on providing more series than in 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. Some books in the Reader Services Reference Collection also provide guidance to selectors.

Weeding: General weeding guidelines apply. Weeding occurs when items are worn or lost. Replacement occurs frequently due to the popularity of this collection.

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, slatwall 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 Good 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 – it must be read in-house.

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 verbal and written 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.

READER SERVICES REFERENCE SOURCES Strong 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 strong and kept up-to-date. Titles are not duplicated, unless the Children's or Reference Departments also purchase a copy for their reference collections. All sources are used for selection, but publisher catalogs (e.g., ALA, Libraries Unlimited, etc.) 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 The World Book Encyclopedia 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 when curriculum changes and when newer editions of encyclopedias become available.

ADULT EASY READERS

Basic Collection

This collection of books and non-print 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 – a small but growing segment of the Park Ridge population. It is also used by literacy tutors and ESL students.

Selection: New items are selected once a year 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 6th 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.

The Reader Services Department is under such extreme space constraints that 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, but space is always an important variable. Patron demand is very high for audiovisual materials, but there is at present very little space for the growth of the audiovisual collection.

Duplication of titles varies depending on the specific area of the collection. Audio books on CD and cassette, for instance, are never duplicated – nor 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.

Most of the materials in the audiovisual collection are ordered from publisher and vendor catalogs and specialty publications such as Video Librarian. 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.

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 sometimes culled to a more reasonable number.

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

FOREIGN FILM DVDs and VIDEO CASSETTES Strong Collection

Foreign films were added to the DVD collection in 2003 and have been a fixture of the audiovisual collection ever since.

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, Video Librarian, 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 into mainstream theatres.

TV SHOW DVDs and VIDEO CASSETTES Strong Collection

The audiovisual collection features an excellent, 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. No new video cassettes are actively purchased for this collection. Items in the TV Show collection are purchased as a set but are generally cataloged as individual parts (i.e., Season 1, Disc 1-2).

Duplication does not occur within this collection.

Sources utilized include vendor websites and publishers' catalogs, Video Librarian, 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 and VIDEO CASSETTES

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. No new video cassettes are being purchased for this collection. At some point in the near future, all video cassettes will be withdrawn.

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, Video Librarian, 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 or video cassette is withdrawn, every attempt is made to replace it.

NON-FICTION DVDs and VIDEO CASSETTES

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: Video Librarian, 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. The video cassette format is being aggressively weeded.

ADULT ANIME DVDs

Good Collection

This collection was created in Spring 2009 (after having been shelved together with Young Adult Anime DVDs for the previous year) and features anime that has more mature themes. Items in this collection are shelved in the DVD area.

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 Good Collection

This collection was created in Spring 2009 (after having been shelved together with Adult Anime DVDs for the previous year) 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 and are shelved closely to that area in the Young Adult Loft. Anime titles with more mature themes and that accompany Manga from the Adult Graphic Novel Collection are shelved in the DVD area. 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. All titles are rated M for Mature.

Selection: Materials purchased for this collection are shelved in the Adult Fiction Collection stacks. These games may have mature themes, strong violence, profanity, and brief nudity – aspects that are not typically found in games in the Young Adult Video Games. Titles are purchased for the following platforms: Playstation 2, Playstation 3, Xbox 360, and Wii. Duplication may occur across platforms.

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

Funds are limited for this collection. Selectors are dependent upon state grant funds and money from the Friends of the Library.

Weeding: Items are withdrawn for damage or wear.

YOUNG ADULT VIDEO GAMES Strong Collection

This high-circulating collection features titles that are appropriate for a teen audience. Families with younger children also frequently use this collection, which is housed in the Young Adult Loft. All titles are rated 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 the following platforms: Playstation 2, Playstation 3, Xbox, Xbox 360, and Wii. Duplication may occur across platforms.

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

Although this collection now has its own budget line, funds are still limited considering the popularity of the materials.

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 total amount of music CDs owned by the Library is not up to state standards of a community of our size. 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 5 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, Rhino, Naxos, Time-Life, and Metacritic.

Weeding: This collection is regularly weeded due to space constraints. 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 CASSETTE – FICTION and NON-FICTION

Good Collection

The Library's audio book CD collection was added in September 2000 and has become a consistently high-circulating area of the Reader Services Department. In fact, its popularity is so strong that additional gift funds have been used to expand the collection.

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. Reader Services has a small standing order plan that allows for the ongoing purchase of best-selling audio books. Cassettes are not actively purchased as of

No duplication occurs among individual formats in this collection. Between formats (i.e., CDs and cassettes), however, there is occasional 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 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 authors.

Weeding: Items in the Fiction area of the audio book collection are withdrawn for 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 item. Non-fiction audio books are evaluated for timeliness and relevance in addition to wear and damage.

ELECTRONIC COLLECTION

The Reader Services electronic collection encompasses online resources that are used by patrons of all ages, with an intended audience of 6th 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. Great 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, and NextReads. 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. The most recently added Reader Services Premium Resource is NextReads, an e-newsletter services which serves as a replacement for BookLetters. 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 WMA AUDIO 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.

Selection: Selectors from each member library contribute lists of titles on a monthly basis. The Reader Services Manager at Park Ridge Public Library is responsible for organizing and submitting the orders on behalf of the consortium. We have asked that each selector contributes lists that contain WMA, MP3, and eBook titles – in an approximate 5:3:1 ratio.

The largest collection on the NSDC digital catalog is Windows Media Audio (WMA) audio books. These digital audio books can be played on any computer or transferred to any portable device that is compatible with Windows. Fiction and non-fiction titles in a variety of genres and for a variety of ages (from children to adults) are purchased. Mysteries, thrillers/suspense, best-sellers, practical non-fiction, and young adult fiction are particular popular with our users.

Duplicate copies of titles are purchased as a result of patron requests. For every 4 holds on a title, 1 copy is purchased. OverDrive generally works on a one title, one user model. However, some WMA digital audio books are purchased to be part of the Maximum Access collection, which means that they can be checked out by an unlimited number of users. 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 within the physical audio book collections at area libraries.

Weeding: Once digital audio book titles are purchased, they are a permanent part of the digital collection. Out of date titles such as travel and business are weeded. Titles that are purchased as a part of the Maximum Access program (i.e., titles that are always available to patrons) are evaluated on a yearly basis. Individual titles that have low circulation statistics are replaced with other titles.

OVERDRIVE MP3 AUDIO BOOKS

Basic Collection

The OverDrive MP3 Audio Book collection began in early 2009. Prior to that time, users with Apple products were unable to download digital content from NSDC to their computers and portable devices. MP3 audio books are not just compatible with Apple products, but are also compatible with PCs and Windows-compatible portable devices. MP3 files are twice the size of WMA files and therefore require twice the amount of download time. Both WMA and MP3 titles can be downloaded at home and/or at the Library's OverDrive Download Station.

Selection: Fiction and non-fiction titles are purchased in MP3 format. Recent best-selling titles are not generally available for purchase in MP3. Classics, mysteries, and practical non-fiction are actively purchased.

Duplicate copies of titles are purchased as a result of patron requests. For every 4 holds on a title, 1 copy is purchased. There is no Maximum Access collection for MP3 titles.

Sources used for purchase of MP3 are suggested title lists provided by OverDrive and patron requests.

Weeding: Once MP3 titles are purchased, they are a permanent part of the digital collection. No weeding occurs.

OVERDRIVE ADOBE AND MOBIPOCKET eBooks Good Collection

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

Selection: Circulation statistics show that most eBook users enjoy romance fiction, self-help/improvement, and best-sellers.

Duplicate copies of titles are purchased as a result of patron requests. For every 4 holds on a title, 1 copy is purchased. There is no Maximum Access collection for eBooks.

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

Weeding: Once eBook titles are purchased, they are a permanent part of the digital collection. No weeding occurs.

OVERDRIVE DOWNLOADABLE VIDEOS Basic Collection

The North Suburban Digital Consortium has a small collection of downloadable videos that spans a variety of genres including classic films, educational films, music performances, and more. The consortium decided to discontinue the Maximum Access collection of videos in early 2009 because of low circulation statistics.

Selection: The downloadable video collection is the lowest circulating digital collection, so individual titles are purchased on an infrequent basis. Educational films generally circulate more than feature films in the digital collection.

No duplication occurs in the downloadable video collection. There are rarely any patron holds on digital videos.

Sources used for purchase of downloadable videos are suggested title lists provided by OverDrive.

Weeding: Once videos are purchased, they are a permanent part of the digital collection. No weeding occurs.

REFERENCE DEPARTMENT

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 contain shorter sections 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, literary criticism sets, business materials, etc. 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.

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 very 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 many reference books are withdrawn or put into the circulating collection. Books that have circulated very little or not at all for a 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 article 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 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, 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 references 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 and costumes. We have a **strong** collection in social services which includes books on crime and economics which includes material on labor, investments and real estate.

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 current young adult 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.

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 included.

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 online databases for learning a foreign language or for 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.

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) – 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. Due to online resources we no longer purchase repair books on individual car models.

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 dogs and 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 and Family Living includes home repairs, sewing, personal grooming and fitness, retirement and interpersonal relationships – a good collection. Select popular, in demand titles.

649 Parenting – a good collection of parenting issues. Some duplication of titles and/or topics in the Children's Department's Parenting collection.

650-659 Management- Good collection in both circulation and our Business Reference collection. Business Reference has been 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. Circulating material 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 – good 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 (woodworking, furniture making, toys and dolls) and Building – good collection, 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 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 Good Collection

The 700s included 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 the well known artists. 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. Landscaping books enjoy some of the highest circulation numbers and we purchase all 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. Books on handicrafts and interior decorating 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. Limited titles purchased on dance, theater or film study. Sports books vary in popularity with the most popular books being youth soccer, golf and fishing. Almost no multiple copies in the 700s. 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 all 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. The photography section has been updated with digital photography in the past few years. Nostalgia titles with lots of images popular in music and movies. Coaching books in almost all sports are popular and a selection of titles are purchased.

800 LITERATURE 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 were relocated to the Reader Services department as part of their fiction section.

Selection: We continue to purchase titles on writing and publishing. Most 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 one or more databases that focus on literary criticism.

900 GEOGRAPHY AND HISTORY Strong Collection – Travel, Good Collection - History
In addition to geography, travel and history of countries around the world, this section also includes biographies 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 purchase a lot of biographies of people of historical importance as well as people of current interest. Memoirs have become popular. Our 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. 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 changed travel to weed all past editions of updated titles and carry more copies of the most current year. All travel titles containing information on hotels, dining, site times and other quickly dated material are weeded and replaced with new titles. In biographies current celebrities and memoirs become more quickly dated and weeded. Retention of biographies of historical personages are 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 and histories. NSLS has asked that libraries identify a foreign language or languages to concentrate on for purposes of Interlibrary Loan and reciprocal borrowing. We selected the Polish language due to the demand in our area.

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, in Polish, the other languages have very 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.

BUSINESS REFERENCE COLLECTION

Strong Collection

Our business reference focus is on the United States mainly in the areas of investing, directory information and industry research.

Selection: In addition to the circulating collection of business materials, we also have a Business Reference collection. We continue to get several annual directories of regional and state businesses, also annuals on advertising, banks and other business topics. However, the print collection has been greatly reduced over the years as much of the print content has been replaced by online resources.

Weeding: A more finite collection, older annuals withdrawn when updated. Some historical material. Most information available through our electronic resources. Remaining titles follow general weeding guidelines.

CONSUMER REFERENCE AND COLLEGE/CAREER REFERENCE

Good Collection

These are segments of our reference collection that we decided to highlight by shelving in the Business Reference area.

Selection : These are not large collections but we try to purchase all reliable resources intended for the general consumer and student. The Consumer Reports magazine and bound past years are used heavily by patrons. Over the years competitor publications have ceased. For Career Reference we get several sets of books with job descriptions and other aids to job selection and searching. Also are on standing order for various college guides. Most of this material is also available in circulating collection so that patrons have options and availability.

Weeding: Retain several years of Consumer Report, career and college books mostly annuals updated every year. Other titles follow general weeding guidelines.

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 most periodicals are retained for 1 to 2 years. Some titles with historical importance 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 a limited number of periodicals, the Chicago Tribune and the Park Ridge newspapers. Microfilm format includes full image, all content and long shelf life.

Selection: As of mid-2009, we have discontinued the few remaining periodical subscriptions. Currently we only continue to get the Chicago Tribune and the Park Ridge Herald Advocate. We send the Park Ridge Herald Advocate out yearly to be converted to a microfilm format. Through our magazine databases we receive 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 6 cabinets. As the cabinet fills we withdraw an older year of the Chicago Tribune since the older years are covered full-image on the Historical Newspaper database. At this time we retain 11 magazine titles of different years of coverage, the Chicago Tribune for 22-24 years, 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 specialized databases on a variety of topics. Our databases include content on business and investments, science, foreign languages, genealogy, health, literature, auto repair and more.

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 also reviews and recommends databases for their age group.

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 would not be made available normally, due to the possibility of damage or loss, are now available to everyone. Our content is available on a site known as Digital Past which is managed through NSLS. Currently includes 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

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 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 also collect limited historical titles on Chicago and local histories of surrounding communities.

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