



**COLLECTION DEVELOPMENT POLICY**

**ALLEGANY COUNTY LIBRARY SYSTEM**

**January 2011**

**Approved by the  
Board of Library Trustees  
Allegany County Library System  
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## **COLLECTION DEVELOPMENT POLICY ALLEGANY COUNTY LIBRARY SYSTEM**

**Mission:** The Allegany County Library System enriches people's lives by providing information, materials, services, and entertaining programs to promote our community, lifelong learning, and opportunity for all.

### **Background**

The library collection is one of Allegany County Library System's major assets. The collections are developed and managed to meet the majority of cultural, informational, educational, and recreational needs of library patrons in our area. Library staff builds and maintains a patron driven collection by anticipating and responding to needs and expectations. Staff recognizes the necessity of balancing budget, staffing, and building concerns when making decisions to acquire or to provide access to materials and information. The materials budget is set annually. Allocation decisions are based on a number of factors including demand, cost of materials, publishing trends, changes in the marketplace, and library initiatives and priorities.

### **Community Profile**

The patrons served by the Allegany County Library System live primarily within the limits of Allegany County. Additional patrons are drawn from the neighboring counties of Bedford and Somerset in Pennsylvania and Mineral and Hampshire in West Virginia. Allegany County lies in the heart of Western Maryland. Cumberland, the County seat and largest city, is centrally located between Baltimore, Washington DC, and Pittsburgh. Over 200 years ago, the County became a stop for settlers in the push westward. Its central location contributed to its role as a transportation hub where rails, roads, and canal met. As the 20<sup>th</sup> century dawned, the county became less dependent on transportation as industries moved to the area. Glass manufacturing and brewing were big, as were tire, textiles, and steel. In the later quarter of the 20<sup>th</sup> century, many industries closed their doors, and the population experienced a steady decline as residents left to seek employment and economic opportunities elsewhere.

The area is rich in history and natural beauty and recently, many small firms have moved to the area focusing on the tourism trade. Some technological firms have moved to the area and community leaders continue to entice other businesses to relocate here. Service employment is the fastest growing employment sector in the regional economy.

The populace of Allegany County is predominantly Caucasian, and 80% of those over 25 are high school graduates. 14% of the population have a bachelors degree or higher. 18% of the County's population is under 18 years and 18% of the population is over 65 years. Allegany County is home to a university, Frostburg State, and a community college, Allegany College of Maryland.

### **Purpose of the Policy**

This policy guides staff and informs the public of the principles upon which collection development and management decisions are based. Collection development refers to the ongoing process of assessing the material available for purchase or licensing and in making the decision, first on their inclusion, and second on their retention. This policy defines the scope of the collection and provides a plan for the continuing development of resources.

### **Scope of Collection**

ACLS collects and organizes, and makes available materials of contemporary significance. The collection is reviewed and revised on an ongoing basis to meet contemporary needs. The collections are not archival nor are materials available in all branches. Materials that are no longer used in one branch may be reassigned to other branches. Staff makes a final decision to withdraw materials from the library system, making them available for sale, or for other use. Materials are withdrawn from the collection in order to maintain usefulness, currency, and relevancy.

### **Collection Development Criteria**

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all of these criteria in order to be acceptable.

#### General criteria for selection

- Subject of interest to local residents
- Wide, current appeal, or useful over a period of time
- Not too specialized
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Cost
- Copyright date
- Relation to the existing collection and to other material on the subject
- Attention by critics and reviewers
- Requests by the public
- Readily available from established sources

Additional criteria are considered when selecting materials available in electronic formats.

- Ease of use of the product
- Accessibility to multiple users
- Access to needed equipment
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, combinations of search terms, or general utility
- Continued access to retrospective information when necessary or desirable
- Reduction of space requirements over print products

- Reduction in number of copies of a print source when purchased for multiple locations

#### General criteria for weeding

- Poor physical condition
- Missing pages
- Stains, heavily soiled, or odors
- Excess number of copies
- Edition is superseded
- Written in, highlighted, or whitened out words
- Obsolete content
- Lack of use

#### **Collection Responsibilities**

Responsibility for the collection rests with the Director, who operates within the framework of the Allegany County Library System policy. The Director delegates to appropriate staff members authority to interpret and apply the policy in daily operation.

#### **Access to materials**

All library materials are available for use by all patrons. Access to materials is ensured by the way materials are organized, managed, and displayed and by the way staff interacts with patrons.

The library organizes its collection through a standard cataloging and classification system that is widely used. Staff is available at all library branches to assist patrons in the selection and location of materials of interest.

The library participates in interlibrary loan networks for the purpose of making materials not in the collection available for patrons.

#### **Reconsideration of library materials**

The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered.

The library recognizes that many materials are controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs.

Parents and legal guardians have the responsibility for their children's use of library materials. Parents and legal guardians are encouraged to define what material or information is consistent with their personal and family beliefs; only they can apply those values for themselves and their children.

Individuals may request the reconsideration of a selection decision or classification of library material by submitting a written request for reconsideration using established Library procedures and guidelines. The Director responds in writing to the individual's request.

### **Donated materials**

Materials donated to the Library are received with the understanding that they are subject to the same selection, evaluation, and disposal criteria as materials acquired for purchase. Donated materials not added to the collection are not returned to the donor. Unused materials may be recycled or sold via library sponsored book sales. Generally, the library will not accept donations of textbooks, periodicals or reference works superceded by later editions.

The library encourages contributions in memory of a person or persons. The donor may specify the general type of material that would be appropriate, the amount of contribution, and persons to be notified of the donation. An acknowledgement letter, recognizing the donor will be sent by the library. Each item will have a gift plate indicating the donor and in whose memory or honor the item is given.

### **Policy Formatting**

The library collection is broken into meaningful collection areas for the purpose of collection development. Each collection area is described by an Overview and Summary section; a Selection Plan and Influencing factors section, and a Retention and Weeding section.

<b>Overview and Summary</b>	<b>Adult</b>
	<b>Audio books</b>
<b>Selection Plan &amp; Influencing factors</b>	<p>This collection is currently composed of two formats: CDs and Playaways. The audio books collection consists of both fiction and non-fiction. Fiction audios include contemporary works and classics, with the emphasis on contemporary fiction. The non-fiction collection covers a range of subject areas, including best-sellers, instructional, and self-improvement.</p>
	<p>Standard review sources are regularly consulted. The selection considerations include favorable reviews, artistic merit, cost, demand, high interest, cultural and historical significance. Web sites such as Amazon.com are also consulted. Occasionally, visits to larger book stores allow the selection committee an opportunity to evaluate items more thoroughly. In fiction, consideration is given to both abridged and unabridged formats, with an emphasis on unabridged when possible. Classic works are purchased in the unabridged versions. Donations will be evaluated by the selection committee for inclusion in the collection.</p> <p>Patron requests, circulation statistics, budget constraints, and space play a large part in determining purchases of audio books. Because of its popularity among patrons, fiction is purchased more heavily than non-fiction.</p>
<b>Retention and Weeding</b>	<p>The audio book collection is a rapidly expanding area of the collection. Primary reasons for weeding are damage, low circulation, space limitations, or items having missing CDs that are unavailable for replacement. Popular items may be replaced as needed.</p>

	<b>Adult</b>
	<b>Biography</b>
<b>Overview and Summary</b>	<p>The biography collection consists of materials about people from all walks of life from the earliest times to the present. Autobiographies, memoirs, and letters are included in this collection.</p>
<b>Selection Plan &amp; Influencing factors</b>	<p>In addition to standard review sources, publishers' catalogs are scanned. Popular magazines such as <i>People</i>, <i>Time</i>, and <i>Newsweek</i> provide the Library with awareness and reviews of titles that will be necessary purchases/requests. The quantity and quality of photos are also considered. Biographies of musicians and sports figures are selected for this section only if the material pertains to the individual's life history.</p> <p>Biography appeals to a wide spectrum of readers, and the Library's collection in this area strives to present a broad range of subject interests. Popular works and some scholarly volumes are collected.</p>

**Retention  
and  
Weeding**

Retention of titles is based on the enduring importance of the subject of the biography. Popular biographies of notable people are withdrawn when interest in that person has waned. Poor quality biographies of important people are replaced with new and quality titles that will have enduring value. Biographies that have not circulated in three years are evaluated for discard.

**Overview  
and  
Summary**

**Adult**

**Downloadables**

The library is committed to having holdings in this constantly evolving and developing collection. Currently titles are selected based on both quality of material and on potential popularity. The collection offers exciting additional multimedia dimension to the collection. The increasing popularity of digital formats in audio, music, and ebook formats has led to participation in the Maryland Digital eLibrary Consortium and Freegal.

Factors to be considered in adding specific materials to the downloadable collection will include the composition of the present collection, collection development objectives, reviews from standard sources and price.

Criteria considered when selecting materials available in downloadable formats.

- Ease of use of the product
- Accessibility to multiple users
- Access to needed equipment
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, combinations of search terms, or general utility
- Continued access to retrospective information when necessary or desirable
- Reduction of space requirements over print products
- Reduction in number of copies of a print source when purchased for multiple location

**Selection  
Plan &  
Influencing**

**factors**

<b>Retention and Weeding</b>	<p>The library is committed to maintaining an up to date and relevant downloadable collection. Staff continuously reviews the collection to ensure that it is meeting the changing needs of the community. Materials are evaluated and outdated materials, those that are no longer of interest or in demand, are removed from the collection. In evaluating an item, the librarian may also consider the importance of the author or the work, the frequency of circulation, community or regional interest and availability of newer and more up-to-date materials.</p>

**Overview and Summary**

	<b>Adult</b>
	<b>DVD</b>
	<p>The DVD collection contains adult informational and feature films. Information titles include such popular topics as travel, sports, exercise, parenting, cooking, business, language, documentaries, arts, hobbies, and home repair. Feature films include current titles of high interest and classics. Most of the collection is for home use, but the library may purchase public performance rights if they are the only option. The collection does not contain NC-17 or X-rated movies. The selection of R-Rated films is evaluated based on awards and/or committee member critique. R-Rated films are visibly displayed as such. Movies are purchased in DVD and Blu-Ray formats.</p>

**Selection Plan &**

	<p>Standard review sources are regularly consulted. The selection considerations include favorable reviews, artistic merit, cost, demand, high interest, cultural and historical significance. Publisher's catalogs, ads and patron requests are also used to identify current high-interest releases and non-fiction films suitable for purchase. Web sites such as Amazon.com are also consulted. Occasionally, visits to larger book stores and video stores occur to allow the selection committee an opportunity to evaluate items more thoroughly. Preference is given to the purchase of new titles rather than replacements, but available titles in high demand many be replaced. Donations will be evaluated by the selection team for inclusion in the collection.</p>
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**Influencing factors**

The DVD collection exists to serve the general informational, educational, and recreational needs of the library community. Appropriateness and expected long-term use and value to the collection are deciding factors. Closed-captioned DVDs are purchased whenever available to meet the library’s commitment to serving the hearing-impaired. Patron requests are considered if the DVD meets the library’s selection criteria. Changing technology is always a factor to be considered in the long range development of the collection, accounting for the development of the Blu-Ray collection.

**Retention and Weeding**

Weeding is based on times circulated, item’s date of creation in the system, and condition. Movies with little or no circulation are discarded.

**Adult**

**Electronic resources**

**Overview and Summary**

Electronic resources supplement and extend the print reference collection. Changing technology and extending access to resources plays a role in the choices made.

**Selection Plan &**

Standard review sources, such as *Library Journal* and *Booklist* are the tools of choice for professional reviews. An effort is made to try demos of potential titles before purchasing. Catalogs from publishers and distributors and patron recommendations are used to identify new titles of possible interest. Review sources used for print formats for collection purchases are used when considering purchases of digital formats.

**Influencing factors**

Factors in selection include reference value, cost, space limitations, search interface, output formats, authority, accuracy, frequency of updating, training requirements, and patron demand. Priority is given to those products which reduce cost while expanding access to resources.

**Retention and Weeding**

Currency of information and patron use are considered in the decision to update to newer editions of electronic resources.

**Overview and Summary**

**Adult**

**Fiction**

The primary purpose of the fiction collection is to satisfy the heavy demand from recreational readers for popular, new titles. Emphasis is on classic and popular fiction as well as graphic novels. Classics, popular best-sellers, critically-acclaimed first-time authors, and genre fiction, such as spy novels, gothics, romances, Christian fiction, historical fiction, science fiction/fantasy and westerns make up the general fiction collection.

**Selection  
Plan &  
Influencing  
factors**

In addition to standard review sources, patron demand, reputation of the author and publisher, literary merit, importance as a document of the time, local authors and interest, physical qualities of the book, cost and whether the title is part of a series heavily influences selection. When possible, popular best-sellers are obtained in multiple copies. Clues for determining the number of copies to order include number of hold requests on On Order titles, how many copies are being printed, the promotional budget, author tours, and selection by book clubs or guilds. Titles are ordered as far ahead of publication as possible, often without the benefit of a review, knowing that there will be a heavy demand for major authors.

Fiction circulates well. In addition to recreational reading, the needs of student populations influence selection of authors and titles. A ready audience and a heavy demand for popular authors dictate selection in the best-seller category. Short stories generally appeal to a small audience; the selection of such titles is restricted to major authors or award-winning titles.

**Retention  
and  
Weeding**

Literary classics, regional authors, and well-recognized contemporary authors are retained, sometimes in duplicate, as fits demand. Weeding of duplicate copies, books in poor condition, and of ephemeral authors must be done on an annual basis to maintain space for new books. Best-sellers wear out rapidly because of high demand; they are either repaired, replaced, or withdrawn, depending upon circulation, significance and current popularity of the author, and/or availability. Duplication of titles already in the paperback collection is avoided when replacing titles. Donations are frequently used to replace worn or damaged best-sellers. Titles that have not circulated in two years are evaluated for discard.

**Adult**

**Large Type or Large Print Books**

**Overview  
and  
Summary**

Books printed in larger than 16-point type are considered large-print or large-type. The large print collection is primarily a duplication of titles already in the Library in standard type. Classic literature, popular and genre fiction, including mystery, romance, adventure, western, and science fiction titles make up the fiction collection. The nonfiction collection consists of biographies and other popular works.

**Selection  
Plan &  
Influencing  
factors**

Selection is primarily done through catalogs and web resources. Patron suggestions are considered, as well as the popularity of the standard print version.

Patrons using these materials are generally looking for entertaining light reading and best-sellers. Fiction is much more popular than nonfiction. As the population ages, this collection may become more popular and thus needs to grow to meet demand.

**Retention  
and  
Weeding**

Due to space considerations, the collection is weeded each year. Books in poor condition are considered for discard; fiction and nonfiction titles in good condition but no longer circulating are also prime candidates for discard from the collection. Titles that have not circulated in two years are evaluated for discard.

**Adult**

**Music**

**Overview  
and  
Summary**

The music collection covers all varieties of music, including blues/R&B, classical, contemporary Christian/Gospel, country, jazz, musicals, new age, pop, rap, rock, and soundtracks.

**Selection  
Plan &  
Influencing  
factors**

Standard review sources are regularly consulted. Web sites such as Amazon.com are also consulted. Occasionally, visits to larger book stores occur to allow the selection committee an opportunity to evaluate items more thoroughly. "Best of" and "Greatest Hits" compilations are often strongly considered. The selection of music with Parental Advisory labels is evaluated based on awards and/or committee member critique. Donations will be evaluated by the selection committee for inclusion in the collection.

The collection is varied and contains materials that appeal to a wide variety of tastes. Demand dictates a strong collection of popular, mainstream recordings. Patron requests are always considered.

**Retention  
and  
Weeding**

Weeding is based on times circulated, item's date of creation in the system, and condition. Music with little or no circulation is discarded. As the collection continues to grow, earlier performances may be replaced by CDs with better reviews or in newer formats.

**Adult**

## Nonfiction

### Overview and Summary

Most materials in the nonfiction collection have been published in the last ten years. Older works are retained as demand indicates, space allows, if there is a scarcity of current publications, or as the reputation, "classic" status, or timeless quality of the works warrants. Demand for materials is registered through the flow of reference questions and as monitored through the analysis of circulation statistics. On controversial subjects, the collection reflects a wide diversity of opinion. The collection level varies from strong to basic, depending on the level of demand in each subject area.

### Selection Plan & Influencing factors

The Library acquires materials of both permanent and current interest in all subjects based upon the merits of work in relation to the needs, interests, and demands of the community. While a single standard cannot be applied to each work, the following criteria in general are to be considered when selecting materials for purchase: accuracy of information, demand, historical value, authoritativeness of the writer and reputation of the publisher, impartiality of opinions, local author and interests. In addition to the standard review sources, publishers' catalogs and web resources are checked regularly

Public library patrons have extensive interests in all areas of nonfiction. School literary assignments, continuing education, and recreational needs of the public library community necessitate a literature collection responsive to demand. Books are selected that represent both sides of controversial issues. Overall factors that are considered include cost and reputation of the author and publisher. Attention is paid to authors and books spotlighted in the media, with an emphasis on materials for the general public.

Graphic novels, comics and manga are book-length collections of sequential art containing a single story or set of interrelated stories. Collections of comic strips are included. The collection consists primarily of fiction designed to meet the recreational needs of library users. The collection may also include non-fiction and classics in the graphic novel format and illustrated works about graphic novels. Selections are based on professional reviews, customer requests, and the popularity of styles, authors, characters, and series.

**Retention  
and  
Weeding**

The following factors are considered when weeding this collection: the publication date, the number of circulations, the availability of other books in the collection, whether a book is considered a classic, and the book's physical condition. Books are generally discarded five years after copyright unless they are still circulating. Computer materials are seldom useful after three years. Psychology materials are weeded to assure current accuracy and to reflect new research, although most classic titles are retained. Self-help and pop psychology are weeded as their popularity declines. Medical books are aggressively weeded to ensure that all sources are accurate and up-to-date. Prescription and over-the-counter directories are replaced as new editions become available. Materials in fast changing fields of research, such as AIDS, cancer, infertility, and genetics, are evaluated for discard two years after copyright. In other areas, such as dieting, and smoking cessation, weeding is based on circulation.

	<b>Adult</b>
	<b>Paperbacks</b>
<b>Overview and Summary</b>	<p>The paperback collection is almost all mass market and is supplemental to the regular adult fiction collection. As a browsing collection, it includes mysteries, general and series romances, standard fiction, adventure, westerns, science fiction, best-sellers, earlier titles of popular authors, and copies of classic works needed for school assignments.</p>
<b>Selection Plan &amp; Influencing factors</b>	<p>New materials are selected from standard review sources, web resources and catalogs of mass market paperbacks. Donations of paperbacks are monitored for those in like-new condition and are a major source for series romance titles and some popular fiction titles</p> <p>The collection is developed with attention to the popularity of the author, title, and/or subject, and to satisfying the demand for current publications while maintaining a variety of general and genre titles. Some titles are only available in paperback and some patrons prefer paperback over hardback books.</p>
<b>Retention and Weeding</b>	<p>Paperbacks are retained only as long as they are in good condition and circulating. To keep the collection fresh and current, worn or damaged titles are removed from the collection on a regular basis as new titles are added or the need arises. Physical condition and/or circulation statistics are the basis for all decisions on retention in the collection.</p>

**Overview  
and  
Summary**

**Adult**

**Periodicals**

The periodicals collection consists of magazines and newspapers and includes both circulating and noncirculating items. Titles selected reflect high patron interest.

**Selection  
Plan &  
Influencing  
factors**

Decline in library periodical use is an influencing factor in the development of periodical collections. A primary consideration for addition to the collection, in addition to cost, is whether the title is indexed in our electronic resources. The newspaper collection includes daily subscriptions to local area newspapers and selected national newspapers. Back issues of the *Cumberland Times-News* are purchased on microfilm. Patron and staff suggestions are considered.

**Retention  
and  
Weeding**

Magazine titles are kept for varying lengths of time, although the majority are not retained for more than one year. Usage is continually evaluated, and titles not used are weeded so that new periodicals can be acquired. Because of space limitations, newspapers are retained for no more than one month.

**Overview  
and  
Summary**

**Adult**

**Reference**

Reference service is targeted at requests related to school assignments, employment, business, health, consumer concerns, and recreational pursuits, is at a basic level. Materials that are designated as reference books are generally designed to be consulted for definite items of information rather than to be read consecutively. They do not circulate. These materials vary in degree of difficulty from basic introductory level to beginning research level.

**Selection  
Plan &  
Influencing  
factors**

Selection of reference materials is based on subject coverage, timeliness, cost, content, ease of use, availability of the information online, and usefulness. Reviews and recommendations of materials are consulted before purchasing reference materials. Journals that are consulted for objective reviews of reference materials include *Library Journal* and *Booklist*. Publishers' ads and brochures are checked for new and updated titles. Both hardcover and paperback titles are purchased. Regularly published titles are placed on standing order to insure prompt receipt of the most current edition. All reference titles published periodically are considered for the standing order plan, except in cases in which price, frequency of publication, or overlap with other titles indicate otherwise.

If the cost is prohibitive, an alternative to the annual cycle is considered, such as ordering the title every two or three years. The entire standing order list is reviewed each year. Encyclopedias are purchased on a rotating schedule. Selection of reference materials is coordinated among branches so that unnecessary duplication is avoided and the content of each reference resource is appropriate to the needs and educational level of its users.

**Retention  
and  
Weeding**

Retention is based on the timeliness of a title and its informational content as well as the likelihood of an historical interest in the field. Weeding is done on a continuous basis to make room for newer titles. Titles with a copyright date of more than five years are considered for discard; materials in the medical area are considered after three years. When an updated reference title is added to the collection, the decision is made whether to transfer the previous edition to another location, make it a circulating copy, or discard it.

**Overview  
and  
Summary**

**Adult  
Video Games**

This collection serves the community's information and entertainment needs. Video games are collected for a variety of popular consoles. The collection is currently composed of video games for the following gaming systems: Nintendo Wii, Sony Playstation 2 & 3, Xbox 360, and Nintendo DS.

**Selection  
Plan &**

Games are purchased to include action, adventure, puzzle, sports, role-playing and strategy games, among other genres.

The majority of games collected are rated Teen or below, as determined by the [Entertainment Software Ratings Board](#). Specifically, video games must have an EC (Early Childhood), E (Everybody), E+10 (Everyone 10 or older), or T (Teen) rating. Teen (T) ratings must pass committee member critique to be purchased. The collection does not include M (Mature), AO (Adults Only), or RP (Ratings Pending) titles.

**Influencing factors**

**Retention and Weeding**

Weeding is based on times circulated, item's date of creation in the system, and condition. Video games with little or no circulation are discarded.

**Children's & Juvenile  
Audio books**

**Overview and Summary**

This collection is currently composed of two formats: CDs. The audio books collection consists of both fiction and non-fiction. Fiction audios include contemporary works and classics, with the emphasis on contemporary fiction. The non-fiction collection covers a range of subject areas, including best-sellers, instructional, and self-improvement.

**Selection Plan &**

Standard review sources are regularly consulted. The selection considerations include favorable reviews, artistic merit, cost, demand, high interest, cultural and historical significance. Web sites such as Amazon.com are also consulted. Occasionally, visits to larger book stores allow the selection committee an opportunity to evaluate items more thoroughly. In fiction, consideration is given to both abridged and unabridged formats, with an emphasis on unabridged when possible. Classic works are purchased in the unabridged versions. Donations will be evaluated by the selection committee for inclusion in the collection.

**Influencing factors**

Patron requests, circulation statistics, budget constraints, and space play a large part in determining purchases of audio books. Because of its popularity among patrons, fiction is purchased more heavily than non-fiction.

**Retention and Weeding**

Primary reasons for weeding are damage, low circulation, space limitations, or items having missing CDs that are unavailable for replacement. Popular items may be replaced as needed.

**Children's & Juvenile Biography**

**Overview and Summary**

Biographical materials are collected on historical and contemporary individuals of world or American significance. Collective biographies are cataloged primarily in the 920s or the relevant subject area.

**Selection  
Plan &  
Influencing  
factors**

Books may be selected from *School Library Journal*, *Booklist*, and publishers' catalogs. Patron requests and notification by students of school assignments alert staff to topics of interest. Other standard selection tools and review sources are also utilized in ordering other materials. Factors which influence the selection of these materials include cost, author's reputation, and the publisher. Recommended reading lists influence selection.

Biographies of individuals with strong, but short-term popularity, such as screen stars and sports figures, are added to the collection to satisfy popular demand. Paperbacks are purchased if available and appropriate for the collection. Color photographs rather than black and white illustrations are preferred. Many schools require intermediate students to read biographies of one hundred pages or more. For younger children, selection is based upon anticipated interest. Books selected are well- illustrated and accurate. Fictionalized biographies are shelved in fiction

**Retention  
and  
Weeding**

If a book has not circulated in more than five years, it is considered for discard. For historical individuals, a book's condition is more of a factor than copyright date. Biographies of contemporary individuals are weeded as they become out-of-date or badly worn.

**Children's & Juvenile  
Board Books**

**Overview  
and  
Summary**

Board Books are appropriate for infants through the toddler age. The pages are stiff cardboard and can withstand a great deal of abuse.

**Selection  
Plan &  
Influencing  
factors**

Flap books are purchased for the board book collection, but not novelty books with “gimmicks” such as wheels or detachable parts. Selection of titles by well-known authors of toddler books is recommended.

The text, illustrations, and concept should be appropriate for the very young child. Purchase of multiple copies of favorite books is recommended since wear and tear, as well as demand, is heavy.

**Retention  
and  
Weeding**

These books are checked frequently for condition. Books are weeded if soiled or damaged. Popular titles or books by recognized authors are replaced.

**Children's & Juvenile  
Downloadables**

**Overview  
and  
Summary**

The library is committed to having holdings in this constantly evolving and developing collection. Currently titles are selected based on both quality of material and on potential popularity. The collection offers exciting additional multimedia dimension to the collection. The increasing popularity of digital formats in audio, music, and ebook formats has led to participation in the Maryland Digital eLibrary Consortium and Freegal.

**Selection  
Plan &  
Influencing  
factors**

Factors to be considered in adding specific materials to the downloadable collection will include the composition of the present collection, collection development objectives, reviews from standard sources and price.

Criteria considered when selecting materials available in downloadable formats.

- Ease of use of the product
- Accessibility to multiple users
- Access to needed equipment
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, combinations of search terms, or general utility
- Continued access to retrospective information when necessary or desirable
- Reduction of space requirements over print products
- Reduction in number of copies of a print source when purchased for multiple location

**Retention  
and  
Weeding**

The library is committed to maintaining an up to date and relevant downloadable collection. Staff continuously reviews the collection to ensure that it is meeting the changing needs of the community. Materials are evaluated and outdated materials, those that are no longer of interest or in demand, are removed from the collection. In evaluating an item, the librarian may also consider the importance of the author or the work, the frequency of circulation, community or regional interest and availability of newer and more up-to-date materials.

**Children's & Juvenile**

## DVD

### Overview and Summary

The DVD collection contains juvenile informational and feature films. Information titles include educational titles for learning colors and letters, as well as popular topics such as trucks and trains. films include current titles of high interest and classics. Most of the collection is for home use, but the library may purchase public performance rights if they are the only option. The juvenile DVD collection contains only G-rated movies and their equivalents.

### Selection Plan & Influencing factors

Standard review sources are regularly consulted. The selection considerations include favorable reviews, artistic merit, cost, demand, high interest, cultural and historical significance. Publisher's catalogs, ads and patron requests are also used to identify current high-interest releases and non-fiction films suitable for purchase. Web sites such as Amazon.com are also consulted. Occasionally, visits to larger book stores and video stores occur to allow the selection committee an opportunity to evaluate items more thoroughly. Preference is given to the purchase of new titles rather than replacements, but available titles in high demand many be replaced. Donations will be evaluated by the selection team for inclusion in the collection.

The DVD collection exists to serve the general informational, educational, and recreational needs of the library community. Appropriateness and expected long-term use and value to the collection are deciding factors. Closed-captioned DVDs are purchased whenever available to meet the library's commitment to serving the hearing-impaired. Patron requests are considered if the DVD meets the library's selection criteria. Changing technology is always a factor to be considered in the long range development of the collection, accounting for the development of the Blu-Ray collection.

### Retention and Weeding

Weeding is based on times circulated, item's date of creation in the system, and condition. Movies with little or no circulation are discarded.

**Children's & Juvenile  
Easy Books**

**Overview  
and  
Summary**

The Easy Reader section consists only of fiction titles. These books have controlled vocabulary and are usually between 10 and 150 words in length. They are illustrated, but not to the extent found in Easy picture books. Most of the books are about the same length and format as picture books, but others are chapter books. Easy Readers help children take first steps into independent reading and discover new favorites.

**Selection  
Plan &  
Influencing  
factors**

Books may be selected from *School Library Journal*, *Booklist*, and publishers' catalogs. Patron requests and notification by students of school assignments alert staff to topics of interest. Other standard selection tools and review sources are also utilized in ordering other materials. These sources are checked for positive reviews and to determine age-appropriate titles. At the branches and on the bookmobile, the primary emphasis is on current materials. Caldecott winners are purchased.

Teachers often request collections of Easy Readers for their classrooms, and parents select books to encourage beginning reading. Humor in text and illustrations are important for early reading enjoyment.

**Retention  
and  
Weeding**

Weeding is mainly based on book condition. Titles are retained as long as they are in good repair. Some titles are replaced due to demand.

**Children's & Juvenile  
Easy Picture Books**

**Overview  
and  
Summary**

This section is one of the most heavily used areas of the Children's Collections, and contains a wide variety of quality materials for preschoolers through first or second grade. "Picture books for older readers" are labeled as Easy, but may be more appropriate for third through fifth grade.

**Selection  
Plan &  
Influencing  
factors**

Books may be selected from *School Library Journal*, *Booklist*, and publishers' catalogs. Patron requests and notification by students of school assignments alert staff to topics of interest. Other standard selection tools and review sources are also utilized in ordering other materials. These sources are checked for positive reviews and to determine age-appropriate titles. At the branches and on the bookmobile, the primary emphasis is on current materials. Caldecott winners are purchased.

Teachers often request books on certain topics for their classrooms; an awareness of popular "hot" topics is an important criterion for determining the number of copies of a title to purchase. Apples, holidays, friendship, self-esteem, community helpers, and family are topics in frequent demand and may warrant purchase of multiple copies. Television programs may influence the number of copies purchased. Another factor may be peer interest in a certain series. Parents often request read-aloud favorites from their childhood, such as books by H.A. Rey, Margaret Wise Brown, and Norman Bridwell.

**Retention  
and  
Weeding**

Although the copyright date is not a determining factor, Easy books may be discarded that have not circulated in three years. Soiled or damaged books are discarded; popular or classic titles are replaced.

## Children's & Juvenile

### Electronic resources

#### Overview and Summary

Electronic resources supplement and extend the print reference collection. Changing technology and extending access to resources plays a role in the choices made.

#### Selection Plan & Influencing factors

Standard review sources, such as *Library Journal* and *Booklist* are the tools of choice for professional reviews. An effort is made to try demos of potential titles before purchasing. Catalogs from publishers and distributors and patron recommendations are used to identify new titles of possible interest. Review sources used for print formats for collection purchases are used when considering purchases of digital formats.

Factors in selection include reference value, cost, space limitations, search interface, output formats, authority, accuracy, frequency of updating, training requirements, and patron demand. Priority is given to those products which reduce cost while expanding access to resources.

**Retention  
and  
Weeding**

Currency of information and patron use are considered in the decision to update to newer editions of electronic resources.

**Children's & Juvenile**

**Fiction**

**Overview  
and  
Summary**

The Juvenile Fiction collections encompass material suitable for 2nd through 4th grades and those materials for 4th through 6th grade reading levels. The Middle reader (2nd through 4th grade) materials bridge the transition from Easy books and Easy Readers to Juvenile Fiction. They generally have chapters and are about 40-80 pages in length. The subject matter appeals to children in 2nd and 3rd grades, although readers in 1st and 4th grades may also find them appropriate. Middle Readers are also recommended for reluctant readers who would enjoy the high interest plots and relatively short length of the text.

The books suitable for 4th through 6th grade reading level include classics, award winners, and also a variety of modern selections in the area of mystery, sports, science fiction, fantasy, and humor, as well as historical and contemporary fiction. These books are generally a step above Middle Readers in difficulty and length. The books may be illustrated, but in most cases, the illustrations are supplemental, rather than essential, to the text. A wide range of subjects, themes, and life situations are covered and a variety of characters, settings, and writing styles are represented, with difficulty ranging from simple stories to books for a sophisticated reader with a large vocabulary, wide literary knowledge, and high reading skills.

**Selection  
Plan &**

Requests from library patrons are considered, and a wide range of subjects, themes, and life situations are recommended. Books may be selected from *School Library Journal*, *Booklist*, and publishers' catalogs. Patron requests and notification by students of school assignments alert staff to topics of interest. Other standard selection tools and review sources are also utilized in ordering other materials.

**Influencing factors**

Middle readers enjoy series with readily identifiable characters. Mysteries, sports, fantasy, and contemporary realistic fiction, as well as historical fiction, are popular. Series books and cartoon books are in demand and are primarily ordered in paperback format. Larger print helps emerging readers feel more comfortable with their newly-gained reading skills. Award-winning titles are purchased for personal enjoyment and classroom use. Newbery Award winners are purchased; Newbery Honor books and other award books are considered if deemed appropriate for the collection.

**Retention and Weeding**

Weeding is ongoing, and worn copies are replaced as needed. Favorite series are maintained and retention is based on use. Additional copies are withdrawn as demand wanes. Books that have not circulated in five years or more may be considered for weeding regardless of the copyright date.

**Children's & Juvenile**

**Music**

**Overview and Summary**

The music collection covers all varieties of music, but there is an emphasis on baby music & lullabies, childhood favorites, sing-a-longs, and soundtracks.

**Selection Plan &**

Standard review sources are regularly consulted. Web sites such as Amazon.com are also consulted. Occasionally, visits to larger book stores occur to allow the selection committee an opportunity to evaluate items more thoroughly. Donations will be evaluated by the selection committee for inclusion in the collection.

**Influencing factors**

The collection is varied and contains materials that appeal to a wide variety of tastes. Demand dictates a strong collection of popular, mainstream recordings. Patron requests are always considered.

**Retention and Weeding**

Weeding is based on times circulated, item's date of creation in the system, and condition. Music with little or no circulation is discarded. As the collection continues to grow, earlier performances may be replaced by CDs with better reviews or in newer formats.

**Overview and Summary**

**Children's & Juvenile**

**Nonfiction**

Children's and juvenile nonfiction collections serve children from infancy through age twelve. These materials are selected based on their suitability for children, and to some extent, their usefulness for those working with children. Library binding is preferred when available. The Children's and Juvenile Nonfiction Collections strive to achieve a balance between well-loved favorite classics, up-to-date materials for homework assignments, and a wide selection of popular interest topics and titles. Material selection is also influenced by patron demand and inclusion in certain award lists.

**Selection  
Plan &  
Influencing  
factors**

The following criteria in general are to be considered when selecting materials for purchase: accuracy of information, demand, historical value, authoritativeness of the writer and reputation of the publisher, impartiality of opinions, local author an interests. In addition to the standard review sources, publishers' catalogs are checked regularly

Children and youth patrons have extensive interests in all areas of nonfiction. School homework assignments, such as science projects and book reports, necessitate a literature collection responsive to demand. Books are selected that represent both sides of controversial issues. Overall factors that are considered include cost and reputation of the author and publisher. Attention is paid to authors and books spotlighted in the media, with an emphasis on age appropriate materials-

Graphic novels, comics and manga are book-length collections of sequential art containing a single story or set of interrelated stories. Collections of comic strips are included. The collection consists primarily of fiction designed to meet the recreational needs of library users. The collection may also include non-fiction and classics in the graphic novel format and illustrated works about graphic novels. Selections are based on professional reviews, customer requests, and the popularity of styles, authors, characters, and series.

**Retention  
and  
Weeding**

The following factors are considered when weeding this collection: the publication date, the number of circulations, the availability of other books in the collection, whether a book is considered a classic, and the book's physical condition. Books are generally discarded five years after copyright unless they are still circulating.

**Children's & Juvenile**

**Periodicals**

**Overview  
and  
Summary**

The periodicals collection consists of magazines and newspapers and includes both circulating and noncirculating items. Titles selected reflect high patron interest.

**Selection  
Plan &  
Influencing  
factors**

Informational usage of juvenile magazines may decrease with the availability of electronic resources. For educational and recreational needs, however, magazines provide an accessible format with colorful illustrations and short blocks of text. At the branches and on the bookmobile, both patron interest and space considerations are determining factors. New titles are considered to fill expressed needs or interests.

**Retention  
and  
Weeding**

All circulating magazines are typically kept for one year if in good condition.

<b>Children's &amp; Juvenile</b>
<b>Reference</b>

**Overview  
and  
Summary**

Reference books consist of both general and subject specific encyclopedias, state and country books, science fair, and craft project indexes, as well as other materials helpful for meeting research needs.

**Selection  
Plan &  
Influencing  
factors**

Items may be selected from *School Library Journal*, *Booklist*, and publishers' catalogs. Patron requests and notification by students of school assignments alert staff to topics of interest. Other standard selection tools and review sources are also utilized in ordering other materials. Currency is especially important.

With the advent of online encyclopedias, the need for several sets of general encyclopedias may decrease. Student and staff preference for certain sets may determine what is kept on standing order. Consideration for selection may be influenced by what materials are available in other library departments and in the circulating nonfiction collection.

**Retention  
and  
Weeding**

When updated reference materials are purchased, the previous set is processed for circulation and the oldest set withdrawn. When topics are no longer in demand, materials are relocated or discarded. Older editions of almanacs may be placed in circulation.

**Children's & Juvenile**

**Toddler Books**

**Overview  
and  
Summary**

Although cataloged as Easy these books are appropriate for the 18 to 36-month-old child.

**Selection  
Plan &  
Influencing  
factors**

Books may be selected from *School Library Journal*, *Booklist*, and publishers' catalogs. Patron requests and notification by students of school assignments alert staff to topics of interest. Other standard selection tools and review sources are also utilized in ordering other materials.

It is important that the illustrations in these books are simply and clearly executed, whether with photographs or drawings. Conceptually, the subject or theme of the book needs to be familiar to a child of this age and his or her daily routines. Animal stories, emotions, and concept books are frequently requested. Flap books are purchased, but pop-up books are avoided.

**Retention  
and  
Weeding**

Books are kept as long as they are in good condition and continue to circulate.

**Children's & Juvenile**

**Video Games**

**Overview and Summary**

This collection serves the community's information and entertainment needs. Video games are collected for a variety of popular consoles. The collection is currently composed of video games for the following gaming systems: Nintendo Wii, Sony Playstation 2 & 3, Xbox 360, and Nintendo DS.

**Selection Plan & Influencing factors**

Games are purchased to include action, adventure, puzzle, sports, role-playing and strategy games, among other genres.

The majority of games collected are rated Teen or below, as determined by the [Entertainment Software Ratings Board](#). Specifically, video games must have an EC (Early Childhood), E (Everybody), E+10 (Everyone 10 or older), or T (Teen) rating. Teen (T) ratings must pass committee member critique to be purchased. The collection does not include M (Mature), AO (Adults Only), or RP (Ratings Pending) titles.

**Retention and Weeding**

Weeding is based on times circulated, item's date of creation in the system, and condition. Video games with little or no circulation are discarded.

**Teens**

<b>Audio books</b>	
<b>Overview and Summary</b>	<p>This collection is currently composed of two formats: CDs and Playaways. The audio books collection consists of both fiction and non-fiction. Fiction audios include contemporary works and classics, with the emphasis on contemporary fiction. The non-fiction collection covers a range of subject areas, including best-sellers, instructional, and self-improvement.</p>
<b>Selection Plan &amp; Influencing factors</b>	<p>Standard review sources are regularly consulted. The selection considerations include favorable reviews, artistic merit, cost, demand, high interest, cultural and historical significance. Web sites such as Amazon.com are also consulted. Occasionally, visits to larger book stores allow the selection committee an opportunity to evaluate items more thoroughly. In fiction, consideration is given to both abridged and unabridged formats, with an emphasis on unabridged when possible. Classic works are purchased in the unabridged versions. Donations will be evaluated by the selection committee for inclusion in the collection.</p> <p>Patron requests, circulation statistics, budget constraints, and space play a large part in determining purchases of audio books. Because of its popularity among patrons, fiction is purchased more heavily than non-fiction.</p>
<b>Retention and Weeding</b>	<p>The audio book collection is a rapidly expanding area of the collection. Primary reasons for weeding are damage, low circulation, space limitations, or items having missing CDs that are unavailable for replacement. Popular items may be replaced as needed.</p>

<b>Teens</b>
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<b>Downloadables</b>	
<b>Overview and Summary</b>	<p>The library is committed to having holdings in this constantly evolving and developing collection. Currently titles are selected based on both quality of material and on potential popularity. The collection offers exciting additional multimedia dimension to the collection. The increasing popularity of digital formats in audio, music, and ebook formats has led to participation in the Maryland Digital eLibrary Consortium and Freegal.</p>
<b>Selection Plan &amp; Influencing factors</b>	<p>Factors to be considered in adding specific materials to the downloadable collection will include the composition of the present collection, collection development objectives, reviews from standard sources and price.</p> <p>Criteria considered when selecting materials available in downloadable formats.</p> <ul style="list-style-type: none"> <li>• Ease of use of the product</li> <li>• Accessibility to multiple users</li> <li>• Access to needed equipment</li> <li>• Enhancement of the print equivalent (if any) in terms of speed, flexibility, combinations of search terms, or general utility</li> <li>• Continued access to retrospective information when necessary or desirable</li> <li>• Reduction of space requirements over print products</li> <li>• Reduction in number of copies of a print source when purchased for multiple location</li> </ul>
<b>Retention and Weeding</b>	<p>The library is committed to maintaining an up to date and relevant downloadable collection. Staff continuously reviews the collection to ensure that it is meeting the changing needs of the community. Materials are evaluated and outdated materials, those that are no longer of interest or in demand, are removed from the collection. In evaluating an item, the librarian may also consider the importance of the author or the work, the frequency of circulation, community or regional interest and availability of newer and more up-to-date materials.</p>

<p><b>Overview and Summary</b></p>	<p><b>Teens</b></p>
	<p><b>DVD</b></p>
	<p>The DVD collection contains adult informational and feature films. Information titles include such popular topics as travel, sports, exercise, parenting, cooking, business, language, documentaries, arts, hobbies, and home repair. Feature films include current titles of high interest and classics. Most of the collection is for home use, but the library may purchase public performance rights if they are the only option. The collection does not contain NC-17 or X-rated movies. The selection of R-Rated films is evaluated based on awards and/or committee member critique. R-Rated films are visibly displayed as such. Movies are purchased in DVD and Blu-Ray formats.</p>
	<p>Standard review sources are regularly consulted. The selection considerations include favorable reviews, artistic merit, cost, demand, high interest, cultural and historical significance. Publisher's catalogs, ads and patron requests are also used to identify current high-interest releases and non-fiction films suitable for purchase. Web sites such as Amazon.com are also consulted. Occasionally, visits to larger book stores and video stores occur to allow the selection committee an opportunity to evaluate items more thoroughly. Preference is given to the purchase of new titles rather than replacements, but available titles in high demand many be replaced. Donations will be evaluated by the selection team for inclusion in the collection.</p> <p>The DVD collection exists to serve the general informational, educational, and recreational needs of the library community. Appropriateness and expected long-term use and value to the collection are deciding factors. Closed-captioned DVDs are purchased whenever available to meet the library's commitment to serving the hearing-impaired. Patron requests are considered if the DVD meets the library's selection criteria. Changing technology is always a factor to be considered in the long range development of the collection, accounting for the development of the Blu-Ray collection.</p>
<p><b>Retention and Weeding</b></p> <p>Weeding is based on times circulated, item's date of creation in the system, and condition. Movies with little or no circulation are discarded.</p>	

**Teens**

<b>Electronic resources</b>	
<b>Overview and Summary</b>	Electronic resources supplement and extend the print reference collection. Changing technology and extending access to resources plays a role in the choices made.
<b>Selection Plan &amp; Influencing factors</b>	<p>Standard review sources, such as <i>Library Journal</i> and <i>Booklist</i> are the tools of choice for professional reviews. An effort is made to try demos of potential titles before purchasing. Catalogs from publishers and distributors and patron recommendations are used to identify new titles of possible interest. Review sources used for print formats for collection purchases are used when considering purchases of digital formats.</p> <p>Factors in selection include reference value, cost, space limitations, search interface, output formats, authority, accuracy, frequency of updating, training requirements, and patron demand. Priority is given to those products which reduce cost while expanding access to resources.</p>
<b>Retention and Weeding</b>	Currency of information and patron use are considered in the decision to update to newer editions of electronic resources.

	<p><b>Teens</b></p> <p><b>Fiction</b></p>
<p><b>Overview and Summary</b></p>	<p>The collection consists primarily of teen novels and some genre literature selected specifically to meet the recreational needs of teens. Novels about contemporary teens are popular. The collection consists of a mix of paperbacks, popular series, graphic novels, and hard backs.</p>
<p><b>Selection Plan &amp; Influencing factors</b></p>	<p>Books may be selected from <i>VOYA</i>, <i>School Library Journal</i>, <i>Booklist</i>, and publishers' catalogs. Patron requests and notification by students of school assignments alert staff to topics of interest.</p> <p>This age group seems to prefer paperbacks. Series are extremely popular. The problems, adventures, and topics of interest confronting teens on a daily basis are the factors to consider when selecting titles</p>
<p><b>Retention and Weeding</b></p>	<p>Due to space limitations and circulation statistics, only popular, circulating titles are retained. Some weeding occurs naturally as books fall apart due to heavy use. Generally, nonseries paperbacks which have not circulated in three years are discarded.</p>

	<b>Teens</b>
	<b>Music</b>
<b>Overview and Summary</b>	<p>The music collection covers all varieties of music, including blues/R&amp;B, classical, contemporary Christian/Gospel, country, jazz, musicals, new age, rap, rock, and soundtracks.</p>
<b>Selection Plan &amp; Influencing factors</b>	<p>Standard review sources are regularly consulted. Web sites such as Amazon.com are also consulted. Occasionally, visits to larger book stores occur to allow the selection committee an opportunity to evaluate items more thoroughly. "Best of" and "Greatest Hits" compilations are often strongly considered. Donations will be evaluated by the selection committee for inclusion in the collection.</p> <p>The collection is varied and contains materials that appeal to a wide variety of tastes. Demand dictates a strong collection of popular, mainstream recordings. Patron requests are always considered.</p>
<b>Retention and Weeding</b>	<p>Since the music collection is fairly new, weeding is generally limited to damaged recordings. As the collection continues to grow, earlier performances may be replaced by CDs with better reviews or in newer formats.</p>

<b>Teens</b>
<b>Nonfiction</b>
<p data-bbox="203 451 332 556"><b>Overview and Summary</b></p> <p data-bbox="397 451 1502 556">This collection focuses on current interest and controversial topics. Circulation tends to be greater among the paperback titles. The collection also includes biographies aimed at this audience.</p>
<p data-bbox="203 955 349 1102"><b>Selection Plan &amp; Influencing factors</b></p> <p data-bbox="397 808 1485 924">Books may be selected from <i>VOYA</i>, <i>School Library Journal</i>, <i>Booklist</i>, and publishers' catalogs. Patron requests and notification by students of school assignments alert staff to topics of interest.</p> <p data-bbox="397 1039 1502 1302">The concerns of teens/young adults are the primary factors influencing the selection of titles in this collection. This age group is more interested in using electronic sources than print sources. Students use the nonfiction collection to complete school assignments. Information for reports on social issues such as drug abuse, gangs, violence, child abuse, biography, and discrimination are often needed. Biographies must be at least 100 pages long. Color photographs are preferred over black and white. There is also some demand for books on popular culture topics.</p> <p data-bbox="397 1344 1502 1617">Graphic novels, comics and manga are book-length collections of sequential art containing a single story or set of interrelated stories. Collections of comic strips are included. The collection consists primarily of fiction designed to meet the recreational needs of library users. The collection may also include non-fiction and classics in the graphic novel format and illustrated works about graphic novels. Selections are based on professional reviews, customer requests, and the popularity of styles, authors, characters, and series.</p>

**Retention and Weeding**

Due to space limitations and circulation statistics, only popular, circulating titles are retained. Titles that have not circulated in three years are evaluated for discard. Weeding is continuous and titles are replaced by new materials of current need and interest.

**Overview and Summary**

**Teens**

**Periodicals**

The collections support the recreational reading and consist of popular titles.

**Selection Plan & Influencing factors**

Patrons and staff suggest titles for considered. Standard review sources are used to determine appropriateness.

Selection is heavily influenced by patron interest. Space is also a factor, especially on the bookmobiles, where a new title means an old one must be discontinued.

**Retention and Weeding**

Typically, the branches keep back issues for one year, provided they do not become tattered.

**Overview and Summary**

<b>Teens</b>
<b>Video Games</b>
<p>This collection serves the community's information and entertainment needs. Video games are collected for a variety of popular consoles. The collection is currently composed of video games for the following gaming systems: Nintendo Wii, Sony Playstation 2 &amp; 3, Xbox 360, and Nintendo DS.</p>
<p>Games are purchased to include action, adventure, puzzle, sports, role-playing and strategy games, among other genres.</p> <p>The majority of games collected are rated Teen or below, as determined by the <a href="#">Entertainment Software Ratings Board</a>. Specifically, video games must have an EC (Early Childhood), E (Everybody), E+10 (Everyone 10 or older), or T (Teen) rating. Teen (T) ratings must pass committee member critique to be purchased. The collection does not include M (Mature), AO (Adults Only), or RP (Ratings Pending) titles.</p>

**Selection Plan &**

**Influencing factors**



**Retention and Weeding**

Weeding is based on times circulated, item's date of creation in the system, and condition. Video games with little or no circulation are discarded.

**Local History & Genealogy**



**Overview and Summary**

The genealogy and local history collections are located in all branches. The collections typically do not circulate, and are intended to serve family and local historical research needs of patrons.

**Selection Plan &**

Multiple copies of locally important works may be acquired.

**Influencing factors**

The local history collection is intended to preserve and make available materials of past, present, and future historical interest. Branches typically focus on their immediate surrounding areas.

**Retention and Weeding**

Due to the research focus, materials are rarely discarded. Many may be out of print, or difficult or impossible to replace, so their long-term preservation is important. Materials are rarely weeded, but guides to research in a particular geographic or subject area should be reviewed periodically and replaced with up-to-date material. Damaged or fragile materials should be repaired, photocopied or microfilmed.

**Disposal of Magazines, Journals, and Newspapers.  
Allegany County Library System**

**Context:** From time to time, library staff is asked by groups or individuals if they can have back issues of magazines, journals, and newspapers. The purpose of this memo is to clarify the library's response.

**Policy:**

Discarded magazines, journals, and newspapers are taken to local recycling facilities. Discarded magazines, journals and newspapers may also be given to an individual or group on an infrequent basis after the individual or group makes a request to the individual branch.

**Definitions and Requirements:**

A magazine, journal or newspaper is eligible for disposal if and only if it is a "discarded magazine, journal or newspaper."

Discarded magazines, journals and newspapers are defined as items that are older than the holdings period as indicated in the Branch's current periodical holdings list. (For example, if your holdings list says you keep 12 months of a magazine, only magazines older than 12 months can be disposed of.)

Discarded magazines, journals, and newspapers should be labeled as such and Facilities staff should be notified so that they can be taken to a recycling facility.

Stacks of discarded magazines, journals, and newspapers will create a fire hazard so they should be taken to recycling facilities on a regular basis.

Record of Donation  
Allegany County Library System

Today's Date \_\_\_\_\_

Date item(s) received: \_\_\_\_\_

Acquisition number: \_\_\_\_\_ (10 digit number)  
(numeric date plus 2 digit sequence) (Ex. #0405200401 = first item gifted on April 5, 2004)

Donors Full Name & Contact information: \_\_\_\_\_  
\_\_\_\_\_

Description of Item(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Item(s) contents: -  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of the item's significance or relevance to local history:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of origin of item(s): \_\_\_\_\_

Are there limits on use or conditions of the donation? Is it a loan or a gift?  
\_\_\_\_\_  
\_\_\_\_\_

May the item(s) be reproduced in any format for preservation and use? Yes / No

Signature of donor: \_\_\_\_\_

Signature of library representative: \_\_\_\_\_

Note: The Library staff will not attempt to put a value on donated items.

## **General Guidelines for Donations of Materials to the Allegany County Library System**

The Allegany County Public Library System has benefited from the generosity of countless individuals and groups who have donated to our libraries. Used book and AV material donations of good quality are accepted if they are published/released within five years of the donation date, determined to be clean and in good condition. Any materials that cannot be added to our collection will be sold, and the proceeds from the sale will be used to purchase library materials. Materials donated to the Allegany County Library System become library property, and as such cannot be returned for any reason to the donor. The inclusion of the materials in the library collection is based on the guidelines included here and the judgment of library staff.

### **Items will not be accepted into the collection if:**

- ...pages are highlighted or underlined
- ...item emits odor
- ...item is discolored, including pages that have yellowed with age
- ...age does not meet with standards set in collection development policy
- ...item is incomplete or missing parts, such as box, sleeve, cover, or missing media

**Request for (re)consideration of Library Material  
Allegany County Library System**

**Please describe the item in question as fully as you are able: *(Print and fill out this form.)***

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

Author(s): \_\_\_\_\_

Publisher: \_\_\_\_\_

Format (book, recording, etc.): \_\_\_\_\_

Call number or location in library: \_\_\_\_\_

**Please state the action you wish taken on this item:**

Add it to the Library  Shelve it elsewhere  Remove it from the Library

Other (specify):

**Why?**

**Please explain how such an action would improve the Library's service to the community:**

**Have you read/viewed/listened to the entire work?**

**If not, then which parts?**

**How was it brought to your attention?**

**Request for (re)consideration of Library Material**  
**Allegany County Library System**  
(Continued)

If this is a request to reconsider library material, please answer these additional questions

Specifically, what in the work do you object to? (Please cite the pages containing this.)

To what degree do the objectionable parts dominate the entire work?

What do you feel may be the result of reading/viewing this material?

Do you have information from other sources concerning this work? If so, what are these sources?

All titles in the Allegany County Library System's collections have been selected within the Library's Collection Development Policy which is the basis for materials selection. Have you read the policy? Do you believe that the material falls outside the policy? If so, in what specific ways?

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

Home telephone: \_\_\_\_\_ Work telephone: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

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

(Optional) I am acting as a spokesperson for the following group or association: