

**Collection Development Plan
of the
Margaret E. Heggan
Free Public Library**



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Collection Development Plan

Margaret E. Heggan Free Public Library
606 Delsea Drive
Sewell, NJ 08080

<u>Contents</u>	<u>Page</u>
Introduction and Purpose	3
Collection Development Policies	4
Collection Development Process	8
Collection Development Guidelines	11
Reference Collection	14
Adult Collection	16
Young Adult Collection	21
Juvenile Collection	24
Appendix A – Request for Reconsideration of Library Materials	29
Appendix B – Suggestion for Purchase	30

Introduction and Purpose

This collection development plan is a reflection of the Margaret E. Heggan Free Public Library's yearly collection priorities. With the library's aim to spend a large portion of its operating monies on materials, there is a recognized need for a document which states the goals, objectives and background of its collection, along with policies for selection and maintenance of the collection.

The purpose of the plan is to guide present and future selectors in developing the collection to meet the needs of the Washington Township community, as well as to explain collection building principles and processes to staff and to the public. The plan also outlines the responsibilities of the person involved in selection and provides guidelines for special contingencies. It describes each area of the library collection and advocates specific future developments for them.

Revisions should be considered and proposed regularly to the Library Director. Revisions to the collection plan are prepared as needed by librarians, with the Library Director, who reviews them and submits appropriate revisions to the Library Board of Trustees for approval every three to five years.

The library mission statement helps to guide this plan. The Margaret E. Heggan Free Public Library of the Township of Washington will be the community's primary resource, through print and non-print resources, for knowledge, information, and enjoyment, with emphasis on convenient accessibility and customer-oriented service. The library will strive to:

- provide materials, with an emphasis on printed media, which are of most interest to users of all ages; especially preschool and adult age groups who have no other library at their disposal
- instill a love of reading and learning, and a familiarity with the library, in all residents but especially in preschool children from infancy through the kindergarten age
- provide prompt and accurate information to individuals, groups, businesses, and government in our community
- assist elementary and secondary students with information, materials, and services which support their formal education assignments and interests

The library focuses on distinct roles in serving the public in maintaining a collection, both primary and secondary. The primary roles are popular materials library, preschoolers' door to learning, and reference library. The secondary role is formal education support center.

The first primary role is popular materials library. This role emphasizes current popular materials in a variety of formats for all users. The collection includes multiple copies of popular items, browser-friendly material displays, and rapid response to title requests from Heggan cardholders.

The second primary role is preschoolers' door to learning. This role promotes reading readiness for very young children through services to preschoolers and their parents or caregivers. Focusing on a group not formally served by any other community group at a time when learning capabilities are high.

The third primary role is reference library. This role allows for the provision of timely and accurate information to individuals, agencies, organizations, businesses, and government. Ranging from brief queries to complex requests, their answers may be in the library's own collection or may be found in nonprint resources such as databases or the Internet.

The secondary role of the library is formal education support center. In this role, the library assists students in meeting educational objectives established during a formal course of study. Since library services to students are the prime responsibility of the schools, the library fills the secondary role of collecting materials to compliment school needs.

Collection Development Policies

Selection

In approving this collection development plan, the Library Board of Trustees have adopted the "Bill of Rights," "The Freedom to Read," and the "Freedom to View" statements available at www.ala.org which is the website for the American Library Association. The library supports the individual's right to have access to ideas and information representing all points of view. Materials selected are intended to meet the diverse informational and recreational needs of library patrons. The collection reflects the community's cultures and its contemporary standards.

The selection of any title does not constitute an endorsement of its contents. The library recognizes that many materials are controversial and that any given item may offend a patron. Decisions are not made based on any anticipated approval or disapproval, but solely on the title in relation to the building of the collection and the serving of patron's interests.

The library believes that parents and legal guardians are the only ones with the right and responsibility to restrict the access of their own children to library resources. The library staff are not in loco parentis. Likewise, the library does not refrain from purchasing controversial materials because of its policy of free access to minors.

Responsibility

All professional staff may participate in the selection of materials, but some librarians are assigned regular selection tasks. The Library Director coordinates the selection process and oversees expenditures of material funds. Acquisition tasks are performed by clerical and professional staff who participate in choosing vendors and arranging rate agreements with input and guidance from supervisors as required. The Library Director is responsible for determining protocols related to the entire collection development process with input from librarians as appropriate. Final selection responsibility lies with the Library Director who delegates to staff the authority to interpret and guide the application of policy in day-to-day decisions. Unusual problems are referred to the Library Director for resolution.

Objectives

The library's primary objectives are to acquire, organize, and make available print and nonprint materials of interest to library constituents, including works of contemporary significance and works of enduring value. The library also recognizes an immediate duty to offer materials for enlightenment and recreation, even though such materials may not be of enduring interest or value. The collection is not archival. It is reviewed and revised on an ongoing basis to meet contemporary needs.

Scope

The collection is intended to provide individuals of all ages and abilities with titles that offer a choice of format, treatment, and levels of difficulty. The collection is intended to offer supplemental materials for persons pursuing educational programs and to serve as a starting point for those who may seek more advanced works housed in other institutions. The library avoids needless duplication of materials available on interlibrary loan from other libraries in our consortium or other institutions in the state or country.

Levels

Most areas of the nonfiction collection are developed to the general interest/study level. Other areas are developed to basic level. The exception is the library's local history collection which is developed to the advanced interest/study level.

A basic level is a highly selective collection which serves to introduce and define the subject and to indicate the variety of information available elsewhere. The emphasis is on popular materials and/or classics, some major reference works and may include a few periodicals in the field. Growth and development are kept at a minimal level.

A general interest/ study level is a collection which is adequate to support general interest and initial study; or a popular collection of materials which has a selection of prominent current titles, and which is consistently weeded. The emphasis is on developing a collection which meets general community needs. It includes a judicious selection from currently published titles supported by selected, retrospective significant titles, a broad selection of work of more important writers, a limited selection of the most significant works of secondary writers, and current editions of the most significant reference tools pertaining to the subject.

An advanced interest/study level is a collection which is adequate to support study at post high school level or sustained independent study. This level should be adequate to maintain knowledge of a subject required for student or occupational needs of less than research intensity, or a popular collection of materials which has a large and diverse number of titles representing many aspects of the subject and some titles that will be kept for historical value. The emphasis is on developing a comprehensive collection which will support special uses in the community but will also cover the needs of a wide range of users. It includes a broad spectrum of current and retrospective materials, complete collections of works of more important writers, composers, performers, or artists, and the selections from the works of secondary writers.

New Formats

New formats shall be considered for the collection when national surveys and local requests indicate a significant portion of the community has the necessary technology to make use of the format. Availability of items in the format, cost per items and library's ability to handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence deletion of a format from the collection. Library staff will review circulation rates of various formats and technology available to patrons frequently to assess if any changes are needed in formats acquired by the library. The library currently utilizes various platforms to obtain electronic materials and the use of these in the future will be dependent upon patron statistics and budget allocation. The majority of electronic materials are limited to bestsellers and very popular items. These materials have a high cost. The library is limited to ownership rights after a certain period of time or a certain number of borrows. These guidelines are determined by the publisher.

Special Collections

The library currently maintains two special collections, including museum and garden passes and book bundles. Additional book bundles will be added due to high demand and/or patron requests. The library continuously seeks out additional museum passes that are affordable and of particular interest to cardholders. The library reserves the right to cancel museum pass memberships due to lack of interest, budget constraints, a health emergency, or unreasonable price increases. The library will carefully determine whether or not to add more special collections in the future and the decision will be based on expected popularity, financial constraints, and the practicality of offering a specific item or types of items. The library reserves the right to limit borrowing of special collection materials to Heggan cardholders only.

Holiday Books

The library strives to include collections of books about most holidays. Due to popular demand, and limited supply, cardholders may be restricted to only borrowing a certain number of titles.

Memorial and Honor Books

Patrons may donate money for the purchase of a book or books to honor or memorialize someone. The library requests that the donor complete a "Gifts & Memorials" form. Librarians will then select a book on the subject chosen by the donor. Letters of acknowledgement can be sent at the donor's request. A book plate will be placed in the front of the book displaying a message provided by the donor.

Weeding

Materials will be reviewed by librarians (selectors) for discard from the collection as needed based on the following criteria: obsolescence; condition; and poor circulation. Titles are to be withdrawn from the library's collection through systematic weeding by selectors. Systematic evaluation and weeding of the collection are required of every selector in order to keep the collection responsive to patrons' needs, to be sure of its usefulness and vitality to the community, and to make room for newer materials. Weeding identifies damaged items, ephemeral materials no longer used, out-of-date materials, extra copies not being used, materials no longer

appropriate for the collection, and subjects, titles, or authors no longer of interest of the community. Weeding also helps selectors evaluate the collection by identifying areas or titles where additional materials are needed or updated editions are desirable. Holdings of other area libraries are considered in making de-selection decisions, as are listings in standard bibliographic tools.

Staff will follow procedures in removing weeded materials. Those that are damaged or obsolete will be recycled. Materials that no longer circulate but are in good condition and are fairly current may be provided to a book dealer and the library may be given funds for the materials that are no longer of use in the collection. Discarded materials will not be saved or held for any patron.

Donations

The library accepts donations of the following materials if they are clean and in good condition: books; Blu-rays, and DVDs. Not accepted: audiocassettes; audiobooks, VHS tapes; CDs, software; magazines; textbooks; newspapers; comic books; encyclopedias; discards from other libraries; materials in poor condition. The library reserves the right to add appropriate materials to the collection. Materials not added to the collection will be sold in our ongoing book sale. Upon request, a receipt will be given for donations. It will provide the quantity and type of materials donated, but will not assign a value to the donation. Monetary donations may be made to the Friends of the Margaret E. Heggan Free Public Library. Individual titles are frequently donated by authors, publishers, legislators, and businesses. These gifts are subject to the same selection criteria as materials purchased and are not returned if rejected for the collection.

Reconsideration of Materials

The library has a responsibility to provide a comprehensive collection representing the widest range of ideas and viewpoints, and has a commitment to the right of free access to information for all individuals. Therefore, the library has a responsibility to consider the addition of materials that some may find controversial or disagreeable because they are a reflection of our free and pluralistic society. Selection of materials is intended to provide a collection that serves the entire community of readers with various tastes and needs. Works are not normally excluded because of language or explicit text or illustrations if they meet previously stated criteria. The ultimate decision of what is read is made by the reader. The library can merely provide the alternatives. When a reader deems something controversial or disagreeable, he/she should realize that the selection has been made with a different audience in mind. Responsibility for the reading, listening, or viewing choices of children and adolescents rests entirely with their parents or legal guardians. Selection of adult material will not be inhibited by the possibility that the material may be used by children or adolescents. Library material will not be marked or identified to show library approval or disapproval of content. No cataloged item will be sequestered except for the purpose of protecting it from damage or theft. Rare books will be controlled as necessary to protect them from harm. Acquisition of material does not imply approval or endorsement, and does not necessarily reflect the opinions or values of individual selectors or the Library Board of Trustees. Any patron may request that the library review a

decision to select or withdraw an item. Those who wish reconsideration of such a decision should complete the Request for Reconsideration Form. A committee of staff selectors as designated by the Library Director will review the material in question. Committee members will make their recommendations to the Director who will make the final decision concerning the material. The Library Director will notify the person requesting the reconsideration. The Director's decision is final.

Patron Requests

The library encourages patron suggestions, comments, and ideas about the collection and its development. Selectors give high priority to purchase requests from Heggan cardholders in good standing only. Materials requested by patrons must have a specific release date in the format that the library would acquire before the request can be considered. The library is not able to accept requests for materials that are not being produced in a format which the library purchases. Librarians responsible for collection development may request that a patron obtain some materials via interlibrary loan if the material is unavailable, not a recent publication, or too obscure for our public library collection. Purchase request forms are in Appendix B.

Interlibrary Loan

If a patron wishes to borrow an item that is not owned by the Margaret E. Heggan Free Public Library or any LOGIN libraries, the patron may request an interlibrary loan (ILL). A library staff member will assist the patron in completing an ILL form and inform the patron that every effort will be made to fulfill their request for the item. Patrons are allowed to borrow three ILL items at a time and will be notified when the request is successfully fulfilled or in the event the library was unable to obtain the item. Requested materials will be held for a specified period of time as determined by the library. After this period of time, it will be sent back to the lending library. Loan periods will be in accordance with the Heggan Library circulation policies. The library and library staff reserve the right to limit the use of ILL privileges if patrons fail to pick up requested materials. The library also reserves the right to limit the use of ILL privileges to Heggan cardholders only.

Collection Development Process

Selectors

The Library Director has final responsibility for the selection process. Electronic resources include books, recorded books, magazines, and movies. Adult materials include large print, fiction, nonfiction, movies, professional titles, recorded books, and music. Juvenile materials include all circulating and non-circulating materials for children. Young adult materials include selection of all circulating materials for teenagers. Periodicals include all newspapers and magazines. Reference materials include all non-circulating materials, electronic reference materials, government documents, and vertical file materials.

Criteria

The criteria for the evaluation of materials includes popular demand for a title or a subject matter, the authoritativeness of author and publisher, timeliness, accuracy, price, indexing and other organization of materials, review opinions, literacy or artistic merit, enduring value, social significance, and availability of materials elsewhere. Any or all of these factors are used when selecting materials to build a well-rounded collection with many viewpoints to meet community needs, but the primary consideration is public demand.

Patron Requests

Requests by Margaret E. Heggan Free Public Library cardholders are usually honored, unless selectors believe an item is too special or too expensive, the item is available for borrowing elsewhere, the item is not current enough, the item has received negative reviews in a professional journal, the item is independently or self-published, or the item includes misinformation. Textbooks are never purchased through patron requests.

New Materials

New materials are marked with a sticker with this designation for a period of six months, in most cases. Materials may be changed from new to regular after a shorter period or a longer period of time, depending on shelf space issues. The library reserves the right to restrict new materials to being placed on hold only by Margaret E. Heggan Free Public Library cardholders.

Withdrawals

Selectors evaluating materials for withdrawal are influenced by circulation rates. Statistics are generated for items that have not circulated for specific time periods to alert selectors to these candidates for weeding. Librarians have electronic tools available to them for assistance with weeding.

Tools

Selection of materials is done from reviews in professional journals, popular magazines, newspapers, non-print media, subject bibliographies and recommended lists, publishers' catalogs, and patron requests. The library purchases materials based on positive reviews in these professional journals and does not purchase self-published or independent materials. Standard professional tools used include but are not limited to *Booklist*, *Horn Book Magazine*, *Kirkus Review*, *Library Journal*, *New York Times Book Review*, *Publisher's Weekly*, *School Library Journal*, and *Voice of Youth Advocates*.

Multiples

The library acquires multiple copies of print materials that have high patron demand, such as current bestsellers. The library may use a book rental program for acquiring multiple titles. This expedites processing and cataloging. Using a book rental service also assists with future shelf space concerns. For titles expected to generate numerous holds, the library tries to anticipate demand by having at least one print copy for every three holds. Patron demand may warrant multiple subscriptions for some periodicals. The library reserves the right to limit holds of new and bestselling materials to Heggan cardholders only.

Series

The library staff may opt to remove an entire series if there is a gap in the series and interest in the series drops off, or they may opt to maintain a partial series if the books in a series are available in the LOGIN consortium. Decision regarding maintaining series may differ for specific genres or formats.

Textbooks

The library does not attempt to acquire textbooks or other local curriculum related materials except when such materials would also serve the general public. Textbooks are never purchased through patron requests.

Standing Orders

Materials which are updated annually or every few years and which are necessary to the collection are placed on standing order. The majority of these are reference books, but circulating types also on standing order include but are not limited to collectibles, automobile repair and price guides, college guides, test reviews, government documents, travel guides, and anthologies.

Worn Items

Library materials that are examined by staff may be identified as worn and added to mending shelves for staff to evaluate. Staff will determine if the damage can be repaired or if the damage is more extensive and the items should be replaced or removed from circulation. This determination will take into consideration costly supplies needed for the repair, the staff time needed to repair the item, and the overall condition of the items if repairs are performed. If an item is beyond repair, the staff will provide the items to the librarian responsible for the collection in order to determine if the items will be replaced with a new copy or withdrawn from circulation. Staff may also rely on reports via online evaluation systems to determine items that may be in need of repair or replacement. Items recommended for mending are those with loose or torn pages, split edges, loose bindings, small scratches on discs, and torn covers. Items recommended for replacement or withdrawal are items in need of five or more repairs, in need of a full binding repair, has missing pages, deep scratches on discs, cracks in discs, as well as items with water damage, staining, or mold.

Lost and Missing Items

Selectors are provided with a list of lost and missing items and are responsible for determining if it is necessary to replace these items, based on prior usage and future need.

Formats

The format should be appropriate for library use, e.g., a size that can be accommodated on shelves. Books are generally purchased in hardcover editions because of the durability. However, paperback editions are purchased because of the popularity of their format for recreational reading, for multiple copies of titles expected to be in demand only currently, for

titles used infrequently for lower cost, or when that is the only format in print. Bindings should be durable, the print clear, and the paper of a good quality. Workbooks to be filled out by the user, books with perforated pages or loose form, sheets, and spiral bindings are not desirable but are purchased if the specific item under consideration is needed to meet demand. Because of their durability, library editions are purchased for titles in the juvenile collection whenever offered.

Collection Development Guidelines

For each section of the collection, selectors have written a description of that collection area. They have reported on current contents, current practices, and other relevant information such as circulation activity which influence the level of collecting. Selectors have written for each section a statement on the desirable level of future selections and retention. The collection is divided into distinct sections.

Adult Nonfiction

This part of the collection consists of books appropriate for the general adult reader. The library aims to purchase materials which provide a core of basic knowledge. Materials are selected to meet the informational, educational, and recreational needs and interests of the community. The library selects materials which address contemporary issues, provide self-help, facilitate continuing education, enhance job skills, and increase knowledge of national and international current events. The library also selects materials that support business, cultural, and recreational interests. The materials are selected to encourage intellectual and personal growth and to present different viewpoints.

The library purchases materials based on the needs, interests, and demands of the community. Each item is evaluated in its entirety and not on the basis of a particular section. The library works to provide materials for the avocations of the patrons, but anticipated needs are also a factor. Anticipated needs are considered in the selection of medical, legal, business, and how-to materials. Titles intended for professionals are usually not purchased with the rare exception. The following criteria are considered during selection: community interest, currency and accuracy, and reviews in library journals and other selection tools. The titles are selected from the standard professional tools as well as subject specific publisher catalogs, online services, and bestseller lists.

The collection is regularly weeded to keep it current every one to three years depending on the topic. Certain topics are frequently changing and need to be reviewed on a timely basis. Weeding should be prioritized for these areas of the collection. The nonfiction collection is divided into the following broad topic areas:

000-099: General Works

This section consists primarily of books on controversial knowledge (UFOs, legendary monsters), computers, and library science. Information on computers is kept current, along with materials on popular hardware and software. The limited number of library science materials

purchased tend to be titles which will be used mostly by the staff. Library science materials are generally cataloged as office reference.

The computer section is kept current and weeded continuously. However, general computer materials more than three years old should be retained to assist patrons who have older equipment at home. Out-of-date and infrequently used sources in the other topic areas are weeded every three years.

100-199: Philosophy and Psychology

This collection consists of books on the major philosophies, parapsychology/occultism, and psychology. Comprehensive general psychology books are selected for the public. Titles intended for professionals are purchased if they contain information of interest to the public. Single copies are purchased with the rare exception of a high-demand title.

New treatments of psychological subjects should be purchased to supersede older ones. The collection is weeded on a regular basis with the psychology books being reviewed more frequently. Shabby copies and titles that have not circulated during the past three years should usually be withdrawn.

200-299: Religion

The religion collection consists of works on the history of world religions, denominations and sects, along with sacred texts and commentaries of all major religions, mythology, devotionals, doctrines, and moral and inspirational literature. Titles dealing with analysis and interpretation of scriptures are geared toward the layperson. Books on cults are also found in this area. Multiple copies are seldom needed.

Retention of religious titles should be based upon maintaining a core collection of general books about world religions, as well as their circulation. Devotional and inspirational literature are weeded based upon circulation since trends and popularity change in these areas.

300-399: Social Sciences

This collection houses a vast number of topics from economics and crime to costumes and ethnology. Most heavily used are the college preparation, investment, personal finance, tax preparation, and true crime titles. Additional subject areas include political science, marriage and family advice, sexuality, women's studies, the law, environment, education, commerce, holiday and wedding customs, and folklore.

Since many of the titles about investment, law, real estate, the environment, and politics date rapidly, this section should be weeded regularly each year. Work should continue in strengthening the social pathology collection. Medical, law, consumer, economic, and college-related materials should be evaluated for accuracy yearly.

400-499: Language

Dictionaries in English and other languages, grammar books, sign language and symbols, and foreign language instruction works are the primary holdings in this section. Helpful English

language guides for the public include special dictionaries, e.g. Slang and synonyms, grammar texts and usage types, reading aids, including speedreading, sign language, literacy, and ESL skills. Foreign language works most in demand are those in French, Spanish, and German. The subject topics in this collection are stable so frequent weeding is not as necessary.

500-599: Science

This collection offers resources in mathematics, astronomy, chemistry, and the life sciences. Among the most popular subjects are birds, dinosaurs, wildlife, trees, the solar system, oceanography, science experiments, weather, insects, reptiles, and fish. Currency is important in this section of the collection due to changes in the scientific disciplines and weeding should be done regularly based on the topic.

600-699: Applied Science and Technology

Applied science and technology includes a diverse section of both popular and technical works. This section includes coverage of the medical sciences, engineering, domestic sciences, business and management. Topics such as gardening and cookery, vehicle repair, and inventions are included. Topics such as the medical sciences should be reviewed and deselection considered on a more regular basis.

700-799: The Arts

The arts collection features popular treatments of the decorative arts, collectibles, antiques, drawing and cartoons, graphic novels, painting, architecture, interior decorating, sculpture, landscaping, photography, music, games, movies, theater, crafting, and sports. This section is more stable and frequent weeding is not necessary.

800-899: Literature

This section consists of a comprehensive selection of poetry, plays, style manuals, how-to titles, and literary criticism and biographies. This section is more stable and frequent weeding is not as necessary.

900-999: History

The history collection is designed to include works of historical and contemporary interest, representing both scholarly and popular authors which appeal to a wide range of interests and levels. The major emphasis is on United States history. Secondary emphasis is on Europe. War histories are extremely popular with demand highest for the Civil War, World War II, and the Vietnam War. The Revolutionary War, World War I, and the Korean War are of secondary interest. There is a robust travel collection along with materials on world culture and history and genealogy. Many of the travel books are on standing order and two copies of the same title are often retained until the next edition is received. The titles that are not on standing order need to be weeded more regularly.

B: Biography

This section consists of biographies and autobiographies that primarily deal with one person. In order to be cataloged as a biography, the work must cover multiple facets of a person's life. Biographies limited to one area of the individual's life are assigned the Dewey Decimal Classification system number for that topic. Popular biographies include athletes, comedians, politicians, actors, scientists, artists, explorers and historical figures. Profiles of individuals from different historic periods, nations, and lifestyles are included in the collection. Books about certain individuals are retained for the academic needs of the public.

NJC: New Jersey Collection

These materials contain nonfiction titles that cover New Jersey. Topics include local histories, genealogies, recreation, travel, folklore, and general histories. Multiple copies of general histories and Native American tribes are often necessary for school reports. Recreation titles, such as hiking, bicycling, and canoeing are also extremely popular. Multiple copies of Gloucester County publications are often purchased. Local history titles are replaced as needed.

Sources for popular titles include Rutgers University Press, Countryman Press, Globe Pequot Press, Plexus Publishing, and historical societies located in New Jersey. Worn copies for classic works should be repurchased or rebound whenever possible. This section is weeded for worn volumes, outdated guides, and histories. Local histories are updated as soon as titles become available. The titles are interfiled with the larger nonfiction collection.

Reference Collection

The reference collection meets the general information, research, recreational, and instructional needs of the public with non-circulating materials. The collection contains materials for adults and students. Reference sources are characterized by their ability to provide information and to give a comprehensive overview of a topic. They are used to find specific information rather than to be read in their entirety. The reference materials are designed to provide quick and concise information for the library patron or for the staff member assisting the patron. The reference collection includes titles whose cost, format, or demand prevents them from inclusion in the circulation collection. Selection criteria for print reference materials includes accuracy, ease-of-use, authority, and demand. Standard review sources are used including *Booklist* and *Library Journal*. Standing orders are maintained to provide updated and revised titles in a timely manner.

The materials include directories, dictionaries, atlases, almanacs, criticism and interpretations, biographical dictionaries, and encyclopedias. The reference collection contains materials in areas of general reference, the humanities, social sciences, physical sciences, technology, history, and business. Most of the collection is geared to the non-specialist, but does include some specialized material in business, science, and technology. Both current and retrospective coverage is provided when necessary. The collection covers the scope of subjects as listed in the Dewey Decimal Classification system.

Titles are withdrawn as new editions or titles become available. The timely subjects are weeded more regularly. Certain titles are transferred to the circulating collection if still current, are

useful to patrons, and shelf space is available. The collection has no multiple copies, but does include some titles that are also in the circulating collection. Some print formats have been replaced by electronic resources that conserve space, but still provide currency, breadth of coverage, and remote use.

Maps are part of the reference collection and they are typically shelved separately due to their size. The map collection consists of local, national, and international road atlases, specialized and standard atlases, and local wall maps. Atlases and maps are updated as new ones are published.

A variety of materials related to Washington Township, Gloucester County, and the Margaret E. Heggan Free Public Library are maintained in a pamphlet file and these items do not circulate.

Reference 000-099: General Works

This section includes computers, library science and controversial knowledge such as UFOs, paranormal phenomena, and witchcraft. *World Book Encyclopedia* is purchased most years.

Reference 100-199: Philosophy and Psychology

This section includes psychology, philosophy, ethics, and parapsychology.

Reference 200-299: Religion

This section includes Christianity, Judaism, Islam, other world religions and denominations, world mythologies, and atheism.

Reference 300-399: Social Sciences

This section includes statistics, political science, economics, law, public administration, social welfare, customs and folklore, education, public service, anthropology, women's studies, world cultures, careers and vocational guidance, alcohol and drug abuse, crime and criminals, the military, customs and holidays, and etiquette.

Reference 400-499: Language

The emphasis in this collection is on current and historical reference material about the English language and about selected foreign languages. The more popular foreign languages include Italian, German, French, and Spanish, but other languages are included. The resources include historical and etymological sources, general linguistics, foreign terms, grammar, abbreviations and acronyms, slang and dialect, idioms, usage and pronunciation, synonyms, antonyms, phrases, rhyme, thesauri, and dictionaries.

Reference 500-599: Natural Sciences and Mathematics

This collection includes mathematics, astronomy, physics, chemistry, earth sciences, paleontology, life sciences, botanical sciences, and zoological sciences.

Reference 600-699: Applied Science and Technology

This section includes medical sciences, engineering, domestic sciences, business, management, gardening, cookery, vehicle repair, and inventions.

Reference 700-799: The Arts

This section covers topics in the visual and performing arts. Topics include landscape and civic art, architecture, sculpture, drawing and the decorative arts, painting, prints and printmaking, photography, antiques and collectibles, music, and performing arts.

Reference 800-899: Literature

This section covers American and English literature along with other world literatures. Selected materials include quotations, poetry, and literary biographies and criticisms.

Reference 900-999: History and Geography

This section includes material on American and World history, geography, and genealogy. Historical timetables and chronologies, wars, historical time periods, and country profiles are included.

Adult Collection

The adult collection is maintained by librarians. It includes books, media, and periodicals.

Adult Fiction

The adult fiction collection provides revelation, vision, inspiration, and entertainment, contributing to the understanding of the human condition. Titles are chosen to represent the broad range of reading interests and tastes of the community. They reflect a heavy demand for bestsellers and other popular titles, as well as interest in literary works of a more esoteric nature. Short stories by single or multiple authors are shelved here. Translations of novels from other languages, classics and the genre fictions of historical, adventure, gothic, westerns are included. The three genre fiction collections of mystery, romance, and science fiction are segregated in collections described in other sections of this policy.

Current bestsellers in both hardcover and paperback are purchased in multiples in anticipation of heavy borrowing and in order to fill patron reserves. Titles are ordered as far ahead of publication as possible and are listed for staff in an on-order list. *Library Journal's* pre-publication alert column, *Publisher's Weekly*, and other library selection tools are helpful in early selection.

The library should maintain a strong focus on the acquisition of general fiction since it accounts for much of the library's total circulation. Deselection of titles should be done for the entire collection every year. Multiple copies of past bestsellers should be withdrawn as demand for such titles wane. Strong candidates for withdrawal are titles which have not circulated the past two years, books in poor condition, works of ephemeral authors and titles of once popular authors. Literary classics and works by New Jersey authors or about New Jersey are generally retained as demand indicates.

Worn editions of older popular titles and titles of literary merit should be replaced in hardcover or paperback as needed. The fiction collection should contain the most enduring of all novels and short stories that have been published. The library has certain authors on standing order for when they are published. These books are automatically sent to the library upon publication.

Mystery and Thriller

The most popular genre of adult fiction includes a variety of types of mysteries and thrillers, including cozy, police procedural, detective, women sleuth, private eye, hard boiled, and psychological suspense/thrillers. Though most mysteries and thrillers can be found in a separate section for mystery books, some are still located in our general fiction collection. Due to the popularity of mysteries and thrillers, the physical condition of the titles deteriorates quickly. Every effort is made to purchase this genre in hardcover format as this format is more durable. Popular titles in poor physical condition are replaced as appropriate.

Every effort is made to acquire titles in this genre which are representative of our community and to satisfy the diversity of interests and needs of our cardholders. Beside regular selection tools, mysteries are selected from annual best lists and other critical reference works. Due to the large amount of series titles in this genre, every attempt is made to ensure the complete collection of a well circulating series is available as appropriate.

Horror

The horror genre consists of stories with the primary intent of eliciting fear or paranoia in the reader. This does not place a restriction on genre, so many horror stories can share settings that could also be considered fantasy, science fiction, historical fiction, and western. Most horror materials are cataloged under general fiction and do not have their own section in the collection. Horror is presently in high demand, with several popular authors releasing numerous stand-alone titles. Materials should be evaluated for replacement or considered for weeding after several years without circulation.

Romance

The romance collection's primary focus is on the theme of love between two people. The romance collection accounts for a relatively high circulation. The collection consists of various authors and subgenres. Subgenres that are included are historical, contemporary, suspense, paranormal, inspirational, and erotic. Reviews of romance books are used in choosing and ordering various titles to add to the collection. The standard professional tools are used for selection. Multiple copies are ordered if the title is a bestseller. The maintenance of series is a priority.

Science Fiction and Fantasy

Science Fiction explores real world physics and mechanics but under extreme circumstances such as an alien realm or an emulation of future technology. Fantasy includes stories that take place in a setting that is characterized by some paranormal or supernatural force whose fine mechanics go unexplained, like magic. Both science fiction and fantasy share an emphasis of the

mechanics underlying their stories that general fiction does not. Both genres are also populated mostly by large, expansive series. When evaluating whether to remove or replace an installment of a series, the series as a whole should be considered. If most of the series does not circulate well, removing the entire series should be considered.

Every two years, worn or infrequently used copies should be weeded and replaced or rebound only when their authors are prominent or when circulations show that particular series are still in demand.

Westerns

Westerns are stories set in the American frontier between 1850 and 1954. This period of time in America formed a notable and distinct mythology popularly known as the “Old West” which dominated American popular culture, particularly in the 1950s and 1960s. Few Westerns are now published, and those titles tend to be installments of large series. The value of a series as a whole should be considered when determining when to remove or replace a title.

Graphic Novels

The library will only purchase trade paperbacks (collections of several comic book issues), manga, and graphic novels for this collection. Graphics, especially manga, can contain many volumes in a set. The circulation rate of the series as a whole should be considered with purchasing further installment of a series. Likewise, the circulation rates of the entire series should be considered when evaluating obsolescence. If at least half of the series is circulating poorly, the entire series should be considered for weeding. The condition of materials should be evaluated when warranted.

Large print

The library maintains a large type collection for people with difficulty reading normal size print. This collection consists of popular general fiction, genre fiction, biography, and other high profile titles for recreational reading. The emphasis is on building a basic collection of standard and classic selections as well as current bestsellers. Most selections are duplicates of material found in the regular collection. The library uses a large print vendor and subscribes to several large print standing order plans. The library is committed to the American with Disabilities Act goals, so increasing the large print collection should continue. Large print volumes that are still circulating are retained unless they are in poor condition or out of date, mainly in the case of nonfiction titles.

Periodicals

The periodicals collection includes magazines and newspapers. The newspapers are for in-house use only and do not circulate. Typically, the current issue of a magazine does not circulate, although during the pandemic, the current issues are available for borrowing.

The magazine collection is selected to meet the informational and recreational needs of patrons. These primarily popular titles cover a variety of subjects. Most are indexed by and available in full text from paid subscription services such as EBSCOHOST. There are also some titles that

are not covered by the database, but they are so popular that they have been included in the collection. In addition to current paper copies, back files of selected magazines are held in hard copy for one year. Electronic databases supply older copies. Acquisition of multiple paper copies of highly circulation titles is considered annually. Emphasis is on popular titles that show heavy use. New and special titles are also added to enhance need and subject areas as the budget permits. We strive to offer a well-balanced general magazine collection that includes titles covering most popular subject areas. Frequently requested titles not in the library collection are considered for purchase. Most magazines are purchased from a library jobber specializing in periodical services.

The size of the magazine collection is limited due to space considerations. Usage is continually evaluated. As budget permits, additional titles will be offered in an online format, thus saving space and processing costs. The library does not bind any magazine titles, nor does the library replace worn or damaged copies.

The newspapers consist of national, regional, and local publications. The library subscribes to newspapers of metropolitan areas, primarily on the basis of national reputation and customer demand. The major newspapers from Gloucester County are included, plus some New Jersey and Philadelphia publications. The library also subscribes to paid online subscriptions that provide selected newspaper indexing. Newspapers should be kept for various periods, depending on the availability of non-print forms, available space, and in-house demand.

Adult Movies

The library acquires movies, documentaries, anime, and television series in formats supported by the home devices of the majority of its patrons, which is currently DVD and Blu-ray discs. Since DVDs remain more common than Blu-ray, the library primarily acquires DVDs before Blu-ray. Only feature films released in theaters will be purchased in Blu-ray as demand remains low.

Patron demand is a main factor in prioritizing the acquisition of feature films. First consideration is for feature films released in theaters, which will be ordered in both DVD and Blu-ray format. As the budget permits, two DVD copies of these releases will be purchased due to anticipated patron demand. The library will purchase feature films portraying known actors or produced by known directors. Other feature films are considered based on critical reviews.

Seasons of television series are purchased in DVD format. The popularity of series can be gauged by Nielsen ratings, streaming statistics, media coverage, and circulation records of prior episodes borrowed. A second copy of a popular series may be ordered if it is likely to circulate well. Blu-ray copies of series will only be purchased if there is no DVD copy available and demand is anticipated to be high.

Anime refers to animated series and feature films with a particular style. Anime should be purchased in the DVD format when possible, but often, many are only available in the Blu-ray format.

Documentaries are purchased in DVD format. The library typically purchases documentaries that are at least an hour in length. The subjects acquired should adequately represent the Dewey

Decimal Classification system numbers. Some subjects are more popular, or better represent the subject, such as cooking, workout instruction, and live concerts.

Great Courses, which are sets of DVDs presenting an undergraduate study and beyond level, are purchased by the library as the budget permits since they are expensive and many are available via our streaming service. They are typically purchased when they are on sale and only when a certain subject is likely to be in demand. Although these products are more expensive, they are more valuable and typically contain several discs, compared to documentaries. They are not considered for weeding with the same standards of obsolescence that apply to other documentaries. Most movies will be replaced or removed based on their condition.

Adult Music

The collection includes compact discs in the following genres: Big Band, Classical, Comedy Albums, Country, Dance & Electronica, Folk, Gospel, Gregorian Chant, Heavy Metal, Holiday Albums, Hymns, Instrumental, International, Jazz, Karaoke, Latin, March & Patriotic Albums, Modern & Progressive Rock, Musicals, New Age, Oldies, Opera, Polka, Pop, Rap, Reggae, Religion, Rhythm & Blues, Rock, Soul, Sound Effects, Soundtrack, Vocalists, and Wedding Albums.

Selections are made based on popularity. First considered are works that are Multiplatinum which are over 2 million copies sold, second are works that are Platinum which are 1 to 2 million copies sold, third are Gold, which are 500,000 - 1 million copies sold, fourth are top selling album lists, and fifth are the top charts for album play time on radio.

Adult Recorded Books

Purchases for this collection are compact discs featuring the spoken word, primarily audiobooks with narrations of popular titles and how-to instructions. Generally, only single copies are purchased, unless patron demand is indicated via reserve queues. Selectors are greatly influenced by customer requests. Selections are primarily based first on bestseller lists, and second, on professional reviews, Audie award winners, and recommended lists from the American Library Association.

The use of fiction audiobooks is typically recreational and is conducted in homes, outdoors, and in automobiles, although newer models are not being outfitted with compact disc players. This collection includes general fiction, as well as the genre fiction of mysteries, westerns, romances, and science fiction. Unabridged editions are usually purchased. Generally, only single copies are added, unless patron demand is indicated via reserve queues.

Selectors are greatly influenced by patron requests. The library may use a standing order plan for selected items for the collection, typically bestsellers and titles written by popular fiction authors. Damaged compact discs are repaired whenever possible. The standing order plan may allow for the purchase of less expensive replacements due to theft, loss, and damage. Items are weeded based on popularity and condition and weeding should be done every three years or more frequently based on shelf space issues. This collection has been enlarged in recent years,

but there may be a partial migration to recorded books that are available in an electronic format due to space limitations and the preference of format by patrons.

Nonfiction recorded books are used for recreational listening and information. This collection includes titles spanning much of the Dewey Decimal Classification system general classes. Selection criteria include subject demand, technical quality and clarity, and reader/author recognition. Materials based on books should be purchased in abridged versions depending on the topic and availability. Weeding of this collection should be completed yearly. Items are deselected primarily based on low use and poor condition. Copyright dates and age are considered in evaluating medical, law, biographical, and motivational titles.

Young Adult

The young adult collection is selected and maintained by the Teen Librarian. The overall collection has a strong focus on the challenges associated with reaching adulthood and coming of age. The collection strives to reflect the diversity of the community with regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, and disability.

In general, the collection is aimed at serving the needs of those in stages of middle and late adolescence, roughly those in grades seven through twelve. The young adult collection is a transitional collection, aimed at the reader who is no longer a child yet still not an adult. Nevertheless, this collection is popular with many age groups and levels of maturity, as the materials generally focus on contemporary themes and interests. There may be crossover materials in the young adult collection that are also housed in the juvenile or the adult collection.

The young adult collection encompasses: nonfiction (including biography and a wide array of graphic materials), fiction (including Romance Fantasy, Sci-Fi, and Mystery), audiobooks, magazines, and movies (DVD and Blu-ray). The graphic novels include comics, manga, classic novels, histories, and life issues. The collection contains a broad range of materials in all subject areas and includes different viewpoints, values, philosophies, cultures and religions whenever possible.

Selection Sources

Selections for the collection are guided in a variety of ways. Vendor catalogs and published journal reviews such as *Library Journal*, *School Library Journal*, *Publishers Weekly*, *Booklist*, and *Voice of Youth Advocates* are used. Patron requests and recommendations are always considered when selecting materials as well as specialized knowledge of librarians. A popular author or series may warrant consideration for subsequent (and sometimes earlier) works.

Selection and Longevity Criteria

Items selected for the collection should be those which have been reviewed in standard published sources which is the standard that the library sets for inclusion in its collections. While items need not meet all of the following criteria to be selected, the following list is a general guide to be considered: accuracy of information, currency of information, price, the extent to which an

item supports the existing collection, relevance, reputation of an author, popular demand, literary merit, significance of the work, and/or possible permanent value of the work. These criteria are also used in determining how long materials will stay as part of the collection.

Young Adult Fiction

This section consists largely of hardcover books purchased when newly published. Primary consideration is given to books by well-known young adult authors. However, titles by newcomers to young adult literature are also purchased when supported by favorable reviews from reputable sources. Paperbacks are purchased for replacement books and those which are in demand but a bit older. In addition to books, many unabridged audiobooks have been purchased for our patrons' listening needs. DVDs and Blu-rays have also been purchased for books with audiovisual adaptations.

Fiction includes a variety of genres. Adventure, alternate history, comic fantasy, coming of age, cozy mystery, cyber/steampunk, dystopian, fantasy, gothic, historical fiction, horror, humor, mystery, paranormal, problem novel, romance, science fiction, short story, sport, and techno thriller are all represented. The collection also includes novels that address a variety of social problems teens may face and potentially contains controversial elements including, but not limited to, strong language, sex, drug use, violence, and abuse. Award-winning titles published for seventh through twelfth graders are added to the collection whenever possible.

Many fictional works are part of a series. While it is important to have a complete series when possible, it may become more important considering budget and space, to withdraw non-performing parts of a series to improve the overall collection.

Young Adult Nonfiction

The material found in young adult nonfiction is not meant to duplicate, but rather enhance, what can already be found in the adult collection. Young adult nonfiction offers informational, educational, and recreational reading to meet the needs of teens. Materials are selected for this collection to educate, empower, and broaden the horizons of teens to help them to cope with the problems of adolescence. To fulfill this need, the collection will inevitably include materials on controversial topics which some may find offensive. Nonfiction titles are added to the collection if they support the needs and concerns of teen patrons as well as current trends in informational or recreational needs of the young adult community at large.

Particular attention is given to the following criteria: topic, ease of readability, credibility of author/publisher, source citation within the material, shelf-life of the material, and community demand. While not a reference section by any means, the nonfiction section of young adult is often treated as such. These are books many patrons use to find specific information they seek while here in the library and are not necessarily checked out.

Overall, the collection consists chiefly of hardcover (graphics being an exception) books often in library bindings ordered based on reviews in professional journals. Replacement copies are only ordered for worn material if the material is still current and relevant.

The young adult nonfiction collection begins with a pullout section for Biography. Sample subjects emphasized and/or explored in the collection are the following:

000s aliens, paranormal, social media, fake news

100s psychology of self, relationships, ghosts/witches/demons, philosophy behind popular fiction

200s religion

300s issues, empowerment, civil rights, careers, environment, college, mythic creatures, culture

400s dictionary

500s science projects, math, study of the universe, ecology, earth science, biology, chemistry

600s health, diet, disease/virus, technological exploration, artificial intelligence, cooking

700s graphic works (modern/classic novels, history, social issues), arts, crafts, music, movies, sports

800s understanding literature, poetry, drama

900s historical disasters, leaders in politics and innovation, world history, American history

Young Adult Audiobooks

When available, audiobooks that meet the selection criteria for fiction or nonfiction materials are purchased to meet the listening needs of the teen community. Preference is given to popular fiction titles and those titles that appear on summer reading lists. Audiobooks are interfiled next to their books within the young adult collection.

Young Adult Magazines

Basic popular and general informational magazines of interest to teens are selected to supplement the book collection and meet the recreational reading needs of teens. Teen magazines and comics follow the same guidelines for use and discard as adult magazines. Magazines are displayed on spinners and on the table in the teen area of the library.

Young Adult Movies

Audiovisual versions (primarily feature films) of young adult books are purchased and added to a standout part of the young adult collection. The section includes DVDs and Blu-rays of nonfiction, television series, and feature films displayed on standout spinners within the teen area of the library. Versions with the option for closed captioning are purchased when available for the hearing impaired. Items are considered based on popularity and potential long-term interest. Titles are deselected based on low usage and poor condition as well as content, age, and authority. Damaged movies are repaired when possible and replacements are purchased with demonstrated need.

Washington Township Public School Summer Reading

Summer reading titles are typically ordered, if not already owned, as quickly as possible once the school district releases the titles. Summer reading is maintained and monitored from a standout section of the young adult collection. Summer reading is put on a two-week circulation rotation during time of high demand and switched back to the standard three-week circulation after the

school year begins, typically on September 15. Every effort is made to also purchase these books in digital formats for their ease of use as the budget permits.

Young Adult Weeding

Young adult needs are constantly expanding to embrace new informational and self-discoveries as well as popular trends. Because of this, the young adult collection undergoes periodic weeding in an attempt to keep the collection relevant and accurate. Materials are evaluated and may be withdrawn from the collection because of unnecessary duplication, poor condition, low circulation, lack of relevance to current teen need/interest, misleading content, obsolete information, addition of updated editions, or lack of use. Every effort is made to keep the young adult collection inviting and in good condition.

Juvenile

The juvenile collection is selected and maintained by the Children's Librarians. The collection serves children from birth through sixth grade. However, there may be crossover materials in the juvenile collection that are also housed in the young adult collection or the adult collection.

Juvenile Nonfiction

The juvenile nonfiction collection is the second largest section within the children's section of the library, and is designed to meet the informational, educational, and recreational reading needs of children in kindergarten through sixth grade. Material of interest to the general public is selected over strictly curriculum-oriented material. Purchases are made with the idea that children will find them useful and enjoyable all year. Textbooks are not purchased. The collection consists of chiefly hardcover books; paperback titles are not recommended unless the title is reviewed well and no other binding option exists. Titles are selected through reviews in professional journals.

Replacement copies of worn materials are ordered if the material is still current. As with the rest of the collection, weeding nonfiction is an ongoing project. Every section must be reviewed to ensure that the collection keeps pace with current trends and new discoveries. Sections on the sciences, technology, and social issues are examined carefully, due to the rapid changes that occur in these areas.

The materials selector must ensure that the collection is kept current through weeding and new purchases. Materials in popular subjects should be purchased for several reading levels across the collection.

J 000-099: General Works

This section includes materials on monsters, UFOs, computer coding, and almanacs. Books on unexplained phenomena such as UFOs and cryptozoology are popular.

J 100-199: Philosophy and Psychology

This section includes materials on psychology, ghosts, and personal growth and development. Titles about the paranormal are consistently popular. Books on social and emotional learning topics are also popular, including kindness, respect, and responsibility.

J 200-299: Religion and Mythology

This section includes information on major world religions and mythology. Books on Greek, Roman and Egyptian mythology are popular.

J 300-399: Social Science

This section contains titles related to government, ecology, folk and fairy tales, and social issues. Popular sections are holidays, folklore, and books on various branches of the Armed Forces.

J 400-499: Language

This section contains materials about language, sign language, and dictionaries. English language books cover such topics as grammar, pronunciation, and spelling. There are also picture dictionaries, student dictionaries, and thesauri. There are a small number of dictionaries and reference materials for foreign languages, such as German, French, Italian, Japanese, and Spanish. Spanish reference materials are most popular, followed by German and French materials.

J 500-599: Natural Sciences and Mathematics

This section includes titles on science projects, chemistry, astronomy, dinosaurs, and the life sciences. Current titles with heavy use are considered for replacement. Popular sections are mammals, zoology, astronomy, and paleontology (dinosaurs).

J 600-699: Technology and Applied Sciences

This section includes materials about cars, space flight, the human body, pets, and cooking. Books about vehicles as well as cookbooks are popular in this range.

J 700-799: Arts

Included in this section are books about crafts, music, sports, painting, and games. Graphic novels are cataloged in this range, and are extremely popular. Also popular are the *I Spy* series titles, books on how to draw various subjects, books based on movies, and books related to football.

J 800-899: Literature

Included here are poetry, plays, jokes, and riddles. Poetry collections by well-known children's authors such as Shel Silverstein and Jack Prelutsky are enduringly popular. Kid-friendly joke and riddle books also circulate well.

J 900-999: Geography and History

Included here are collective biographies as well as titles on United States history, world history, Native Americans, ancient civilizations, and information on states and foreign countries.

Most popular are the *Who Is/Who Was* series and the *What Is/What Was* series, which are both cataloged in this range. Other biographies are similarly popular; this section circulates regularly. Other subjects which circulate frequently are atlases, titles on world explorers, titles focusing on ancient civilizations (Egypt, most frequently), and titles focusing on World War II history (most popular are books featuring Anne Frank).

Juvenile Fiction

This collection is the third largest within the children's section of the library, and is comprised largely of hardcover volumes. Paperback titles are not recommended for purchase unless the title is well-reviewed, and no other binding option exists. Titles are selected through the use of regular reviewing tools, but patron suggestions are also evaluated for possible purchase. It is important that reviews are checked before purchasing unknown titles; the only exception to this being books on the bestseller lists. The collection includes a wide range of fiction for entertainment and enrichment.

Mystery and Science Fiction/Fantasy are broken out into their own categories within the collection, and are cataloged as JM and JSF, respectively.

Care is taken to see that the materials purchased appeal to a broad range of reading interests and reading levels.

Easy Readers (Picture Books)

Easy readers have the highest circulation of any group in the Juvenile collection and are the largest section within the children's library. Books in this collection can be educational or recreational in intent. They range from alphabet, counting, and other simple concept books to more complex stories, and combine narrative text with visuals – illustrations or photographs – to tell a story. These books are selected to appeal to a variety of ages, including toddlers, preschoolers, and lower elementary school aged children. This collection is arranged by the authors' last names.

Because of heavy use, titles in the collection wear out quickly, and need to be replaced on a regular basis. As with the rest of the collection, continuous collection evaluation and replacement is necessary in order to open up shelving space and allow for the purchase of newly published material.

It is important that reviews are checked before purchasing unknown titles; the only exception to this being books on the bestseller lists. Care should be taken by the Easy Readers selector to ensure that titles reflect the diversity of both the surrounding community, and the greater world at large.

Juvenile Read-Alones

Read Alones are a heavily used part of the collection and are the fourth largest collection within the children's library. These titles address the reading development needs of beginning readers from kindergarten through third grade. These books are designed with controlled vocabularies, larger type, and adequate spacing between the lines to assist the new reader. The books are shelved in alphabetical order by authors' last names, or by series title. Titles have the recommended grade level written on the front fly-leaf; the publisher-designated reading level is usually prominent on the front cover and spine. Periodic weeding keeps the collection attractive and current. New series are carefully reviewed before being included in the collection.

Toddler Books

This collection appeals to children ranging from six months to two years of age. These rugged books are constructed of sturdy paperboard and are designed to withstand rough treatment from the library's youngest patrons. Books with mechanical pieces, pop-up pages, cloth parts, or that are extremely small should be avoided. The books that are selected generally include stories with very simple story lines, or simple color pictures depicting objects and animals that would appear in a toddler's world. Titles are selected through regular reviewing tools. Because of the rough use these books receive at the hands of young children and the subsequent speed with which they wear out, the collection needs to be consistently and carefully monitored. Books that have become worn or dirty should be removed and/or replaced immediately.

Juvenile DVD and Blu-ray

The majority of movies in this collection are in the fiction category and are aimed at children in preschool and elementary school. The nonfiction collection includes educational as well as informational topics. Popular full-length family features with a theatrical release should comprise the bulk of purchasing for this collection. Movies are purchased in both DVD and Blu-ray format.

Juvenile Music

This collection consists of music compact discs that are shelved in their own storage unit. Titles are selected using regular reviewing tools, and more rarely, by patron request. The music collection consists of music recorded specifically for children, including classical music, folk, music, popular music, and music from well-known children's movies and television series.

Juvenile Audiobooks

This collection consists of unabridged audiobooks. They are interfiled next to their text counterpart on the shelves. Like juvenile music, titles are selected using regular reviewing tools, and more rarely, by patron request. The audiobook collection includes fiction, science fiction, fantasy, and mystery titles. Due to the difficulty in finding audiobook reviews, priority is given to award-winning audiobook releases.

Juvenile Reference

The Juvenile Reference collection contains non-circulating materials to assist both young patrons and staff in answering specific informational questions. This section includes the *World Book*

Encyclopedia, the *World Book of People & Places*, and the *World Book Guide to Animals*, as well as dictionaries and materials related to scouting for youth. The Juvenile Reference collection is no longer heavily utilized; replacement copies for existing reference materials should be evaluated with considerable caution before re-ordering.

Appendix A

Request for Reconsideration of Library Materials

Margaret E. Heggan Free Public Library

Request for Reconsideration of Library Materials

This form may be completed by Washington Township residents with a Margaret E. Heggan Free Public Library card only. Forms completed by anyone who is not a Washington Township resident and a cardholder of our library will not be considered. Completion of this form guarantees a prompt, thorough and fair review of your concerns. Thank you for your interest. You will be informed of the library's action regarding the materials.

Author _____

Title _____

Publisher _____ Book__ Magazine__ Movie__ Other__

Patron's Name _____

Address _____

City _____ State _____ Zip Code _____ Telephone _____

Do you represent: Self__ Organization/group (name) _____

1. Specify what you object to (cite pages) _____

2. Did you read, listen to, or view the entire work or just parts? _____

3. What do you think might be the effect of reading, listening to, or reviewing the work? _____

4. What would you like your library to do about this work?

_____ Return it to the staff for re-evaluation

_____ Shelf it in a different section of the collection

_____ Other, explain _____

5. What would you suggest in its place? _____

Signature _____ Date _____

Appendix B

Suggestion for Purchase

Can't Find What You Need?

We May Be Able to Order It or Find It at Another Library

Date:

Time:

Name:

Heggan Library Card Number:

Title Requested:

Author:

ISBN:

Publication Date:

Book

Music CD

DVD/Blu-ray

Audiobook CD

Other