

ROSEVILLE PUBLIC LIBRARY

Collection Development Policy

PURPOSE OF THE POLICY

The purpose of the Roseville Public Library Collection Development Policy is to guide librarians in the selection of material, and to inform the public as to what selection principles are used.

A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in choosing from a vast array of available materials.

GENERAL LIBRARY OBJECTIVES

The library sets as its major goals in collection development: the advancement of knowledge, the education and enlightenment of the people of the community, and the provision of recreational and cultural materials. Basic to the policy is the ***Library Bill of Rights*** as adopted by the American Library Association, which states:

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948
Last reviewed January 23, 1996

In addition, the Library Commission has added ***The Freedom to Read Statement*** to this Collection Development Policy in order to further clarify their commitment to providing residents a library collection free from censorship or suppression.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read. Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy. Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these

constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but also why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

DEFINITIONS

The words, *library materials, book, item* or other synonyms as they may occur in this policy have the widest possible meaning; hence it is implicit in this policy that every form of permanent record is included, whether print or non-print; bound or unbound; photographed or otherwise reproduced. Also included are audio recordings on tape or disk; videos, DVDs, CD-ROMs, and pictures in the form of photographs, paintings, drawings, etchings, etc.

AUTHORITY AND RESPONSIBILITY

Final responsibility for materials selection rests with the Library Director who operates within the framework of policies approved and supported by the Library Commission. All of the librarians participate in the selection of library materials. Reviewing guides will be used to assist in the selection process whenever possible, however, librarians will be responsible for interpreting and guiding the application of the Collection Development Policy in making day-to-day selections based on their professional knowledge and expertise. Unusual situations or concerns will be referred to the Library Director for resolution.

Gifts: See Gift Policy.

Patron Requests for Purchase: Requests are welcome and frequently provide useful information about local interests or needs unmet by the collection. Requests for specific items will be considered and evaluated according to the principles and objectives set forth in the Collection Development Policy.

Parental Responsibility: Responsibility for the use of library materials by minors rests with their parents or legal guardians. Selection of adult materials will not be limited by the possibility that materials may inadvertently come into the hands of minors.

Citizen's Request for Reconsideration: Because strong feelings and emotions may develop over items in the library's collection a system for handling complaints has been developed. Depending on the item in question, a patron wishing to register a complaint would fill out either the ***Citizen's Request for Reconsideration of the Inclusion of a book (print, tape, or CD) in Our Collection*** or the ***Citizen's Request for Reconsideration of the Inclusion of a Film, Music CD or CD-ROM in our Collection***. Both forms are available at the Adult and Youth reference desks. These forms are submitted to the Library Director who will review them with the Library Commission. Patrons are always welcome to attend Library Commission meetings. If the patron making the complaint is not present at the meeting, but has included their name on the

complaint, the Library Director will inform them of the Library Commission's decision.

GUIDELINES FOR SELECTION

As stated earlier, the *Library Bill of Rights* and the *Freedom to Read Statement* provide the foundation upon which this Collection Development Policy and these selection criteria are based. No one standard applies at all times or in all cases. Because the library serves a public embracing a wide range of ages, educational backgrounds, reading levels, interests, and needs, it will always seek to select materials of various complexity and content. Each type of material will be considered in its own value and in relation to its audience. Materials not purchased at one time may be reconsidered for purchase at another time, as the social and intellectual climate of the community changes.

In order to build a collection of merit and significance, librarians will evaluate acquisitions by examining reviews in professional library publications as well as other review sources. Librarians are aware of and will be guided by the following criteria (all criteria apply to fiction and non-fiction, print and non-print, juvenile, young adult and adult materials):

Criteria for Selection

- Present and potential relevance to community needs and interests.
- Relationship to the collection and to similar material available.
- Reputation and/or significance of the author, publisher or producer.
- Quality of writing, design, illustrations or production.
- Suitability of the physical form for library use.
- Clarity, accuracy, impartiality, and logic of presentation.
- Insight into the human social condition.
- Importance as a document of the times.
- Favorable reviews.
- Relationship between value and price.
- Currency of information.
- Comprehensiveness and depth of treatment.

Miscellaneous Guidelines

Textbooks will be added to the collection only if they are the best source of information on a subject and of use to the general public.

Legal and medical works will be acquired only to the extent that they are useful to the layperson.

While the authority of the author should be taken into account, his personal history should not be regarded.

Characterization and language must be evaluated in relation to the total work and cannot be taken out of context.

Experimental and new forms of writing and/or art will be considered.

Multiple copies: Due to budget and space considerations, multiple copies of an item are not standard procedure. Librarians will determine whether or not to include a duplicate title based on public demand. A sufficient number of copies will be added to insure our patrons' reasonable access to the material. Occasionally, duplication will occur in order to place copies of an item in different areas of the library (i.e., reference and circulating). Paperback copies are preferred for duplication when available. Once demand for a title has waned, duplicates should be weeded.

SELECTION METHODS

Selection of library materials is based on the informed judgment of library professionals with background and training in the informational needs of the public. Librarians routinely use authoritative library review sources such as *Library Journal*, *Booklist* and *School Library Journal*. Book trade sources such as *Publisher's Weekly* and *Amazon.com* are often used. Review sources used by the general public (*New York Times Book Review*, *New York Review of Books*, *The Detroit News/Free Press*, *Entertainment Weekly*, *Rolling Stone* and *Book Page*) are also monitored. Publishers' and distributors' catalogs are important sources of forthcoming materials but should be used with caution since their primary objective is selling their product. Occasionally, materials are ordered on approval so that they can be examined before being added to the collection.

BUDGET ALLOCATION

At least 15% of the library's operating budget will be expended on materials.

COLLECTION MAINTENANCE

Collection maintenance is just as important as selection and should, therefore, receive as much attention from the librarians.

Binding and mending: Worn and damaged materials are unattractive and tend to detract from the overall value of the collection. Keeping materials in good physical condition is essential. The Friends of the Roseville Public Library assist in this task through their Book Care Committee. Books that are worn or

damaged are set aside for the library staff to evaluate. Each decision regarding worn or damaged library materials is made by considering the following: the extent of the damage, the validity of the content, the availability for replacement, and the cost of repair versus replacement. Often times it is more cost effective to replace the item, especially when a more recent edition is available. In a few unusual instances, items must be retained despite their condition.

Replacements: A replacement is an item purchased to take the place of an identical item no longer in the collection due to loss, damage or wear. Not all withdrawn items will be replaced. The librarians will determine whether or not to replace an item based on the existing collection, the relevance of the content of the item, the demand for the specific title, and the available budget.

Weeding: In order to maintain an up-to-date and vital collection, library materials will be systematically reviewed and evaluated. Materials that no longer meet the goals and objectives of the library, including those that have become damaged or obsolete, will be withdrawn and disposed of according to the criteria established by this policy. Materials may also be withdrawn if they are rarely used, superseded by a new edition, unnecessary duplicates, or if a more comprehensive work on the same subject is available.

Withdrawn Materials: Items removed from the collection that are in usable condition will either be offered to other libraries within the Suburban Library Cooperative or given to the Friends of the Roseville Public Library for their book sales. Withdrawn materials may occasionally be reserved for individuals at the discretion of the Library Director.

SPECIFIC DESCRIPTIONS AND GUIDELINES FOR MANAGEMENT OF COLLECTIONS

000 – *Generalities*

Description

This classification section includes materials on computers, programming, software applications, hardware and the Internet. It also includes library science materials, information about books and the promotion of reading, censorship and the freedom to read, journalism and general encyclopedias.

Selection Plan

Emphasis is placed on popular books and general how-to manuals on computers, software applications and the Internet. General and contemporary books on journalism and publishing are also selected. Library and information science materials are limited to materials that reflect current thinking on contemporary issues and materials that support the needs of the library staff. Superseded encyclopedias are added to the circulating collection. In general, single copies are purchased. Hardcover is preferable if available, except in cases where the item is updated annually.

All materials in the generalities are selected from standard library review media, publishers' catalogs and announcements, and staff/patron recommendations.

Retention and Weeding

Materials on computers can rapidly become dated and/or extremely worn from use. This area would benefit from an annual weeding. Some older titles should be retained for patrons using older equipment and software. When continued use dictates, these works are retained, repaired or replaced. Books that have become standards and some theoretical works are also retained. In library science, material on current practice and practical works are retained.

In general, worn out and damaged volumes are discarded, as are books with outdated information, duplicate copies, incomplete sets, and outdated directories, handbooks, guides, etc. Except for computer materials, bi-annual weeding is sufficient.

100 – *Philosophy, Psychology and Related Disciplines*

Description

The philosophy section consists of major works by and about major philosophers and philosophies from around the world. Philosophy from its earliest roots in history to the modern day is available. Parapsychology, occultism, dream

interpretation, mysticism, astrology and metaphysics are included in this area, as are ethics and logic. A large part of this collection, 40-50%, is related to psychology including popular psychology and self-help materials.

Selection

Various guides and recommended lists of classic and standard works (i.e., *Public Library Catalog*) are consulted in maintaining a core collection. Standard selection tools, such as *Library Journal* and *Booklist*, alert librarians to new, popular, and trendy titles. Self-help and applied psychology titles often appear on best seller lists so should be purchased. Selection should include witchcraft, numerology, astrology, palmistry, spiritualism and fortune telling since they tend to be in high demand, however, most of these titles are purchased for the Reference Collection since retention is difficult. Materials are primarily purchased for the self-education of the general reader, however, an attempt is made to offer titles appropriate for high-school and college level assignments. One example is the *Opposing Viewpoints* series which is selected regularly for its reliability, diversity of opinion, and suitability to school assignments. Single copies, preferably in hardcover, are usually purchased. When titles are in high demand, a second copy may be added to meet the demand and weeded when the demand has lessened.

Retention and Weeding

Duplicate copies of titles no longer in demand and books that are badly damaged are discarded. Books written in an outdated style which no longer appeal to today's reader are also discarded. Important works by major philosophers and psychologists are retained, but new interpretations and translations are added to modernize the collection. Books in poor condition are removed as they are identified; a thorough weeding should be done every three years.

200 – Religion

Description

Religious history, sacred texts, commentaries on major religions, doctrines and moral and devotional literature make up this collection. While Christian theology makes up the bulk of this collection, Judaic and nonwestern traditions are an important and significant part of the collection. Islam, Buddhism and Hinduism along with numerous other ancient and modern theologies are represented. Atheism, mythology, new age and modern religious groups are also covered in this collection.

Selection

The demographics in Roseville have changed over the last ten years and will most likely continue to change. As we begin to attract more residents with diverse ethnic and religious backgrounds the interest in varying cultures

increases. Our collection strives to reflect the religious interests of the community and is aimed at popular materials. Scholarly titles that receive widespread attention or provide information not otherwise available may be purchased. All religions and belief systems are represented as fairly as possible. Materials of a proselytizing nature should be excluded in favor of unbiased informative presentations. In addition to standard library review sources, catalogs of prominent religious publishers, such as Paulist Press, may be utilized.

Retention and Weeding

Important works, histories, sacred texts of major religions, and important commentaries are retained. Outmoded, older theological and sectarian literature, and books on the conduct of life which are no longer popular, are discarded. Representative examples may be kept. Basic material is replaced when missing or worn out. *Public Library Catalog* is consulted when there is a question about the value of a title. Multiple copies should be removed. A three-year weeding cycle should be sufficient to maintain this collection.

300 – Social Sciences

Description

This is one of the largest collections since it covers a wide range of subjects. There is some overlap with other subject areas (business is one example). Among the heavily used subject areas are sociology, economics (specifically personal finance and investments), American government, citizenship, law and civil service examinations. The social problems area, including true crime, drug abuse, addiction and disease, is aimed at both the general reader and students. The education area primarily includes materials on the history and philosophy of education. Some attention is given to teaching methods and materials that might be useful to homeschoolers. The education area also includes high school and college test preparation guides. The social sciences area also includes information on weddings, holidays, costumes and folklore.

Selection

Reviews from standard tools such as *Booklist*, *Library Journal*, *New York Times Book Review*, and *Publisher's Weekly* are useful. Publishers catalogs such as Arco, Greenhaven and Nolo Press are also helpful. This collection concentrates on material of a popular nature. At times, beginning professional or introductory academic material may be purchased to add depth to the collection, especially for high use subjects.

Materials related to lifestyles, marriage, family, divorce, sex roles, women's studies, and American culture are emphasized. Some basic economics texts covering economic theories and systems should be included, however, most of

the economics material is of a popular nature. Labor force and job opportunity materials are collected. Personal finance, investing and real estate materials are selected and tend to be very popular. Current information is always sought. In the law section, materials for the layperson are the primary focus. Selectors concentrate on family law and everyday issues, i.e., divorce, small claims, landlord and tenant relations, etc. There is also a section devoted to business law. Essential information relating to Michigan and local government is added to this collection. Material about the federal government and its agencies is also popular. There is usually a demand for information on military science including material on weapons, uniforms and regalia. Popular books relevant to social problems and issues are chosen from standard library review sources. Occasionally, titles suitable for professionals in the social sciences are purchased. Librarians try to maintain a balance between student and professional level materials in the area of education. General materials on home schooling, classroom management and teacher development are selected. Special emphasis is given to educational test books ranging from high school to college. In view of the problems the library has had in retaining GED and ASVAB books, these titles have now been placed behind the circulation desk in a Deposit Collection. The librarians will review this practice periodically. The history of transportation and international commerce are also covered in this section. New materials are regularly purchased to keep the etiquette, folklore, costume and customs sections fresh and up to date. Special attention is given to wedding planning and international business etiquette.

Retention and Weeding

The primary consideration for the social sciences collection is currency of material, though classic authors and historical studies are retained. The weeding process with respect to new editions, duplicate copies, and books in poor condition is on-going. Certain parts of this collection, such as law, current affairs, and finance should be weeded annually. Areas such as the history of transportation, military science, costume, folklore, and etiquette may be weeded every five years. The remainder of the social sciences collection should be weeded every two years.

400 – Languages and Linguistics

Description

This area consists of materials on the history and theory of languages, linguistics, alphabets, etymology, etc. Literacy, sign language and English as a second language (ESL) are also in the 400s. Dictionaries and materials on grammar and usage for English as well as other languages are also found in this collection.

Selection

Standard library sources are used for reviews. Publisher's catalogs from Berlitz and similar publishers may also prove useful to librarians. Language instructional materials are purchased in a variety of formats and on both the introductory and intermediate levels. High demand items may be duplicated. A variety of dictionaries and grammars are purchased for popular languages.

Retention and Weeding

Language materials that meet circulation and condition standards may be kept for many years. Basic language structure does not change over the course of one generation, and even books on slang, or the current vernacular still have some value as they age. Dictionaries, however, should be updated regularly. The entire collection should have a thorough weeding every five years.

500 – Pure Sciences

Description

The beginning of this collection consists of materials on the theory, philosophy, history, study and teaching of science. Mathematics, astronomy, physics and chemistry materials follow. The collection also includes materials relating to earth sciences, paleontology, life sciences, botany and zoology.

Selection

In all areas, popular materials as well as materials for students are purchased. Both basic and intermediate level materials are selected and the collection should be appropriate for students through their first two years in college. Textbooks are purchased if they are the best sources of introductory material on mathematics and the sciences. Easy to use, basic materials in arithmetic for self-education and review should be available for patrons. The availability of quality illustrations in books in the botanical sciences section is an important consideration for selection. Guides to trees and flora, especially pertaining to Michigan, are collected heavily. A variety of leaf and tree identification books are purchased in multiple copies to meet the demands of fall assignments. Animal books are purchased with both adults and students in mind. Materials on Michigan and endangered wildlife receive high priority. *Booklist*, *Publisher's Weekly* and *Library Journal* are reviewed for selection purposes. Publisher's catalogs are also reviewed. Most titles are single copy purchases. Paperback copies are purchased only when a title is not available in hardcover or multiple copies are ordered.

Retention and Weeding

Introductory and basic level science materials do not date as rapidly as specialized titles. Philosophical and historical works can be retained for a longer period than other science materials. In most science disciplines, however,

change is rapid, therefore, the collection should be weeded every three years. *Public Library Catalog* should be consulted before removing a title. Weeding of damaged and worn material is done on an on-going basis.

600 – Applied Science and Technology

Description

This section includes several heavily used subjects: inventors and inventions; automobiles and automotive maintenance and repair; medical science including diet and nutrition; parenting and child development; engineering; gardening; pets; cooking and cookbooks; business management and marketing; resumes and job search materials; home repair and construction.

Selection

Roseville has a diverse population with interests in all aspects of the 600's collection. Medical information is selected based on its reliability and usefulness to the general reader. Self-care guides, as well as guides to specific disorders and treatments, are purchased. Selectors should be aware of current trends and high demand areas. Repair manuals for small machinery, appliances and automobiles are always in demand. Manuals that are useful for both modern and obsolete equipment are valuable. General auto repair manuals (i.e., Chilton's and Motors) are on standing order through Baker and Taylor. The library offers the online database *All Data*. Cookbooks are selected to appeal to a variety of skill levels, and cover a wide range of types and locales of cuisine. In the business area, materials are selected for everyone from novice to leaders in business. High demand areas are accounting, bookkeeping, computer applications, business management, starting a new business, resume writing and vocational information. These areas need constant attention. Do-it-yourself material needs to be purchased in a variety of areas. Publishers' catalogs and subject specific periodicals may be used to identify material on woodworking, welding, furniture construction, etc.

Retention and Weeding

The medical and business collections should be kept very current. Aside from classic titles, and historical texts, materials in these areas should not be more than five years old and the collections should be weeded every two years. Less stringent standards regarding condition are applied to automobile, truck, marine and small engine repair manuals due to interest and demand. Some older books are rebound to extend shelf life. Weeding this section every five years should be sufficient. Gardening, pets, child development, manufacturing, home economics and cookery should be weeded every three years.

700 – The Arts

Description

The arts collection is made up of both popular and scholarly titles in fine arts, music, dance, theater, sports and games. The recreational and performing arts section consists of books on motion pictures, television, theater, dance, games, and spectator and participatory sports. Materials range from introductory level through advanced. The decorative arts section is heavily used and consists of materials on handicrafts such as needlework, knitting, flower arranging, quilting and interior design and decoration. These materials also range from introductory level through advanced. In music, materials cover history, music appreciation, performance and musical scores. Both classical and popular music are included in the collection. The largest percentage of the arts collection is devoted to works on art history, artists, architecture, sculpture, painting, photography, antiques and collecting, and furniture.

Selection

In selecting materials for this collection, the needs of the general interest reader, student, teacher and practicing artist are considered. Standard library review sources are used along with publishers' catalogs and art journals. Cultural events in Detroit and the surrounding area, including Chicago and Toronto, influence demand for items such as musical scores, information on artists, companion books to stage productions, etc. Residents also have a strong interest in sports as personal recreation and in Detroit area sports teams. Audio-visual material is an important component in this collection especially in the areas of the performance arts (dance, theater, opera) and sports. Standing orders are set up for value guides for collectibles (i.e., coins, stamps, baseball cards, antiques, etc.). Since these items are purchased on a regular basis, usually annually, paperback copies are preferable.

Retention and Weeding

The art collection should be weeded sparingly. Books on art styles, artists and their works never become outdated. Damaged volumes should be weeded and replaced if possible. The exception to this would be books on city planning, landscape design, architecture and house plans, which do become outdated. Except for those of historical value, these should be replaced with current titles. Collector's price guides, styles of interior decoration, photographic equipment books and sports materials should be weeded every five years.

800 – Literature

Description

Works of and about literature, including poetry, plays, essays, humor, speeches, history and criticism make up this section. Style manuals and guides to writing are also found in this collection. Although the largest portion of the collection is devoted to American and English literature, the effort is being made to expand

coverage of international literature. Michigan authors are collected, however, not exhaustively.

Selection

Librarians should take into account that students from area high schools and community colleges as well as independent learners and patrons with an interest in creative writing make use of this collection. Standard library review sources like *Library Journal* and *Publisher's Weekly* are primarily used, however publisher's catalogs (*Twayne, Samuel French, etc.*) and university and small press catalogs are also helpful for identifying materials for this collection. Second copies of books that are in high demand, such as classic works by American writers, Shakespeare's plays, and style guides may be purchased.

Retention and Weeding

Materials in this collection are often weeded because of heavy use. As a rule, a three to four year weeding cycle is sufficient for the collection. Classical and standard works are retained, as are popular and frequently studied authors and materials. Style guides are weeded when superseded editions are available. *Public Library Catalog* and *Granger's Index to Poetry* should be used as guides.

900 – Geography, History and Travel

Description

This section contains works of history, travel and contemporary information on all countries of the world. It includes archeology, exploration, geography, civil and world wars, collective biographies and atlases. African-American history is included in this collection, as are studies of native tribes of the Americas. Although the emphasis in the history and travel sections is United States, other parts of the world are well represented. Works pertaining to Michigan history, including histories of specific cities and counties, are located in the Michigan History Room. The genealogy collection, which consists mainly of how-to, heraldry and family name books, is also in the Michigan History Room.

Selection

The 900s are very popular with students, travelers and the casual reader of history and biography. Standard library selection tools are used for this collection. University press catalogs, the *New York Times Book Review* and *Best-Seller Lists*, and patron suggestions are also very useful in selecting for this collection. There is a strong interest in World War II, the Civil War, Western Europe, Canada and biographical information. There is growing interest in Eastern Europe, Asia and the Middle East. Popular travel guides, such as Fodors and Mobil, are kept on standing order.

Retention and Weeding

The travel section needs regular weeding. Guidebooks that are more than three years old should be removed from the collection. Classic historical works are kept unless they are damaged. Replacement or rebinding of these materials is important. Weeding of the history sections should be done every five years. Outdated atlases (except those retained for historical purposes) should be weeded and replaced with new editions.

Biography

Description

The biography collection consists of works about persons from the earliest times to the present. These are individual biographies (rather than collective biographies that are shelved in the 900s). The collection includes autobiographies, memoirs and occasionally letters.

Selection

The biography collection is very popular with our patrons. Casual browsers as well as those pursuing independent study read the books in this collection. Students also use the collection for assignments. In addition to standard reviewing sources, the *New York Times* bestseller list is used to choose materials. One copy of each title on the *New York Times* best-seller list should be purchased.

Retention and Weeding

Retention of titles is based on whether or not the subject is still of interest. *Public Library Catalog* should be used when weeding. Books that are in poor condition are weeded and only replaced if they are the definitive source for information on an individual or little else is available.

Reference

Description

The Roseville Public Library reference collection is located in Adult Services; however, it is meant to serve individuals from elementary school age through adulthood. The collection covers the entire range of the Dewey classification system. The collection varies in difficulty from basic introductory level to beginning research level. The aim is to provide current information on all subjects and historical information on those subjects for which previous questions have indicated a need. Major areas are business, medicine, literature, and biography.

Selection

Materials are judged by scope, currency, ease of use and cost. Reviews are consulted before purchasing new reference titles. Standing orders are placed for regularly published items to ensure prompt receipt of current editions. Some titles are ordered in alternate years or even every five years in order to save money. Both hardcover and paperback are purchased. An increasing number of reference materials are being acquired in non-print formats. The decision to move to non-print is based on cost and ease of use.

Retention and Weeding

Replacement of obsolete and out of date material should be a high priority with this collection. It should be weeded annually. Titles included in *Public Library Catalog* should be retained. Some older editions of statistical sources may be retained for historical perspective. Weeded volumes may be moved to the circulating collection, passed on to other libraries or given to the Friends of the Roseville Public Library for their book sale. The Reference Collection is constantly being evaluated due to the increased use of the Internet and online databases. Some titles are being discontinued due to changing use patterns. In some cases, offering patrons both the print and non-print versions of a title is desirable. Once patrons become more accustomed to using non-print sources, this will no longer be necessary.

Fiction

Description

Popular best sellers, classic literature and genre fiction from all time periods and all parts of the world make up the fiction collection. Its purpose is to enrich and entertain. Five genre collections are shelved separately: short stories, mysteries, science fiction, westerns and romance. Although emphasis is placed on American authors, the attempt is being made to include British and world authors in English translation.

Selection

In addition to standard review sources such as *Library Journal* and *Publisher's Weekly*, the *New York Times Book Review*, the *New York Review of Books*, and *Bookpage* are also used for selection. Every title that appears on the *New York Times Best Seller's* list should be purchased. Unfortunately, due to space limitations, only one copy of each fiction title should usually be on the shelf. In the case of bestsellers, a second or third copy may be purchased if demand warrants. Additional copies should be purchased in paperback if possible. Once the demand lessens, these copies should be weeded and given to the Friends of the Roseville Public Library for their book sales.

Retention and Weeding

Damaged items should be weeded as they are identified. The *Fiction Catalog* should be consulted when considering whether or not to replace the item. Duplicate titles should be withdrawn when the demand has lessened. The collection should have a thorough weeding every five years.

Large Print Collection

Description

On a much smaller scale, the large print collection consists of the same cross-section of books as the regular collection. The major portion of the collection is devoted to classic literature, best sellers and genre fiction. Some non-fiction titles are included, especially biography. Both hard and soft cover books are purchased.

Selection

The majority of the titles are obtained through a standing order with Thomas Beeler. Other titles are added when funding is available, suggestions are made or through gifts. Roseville has a growing percentage of residents over the age of 60 and the demand for this collection is increasing. The collection is also utilized for our outreach patrons. Some thought should be given to expanding the space and funding for large type materials.

Retention and Weeding

Large type books are seldom available once the initial print run is exhausted, so great care must be taken in withdrawing titles. Whenever possible, damaged editions should be re-bound. When weeding is necessary, outdated non-fiction should be withdrawn, as well as fiction titles that have very low circulation.

Local History Collection (Michigan Room)

Description

The local history collection is housed in the Michigan Room area of the library. Items included in this collection are books (reference and circulating), periodicals and audio-visual materials. The focus of the collection is local (Roseville and surrounding communities) and Michigan history. A small portion of the collection is devoted to genealogy. This section includes mainly how-to books, heraldry and family name guides. The archive for the City of Roseville is also part of this collection.

Selection

Newspaper clippings from local publications are collected on an ongoing basis. Photographs and yearbooks are also collected. At least one copy of all local history titles is added to the collection. Duplicate copies of titles pertaining to

Roseville should be purchased, so that one copy is available as reference. At least one copy of local publications (city calendar, city newsletter, annual budget, etc.) is added to the archives.

Retention and Weeding

Damaged titles should be replaced if possible, or re-bound. If the item cannot be replaced or rebound, but is still valuable to the collection, it should be moved from the public area to the archives.

AV Materials

Description

The audio-visual (AV) collection consists of videos, DVDs, books on tape and CD, music CDs, kits (books and cassettes), computer games and CD-ROM programs. Selection policies and procedures for these areas are the same as for books. See the previous sections covering fiction and non-fiction guidelines. The library makes no attempt to compete with local video rental stores. We do not offer multiple copies of titles and we strive to offer titles that might not be carried by video rental stores. The Friends rental video and DVD collection has been absorbed into the free library collection. There are no longer any rental fees for audio-visual materials. All items circulate free and are holdable. All selection is done by a librarian.

The CD collection covers many different styles of music, such as classical, jazz, popular, country, etc. Areas such as holiday music, international music and folk music are growing.

CD-ROMs are offered for both youth and adults. Programs are informational/educational and recreational.

Selection

Standard library review sources are consulted as well as periodicals such as *Entertainment Weekly* and *Film Comment*. Publishers' catalogs such as Recorded Books, Chivers, and PBS Home Video are also consulted.

Current release feature films are selected for the Rental Video and DVD collections. Foreign and independent films are also purchased for this area. Reviews are consulted and ratings considered. Films that have not been rated or that are rated X are not purchased for the collection. Classic and children's films are purchased for the Free Video and DVD collections. Non-fiction videos are also part of the free collection. Instructional, exercise, travel and historical subjects are very popular with our community. Award winning films and CDs are standard purchases. TV programs or series that are popular and available on

video or DVD may be purchased for the free collection. The video collection is being closely monitored. Statistics show that the DVD collection has become as popular as the video collection and will ultimately surpass videos in circulation. The budget will be adjusted to meet changing demand. A free DVD section for classic films and instructional/educational programs is being established.

CD-ROM products are purchased in both MAC and PC platforms.

Books are currently purchased in both cassette and CD format. This collection will be closely monitored due to changing needs. Both abridged and unabridged titles are selected, however, the unabridged seem to be gaining in popularity.

Maintenance and Weeding

Damaged products are replaced or repaired if possible. With books on cassette, it is sometimes possible to replace individual tapes rather than the entire set. Videos and DVDs that were produced more than 15 years ago are moved to the free collections. The collection should be weeded annually due to space limitations. Standard sources such as *Public Library Catalog* and *Fiction Catalog* may be consulted. Circulation is also considered when weeding. Withdrawn audio-visual items that are in good working condition are given to the Friends of the Roseville Public Library for their sales.

Periodicals

Description

The library currently subscribes to over 200 periodicals covering a wide range of subjects. Paper copies of magazines are kept for the current year and the previous year. The only exception is *Consumer Report's*, which is kept at the Reference Desk for at least four years. All magazines, except the most recent, circulate. A list of the magazine subscriptions is available at the reference desks. Professional journals are routed to the director and assistant director and then placed at the adult reference desks. Library review sources are routed directly to the librarians.

Selection

Due to the changing nature of research, our magazine collection focuses primarily on entertainment, enrichment and general interest. A core collection of titles, i.e., *Time*, *Newsweek*, *U.S. News*, *Business Week*, *Fortune*, *Forbes*, *Good Housekeeping*, etc., is standard. Other titles, such as *Dog World*, *Martha Stewart Living*, *Shop Notes*, and *Taste of Home*, were added based on patron suggestions.

Included in the periodicals section are local and out of state newspapers. The library has daily subscriptions for the *Detroit Free Press*, the *Macomb Daily*, the

Wall Street Journal and the *New York Times* Sunday edition. We also carry the *Macomb County Legal News* and the *Eastsider*.

Retention and Weeding

As indicated above, magazines are only kept for two years (including the current year). Older issues are withdrawn and either given to patrons who have requested them, given to the Friends of the Roseville Public Library or discarded. Newspapers are kept for a period ranging from one to three months depending on the title. Damaged copies are weeded immediately. Patron recommendations are welcome, however, cost and space will factor into the decision to order a title. Gifts of periodicals are accepted only when the giver commits to a three-year subscription.

Youth Area

Description

The Youth Services area serves Roseville residents, as well as those from the surrounding communities, from preschool through grade 8, and their caregivers. The collection also serves teachers in the Roseville Community Schools and the private schools in Roseville. The collection includes both fiction and non-fiction and is arranged according to the Dewey Decimal Classification System just as the Adult Area is arranged. The area is divided into pre-school, elementary and young adult sections. Books and periodicals are included in the collection. All juvenile and young-adult audio-visual material is shelved in the AV Area.

Selection

The same standards that apply to the adult collection apply to the juvenile and young adult collections. (See the general criteria and the specific guidelines for non-fiction and fiction). Materials are purchased with a commitment to diversity and quality, responding to both the educational and recreational needs of the community. Standard library review sources are used, including *School Library Journal* and the *Bulletin of the Center for Children's Books*. One-third of the library's total circulation is from Youth collections; hence, one-third of the book budget is devoted to that area. A similar portion of the a-v budget allocation is also devoted to juvenile and young adult materials. Pre-school and toddler story time sessions and class visits are also considered when selecting juvenile materials, especially fiction.

Because reading levels vary considerably, materials are purchased at a wide range of reading levels in both the fiction and non-fiction areas. Reading levels are designated through the use of colored dots. Both the fiction and non-fiction collections are used for school assignments as well as for general interest and recreational reading. Some of the more popular non-fiction subject areas are animals, countries of the world, folklore, leaves and trees, biography and Native

Americans. Separate collections of hardcover and paperback juvenile and young adult fiction are maintained. Circulating encyclopedias are also available in the Youth Area. The other collections in this area are picture books, easy books and readers.

Easy and Picture Books: these collections consist of titles in which illustration is an integral part of the body of the work. Books range from wordless to third grade interest level. Most titles are intended to be read aloud to a child. Easy and picture books often meet both educational and recreational needs. Concept books are an important part of this collection. Popular television shows also create demand for particular titles.

Readers: This collection is geared towards 1st through 3rd grade readers. Books having a controlled vocabulary, written for an audience that is just learning to read or is still mastering the mechanics of reading are in this section. Illustrations are considered secondary to text.

Juvenile Fiction and Juvenile Paperback: these collections contain titles of interest to children in third through sixth grades. Genres such as mystery, fantasy, horror, historical fiction, etc., are labeled within the collection. Large series such as *Goosebumps* and *Babysitters' Club* are usually purchased for the paperback collection.

Young Adult Fiction and Young Adult Paperback: these collections contain titles of interest to children in sixth through eighth grade. Genres such as mystery, fantasy, humor, historical fiction, etc., are labeled within the collection. Large series of books are usually purchased for the paperback collection. Occasionally, titles that are purchased for adult fiction are also purchased for the young adult collection.

Juvenile and Young-adult Biography: This section includes a wide variety of titles for children through eighth grade. The collection contains books on contemporary and historical figures.

Juvenile and Young-adult Non-fiction: This collection consists of materials that meet the informational, educational and recreational needs of children from preschool through eighth grade. The emphasis when purchasing for the Youth Area in non-fiction is as follows:

- 000 – materials on unexplained phenomena and computers.
- 100 – astrology, ghosts and personal growth and development.
- 200 – religions of the world and mythology.
- 300 – folk and fairy tales, careers, government, and environment.
- 400 – English language, foreign languages and sign language.

- 500 – dinosaurs, science experiments, weather, animals and insects.
- 600 – pets, human body, cooking, transportation and space flight.
- 700 – art, drawing, crafts, sports, music, magic and games.
- 800 – poetry, riddles, and plays.
- 900 – U.S. and world history, geography, Native Americans and ancient civilizations.

Retention and Weeding

Because of space limitations, the Youth Area must be weeded annually. Superseded collections of non-fiction series (such as, books on states, countries, etc.) should be withdrawn. Damaged books are usually withdrawn and replaced if possible. In the case of classic titles that are no longer in print, rebinding is an option.

Materials Selection Policy adopted on 2/13/95
Replaced by *Collection Development Policy* revised and approved on 2/2/04
Revised 9/8/08
Revised 1/9/12