

Hedberg Public Library
A701 Collection Development Plan
Board Policy
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COLLECTION DEVELOPMENT PLAN FOR HEDBERG PUBLIC LIBRARY

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Approved by HPL Board of Trustees

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INTRODUCTION

This collection statement is a reflection of Hedberg Public Library's commitment to provide a great collection on diverse topics in various formats. A document stating the goals, objectives, and background of the library collection, along with policies for selection and maintenance of the collection, is needed to provide the structure for meeting our commitment to provide an excellent collection.

PURPOSE

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

MISSION STATEMENT

HPL strives to inform, empower, enrich and entertain by:

- Fostering an atmosphere of welcome and accommodation

- Building and maintaining collections and services on diverse topics in various formats

- Providing maximum access to information and materials

- Meeting and exceeding the expectations of our customers

COLLECTION DEVELOPMENT POLICIES

SELECTION

The library's mission statement guides materials selectors in the development of the collection and the allocation of funds. The library supports the American Library Association's "Bill of Rights," "The Freedom to Read," and "The Freedom to View" statements included in this plan as Appendix A. 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 HPL users, both those expressed and those identified by staff based on community demographics and use of the current collection. The collection reflects the community's various cultures and contemporary standards.

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

In keeping with the Library Bill of Rights, Hedberg Public Library does not restrict access to library materials based on the age of the user. The library believes that parents (or legal guardian) are the only ones with the right and responsibility to restrict access of their own children to library resources. There may be a rare occasion when an exception is made to

this policy, but only with the library director's approval and only due to unusual circumstances. For instance, if an item is purchased that meets few if any selection criteria and is clearly on the edge of contemporary community standards but has, through the media or other public debate, become of widespread interest to many adults in the community, this item may be restricted to those 18 years or older. Such a restriction would be established only after input from appropriate staff and after careful review of the item in question. Each case must be considered on its own merits, but in all cases the library does its best to adhere to the Library Bill of Rights. Likewise, the library's policy of free access to minors does not influence the purchase of controversial materials.

CRITERIA

The criteria for the evaluation of materials includes popular demand for a title or subject matter, authoritativeness of author and publisher, timeliness, accuracy, price, indexing and other organization of materials, reviews, literary or artistic merit, enduring value, social significance, scarcity of material on subject, 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. Specific considerations for each area of the collection are noted under the Collection Development Guidelines section of this policy.

OBJECTIVES

HPL's primary objectives are to acquire, organize and make available print and non-print materials that inform, educate, entertain and enrich library patrons, 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 have enduring interest or value. The collection is not archival. It is reviewed and revised on an on-going basis to meet contemporary needs.

SCOPE

The collection is intended to provide individuals of all ages and abilities with resources that offer a choice of format, treatment and levels of difficulty so that most individual library needs can be met. Providing access to electronic information for adults and young people is an important component of the library's collection development process. The collection is intended to offer supplemental materials for persons pursuing educational programs and to serve as a starting point for those who seek more advanced works housed in other institutions. The library avoids needless duplication of materials available on interlibrary loan from other libraries in Rock County or other institutions in the state.

NEW FORMATS

New formats shall be considered for the collection when national surveys and local requests indicate a significant portion of the HPL community has the necessary technology to make use of the format. Availability of items in the format, cost per item,

and the 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.

GIFTS

Gifts to the collection can be in the form of money or can be actual materials. All gifts are subject to the same selection criteria as materials purchased by library staff. A gift may be rejected if it does not meet the guidelines in this collection plan or if it requires special shelving or circulation procedures. All gifts become part of the general collection. A periodical subscription represents an ongoing commitment for a library, making it unique in that it doesn't easily lend itself to being acquired on a gift basis. For this reason, periodical subscriptions are not accepted as gifts, but will be considered for purchase by the library.

The most welcome gift is one of money where the donor recognizes the need for more materials and is not concerned with specific titles or subjects. However, broad subject designations are acceptable. Gift monies are channeled through the Hedberg Public Library Foundation. Donations of money are acknowledged with letters of thanks; gift plates are affixed to donated items, when format permits.

Many donations consist of boxes or bags of materials that are accepted on behalf of the Friends of Hedberg Public Library and their shop. These gifts are inspected by staff who select items desirable for the collection. Donors may be given a form for such gifts, which the donor may use for tax purposes, but the library does not give appraisals of value. Gifts are not returned to the donor.

Individual titles are frequently donated by authors, publishers, legislators and businesses. These gifts are subject to the same selection criteria as materials purchased by staff and are not returned if rejected for the collection.

RECONSIDERATIONS

The library will reconsider materials in its collection upon written request. Receipt of formal, written requests is acknowledged by the collection manager. Appropriate selectors review each request and the materials challenged. The selectors submit a written recommendation to the Director who then communicates a decision and the reason for it, in writing, to the person who initiated the request for reconsideration. In the event that the person is not satisfied with the decision of the director, s/he may appeal it to the Board of Trustees. A "Citizens' Request for Reconsideration of Library Materials" form is Appendix B.

CUSTOMER REQUEST

The library encourages and at all times welcomes customer suggestions, comment and ideas about the collection and its development. Selectors give high priority to purchase requests from customers. Customer requests for titles are usually honored, unless selectors believe an item is too special or expensive or has misinformation.

The "Purchase Request" form is shown in Appendix C.

VULNERABLES

Because of their content or features, particular items tend to be stolen since the library's security system is not foolproof. Most of these types (martial arts, witchcraft, tattooing) are in regular demand. It is recognized that these repeated thefts are a burden on customers who must wait for titles to be replaced, and also a burden on the taxpayers to pay for frequent replacement of stolen items.

In order to limit theft and damage, a special collection of such vulnerable materials is housed at the Checkout Desk. Selectors may designate titles as vulnerables after a minimum of two known thefts. When an item is placed in the vulnerables collection, a service charge of \$50 will be added to the item record to cover the cost of replacement. Titles will only be replaced twice following addition to the vulnerable collection.

WEEDING

Titles are withdrawn from the library's collection through systematic weeding by selectors every three years. Some subject areas where currency is very important, e.g. medicine, law and travel, are weeded every two years. Systematic evaluation and weeding of the collection are required of selectors in order to keep the collection responsive to customers' needs, to ensure its vitality and usefulness to the community, and to make room for newer materials. Weeding identifies damaged items, ephemeral materials no longer useful, 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 to the community.

Weeding also helps selectors evaluate the collection by identifying areas or titles where additional materials are needed or where updated editions are desirable. Holdings of other area libraries are considered in making de-selection decisions, as are listings in standard bibliographic tools. Withdrawn materials in good condition are sent to the Friends' shop. Selected periodicals withdrawn at the end of each year will go to the Friends' shop for sale. Some withdrawn local history materials are given to the Rock County Historical Society or the Area Research Center for Rock County at UW-Whitewater. No materials are held for or given to individuals.

Selectors evaluating materials for withdrawal are influenced by circulation rates, especially those of the past year. Printouts are generated for items that have not circulated for specified time periods, e.g. two years for adult fiction and three years for non-fiction, to alert selectors to these prime candidates for weeding.

MULTIPLE COPIES

The library buys multiple copies of print materials that have high patron demand, e.g. current best sellers. For titles expected to generate numerous reserves, the library tries to anticipate demand by having at least one print copy for every five reserves. In popular subject areas, e.g. resumes, names and witchcraft, selectors try to have a variety of titles with duplicates of the most requested titles. The library may purchase Jackpot copies of popular adult books or audiocassettes and DVDs. Jackpots cannot be reserved, allowing for availability of some high-demand titles, but checkout is for one week only and higher fines are generated when overdue. For some periodicals, customer demand (in-house use and high circulation rates) warrants multiple subscriptions, e.g. two copies of the Janesville Gazette, Wisconsin State Journal, and Consumer Reports. With access to national newspapers readily available online, the library currently subscribes to only a few print titles, e.g., The New York Times.

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. Sometimes the collection is best developed by adding elementary, secondary or college textbooks in such subject areas as math, physics, chemistry and psychology, since there may be little materials in any other format and they may add substantially to the collection.

COLLECTION PLAN REVISION

Revisions are considered and proposed regularly by HPL selectors to the collection manager as areas of the collection are improved. Revisions to the Collection Plan are prepared every five years by the collection manager for the director who reviews them and submits appropriate revisions to the HPL Board for approval.

COLLECTION DEVELOPMENT PROCESS

COMMUNITY DESCRIPTION

The county seat for Rock County, Janesville is a prosperous city in southern Wisconsin within two hours travel time of Madison, Milwaukee and Chicago. Statistics provided by the Wisconsin Department of Public Instruction for 2003 rank Hedberg Public Library 13th among libraries statewide for population served (81,995 including both city residents and surrounding townships.)

The City of Janesville, 10th largest in Wisconsin with a population of 61,310, has experienced steady growth in the 21ST century. Janesville is growing faster than Rock County, with the city population representing over 39.5% of the county population. The average age of Janesville's population increased from 25.3 years in 1970 to 35.3 years in 2000. According to city projections, the average age of Janesville's population will continue to increase as the baby boom generation reaches age 65 and older in 2005. In Janesville, 87% of residents have a high school education or higher with 24.8% having one or more college degrees.

General Motors is the largest employer in Janesville, followed by Mercy Health Systems, Rock County, Lear Corp. and Lab Supply Inc. In 2002, per capita income for the city of Janesville was \$26,855.

The School District of Janesville is the ninth largest of the 442 school districts in Wisconsin. Its current staff of 830 serves 10,699 students. University of Wisconsin-Rock County and Blackhawk Technical College are two colleges within a few miles to the south that offer post high school education, as well as cultural events for the community.

In an effort to return Janesville's downtown area to its former position as the city's vital center, the Forward Janesville Downtown Council public-private partnership has been leading a movement to revitalize the central business district. As part of that effort, the Friends of Hedberg Public Library and the Janesville Noon Lions Club developed a riverfront park, adjacent to the library, that showcases reading and children's books.

Janesville has a wealth of social service agencies, a number of them partner agencies of the Rock County Job Center, which has provided some coordination of services. Janesville-area people have less disposable time and look to the library for general information, increasingly available via electronic sources, as well as recreational materials. HPL borrower registration is high compared to the national average for libraries serving similar-sized populations with 56,884 registered as of January 1, 2005, including 38,044 city residents. Averaging HPL's 2004 total circulation of 1,174,611 per each of the 61,310 residents, the number of items borrowed by each is 19.2

COLLECTION LEVELS

Most areas of the collection are developed to "minimal level". Other areas are developed to "basic information level". No collection rises to the "research" or "comprehensive" levels. As adapted from the American Library Association's *Guide for Written Collection Policy Statements*, 1996, the levels are defined as:

Minimal Level: A subject area in which few selections are made beyond very basic works. A collection at this level is frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn.

Basic Information Level: A selective collection of materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals. The collection is frequently and systematically reviewed for currency of information.

Study or Instructional Support Level: A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level of less than research

intensity. The collection includes a wide range of basic works in appropriate formats, a significant number of classic retrospective materials, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. At the study or instructional support level, a collection is adequate to support independent study and most learning needs of the clientele of public and special libraries, as well as undergraduate and some graduate instruction. The collection is systematically reviewed for currency of information and to assure that essential and significant information is retained.

Comprehensive Level: A collection in which a library endeavors, so far as it is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, and other forms), in all applicable languages, for a necessarily defined and limited field. This level of collection intensity is one that is essentially a "special collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research with active preservation efforts.

SELECTOR RESPONSIBILITY

Final selection responsibility lies with the 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 director for resolution. The collection manager coordinates the selection process. Members of the HPL collection team participate in the selection of library materials. Appointments to the collection team change as the needs of the library change and as areas of staff expertise change. As of the writing of this plan, the collection team is comprised of the collection manager, selected reference librarians, young adult librarian, head of central service and head of youth services. The collection manager provides appropriate selection tools and tracks the materials budget to ensure a flow of new resources throughout the year. Acquisition tasks are performed by the technical services staff and include choosing vendors, placing orders on the online catalog and monitoring the status of orders.

TOOLS

Selection of materials is done from reviews in professional journals, popular magazines, newspapers, the non-print media, subject bibliographies and recommended lists, publishers' catalogs, customer requests, Internet sites and sales people. Standard tools used are *Library Journal*, *Booklist*, *Publisher's Weekly*, *Bakers and Taylor's Forecast*, *The New York Times Book Review*, *People*, *Entertainment Weekly*, *Public Library Catalog*, *Fiction Catalog*, *Children's Catalog*, *Elementary School Catalog*, *School Library Journal* and amazon.com, BookPage, BookLetters and publishers' web pages.

STANDING ORDERS

Materials that are updated annually or every few years and which are necessary to the collection are put on standing order. A majority of them are reference books, but

circulating types also on standing order are travel, house plans, how-to, collectibles, college guides, test reviews, resumes, and anthologies.

WORN ITEMS

Selectors examine on a weekly basis items identified by the patron or circulation staff as worn and/or in need of mending. After examination and after consideration of collection needs and circulation rates, a selector designates each item for mending, rebinding, withdrawal, or withdrawal and replacement. These designations are also necessary in the weeding process. Generally, action is necessary for items that have missing parts or pages, loose bindings, obvious soilage, odors, torn cassette tapes, scratched CD or DVD disks, torn covers and packaging, or split cover edge.

FORMATS

The format should be appropriate for library use, e.g. a size that can be accommodated on shelves or racks. Books are generally purchased in hardcover editions because of their 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. Binding should be durable, the print clear and the paper good. Workbooks to be filled out by the user or other “consumable” works, (book with perforated pages, 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 youth services collection whenever offered.

COLLECTION DEVELOPMENT GUIDELINES

For each section of the collection, staff have written a description of that collection area. Reported are current contents and current practices in collection development for each area. Staff have also written for each section a statement on the desirable level of future selection and retention.

ADULT NON-FICTION

GENERAL WORKS 000-002, 010-099

Description: This section consists primarily of books on nonverbal communication (sign language, symbols), controversial knowledge (UFOs, legendary monsters), bibliographies, library science and publishing. It also includes the popular subject of computer science, which is covered below. Books on controversial knowledge are the highest interest items. Selection is made from patron requests, book reviews in professional journals and newspapers, and publishers’ catalogs like Llewellyn. The limited number of library science materials purchased tends to be titles that will be used frequently or consulted periodically by staff and public. Some workroom titles are purchased. The Arrowhead Library System’s professional collection, as well as interlibrary loan service, provides additional titles for staff. Multiple copies are purchased of popular journalists’ memoirs and exposes, especially when the media is television. Older editions of encyclopedias are transferred here from the Reference shelves.

Development: Library science materials that are reflective of current practices and of classical words should be kept. Out-of-date and infrequently used sources in other areas should be weeded every three years.

COMPUTER SCIENCE 003-009

Description: Materials and electronic resources on computers and related areas are in great demand. Areas covered include programming, specific operating systems, software applications, hardware and the Internet. Besides standard selection tools, reviewing sources in computer serials and computer publishers' catalogs (e.g. TAB, Osbourne and Wiley) are consulted. Since change is a constant with computer related activities, keeping current with resources is important. Many computer titles come with software that is generally kept with the print copy. Single copies are purchased except for some popular software operating manuals where duplicate copies are needed to meet demand, e.g. the "Dummies" series.

Development: Not surprisingly, this is a subject area where interest and demand continue to grow, requiring an abundance of current computer related resources. Computer materials must be very current and should be weeded continuously, retaining some practical materials over five years, depending on demand.

PHILOSOPHY 100-199

Description: This collection consists of books on the major philosophies, on parapsychology/occultism and on psychology. General readers desire books for self-education and pleasure, while students need supplemental materials for their courses. Works by and about leading philosophers, as well as works about metaphysics, ethics and logic, comprise a major portion of this collection. The very popular occult subjects such as witchcraft, Satanism, ESP, fortune telling, and ghosts have high circulations and high loss. Psychology books comprehensible to the general reader and to high school students are selected, but also added are some more challenging classic studies by such masters as Freud, Jung and Bettelheim. Titles intended for professionals are purchased only if they contain information of interest to the general public, e.g. the library's more ambitious books about feral children, which are acquired to meet the annual student demand for this subject. Single copies are purchased, with the exception of popular psychology self-help types, e.g. *Chicken Soup for the Soul*, and high-demand parapsychology titles, where multiples are often needed to meet bestseller sale demands. Paperbacks are bought whenever possible for titles whose turnover rate is expected to be modest. Psychology textbooks are often added to support student needs.

Development: New treatments of psychological subjects should be purchased to supersede older ones. An effort should be made to collect different views on ethical questions. Extra copies of formerly popular self-help and occult books should be weeded frequently, with the rest of the collection weeded once during the library's regular three-year cycle. Shabby copies and titles that have not circulated the past three years should usually be withdrawn, though classic philosophical works should be retained or replaced with newer editions featuring major revisions. Missing occult titles are replaced once with new copies being placed in the vulnerables collection.

RELIGION 200-299

Description: 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, moral and inspirational literature. Titles dealing with analysis and interpretation of scriptures are geared toward the layperson. Books on “New Age” and cults are also found in this area. Circulations are modest. Special selection tools are *Provident*, *Publisher’s Weekly* “Religious Best Sellers” list, Baker and Taylor’s *Spirit* and religious publishers’ catalogs (e.g. Bethany house, Baker, Tyndale). Multiple copies are seldom needed, with the exception of high-demand expose or popular inspiration titles.

Development: Retention of religious titles should be based upon maintaining a core collection of basic books about particular religions, as well as upon the frequency of their circulation. The focus of development is the purchase of inspiration titles to meet demand. Devotional and inspirational titles do need to be weeded based upon circulation activity, since trends and popular interests change in these areas.

SOCIAL SCIENCES 300-399

Description: This collection houses a vast number of topics from the two most popular, economics and crime, to such low-profile subjects as costumes and ethnology. Most heavily used is the economics section and its investment, personal finance, real estate and tax preparation titles, with multiple purchases made of many of these how-to books. Next in popularity are the library’s crime books with almost 3,500 borrowed annually. Various types of crime and criminal justice system are covered. True crime stories are very popular and often purchased in multiples. Other prominent subject areas include political science with its best-selling political and campaign memoirs; popular marriage and family advice books; sexual orientations; feminist studies; law works featuring general rules of law, consumer and landlord problems, probate, adoption and divorce procedures; social services which include public welfare, environmental problems and police topics; education with teaching techniques, education history and advocacies, college and scholarship guides; commerce, labor and transportation works; environmental essays and reports; military science; public administration; holiday customs and wedding rituals, where many multiples are needed; folklore and fairytales. Interests of the community strongly influence the selection of materials for customers’ practical and recreational needs.

Development: Because many of the titles about investment, law, real estate, political how-to, and the environment date rapidly, worn-out copies usually do not need to be replaced unless new editions are available. Wedding etiquette revisions should be regularly added in multiples, as should new editions of college guides. In 2004, separate Dewey Decimal classification numbers were assigned to print examination guides (371.26) and to career guides (331.71). Prior to reclassification, titles were pulled from their subject areas, weeded and newer editions were purchased. Attention will be given to maintaining good representation and currency in both areas. Multiples should continue to be purchased for popular business profiles, e.g. Jobs and Buffett. The library’s social pathology collection should include more books on such topics as alcoholism, AIDS, Alzheimer’s disease, the environment, mental health, and drug and child abuse. Multiples of formerly popular titles require frequent weeding. Currency is especially important in

the legal areas, with the law collection to be weeded every two years. The rest of the collection should be weeded regularly every three years.

LANGUAGE 400-499

Description: Dictionaries in English and other languages, grammar books, and foreign language instruction works are the primary holdings in this small section. Helpful English language guides for the general public and for secondary students include special dictionaries, e.g. of slang or of synonyms, grammar texts and usage types; reading aids, including how-to speed read; sign language; literacy and English-as-a-second-language titles. High school students and customers who plan to travel rely on the library to help them learn languages with multi-language dictionaries, foreign language phrase books and other self-instructional tools. Especially popular with travelers are the pocket-sized dictionaries and phrase translations. In addition to foreign languages taught in local schools and sought out by travelers, dictionaries of languages with non-Roman alphabets have become very popular with people who use them to design tattoos. Most European languages are represented as well as Asian languages, such as Vietnamese, Thai and Cambodian, to meet the needs of the community's expanded Asian population. Paperback dictionaries are usually preferred.

Development: It's important to keep books on sign language, literacy, grammar, and foreign language dictionaries plentiful and up-to-date. Attention has been given to strengthening our holdings in languages represented by Janesville's increasingly diverse population: e.g. Albanian, Spanish and Hmong. Entertaining and literary linguistic titles continue to be added at a modest rate. Since the subject matter of books in this field is stable and does not tend to become outdated, books should be retained as long as they are in good condition and have circulated at least once in the previous three years.

PURE SCIENCES 500-599

Description: This vast collection of volumes offers strong resources in chemistry, physics, geology, paleontology, mathematics, astronomy, and the life sciences. Among the most popular subjects are birds, dinosauria, animal wildlife, trees, planets and stars, oceanography, science experiments, weather, insects, reptiles, and fish. An interested and curious public requires information on scientific subjects for personal fulfillment, school assignments, and for home schooling. Many titles are handsome, large volumes with glossy color illustrations. Despite the large size of the collection, circulation is low. Items most borrowed are in the 580-599 section of plants, and animals-bird-insect titles. Multiples are usually not necessary, except for such items as nature identification and field guides, tree and dinosaur books. General textbooks are added in areas such as math and the basic sciences.

Development: Change is rapid in some of these scientific disciplines, e.g. weather, space, chemistry and physics. Therefore, selectors should be alert to new studies and revised editions. Subject areas needing continued monitoring are mathematics, tree and nature field guides, and the general textbooks. Caution should be taken when ordering expensive illustrated books on wildlife and other nature topics, as some of these "coffee table" types do not produce an appropriately high number of loans. Weeding should be done every three years, with worn copies replaced as needed with ephemeral material withdrawn as

they become obsolete. Worn or lost copies of guides for independent learners in such areas as math and chemistry should be replaced more often. Philosophy and history of science titles should generally be retained if they have been borrowed during the previous three years.

APPLIED SCIENCE AND TECHNOLOGY 600-609, 620-628, 630-649, 660-699

Description: Applied science and technology is made up of a diverse selection of both popular and technical works. Subject areas represented in this section include works on pets, gardening, cooking, manufacturing, business and sewing. The cookery titles are the most heavily used, followed by domestic arts, pets, automotive, engineering, business, gardening and buildings. Circulation use has been documented since 1990 and shows little change in use pattern. Areas such as processable manufacturing, chemical technology and aero engineering experience lower use.

The 600 subject area is a very broad collection which has been developed fully to meet a diverse range of needs. Specific publishers' catalogs are often used for certain areas, e.g. Chilton's, Motor and Haynes catalogs. The emphasis throughout the 600's is upon keeping the area current, especially automotive repair, and upon adding more popular how-to materials. Due to the unique nature of ordering and processing automotive repair manuals, they are discussed in more detail below. The older "standard" cookbooks are always popular and are retained as long as they remain in good condition. Cookbooks published in three ring binder format are not purchased. Books with high interest and demand, e.g. home remodeling, deck building, are purchased in multiples. Material is selected primarily for the general reader with an emphasis on the practical, rather than technical. Materials are geared to the do-it-yourselfer. Gardening titles continue to see high circulation, and a significant number from the spring publishers' lists are purchased. Paperback editions are chosen over more expensive hardcover items for titles not expected to have hard use. Because of the focus on improving service to the business community, this subject area is considered separately.

Development: Popular new cookbooks of all types should be added each month. Pet books need to be kept so that all breeds are represented, even though circulations may be low. Books in other areas should be weeded on a three-year cycle for ephemeral, out-of-date and infrequently used editions.

MEDICAL SCIENCES 610-619

Description: The medical collection contains educational materials on health, preventive medicine, and specific physical and psychological disorders. Included are books on such fields of medicine as geriatrics, internal medicine, pediatrics, obstetrics and psychiatry. Also here are volumes on the care, treatment and alternative treatments of diseases, as well as titles on nursing, anatomy, diet, nutrition, weight loss, first aid, home health, family planning, sex, eating disorders and drugs. It is a very active collection. Selection is primarily for the general reader, patient, parent or non-professional, but some works on a professional level such as *Physicians Desk Reference*, *Hematology*, *Merck Manual of Geriatrics* and *Current Medical Diagnosis and Treatment* are included.

Development: The most current material is essential in the rapidly changing medical field. Alternative health and weight reduction titles are high demand areas that should be monitored and weeded as interest wanes. Sixteen medical, nursing and health periodicals subscribed to by HPL support the standard book collection, and a medical database provides very current layperson and professional information. Standing order consideration is given to certain works and standard textbooks like *Current Medical Diagnosis and Treatment*, and *Essential Guide to Prescription Drugs*. Stronger links should be developed between the library and area medical personnel so that HPL may provide materials recommended by local physicians.

Weeding should be done on a biennial basis, usually withdrawing materials five years old or older. Anatomy, history of medicine and popular titles may be kept longer. Books in this collection are not replaced or rebound. Instead, new editions or new materials should be acquired.

AUTOMOTIVE REPAIR MANUALS 629.2872-629.2873

Description: Due to the unique nature of this collection, some special circumstances exist. The books in this area are arranged by HPL's own system, rather than Dewey Decimal; so domestic cars, imported cars and trucks and vans are together, and similar makes and models are together (e.g. Ford automobile repair books are side-by-side). HPL receives a limited number of repair manuals on standing order. Other titles are purchased from Baker & Taylor, National Book Network or ordered direct from publishers.

Development: Missing and/or lost copies are common in this area, which requires frequent status checks. Frequent shelf reading is also necessary to check the condition of the manuals. Before weeding any repair manual, a check is made for other books that cover those years and models. If none are found, it is replaced. To help defray the constant replacement costs, a replacement value of \$50 will be assigned to each automotive repair manual. This is a heavily used collection and effort should be made to have a title available for all models and years of production.

BUSINESS MANGEMENT 650-659

Description: One of the most heavily used areas, the 650s cover the management services, including such topics as job search, accounting, office skills and management, small business operation, advertising, marketing and personal success in business. Employment and job search titles receive heavy use and an effort is made to purchase multiple copies of resume books. General textbooks are ordered in the areas of typing and accounting. Multiple copies of best selling accounts of personal business success may be purchased, but are weeded as interest wanes.

Development: Business management materials are currently in high demand. Materials range from the popular to the professional. Two areas, which need to be updated and expanded in order to respond to the community needs, are small business operation and marketing. The business collection should be kept very current. Aside from classic titles; few books should be more than five years old.

THE ARTS 700-799

Description: The rich arts collection features popular treatments of the decorative arts, collectibles, antiques, drawing and cartoons, painting, architecture, interior decorating, sculpture, landscaping, photography, music, games, movies, theater, sports, fishing and hunting. Most heavily used is the hobbies and crafts section with its holding on antiques, collectibles, stamping, quilting, knitting and other handicrafts. These books are geared to both the beginning and continuing hobbyists.

Second most popular is the sports section with its how-to titles on football, basketball, baseball, golf, tennis, hockey, skiing, fishing and hunting, as well as books on such minor sports as wrestling, softball, volleyball, sailing and curling. Also popular here are sports biographies with multiple copies of biographies on star athletes. Next most heavily used are items from the drawing section, especially its multiple copies of cartoon books, e.g. Garfield and Doonesbury titles. Turnover of books in this area is unusually good. Also well used is the recreation section that features books on games, gambling, parties, and showers, magic, dancing and card playing. Movie and musical star biographies are found in this collection, often in multiples until their popularity wanes. Also in the area of music are books of music appreciation, history and performance of music, instruction and songbooks for the piano, guitar, and other instruments, along with hundreds of songbooks to fill the library's many requests for specific tunes and lyrics. The fine arts of painting, sculpture and architecture generally include more advanced and expensive works. Paperbacks are often preferred for the cartoon multiples, handicrafts, games and some sports how-to titles. Otherwise, hardcover is usually selected.

Development: Standing orders for series books on crafts, house plans, needlework and interior decorating should be refined. Sections that should continue to be bolstered are crafts, cartoons and party books. Sports rulebooks should be monitored annually so that rule revisions can be updated, and multiple copies of biographies weeded frequently. Since the subject matter of most arts works is stable and does not tend to become outdated, titles should be retained as long as they are in good condition and have good circulation. Selection should keep up with changing trends in music, film, games and sports. There is a need to both maintain currency of collectible identification and value guides and to identify guides for areas not currently covered. But care needs to be taken that attention is also given to craft books, and that a balance in expenditure between crafts and collectibles be maintained.

LITERATURE 800-899

Description: The literature section consists of a comprehensive collection of style manuals, how-to-write books, short story collections, and other anthologies, public speaking and toastmaster-type books, poetry, drama, literary biographies, and books of humor. (Collections of short stories by a single author are in the library's regular fiction section). Emphasis is on American literature, though British literature is also well

represented. The library has a modest collection, in translation, of the literature of other cultures, including classic and contemporary foreign literature. Only a small part of the collection consists of works in foreign languages. Included is a generous collection of *Cliffs Notes*, often in multiple copies, and other literary criticism and explication, supporting high school and undergraduate student needs, as well as the interest of the general public. Volumes of poetry are selected sparingly due to low circulation rates, though prominent new poetry anthologies and prize-winning works of poetry are added.

Development: Since borrowing is low in this section, the rate of acquisition should continue at the same pace or even drop slightly. If there is adequate representation of an author or literary figure, new titles should not be added even if they are well reviewed. Story anthologies do not circulate well, and should be purchased sparingly. The section does need regular weeding and attention, especially in the humor and anecdote area, as these topics date more quickly than the rest of the collection. Certainly, multiple copies of former best-selling humor books can be weeded. Because of the standard nature of literary works and projected future need, much of the collection can be retained even if circulation is low. Foreign language literature is purchased sparingly, except in Spanish, where Janesville's growing Hispanic community has justified the development of a separate Spanish materials collection.

HISTORY 900-909, 930-999

Description: The history collection is designed to include works of historical and contemporary interest, representing both scholarly and popular authors, which appeal to a great range of interests and levels. The major emphasis is on United States history, especially Wisconsin's. Secondary emphasis is on British and European history and the history of any country brought to Janesville's attention by world events. War histories, especially those in which the United States has been involved, are extremely popular. Histories of individual countries can be difficult to find, particularly for Third World or developing nations, as are histories of U.S. regions and individual states. Materials about Native Americans are very popular. Regular school assignment topics are the history of ancient Egypt, Medieval and Renaissance history, and the library purchases books to supplement these research topics. Memoirs and biographies of U.S. Presidents, their spouses and cabinet members, and other prominent leaders are also popular and are often purchased in multiple copies.

Any new Wisconsin history is usually ordered, as are multiple copies of Rock County history-related publications with copies also purchased for the Janesville Room collection. Worn state and local history titles are replaced or rebound. Wisconsin county histories are often added, including gift copies of old histories.

Development: Areas to develop continue to be any area featured in news coverage, including Iraq, Iran, Korea, Israel, the Islamic world, the Balkans, Africa, Central and South American nations, the new Russia, Mexico, Japan and China. Since the subject matter of these books is stable and does not tend to become outdated, except for current profiles of nations or regions, titles are retained as long as they are in good condition and have multiple circulations in the previous three years.

TRAVEL 910-919

Description: Demand is heavy for a broad range of travel materials as this collection accounts for consistently high annual circulations. The library selects for trip planners, students studying countries, armchair travelers and general readers. The travel section features various travel guide series such as *Fodor's*, *Frommer's*, *Passport* and *Mobil*. Also included are special interest guides covering cruises, hiking/biking trips, museum visits, golfing tours, travel for the disabled, tours for children or the family, pictorial and descriptive treatments of regions, travel memoirs, sea and other travel adventures, exploration and discoveries, historical geography and atlases.

Most popular are current travel guides of particular countries, U.S. states or cities. United States travel titles alone account for high statistics, with Europe the next most borrowed travel subject. Multiple copies vary greatly depending upon demand, with several being purchased for popular destinations such as Florida, Wisconsin, Hawaii, Chicago, Britain, and the Caribbean. Paperback and illustrated travel guides are preferred. Besides the regular selection tools, travel publishers' catalogs are consulted regularly.

Development: It is of primary importance to keep this section timely, with weeding being scheduled every year. Guidebooks are kept no longer than three years depending on frequency of publication. Multiples are weeded every year. Worn copies of popular personal narratives and literary titles should be replaced or rebound. Circulations of new series are monitored to confirm that use still warrants regular purchases. Standing orders comprise a good portion of the travel collection and are annually reviewed for renewal. Hotel, restaurant and bed-and-breakfast guides are located in the 900's to accommodate travelers. New travel books are placed on the regular shelves and not in the "New Books" area for ease in locating travel information.

BIOGRAPHY 920-928

Now that biographies have been reclassified from their own section in the 920s to the particular Dewey area in which their particular subject made his/her mark, biographies—still a popular area—are now chosen by every selector.

GENEALOGY, NAMES and FLAGS, 922-929

Description: In this section are the 922-929 Dewey Decimal classification system subjects of flags, insignia, names and genealogy. The library purchases many reasonably priced baby name titles in multiple copies. The genealogy collection consists of books for the beginner, how-to titles (including on accessing the genealogical Internet) and Janesville/Rock County genealogical works. It also reflects the predominant ethnic ancestry groups of the area. Non-local family histories are not acquired. The library is unable to provide a comprehensive collection; interlibrary loan is used, where possible, to provide out-of-state family histories and other genealogical works.

Development: Increasingly, genealogical works are available in non-print formats.

ADULT FICTION

Description: The adult fiction collection provides revelation, vision, inspiration and entertainment, contributing to the understanding of the human condition. Titles are

chosen to represent a broad range of reading interests and tastes in the community. They reflect a heavy demand for best sellers and other popular titles, as well as interest in literary works of a more esoteric nature. Included are some works by previously unpublished novelists, short stories by a single author (story collections by multiple authors are shelved in the 800s), translations of novels from other languages, classic titles of enduring quality, and the genre fictions of historical, spy, adventure, gothic and horror. The four other genre fiction collections of mysteries, romance, science fiction and western are segregated in collections described in the sections that follow. Another popular form is Christian fiction that because of growing interest, is now reviewed separately in the trade journals, but continues to be shelved in the general fiction collection. "Christian fiction" refers to novels published by evangelical Protestant Christian publishers like Tyndale & Thomas Nelson. They include Christian "message" works, but also may be merely stories containing no sex or violence.

Current best sellers in both hardcover and paperback are purchased in multiples in anticipation of heavy borrowing and in order to fill customer reserves on a one book to five reserves basis. Clues for determining the quantity to order are the number of copies being printed, promotional budgets, titles in the news, author tours and selection by national book clubs. Titles are ordered as far ahead of publication as possible, consequently appearing early online as "on order" entries in HPL's public catalog. Publishers' catalogs, LJ's "Prepub Alert" column, *Publisher's Weekly* and *Forecast* are especially helpful in early selection. Besides the standard library selection tools, those used for fiction are *The Milwaukee Journal-Sentinel*, *People*, *Time* and a variety of other newspapers, TV and radio promotions.

Development: The library should maintain a strong focus on the acquisition of this popular collection. De-selection of titles should be on a more frequent basis than other collections, every 2-3 years. Multiple copies of past best sellers should be withdrawn as demand for such titles wanes. Strong candidates for withdrawal are titles that have not circulated the past two years, books in poor condition, works of ephemeral authors and ephemeral titles of once popular authors. Literary classics and works by Wisconsin authors are generally retained, sometimes in multiples, as demand indicates. Questionable titles are checked with such collection development guides as *Fiction Catalog* and *Reader's Advisor*, along with such genre bibliographies as *Horror Literature* and *Genreflecting*. Titles mentioned in these sources are generally retained since they indicate permanent literary value. Worn editions of older popular titles of literary merit should be replaced in hardcover or paperback as needed. The fiction collection should contain the most generative and most enduring of all novels and short stories that have been published in the English language—titles that have withstood the test of time, whether that time is centuries or a few years.

MYSTERIES

Description: This popular genre is made up of a variety of types of mysteries, both traditional and contemporary, including cozies, police procedurals, hard-boiled detectives, women sleuths and psychological suspense. Yearly circulation statistics verify that this is the library's highest circulating special fiction genre collection. Purchases are often made in multiples for popular authors as they are borrowed heavily. Besides regular

selection tools, mysteries are selected from the *Booked for Murder* newsletter, from annual “best” lists, from mystery websites, and from other critical reference works.

Development: The Library should select more early works of writers if their current titles are popular. Paperback copies should also be purchased to supplement heavily used works. Gifts or donations are added to the collection if the titles are popular. Worn copies not borrowed for two or three years should be weeded, along with multiple copies not needed anymore. Weeding of the entire mystery collection is done every three years. Paperbacks are only replaced if it is the only copy we own and a hardcover edition is not available.

ROMANCE

Description: The romance genre collection contains light escape fiction and accounts for relatively high circulation at low cost. The collection consists of love stories, primarily in paperback, but also in hardcover. No attempt is made to separate books into subgenres (time-travel, modern, gothic, Regency, historical, etc.) but all subgenres are represented. Normal reviewing sources do not contain plentiful selection romance types. Selection tools include Baker and Taylor’s *Forecast* and recommendations from *The Romance Reader* www.theromancereader.com. A membership in the Five Star Romance Book club provides the library with six high profile romances on a quarterly basis.

Development: More volumes should be acquired through donations. The generally poor production quality and high usage of this genre warrant short retention. Withdrawal on condition alone is advised with few exceptions. Only high-demand authors (Julie Garwood, Nora Roberts) are replaced.

SCIENCE FICTION

Description: This section includes both science fiction and fantasy. Fantasy is a mixture of romance, historical fiction, magic and fairy tales set in another world or time warp, e.g. the novels of Ursula Le Guin and Marion Zimmer Bradley. The genre appeals to many of the same readers as hard science fiction, but also appeals to romance and historical fiction fans. The science fiction section now includes gothic fantasy; high and low fantasy, science fantasy, sword and sorcery novels, as well as alien beings, alternate worlds, robot, space travel and time travel science fiction novels. Futuristic novels and speculative fiction by major writers such as Margaret Atwood and Doris Lessing are usually put in the regular fiction collection. Sci-fi titles are popular with readers who are usually younger than middle-aged. There are dozens of series in this genre and supplying complete runs of them is difficult, as so many are published in paperback originals and do not stay in print very long. An effort is made to fill in runs of the most requested authors.

Development: Every three 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. *Science Fiction and Fantasy Series* needs to be consulted to recognize complete runs of most series. Patron purchase requests for some of the more obscure series should usually be honored if titles are still available in paperback. Hardbound editions should be selected whenever possible for standard works.

WESTERNS

Description: This genre fiction collection features many titles by relatively few authors, e.g. Louis L'Amour, T.V. Olsen, Max Brand and Zane Grey. It enjoys a small but dedicated audience, with an increase in circulation for the last few years. These novels are usually short, with men and horses dominating the action. All western fiction titles listed in Baker and Taylor's *Forecast* are purchased. Gift paperbacks are added as appropriate. Hardbound editions are preferred since these novels are ageless.

Development: Every three years, worn or infrequently used copies should be weeded; they should be replaced or rebound only when their authors are prominent and circulations indicate continued need. Whole series should be retained if circulations are good.

PAPERBACKS

Description: Located on racks, this paper collection in mass market format features popular fiction for recreational reading. Newly published bestseller-type paperbacks are ordered on a regular basis. In addition, older paperbacks are selected from gift copies donated by community members. Many of these items are duplications of titles already in the regular collection. The collection also includes three genre fiction racks for mysteries, science fiction and westerns. New romance paperbacks are interfiled with new hardcover romance novels. Reviews from *Publisher's Weekly* and new titles noted in Baker and Taylor's *Paperback Advance* are the primary selection tools. Minimal processing and cataloging are done for these items.

Development: Paperbacks should be retained only as long as they are in good condition and circulating. Shelves may weed items that are falling apart, but systematic weeding of worn or out-dated titles should be done by a librarian on an annual or semi-annual basis in order to keep the collection attractive and current. No attempt should be made to replace withdrawn titles. Close watch of current paperback titles must be continued so that the collection satisfies customer demands.

SPANISH LANGUAGE MATERIALS

Description: Responding to the needs of a growing Hispanic population in Janesville, in 2000 librarians pulled the small number of Spanish language materials already in the collection and, with additional new items, created a separate Spanish-language materials area in a highly visible location. This collection consists of almost every format offered by the library with the exception of music CDs. Books, videos, DVDs, magazines, audiobooks, and fotonovelas are the major formats available. To better serve the Hispanic community, a task force consisting of Hispanic residents and HPL librarians from every department met in 2003. With regard to the collection, the group advised that materials be of a popular nature. In fiction, for example, a mixture of works by prize-winning authors and light, relatively easy reading, including fotonovelas, was recommended. For non-fiction, they advised basic, simple works on health, immigration, English-as-a-Second-Language, family issues, sports, how-to books and spirituality and parapsychology. Mirroring the Janesville population at large, local Hispanics especially enjoy videos and DVDs, particularly those spoken or dubbed in Spanish (as opposed to subtitled in Spanish.)

Development: As a direct result of this task force, the library applied for and received, a grant to hire a bilingual outreach coordinator. In addition to her many other duties, the coordinator guided the decisions of the Spanish materials selector for 2004. Using standard Spanish-language reviewing media, including *Criticas*, the website for Univision, and notices from Spanish language publishers and distributors, she helped identify Spanish language bestsellers, classic authors, popular feature video and DVDs not produced in the USA, and non-fiction videos on subjects such as domestic violence. In addition, she relayed suggestions from Hispanic customers for additional specific subject areas and titles of interest.

The collection is a relatively small one, but growing, partly because of the special attention devoted to it in 2004. Because it's such a new collection, it is too soon to say exactly how it will evolve or how it should be weeded. Clearly, items that date quickly—such as immigration, health and legal materials—need to be removed when they become out-of-date and other items need to be removed when they show signs of heavy use. But building this collection is only one aspect of serving local Hispanics; the other part has to do with letting them know what the library has to offer. As more Hispanics use the library and offer more input, and, as more Hispanics join the library staff and participate in the selection process, this collection will continue to grow and change.

JACKPOT BOOKS, AUDIOBOOKS and DVDs

Description: Jackpot items are extra copies of current or potential best sellers for short term (seven days) borrowing. Designed for quick turnover borrowing by walk-in browsers, these high-profile books, audiobooks and DVDs, showcased in the “New Books” area, are not used to fill reserves. Selections include a mix of widely recognized novels, biographies, self-helps and exposes. This collection began in 1993 with print titles only; abridged audiobooks and DVDs have since been added. Due to the shorter circulation period for Jackpots and expense of unabridged audio titles, only abridged editions are included. This collection continues to generate high circulations. New titles are usually ordered pre-publication and added regularly as aging titles are withdrawn or transferred to the regular collection.

Development: Jackpots are weeded weekly to remove aging titles that are no longer prime. Selectors must continue to keep abreast of book and film news so that anticipated best sellers are ordered two or three months before distribution. Consideration must be given to this collection's ultimate desirable size.

LARGE TYPE

Description: The library maintains a large type collection for people who have difficulty reading normal sized print or who prefer large print. This collection consists of popular general fiction, genre fiction, biography and other high-profile non-fiction titles. Issues of the *Reader's Digest* from the past two years are included. The emphasis is on building a basic collection of standard and classic selections as well as current best sellers. Most selections are duplicates of material found in the regular collection. Large type circulation

has steadily risen. Selections are made from monthly catalogs of large type publishers such as Thorndike, Wheeler and Random House. The library no longer subscribes to a standing order plan, preferring to select titles that local clientele will be likely to read. Hardcover editions are preferred over paper because of the enduring interest in most large type titles. Usually only one copy of a title is purchased unless it is a bestseller of great interest.

Development: Since large type books do not remain in print very long, popular titles should be ordered as soon as advertised. Continued increase in funding has been available since the general population is aging, and the library is committed to the goals of the Americans with Disabilities Act. Large type volumes that are still being borrowed are retained unless badly worn. Standard titles are rebound if necessary since large type materials are often not available a year after initial publication.

MAGAZINES

Description: The magazine collection is designed to meet the general informational and recreational needs of patrons. Current subscriptions total approximately 629 titles. These magazines are primarily popular titles in a variety of subject areas that may be indexed in *Magazine Index* or *How-To-Do-It Index*. In addition, the majority of HPL magazines are indexed in online resources such as IAC and EBSCO. A number of titles that are not indexed (*Beckett's Baseball Collector*, *Us*, *Dog Fancy*, *Tattoo*, etc.) but that have been found to be popular have also been included. Only a handful of pertinent magazines are on microfiche. Purchase of multiple paper copies of highly circulated titles is reviewed annually (*Time*, *Consumer Reports*, etc.) based on titles that have heavy use. Also added are new and special titles that will enhance needed subject areas as well as respond to patron purchase requests. It is difficult to determine use and popularity as there is considerable in-house use which is not measured.

Patron demand for up-to-date information is often met through magazines. Students of all educational levels use this collection, including back files, for research and course-related work. Our goal is to have a well-balanced general magazine collection that includes titles covering all popular subject areas. To assist the magazine selector in making choices that accurately reflect patron interest, both Reference and Service Desk staff encourage users to fill out magazine suggested purchase forms for titles not owned. Patron and staff suggestions are evaluated through various selection tools such as *Katz's Magazines for Libraries*, *Ulrich's International Periodicals Directory* and online searches. Titles not owned by the library, which have been requested more than five times through interlibrary loan, are considered for purchase.

Development: Due to the popularity of magazines, the library should continue to strengthen this growing collection. The objective is to maintain the status quo or to increase titles as requested. Because of space considerations and costs, the size of the magazine collection is limited to approximately 630 titles plus their back files. Usage is continually evaluated and titles with low circulations are withdrawn. With the growth of full text online resources, we are decreasing the size of the microform collection. The library no longer binds any magazine except *Consumer Reports*, nor does the library replace worn or torn copies as most are now available online. Titles are kept for three

years, if the microfiche is owned. All paper copies of *National Geographic* are retained for their colored illustrations. Other titles not on microfiche are kept for varying times, usually two years plus current year.

NEWSPAPERS

Description: The newspaper collection consists of approximately 20 national, regional and local papers. The library subscribes to newspapers from some major metropolitan areas, such as Chicago and Milwaukee. Due to cost consideration and availability online, we no longer carry national newspaper titles with the exception of *USA Today*, *The New York Times* and *Christian Science Monitor*. Public interest often stems from a need for want ad information related to job openings and residential offerings. All papers from Rock County are included in this collection, plus area newspapers from Madison, Milwaukee, Rockford, and Chicago. In addition, the library has the *Janesville Gazette* on microform. *The New York Times* microfilm subscription has been cancelled due to cost, but the newspaper can currently be found online. Multiple copies of newspapers are purchased for high-demand items such as the *Janesville Gazette*, *Wisconsin Journal* and *USA Today*. Newspapers are used-in house and do not circulate.

Development: Newspapers are usually kept for three months depending on the title and space availability, except for the *Janesville Gazette*, which is kept until the microfilm arrives. Suggested purchases, regular selection tools, and budget are used to determine which titles to add or delete.

PAMPHLETS

Description: There are three pamphlet collections in the library; circulating pamphlets, reference pamphlets and Janesville Room pamphlets. The Janesville Room pamphlets consist of local and historical information. The circulating and reference pamphlet collections include a variety of inexpensive or free materials. Maps, travel information and information about diseases are some of the most popular materials found in pamphlet form. Patrons looking for a short report or a general overview of a subject may find it in the pamphlet collection. The number of loans is not tabulated. Reference librarians identify and weed collection holdings. Clerical staff process pamphlets for the files. It is necessary to keep these materials up-to-date and to weed outdated items.

Development: Much of the information once found almost exclusively in pamphlets—up-to-the-minute information on diseases, maps, and travel information—can now be found on the Internet. In order to reduce both duplication of information and amount of space currently required for the file cabinets housing the file, pamphlets have been heavily weeded. Future collection building will concentrate on information unique to the pamphlet format, primarily geographic and travel brochures or information of local or regional interest. The circulating collection will be weeded drastically at least every four years with an eye to avoiding duplication of other materials available in the library or through online resources.

GOVERNMENT DOCUMENTS

Description: Government publications may be federal, state or local documents. They are published by various government agencies and are in a myriad of formats, including

electronic. These publications vary in size from single-paged leaflets to multi-volume works. Government documents can be found in the library's circulating book collection, the reference collection, circulating pamphlet collection, the reference pamphlet collection, Janesville Room collection, the children's collection, the map collection, the Wisconsin document collection and the magazine collection. The library receives many federal documents free, but purchased titles are selected from lists, such as *Library Journal's* annual list of "notable government documents" or the General Services Administration's "Consumer Information Catalog." Government Internet sites are primarily used to identify federal publications and their availability. Several items, e.g. *Budget of the United States Government*, *U.S. Government Manual* and *Occupational Outlook Handbook*, are on standing order. The library is a selective census depository; thus, titles HPL selects from the U.S. Census Bureau are free. Acquisition is via deposit from the Bureau or via email with Bureau liaisons. Legal retention of Census Bureau depository documents is five years.

Hedberg Public Library is a selective depository for Wisconsin documents and receives free documents distributed by the state's Reference and Loan Library in one or two monthly shipments. The State Depository Library Program is mandated by the *Wisconsin Statutes*, and depository libraries adhere to retention guidelines published in the *Wisconsin Document Depository Program Manual for Depository Libraries*. Some Wisconsin documents that are not available via depository may be acquired, both free and purchased titles. Documents of other states are identified and ordered. Depending on size, use and importance, Wisconsin documents are catalogued, processed as pamphlets or put in a special collection that uses the Wisconsin Document Classification system. Local documents deal principally with city and county matters; the library generally receives them free from various agencies. Most local documents are added to the Janesville Room collection; a few are purchased, including school yearbooks. Some local documents used for public hearing reviews remain as uncataloged reference titles to ensure availability by deadline date. It is very important to know when and where particular items can be obtained, as many items are not received automatically.

Development: The selection of HPL's federal print document titles requires more aggressive document identification due to greater federal emphasis on electronic publishing and cessation of print publication lists. Statutory mandate has simplified Wisconsin document acquisition. Measurement of use is difficult, as documents are integrated throughout all selection areas and most formats, but a form of measurement needs to be identified to help determine an appropriate funding level for this collection. Federal documents are increasingly being published in electronic formats. And more "reader friendly" federal and state documents rich in practical and historical information are being published, some unique in their areas of study. The collection is weeded as a part of the regular cycle. The documents librarian provides ongoing additional weeding of documents in circulating, reference, pamphlet and Wisconsin document collections.

MAPS

Descriptions: This small collection of about 1,000 folding maps for loan is used primarily by travelers and students. Most popular are the maps of U.S. cities and states, almost half of which are maps of Wisconsin cities, counties and lakes. The collection is

divided into these groups: the continents, with Europe predominant as it includes individual maps of its countries and cities; the United States; Wisconsin and special maps, e.g. railroad routes, the planets and oceanography. Most maps are gifts but others are purchased as needed and from patron requests. Because online sites such as Mapquest are used more often by patrons, the need for individual maps has dwindled. However, the Library does continue to purchase atlases for maps of all states. Lack of cataloging makes it difficult to determine circulation, so the budget is minimal for this collection.

Development: Weeding must be done annually to remove worn or outdated issues and to determine which maps need to be replaced.

REFERENCE COLLECTION

Description: The non-circulating reference collection serves the public to meet general informational, research, recreational, and instructional needs for the adult and secondary students. Most of the collection is for the non-specialist, but it also includes some highly specialized and technical material in business, the pure sciences and technology. No exhaustive treatment of subjects is attempted. Both current and retrospective coverage is provided where needed. Special collections such as local history and genealogy (located for the most part in the Janesville Room) are described elsewhere.

Except for items such as the *Janesville City Directory* and *Wisconsin Statutes*, there are few multiple copies in the reference collection. Some titles are duplicated either in the adult and/or children's circulating and/or reference collection, e.g. *Guinness Book of World Records* and *World Almanac*. The collection also has materials whose cost, format or demand precludes them from inclusion in the circulating collection, such as loose-leaf services and multi-volume sets. Reference titles or sets that are in the children's department are rarely duplicated in the adult department; an exception is *World Book Encyclopedia* (different years). All formats (print, Internet access, maps) are considered, with selection decisions based on a number of criteria, including ease of use and price.

In order to have regularly updated and revised titles added to the collection in a timely manner, standing orders are placed for particular series such as almanacs, yearbooks and directories. Because of the high cost of titles, especially multi-volume sets, special prepublication prices or prepayment will be considered if the overall savings is great.

The collection also includes a variety of specialized research tools and finding aids, e.g. government handbooks, including a roster of officials, a tax handbook covering topical tax information, a serials holdings printing and an online "Question Box" of answers to frequently asked reference desk questions.

Development: The reference collection is weeded at least every two years with some items useful to borrowers, e.g. encyclopedias, transferred to the circulating collection. Titles are continually withdrawn as newer editions arrive to replace them. Reference titles published on a regular basis should be placed on standing order for each edition or for editions in alternating years.

An ever-widening pool of resources should be considered as they become available, as shelf space for the reference collection is at a premium. Books will still be purchased, but electronic formats (Internet sites) if available will be the format of choice for titles, especially multi-volume sets and loose-leaf, when they are comfortably priced and easy to use. With the proliferation of reference resources on the Internet, there will be an increased need for cataloged access to Web sites. Microfilm shelving space is limited, but if essential information is only available in microfilm, it will be treated favorably as a format choice. HPL has a number of products via the Internet, for example, *Contemporary Authors* and *Reference USA*.

Identification of websites for addition to the computer reference menu is ongoing. A continued goal will be obtaining information for secondary school assignments. In general, development will be guided by the fact that, as reference service is an essential service for the community, information will be made available in various formats to ensure its accuracy and currency.

GENERAL WORKS

REF 000-009

This area includes sources on such topics as symbols and other non-verbal subjects, the paranormal, computers, book pricing information, selected subject bibliographies, newspapers and periodicals, trivia and curiosities, general encyclopedia sets, and reader's advisory. Two general magazine indexing programs, *General Reference Center* and *Ebscohost* are available online through the Internet. *World Book* is available in print (every odd year) and *Encyclopaedia Britannica* is purchased about every fifth year. An online reader's advisory tool, *Novelist*, is being used frequently as well as a series of Gale genre reader's advisory books. Websites on a variety of subjects, including reader's advisory, have been found and bookmarked on the Reference Desk computers.

Types of materials: indexes, handbooks, guides, dictionaries, bibliographies, encyclopedias, almanacs, yearbooks, and websites.

PHILOSOPHY & PSYCHOLOGY

REF 100-199

This area includes sources on such topics as the different aspects of psychology, psychiatry and philosophy, psychological testing, parapsychology, the occult, magic and witchcraft, and popular psychology. Particular attention is given to psychology, the occult and witchcraft partly due to secondary school assignments.

Development: Continued attention should be given to psychology materials for both student and adult.

Types of materials: encyclopedias, dictionaries, directories, handbooks and websites.

RELIGIONS

REF 200-299

This area includes sources on such topics as world religions and mythology. The collection consists of standard resources, as the subject is not one which becomes quickly dated.

Development: Special awareness should be given to mythology and the saints because of secondary school assignments.

Types of materials: encyclopedias, dictionaries, directories, handbooks and websites.

SOCIAL SCIENCES

REF 300-399

These areas include sources on such topics as sociology, anthropology and ethnology, symbols, social problems such as terrorism, alcoholism, and drug abuse, city and town comparisons such as *Places Rated Almanac*, economics, business and industry (see below) energy, statistics (national, state and local), law (see below), careers and vocational guidance, salaries and wages, military, crime and criminals, university and college descriptions and ratings, scholarships, mental test descriptions, consumer information, franchising, radio frequencies, folklore and popular customs, festivals and holidays, etiquette and proverbs. Controversial rating reports such as *Gourman's* are purchased. Access to Wisconsin Career Information Service (WCIS) and Student Financial Aid (FAFSA) is available online.

Development: Continued website research will be conducted in certain areas, specifically statistics, university and college descriptions and ratings, and scholarships, with websites being bookmarked. Updating of terrorism information is needed. Continued investigation of websites for governmental information is a must.

Types of materials: bibliographies, dictionaries, special encyclopedias, guides, manuals, handbooks, statistical studies, selected directories of educational institutions and loose-leaf services and websites.

BUSINESS & INDUSTRY

REF 330-339

Many business and industry sources are purchased for the collection. Sources include topics such as economics, finance, banking, insurance company ratings, investment evaluations of stock and mutual funds and company profiles and addresses. A number of expensive loose-leaf services are on standing order, including *Morningstar Guide to Mutual Funds*, *Reference USA*, *Valueline Investment Survey* and *General Business File* are three heavily used electronic products.

Development: Because many of the materials purchased in this area are very expensive, it is important to avoid duplication of information. Daily requests for information makes careful evaluation of sources, both print and electronic, essential. Investigation of websites should be conducted with an eye to possible replacement of loose-leaf services and multiple sets with subscriptions via the Internet. The subject area requires frequent weeding to maintain currency.

LAW

REF 340-349

Law resources in the reference collection are limited primarily to general, non-technical sources. These include law terms, law firms, Wisconsin statutes, local laws, limited federal and other state laws, treaties, world governments and preliminary legal research materials. HPL has the *Federal Register* and *Code of Federal Regulations* on microfiche. Current *U.S. Code* information can be found on the Internet. For particular law serials, people are referred to the Rock County Law Library, UW-Whitewater, UW-Madison and the State Law Library.

Development: The Internet is now a primary source of legal reference, including State Law Library resources, Circuit Court cases and the *State Statutes*. The *Federal Register* is now on the Internet so the microfiche subscription will be dropped. *The Code of Federal Regulations* is also now on the Internet. Because the federal government is focusing on electronic formats only for specific titles, many print/mf publications are no longer published. Annual weeding of print sources is essential to keep information current and accurate.

LANGUAGE

REF 400-499

The emphasis in the collection is on current and historical reference materials about the English language (written in English), in addition to reference materials on particular languages. Works include historical and etymological sources, general linguistics, proper names, foreign names, foreign languages, grammar, abbreviations and acronyms, slang and dialect, idioms, obsolete and archaic words, usage and pronunciation, synonyms and antonyms, phrases, sign language, rhyming and subject dictionaries. HPL has the multi-volume set, *The Oxford English Dictionary*. This is supplemented by online sites such as www.yourdictionary.com.

Development: Need to add dictionaries for more obscure languages like Norwegian or Cyrillic.

Types of materials: encyclopedias, dictionaries, handbooks and websites

NATURAL SCIENCES & MATHEMATICS

REF 500-599

These areas include sources on general science, astronomy, natural history, physics, botany, biology, climate/weather, zoology, bacteriology, entomology, organic and inorganic chemistry, geology, meteorology, mineralogy, oceanography, physics and paleontology. Biographical sources are also included. If use of an expensive title in this subject area warrants its purchase, HPL will obtain the title. HPL also provides access to the online source *Wilson Web Science Full Text Select*.

Development: This area requires on-going analysis and updating. Attention continues to be given to biographical information to support student assignments. The subject area requires more frequent weeding to maintain its accuracy and currency.

Types of materials: encyclopedias, dictionaries, handbooks, atlases, indexes, yearbooks and websites.

APPLIED SCIENCE & TECHNOLOGY REF 600-609 AND 620-699

Sources cover such topics as invention and elementary patent information, medical sciences (see below), vehicle repair, vehicle prices, engineering and electronic terms, chemical technology, agricultural statistics, formulae, gardening, cooking terms and recipes, business information sources, consultants, food technology, firearms, toy prices, and manufacturers. As with natural science materials, if there is a demand for an expensive title, HPL will purchase it. The multi-volume set *Mitchell Manuals* (vehicle repair) is used heavily and HPL now subscribes to an online version which covers newer models.

Development: Electronic resources should be explored in such areas as food technology.

Types of materials: encyclopedias, dictionaries, directories, handbooks, manuals, atlases, almanacs, handbooks, guides and websites.

MEDICAL SCIENCE REF 610-619

This area includes general sources on topics such as first aid, drugs, poisons, anatomy, health problems and products, specific physical and psychological disorders, diagnosis and therapy, medical education, nursing, folk medicine, diet, baby and child care, industrial materials and biographical information on physicians. Because this is a heavily used area and accuracy of information is a high priority, *Physicians Desk Reference* is on standing order. HPL subscribes to an electronic product, *Health Reference Center*, and also has access to *Health Source Plus* through *Badgerlink*. Access to the free government source *Medline Plus* is also provided. The health reference collection should be analyzed annually.

Development: Since print materials become dated very quickly, electronic products are preferable.

THE ARTS **REF 700-799**

This collection covers architecture, painting, prints and engravings, sculpture, antiques, ceramics and glass, clocks and watches, furniture and interior design, metal arts, coins, medals and currency, postage stamps, photography, plastic arts, drawing and cartooning, biographical sources and comprehensive works on major art periods and movements, music (see below), and the performing arts (see below). Multi-volume sets, such as the expensive *Dictionary of Art* are purchased, as well as many price guides on various subjects, especially in the antique and collectible area. Stamp, coin and other price guides are purchased annually.

Development: There is a need to identify websites for current price information and to include only the authoritative titles in the print collection. Reputable websites having

information on artists, paintings, illustrations and other art formats, need to be identified and bookmarked. Effort should be made to identify a definitive online source for collectibles identification.

Types of materials: encyclopedias, dictionaries, directories, handbooks, guides, price guides and indexes, yearbooks and websites.

MUSIC

REF 780-789

Music sources include topics such as musical forms and themes, opera, musical theater, songs, jazz, folk and popular music, rock music, instruments, recorded music, history of music and dance biographical works. Multi-volume sets such as the *New Grove Dictionary of Music and Musicians* are purchased. HPL subscribes to *Phonolog*, a major index to recorded music. Emphasis on purchasing is in the areas of the most heavily requested subjects: music theater, songs, popular music, rock music and recorded music. A number of Internet sites are used for identification –CD-Now and Appleton Public Library’s website.

Development: As new types of music are identified, such as hip-hop, appropriate material will be purchased when available. Continued investigation of more websites regarding music types, song titles and lyrics is needed.

RECREATION & SPORT

REF 790, 796-799

This area includes general sources on topics such as theater and theater history, films, television, dance and biographical sources. Movie and television information includes company addresses, star profiles and descriptions of movies and television programs. HPL has *The Motion Picture Guide*, a multi-volume set, which is updated with yearbooks. Online sites have become a more important source of film information and have been bookmarked.

Development: Bookmarking valuable websites should continue.

LITERATURE

REF 800-899

The emphasis is on current and historical reference sources. This includes topics such as research methods, quotations and phrases, plays, poetry, fiction, speech and debating, literary terms and criticisms. Also included are selected sources on contemporary and historical world literature. HPL subscribes to *Contemporary Authors* and *Contemporary Literary Criticism* via the Internet. Some major works such as *Granger’s Index to Poetry* continue to be published in the print format.

Development: Bookmarking valuable websites should continue.

Types of materials: encyclopedias, dictionaries, indexes and websites.

GEOGRAPHY & HISTORY

REF 900-999

This area includes historical timetables and chronologies, natural disasters, battles, various historical periods, United States and world travel, gazetteers, atlases (both geographic, thematic and historical), county profiles, Wisconsin plat and atlas books, United States parks, various biographical sets (including women, scientists and writers), selected *Who's Who*, celebrity address directories, meaning of surnames and first names, heraldry and flags, wars, continent and county histories and descriptions, Native Americans, American history, different ethnic groups of America (such as Dutch Americans, German Americans), and Wisconsin history. Electronic products include a stand-alone CD-ROM product, *LDS Family Search*, and online products: *Dictionary of Literary Biography* and *Ancestry Plus*.

Development: Areas to continue to develop are biographical information on scientists. Reputable websites should be identified and bookmarked.

Types of materials: encyclopedias, dictionaries, directories, handbooks, atlases, plat books and websites

JANESVILLE ROOM

The primary purpose of the Janesville Room as a special reference collection is to document Rock County's history, culture and people--with emphasis on the city of Janesville--and to provide access to local city and county government information and publications. This is done via published books, periodicals, audiovisual materials, government reports/budgets, studies/proposals, photos, local authors' works, local family histories, news clippings, local pamphlets, maps and yearbooks from the Janesville public schools. The Local History database supplements access to these materials; indexing is ongoing.

A secondary goal is to serve as a focal point for genealogical research books and reference tools involving Janesville and Rock County research. Such tools include but are not limited to, area cemetery directories, county history indices, and birth/death/obituary indices. Only published family histories with a local connection are considered. Rock County also should be included, but such criteria as ethnicity, migration and demographic patterns of the Rock County population, guides this inclusion. Due to space constraints, supporting materials are shelved in the Reference Collection. The Janesville Room includes publications of the Rock County Genealogical Society and Origins, Janesville's genealogical bookstore/publisher. Other peripheral or general genealogical reference books very broad in scope are included in the Reference Collection.

Development of the Janesville Room Collection is via both purchase and gifts. The local German Interest Group has supported both the Janesville Room and Reference Collection with funds for German genealogical materials. Because local history titles are published in small numbers, librarians must be alert to publication news. Such sources are local genealogical society newsletters, *Janesville Gazette* and Origins bookstore. Material to be

collected comes in a variety of formats. Ephemera, specialized research materials, local items no longer needed and items requiring special care for preservation are donated to the Rock County Historical Society or to the Area Research Center at UW-Whitewater. A reasonable amount of effort should be made to preserve these holdings, due to their historical importance. Rebindings, encasement boxes, safe shelving, microfilming, encapsulation, restricted use and preservation photocopies are preservation techniques used. In 2005, HPL is participating in a statewide program to digitize local history materials. A number of titles from the Janesville Room collection were selected to digitize, including the *Gruver Photos*, (historical photographs of Janesville) and *The Art Work of Rock County*. Digitization of Janesville Room works will continue.

Because of Hedberg Public Library's convenient hours of operation, the Janesville Room is the initial contact for the public interested in Janesville and Rock County government, history and genealogy. However, institutional constraints (HPL's mission as a popular materials library, space concerns, etc.) preclude comprehensive archival or research level collecting. In-depth research needs are redirected to the Rock County Historical Society, the Area Research Center for Rock County at UW-Whitewater or the Wisconsin Historical Society. Space within the Janesville Room is finite with no possibility for expansion in the foreseeable future. Weeding should be done every five years and follow Janesville Room guidelines.

VIDEOS

Videocassettes are no longer available through many vendor catalogs. When the VHS format is specifically requested all attempts are made to purchase them.

Development: VHS format is purchased, if possible, when requested. Much of the current collection will be phased out, as titles become no longer available or relevant. Gift VHS formats are considered on an individual basis.

DVD's

DVD loans account for a substantial portion of the library's circulation, reflecting their popularity.

Feature Films

Description: Feature film DVD's are used primarily for recreation by customers in their homes. Generally, these titles do not have public performance rights, which prevent their use by social groups. Teachers may use them in the classroom if they are part of a one-on-one teaching exercise. Feature titles are varied, spanning each of the movie genres—drama, comedy, family, adventure, horror, science fiction, western and musical comedy. Films date from the silent film area to current releases. High demand for current films is evident by the fact that a large number of titles represented in the collection is usually checked out. Selectors are greatly influenced by customer request and by reviews in such selection tools as imdb.com, allmovie.com, and *People* magazine as well as standard library review tools. Publishers' catalogs such as Baker & Taylor's *The Alert* and PBS.org are also consulted. Consideration is based on current popularity and probable long-term interest. Feature DVD's over \$50 are generally not considered, in order to purchase as many different titles as possible. Gift DVDs are considered on an individual basis.

Development: There is a need for more current films. Because of heavy demand for feature film DVD's, the library purchases multiple copies of popular titles. HPL's feature film collection will be limited, giving customers a broad selection of many of the best films available. The Library will try to maintain a collection that includes the AFI and Library of Congress list of film titles. Titles weeded should be those with low circulations or those in poor condition. Content, age and authority should also be factors.

Informational Films

Description: Nonfiction DVD's are used for recreation and information, by patrons in their homes. The non-fiction titles are varied, spanning each of the Dewey general classes. High demand in travel, sports, history, cooking and other how-to subjects is evident by the heavy use of the large number of titles represented in the collection. Instructional DVD's are purchased since a viewed demonstration is often easier to follow than a printed one. Many Public Broadcasting series are selected. Generally single copies are purchased unless demand is indicated, e.g. reserve queues. Selectors are greatly influenced by customer requests and by titles reviews in such selection tools as *Video Librarian*, as well as standard library review tools. DVD publishing catalogs like Baker and Taylor's *The Alert* and pbs.org. are also consulted. Once a year, selections are made via a sales representative from Unique Books. Non-fiction DVDs over \$50 are generally not considered, in order to purchase as many different titles as possible.

Development: Selection needs to focus on areas of high demand by library users. More biographical, inspirational, scientific, general computer use, how-to, and health titles are needed. Items are considered based on current popularity and potential long-term interest. Titles will be de-selected based on low use and poor condition as well as upon content, age and authority. Damaged discs are replaced, depending upon need.

COMPACT DISCS

Description: Compact discs are borrowed by library patrons of all ages. Titles are varied, spanning each of the musical forms of popular, classic, rock, country, gospel, soundtracks, international and American folk. Multiple copies of high demand titles are purchased to fill reserve queues. Selectors try to honor patron requests for purchase. Considered for purchase are titles from print sources such as *People* and Baker & Taylor's *Spotlight* as well as online sources like *All-Music Guide*, *Billboard* or *Time-Life Music*. Industry awards, such as the Grammys, MTV, and Country Music Association are also useful.

Development: This collection is expanding to meet heavy demand by library patrons. In addition to high circulations, this collection is subject to loss by damage and theft, which means that regular weeding is not necessary. However, if weeding should become necessary, titles would be deselected based on low circulations or poor condition. Lost or damaged CDs are checked for circulations and replaced, if circulations are high and if there is potential long-term interest.

AUDIOBOOKS

Purchased for this collection are cassettes, CDs, and MP3 or downloadable formats featuring the spoken word, primarily narrations of popular published titles and how-to instructions. Musical works are not purchased in cassette format since HPL's preferred music format is the compact disc.

Fiction Audiobooks

Fiction audiobooks use is primarily recreational and is conducted in homes, outdoors and in automobiles. Homebound clients account for a significant number of audiobook circulations, most of which are fiction. The collection's more than 3,000 titles include general fiction, as well as the genre fiction of mysteries, westerns, romances and science fiction. Both condensed (abridged) and full text (unabridged) works are purchased since patrons have different preferences, with a selection emphasis on unabridged. Both abridged and/or unabridged copies may be purchased for some titles. But generally, only single copies are added, unless patron demand is indicated, e.g. reserve queues.

Additional abridged copies are purchased for the Jackpot collection. Selectors are greatly influenced by patron requests, and consider for purchase titles reviewed in such selection tools as *Library Journal's* "Prepub List," *Words on Cassette*, Baker and Taylor's *Forecast*, as well as standard library review tools. Audio publishing catalogs, like G. K. Hall's "Books in Motion", Recorded Books and Chivers North America, are also consulted. All areas of fiction are purchased so as to provide patrons with a balanced collection recognizing both popularity and classical endurance. Damaged audiobooks of abridged copies are withdrawn with replacements purchased for some, determined by publication date and availability. Damaged audiobooks of unabridged sets are replaced.

Development: This collection is relatively young and should be enlarged to meet the heavy demand of today's increasingly technological life style, which includes an expanding variety of listening devices. There is need for more genre fiction, including romance titles, which are especially in demand. More funds for audiobooks are needed to meet increasing demands. Weeding priorities are based on popularity and condition. Weeding of the collection is ongoing, every 2 years.

Non-Fiction Audiobooks

Description: Non-fiction audiobooks are used for recreational listening and for information. Homebound clientele also use this collection heavily. Selection criteria include subject demand, technical quality and clarity, and reader/author recognition. Materials based on books may be purchased in either condensed (abridged) or full text (unabridged) versions, depending upon the topic. The budget for nonfiction is less than fiction. Generally, only single copies are purchased, unless patron demand is indicated, e.g. reserve queues. Selectors are greatly influenced by customer requests. Selections are made from audio publishing catalogs including Ingram's "Audio Advance", "North Star", "Radio Yesteryear", "Words on Cassette" and the standard review tools.

Development: This collection is relatively young and needs to be enlarged to meet the heavy demand of today's increasingly technological life style, which includes an expanding variety of listening devices. There is a need for more biographical, religious, or inspirational, historical, and travel titles. Titles are selected based on current popularity

and potential long-term interest. More funds for audiobooks are needed to meet increased demands. Weeding is ongoing with items deselected primarily based on low use and poor condition. Copyright dates/age are considered in evaluating medical and motivational titles. Damaged tapes are withdrawn and replacements are generally purchased for audiobooks in abridged sets. In 2005, HPL will be adding a third format, either MP3 or downloadable audiobooks, based on selector evaluations.

MULTIMEDIA CD-ROMS

Description: Information on CD-ROM can be strictly text, audio-video and text, and/or interactive. The circulating CD-ROM collection, which began in 1995, contains information and entertainment titles of general interest to adults.

Development: Selection is based on demand with careful attention given to the bestseller list. Subjects such as sports, music, gardening, health and how-to titles are purchased.

Criteria for selection include timeliness of data, authority of author, and quality of production. Items that cost more than \$60, generally, are not considered. Hybrid titles (compatible to both PC and MAC hardware) are considered first, but titles duplicated in PC and MAC formats or only available in one format are also selected in popular subject areas and/or to respond to demand. Weeding of this collection was done in 2004 using the criteria of timeliness of data, as well as low circulation and/or poor condition.

ELECTRONIC REFERENCE SOURCES

Electronic resources are an integral part of the Library's collections. They include:

1. The Hedberg Public Library catalog of holdings. This catalog is available at almost all workstations throughout the library.
2. Full Internet access to users at most workstations. Some selected sites of interest or use to library patrons are included on the library home page, but because of the dynamic nature of the web itself, it is not possible to use the same selection criteria used for other material. The HPL Internet Policy provides patron guidelines for Internet use (See Appendix D)
3. Reference resources (selected Internet sites) available at many workstations through a Subscription Databases menu and, for many, from home through remote access. Electronic delivery of these sources is provided via networked stations for an appropriate number of users, dependent upon the licensing agreements and cost. Products where demand is not great, but where the electronic version greatly enhances the print edition, may be made available at stand-alone stations. The computer systems manager is consulted to determine that hardware specifications and configuration are compatible with the existing network, accompanying software and peripherals.

Networked stations provide full text access to electronic serials in subjects where currency is essential. As electronic storage of back runs grows, its ease of use and the opportunity it provides for space saving makes it the preferred form of retention over more traditional forms

Evaluation of Internet sites is conducted by the Reference and Youth Services Staff.

To ensure high quality service and use of reliable sources or vendors of electronic information, selection is based on the following criteria:

- its ability to expand and enhance user access to information
- its compatibility with existing hardware and software
- the provision of information in areas of high demand by library users
- quality of data and reputation of the publisher
- degree of currency of the data, if important to subject matter
- ease of use
- comments by reviewers
- relation to existing collections and other material on the subject
- cost effectiveness
- availability of materials at other community libraries
- its accessibility under present copyright and licensing agreement
- availability through remote access

Electronic resources have developed as a significant supplement to, and in some cases replacement of, traditional print reference sources. HPL selectors have identified the following specific subject areas on which to focus:

- full text periodical indexes
- telephone/address directories
- scientific
- business directories/indexes/fulltext
- health and medicine
- governmental and statistical sources
- current events
- readers advisory
- geographic
- children's learning activities

YOUNG ADULT COLLECTION

YOUNG ADULT HARDCOVER

Description: The YA hardcover collection consists of fiction by well-known young adult authors who write for readers in middle and high school. (HPL considers Young Adult level grades 6 through 12). Occasionally, hardcover adult fiction with equal appeal to this age group will be added, e.g. novels by Stephen King. Genres represented include romance, science fiction, fantasy, mystery and horror. Selection is based on reviews in *Voya*, *School Library Journal*, *Booklist*, and other library selection tools. "Best" lists published by library groups are also checked. Books on middle school reading lists will be purchased in hardcover if a paperback is not available.

Development: Multiple copies in hardcover are not purchased; and copies are replaced when the title is available in paperback. YA hardcover circulation has increased dramatically in the last three years. Because of limited shelving, weeding must be done at least twice a year.

YOUNG ADULT PAPERBACKS

Description: The collection includes pocket and trade size paperbacks of interest to students in grades 6-12, primarily for recreational reading. The collection includes series books, such as *Buffy the Vampire Slayer*, *Smallville*, and *Everworld*, as well as titles by popular young adult and adult authors. Classics appropriate for this age group are also included, e.g. *Jane Eyre*, *David Copperfield*, *The Scarlet Letter*. Some titles have duplicates in either the children's or adult collections, but efforts are made to avoid too much overlapping. Multiple copies of popular titles are purchased. Purchase requests are honored if the requested material is age appropriate. Special effort is made to order titles on middle school reading lists. Backlist and replacement copies of high circulation titles are ordered twice a year (usually February and August).

Development: Because these titles are so popular, it is necessary to check the status of YA titles at least twice a year. Weeding is done quarterly based on condition, number of copies, circulations, and replaceability. A worn copy should be replaced if it's the only copy and has circulated five or more times in the last year.

YOUNG ADULT NON-FICTION

Description: The non-fiction collection consists of titles of interest to young adults (grades 6-12), including self-improvement, dating, family relationships, as well as biographies and age-appropriate general non-fiction. Graphic novels are the newest addition to the area and are the highest circulating titles in this collection

Development: Multiple copies of non-fiction titles are not purchased, unless they are on a school reading list or are used in school book talks. Some graphic novels have weak spines. If these can't be mended, they are not replaced. At this time the collection is limited and regular weeding is not scheduled.

YOUNG ADULT SPANISH

Description: This is the newest collection in the YA area. Included are fiction and non-fiction by both native authors and translations of titles originally written in English. Selection tools include Amazon, Baker & Taylor and special Spanish language catalogs. The bilingual outreach coordinator assisted the selector in developing this collection.

Development: This collection will be evaluated in 2005.

YOUNG ADULT COMIC BOOKS

Description: The collection consists of standard 6.5"x10" comic books. Included are a good variety of cartoons (Donald Duck, Mighty Mouse), fantasy (Starman, Namor), superheroes (Spiderman, Fantastic Four), and humor (Archie, Pinky and the Brain). HPL subscribes to a program with A&M Books to receive 25 titles each month. If patrons indicate a desire for other titles, these are purchased at a newsstand or bookstore.

Development: Each month when a new batch of comics is added, older, ripped or coverless items are withdrawn from the collection. The comic books stay in relatively good condition; for that reason, and because they require low maintenance, comic books should continue to be part of the Young Adult Collection.

JUVENILE NON-FICTION

Description: The juvenile non-fiction collection is the largest of the juvenile collections. It is designed to meet the informational, educational and recreational reading needs of children in grades two through six. A certain portion of the non-fiction collection is purchased, as necessary, to supplement materials for school assignments. However, material of interest to the general public is favored over curriculum-oriented material. For example, animal books are often used for school assignments, but these books also meet information needs throughout the year. Textbooks are avoided. Certain subject areas will include materials of interest to pre-school and primary age children. These materials are highly pictorial and are found chiefly in fairy tale, animal and science sections.

The collection consists chiefly of hardcover books, but paperbacks are purchased when needed for multiples or when hardcover is not available. Titles are selected through regular reviewing tools, which include *School Library Journal*, *Booklist*, *Bulletin of the Center for Children's Books*, *Horn Book* and *Science Books and Films*. Bibliographies and indexes such as *Children's Catalog*, *Elementary School Library Collection* and *Index to Children's Poetry* may also be consulted. Specific titles featured in the media and customer suggestions for purchase are evaluated on individual merits. Multiple copies are purchased in subject areas that are heavily used. Replacement copies of worn materials are ordered as needed if the material is still current. Weeding of the collection is scheduled to be completed every three years. Science, technology, geography and social issues are examined carefully, due to rapid changes in these areas, and may be weeded more frequently.

Development: Care needs to be taken to see that the three year weeding schedule is followed in order to keep the collection current. Areas of the collection also need to be

analyzed to ensure that popular materials are purchased in large enough quantities to be available upon demand and that a variety of titles at appropriate reading levels in these high interest subject areas are purchased.

The following sections highlight several areas of non-fiction for which additional guidelines regarding audience, use, quantities, distribution, weeding or replacement seem warranted.

GENERAL WORKS 000-099

This includes circulating encyclopedias and materials on computers and unexplained phenomena, such as UFO's. Information on computers should be weeded frequently as items become dated quickly.

PHILOSOPHY AND PSYCHOLOGY 100-199

Included are materials on psychology, astrology, ghosts, personal growth and development. Materials on emotions and interpersonal relations often have photos that date the material. Care should be given to weed them frequently.

RELIGION AND MYTHOLOGY 200-299

This section includes information on the major world religions, the Bible and mythologies. Greek and Roman mythology books are purchased in multiple copies, due to heavy demand. Other mythologies, including those that explore myths from several cultures, are purchased in lesser quantities.

SOCIAL SCIENCES 300-399

This section is strong in areas of government, ecology, folk and fairy tales, disabilities and social issues. Many titles are published, and, therefore, a variety of titles are purchased rather than multiple copies of one title. Generally, titles are not replaced and should be weeded if five years or older.

Book on divorce and new-baby-in-the-family receive heavy use. Duplicate titles are purchased in these areas. Books should be weeded when both text and illustrations do not represent contemporary situations.

Materials on child abuse often include overviews with statistics, which can quickly become dated. Titles that focus on teaching children how to protect themselves from abusers are in demand and are purchased in multiple copies. Materials on people with disabilities receive steady, but limited, use. Single copies are purchased of most titles. Replacement is considered only if the text and illustrations reflect current society.

The folklore section contains many collections of stories, with some stories appearing in several different versions. For this reason, only highly recommended new titles with unusual stories or with special artistic qualities are purchased.

LANGUAGE 400-499

Foreign language self-instruction and word books are cataloged here. Spanish and French are the foreign languages of primary interest, with special emphasis given to the former

due to the increasing popularity of Spanish and the rising number of Spanish-speaking people in the area. Multiple copies should be purchased when needed. Individual titles of other languages are purchased as needed.

Sign language self-instruction books are purchased in multiple copies, as there are not a large variety of titles available.

NATURAL SCIENCE AND MATHEMATICS 500-599

This includes science projects, chemistry, astronomy, dinosaurs and the life sciences. Science experiment books receive heavy use. To increase the variety of experiments included in the collection, rather than purchasing duplicate copies of a few titles, a broad range of titles is selected. Astronomy books are in great demand. Outstanding new titles are purchased in multiple copies. Only recent books (published in the last three years) are considered for replacement.

Books on natural phenomena, such as earthquakes and tornados, are high interest topics, as are recent natural occurrences. Weather and the seasons are two other areas of particular interest. Multiple copies of titles on individual seasons are purchased.

The dinosaur collection is heavily used by all ages. Multiple copies of popular titles, especially those with large, clear illustrations, are purchased. Care is given when weeding to make sure the recent findings on dinosaurs are included in items retained.

Books on particular environments, especially the rain forest, are in demand at the lower elementary age level. Titles with heavy use are considered for replacement.

Botany titles are not in high demand, except for books on trees, leaves and wild flowers. Moderate amounts of multiple copies are purchased due to the seasonal nature of the demand.

The zoology collection is the biggest and most used area in the sciences. Books that focus on a particular animal are favored over books that cover several animals thematically. A variety of titles are purchased on popular individual animals.

TECHNOLOGY AND APPLIED SCIENCES 600-699

This section includes materials about cars, space, flight, the human body, pets and cooking. Modern vehicles of all types are in demand, but historical vehicles have limited interest.

Books that prepare a child for a visit to the doctor or dentist are of interest to younger children and parents. Multiple copies are purchased. Replacement is considered only for books whose text and illustrations represent the current medical/dental environment.

Sex education materials should contain accurate information relayed in a straightforward manner. Replacement is considered for newest editions only.

Pet care books are in demand, especially those on dogs, cats, rabbits, guinea pigs and hamsters. Titles on individual animals are preferred over books on pets in general.

ARTS 700-799

Included here are crafts, music, sports, painting and games. Only popular titles of craft books are purchased in multiples, with preference given to purchasing a variety of titles on various topics. Old or worn books featuring crafts that are no longer of interest are withdrawn.

Surveys of art and books on individual art techniques have low usage and are purchased in single copies. How-to-draw books are in demand and are purchased in multiple copies.

All sports are in demand, with primary interest in baseball, football, hockey, basketball and soccer. Multiple copies are purchased for topics and players in high demand. Books that focus on technique are considered for replacement only if the illustrations look up-to-date. Those that feature professional players or teams are not considered for replacement, as they are quickly dated.

LITERATURE 800-899

Included here are poetry, plays, jokes and short stories. Because the poetry collection contains many anthologies, which often repeat well-known poems, new titles are purchased only if they are highly recommended and feature new poets or contain poems not previously available. Only books showing heavy use are considered for replacement.

Literature in foreign languages and translations are housed here, including French and German as well as Native American. Books of children's plays, skits and monologues are purchased in multiple copies as needed.

Joke books are purchased in single copies, with preference given to purchasing more titles for greater variety. They are not considered for replacement.

GEOGRAPHY AND HISTORY 900-999

Included here are biographies, United States history, world history, Native Americans, ancient civilizations, World War II, and materials on individual states and foreign countries. Newer children's biographies may also be found in subject areas as appropriate.

Biographies of individuals are preferred over collective biographies. Replacement is considered for recent titles that show heavy use.

Books on medieval history are in great demand, especially those on knights and castles. Outstanding titles with clear diagrams and illustrations are purchased in multiple copies.

Ancient civilization books, especially those on ancient Egypt, Greece and Rome are in high demand. Multiple copies of these are purchased, especially those with colored illustrations and clear diagrams.

Books on individual countries are heavily used. Preference is given to the encyclopedic format, which includes a summary of culture, geography, history, economy, etc. Replacement is considered only for books published in the last three years on countries that are not in political turmoil.

Books on Native Americans include both an historical approach and a look at contemporary peoples. Books on individual tribes are in heavy demand and multiple copies are purchased, especially for tribes found in Wisconsin.

Titles on individual states are favored over books that cover a region. Titles on individual cities have limited demand and are purchased only where use is warranted.

JUVENILE FICTION

Description: Juvenile fiction includes materials for children, ages 8-11 or grades 3-6. The collection consists chiefly of hardcover books, but does include an occasional paperback title if that is the only format available. Titles are selected through regular reviewing tools, but patron suggestions are also evaluated for possible selection. Whenever possible, reviews are checked before purchasing unknown titles. Additional copies are purchased only for popular titles. The collection includes a wide range of fiction for entertainment and enrichment from present day stories to science fiction, fantasy and historical fiction. Care is taken to see that the materials purchased appeal to a broad range of reading interests and reading levels. Because of the continued popularity of paperbacks, new hardcover titles are selected carefully, paying close attention to popular demand and starred reviews.

JUVENILE IN-BETWEEN (CHAPTER BOOKS)

Description: The juvenile in-between (chapter books) collection is geared to the third or fourth grader ready for the transition from easy readers to books with longer text and less illustrations. Popular series books for this age level are included here.

Development: Books by popular authors, or books that are part of popular series, are bought in multiples. Purchases are made from the standard selection tools and reviews as well as publishers' ads. Titles are replaced and supplemented as needed. A thorough weeding of non-circulating and worn items should be done on an annual basis.

JUVENILE PICTURE BOOKS

Description: Juvenile picture books have one of the highest circulations of any in the juvenile collection. Books in this collection are either educational or recreational in intent. They range from alphabet, counting and other simple concept books to short stories enhanced with numerous illustrations or photos. The collection also includes occasional copies of basic folktales by popular illustrators. Picture books are selected to appeal to a variety of ages, including young toddlers, other pre-schoolers and lower elementary school age children. The collection is arranged in rough alphabetical groups by the first two letters of the authors' last name. Frequently requested concept books and popular series are not shelved, but are placed in properly labeled bins for easy access. Multiple copies are purchased for popular items.

Development: Because of their heavy use, titles in the collection wear out quickly and need to be replaced on a regular basis. A semi-annual collection evaluation and replacement schedule would greatly improve the gaps between withdrawals and replacements. More care needs to be taken to order sufficient copies of popular titles initially, in order to satisfy customer demands. A thorough weeding of non-circulating items should be done on an annual basis to open up shelving space for new circulating items.

JUVENILE EASY READERS

Description: Easy readers are a small, but heavily used, part of the juvenile collection. The collection addresses the reading development needs of beginning young readers from ages four or five through lower elementary students, ages seven and eight. The books themselves are designed with controlled vocabularies and an open format that uses larger type and adequate spacing between the lines to assist the new reader. The books are shelved in rough alphabetical groups by authors' last names. Titles with the fewest words and the very simplest sentence structure are marked with red dots on their spines, to assist new readers in locating the easiest items.

Popular series are not segregated, but are accessible to users via book lists. A small number of non-fiction titles are inter-shelved in the collection and marked with a green star on the spine.

Development: The collection needs to be evaluated semi-annually and replacements and duplicate copies selected as needed. A thorough weeding of non-circulating and worm items should be done on an annual basis to ensure a viable collection.

JUVENILE BOARD BOOKS

Description: Board books are designed to interest the youngest children ranging from babies to toddlers. The books are constructed of poster board type materials that can be easily manipulated by tiny fingers. Their contents generally include stories with very simple story lines or simple colorful pictures depicting objects and animals that would appear in a toddler's world. The recent trend to publish picture books and simple concept books in board book format poses a challenge to the selector. Only titles appropriate for the very young age level are purchased in board book format. The board book collection is housed in low, wooden bins in random order. Some board books are selected through regular reviewing tools, but the majority of the titles are selected from book jobber publications and onsite visits to local bookstores.

Development: The board book collection receives heavy use by young families. More attention should be given to purchasing multiple copies initially. Because of the rough use books are given at the hands of young children and the subsequent speed with which they wear out, the collection should be monitored semi-annually to check for needed replacement copies. Adequate bin space will need to be monitored.

JUVENILE PAPERBACKS

Description: The children's paperback collection consists of popular fiction titles for children from pre-school age through sixth grade. Selection is based on popularity, but care is taken to ensure that the quality of the work is acceptable for young readers. Juvenile paperbacks have a high annual circulation. The collection is divided into two separate areas according to reading levels. Paperbacks for preschoolers and lower elementary school age children are housed in bins in the pre-school area. Paperbacks for older elementary school age children are on display racks. Duplicate copies are purchased for more popular titles. To keep pace with demand, popular series titles are on standing order. Other orders are placed several times per year as needed.

Development: Numerous series titles appear monthly. Continual care needs to be taken to evaluate the use of series titles and to eliminate unpopular and little used ones. Requests for additional Christian fiction for children need to be considered. Care should also be taken to make sure that there is not heavy duplication of titles in both children's and young adult area.

JUVENILE HOLIDAY BOOKS

Description: The juvenile holiday collection consists of fiction and non-fiction titles relating to specific holidays, both secular and religious. Books on the following holidays are included here: New Year's Day, Martin Luther King Day, Groundhog Day, Valentine's Day, President's Day, St. Patrick's Day, Passover, Easter, April Fool's Day, Mother's Day, Memorial Day, Father's Day, Rosh Hashanah, Yom Kippur, Sukkot, Columbus Day, Halloween, Thanksgiving, Hanukkah, Christmas and Kwanza. Books, which cover multiple holidays, are not included in this collection, but are shelved with the other 394's. Materials at all reading levels are included here. Books at the pre-school and primary grade levels receive the heaviest use. Also popular are titles featuring craft projects and activities. Multiple copies of both these pre-school/primary level books and craft/activity books are purchased.

Development: The holiday collection should be weeded as part of the department's regular weeding cycle. Special care needs to be given to weeding worn and outdated materials from the non-fiction section.

JUVENILE DVDS

Description: The DVD collection consists of both fiction and non-fiction titles of interest to pre-kindergarten and elementary age children. The majority of the titles are fiction, but non-fiction titles are added on information topics in high demand. The materials are selected through regular reviewing tools, but titles that have been mentioned on radio or TV shows or discussed in newspapers or magazines may also be selected. Duplicate copies are purchased for popular titles as needed.

Development: This is a rapidly growing collection with more titles becoming available in this format. Care should be taken as titles are selected to keep the collection balanced, so that the variety of ages and needs are served. Non-fiction will continue to be added only as it serves a special need.

JUVENILE VIDEOS

Description: The majority of videos in this collection are in the fiction category and are aimed at the pre-kindergarten and early elementary school levels. The non-fiction collection includes music and folklore videos, as well as information topics in high demand. The majority of the videos in the children's room are 30-60 minutes in length. Full-length family features that have appeared in movie theaters are housed with the adult collection. However, titles that are especially popular with children are duplicated in the children's collection. Whenever possible, materials are selected through regular reviewing tools, but titles that have been mentioned on radio or TV shows or discussed in newspapers or magazines may also be selected. Duplicate copies are purchased for popular titles as needed.

Development: Because of the growing popularity of DVDs, the collection needs to be weeded heavily, paying attention to circulation statistics. Only titles in high demand should be retained or duplicated. Non-fiction will continue to be added only as it serves a special need or demand.

JUVENILE AUDIO

Description: Children's audio includes audiocassette tapes and compact discs. Music for preschoolers comprises the majority of the audiocassettes, with recorded books and folktales comprising the rest. The CD collection consists of music for preschoolers and better-known classical music for children, as well as a growing collection of books on CD.

Development: The audio collection needs to be weeded regularly as part of the department's regular weeding schedule.

JUVENILE KIDSPACE CD'S

Description: This is a collection of music CD's of interest to the pre-teen students. The collection contains titles with music from popular movies as well as artists of interest to this age child. Care is given, in the selection of titles, to include only items with content appropriate for this age group. Duplicates are purchased for popular items. The items are housed in the new KidSpace area.

Development: This collection is new and will be limited in size. It should be weeded annually to check for replacements and withdrawal of items not being used.

JUVENILE BOOK KITS

Description: Book cassette kits are a small part of the AV collection. The majority of kits have audiocassettes with related pre-school picture books or easy readers. Only a small percentage of the kits are devoted to informational materials for older elementary age students. Titles are selected from regular reviewing tools as well as recommended bibliographies. Few duplicates are purchased.

Development: Careful weeding of the collection needs to be done based on physical condition as well as use. However, the collection will need to be monitored closely to ensure that use justifies the expense of these items.

JUVENILE MULTIMEDIA CD-ROMS

Description: The children's multimedia CD-ROM circulating collection includes titles based on books, original productions published on CD-ROM featuring popular and informational topics such as dinosaurs, and games, which are educational in nature. Titles are selected from regular reviewing tools as well as recommended bibliographies.

Development: The collection should be monitored annually as to use and changing technology. New purchases should include mainly CD-ROM hybrids.

JUVENILE COMPUTER SOFTWARE

Description: This is a non-circulating collection of educational software games purchased for use by children on the department's Macintosh computers. The collection includes discs for pre-schoolers as well as older elementary students. Discs selected include both reading and math games, as well as other games designed to challenge the young child's intellect. Duplicate copies are purchased for each machine, in accordance with copyright laws. Games are selected from regular reviews, as well as from recommended lists and patron requests.

Development: Because the capacity of the hard drive is limited on each machine, care will need to be taken to keep the collection up-to-date by removing little used software, in order to add popular new titles.

JUVENILE EDUCATIONAL TOYS

Description: The collection is intended to reinforce reading readiness skills of pre-schoolers and lower elementary school students. Items included in the collection range from simple objects such as a jack-in-the-box for young toddlers to sophisticated puzzles and reading readiness flash cards for pre-k and kindergarten children. Care is taken to purchase materials of enduring quality, with relatively few parts. The majority of the collection consists of items that cannot easily be purchased in local stores. Safety is of prime concern. Duplicate items are purchased where demand is high. Due to lack of reviews, items are selected through educational toys catalogs and recommended bibliographies, as well as newspaper and magazine articles that report toy news.

Development: Items have been and will continue to be weeded chiefly on the basis of physical condition. This is done on an ongoing basis during check-in of items. Care needs to be taken to ensure a broad range of materials to satisfy the various development stages of young children. The needs of handicapped children also need to be kept in mind, in accordance with the ADA recommendations. The size of the collection remains constant.

JUVENILE REFERENCE

Description: The juvenile reference collection is comprised of a broad range of titles designed to assist both students and staff in answering specific informational questions. The section includes a general encyclopedia as well as specialized encyclopedias in the areas of science and history, along with dictionaries, atlases and other ready reference titles. Individual titles related to repeat patron questions are also selected from a wide range of non-fiction categories. Materials on children's books and authors/illustrators are also housed here. Only heavily used adult materials are duplicated in the adult and

children's reference departments. Materials are selected through regular reviewing tools, recommended bibliographies and at the advice of the reference librarians.

Development: The general encyclopedia and science encyclopedia sets should continue to be updated on a rotating three year schedule taking into account the availability of electronic products. Because of the need for up-to-date information, care should be taken to weed the entire collection on a yearly basis, or as new editions appear. With electronic resources growing, the size of the collection should remain constant or decrease.

PARENTS' COLLECTION

Description: The parents' collection is a small collection of materials relating to child development that is housed in the children's room for the convenience of parents with young children. It includes books, periodicals and appropriate AV materials on basic child development, parenting skills, and other subjects relating to young children, such as divorce, death, sex education, reading readiness, toilet training, etc. For ease of access, duplicate copies of children's materials on these topics are housed here, as are pertinent popular adult materials. Items are selected through regular reviewing tools, but quality titles, which have been discussed in newspaper and magazine articles or mentioned on radio and TV shows, may also be purchased. Reviews are checked whenever possible. The area serves as a focal point for information on community activities relating to young children.

Development: Care needs to be taken to update editions of popular items, to withdraw outdated materials and to weed the collection as part of the department's regular weeding schedule.

TEACHERS' COLLECTION

Description: The teachers' collection pulls together items of interest to classroom teachers and home schooling parents that had previously been shelved in various non-fiction categories throughout the children's department. The collection consists of materials with a practical rather than a theoretical approach and includes topics ranging from flannel board patterns and early learning activities, storytelling techniques and motivational reading games, to multicultural activities, craft bibliographies, etc. Professional magazines are also included. The collection includes "Big Books" designed for the whole language classroom and group use. The materials are selected through regular reviewing tools, but may also include titles requested by patrons or quality titles that have appeared in the media. Whenever possible, reviews are checked before purchasing unknown titles. Occasionally, titles in the HPL adult collection may be duplicated, if demand is great.

Development: The collection needs to be included in the department's regular weeding schedule to ensure that the collection is kept current. Care will need to be taken to retain the practical focus of the collection and to keep the collection current to reflect the present needs of teachers.

JUVENILE SPANISH COLLECTION

Description: The children's Spanish collection contains both print and audiovisual materials. The print collection contains titles written entirely in Spanish as well as bilingual titles. The titles selected are for a mixture of ages from young preschoolers to elementary age children, with at least a third of the collection devoted to materials for the younger children. A small number of non-fiction titles in the print collection are translations of well-known English titles, but the collection also includes original Spanish publications.

The audiovisual collection includes videos, audiocassettes and cds. The majority of the videos are translations of popular English titles for young children. Some popular full-length videos translated for older children are also included, as are a sampling of non-fiction titles. The audiocassettes include book cassette kits for young children and Spanish music cassettes. The CDs are primarily Spanish music.

Development: This is a growing collection. Attention will need to be given by selectors to make sure the materials reflect the needs of the Spanish population in the community. Items printed in Spanish should be increased as knowledge of the users grows. Weeding should be done on an annual basis to check for items that are not being used.

APPENDIX A

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 abridgment 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.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

FREEDOM TO READ

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 counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals 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 individual, by exercising critical judgment, will select the good and reject the bad. 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 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 or unwelcome scrutiny by government officials.

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, unpopular, or considered dangerous by 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 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 the prejudgment of a label characterizing any expression 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 others. 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; and by the government whenever it seeks to reduce or deny public access to public information.*

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. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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 Americans 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, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

FREEDOM TO VIEW

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the [First Amendment to the Constitution of the United States](#). In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990

APPENDIX B

Citizen's Request for the Reconsideration of Library Material

Date: _____

Author: _____

Title: _____

Publisher/Producer (if known): _____

Type of material: _____

Request initiated by: _____

Telephone: _____ E-mail: _____

Address: _____

Citizen represents:

_____ Him or Herself

_____ Group/organization name: _____

Please answer the following questions:

1. To what in the material do you object? (Please be specific. For example, cite pages.)

—

2. What do you feel might be the result of reading, viewing or listening to this material?

3. For what age group would you recommend this material? _____

continued on back

4. Do you see any value in the use of this material? _____

5. Did you read, view or listen to the entire work? _____

If not, which parts? _____

6. Are you aware of the judgment of this work by critics? _____ Yes _____ No

7. What would you like your library to do about this material?

_____ Withdraw it from collection

_____ Refer it to the HPL Collection Team for re-evaluation

_____ Not allow my child to borrow it. (If you are concerned about your child borrowing this material, you may re-register the child to limit borrowing privileges to the juvenile collection.)

_____ Re-assign it to:

_____ Adult collection

_____ Juvenile collection

_____ Reference

_____ Young Adult collection

8. What title(s) would you suggest as an alternative to this one?

Other comments:

Signature of Citizen



316 S. Main St.
Janesville, WI 53545
www.hedbergpubliclibrary.org

APPENDIX D

Hedberg Public Library
A301 Internet Acceptable Use Guidelines
Board Policy
Last update – June 2004

General Use

The Hedberg Public Library requires that any user of the library's Internet stations agree to the following guidelines:

All users of electronic information resources are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow these rules and regulations.

Responsible, ethical use of such resources includes the following:

- Using resources for educational, informational and recreational purposes only: not for unauthorized, illegal or unethical purposes.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
- Further respecting the privacy of others using library computers by not interfering with their use.
- Not sending, receiving, or displaying text or graphics that may reasonably be construed as obscene, or which disturb or disrupt the library use of other patrons. Viewing or sending child pornography is a federal offense and police will be called.

Use By Children

Children under the age of 18 must have parental permission to use the Internet. Library cards issued to children under age four will not be authorized to allow Internet access. Hedberg Public Library assumes no responsibility for the use of the Internet by children.

It is not possible for library staff to control specific information children and youth may locate on the Internet. Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information. Selection policies that serve to govern a library's purchase of written materials do not apply to material that users choose to access electronically. It is the responsibility of the user (or the parent, guardian or caregiver) to determine what is appropriate.

Other Conditions

Most Internet computers are located in quiet areas of the library. Computer patrons are expected to observe the same standards of acceptable library behavior as any other patrons. Because of the many different Internet applications available, library staff can provide only limited assistance.

In order to ensure fair use of the Internet resource, staff may limit the amount of time an individual can use the Internet workstations daily.

Beverages are not permitted near the computers. Eating is restricted to the lower lobby.

Consequences of Not Following this Policy

Violation of this policy will result in suspension of Internet access privileges.