

HAMILTON EAST PUBLIC LIBRARY

Noblesville, Indiana

ADULT COLLECTION DEVELOPMENT POLICY

The mission of the Hamilton East Public Library is to make available the recorded knowledge of civilization, in whatever format, to all citizens and thus promote and foster the free flow of information and ideas.

It is the objective of the library to select materials which will benefit all adults and children, both individually and in groups, who are eligible for library services. Basic to this objective is the acquisition and maintenance of a collection of materials which will aid in the pursuit of education, provide information, and fulfill research, and recreational needs.

Selection of materials in the adult collection is the responsibility of the reference department head and the other professionals within the library. Materials selected for purchase must meet criteria based on several factors. All materials shall be considered regardless of race, nationality, or political or social views of the author. Decisions concerning use of adult library materials by children are the responsibility of the parent or guardian.

The library believes in the importance of basic, permanent-value books and timely, current-value materials on public issues. It believes that such materials are of vital importance to an informed citizenry, and it believes providing these materials is a significant part of the library's program. The library accepts as its major objective the encouragement of the "open mind" and the removal of ignorance and indifference.

In striving to meet these objectives, the library must work within the limits of budget, space, and time. A heavy responsibility is placed upon staff members who select materials for inclusion in the library collections, and for this reason, the library sets standards for exclusion of materials as well as inclusion.

General Considerations in Selection of Materials

Due to the vast number of titles published and the limited budget of the library, the library is restricted in the number of items which can be purchased. Therefore, it is important to select materials carefully in anticipation of patron demand. Multiple copies of materials are purchased in anticipation of high demand or to fulfill large numbers of existing holds. Materials are selected with consideration of the following aspects:

1. Patron interest
2. Readability and style
3. Popularity of author or performers
4. Authenticity of information
5. Relation to the existing collection

6. Physical features and format
7. Authority of author
8. Price
9. Copyright date

Reviews are used for the selection of most materials. Sources of these reviews include, but are not exclusive to Booklist, Publisher's Weekly, Library Journal, Book, Vova, American Libraries, School Library Journal, New York Times Book Review, Indianapolis Star, Unabashed Librarian, Reference and User Services Quarterly, Booking Ahead, B&T Forecast, B&T Paper Clips, B&T Title Source, and Amazon.com.

Other bibliographic sources such as FICTION CATALOG, STANDARD CATALOG FOR PUBLIC LIBRARIES, MAGAZINES FOR LIBRARIES, GUIDE TO REFERENCE BOOKS, and ULRICH'S are used in selection.

Patron recommendations for purchase of library materials are welcomed and will be given full consideration.

Materials are weeded on a rotating basis according to subject area. Factors considered in discarding materials include: worn appearance, damage, dated or inaccurate information, and lack of use. Some withdrawn materials are offered to other libraries free of charge. Others are saved for the Friends of the Library to sell at their book sale if so desired. Books are repaired, rebound or replaced at the discretion of the selectors.

Departmental Considerations

Adult Fiction

Adult fiction is selected to meet the current and lasting reading interests of the community. The library strives to maintain a selection of works by a variety of authors and a strong representation of the works of noted authors. More ephemeral works are added to the collection to meet reader interest, but the works may not be maintained in the collection for a long period if reader interest is not lasting. Up to twenty copies of books by authors of continuing popularity are purchased in anticipation of high demand. The library has standing orders for a set number of copies of new titles by certain authors.

The library also has standing orders for new large print books by specific authors. Romances, mysteries, and general popular fiction are included in the large print standing order.

Paperback copies of best-seller fiction make up the majority of the adult paperback section.

Adult Non-Fiction

The adult non-fiction collection serves both the general reader and the student. It is the library's intent to provide materials from a wide range of subject interests rather than to specialize in depth in any subject. The library selects non-fiction of both popular interest and of lasting value. The selector considers the availability of information from other sources in the area and existing holdings in the collection when deciding which items to purchase.

Although it is a school library's responsibility to provide materials that support the school's curriculum, the public library does provide materials to supplement various courses of instruction and makes an effort to develop strong collections in school-oriented subjects such as history, science, geography, and literature. Materials in high demand for class assignments are often purchased in multiple copies.

The library maintains standing orders for various series in the areas of history, geography and travel, careers, education, business, and medicine.

Textbooks used by local school systems or universities are not considered for purchase. Textbooks which contain needed information on a subject may be purchased.

Adult Reference

The library maintains a collection of current reference materials, including both general and special subject encyclopedias and almanacs, science and technology books, business materials and services, legal and medical books, biographical, historical, and literary references. Materials are also collected to assist with reader's advisory.

General encyclopedias are replaced on a rotating schedule of 4 to 5 years. Business directories, and magazine and newspaper indexes are provided via the Internet.

Many reference titles are on standing order with Baker & Taylor or with individual publishers.

Adult Periodicals and Newspapers

The library attempts to maintain a collection of current periodicals of general interest, on business-related subjects, as well as recreational topics. Trade journals are not normally purchased. Requests, reviews, cost, indexing, and space limitations are considered when choosing titles. A backfile of three years is maintained for most titles. Several general interest titles are also maintained indefinitely on microfiche.

Newspapers are kept for varying lengths of time, depending on indexing, demand, space limitations, and availability via the Internet or on microform.

Adult Vertical Files

Materials included in the vertical file are considered to be too small or ephemeral to be cataloged or too difficult to be shelved in the regular collection. Most are maps, travel brochures, informational pamphlets, or articles clipped from local newspapers.

Travel information is requested annually from states and periodically from other countries.

Indiana Room

The library maintains a local history and genealogy collection. Some materials are purchased for both reference and circulating shelves as needed. History of Indiana, Hamilton County, and the four townships of the library district are given greatest emphasis. Also collected with less emphasis are materials on surrounding counties. Family histories are not purchased, but are added to the collection if donated to the library. These are sent to be bound if large enough to warrant. Those which are too small to be bound are added to the Indiana Room vertical files. Other genealogical sources collected include Indiana census records and indexes to other vital records.

The non-fiction collection also includes biographies of Hoosiers and subjects in the context of Indiana, i.e., wildflowers of Indiana.

The Indiana Room collects annual reports or long-range plans from local governmental agencies. Yearbooks for Noblesville High School are purchased annually and housed in locked cabinets for security purposes.

Fiction written by Hamilton County authors is added to the Indiana Room. Also included are books considered classics by Indiana authors with an emphasis on historical fiction which takes place in Indiana.

Periodicals primarily about Indiana history, genealogy, or subjects in an Indiana context, i.e., poetry of Indiana poets, are housed in the Indiana Room. Issues of the INDIANA MAGAZINE OF HISTORY are sent to the bindery and kept indefinitely. Backfiles of other periodicals vary in length. The NOBLESVILLE DAILY LEDGER is retained on microfilm. The NOBLESVILLE TIMES is kept in storage indefinitely in acid-free boxes.

Items for the vertical file include pamphlets, newspaper clippings, and typed or handwritten family histories. The NOBLESVILLE LEDGER and INDIANAPOLIS STAR are searched regularly for articles on local personalities, histories, or activities.

Besides the normal review sources, the catalogs of Indiana University Press, Purdue University Press, various genealogical presses, and the Indiana Historical Society are used in locating materials for the Indiana Room.

Materials in the Indiana Room are not weeded using the same criteria as the rest of the collection because of their historical value and the inability to replace most titles.

Espanol

The library maintains a section of fiction and nonfiction materials written in Spanish. The purpose is to provide basic life skills and language assistance as well as some recreational reading. Review sources most used for Spanish language materials are Criticas and B&T Forecast.

AUDIOVISUAL COLLECTION

The Hamilton East Public Library also has acquired a representative collection of video tapes and DVDs, audio cassettes and CDs, and compact discs to help meet the educational, recreational, and informational needs of the community.

Videos and DVDs

Videos for adults are purchased on the basis of favorable reviews, quality of performance, and demand. Common review sources used are the Indianapolis Star, Baker & Taylor Alert, PBS Video, School Library Journal, Library Journal, Booklist, Roger Ebert, Video Librarian, and the Internet Video Database.

Compact Discs

The compact disc collection includes classical, opera, pop, jazz, country, rock, soundtracks, and instrumentals. Purchases are made on the basis of quality of recording, favorable reviews, and demand. Selection tools include, but are not limited to Baker & Taylor Alert, CD Review, publishers catalogs, the American Record Guide, Amazon.com, Border's and Barnes and Nobles' forthcoming release lists, and Billboard charts.

Audiocassettes and audio CDs

The audiocassette and audio CD collection includes a wide range of fiction and non-fiction audios. Selection tools include, but are not limited to AudioFile, Publisher's Weekly, Booklist, Library Journal, and Now Hear This. Audios will be purchased on the basis of favorable reviews, quality of recording, and demand. Unabridged editions are the preferred format. Abridged editions will be purchased when unabridged editions are not available.

CD-ROM / Computer Software

The CD-ROM / computer software collection for adults consists of educational and entertainment products. Entertainment products labeled with an "M" for mature audience and computer application software will not be purchased. Selection tools

include, but are not limited to Crimson Multimedia, Knowledge Adventure, Publishers Weekly and Amazon.com. Criteria for selection also include comments and requests from patrons, software compatibility and availability.

The Freedom to View Statement

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

YOUTH SERVICES COLLECTION DEVELOPMENT POLICY

The goal of the Youth Services Department is to provide materials and services that meet the information, recreational, and cultural needs of the patrons, as well as to encourage lifetime learning and personal growth.

Selection of materials in the Youth Services Department is the responsibility of the Department Head and the other professionals within the department. Materials selected for purchase, or other inclusion, must meet the selection criteria (outlined below) which is based on several factors. All materials shall be considered regardless of race, nationality, or political or social views of the author. Decisions concerning use of specific library materials, are the responsibility of the parent or guardian.

Selection Considerations

The library maintains a primarily current collection of books and materials. Criteria for selection includes:

1. Patron interest
2. Readability and style
3. Reputation and significance of the author
4. Currency and authenticity of information
5. Relation to the existing collection
6. Representation of varying viewpoints
7. Review or inclusion in standard library indexes
8. Physical format
9. Price

Multiple copies of materials are purchased when an item is popular and in high demand.

The Youth Services Department bases most of its selection of materials on reviews. Sources for reviews include, but are not exclusive to:

BOOKLIST	VOYA
PUBLISHER'S WEEKLY	HORN BOOK
AMERICAN LIBRARIES	B & T GROWING MINDS
JOURNAL OF YOUTH SERVICES	LIBRARY JOURNAL
	SCHOOL LIBRARY JOURNAL

Other bibliographic sources, such as CHILDREN'S CATALOG, ELEMENTARY SCHOOL LIBRARY COLLECTION, BOOKS IN PRINT, FORTHCOMING BOOKS IN PRINT, etc., are also consulted.

Reference

The Youth Services Department collection of reference materials includes general and specific subject encyclopedias, almanacs, science and nature materials, and geographical, historical, and literary references. General encyclopedias are replaced on a rotating schedule of four to five years, to insure that new editions are purchased annually, and all sets will be updated periodically. Materials are selected to assist with reader's advisory, collection development, programming, and reference work.

Periodicals, Comics and Graphic Novels

The Youth Services Department maintains a collection of periodicals, comics, and graphic novels. Titles selected for periodicals cover current events and provide general reading and research interest. Periodicals are selected in relation to:

- professional standards and accuracy
- representation of a variety of interests and viewpoints
- patron demand
- inclusion in library indexes

Magazines are generally kept for three to five years, with the exception of some titles which are kept indefinitely due to their value and use in the department.

Comics and graphics are selected for recreational reading. A variety of titles are added to the collection, largely based upon patron demand.

Vertical File

Materials to be maintained in the vertical file are in the form of pamphlets, booklets, flyers, news clippings, etc., contain information which is not easily accessible in books. Some materials are ordered from the Vertical File Index, while others come from the Government Printing Office and/or other sources. The vertical file is continually updated and "weeded" for the most current information. Additional subjects of interest are included in relation to patron demand.

Audiocassettes, Book Cassettes and Compact Disks

The department maintains a collection of audiocassettes, books on compact disk, books with accompanying compact disks, and book cassettes (read-alongs). Music, fiction, and language instruction comprise the biggest part of the collection. Selections are based on patron demand, author/performer reputation, and quality of the recording.

Departmental Considerations

Fiction

The Youth Services Department maintains a wide selection of picture books, I Can Read, and juvenile fiction which covers a broad range of types and styles. Included in the collection are current and classic materials. Board books are selected to meet the needs of toddlers and preschool-aged children.

Specific concerns in selecting these materials include:

- variety of reading levels
- language, style, and ideas appropriate for the intended audience
- illustrations
- reputation of author or publisher
- inclusion in standard review sources and library indexes

Whenever possible, the most durable binding available will be selected. However, some titles of popular items will be selected in paperback to meet short-term demand. Paperback copies of best-selling and series, or formula, fiction comprise the majority of the juvenile paperback collection. Some titles may be duplicated in the Young Adult collection.

Non-Fiction

The non-fiction collection serves both the general reader and the student. A wide variety of subject interests are included rather than specializing in any one area. Non-fiction materials are selected in regard to:

- popular interest
- variety of reading levels
- current and accurate information
- illustrations
- inclusion of indexes, appendices, and bibliographic information
- reputation of author or publisher
- inclusion in standard review sources and library indexes

An attempt is made to support the local schools' curriculum by purchasing supplementary materials of popular subjects for individual coursework. Materials in high demand may often be purchased in multiple copies. It is not the practice of the department to purchase textbooks. A collection of donated textbooks is kept at Fishers, so that district students can consult them if they have forgotten a book at school. The textbooks are for in-library circulation only. Textbooks that may contain information on a specific subject may be considered for purchase.

Toys, Games and other Educational Realia

A collection of educational toy kits (toys, games and realia) is maintained by the Youth Services Department. The same selection criteria is used as for the rest of the Youth Services Collection, with the added consideration of durability.

CD-ROM / Computer Software

The CD-ROM / computer software collection for children will consist of educational and entertainment products. Entertainment products labeled with an “M” for mature audience and computer application software will not be purchased. Selection tools include, but are not limited too Crimson Multimedia, Knowledge Adventure, Publishers Weekly and Amazon.com. Criteria for selection also include comments and requests from patrons, software compatibility and availability.

Discarding & Replacing Materials

Materials are discarded or replaced on a regular basis. Several factors may be considered in this process, but generally include content, condition, and use.

Withdrawn materials are saved for the Friends of the Library book sale. Discarded materials, that still have merit, are replaced if at all possible. Books are repaired, rebound or replaced at the discretion of the selectors, based on selection criteria, condition of the item, and knowledge of item availability.

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