

Collection Development Policy

Introduction

The mission of the Sterling Heights Public Library is to serve as an information center for our community. The Library offers a wide variety of materials and services for education, entertainment, and enrichment in a welcoming and helpful environment. This mission statement serves as a guideline for the selection of materials, the development of services, and the allocation of resources for the Library.

The purpose of the *Collection Development Policy* is to identify the standards and principles used in selecting materials for the Library. This policy statement provides a clear outline of the roles, duties, and responsibilities of all persons involved in the selection of materials. Further, this policy identifies a consistent plan for the management and development of the collection, thus giving direction to the allocation of the materials budget.

The Sterling Heights Public Library serves a culturally, economically and socially diverse community. The Library selects materials that best serve the needs of its varied community. The Library affirms the community's right of access to a broad spectrum of reading, listening and viewing materials. In compliance with the American Library Association's Library Bill of Rights and its Freedom to Read statement, the Library makes available materials and information representing diverse points of view on topics of community interest and importance. These documents can be found at the end of this policy.

Responsibility for Selection

Final responsibility for materials selection rests with the Library Director who operates within the framework of policies approved and supported by the Library Board of Trustees and City Administration. All professional staff members participate in the selection of library materials. Adult and Youth Services supervisors ensure that the material selectors' choices reflect the standards identified in the Collection Development Policy.

Selection Goals

1. The Sterling Heights Public Library will provide materials in a timely manner which meets community interests and needs.
2. The Library will provide a broadly based and diverse collection that supports the Library's mission.
3. The Library will purchase current materials proportionate to levels of demand and use, taking care to anticipate and respond to indications of significant new needs.
4. To maintain the vitality of the collection, library staff will practice ongoing collection management procedures including inventory, evaluation, and weeding of obsolete and dated materials.
5. The Library will keep abreast of technological changes which affect the development of the collection.
6. The Library encourages and welcomes suggestions, comments and ideas about the collection and its development.

Selection Guidelines

Selection is a discerning and interpretive process involving a general knowledge of the subject and its important literature, a familiarity with the materials in the Library's collection, and an understanding of the needs and interests of the community. Materials are evaluated as a whole and not on the basis of a particular section or segment. To build a diverse collection that supports the Library's mission, the following general criteria are used in selecting and evaluating materials.

- Accuracy, impartiality, and currency of information
- Favorable reviews found in standard selection sources
- Reputation and significance of the author, publisher, or producer
- Permanent value as a standard work
- Quality of writing, design, illustrations, or production
- Relevance to community needs and interests
- Relevance to school curriculum
- Relative importance in comparison with existing materials in the collection on the same subject
- Availability and accessibility of the same material in the Suburban Library Cooperative service area
- Cost
- Popular interest or demand

Selection of materials is done from book reviews in professional and popular journals and magazines, subject bibliographies, annual lists of recommended titles, publishers' catalogs, and user requests.

Textbooks are acquired if they serve the general public by providing information on subjects where little or no material is available in any other form. In selecting materials for the collection, librarians consider general educational, commercial, cultural, and civic concerns of individuals and organizations within the community.

Donations

Donations of books and other materials are accepted with the understanding that they may be added to the collection, given to the Friends Book Store, or disposed of as the Library determines appropriate. Donations of new titles are subject to the basic selection guidelines. Replacements and duplicate copies are added to the collection if needed. The cost of processing and the availability of shelving space are also factors in determining the acceptance of donations. The Library does not provide appraisals of donations for tax deductions or other purposes.

Standing Orders

Standing orders include reference and circulating materials that must be updated annually or every few years. These may include almanacs, encyclopedias, abstracts, statistical sources, directories, handbooks, series, financial services, manuals, guidebooks, career materials and literary resources.

Reconsideration of Library Materials

The Library's collection offers differing points of view on controversial or debatable subjects. The Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author. Library materials will not be marked or identified to show approval or disapproval of the contents.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by users, but will be governed by this Collection Development Policy in making additions to or deleting items from the collection.

Users who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form appended to this policy, entitled "Request for Reconsideration of Library Materials".

Upon receipt of a formal, written request, the Library's Materials Selection Committee and Director will review the request and make a written recommendation to the Library Board of Trustees. The recommendation of the Board of Trustees will then be forwarded in writing to the individual who initiated the request for reconsideration.

Withdrawal and Discarding of Library Materials

In order to maintain an up-to-date and viable collection, materials that no longer meet the stated goals and objectives of the Library, including those that have become damaged or obsolete, will be systematically withdrawn and disposed of according to the criteria identified in this policy. Withdrawal decisions ultimately depend upon the professional judgment of library staff in accordance with the goals of the Library. There are four basic factors used in determining the withdrawal of materials from the Library.

1. Materials of Poor Content

- Outdated or obsolete information (especially on the subjects of computers, law, science, business, space, health and medicine, technology, geography, travel, and transportation).
- Inaccurate or false information
- Superseded editions
- Unneeded duplicates
- Unsolicited or unwanted donations

2. Materials of Poor Condition

- Worn out, damaged, or mutilated items
- Poorly bound or poorly printed editions
- Yellowed, torn, or missing pages

3. Unused Materials

- Duplicate copies no longer needed
- Materials on the "hot topics" of several years ago
- Items uncirculated for 3-5 years, and not needed for reference or in-house use

4. Materials Used That Are No Longer within Our Collection Priorities

- Titles of materials readily available elsewhere
- Subjects no longer relevant to our community

Withdrawal Criteria

Disposal decisions will be made by the professional staff according to the following criteria, and subject to all local provisions and ordinances.

Discard: Materials damaged and worn beyond repair will be withdrawn from the collection and discarded. The page with the Library's bar code will be removed, the item removed from the computer database, and a withdrawn stamp marked on the first page.

Donation: Unneeded duplicates, superseded editions, and unused items withdrawn from the collection and in good condition will be donated to the Friends of the Library for the Friends Book Store. The page with the bar code will be removed, the item removed from the computer database, and a withdrawn stamp marked on the first page.

Superseded editions of reference works will first be offered to other public libraries in the Suburban Library Cooperative. If no library selects the work, it will be donated to the Friends Book Store. The

page with the bar code will be removed, the item removed from the computer database, and a withdrawn stamp marked on first page.

Conclusion

Material selection and withdrawal procedures are both necessary components of an effective collection development policy used to maintain a viable, up-to-date, and useful collection responsive to the needs of the community.

Community Profile

The City of Sterling Heights, a northeast suburb of Detroit, was incorporated in 1968. The 36.75 square mile city extends north from 14 Mile to Hall Road, bounded by Hayes on the east and Dequindre on the west. Since incorporation, a seven-member city council, including the mayor, has governed the city under a city council-manager form of government.

The population of Sterling Heights is 127,991 (US Census 2006 estimate) making it the 4th largest city in Michigan. In geographic area, it is the third largest city in the State. The City's population is 87% white, 5.6% Asian, 5% African American, .3% American Indian or Alaskan native, and .6% some other race. The median age is 37.2, with 25% of the population under 18 years of age, and 11.8% over 65.

Library Profile

The Sterling Heights Public Library, established by City Charter, first opened on October 27, 1971 in a 1,000 square foot room in the basement of City Hall. Three years later, in December 1974, the Library moved to a 2,200 square foot ranch house at 40285 Dodge Park Road. A 1,000 square foot modular unit was added in March 1977. At that time, the collection numbered 37,000 books with an annual circulation of 158,000.

In January 1977 the City received a 1.6 million dollar Local Public Works Capital Development Grant to build a new library. The 33,000 square foot facility opened in October 1979. It had a seating capacity of 212 and a volume capacity of 140,000. After twenty years of serving the Sterling Heights community from this facility, the Library was renovated and expanded to 38,710 square feet in 1999/2000 as part of the City Center Commons project. The renovated building featured a new lobby, a programming center with seating for 150, a children's storytime room, and a Friends used bookstore.

The Library's collection consists of over 196,000 books, 36,000 audiovisuals, approximately 350 magazine subscriptions, a retrospective fiche and film magazine and newspaper collection, a digitized photograph collection, over 60 subscriptions to online reference and research databases, International Language and English as a Second Language collections, a children's poster collection, and an oral history and print photograph collection. Additionally, computerized information retrieval is offered with online catalogs of twenty libraries in the Suburban Library Cooperative.

The Library also offers a full range of services. Activities such as preschool and toddler storytimes, summer reading programs, film festivals, book discussion groups, author visits, consumer interest programs, cable programming, and Internet training classes are offered throughout the year. The library's web site, www.shpl.net, serves as an effective guide to the wealth of resources provided by both the Library and the Internet.

Adult Services Introduction

The Adult Services Department serves a primary population of Sterling Heights residents over the age of 12. A secondary service group consists of residents in the surrounding twenty communities participating in the Suburban Library Cooperative.

As of 2007, the adult collection consisted of 100,728 books, 27,016 audiovisual materials including books on cassette, books on cd, compact discs, dvds, and videocassettes, and approximately 350 periodical titles, including current subscriptions and back files. The young adult collection is part of Adult Services and consists of popular hardcover and classic fiction, and paperback books.

Popular areas emphasized by Adult Services are contemporary fiction, bestsellers, large print books, dvd tv series, books on cd, Wii videogames, and consumer education.

The establishment of the Ann Marie Given International Language Collection, featuring books and magazines in over 22 languages, indicates an increasing focus on the needs of the varied ethnic population in Sterling Heights.

The Adult Services staff consists of 5 full-time librarians, 4 part-time librarians, one library assistant, and eight pages. The librarians are responsible for staffing reference desks on both floors of the building and supervise the use of thirty-two public access computers.

000 - Generalities

Description

The majority of this classification section includes materials on computers, programming, publishing, software applications, hardware and the Internet. Other subjects classified in this section include UFO's, library science, trivia, and journalism. Electronic access via online databases and the Internet enhance the resources available in this area.

Selection Plan

Emphasis is placed on popular books and general how-to manuals on computers, software applications, and the Internet. General and contemporary books on UFO's, trivia, journalism and publishing are also selected. Library science materials are limited to major and contemporary issues.

Publishers' catalogs, computer magazines, and standard selection tools including *Booklist*, *Library Journal*, *Kirkus*, and *Publisher's Weekly* are reviewed. Generally, single copies are purchased and materials in paperback format are also selected.

Collection Maintenance and Weeding

The computer area, aside from some general and historical overviews, must be current and should be weeded continuously, retaining few materials over five years old. Demand, current circulation, and book condition dictate the weeding levels in other areas of the section.

Collection Development Plan

Due to the rapid changes in computer technology, materials reflecting these changes will be acquired to keep the collection up to date. New titles will be continuously added while outdated and obsolete materials will be weeded from the collection. Historical items and items of interest will be maintained and/or replaced as needed and as new materials become available. This area of the collection will grow with the changes in computer technology and with the development of new software.

100 – Philosophy and Related Disciplines

Description

The philosophy section consists of works by and about major philosophers and philosophies from around the world. Philosophy from its earliest roots in history to the modern day is available. Metaphysics, ethics, and logic are subjects covered in the 100s collection, as are the paranormal, astrology, and the supernatural. Approximately 50% of the 100s area is related to psychology – history

and works of classic psychologists and secondary sources related to them. Some books cover unique aspects of psychology including “self-help”- a large section of popular titles.

Selection Plan

Self-education for general readers as well as material for students are considerations in ordering for the 100s section. Undergraduate level college titles that supplement course work are important as community colleges and universities are in close proximity to the Library.

An attempt is made to cover as many aspects of the subject as are available. Along with standard selection tools, specialized reviewing aids pertaining to philosophy and psychology are consulted. Pertinent publisher catalogs, *Public Library Catalog*, and references such as *The Authoritative Guide to Self-Help Resources in Mental Health* provide guidance. *At Issue* and the *Opposing Viewpoints* series are sources that are chosen regularly for their reliability and diversity of opinion. Popular psychology titles may be purchased due to patron demand or their presence on bestseller lists. Usually orders are single copies unless demand warrants more to be ordered. The paranormal section traditionally has a high loss rate due to overdues and theft – replacement ordering can be significant.

Collection Maintenance and Weeding

The classic works by and about major philosophers and psychologists are kept unless replaced by new editions and/or improved translations. New discussions of philosophical and psychological subjects supersede older ones unless they have historical value. The status of a title may be checked on Amazon or in *Public Library Catalog* before it is withdrawn. The collection is regularly weeded for books in poor condition and checked if standard works in the collection are missing or lost. An examination/inventory of the entire collection should be done every five years.

Collection Development Plan

The philosophy and psychology sections have fairly extensive core collections. New interpretations of standard materials as well as contemporary ideas and subjects are sought out on a regular basis.

200 – Religion

Description

The 200s section encompasses works on the world’s religions as well as the history of religion, theology, and devotional texts. The major Eastern and Western religions and their denominations are well represented. The collection also reflects the community’s interest in modern thoughts on atheism.

Selection Plan

The Sterling Heights community has a multicultural population comprised of Southeast Asians, Middle Easterners, and Eastern Europeans. The collection reflects the diverse population by continuing to add works on Christianity, Judaism, Hinduism, Buddhism, Islam, and Eastern Orthodoxy. The library’s proximity to one of the area high schools also influences the collection as students study world religions and mythology.

The general journals and catalogs such as *Library Journal*, *Publisher’s Weekly*, *Booklist*, and *Kirkus* are perused for titles and reviews as well as catalogs from religious publishing houses such as Paulist Press. Single copies of books are ordered. Books are ordered keeping in mind the religious makeup of the community as well as the fact that a library of this size should have information on as wide a range of the subject as possible.

Collection Maintenance and Weeding

Several copies of major works, particularly sacred texts and important commentaries will be kept in the collection and will be replaced as their condition deteriorates. Weeding may be influenced by the

condition of the book, the currency of its information, and whether other copies exist in the system. Periodically, the frequency of use will also be examined to determine whether or not to retain a title. Before an item is withdrawn the Public Library Catalog will be consulted.

Collection Development Plan

This is a comprehensive collection so retrospective titles are mostly those that need to be replaced. New titles are constantly being added as older titles are being weeded out and as areas within the collection are filled in. It is expected that the collection will grow slightly.

300 – Social Sciences

Description

The social sciences collection has a very broad scope. Among the heavily used subject areas are sociology and economics, specifically the sections on personal finance and investments. Books on American government, citizenship, law, and civil service tests are also in demand. The social issues area, covering true crime, drug abuse, addiction and disease, contains books for general readers and student assignments. The education area includes books on the history and philosophy of education, teaching methods, test preparation for standard high school and college entrance tests, and home schooling. These materials are geared toward students, parents, and teachers. The final area in the 300s consists of popular books on costumes, weddings, holidays, and folklore.

Selection Plan

Strong reviews in standard selection tools such as *Booklist*, *Kirkus*, *Library Journal*, *New York Times Book Review*, and *Publisher's Weekly* are heavily relied upon. Publishers' catalogs such as Arco, Barron's, Greenhaven, and Nolo Press are also used for selection in most areas. Standing orders in the 300s include high school, college, civil service, and military test preparation books, job search books, investment, and tax guides. Sterling Heights Library patrons expect bestsellers and high demand titles to be available, particularly in the areas of personal finance, investments, true crime, and test preparation. Most of these titles are purchased in multiple copies. Other titles are purchased in single copies to give breadth to the collection.

Collection Maintenance and Weeding

The primary consideration for this collection is currency of material, though classic authors and historical studies are retained. The weeding process with respect to new editions, duplicate copies no longer in demand, out-of-date materials, and books in poor condition is ongoing. Before a title is withdrawn, sources such as the *Public Library Catalog* may be consulted. A complete survey of materials that are infrequently used should be done within a three to five year cycle.

Collection Development Plan

The emphasis in the social sciences is to keep the collection current and to meet patron demand in the high interest areas for both adult patrons and students. Multiple copies need to be purchased in the above-mentioned areas of strong demand. A general interest development level should be maintained. This collection will remain relatively stable in size.

Careers

Description

The careers collection consists of titles that offer vocational guidance in a broad spectrum of career fields including, but not limited to, computers, business, banking, law, military, and education. The most heavily used career books are medical technology, nursing, computers, military, and law enforcement. Junior high and high school students from Sterling Heights and surrounding areas create the most demand for this collection but adults find it helpful as well.

Selection Plan

Along with the standard library selection tools, certain career catalogs are used. These include VGM Publishing, *Peterson's Career Guides*, Rosen Publishing, Ferguson Publishing, and the *Whole Work Catalog*. When available, paperbacks are chosen over the more expensive hardcover titles.

Collection Maintenance and Weeding

The primary consideration for this collection is the currency of information. Therefore, titles more than five years old should be discarded, unless a more current edition is not yet available.

Collection Development Plan

The emphasis is on keeping the collection current and meeting patron demands. We strive to provide a reasonable sampling of the many career choices available.

400 – Languages/Linguistics and ESL

Description

The 400s language collection contains dictionaries, grammar and current usage books on the study of English, and many foreign languages. (Sign language is also included here.) The materials selected target a wide range of patrons. These include native English speakers improving their natural and foreign language skills, as well as foreign born patrons looking for dictionaries to translate their own language. Books offering a more basic introduction to English for non-English speakers are found in the ESL collection. The ESL collection is maintained as a separate collection, and is geared towards people new to the U.S. Many of the materials are at a very basic level. Other materials serve as study guides to assist in passing standardized English proficiency tests, such as the TOEFL. There is great emphasis on audio/visual materials in the ESL collection, because it is necessary to hear a language, as well as see it written, in order to learn it.

Selection Plan

Publishers' catalogs from Berlitz, and other publishers of academic and/or primarily language books are the main selection sources for the 400s. Standard library journals such as *Publishers Weekly* and *Booklist* are routinely monitored to spot all relevant new publications. Online sources such as Amazon.com are also useful in determining both what has been published, and which older items are still in print.

Collection Maintenance and Weeding

Language books generally have a long life in terms of their continued usefulness. Basic language structure does not change over the course of one generation. Books on slang or the current vernacular may be reviewed every few years, but they still have some value as they age, to interpret older materials. ESL study materials would have the shortest lifespan (of about three to four years), as the ESL tests are updated. In general however, poor physical condition is the main limiting factor for the 400s. Books are routinely pulled by pages and referred to the librarian if a problem is noticed. A more thorough shelf check would ideally be performed every three or four years.

Collection Development Plan

These very popular collections have undergone considerable expansion during the last few years. ESL and TOEFL materials are circulating at an ever increasing rate, paralleling the great influx of immigration. They will need to be updated yearly to keep up with changing testing requirement. The core 400s collection is very comprehensive and supports the study of foreign languages for both academic and travel purposes. Continued additions to replace heavily used items will still be necessary. Budget funding at the current level will adequately maintain the high level of excellence of the current collections.

500 – Pure Sciences

Description

The pure science collection is used by both students and adults. Titles from simple arithmetic to advanced calculus are used by both students and adults. Astronomy books for both the student and the interested reader are collected. Materials in the physics, biology, and chemistry areas are collected at both the basic and advanced levels. Weather, mineralogy, and fossil titles are collected at all levels. Tree identification books for the Midwest are heavily collected for student assignments. Animal books are purchased with both the average adult and student in mind. Special care is taken to collect materials on local and rare animals.

Selection Plan

An interested and well-educated public requires information on science for the fulfillment of personal interest and curiosity and for school projects. Standard reviewing tools such as *Booklist*, *Library Journal*, *Kirkus*, and *Publisher's Weekly* are constantly studied for needed materials. Publisher's catalogs are also reviewed for possible ordering. Ordering of new materials is done through local sources. Special orders are placed directly with publishers as needed. Most titles are single copy purchases. Paperback editions are substituted when available.

Collection Maintenance and Weeding

Change is rapid in most scientific disciplines. Therefore, materials over five years old are checked for timeliness and updated editions are acquired as needed. Philosophy and history of science are generally retained and new treatments added. Famous scientists' early works are kept for their historical value.

Collection Development Plan

The fast pace of scientific advancement requires this collection to be kept up to date. Special emphasis on purchasing current math, chemistry, and biology books is necessary. This area will grow in size.

600 – Applied Science and Technology

Description

The applied science and technology section covers several heavily used subjects. The technology section covers drafting, inventors, and inventions. Medical sciences contain titles on health, diets, exercise, medications, alternative medicine, and diseases. The engineering area has books on electricity and electronics, small and marine engine repair, automobile and truck maintenance, and robotics. Books on gardening, both outdoor and indoor, and pets make up the next area. The home economics area contains books on nutrition, cookbooks, remodeling, sewing, and childcare. Heavily used is the management area, which contains resume, small business, business management, and marketing titles. This area also contains books on plastics, textile, and metal work. The last section covers titles for hobbyists and do-it-yourselfers, home repair, and construction.

Selection Plan

The majority of Sterling Heights residents own their own home. They are very interested in personal health and fitness, and do-it-yourself projects. Patrons have a strong interest in business subjects for personal advancement.

Review tools such as *Booklist*, *Library Journal*, *Kirkus*, and *Publisher's Weekly* are constantly studied for needed materials. Publisher's catalogs are also reviewed for possible ordering. Ordering of new materials is done through local sources. Special orders are placed directly with publishers when practical. Unless demand warrants, single copies are ordered. Paperback editions are substituted when available.

Collection Maintenance and Weeding

The medical and business collections need to be kept very current. Aside from classic titles, few books should be more than five years old. Automobile, truck, marine, and small engine repair books are rebound to extend shelf life. Books in other areas should be weeded on a five-year cycle for unused and obsolete titles.

Collection Development Plan

This area needs to be developed to meet a wide range of patron needs. Little retrospective selection is possible due to budget realities. The emphasis throughout the area is on keeping the collection current and adding more popular materials. This area should grow in size.

700 - The Arts

Description

The arts collection is made up of both popular and scholarly titles in fine arts, music, dance, theater, sports, and games. The recreational and performing arts area of the collection, one of the most heavily used subjects, consists of books on motion pictures, television, theater, dance, games, and spectator and participatory sports. These materials range from introductory level through advanced. Another heavily used area is decorative arts which consists of books on handicrafts such as needlepoint, knitting, flower arranging, quilting, and a large variety of popular crafts. These books are geared toward the beginning and continuing hobbyist. In the area of music, books covering music appreciation, history, performance, and musical scores are collected. These works cover classical and popular music at the introductory and general interest levels. The largest part of the collection consists of books on the history of art, works of noteworthy artists, architecture, sculpture, painting, photography, antiques, and furniture. These books range from the popular to the scholarly.

Selection Plan

Cultural events going on in Detroit, and to some degree in Chicago and Toronto, influence community demand for items such as musical scores and companion books to stage productions. Art displayed in museums, such as the Detroit Institute of Arts, also influences demand for information on artists. The community's interest in sports as personal recreation and in the Detroit area sports teams are major factors in purchasing materials in this area.

In addition to the standard selection sources, publisher catalogs such as Abrams, Watson-Guption, Human Kinetics, Wallace-Homestead and Collector Books are checked for possible ordering. Generally one copy of art and music titles is ordered due to the cost.

Collection Maintenance and Weeding

In the art section, weeding should be judiciously done, removing only ephemeral works and damaged copies. New treatments, which supersede early works, will be added. Material on Detroit sports teams should be kept for historical purposes. Popular treatments of different sports should be kept current. Before a title is withdrawn, such sources as the Public Library Catalog may be consulted.

Collection Development Plan

The emphasis is on developing the breadth of the collection rather than its depth. Essential or classic works should be replaced if lost or damaged whenever possible. The collection should be kept current to meet patron interest. This is especially important for the sports and crafts sections.

800 - Literature

Description

The literature collection is made up of works of and about the different forms of literature: poetry, plays, essays, humor, speeches, literary history and criticism, and writing. The emphasis is on American

and British writers. Michigan authors are collected but not exhaustively. Famous/classic writers from other regions of the world are collected in translation and mostly in collections. Books on writing include how to write student papers, speeches, business reports, letters, greeting cards, magazine articles, poetry, and novels. Style manuals and composition handbooks to aid students and writers are included.

Selection Plan

This collection is highly used by junior high, high school, and community college students. The goal is to meet the needs of the general literature student rather than more intensive research needs. Because of the required reading of students as well as of the recreational and continuing education needs of the general public, the greatest demand is for the major writers of American and British literature. There is a particularly heavy demand for Shakespeare's works. Also in demand are how-to-write manuals and works on speeches, toasts, and monologues. Demand for the basic works of non-English speaking nations - in translation - is increasing as the schools assign more multi-cultural works.

General review journals and catalogs from various publishers such as Chelsea House, Greenwood, Twayne, Writers Digest, and those of university presses are used to select for this collection. Works of authors who have won major awards (Nobel, National Book Award, etc.) are collected. Single copies of works are usually purchased except for heavy use items such as Shakespeare's plays and style manuals.

Collection Maintenance and Weeding

Books in this collection are often weeded because of condition. Whenever possible, classic works are replaced, when needed, with a hardcover edition. Criticism is usually replaced, when needed, by updated works. Style manuals (APA, MLA, etc) are replaced when a new edition comes out. Weeding of this collection should be done every 3-4 years to catch the damaged and missing material and remove shelf-sitters and outdated volumes.

Collection Development Plan

The literature section is heavily used both by students and the general public. It is supported by the *Cliffs Notes* and classic sections, by the 800s section in reference and by the online database Literature Resource Center. More works and criticism of "international" authors are needed to support the growing demand for multi-cultural literature.

900 – Travel and History

Description

This section contains works of history, travel, and contemporary interest on all countries of the world. It includes archaeology, exploration, geography, genealogy, collected biography, names and atlases. The emphasis is on U.S. and Michigan for both travel and history works. The secondary interest is on Western and Eastern Europe with an increasing focus on other areas of the world due to an increase of global awareness and popularity of travel to far flung and exotic destinations. There is a large World War II section.

Selection Plan

The goal of this section is to satisfy high school and community college students and the general public. It is heavily used by all of these groups. Local high school students are assigned projects on WWII, ancient Rome, the Middle Ages/Renaissance, and historical decades annually. The many ethnic groups in Sterling Heights maintain an interest in their homelands and there is thus a growing demand for material on Eastern Europe, India, and the Middle East. There is also a fairly high interest in material on Canada because of its proximity. The Civil War is another area of high interest.

Standard book review sources (*Library Journal*, *Kirkus*, *NYTBR*, etc.) are used to select for this section, as are publishers' catalogs such as Fodor's, Lonely Planet, DK, Globe Pequot Press, Wayne State University Press, and Genealogical Publishing as well as the media. Standing orders for this section include selected annual titles from Fodor's, Frommer's, and the World Today series. The preference is to purchase 1 copy of each title so as to be able to provide a wide variety of titles per subject except for Michigan travel titles where 2 copies of each title are purchased. Genealogical materials purchased are mostly the how-to titles and general works.

Collection Maintenance and Weeding

Guidebooks are kept for 2 editions or about 4 years. Works of history are kept as long as there is a demand for them. Classic works are kept as necessary parts of a good collection. Whenever possible, replacement copies of histories and classics will be in hard cover editions. Obsolete works are deleted as soon as detected and replaced with current information. Weeding of this section should be completed every 3 years to catch those works which are superseded or in bad condition. *Public Library Catalog* and other sources may be consulted before discarding a volume.

Collection Development Plan

The travel and history section is heavily used by travelers, students, and history buffs. Sections needing attention are those on the Middle East, Western and Eastern Europe (including the Middle Ages, Renaissance, and ancient Greece and Rome), and India.

Biography

Description

The biography collection consists of factual materials about persons from the earliest of times to the present. Autobiographies and memoirs are also available.

Selection Plan

The public has a great interest in reading about the lives of influential and/or interesting persons. Biographies are read by both those pursuing independent study and by casual browsers. High school and college students also use the collection heavily for their assignments.

In addition to the standard reviewing sources, the *New York Times* bestseller list is used to choose purchases. Usually one copy is purchased, with hard covers being preferred over paperbacks.

Collection Maintenance and Weeding

Retention of titles is based on the subject of the biography having enduring interest. Instant biographies are replaced with definitive works when they become available. Sources such as the *Public Library Catalog* may be consulted before a title is withdrawn. Books that are in poor condition and missing titles are constantly weeded. Frequent inventories must be conducted to identify infrequently used materials for weeding and to maintain space for new titles.

Collection Development Plan

New biographies need to be purchased to keep up with popular demand and to maintain a well balanced and wide ranging collection. This collection will grow in size.

Reference

Description

The Sterling Heights Public Library's Reference Collection attempts to meet the needs of researchers from a basic introductory level to a beginning research level. Middle school, high school, college students, and the general public use it for their information needs. Major areas include science, literature, business, medicine, history, law, and popular culture.

Selection Plan

Selection of reference materials is based on subject coverage, timeliness, affordability, and usefulness. Reviews are consulted before purchasing, from such sources as *Library Journal*, *Booklist*, and *Reference Users Services Quarterly*. Publishers' ads and brochures are checked for new titles. Regularly published titles are placed on standing order to ensure prompt receipt of the most current edition, with some titles on an alternating year plan in order to save money. Both hardcover and paperback titles are purchased.

Collection Maintenance and Weeding

Retention is based on the likelihood of a historical interest in the field as well as the timeliness of a title, its informational content, and storage space available. Some prior editions of statistical collections are saved, as opposed to the weeding of prior editions of directory sources. Replacement of obsolete and out of date material should be a high priority. Weeded volumes are sometimes passed on to other libraries, other departments, the circulating collection, or to the Friends Book Sale.

Collection Development Plan

The future focus of the Reference Collection is currently being reevaluated in light of the public's and of the librarians' use of the Internet to get certain types of information. We are keeping track of in-house use of individual reference titles to determine the current use of the collection. Some items, which over the years were old standbys, but due to changing use patterns, are no longer used, may be discontinued as standing orders, or weeded. New focus areas may include sources of information not easily obtained elsewhere. Print editions are generally not purchased for titles we have access to electronically as an e-book or database.

Local History Collection

Description

The Local History Collection of the Sterling Heights Public Library is mostly housed in the Adult Services office. Items include newspaper clippings, photographs, oral histories, maps, obituaries, and selected Sterling Heights municipal documents from past years. Occasionally, items are loaned to the Upton House for display. The focus of the collection covers the period from early Sterling Township pioneers to the present day City of Sterling Heights (tomorrow's history). The archival newspaper clippings also cover major Macomb County issues and some State of Michigan information. Current newspaper clipping is limited to Sterling Heights news, obituaries, and articles on the history and libraries of Macomb County.

Selection Plan

Newspaper clippings are continuously collected from papers with no electronic indexing or searchable archives that we have access to, such as the *Macomb Daily*, *The Source*, and *The Sentry*. Articles focus on government, business, education, crime, and demographic issues. Sports stories are not collected. Obituaries of people dying in Sterling Heights, or who have lived many years in Sterling Heights, or who are from families prominent in Sterling Heights history are collected out of the same newspapers as the clippings.

Photographs of pioneer Sterling Heights families and scenes showing the changing face of Sterling Heights are the first priority collected. More contemporary photos are also kept of significant images, but very few more current than the 1980s at this time. One copy of important government documents (City calendar, annual budget, police and fire annual reports, finance reports) are obtained and retained as City Hall does not seem to keep this material very long and they often need to access it later.

Collection Maintenance and Weeding

Material is saved as long as possible and as long as space will allow. Weeding is done very sparingly as material is irreplaceable.

Collection Development Plan

Additional photos will be sought from historic local families. Newspaper clippings may have to be weeded or subjects collected reassessed in order to meet space restrictions. The collection of photos and oral histories is being digitized for Internet access through our online library catalog.

Michigan Pamphlet Collection

Description

The Adult Pamphlet Collection of the Sterling Heights Public Library consists of file drawers with subject folders on topics which the library could use additional information on, or in a unique format, such as maps. Subjects largely consist of Michigan and Michigan city information. Formats include pamphlets, fact sheets, booklets, and maps.

Selection Plan

The main goal is to keep the items up to date. New editions of maps, fact sheets, etc. will be obtained on a regular basis. Items are usually obtained directly from the source such as the State Tourism bureau or city convention bureaus.

Collection Maintenance and Weeding

Old items will not be saved unless they cover a historical topic, and previous editions will be discarded when a newer one is acquired to ensure that the patron is getting the most current information in print. Weeding of topics no longer asked about will be done when necessary.

Collection Development Plan

Pamphlets will continue to be offered as long as the format is still useful and not replaced by Internet sources.

Large Print Books

Description

On a smaller scale, the large print collection consists of the same cross-section of books as the regular collection. Classic literature, best sellers, and genre fiction (including romances, mysteries and westerns) make up the collection. Non-fiction books cover all the collection areas with special emphasis on biography.

Selection Plan

The majority of titles for this collection are acquired through standing orders and catalogs from major large print book publishers such as Thorndike Press, Wheeler Publishing, and Random House Press. An effort is made to acquire both hardcover and soft cover titles with particular emphasis on fiction and mystery titles. Bestsellers are of high interest.

Collection Maintenance and Weeding

Sterling Heights has a high and growing percentage of residents over the age of sixty for whom large print books are an important source. The large print collection is also heavily used by Extension Services for deposit collections and individual delivery.

Since large print books are seldom available once the initial print run is exhausted, great care must be taken not to discard irreplaceable titles. Books in poor condition are rebound. Since most titles are purchased by standing order, an inventory needs to be done to track usage for possible additions.

Collection Development Plan

Because large print books are seldom reprinted, emphasis is on standing orders to purchase needed titles soon after publication. New works need to be purchased to keep up with popular demand and to maintain a well-balanced and wide-ranging collection.

International Language Collection

Description

The collection, which began in the late 1990s, is officially named the Ann Marie Given International Language Collection. It has been funded by generous donations from patrons, staff members, our own Friends of the Library, and grant money from the Suburban Library Cooperative. The collection has grown to include twenty-two international languages: Albanian, Arabic, Chinese, Croatian, French, German, Gujarati, Hindi, Italian, Japanese, Korean, Macedonian, Malayalam, Polish, Punjabi, Romanian, Russian, Spanish, Tagalog, Ukrainian, Urdu and Vietnamese.

In addition to fiction and non-fiction books, we also subscribe to fourteen international magazines. Foreign born patrons who enjoy reading in their native language, and Americans who have an interest in foreign languages, use the collection.

Selection Plan

Publishers' catalogs, international book vendors, and international bookstores are the primary sources of book selection. Some publishers and vendors carry many different foreign language books, while others are language specific. The Multicultural Bookstore in Lathrup Village is a local bookstore that carries many different languages. Many out of state vendors are accessible online, such as Kamkin.com (Russian), Panap.com (Asian), Polonia.com (Polish), and Amazon.fr (French). Patron recommendations and donations are also important contributions.

Collection Maintenance and Weeding

As with the 400s, poor physical condition is the main reason to delete materials from the collection. Pages who notice worn materials generally pull them, and direct them to the attention of the librarian who then decides to have them repaired or deleted. As the collection grows, a more thorough shelf check should be performed every three to four years.

Collection Development Plan

This collection has greatly expanded in the last few years, in large part due to a very generous SLC Grant. Actual book donations in international languages, and monetary donations, have also significantly increased its size. Patron response has been very enthusiastic. Future expansion would include the addition of even more languages, while continuing to add to the current languages. An official year to year budget allocation would greatly secure the future of this collection.

Audiovisual Collection

Description

The audiovisual collection has been established for a wide patron audience. The collection is comprised of 4 sections: Video Recordings, Audio Books, Music Recordings, and Videogames.

Video Recordings – This section has three categories: non-fiction, movies, and television shows. The non-fiction collection contains informational material including self-help, exercise, travel, instructional, languages, sports, crafts, documentaries, cooking, travel, and performance (plays and dance). The movies collection consists of internationally recognized and award winning films of enduring value and high quality. The television shows collection consists of award winning series.

Audio Books - This section consists of fiction and non-fiction works. Fiction includes contemporary bestsellers and classic works. Non-fiction ~~works~~ includes bestsellers, languages, biography, and self-help titles. Unabridged works are purchased exclusively.

Music Recordings - This section consists of many different styles of music: classical, popular, jazz, country, holiday, soundtracks, opera, rock, ethnic, and folk.

Videogames – This section consists of a variety of Nintendo Wii games.

Selection Plan

The video recording section collects only in the DVD format. The goal of the non-fiction collection is to meet the increasing demand by patrons of providing additional formats to augment informational and educational interests. The movie collection consists of quality, significant, award-winning films that are winners and nominees of major national and international awards (e.g., Academy Awards, New York Film Critics Awards, Cannes Film Festival awards, etc.), on a list of significant films compiled by an authoritative body (AFI's Top 100 American Films, National Film Registry of the Library of Congress, etc.), quality films based on a work of classic literature, classic holiday films, and films of the winners and nominees of the Tony Awards plays and their screen adaptations. The television show collection consists of Emmy, Screen Actors Guild, and Golden Globe award-winning series. The collection will also include classic television shows as the budget allows. The library will not collect titles in VHS format as it is being phased out by the industry. The remaining non-fiction VHS collection will be phased out as replacement titles, or titles on the same subject, are purchased in the DVD format.

The audio book section is heavily used and is only purchased in the CD format. This section mirrors the selection criteria for the fiction and non-fiction book collections.

The music recordings section collects only in the CD format. A wide selection of music is collected.

The videogame section collects only in the Nintendo Wii format. The E for Everyone rating is mainly purchased, along with some T for Teen rated games. This section is focused on providing a variety of titles that are popular for all ages.

Review sources such as *Library Journal* and *Publishers Weekly* are used for all formats in this section. Catalogs such as *Recorded Books*, *Chivers*, *Books on Tape*, *PBS Home Video*, *Crimson Multimedia*, *AEC One Stop*, and *Midwest Tape* are heavily used. Lists of award winners are also consulted, as is the Internet Movie Database. In order to provide as wide a selection of titles as possible, only one copy of a title is normally purchased in each section.

Collection Maintenance and Weeding

These collections are heavily used and are most often weeded because of condition. Worn copies need to be replaced either with a new copy or with newer material as appropriate. Damaged or lost audio book CDs can often be replaced individually, saving the cost of purchasing the entire book. Damaged or lost audio book tapes should be replaced with the CD format when available. The sections should be weeded every 2 – 3 years to catch shelf-sitters and out-dated information.

Collection Development Plan

The video recordings need weeding to make room for more current titles and to catch the out-dated works. Audio books will only be purchased in CD formats concentrating on bestsellers in both fiction and non-fiction. The library is also involved in the MLC Overdrive service for downloadable audio books, e-books, and downloadable videos. New award winners will be added to the video recording section as they are announced so that the collection will be current, not just historical. New seasons of

selected series will be added as they are released to keep the series current. The music section needs to be kept current and balanced. The videogame section will be added to as funding allows.

Online Databases and Reference CD-ROMs

Description

Online databases and reference CD-ROM products supplement, and in some cases replace, the printed reference sources offered by the library. These include full-text magazine and journal indexes, financial information, statistics, genealogy, business databases, encyclopedias, auto repair information, and other information databases.

Selection Plan

Online databases can be available for home use as well as in-library use. They can often be used by more than one patron at a time. More reference sources are becoming available online and/or in CD-ROM-format. These can save large amounts of shelf space while offering more and better access to the material. They can also be kept up-to-date more easily than the print versions.

Review sources include *Library Journal*, *Reference and User Services Quarterly*, and trial subscriptions arranged by the Michigan Library Consortium, the Suburban Library Cooperative, or by the Sterling Heights Public Library. Also taken into consideration are the databases provided through the Library of Michigan.

Collection Maintenance and Weeding

Online databases are reviewed once a year before the subscriptions expire. They are evaluated for currency of the information, price, ease of use, and usage statistics (when available).

Collection Development Plan

Preference is given to purchasing those online products which give added value to the print equivalent and those which provide a unique service. The online format is usually preferred when there is a choice because online databases can be accessed from every library computer terminal and often from home as well.

Periodicals

Description

The Sterling Heights Library subscribes to approximately 350 current magazines and journals, including 2 in large print format. Paper copies of magazines are kept for 1 year plus the current year, except *Consumer Reports*. All magazines, except for the current issue and *Consumer Reports*, circulate for the standard 3-week period. There is a separate collection of magazines in the Young Adult department (17 titles) and in the foreign language collection (14 titles). The library has a collection of magazines in fiche and microfilm formats available for in house use.

Each year a booklet listing all magazines and duration of back issues is updated for use at all public service desks by the Adult Services library assistant.

Professional journals are routed to all librarians on staff and then returned to storage.

Selection Plan

A core collection of titles such as *Newsweek*, *Time*, *Good Housekeeping*, *Harpers*, *Fortune*, and *Forbes* are a standard part of the collection. In recent years, titles such as *Oprah*, *ESPN*, *Martha Stewart Living*, *Mary Engelbreit's Home Companion*, *Men's Health*, and *Dog World* have been added.

There is a small part of the periodical collection that contains professional or scholarly titles. These selections include *JAMA*, *American Historical Review*, *Bio Science*, and *Scientific American*.

In the year 2000, the periodical collection expanded to include foreign language titles. They are located in the Ann Marie Given International Language Collection. It is hoped that this part of the collection will continue to expand. The same circulation guidelines apply.

Included in the periodicals area are local as well as out of state newspapers. The library has daily subscriptions to the *Detroit News*, *Detroit Free Press*, and *Macomb Daily*. *New York Times*, *Washington Post*, *Investors Business Daily*, and *Wall Street Journal* are included in our daily subscriptions.

Collection Maintenance and Weeding

The current issues are on display and may not be checked out. Back issues of magazines, in paper copy, are kept for one year and may be checked out for the regular three week circulation period. Newspapers are available for in house use only. Some titles are available in microfilm.

Development Plan

Magazines will continue to be a popular part of our overall collection. Because of storage restrictions it is not likely that our back files will be extended past one year. Patron recommendations are always welcome, and carefully considered.

Fiction

Description

The Adult Services collection is designed to meet recreational reading needs of all adult readers. The collection encompasses titles of historical value, classics, current bestsellers, and a wide range of current popular authors. Local authors are almost always purchased. The fiction collection includes general fiction, mysteries, westerns, science fiction, and romance. The collection is in hardcover and paperback. The goal of the collection is to present a balance of current popular titles supported by a core of retrospective fiction.

Selection Plan

The challenge of meeting patron demand for popular titles is offset by the economic realities of a limited budget and lack of space in the library. Requests for multiple copies of bestsellers are given high priority. The Friends Express Collection was initiated to help meet the high demand for bestsellers. A large focus of the collection is on recreational reading. A wide selection of authors in a variety of genres is included.

Collection Maintenance and Weeding

The limited space in the fiction area demands close attention to weeding. The first titles to be discarded are multiple copies of bestsellers no longer in high demand. Copies in poor physical condition may be deleted or sent to the bindery. Every effort is made to keep at least one copy of classic titles or books in a continuing series. Deleted volumes in usable condition may be given to the Friends used book sale.

Collection Development Plan

Publications such as *Booklist*, *Publisher's Weekly*, *Pre-Pub Alert*, *Library Journal*, Ingram, and Baker and Taylor are heavily used in selection of titles. Books reviewed by the local newspapers and popular magazines are also given serious consideration for purchase. Anticipated popularity of titles is essential in determining the number of copies that will be purchased.

Science Fiction

Description

The science fiction collection includes science fiction and fantasy writers. Classics in the field as well as contemporary titles are included. Books dealing with alternate worlds, robots, time travel, dragons, etc. are found in this collection. Both hardcover and paperback books are important to this collection, as many major authors and titles are only published in paperback. Classic science fiction (1930 – 1960) tends to be found in short story anthologies. Popular contemporary science fiction tends to be written in long series of novels.

Selection Plan

Like any collection, its growth is influenced by budgetary considerations.

The science fiction collection is especially popular with young adults. The Young Adult collection and the science fiction collection overlap, sharing many of the same authors and titles. An increasing number of science fiction titles and well known authors, e.g. Star Trek and Robert Jordan, have reached the bestseller lists, but in most cases the popularity and circulation of this collection are not as large as those of other types of fiction. As genre fiction, science fiction's appeal to the average public library patron is limited.

Every effort is made to have complete sets of popular series, e.g. the *Wheel of Time*, *Discworld*, *Belgariad*, etc.

Review in *Library Journal*, *Wilson Library Bulletin*, *Publisher's Weekly*, etc. continues to be important. *Booklist* devotes one issue every spring to science fiction. Reference books such as *What Do I Read Next*, *Genreflecting*, and the *Whole Story: 3000 Years of Sequels and Sequences* aid in finding popular authors and trends. Publishers' catalogs from Tor, Ace, and Bantam also offer valuable information concerning new titles and reprints of older books.

Collection Maintenance and Weeding

The same general principles of weeding apply as for other types of fiction. As with the mystery collection, older authors, series, and current popular trends in the field play a part in the number of copies retained and the replacement of older worn books. Because hardcover editions of science fiction titles go out of print quickly, worn-out or damaged titles often have to be replaced with paperback editions.

Collection Development Plan

The same general principles of collection development apply as for other types of fiction. The popularity of the collection is not as strong as some other areas of adult fiction, yet it does have a core of readers who are looking for retrospective titles as well as the most recent Star Trek adventure. The continued demand for all the books in a particular series makes the retrospective aspects of this collection important. As with all parts of the library collection, space considerations and budget limitations influence the growth of this collection.

Mystery

Description

The mystery section includes detective fiction, traditional British mysteries, some police procedurals, and thrillers. Previous circulation statistics show this collection to be one of the most heavily used in the fiction department. Every effort is made to have a complete collection in terms of series format. The collection includes hardcover books and mass-market paperbacks.

Selection Plan

All of the standard book review sources e.g. *Library Journal*, *Publisher's Weekly*, along with popular demand are used in selecting titles for this area.

Collection Maintenance and Weeding

Weeding mysteries is particularly tricky because many of the more popular authors write in series format. Sue Grafton's *A is for Alibi* is just as essential as her latest offering. This collection is, once again, limited by space and budget constraints.

Collection Development Plan

The popularity of this area will continue to make it a vital part of the overall adult fiction collection. It will be necessary to replace older deleted titles and to keep current on new authors in the field.

Romance

Description

Whether romance is defined by woman's fiction, love stories, or Harlequin style stories, it is a tremendously important part of any fiction collection. Well-established reviewing journals such as *Booklist* or *Kirkus* now offer reviews of mainstream authors, as well as lesser-known writers. Many romance authors are now being published in hardcover and can be found firmly entrenched on national bestseller lists.

Selection Plan

The challenge of meeting the demand for romances is restricted only by budget and shelf space. Authors such as Nora Roberts, Jayne Ann Krentz, and Barbara Delinsky have surpassed old standbys like Danielle Steel and Janet Dailey in popularity with patrons. Many romance authors have made a successful transition to hardcover although paperbacks are still an important part of the collection.

Collection Maintenance and Weeding

Standard weeding procedures apply as well to this section. Many popular authors are only published in paperback. Several very popular authors like Sandra Brown have had the benefit of having just about anything they have ever written being re-published in hardcover. A special section is set aside in the paperback section for so called category or Harlequin type romances.

Collection Development Plan

The aim of the romance collection is to please our patrons by offering a large selection of authors and titles in the so-called romance genre. Historical romances, regencies, and contemporary women's fiction are all included in this large category.

Westerns

Description

The western collection consists of both hardcover and paperbacks. It is a rather small part of the overall fiction collection but still remains somewhat popular with library users. The circulation figures in this area continue to be stable but are not increasing to any degree.

Selection Plan

The amount of the fiction budget spent on westerns is in direct relationship to its smaller clientele. Space, low circulation, and budget are all important factors in dealing with this area. Major authors such as Loren Estleman, Elmore Leonard, and Louis L'Amour are always purchased. Reviews of westerns are occasionally found in *Library Journal* or *Publisher's Weekly*.

Collection Maintenance and Weeding

Weeding is done on a regular basis to remove worn and shabby volumes. Since this area is not as heavily used, copies often stay in excellent condition for a longer period of time.

Collection Development Plan

Although this collection will continue to be a part of the fiction department, its growth is expected to be slow because of low circulation and the low number of copies added each year.

Young Adult Collection

Description

The purpose of the young adult collection is to provide a wide range of materials for leisure and informational reading for young adults in grades 7 through 12.

The fiction collection consists of popular hardcover and paperback titles in the mystery, science fiction, fantasy, and romance genres. Popular series paperbacks comprise a large part of the collection. Graphic novels are full-length stories that appeal not only to reluctant readers, but also to readers of all ages. They are an important component of the collection.

Non-fiction titles of interest to teens include those covering social issues, relationships, family and school issues, self-help and inspirational needs, health, fashion, sports, gaming, and biographies. This collection has been integrated into the adult non-fiction collection. Magazines of interest to a teen audience are also provided. They cover such topics as movie and sports figures, gaming, fashion, sports, personal finance, and life skills.

Selection Plan

The selection tools for the Young Adult collection include the standard review journals along with young adult journals such as KLIATT and VOYA. Many publishers' catalogs are also used for selection. Major book award winners, popular titles considered of lasting interest, and a certain number of newly published fiction works not available in paperback, are purchased in hardcover. Remaining titles are purchased in paperback format. Most series paperbacks are acquired through a standing order arrangement.

Collection Maintenance and Weeding

Due to space limitations only popular, circulating titles should be retained. Highly circulating paperbacks are frequently damaged and need to be deleted, and at times replaced. Weeding should be continual, and new materials of current demand and interest should be added. Sources such as *Best Books for Young Adults* may be checked before a title is withdrawn.

Collection Development Plan

Paperback novels, paperback series, and graphic novels continue to be the reading material of choice among teens and should continue to be developed. In recent years there has been an increase in publishing of non-fiction titles marketed for teens, particularly in the areas of personal and spiritual growth, health, relationships, and finance. Popular materials in these categories should be acquired.

Classics and Cliffs Notes

Description

The Sterling Heights Public Library develops and maintains the classics and *Cliffs Notes* collections in support of the educational needs of student patrons. These collections include recognized classics of world literature in paperback format selected from authoritative lists, as well as local school reading lists, and their corresponding *Cliffs Notes* guides.

These collections are in very high demand and titles should be evaluated, added, replaced, and/or discarded on an ongoing basis.

Youth Services Introduction

The Sterling Heights Public Library's Youth Services Department serves a primary population of Sterling Heights residents from preschool through grade 8 and their adult caregivers. It also serves the teachers from both the Utica Community School and Warren Consolidated School systems as well as other area schools. The secondary service group includes children from surrounding communities who participate in our Library's programs and activities. Additionally, the department serves many adult students of children's literature and teaching degree programs. According to the 2000 Census, approximately 16,055 of the City's 124,471 residents are 9 years of age and under, and 8,758 are between the ages of 10 and 14.

As of 2007, the youth collections consist of 95,647 books, 9,423 audiovisuals including books on cassette, books on cd, DVDs, videocassettes, compact discs and CD-ROM software, approximately 50 magazines, posters, and an International Language Collection. Materials are purchased with a professional commitment to diversity and quality, responding to both the educational and recreational needs of our community.

Acquisitions depend on critical reviews, popular demand and expertise of staff in order to promote a quality, timely, and diversified collection. Subject categories are responsive to the variety of backgrounds, attitude and interests that comprise our community. The collection provides residents with an opportunity to successfully locate materials for their browsing and reference needs while encouraging them to use the Library as a lifelong resource.

The Youth Services staff consists of four full-time librarians, two part-time librarians, a library assistant, and part-time pages. The librarians are responsible for staffing the youth reference desk, monitoring the public access computers, planning and presenting Storytimes, programs, school tours, crafts, performing selection and weeding of their assigned subject areas, and other activities.

j000 – j300

Description

The juvenile non-fiction 000s – 300s are comprised of materials to meet the informational, educational, and recreational needs of children from preschool through grade eight. Because reading levels vary from child to child, materials at a wide range of reading levels are included.

j000s – The j000s focus primarily upon unexplained phenomena, communication, and computers. Additionally, they include circulating encyclopedias, almanacs, record books, and trivia or fact books.

j100s – The j100s consists primarily of books on the occult, paranormal, psychology, philosophy, ethics, and personal development.

j200s – The j200s are comprised of titles on the religions and mythologies of many cultures.

j300s – The j300s focus primarily upon folklore and fairy tales, holidays, customs, costumes, nursery rhymes, social and environmental issues, government, political science, military and transportation history, education and scouting.

Selection Plan

Students use these sections to complete school assignments. Recurring assignments in these areas include mythology, holidays, folk and fairy tales, national and historic costumes, social and

environmental issues, and government. Teachers and home-schoolers also use these areas for lesson planning, particularly the education section of the j300s. Some titles on an adult level are therefore purchased, such as seasonal lesson planners or home schooling philosophy books.

Children also use these collections for their own recreational reading. Topics such as unexplained phenomena, the occult and paranormal, fact, trivia, and record books, holidays, customs and folklore, and military history are especially popular.

The standard review sources of *The Horn Book*, *Book Links*, *School Library Journal*, and others are regularly consulted. Various bibliographies, indices, and publishers' catalogs are also used. Patron requests and other sources of popular demand, such as bestseller lists, are also considered. Multiple copies are purchased in subject areas or for titles that are heavily used. Paperbacks are purchased when appropriate. Replacement copies of worn or damaged items are ordered if the information is still current or if the item has a classic or otherwise noteworthy status.

Collection Maintenance and Weeding

The collection is weeded annually to remove outdated materials. Worn or damaged items are continuously removed. Communication and computer books are examined particularly carefully due to rapid change in those areas. Almanacs, encyclopedias, record, fact, and trivia books, and scouting materials are also subject to more frequent updates.

Weeding is less rigorous in the folklore, fairy tale, and nursery rhyme section, as many of the titles therein are of a classic nature and often irreplaceable. This section is one of the cornerstones of the children's collection and thus requires a degree of archival practice in its plan.

Collection Development Plan

In the j000s, frequent weeding and replacement of out of date computer and communication titles and superseded almanacs and record books keeps that portion of the collection relatively stable in size. Some growth is expected in the unexplained phenomenon section, due to the great popularity of this topic. Overall, the j000s will likely increase slightly in size.

The j100s collection will grow more rapidly, as it houses a greater proportion of popular subjects such as the occult and paranormal. The recent growth in home schooling has also led to more demand for books on ethics and personal development, and this area is increasing significantly.

The j200s collection is comprehensive and covers all the major religions and mythologies of the world. It is likely to remain relatively stable in size, with some growth in the areas concerning religions of import to the city's recent immigrant populations.

Portions of the j300s such as government, environmental issues, and scouting are likely to remain relatively stable in size, as outdated information therein is replaced with more current titles. Other sections such as holidays, customs, costumes, and education will increase, as demand for these topics is very high. The folklore, fairy tale, and nursery rhyme sections will also increase significantly. They are comprehensive collections with a degree of archival practice in their plan, so weeding there is slight. This is also one of the most prolific areas in children's publishing, and consequently the number of titles added annually to this section is high.

j400 – Languages/Linguistics

Description

The j400 section of the Library contains books about language. This includes the history of language, sign language, pictographs, hieroglyphs, etc. It also includes dictionaries, thesauri, and grammar of the

English language. The International Language Collection which includes international language dictionaries, grammar, and stories for children is also found in this section.

Selection Plan

Materials for the j400s are selected from reviews found in professional journals such as *Publishers Weekly*, *Booklist*, *School Library Journal*, *The Horn Book*, and *Kirkus Reviews*. In addition to these sources, *The Children's Catalog*, *The Middle School Library Catalog*, recommended lists and bibliographies are also consulted. The needs and diversity of the community are considered, especially in selecting foreign language materials. School assignments also help determine a need for materials in these areas. Cost and format are a consideration as well.

Collection Maintenance and Weeding

Materials are continuously weeded from the collection. Materials are removed when they are no longer useful, when more attractive editions have become available, or when items are in poor condition. Languages change slowly and basic language structure changes little in the course of a lifetime. Therefore, books in the language section retain their usefulness for many years.

Collection Development Plan

Standard volumes forming the core collection are replaced as necessary. New titles and new languages are added as required, by a patron request or in response to community interest. For many years, the Utica Community School District and the Warren Consolidated School District have offered foreign language instruction to junior and senior high students. Warren Consolidated Schools have also offered Spanish to elementary school students. In the 2000-2001 school year, UCS began teaching foreign languages to all elementary school students. Depending on the school they attend, students learn French, German, Japanese, or Spanish. In addition, the number of foreign language speaking people in the community and the demand for multi-cultural material has been increasing. Therefore, patron demand for international language and English language, particularly ESL, and grammar materials are expected to rise. This area of the collection will need to increase to support the needs of patrons in the years ahead.

j500 – Pure Sciences

Description

This section of juvenile non-fiction consists of science experiment books, mathematics, astronomy, chemistry, earth sciences, dinosaurs, plants and trees, birds and animals. The reading level covers the beginning reader through the eighth grade.

Selection Plan

When selecting for the non-fiction area, staff recommendations, publishers' catalogs, professional journals, amazon.com, and patron requests for certain types of information as well as school curriculum needs are the ways used to select books. Cost of book, amount of information, and reputation of the publisher are also important.

Collection Maintenance and Weeding

Periodically, books are checked for accurate and current information. Books that can be repaired are. New books are ordered as replacements.

Collection Development Plan

Because of the increasing demand for school curriculum-based information, this section needs to be enlarged in the science experiment, math, astronomy, physics, chemistry, weather, botany, and animal sections.

j600 – Applied Science and Technology

Description

This section consists of materials appropriate for kindergarten through grade 8. This area features books on inventions, patents, the human body, drugs, diseases, simple machines, bridges, airplanes, cars, space vehicles, and robotics. Both popular titles as well as curriculum-based material can be found here. Pets and their care is another heavily used area. Cookbooks vary from sample recipes with descriptive illustrations to heavily requested titles highlighting multi-cultural foods and preparations. Ethnic diversity in our community plus school assignments have increased the demand of these materials.

Selection Plan

Staff recommendations, publishers' catalogs, professional journals, amazon.com, and patron requests are the tools used to purchase books. Many titles are purchased within a series category and help make selections easier and more comprehensive. School assignments lead to areas that need to be expanded. Patrons looking for informational material help in focusing on certain titles.

Collection Maintenance and Weeding

Sections are weeded twice a year. Books with outdated information or in poor physical condition are discarded. Cookbooks and many of the family skill materials have a longer shelf life because subject matter is able to maintain a longer usage value and in some cases increase in importance because of their age and focus. Continuous monitoring and keeping this section current is imperative. Books no longer circulating should be taken off the shelf to make room for books with more appeal.

Collection Development Plan

Heaviest demand is placed on areas depicting domestic pets. Many children request this topic and love reading and learning about pet care or just enjoy looking at pictures of puppies and kittens. This heavy use puts the pet collection at a high turnover risk. Supply never seems to keep up with demand. A number of titles in this area are purchased because of availability in a trade copy format making the life of a title even more fragile. Exotic pets are now of a current interest and new titles are always requested in areas where only adult titles serve this need. The demand and expectations are only going to increase in their collection area.

j700 - The Arts

Description

The j700s collection encompasses a wide range of subject matter that includes fine arts, architecture, coin collecting, drawing, handicrafts, painting, stamp collecting, music, motion pictures, games, jokes and riddles, and sports. This heavily used collection serves the educational, recreational, and informational needs of children from kindergarten through 8th grade. Every effort is made to provide books on all reading levels.

Selection Plan

Selection is based on need, popular demand, and timeliness of the subject matter. Professional review sources such as *Booklist*, *Publisher's Weekly*, *School Library Journal*, *The Horn Book*, and *Kirkus Reviews* are regularly reviewed along with publisher's catalogs. Also, recommendations from other librarians are considered, as well as patron recommendations. Multiple copies of heavily used materials are purchased along with replacement copies of worn out materials if still available.

Collection Maintenance and Weeding

Weeding the j700s is an ongoing process and includes books that are in poor physical condition, subjects no longer of interest, multiple copies of titles no longer in demand, older editions that have been replaced by current editions, and books containing outdated or inaccurate information. Topics such as

athletics, sports teams, and outdoor sports need to be current to keep up with changing teams and current trends.

Collection Development Plan

The emphasis is on providing a well-balanced, current, and representative collection while keeping in mind space and budget considerations. Artists, games, sports, drawing, and crafts should be constantly monitored to keep up with patron demand.

j800 – Literature

Description

The j800 section of the library contains books of literature including anthologies, poetry, plays, quotations, speeches, etc. Also found in this section are books about writing and publishing. This includes books for students on how to write reports, essays and criticisms on writing and literature, how to publish works of writing and how to teach specific forms of writing. Books of speeches and books on how to prepare and give a speech are also included in this section.

Selection Plan

The selection of titles for the j800s is based primarily on reviews found in professional journals such as *Publishers Weekly*, *School Library Journal*, *Booklist*, *Kirkus Review*, *The Horn Book*, and others. Selection aids such as *The Children's Catalog*, *The Middle School Library Catalog*, bibliographies and recommended lists published by professional and reliable sources are also consulted. The needs and diversity of the population served are also considered as well as requests for popular titles. Cost and format are also given consideration.

Collection Maintenance and Weeding

Unlike some areas of the collection many of the books in the j800s are timeless. The only reasons for discarding them would be because they are in poor condition, more attractive editions are now available, or that we have multiple copies of a title and little demand for it.

Collection Development Plan

The books in the j800s are used by children of various ages for recreational purposes and school assignments. Elementary school and junior high school students are frequently given assignments for which they need plays, poems, or books on how to write. Poems on subjects such as color, weather, space, dinosaurs, holidays, friends, etc. have been heavily sought in recent years. Consequently, multiple copies of works on often requested topics and by popular authors are regularly purchased. This area needs to be developed to meet patron demand in high interest areas and for academic purposes. The j800s are only expected to grow in size.

j900 – Travel and History

Description

This content area consists of materials to meet the educational, informational, and recreational needs of elementary and middle school children, but are available to all library patrons. Subjects in this section include, but are not limited to, basic geography, exploration, atlases, countries of the world, individual states of the United States, collective biographies, history of the ancient worlds, Native Americans, history of World Wars I, II, Revolutionary War, colonial life, and the history of Michigan.

Selection Plan

This section is heavily used by students to complete school assignments as well as for recreational reading. Every attempt is made to maintain a comprehensive collection. Several professional journals are used to select materials including but not limited to *Kirkus Reviews*, *The Horn Book Magazine*, *The BCCB*, *Publishers Weekly*, and *School Library Journal*. Patron requests are taken into consideration.

Materials are purchased as needed because the basic events of history do not change. Revised editions are purchased to replace old ones, and new events occurring in history are added to the collection. Current atlases are purchased on a regular basis and books on countries and the United States are updated regularly to maintain a timely collection. As new titles are published for a series, they are added to the collection to maintain a complete set.

Collection Maintenance and Weeding

Items in this collection are weeded regularly based on physical condition, timeliness, and demand of materials. When a title is in poor physical condition and irreparable, every attempt is made to purchase a replacement copy as long as information is still valid and the title is available. Comparable titles will be ordered if exact titles are unavailable. A title is also weeded, especially in the country or state area, if material is outdated. Because most of the material in this collection is historical based, titles may not be weeded as often. Revised editions are also purchased to replace older ones.

Collection Development Plan

New items will continue to be added to build a well-rounded collection because this section is heavily used for informational as well as recreational needs.

*j*Biographies

Description

This content area consists of materials to meet the educational, informational, and recreational needs of kindergarten and middle school children. However, the materials are available to all library patrons. Included in this section are autobiographies. Both types are interfiled alphabetically by the individual's last name for easier accessibility by library patrons.

Biographies in this collection consist of both historical and contemporary figures in society including but not limited to: authors, entertainers, explorers, inventors, presidents, and sports players.

Selection Plan

Several professional journals are used to select materials including but not limited to: *Kirkus Reviews*, *The Horn Book Magazine*, *The BCCB*, *Publishers Weekly*, and *School Library Journal*. Patron requests are taken into consideration. Current biographical figures, especially in the world of entertainment and sports, are often in high demand. Every attempt is made to fill these requests and offer a well-rounded collection.

Collection Maintenance and Weeding

Items in this collection are weeded regularly based on physical condition, timeliness, and demand of materials. When a biography is in poor condition and irreparable, every attempt is made to purchase a replacement copy if available, or to replace it with another comparable title. Biographies that are no longer in demand may be weeded to make room for newer titles in the collection. Occasionally, a biography may be revised, in which case the newer edition is purchased to replace the older edition.

Collection Development Plan

Because this is a heavily used collection for both recreational and informational needs, items will continue to be added to build a well-rounded collection. Patron requests will be considered to meet "in demand" titles.

*j*Reference

Description

This book collection serves a valuable and unique role in Youth Services. Titles within this area are selected to serve as an in-house informational source for our young patrons from pre-kindergarten

through grade 8. The scope focuses on all facets of the Dewey System j000 through j999, with emphasis on biographical sources, science, literature, and encyclopedias. These reference tools allow the patron additional resources for their reference queries plus serve as an active collection of award winning, historically valued children's book titles. Many titles also include indexes, atlases and guidebooks that need to be updated regularly. The integrity of the collection relies on keeping titles current and timely with emphasis on removing dated materials. Encyclopedias help the student in a myriad of specific topics and are an integral part of a reference collection. The student researcher needs to have access to the appropriate tool in an easily accessible manner. Standard reference questions should be serviced by the diversity of titles including classic works, but many new and popular editions have been added to assist with current issues including local history, cartooning, endangered species, clip art, Native American tribes, and black history. Biographical materials are heavily used, many focusing on women, inventors, and explorers.

Selection Plan

Selections are made from such professional journals including *School Library Journal*, *Booklist*, *Publishers Weekly*, *Kirkus*, and *Horn Book*. Direct purchases from bookstores are also used. Popular demand also serves as a guide. Adult titles may be purchased as a necessary supplement with regard to the patrons' requests and needs and when a juvenile formatted title is unavailable.

Collection Maintenance and Weeding

Materials are removed when they are damaged, dated with regard to factual information, or lack of interest. This collection is limited in size but immense in scope and cost of maintenance.

Collection Development Plan

Maintaining this valuable collection is an ongoing challenge. Encyclopedias are the costliest items. Because of this concern, they are replaced on a rotating basis with *World Books* as a priority. Discarded sets are placed into our circulating collection. Many items try to keep up with current issues and social changes. They must be purchased quickly and processed quickly to maintain their usefulness and service the demand.

jFiction

Description

The juvenile fiction collection is designed to meet the needs of children in grades 2 – 8 (lower elementary through middle school). This collection includes fiction, mysteries, fantasy, historical, adventure, animals, classics, and science fiction. The collection encompasses titles with historical value, children's classics, popular titles, and a wide variety of classic and popular authors. The fiction collection includes both hardcover and paperback books. We purchase books for pleasure reading as well as to support the curriculum needs for area schools and home schoolers.

Selection Plan

The demand for popular titles and our ability to meet that demand are affected by the economic realities of our limited budget. Paperbacks are purchased to both supplement the hardcover collection and as a collection standing on its own. Popular series are purchased on standing orders from the current library suppliers. We consult standard reviewing sources for new fiction, and we continually maintain and update our collection of classic children's fiction. We buy popular materials in response to patron's requests. *School Library Journal*, *Publisher's Weekly*, *Hornbook*, and *Kirkus* are primary review sources. Recommendations are regularly received and reviewed from other staff members.

Collection Maintenance and Weeding

New titles are added as budget permits as are replacements for heavily used titles. Weeding is done on an ongoing basis as books become worn and outdated. We attempt to keep at least one copy of any

current series. We also take into consideration space limitations. Books are repaired or sent to the bindery when this is feasible.

Collection Development Plan

We monitor the scope and condition of the collection. We monitor new titles and authors as they are published. We attempt to buy materials to fulfill current reading lists and we replace classic materials as needed.

jPaperbacks

Description

This section consists of soft-covered books that are for browsing and pleasure-reading ranging from second grade reading level through the eighth grade. They are housed separately. Series books like *American Girl*, *Bailey School Kids*, *Junie B. Jones*, *Magic Tree House*, as well as individual titles can be found here. Some non-fiction books are in this section such as baseball, football, hockey cards, coin collecting, and *Magic School Bus*.

Selection Plan

Many of the series are on standing order from Book Wholesalers, Inc. They issue a *BWI What's New* magazine that focuses on new paperback titles. Patron requests, amazon.com, and professional journals are also used. Multiple copies of paperbacks are purchased for the popular hardcover titles.

Collection Maintenance and Weeding

Yellowed, torn paperbacks are discarded on a regular basis. Series no longer used or asked for are weeded to make room for more popular series. Replacement copies for some series are purchased. Standing orders help keep new titles in a series current.

Collection Development Plan

New series are added based on demand and publishing trends. Library needs to increase variety of titles for popular appeal to enhance the collection.

jBeginning Readers

Description

The beginning reader collection is designed to meet the needs of early readers who require a "structured" limited vocabulary format. Comprehension skills range from very limited to a more advanced level. Materials focus on single titles or a series selection. Text is emphasized more than picture content. This collection is offered to help a child through the difficult phase of learning to become an independent reader. The structure and format of each title is generated through simplistic story lines with a formula that builds on the support of a specifically designed text. Many publishers provide for a step-by-step process, vocabulary and comprehension skills. This process helps the beginning reader progress and develop his or her reading abilities. In many ways, this collection also serves as a supplemental support to the school reading textbooks. The titles in this collection serve a unique and valuable learning tool for the beginning reader at any age.

Selection Plan

Standard reviewing sources may be utilized for recommendation, though most do not address the area of beginning readers. Their simplistic text and format is not a focus of most reviews. The majority of titles are ordered through direct catalog purchase. Series titles are a common style of this genre. There are a number of standard author and classic titles that use this style of writing.

Collection Maintenance and Weeding

New titles are introduced regularly but many standard works are a necessary purchase and need to be replaced when discarded. Quality of cover stock is usually library binding, but many titles are trade quality and wear out quickly. It is difficult to weed from this collection because each and every title is needed because of extreme heavy usage. Books are taped for reinforcement, washed and cleaned on a regular basis to help maintain a strong collection. Many titles are supplemented by paperbacks or through donations.

Collection Development Plan

On an average, 50% of the 4,000 titles circulate in any given month. Constant wear and tear of this collection has made it necessary to support with “grant funds” in the past. It is impressive and a compliment to our patrons that this “small collection” has served such a valuable role in Youth Services. But this also presents a real effort to replace and supply the needed titles.

jEasy and Concept Books

Description

The picture book collection has been established for a wide patron audience. Infants to adults can enjoy and use this large collection. The central focus emphasizes the illustrative design of a book complimented by text. Many wordless titles are also part of this area. Educational, concept books, hardboard books, plus special interest titles are a sampling of the diversity of this collection. The scope and subject of this collection includes nursery tales, familiar characters, endearing stories, and timeless classics. Current political and special needs themes are now part of this heavily used section. Concept books refer to titles focusing on the alphabet, colors, shapes and counting. Also part of this collection is a hardboard “sturdy cover” baby books plus a special issues collection that includes unusual topics or special interest areas.

Selection Plan

Professional journals that include *Booklist*, *Publishers Weekly*, *The Horn Book*, and *School Library Journal* are relied on to supply recommended and award winning titles for ordering. Materials are ordered based on illustration quality, text, or storyline. Authors publish an enormous variety of titles and there is a real need to be selective due to budget and space. Most items are purchased one per title. Over time, multiple titles are added when possible for classics and high demand titles. Many books are necessary purchases because of required reading in the schools such as accelerated reading lists.

Collection Maintenance and Weeding

Weeding is accomplished in an ongoing basis, as needed when materials are withdrawn due to damage or aging. Major weeding is also highly recommended at least yearly to provide space and viability of the collection. The quality of books depends on order source, many are library bound but some titles have to be purchased as trade, hardboard, or paperback. When possible books are repaired, regularly washed, or rebound. Many popular or classic titles go out of print quickly so maintenance is a challenge.

Collection Development Plan

This collection needs to continue to offer the patron an outstanding representation of the best in children’s picture books. Weeding is necessary but accomplished with caution. Many items go out of print but are still requested regularly. Costs are constantly rising while demand also increases. Replacement of retrospective titles is a must.

jAudio-Visual

Description

The audio-visual selection within Youth Services includes CD-ROM computer programs, music CDs, audiocassettes, DVDs and books on CD, and a limited collection of VHS videos highlight for preschoolers through grade 8. Both popular and educational demands, including recommended titles through professional reviewing sources, comprise this collection. Non-fiction titles focus on a wide range of subject needs covering a variety of Dewey categories. The fiction portion emphasizes titles related to literature but not totally exclusive of current popular themes.

Selection Plan

This collection aims at providing a media source for children interested in a different format for their learning and reading needs. Single titles are ordered on occasion. Duplicate titles are provided for heavily requested items. Direct ordering is the preferred system of collection development. Usually orders are placed to four major audiovisual companies, ~~Midwestern~~ Tape, Video Collection, Kimbo Educational, and Recorded Books. Many titles are series sets and best ordered in their entirety without breaking up the value and usefulness of the theme.

Collection Maintenance and Weeding

Videos offer a wide range of interest for the span of ages it hopes to serve. Videos are usually weeded only when their condition is beyond repair. It is not unusual for videos to circulate over 300 times. Books on tape and CD, particularly unabridged are extremely popular and serve unique needs including helping the child with reading difficulties. Non-fiction including foreign language tapes, nursery rhymes, ethnic songs, and dance are also part of the collection weeded only when damaged. CDs continue their popularity and need to have a more regular cleaning schedule. These materials are very rarely weeded and only when they are no longer usable. The children's computer CD-ROMS are educational in format and weeded when missing items or damage occurs. Videos are no longer purchased, but the collection is added to periodically through donations. DVDs have replaced many of our video titles. The collection is expanding due to public demand and availability.

Collection Development Plan

This collection reflects the continuing popularity of media items. The demand always outpaces budget. The cost of cds, and books on tape continues to increase. Computer CD-ROMs reflect many of the current trade titles children enjoy in the schools and are seen in the commercial stores. Keeping titles in pace with demand is a challenge. Ordering, processing, and budget limit title selection. Books on disk are a new collection that will only increase in time.

jMagazines

Description

Approximately 50 juvenile magazine subscriptions are selected to support the educational, instructional and recreational interests of children through 8th grade.

Selection Plan

A wide variety of magazines at all reading levels is the objective. Magazines are selected by staff recommendations as well as patron requests. Titles indexed in *Children's Magazine Index* are preferred. Sometimes, publishers send information of new magazines that might be considered for purchase.

Collection Maintenance and Weeding

Magazines are mended as needed. Most periodicals are not kept for more than two years because of space and condition of the magazines due to heavy usage.

Collection Development Plan

Maintain the current variety of periodicals and review patron requests for purchase.

jChildren's Literature

Description

This collection is comprised of titles to meet the informational, educational, and recreational needs of educators, librarians, parents, and students. The collection focuses primarily, ~~but not exclusively~~, upon children's literature history, criticism, and study; children's authors and illustrators; literacy and reading skills and instruction; storytelling technique and aids; book-related activities; and bibliographies and indices.

Selection Plan

Many adult children's literature classes use this collection frequently for their assignments. Librarians, teachers, and parents also use this section. Children's literature history and criticism are strongly represented, along with folk and fairy tale studies, reading and storytelling titles, and bibliographic aids.

Standard review sources like *The Horn Book*, *Booklink*, and *School Library Journal*, among others, are regularly consulted, along with publishers' catalogs. Academic and small press catalogs are a particularly useful source for many of these items. Multiple copies are purchased for topics or titles that are heavily used. Paperbacks are purchased when appropriate. Replacement copies of worn or damaged materials are ordered if the information is still current or if the items are classics or otherwise noteworthy.

Collection Maintenance and Weeding

Like the folk, fairy tales, and nursery rhyme sections, the children's literature collection is a cornerstone of the Youth Services department, and many of the works in this collection are considered classics. A degree of archivism is present in its plan, and consequently weeding is not as rigorous as in the non-fiction areas. Outdated materials not of a noteworthy nature are weeded annually. Worn or damaged materials are removed continually, unless they are of significant import, in which case every attempt is made to preserve them.

Collection Development Plan

This collection is expected to increase in size, as its archival quality keeps retention levels high. The growing needs of home schoolers for subject bibliographies and the high publishing output of children's literary criticism also contribute to the growing nature of this collection.

jCareers

Description

This collection is comprised of titles to meet the informational, educational, and recreational needs of children from preschool through grade eight. Because of the widely varying reading levels between children, materials at a range of levels are provided. The collection includes both titles on individual careers and circulating career encyclopedias on a variety of professions.

Selection Plan

Students use this collection heavily for school assignments, from kindergarten through grade eight and even beyond. Children also use this section to satisfy personal curiosity about different careers. The collection is broad in both reading level and content, with multiple copies of popular items being frequently necessary. Standard review sources such as *The Horn Book*, *Booklink*, and *School Library Journal*, among others, are regularly consulted. Publishers' catalogs and various bibliographies and indices are also used. Multiple copies are purchased in subject areas or for titles that are in demand.

Paperbacks are purchased when appropriate. Replacement copies of worn or damaged items are ordered if the information is still current.

Collection Maintenance and Weeding

This collection is weeded annually to remove outdated materials. Worn or damaged items are continuously removed. Particular attention is paid to noting popular, highly used titles so that multiple copies may be purchased.

Collection Development Plan

The focus in the jCareers section is on keeping information current, so rigorous weeding keeps the collection relatively stable in size. Slight increases may be seen in areas of sudden popularity or high demand.

jVertical File

Description

The Youth Services Vertical File is a limited collection of pamphlets, newspaper and magazine articles, booklets, pictures, maps, government documents, and portraits that supplements the circulating and reference collections. It has historic and current information about countries, states, the City of Sterling Heights, and other topics of interest to children and their families.

Selection Plan

Materials for the vertical file primarily come from government offices and from librarian reviews of newspapers and magazines. Materials are also acquired from organizations such as the National Wildlife Federation and from companies such as Crayola and Detroit Edison and by contacting Foreign Embassies and State Chamber of Commerce offices for current information. Currently the collection focuses heavily on the states of our nation and countries of the world.

Collection Maintenance and Weeding

The vertical file collection was extensively weeded during the summer of 2000. Unneeded duplicates, outdated, and damaged materials are withdrawn from the vertical file on a continuing basis as new materials are added or when the files are used. A thorough weeding should be done every four to five years.

Collection Development Plan

Although there has been funding for this collection in the past, no funds have been allocated to it for several years. Consequently, only items that can be obtained at no cost are added to the vertical file. The vertical file collection is, therefore, expected to grow slowly.

jPoster Collection

Description

The poster collection in Youth Services plays a unique service by providing visual aids for educational or recreational purposes, charts, maps, posters, art works, and scientific lists are a focal point of the collection. Specific subjects include art and nature for the younger child, history, Michigan, people, pets, science, travel, and wild animals. The size of poster varies from small charts to large wall size posters and laminated for extra wear.

Selection Plan

Materials have been added over time through a variety of methods. Many were purchased or received as free items in magazines, or a few were donated. Ordering sources and catalogs are limited and vary greatly. Budget monies were allocated over the years in the annual budget, but this source of funds has been inconsistent. Topics for addition must serve the purpose of being valuable due to subject content

plus attractive in style for “poster quality use.” Youth Services will continue to add to the collection with periodic purchases because the value of the service is unique and helps assist the patron beyond the resources of a standard book. This collection is indexed, with a special list located by subject, title, and numbered poster for easy access.

Collection Maintenance and Weeding

Heavy weeding was accomplished prior to our re-organization in 2000. Subjects were removed and combined for simplicity and easier access. Posters are weeded when topics no longer are useful or requested. They may also be eliminated when damage or aging occurs.

Collection Development Plan

There are a number of new topics needed for addition into the collection including rainforest plants and wildlife. Michigan continues to be a popular theme as does Washington Historic monuments and travel country posters. As budget and materials become available, items will be purchased and added to this collection.

Sterling Heights Public Library
Request for Reconsideration of Library Material

Title:

Author:

Publisher:

Publication Date:

Your Name:

Address:

Phone:

Is this request made on behalf of:

Yourself _____ Organization _____ (name of organization)

Have you read/viewed this work in its entirety? _____

What is your objection to the material?

Is there anything positive about the material?

Action Requested (please state the reason for your request)

What material would you recommend that would convey a more valuable view of the subject treated?

Signature _____ Date _____

This completed form will be reviewed by the Library Director and the Materials Selection Committee and a recommendation will be forwarded to the Library Board of Trustees. You will receive a written notification of the Board's decision.

AMERICAN LIBRARY ASSOCIATION'S 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 creations.
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 space 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.

ALA Council

Adopted June 18, 1948

Amended February 2, 1961, June 27, 1967, and January 23, 1980

Adopted by the Sterling Heights Library Board of Trustees
February 1983

AMERICAN LIBRARY ASSOCIATION'S FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy; that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

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

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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 stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which 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 towards 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 men 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 which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which 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 contained in the books 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 books 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 man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. 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 men can flourish which 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 literature 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 taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

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

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

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

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

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen 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 expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his 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 their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, 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.