

Revisions 2018

# *Peabody Public Library*

## **Collection Development Policies**



Updates 2018

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# I. MISSIONS AND GOALS

The Peabody Public Library is a municipal corporation in the State of Indiana, and operates under a mission and goals statement.

## **Peabody Public Library Mission Statement:**

The Peabody Public Library serves all individuals and organizations as a pathway to learning, culture and entertainment.

Among the goals of the library, the following may pertain to this document:

- Study collection usage with the goal of expanding those areas of greatest use/need.
- Integrate educational curricula with library collection.
- Build collection and focus on new formats.

While the 21st Century public library exists as much more than a repository of books and other circulating materials, its function in this regard remains undiminished and, as such, must provide for the various needs and desires of its patron base. Therefore, the Peabody Public Library is committed to collecting materials representing the widest possible diversity of viewpoints while striving to maintain a pertinent, balanced, and timely collection of print, audio-visual and digital formats.

The source of the library's collection is threefold in nature: items purchased with library funds; items purchased through monetary donations; and, items donated to the library. Those items purchased with library funds are generally new, recently published materials reviewed or otherwise covered in the professional media. Monetary donations for material purchase may be unlimited or of a more specific nature, as determined by mutual agreement. Donations of physical items are from time to time added to the collection, based upon criteria established in this document. See GIFTS AND DONATIONS for more detail.

## **Youth Services Department Mission and Goals Statement:**

Under the auspices of the Peabody Public Library, the Young Services Department operates to fulfill the mission of the library; that is, to serve individuals and organizations as a pathway to learning, culture and entertainment.

Specifically, the Young Services Department collections are intended to encourage life-long reading habits by offering materials in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of Whitley

County from infancy through grade five and the Young Adults from grade six through twelve. Materials are selected with regard to the stages of emotional and intellectual maturity of children. The department's collection will develop and expand in a way that reflects the interests and needs of our community. The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty in order to meet the varied needs of our patrons.

## II. MATERIAL SELECTION

Any library collection needs to be chosen, nurtured, and cared for in order to remain balanced, authoritative, timely, and reflective of the community that makes use of it. Selection of materials is accomplished by staff that is designated for this role and has both the expertise and experience to manage the collection of the Peabody Public Library.

Adult department materials, as defined in Sections III and IV, are chosen by the adult services librarian. Children and young adult materials, as defined in Sections III and IV, are chosen by the Youth Services librarian. Items in the library's professional development collection, consisting of material pertinent to the profession of librarianship in all of its manifestations, shall be suggested by any professional staff member, but final choice is by the library director.

Selection is an ongoing process that uses many tools and aids. The selector is expected to use as many authoritative aids as possible, either in print or electronic format.

### Selection Aids:

Professional review journals: These include, but are not limited to, titles such as *Publisher's Weekly* and *Booklist*, which include original reviews of new publications and products.

Baker and Taylor Title Source 3 (TS3): While primarily an online ordering tool, TS3 has many selection lists that mimic their printed specialty catalogs.

Vendor and Publisher Catalogs and Mailings: While not providing critical reviews, these publications provide summaries, cover art, and other information on a wide variety of material not always reviewed or seen in the general media.

Professional Organizations such as the Children's Librarian Network, the PUBYAC listserv, and conferences such as ILF (Indiana Library Federation) are often excellent sources of input as professionals share ideas and titles.

Miscellaneous Websites: These are often online versions of print publications such as Video Librarian or *Publisher's Weekly*, but may also consist of original sites created and maintained by professional librarians, booksellers, or even dedicated and knowledgeable fans. Genre fiction or series update sites, such as *Fantastic Fiction* or *What's Next* can be used for selection as well as readers advisory.

### Requests:

Patron requests for purchase of material are an important part of the selection process. In addition to giving the selectors insight into our readerships' interests, it may also draw attention to items not readily found in conventional selection aids.

The handling of requests is treated in the same manner as any other instance of material selection, and requests must meet the needs and standards as set down in this document. Wider ranging appeal and authority of authorship will be among the considerations. If a requested item is not chosen for purchase, the patron is given the alternative of interlibrary loan.

### Availability and Cost:

While many new and popular items are readily available through vendors and publishers, older or esoteric items sought or requested may be more difficult to find. Out-of-print items are usually only available through used books dealers at greater costs of both materials and shipping and handling. Other books may only be purchased through publishers and small presses, which may or may not deal with library accounts. While it is not beyond the library's means to obtain such material, it is by no means assured.

Other items may be excessively costly, cutting into an already strained budget. Such items would be weighed against need and possible usage before any decision to purchase is made.

In all cases, the alternative of interlibrary loan, Systems Remote Circulation System (SRCS) or substitution of a comparable title within the same subject field, will be offered as a viable option.

## GIFTS AND DONATIONS

This section deals with gifts to the library that impact the physical collections. These may be actual titles in print or AV format, money offered for specific books, or unrestricted monetary gifts.

### GIFTS

The Peabody Public Library accepts gifts of library material with the understanding that the same guidelines and criteria specified in the Collection Development Policy for purchases are applied to gifts. If gifts of marginal value are offered, processing costs and use of shelf space are considered before a gift can be accepted. Many donations consist of boxes or bags of materials, which are accepted for the sake of public relations. These gifts are inspected for odor, water damage, wear and age. Gift material not added to the collection is donated to the Friends of the Peabody Public Library.

Gifts are subjected to the following restrictions:

- The library retains unconditional ownership of the gift.
- The library makes the final decision on its use or other disposition.
- The library reserves the right to decide the conditions of display, housing, and access to material.
- As the library grows and changes, a memorial gift such as a tree or an item of furniture may not be permanent.
- Monetary gifts may be made directly to the library or may consist of a contribution to the library endowment at the Whitley County Community Foundation.

When a monetary gift for materials is received, selection may be made by the library in consultation with the donor. The library encourages cash gifts not earmarked for specific items in order to permit the most flexible use of the donation for the enrichment of the collection.

If a donor requests, the library will provide a written statement which describes the contributed material and states the date of receipt. Because it is an interested party in the transaction and because it may not have the expertise to carry out an evaluation, the library will not make an appraisal of the gift. The appraisal of the gift is the responsibility of the donor and is paid for by the donor.

Gifts of small monetary value may not require professional appraisal. For a standard collection of books that is unexceptional, appraisal may be greater than the donor can afford, and in some cases may be greater than the value of the material. In such cases the staff may assist the donor in finding prices for material by using the standard bibliographies and dealers' catalogs. Donors may be referred to sources of prices, such as *alibris.com*, *Huxford Old Book Value*, and *Bookmen's Price Index*. Evaluation of many collections of materials that are not unusual can be assisted by reference to the original list price, using *Baker & Taylor Title Source* and other standard bibliographies that contain price information.

### **ACKNOWLEDGMENT OF GIFT MATERIAL**

The Library is happy to provide a gift material receipt. The gift material receipt is an acknowledgment of the number and type of materials received. The Peabody Public Library does not assign a dollar value to a gift. Determination of the value of a gift is left to the donor.

### **SAMPLE GIFT MATERIAL RECEIPT**

This is to acknowledge that the following materials: \_\_\_\_\_

were donated by: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Library Staff Member \_\_\_\_\_

### **Donations of materials:**

The Library accepts donations of materials from individuals and organizations. All such materials become the property of the library and are only accepted unconditionally. Disposition of such material includes, but is not limited to:

Addition to the collections (subject to the same policies applied to new materials).

- Use as prizes in library programming.
- Use in the library's Wait and Read program.
- Donation to the Friends of the Peabody Public Library for sale.

### **Monetary Donations:**

From time to time, the library will receive monetary donations for the purchase of books and other materials. Patrons are encouraged to make unrestricted gifts, but if they are interested in a particular subject or genre, the selectors will work with them to determine what the library is in need of and which works of quality are available and in the price range of the intended donation.

### **Memorials:**

Memorials are specific items purchased with donated funds and marked with a memorial plate in the front inside cover. The procedure for such items is the same as that for monetary donations.

# III. DESCRIPTION OF THE COLLECTION

## 1. The Print Collection

The print collections of the Peabody Public Library are considered to be all printed monographs, both hardbound and softbound, all reference works, both sets and singles, and all printed serial subscriptions. This includes adult, children's, young adult and professional collections.

### **Fiction:**

The fiction collection of the Peabody Public Library includes all printed hardcover and soft cover novels, both adult and children, both single volume, set, or series. Short story anthologies are considered under non-fiction in the 800 range of the Dewey Decimal System.

### ***Adult Fiction:***

The adult fiction collection consists of hardcover, paperback, and large print novels and single-author collections. The library strives to have on hand both classics of American and English literature as well as world literature in translation. It also collects current popular fiction, as reflected by the best seller lists and current interest of patrons in certain authors. Midlist titles are chosen based on perceived popularity of the subject, author, or genre. All fiction genres are considered eligible for purchase.

The library purchases sufficient copies of popular current titles in order to keep the waiting period for them within a reasonable time span. One copy for every four reserve requests is the general guideline. The seven day checkout shelf also was created for the purpose of alleviating long waits for materials. It contains current popular fiction that cannot be placed on hold and is checked out, without renewal, for seven days.

The selector has the discretion of replacing lost or damaged copies of single title popular fiction. Interlibrary loan is offered as an alternative. Fiction series have become popular, especially in the inspirational and fantasy genres, and the library will attempt to keep full sets of these if possible. This may mean replacing individual titles in a different format.

Large print books are a growing part of many library collections, including the Peabody Public Library. The library collects these books on a basis of popularity among patrons and duplication may occur between them and regular type books. However, both space

and budget limitations preclude duplication of all titles. Again, interlibrary loan may be offered as an alternative to purchase.

Mass market paperback fiction, while cataloged, is considered a browsing collection. Due to its impermanence as a format, only popular genre fiction is collected. Hardcover editions are not generally duplicated in this format, but a paperback may be purchased if the hardcover is no longer available. Being driven by popularity, circulation figures generally dictate the relative number of titles purchased per genre. At present time, in order of circulation, mass market paperback genres include romance, science fiction, mystery, general novels, and westerns.

***Youth Services Fiction:***

Children’s Easy-Primary Fiction: The Children’s Easy collection is comprised of picture books of wide interest to children from preschool age to second grade. Because the illustrations are the predominant feature in these books, they are generally designed for adults to read to children. Although most picture books are intended for the young child, there are picture books that are specifically written and illustrated for the older child.

Children’s Early Readers Collections: The Early Readers collection is for children who are starting to read on their own. Most of these books are leveled for beginning readers.

Children’s 3-4 Fiction and Children’s Fiction: The Children’s 3-4 Fiction collection serves children who read at a third or fourth grade level including early chapter books including series such as the Boxcar Children Mysteries and the Magic Tree House books. Children’s Fiction books feature age-appropriate vocabulary and subject matter, a limited number of pages, and very few illustrations.

Young Adult Fiction: Young Adult Fiction is comprised of popular fiction targeted toward students in 6th – 12th grades. This collection includes fiction that is clearly reviewed and/or labeled as young adult, includes characters of middle school or high school age, and the theme or subject matter is of interest to and intended for young adults.

**Non-fiction:**

The non-fiction collections of the library include all adult, Children’s, JE, J3-4, and young adult books, both monographs, sets, and continuations.

***Adult Non-fiction:***

The adult non-fiction collection of the library is shelved by the Dewey Decimal System of classification, which assigns a specific set of numbers to related subject matter. Briefly, the subject ranges are broken down thus:

000-099	Generalities (computer systems, library science and bibliographies, journalism)
100-199	Philosophy, Psychology, the Occult
200-299	Religion

300-399	Social Science (law, politics, finance, law enforcement, education, myth)
400-499	Language (dictionaries, grammars, word usage)
500-599	Natural Sciences (physical sciences, mathematics, biology)
600-699	Technology (medicine, engineering, horticulture, animal husbandry, cooking, business, building)
700-799	Arts, Sports, and Recreation (includes visual arts, music, crafts, performing arts)
800-899	Literature
900-999	Geography, Biography, History

While attempting a well-rounded collection, we recognize the need to emphasize some subject areas to a greater extent than others. Among the determining factors in choosing adult non-fiction titles are patron demand, best seller status, reviews, authority of author, need for library-sponsored programs, and support of education. Present emphasis includes the following:

000-099

The latest in computer operating systems and application guides are mainly for the neophyte user.

Library science titles, while available to the public, are chosen by and for the needs of the library staff.

Journalism is generally limited to popular works or biographies of famous news people.

100-199

The occult, paranormal, and spiritualism are popular subjects in most collections, and that is no exception here. We strive to keep an adequate collection of books on ghosts and hauntings, astrology and prophecy, as well as Wicca and other occult practices.

Psychology titles cover the general history and concepts of psychology, but are mostly driven by popular demand for "self-help" titles.

Philosophy texts cover a general range of philosophical schools of thought.

200-299

The religion collection consists of sacred texts, apologies, critiques, and biographies of religious leaders, as well as inspirational and life affirming titles. Because of the Christian nature of our community, the majority of the collection is reflective of the majority belief. We strive to keep a fair and balanced collection of titles on other religions, both current and historical.

300-399

An inclusive range, beginning with general sociological topics and ending with folklore, there are several areas of emphasis in the 300s.

The political science area consists of tracts and documents on U.S. government, other forms and philosophies of government, and popular titles of political commentary.

Financial information includes current stock and other investment commentary, retirement savings, and more.

The legal section has informational titles on a variety of legal topics of interest to the general public. Legal forms books are also heavily collected.

Driven by popular interest, the crime and law enforcement section collects "true crime" accounts of both current and historical interest.

Educational titles generally fall into two areas: home schooling and standardized test preparation. Test prep books include, but are not limited to, GRE, SAT, ACT, GED, various professional and vocational test such as postal and law enforcement.

#### 400-499

The main areas of emphasis in language are English usage and foreign language dictionaries. The foreign languages are not limited to any conceived notion of "importance" but rather to public interest. Language learning titles are usually in audio format.

#### 500-599

The sciences include the following areas of interest:

*Mathematics* – general reviews of math from simple arithmetic and fractions, through geometry, algebra, and calculus.

*Astronomy* – popular titles and titles that support educational needs, such as works on planets, stars, galaxies, and black holes.

*Earth Sciences* – titles on weather, earthquakes, volcanoes or other topics of general interest or for use in school projects.

*Paleontology* – general books on fossils and dinosaurs.

*Botany* – tree and flower field guides, other titles of general interest.

*Zoology* – animal behavior, anatomy and physiology, insect, bird and other field guides.

#### 600-699

Technology and applied sciences is a catchall range of numbers that includes subjects Dewey never thought of, or thought of in ways that are no longer applicable. Thus,

cookbooks, medical texts, and business accounting are among the subjects collected under this heading.

*Diet and Nutrition* – the library collects popular diet books, general texts on nutrition, as well as nontraditional areas such as holistic medicine, herb lore, and homeopathy.

*Medical* – titles include general health and wellness books and guides to specific diseases and conditions. We strive to purchase titles that fulfill the informational needs of patrons, and may include rare conditions as well as more common problems.

*Engineering* – general books on automobiles, small engine repair, basic electronics.

*Horticulture* – general gardening, lawn care, plant guides and landscaping.

*Animal Husbandry* – pets of all types, with emphasis on dogs, cats, small pets and backyard livestock.

*Cooking* – food preparation and preservation, beverage and condiment making, cooking of all types and regions, baking.

*Management* – management theory, business plans and startups, resume writing and cover letters, general job searching.

*Child Rearing* – general parenting books, books on specific problems of children.

*Home Repair and Building Projects* – general home repairs, improvements to specific areas, shop skills, outdoor projects, furniture.

*Miscellaneous* -- collectibles, fly tying.

700-799

The most diverse subject in the 700 range is the arts. We collect for educational support and general knowledge and, in some areas, popular demand.

*Visual art* includes art reproduction books, instruction manuals, and lives of famous artists.

*Graphic Novels and Manga* are a new component of the nonfiction collection. While they are actually fiction, bringing them under the drawing subject of Dewey (741.5) lets the reader find them all in one place. Graphic novels may be of serious subjects, reflect current interest in superheroes or be graphic renderings of current written fiction. Manga is collected in series, and every attempt is made at completeness. We rely on patron input for many of the series we collect.

*Performing arts* includes general titles and specific information and biographies in the areas of music, theater, film, television, and dance.

*Sports and Recreation* emphasizes college and professional sports popular in the United States. Recreation includes camping, hiking, fishing, boating and hunting.

800-899

While most novels in English are shelved in fiction by author, the 800s includes literary criticism, biographies of writers, collected works and anthologies, essays, excerpted works, and poetry. Novels in English translation are also shelved here.

The emphasis in this area is popular essays and writings, often by well-known and current writers. Literary criticism and biography are collected in support of education.

900-999

The occasional collective biography is housed here, if it is of a multi-subject format; otherwise, general genealogical titles and name books make up the largest part of the biography section of the 900s.

Travel is extensively collected, both guides to specific places and to specific activities. At this time, travel guides are not duplicated across publishers, and Fodor's gold guides are the series purchased, unless they lack a specific destination or activity. Popular travelogues and adventures are also collected in this area.

History is extensively collected, both political and social. Titles are purchased based on popular demand, support of education, and an attempt to keep a rounded collection in this area.

*Ancient history* – Greek, Roman, and Egyptian are the center of this area.

*Europe* – emphasis is on Western Europe.

*Asia* – emphasis is on the Mideast, China, Japan, and Southeast Asia.

*United States* – all eras of U.S. history are collected and the collections include popular and best-selling works of opinion.

*Other Areas* – other histories are collected as requested or in support of education.

***Youth Services Non-fiction:***

Children's Easy: Non-fiction

The Children's Easy Non-fiction collection includes informational books written at a level to suit the needs of preschoolers to second-graders. The subject matter, vocabulary, and organization of these books are age-appropriate.

J 3-4 Non-fiction and Children's Non-fiction

These collections fulfill the academic and recreation needs of students in 3rd through 5th grades.

Young Adult Non-fiction

This collection includes topics of casual interest as well as informational books appropriate for use in academic studies for students in 6th through 12th grades.

**Reference Books**

The reference collection of the Peabody Public Library exists to support the reference needs of our patrons. Due to the prohibitive costs of reference books, our small budget, and the prevalence of information on the internet, we maintain a small but pertinent collection of books.

*Adult reference books:*

Encyclopedias – General encyclopedias are kept in the general circulating collection. Subject encyclopedias are collected if:

- The subject covered is in demand either for general knowledge or in support of education, and if
- They speak to the level of the general information seeker.

Directories – these include telecommunication, postal, business, and organizational directories.

Almanacs and Statistical Works – these include general commercial works as well as government-issued statistical volumes.

Education – the main emphasis is on current guides to colleges and other education providers, scholarship and loan information, and career guides.

Law – the library provides general legal guides written for the lay person's information. No formal law books, case law, or codes are collected.

Language – in English, this includes current unabridged and specialized dictionaries, thesauri, and word usage and etymology. In foreign languages, it is limited to language/English dual dictionaries.

Science – in support of education, we collect specialized sets and monographs in the physical sciences, especially astronomy and earth science. In life sciences, we not only collect to support education, but also to fulfill the general informational needs of the public, specifically with identification guides to specific types of flora and fauna.

Medicine – general layperson's information on health, drugs, diseases and conditions, surgeries and tests.

Arts and Entertainment – special encyclopedias, directories, and guides in the visual arts, music and entertainment.

Literature – quotation dictionaries, poetry indices, criticism.

Geography – atlases and gazetteers.

History – dictionaries and encyclopedias, timelines, historical atlases, collections of primary documents.

## **Miscellaneous Print collections**

### *Adult miscellaneous collections:*

#### Self-Published Works

Generally, the library does not collect self-published or vanity press titles. Exceptions are made for titles of local interest, or genealogical works that may be of use to our patrons (see below).

#### Indiana Room

Works in the Indiana Room are of two types: general works on the State of Indiana and genealogical works pertinent to local family history.

*History and other works* – these may be nationally published works as well as titles published by Indiana or local publishers and historical societies. Literary works by Indiana authors are in the general collections. Non-historical works, such as nature guides, may focus only upon Indiana, or may include a substantial section or sections on Indiana within the framework of regional or wider-ranging subject matter.

*Native Americans* – recognizing the important contributions of Native Americans to the region that became Indiana and Whitley County, we collect works on the history, customs, lore and myths of the Woodland Indians of the Midwest, specifically the Miami.

*Genealogy* – because of the proximity of the genealogical collections of the Allen County Public Library, no attempt is made to keep complete records beyond those specific to Whitley County. Published genealogical works of a general nature (how-to guides, e.g.) are purchased, as well as any work specific to Whitley County, but family histories and compiled indices are usually offered as donations. Works from other areas of Indiana or the United States may be purchased if they have bearing on the genealogical tracings of local families. Other items of a genealogical or historical nature that are collected are city directories, phone books, school yearbooks and miscellaneous newspaper inserts.

*Fiction* – We are now featuring works by Indiana Authors in the Indiana Room.

### Periodicals

Serials (or magazines) are subscription in nature and of two sources: through a subscription service, and Gift donations. A subscription service is used for ease in ordering a large number of subscriptions. Gift subscriptions come mainly through a business gift service, which allows the librarian to choose from a limited list of choices. Individual subscriptions must be approved by the librarian and meet the standards of authority that all items bearing the library's name must possess. Subscriptions to magazines are based mainly on interest and circulation. While patron requests are considered important, the limited number of subscriptions necessitates using this input to determine subject matter rather than specific titles. Also, because of the use of a service, most subscriptions are made once a year and several are of two or more years' duration.

### *Youth Services Miscellaneous Collections:*

#### Board Books

Of sturdy construction suitable to the stresses of use by babies and toddlers, board books have lots of pictures, bright colors, and few or no words.

#### Children's Periodicals

The periodical collection contains titles to support the recreational, informational, and educational needs of children.

#### Young Adults' Periodicals

The Young Adult periodical collection contains titles to support the recreational, informational, and education needs of the middle school and high school students.

## **2. The Audio Visual Collection**

Audio visual material in the collections of the Peabody Public Library consists of: video, both entertainment and educational; music in the form of CDs; audio versions of books in CD format; e-media: books, audio, video and streaming; and circulating gaming software.

The audio visual and e-media collection is meant to supplement and enhance our traditional print collection and is not intended to either replace or duplicate titles found in printed form.

The Peabody Public Library recognizes the growth and potential popularity of new informational and entertainment media, and the need to meet patron expectations in these fields. As a consequence, the library will consider new and changing formats as it collects and expands in the audio visual field. In like manner, older formats are often of limited or no use, and the library recognizes the need to review these formats periodically.

Because of the potential costs of rapidly changing technology, we recognize that we may not be on the cutting edge, but rather will watchfully monitor trends and act accordingly.

### **Visual Materials:**

DVDs and Blu-Ray Discs are purchased in both the entertainment and educational area, with professionally manufactured and packaged products collected exclusively. Some DVD sets may require repackaging for ease in circulating.

Entertainment Films may be current or recent releases, older or "classic" films, direct to DVD features, or television shows. Because of the high costs, space limitations and potential patron dissatisfaction involved in trying to purchase all episodes of everyone's favorite television series, we are very careful in the series area. If the series has the potential of wide patron usage, or is of a high quality and limited run (e.g., BBC series are often restricted to only a few episodes), it may be considered for purchase.

Educational film can certainly double as entertainment in many cases, such as television documentaries, but true educational video is of a limiting nature, and useful in specific situations, such as information on a project, a medical condition, or test preparation. When considering such items for purchase, the same criteria is used in non-fiction is employed. These may include authority, potential use, price and subject matter.

At the present time, the DVD collection consist of categories or "genres" (as determined by the librarians) for shelving purposes and the browsing ease of our patrons. All genre placement is done by the adult services librarian with the exception of family and children, which is by the Youth Services librarian. With the popularity of accessing movies via the Internet, the Library will provide patrons access to e-media: audio, video and streaming options.

Action/Adventure and Suspense – films heavy on car chases, intrigue, or fighting; also the classic "suspense" films such as those of Alfred Hitchcock.

Science Fiction and Horror – classic and new science fiction and horror.

Drama – films that feature human interaction and are more concerned with character than special effects and location.

Comedy – films, TV series, and other performances of a comedic nature.

Musical Entertainment – movie musicals and concert performances of popular and classical music.

Instructional – video intended to teach or give advice and step-by-step aid in projects.

Documentary – films presenting factual information in a narrative format, usually of historic nature, from sources including, but not limited to, A&E, PBS, and National Geographic.

Family – films that are suitable for watching by children and of sufficient interest to adults. Disney, Hallmark, and other studios produce this fare. It includes theatrical releases, direct to DVD, and television series and specials. Inspirational dramas are also included in this category.

Children – film, cartoons, television shows and other fare mainly of interest to children under age twelve.

Sports – highlight films, instructional videos, blooper reels and other sport-related titles, excluding sports documentaries e.g., Ken Burns' Baseball.

Science and nature – films, television series and other documentary fare that deal with the workings of the natural world, both physical and biological.

Geography and travel – general travelogues and guides for travel to specific destinations.

Western – Entertainment videos, both feature film and television, that present the drama and action of life on the American Frontier of the nineteenth century.

### **Music:**

The music collections of the Peabody Public Library are designed to give our patrons access to a variety of musical styles and compositions. Purchase of titles is determined by quality and general interest in a particular musical genre rather than specific titles.

Similar to the categories found in our video collections, the music collection is divided into genres. These genres are used to both shelve the collection and to track the popularity of certain types of music. They are as follows:

Blues – acoustic or electric, from classic performers and modern interpreters.

Children – any music aimed primarily at children, either as entertainment or as a teaching tool. These items are selected by the Youth Services librarian.

Christian – includes gospel, traditional hymns, pop and rock of a Christian nature.

Christmas – all seasonal offerings, both religious and secular.

Classical – all art music from Renaissance, Baroque, Classical Period, Romantic, Contemporary and Modern periods. Includes solo, vocal, chamber and orchestral works.

Country – all traditional and modern offerings from Nashville. Also, Bluegrass.

Easy Listening – background music, crooners, song stylists, bands and groups performing non-threatening music and toned-down covers of other music genres.

Folk & World – folk music includes both traditional and original music from the United States and other countries. World music is popular music of other countries. The music often referred to as “New Age” is also in this category. Because of the uniqueness of this collection, and the opportunity it affords patrons to experience new sounds, emphasis is on the traditional music of the United States and other countries.

Jazz – all forms of jazz, including Dixieland, Big Band, small group and solo. In addition to traditional jazz, we collect fusion, “soft” and other contemporary formats.

Language – not actually musical performance, this category houses CDs of foreign language instruction.

Oldies – popular (Billboard Top 40) music from the 1950s, 1960s, 1970s, and 1980s.

Pop – top 40 music.

Rap – hip-hop music.

Rhythm and Blues – R&B stylings from Motown and Chess to modern melodic styles.

Rock – includes modern rock and “Classic” rock of the album-oriented variety of the 1960s, 1970s, 1980s and 1990s.

Soundtrack – original movie scores, Broadway and movie musicals. This category also includes sound effect recordings.

Spoken Performance – recitations, monologues, comedy performances and concerts. Mainly comedy monologues.

## **Audio books**

Adult audio books:

Audio books are an integral part of the circulating collection of the Peabody Public Library. It is an opportunity for busy people, or people who travel, to be exposed to a wide variety of literature, which they may otherwise miss. It is also an adjunct to our large print collection, bringing the world of books to those with diminished or impaired sight.

The library purchases unabridged titles only. Due to the cost of unabridged audio books, this is a slow growing collection, and must meet the needs of our patrons, mainly entertainment. Therefore, popular fiction is dominant in this format. Interesting and popular non-fiction is also collected.

Unlike CDs or downloads, Playaways do not need a separate player. Instead, Playaways come pre-loaded and ready to use with one audiobook per device—making them simple for you to use.

Children's and young adults' audio books:

The audiobook collection includes music, spoken and miscellaneous recordings. Audiobooks are retained in the collection as long as condition and usage indicate. Selection is primarily from publishers' catalogs, such as Educational Record and Tape, Kimbo, Listening Library and Caedmon. School Library Journal is also used for selection.

### **E-Media**

The library recognizes the growth of downloadable and streaming books, music and audio in the past few years. Due to the cost of these services and the unsettled legal and financial consequences, we tread lightly in these waters. As part of a larger consortium of libraries, we are able to make many more of these pricey items available for our patrons. We also offer downloads of current popular magazines through Zinio.

E-books

At the present time, many publishers do not make their books available to libraries in e-format, while others place restrictions of price and number of circulations on them. As part of a consortium, we try to make available to patrons a sufficient number of best sellers and other titles that would be of interest to our patrons. We also offer this media through Overdrive, hoopla and Comics Plus online.

E-audio

Most downloadable audio at this time carries the price tags of library-ready hardcopy CDs, from \$50-100. As a result, we order few downloadable audio books, with most of them being bestselling fiction titles.

Streaming media

Through Overdrive and hoopla, we offer streaming video and music to our patrons.

### **Computer software**

Library-use software must be networkable and serve the informational needs of a large number of our patrons; circulating software is of a more varied nature. Among the types of circulating software considered for purchase are:

- Games.
- Learning.
- Hobbies.

- Creativity.
- Business and finances.

Purchases will be compatible with the latest or most prevalent version of Microsoft Windows, but may be of dual compatibility with Macintosh, if available.

Young adults gaming software

The Library collects a variety of gaming software that can be check out. Gaming software are collected currently for X-box 360, X-box One, PS3, PS 4, Wii and WiiU.

### 3. Realia

In addition to print and audio/visual material, the library also has several collections which do not easily fit into these categories.

Puzzles:

Our collection offers sturdy wooden puzzles that patrons may enjoy in the Youth Services Department or check out for home use. Puzzles are chosen for their appeal and appropriate preschool and early-learning level usefulness.

Activity Kits:

Each Activity kit is a collection of books, toys, games, and other materials sharing a single theme that promotes the development of new skills. Some of the subjects of the kits are the alphabet, shapes, numbers, music, storytelling, foods, feelings, and exercise. These kits are used during story times, but are also available for checkout by patrons.

Science Kits:

Science Kits are a collection of materials, games and books the support STEAM activities – Science, technology, engineering, art and mathematics. These kits can be checked out by patrons.

Lawn Games:

We offer many lawn games for checkout to our patrons.

- Badminton/Volleyball
- Beanbag toss
- Bocce Ball
- Croquet
- Giant Kick Croquet
- Giant wooden playing dice set
- Kickball
- Ladderball
- Sport targets
  - Ultra Djubi launch & catch game
  - Ultra Rollers

- Washertoss
- Wooden Molkky game

Each game is checked out for one (1) week and only one (1) game per family may be checked out at a time. Games are intended to provide family fun and interaction.

### Home Goods:

We offer several types of equipment for home use:

- Bird watching kit
- Butterfly watching kit
- Cake pans
- Corded drill
- Cupcake stand
- Rubber stamps
- Sewing machines
- Socket set
- Tool kit

Each item is checked out for one (1) week and only one (1) item per family may be checked out at a time. This collection is intended to give patrons access to items otherwise not available in their homes.

Games are intended to provide family fun and interaction.

### Robots/STEAM Kits

The Library has a large collection of robots and STEAM kits for use at the Library and in Library staffed classrooms of the Whitley County Consolidated Schools. As robots and STEAM kits become less popular in these venues, they will be made available to checkout to patrons. Only one (1) robot and one (1) STEAM kit will be loaned out per household. The robots and STEAM kits are intended for family technology time and interaction.

### Read Along Vox Books

The permanently attached VOX™ Reader transforms an ordinary print book into an all-in-one read-along, simply push a button to listen and read. The library offers a variety of fiction and nonfiction titles that can be checked.

### Board Games

The library provides a variety of board games for checkout. Games are located in the children's and teen collection areas. Games are selected for the interest level of children and teens.

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# IV. EVALUATION AND DESELECTION

A well maintained library collection requires more than regular purchase of new or the addition of donated material. To keep the collections current, authoritative and accessible, materials need to be evaluated on a regular basis to determine their continued place on the shelves.

## Evaluation:

Evaluation of the collections is meant to determine currency, continued authority and accuracy, and use/nonuse of materials on the shelves. While no one determining factor can decide the fate of an item, a combination of these could be helpful to the evaluator.

Currency – Is the title still of value as an informational tool? Is a ten year old computer book of any value as a guide or simply of interest to the historian of such minutiae? The general guidelines for the useful age of a particular subject are determined in part by the rules of the C.R.E.W. method, and also by the common sense approach (again, is a computer guide to computers no longer in use of any value?).

Condition – Poor condition of a book or AV material is not an automatic consignment to the dustbin; each item is individually inspected for value, completeness, playability, and other factors. Books may be repaired in-house, sent to be rebound, or discarded. Likewise AV materials may be tended to by library staff or discarded. The materials selector will determine, through a list of monthly discards, if any of these items are to be replaced (if available).

Authority – Is the item authored or produced by accredited individuals or companies? Is the information still pertinent to the subject?

Accuracy – Changing research and outlook can change the accuracy of long-held paradigms. The earth was once flat, but we do not advocate this view as factual science. We would, however, present information on the flat-earth society, to whom this issue is still real.

Usage – The amount of usage can help to determine the interests and needs of patrons for certain subjects, genres and authors. While the most obvious source of usage figures is circulation, interlibrary loan, in-house usage and patron requests are also of value.

Collection Cores – Many titles are considered essential for collections; likewise, “classics” exist in all areas of the collection, not just in fiction. The use of core lists and library catalogs is invaluable in assisting the selector in identification of these titles, as is the selectors own knowledge in certain areas. Among the titles useful in core collecting are the following: *Public Library Catalog*; *Fiction Catalog*; *Children’s Core Collection*; and *Best Books for Children*.

### **Deselection:**

The ideal library would be a repository for all of the world’s knowledge, entertainment and literature, akin to the Library of Congress or the British Library. Unfortunately, this library would have to be enormous in size, not to mention budget. Small and medium sized libraries have a much harder task than their larger counterparts, insomuch as they frequently need to evaluate space needs and access to collections. Not only are we limited in what we are able to purchase, we are limited in what we are able to keep.

Deselection – or weeding – accomplishes several purposes for the modern small public library:

- Removal of titles no longer valid, either because of accuracy or need.
- Improved access to titles of interest.
- Aesthetics.
- Increased circulation.

The process of deselecting materials is done by the selectors in each department. Items to be discarded are chosen, removed from the shelves, and then reviewed again to be certain of the choice. While there is not a set schedule, some areas need to be weeded more often than others. These include but are not limited to: computer and related technology; health and medicine; computer software; travel guides and test preparation books.

Deselection by attrition occurs when the selector makes the conscious decision not to replace a worn, damaged, or missing item. The same criteria apply to these items as to those found on the shelves.

Several special collections in the library, mostly of a historical nature are generally exempt from deselection. These include books donated by Simon J. Peabody, the McLallen collection, and titles pertaining to Whitley County history and genealogy.

### **INVENTORY**

In order to maintain an accurate count of the Library’s holdings, the library will conduct an inventory of all materials on a three-year schedule. This inventory will be done using the library’s automated ILS and regular library personnel.

#### SCHEDULE FOR ADULT DEPARTMENT INVENTORY

Yearly:

All DVDs and Blu-Ray including children's DVDs and Blu-Ray

Year One:

Music CDs including children's CDs; Computer Software; Audio Books (CDs, Playaway)

Year Two:

Nonfiction Books; Oversized Books; References Books

Year Three:

Fiction Books; Paperback Books; Large Print Books

#### SCHEDULE FOR YOUTH SERVICES DEPARTMENT INVENTORY

Yearly:

Computer Software; Gaming Software; Launch Pads, Skill Bags

Year One:

JE Fiction; Early Readers; Board Books; Puzzles; Activity Kits; Science Kits; 1000 Book Club bags

Year Two:

J 3-4 Fiction; J Fiction; YP Fiction; Audio Books (CDs, Playaway)

Year Three:

All Nonfiction; Oversized Books; Reference Books; Holiday books

### **RECONSIDERATION OF MATERIAL**

The choice of library material by users is an individual matter. A person may reject materials for himself, but cannot exercise censorship to restrict access to the materials to others.

All complaints are handled in an attentive, consistent and courteous manner. If the objection to material cannot be resolved and the patron wants to carry his objections further, the patron may pick up a Citizens Request for Reconsideration of Library Materials form at the circulation desk (see following page). The material will be reviewed by the Librarian who purchased the material and discussed with the Director and the Collection Development Committee. The patron will be notified in writing of the results of the review. If the Director and the Collection Development Committee fails to reach a suitable solution with the complainant, the material in question and the form is given to the president of the Library board and final action will be taken by the Library Board of Trustees. The patron is notified in writing of the final action by the president of the Library Board.

# Peabody Public Library

## CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author: \_\_\_\_\_ Hardcover \_\_\_ Paperback \_\_\_ Other \_\_\_\_\_

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Concerned: Patron \_\_\_\_\_

Organization \_\_\_\_\_

Other Group \_\_\_\_\_

1. To what in the material do you object? Please be specific; cite page.

\_\_\_\_\_  
\_\_\_\_\_

2. What do you feel might be the result of reading this book?

\_\_\_\_\_  
\_\_\_\_\_

3. Did reading this book entice you to commit an immoral or illegal act?

\_\_\_\_\_

4. For what age group would you recommend this book: \_\_\_\_\_

5. Is there anything good about the book? \_\_\_\_\_

\_\_\_\_\_

6. Did you read the entire book? \_\_\_ What parts? \_\_\_\_\_

7. Are you aware of the judgment of this book by literary critics?

\_\_\_\_\_

8. What do you believe is the theme of this book? \_\_\_\_\_

\_\_\_\_\_

9. What would you like your library to do about this book? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

\_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

