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INTRODUCTION

LIBRARY MISSION STATEMENT

The mission of the Kokomo-Howard County Public Library is to provide dynamic services that encourage the pursuit of education, information, research, and recreation in an inviting and safe environment.

PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

This policy guides library staff in their selection and weeding responsibilities and informs the public of the principles used for selecting library materials.

RESPONSIBILITY

The Board of Trustees delegates to the Director the overall responsibility for selecting library materials. The Director in turn delegates responsibility to the Head of Collection Management, who coordinates trained staff in selection duties. The Head of Collection Management keeps the Director and Assistant Director informed about possible objectionable materials and seeks their input regarding placement in the collection.

PRINCIPLES OF SELECTION

The goal of the Kokomo-Howard County Public Library is to provide the widest possible selection of materials for meeting the literary, recreational, and informational needs of the Howard County community. Selecting and discarding library materials is undertaken by trained library staff in accordance with the guidelines of this document.

The library collection is composed of books, nonbook materials, and electronic sources. Nonbook materials include audiocassettes, CD-ROMs, videos, Playaways, MP3s, documents, magazines, microforms, newspapers, and pamphlets. Electronic sources include databases, websites, and downloadable audiobooks and ebooks.

Popularity and patron requests will not be the only basis for selection. The selection of materials follows the criteria listed below.

In terms of *relevancy*, the material:

- is timely or relevant for contemporary society
- is representative of various contemporary points of view reflecting current conditions, trends, and controversies that are international, national, and local
- interprets, documents, or illuminates the past
- provides information on a particular subject
- fosters a knowledge of self and an understanding of others
- enables the individual to acquire knowledge for decision making
- satisfies community interest in a subject
- fulfills current or anticipated demand
- is of local interest
- has reference or research value

In terms of *merit*, the material:

- advances the individual's capacity for understanding the world in which s/he lives
- stimulates aesthetic appreciation and imagination
- is noted for literary or artistic quality
- contributes to the enjoyment of life
- is recognized as a classic in its genre
- has gained the attention of critics and reviewers (see Appendix C for Standard Review Sources)

- has received awards or honors
- reflects the competence and reputation of the author, director, illustrator, creator, or producer, performer, and/or publisher

In terms of *form and content*, the material:

- is accurate
- is readable or understandable
- is suitable for the intended audience, including special needs populations
- provides documentation of source material
- is included in bibliographies or recommended lists
- contributes to a collection of classics or contemporary works or is suitable and durable in format

No book or other material will be excluded because of the race, national origin, color, gender, personal history, or the political, religious, or social views of the author or creator. Judgment for selection is made on the material as a whole and not on a particular passage, page, scene, or other part alone.

LIMITATIONS

The library may choose not to purchase certain items for reasons which include cost, space limitations, and the availability of the item at area schools, including IUK and Ivy Tech. The library does not acquire textbooks and curriculum-related materials, or professional and technically oriented resources, except when such materials serve the general public.

The library does not select erotica or pornography. Movies that are NC-17 or X-rated are not selected for the audiovisual collection. The library adheres to the city ordinance regarding obscenity (§75 Code, 16-34; City of Kokomo, Indiana Code of Ordinances, 1988). See Appendix B.

PATRON REQUESTS

Residents of The library's service area frequently request that the library purchase specific items for the collection. Such materials may be added to the collection provided that they meet the criteria in this Collection Development policy. Patron and staff suggestions are always considered and influence the selection of materials. If suggested items are not purchased, patrons are directed to other sources whenever possible, including interlibrary loan, Amazon.com, etc.

DONATIONS

Materials donated to the library or purchased as memorial gifts are subject to the library's Collection Development policy. Items considered for the library's collections are in good condition, likely to be in demand or fill in gaps in the collection, and are subject to the criteria in this Collection Development policy. The library retains the right to determine where donated materials will be allocated, and the ability to dispose of such items when they are worn out or cease to be useful to library patrons. The library requests that donations of magazine subscriptions be approved by the Head of Collection Management or the Head of the Genealogy and Local History Department.

WEEDING

The library regularly weeds its collection and evaluates materials based on the following factors.

- physical condition
- circulation statistics
- publication date
- author
- integrity of a series or completeness of works by an author
- additional copies
- other materials on the same topic in the collection
- expense and/or availability of replacement

- relevance
- accuracy
- inclusion in professional bibliographies
- space
- publisher
- inconsistency with current selection criteria
- availability online or at another local library

The weeding process may include replacing materials, updating editions, or withdrawing items from the collection.

DISCARDS

The library does not notify patrons when items are to be withdrawn, nor hold discarded items for them. The majority of discarded materials are given to the Friends of The library for their book sales. Some materials are for sale at KHCPL Main and the branches. Still other materials may be placed in an annual silent auction managed by the Genealogy and Local History Department. Damaged or older titles may be thrown away if they seem undesirable. Items may also be discarded and given away to other libraries or agencies when appropriate, such as book discussion sets.

MATERIALS RECONSIDERATION

The library serves a pluralistic community. Library materials that are acceptable to one patron may not be acceptable to another. Responsibility for what a child reads, views, or listens to belongs to the parent or guardian. The library Board of Trustees believes that individuals may reject for themselves library materials of which they do not approve; however, individuals do not have the right to restrict the freedom of others to use these materials. Nevertheless, the library allows residents of its service area to request that materials in the collection be reviewed for reconsideration. Procedures are included in Appendix C.

ADULT COLLECTIONS OVERVIEW

KHCPL Main has the most comprehensive collections, and the KHCPL South collection is more comprehensive than the more basic collections of KHCPL Russiaville and bookmobiles. The branches and bookmobiles try to maintain collections that are popular and current. Branches and bookmobiles typically do not own titles that KHCPL Main does not own. Some formats may not be owned by the branches and bookmobiles.

A limited number of titles are purchased for the bookmobiles. Bookmobile and Outreach staff temporarily transfers materials from KHCPL Main's and KHCPL South's collections so patrons have a variety of materials to browse.

BOOKS

The library leases bestsellers from Baker & Taylor, primarily in fiction. Titles by the most popular fiction authors that require multiple copies at all five locations are leased in quantities based on previous holds. Enough copies are leased to fulfill anticipated holds, as well as "Hot Pick" copies that are not used for holds. The majority of the bookmobile collection is leased. Books are also leased to fill holds, to be used for book discussions, and occasionally for other reasons. Lease books are routinely evaluated to determine if they can be returned or kept free. Books are very rarely leased for more than five years, and are generally returned/kept free within a year.

Large print materials are available at all locations.

When the ratio of holds to books is 5:1, the library generally acquires additional copies of a title until the maximum number of copies is acquired. These are generally leased rather than purchased.

Programming influences the purchase of some materials. Book discussion titles are purchased or leased in quantity. In addition to discussion copies, at least one copy of each discussion title is available at each of the branches.

Self-published works are rarely purchased.

NONFICTION

Most materials in the nonfiction collection have been published in the last ten years. Older works are retained as demand indicates, space allows, if there is a scarcity of current publications, or as the reputation, "classic" status, or timeless quality of the works warrants. Demand for materials is registered through the flow of reference questions and as monitored through the analysis of circulation statistics and requests. Some Reference books are transferred to circulating copies as newer versions arrive. On controversial subjects, the collection reflects a wide diversity of opinion. The collection level varies in depth and breadth depending on the level of demand in each subject area.

000s Computer Science, information, general works

- 000 Computer science, information, general works
- 010 Bibliography
- 020 Library and information sciences
- 030 General encyclopedic works
- 050 General serial publication
- 060 General organizations and museology
- 070 Documentary media, educational media, news media; journalism; publishing

- 080 General collection
090 Manuscripts, rare books, other rare printed materials

Influencing Factors: Books dealing with mysteries of the universe are very popular. To maintain a balance, materials representing opposing views of an issue are purchased.

The emphasis of the computer book collection is primarily for the nonprofessional user. Materials dealing with the most popular programs and applications are purchased to satisfy basic needs. The "Dummies" series are very popular. Books dealing with the Internet are heavily collected. The collection also includes "history of computing" books and computer dictionaries.

Little emphasis is placed on selecting materials dealing with books and bibliographies. Trivia books are included, but since selection is based primarily on reviews, the collection is small.

The library and information science section is also limited. Selection is usually based on recommendations from Department Heads or the Administration.

Encyclopedias are not purchased for the circulating collection. Older editions from the reference collection are transferred to the circulating collection as new ones are purchased.

The collections dealing with news media and journalism are small, due to lack of demand. Titles are purchased that deal with editing newsletters and desktop publishing.

Selection Plan: The main considerations of selection are demand, price, and reputation of the author and publisher. Updated editions of titles that circulate well are always purchased. Resources for selection include *Library Journal*, the "Best-selling Computer Books" list in *Publishers Weekly*, and vendor catalogs.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

Materials dealing with mysteries of the universe, journalism, and books are generally discarded five years after copyright unless they are still circulating; however, trivia books are kept until they are no longer considered useful or of patron interest.

Computer materials are seldom useful after three years; however, books specific to a particular computer model are retained as long as the model is in reasonably wide use. For books on software, the version number must be considered. In some instances, an upgrade is substantial enough that all users will upgrade to the new version, while at other times, a significant number of users will stay with the earlier version.

Bibliographies are generally discarded ten years after copyright. Library and information science materials are discarded after ten years if they have not circulated in more than three years or when they no longer conform to current, accepted practice.

Older editions of encyclopedias are discarded when a newer circulating edition becomes available.

100s Philosophy, parapsychology and occultism, psychology

- 100 Standard subdivisions of philosophy
110 Metaphysics
120 Epistemology, causation, humankind

- 130 Parapsychology and occultism
- 140 Specific philosophical schools and viewpoints
- 150 Psychology
- 160 Logic
- 170 Ethics (Moral Philosophy)
- 180 Ancient, medieval, eastern philosophy
- 190 Modern western and other non-eastern philosophy

Influencing Factors: The library generally buys what is reviewed in the areas of philosophy and psychology in standard review sources, concentrating on titles of popular appeal and those accessible to the informed, nonprofessional reader. Generally, readers desire materials for self education and pleasure. The library strives for a balanced presentation on the ethical ramifications of social, medical, business, professional, and environmental questions.

There is very little demand for philosophy and the collection is basic.

New Age materials are becoming more popular.

Psychology, particularly self-help, is heavily used and very popular.

Paranormal phenomena and witchcraft are also very popular and subject to theft. Many titles in these areas are not professionally reviewed.

Selection Plan: The library buys popular and high quality paranormal and behavioral psychology titles of interest to the general reader. These selections are chosen from the standard review sources, supplemented by publishers' catalogs and other aids. Because of the large number of popular titles in this subject area, the author or publisher's reputation is of prime importance in the selection of materials.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. Generally, philosophy and paranormal titles are retained. Psychology materials are weeded to ensure accuracy and to reflect new research, although most classic titles are retained. Self-help and pop psychology are weeded as their popularity declines.

200s Religion

- 200 Standard subdivisions of religion
- 210 Philosophy and theory of religion
- 220 Bible
- 230 Christianity and Christian theology
- 240 Christian moral and devotional theology
- 250 Local Christian church and Christian religious orders
- 260 Christian social and ecclesiastical theology
- 270 Historical, geographic, persons treatment of Christianity and Church history
- 280 Denominations and sects of Christian church
- 290 Other religions

The Judeo-Christian tradition is the main emphasis of the collection, although works on major world religions and their devotional literature are represented.

Influencing Factors: The collection reflects the wide range of local denominations. Requests from members of the many area churches are also considered. Basic information on Eastern religions is collected. Mythology, particularly Greek and Roman, is emphasized due to demands of local school curricula.

Selection Plan: The standard review sources are consulted. Materials of interest to lay readers and relevant to current social issues are considered. Attention is given to religious best-seller lists, such as those found in *Publishers Weekly*. Religions and denominations are represented as fairly as possible, but sectarian materials of a proselytizing nature are excluded in favor of objective presentations.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. The 200s is a stable area. Classic works, histories and sacred texts of major religions, and important commentaries are retained.

300s Social sciences

- 300 Standard subdivisions
- 310 Collections of general statistics
- 320 Political science (Politics and government)
- 330 Economics
- 340 Law
- 350 Public administration and military science
- 360 Social problems and services; associations
- 370 Education
- 380 Commerce, communications, transportation
- 390 Customs, etiquette, folklore

Influencing Factors:

Social Science (301-307): Materials in this section include sociology, anthropology, women's studies, and homosexuality. Books are selected that represent opposing views of controversial issues. Titles by popular authors in the field are also selected.

Political Science (320s): Books in this section are intended to help nonprofessionals understand and participate in the political process of this country. Topics covered are basic political issues, special interest groups, and the history of political parties.

Economics (330s): This is a large collection covering all aspects of economics, including investing, the history of the stock market, the history of currency, selling property, and credit repair. Books are selected that offer an overview as well as those that deal with specific aspects, such as stocks or IRAs.

Law (340s): Books dealing with divorce (financial aspects and custody), the various types of bankruptcy, copyright, patent laws, and estate planning are collected heavily. Titles from well-known publishers, such as Nolo, are purchased. Books that provide instruction as well as reproducible forms are preferred over those with a long narrative format.

Public Administration (350s): This small collection consists mainly of military history. Different time periods are represented, with an emphasis on the United States military.

Social Services (360s): This collection includes welfare, adoption, abuse, abortion, environmental concerns, criminology, general clubs, and insurance, including Medicare/Medicaid. Books representing opposing views of an issue are collected. The true crime collection is large and circulates heavily.

Education (370s): This collection includes issues in education and home schooling resources. Multiple copies of study guides are purchased for a wide variety of tests (e.g. SAT, GED, GRE, etc.). Barron's and ARCO are prominent publishers in this area.

Commerce, Communication, and Transport (380s): This is a small collection dealing with the history of trains, companies, radio, and television. Materials are seldom reviewed in this area.

Customs, Etiquette and Folklore (390s): A wide variety of wedding planning books are selected, such as second weddings, multi-cultural weddings, and non-traditional ceremonies. Calendar-type planners are excluded. Etiquette books by Miss Manners and Emily Post are purchased, as are books that deal with different cultures. Fashion and costume books are popular. They cover a variety of historical periods and cultures. Books that are heavily illustrated are preferred, since the majority of patrons are looking for pictures. Books on folklore are selected based on reviews and represent regional, national, and international interests.

Selection Plan: Most of the information in these subject areas changes rapidly, so current, accurate information is important. The collection emphasizes the popular rather than academic treatment of topics and offers an overview of the subjects. Many titles are updated annually through standing orders.

Special consideration is given to materials that deal with Indiana or local interests, particularly in the law and true crime sections.

The "Dummies" and "Idiots" series are popular additions in this Dewey area, particularly in the investment area. *Opposing Viewpoints*, *Current Controversies*, and *Contemporary Issues* series are purchased because they offer balanced overviews for research papers.

Books of essays on a particular topic do not circulate well and are usually not selected.

Booklist offers timely reviews. The titles reviewed in *Library Journal* are often too academic. *Publishers Weekly* and *Kirkus* are of limited value.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. Changes in the law impact the collection of legal and investment materials. Previous editions are discarded, except the previous year of Lasser's tax guides.

400s Language

- 400 Standard subdivisions and bilingualism
- 410 Linguistics
- 420 English and Old English (Anglo-Saxon)
- 430 Germanic languages (German)
- 440 Romance languages (French)
- 450 Italian, Sardinian, Dalmatian, Romanian, Rhaeto-Romantic languages
- 460 Spanish and Portuguese languages
- 470 Italic languages (Latin)
- 480 Hellenic languages (Greek)
- 490 Other languages

The languages/linguistics collection consists of standard works for the nonspecialist on subjects such as the evolution, use and acquisition of language, and comparisons of languages. Emphasis is on the English language, its history, structure, and instruction. Basic textbooks, learning materials, and dictionaries for non-English languages are represented.

Influencing Factors: There is a strong demand for materials on foreign language, ESL, English grammar, and sign language. The demand for phrase books for travelers is balanced by patron preference for audio materials.

Selection Plan: Much of the ordering is for replacement copies or new editions. *Library Journal* and *Booklist* are used, but most items are ordered through publishers' catalogs.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

500s Natural sciences and mathematics

- 500 Physical and space sciences, history and description with respect to kinds of persons
- 510 Mathematics
- 520 Astronomy and allied sciences
- 530 Physics
- 540 Chemistry and allied sciences
- 550 Earth sciences
- 560 Paleontology and paleozoology
- 570 Life sciences and biology
- 580 Plants
- 590 Animals

The collection is designed to meet the needs of both the student (junior high through beginning college level) and the inquiring nonstudent. The emphasis is on materials for the nonspecialist.

Influencing Factors: There is a strong demand for basic math and science instruction for the layperson. Field guides are in strong demand. Math books are frequently replaced due to loss or theft. The continuing explosion of knowledge in the sciences requires up-to-date materials. Textbooks are not purchased.

Selection Plan: Standard review sources are consulted. Since the majority of titles in this area are not reviewed, publisher's catalogs and the reputation of the publisher are significant.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. The 500s contain subjects (physics and astronomy) in which information changes or becomes dated, as well as subjects (mathematics) where information is nearly timeless. Therefore, weeding must be aggressive in time sensitive areas to ensure the availability of accurate, up-to-date information.

Materials in the areas of natural science and earth science are evaluated for discard five years after copyright. Materials dealing with mathematics, life sciences, and botanical sciences are evaluated for discard ten years after copyright.

600s Technology (Applied sciences)

- 600
- 610 Medicine and health
- 620 Engineering and allied operations
- 630 Agriculture and related technologies
- 640 Home and family management
- 650 Management and auxiliary services
- 660 Chemical engineering and related technologies
- 670 Manufacturing
- 680 Manufacture of products for specific uses
- 690 Buildings

Influencing Factors: Public library patrons have extensive interests in these areas. The demand for relevant and current information on these high-profile subjects is always heavy.

Medical/health (610s): Attention is paid to authors and books spotlighted in the media, with an emphasis on materials for the layperson.

Engineering (620s): Popular areas include repair books on computers, cars, boats, motors, and home electronics. This section also includes inventions and space travel.

Agriculture (630s): Included are gardening books that emphasize Zone 5, northern, or Midwest gardening. Pet books include the common as well as unusual pet.

Home Economics/Family Living (640s): Materials in this area deal with home economics, cookery, housing and household management, sewing, clothing, family living, and child rearing.

Management/Business (650s): Materials that deal with resumes, small business accounting, and careers are emphasized.

Chemical Engineering (660s): This is a very small collection, but does include soap and potpourri making.

Manufacturing (670s-690s): Included are books on home workshops, furniture making, printing, toy making, and construction. Home plans are very popular. This area requires a broad selection with an emphasis on how-to materials.

Selection Plan: Standard review sources and publishers' catalogs are used for selection. Standard sources generally provide adequate coverage of medicine, agriculture, and home and family management, while a greater reliance on additional sources may be necessary for other subjects such as electronics, engineering, manufacturing, and building.

610s: With the exception of classic works in such general areas as anatomy and first aid, most selections in the medical sciences are aimed at the general consumer. It is important to cover as wide a range of diseases and treatments as possible. Reviews of human sexuality materials should include evaluations of illustrations.

620s and 660-690: Coverage of the more popular subjects in these areas needs to be broad in terms of level, from beginner to professional. Selections in other subjects, especially some in the 660s, 670s and 680's, are geared toward the nonprofessional. Broad coverage of makes, models, and years is especially important in the auto repair books.

650s: Some career series are on standing order.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

610s: In general, medical books are aggressively weeded to ensure that all sources are accurate and up-to-date. This is especially true for books on specific diseases. Anatomy and physiology books change very little. Prescription and over-the-counter directories are replaced as new editions become available. Materials in changing fields of research, such as AIDS, cancer, infertility, and genetics, are evaluated for discard two years after copyright. Weeding is based on circulation for popular, trendy areas, such as dieting and smoking cessation.

620s: Chilton's and Mitchell's multi-year or all-model car repair books are retained as long as their condition permits. This area is evaluated periodically for binding, since

replacement is often impossible. In electronics repair, consideration is also given to the popularity of the device.

630s: General gardening books are useful up to twenty years. Materials that discuss the use of pesticides and chemicals are discarded five years after copyright.

640s: Books that deal with sewing, grooming, and child rearing are evaluated for discard five years after copyright, unless updated sooner with a new edition.

650s, 660s, 680s, 690s: Materials are evaluated for discard five years after copyright.

670s: Since information on these subjects is not quickly out-dated, weeding is fairly light so that the collection covers as broad a range of topics as possible. Materials are evaluated for discard ten years after copyright date.

700s The arts – Fine and decorative arts

- 700
- 710 Civic and landscape art
- 720 Architecture
- 730 Plastic arts and Sculpture
- 740 Drawing and decorative arts
- 750 Painting and paintings
- 760 Graphic arts and Printmaking and prints
- 770 Photography, photographs, computer art
- 780 Music
- 790 Recreational and performing arts

The 700s encompass a wide range of subject matter of interest to students, casual art lovers, collectors, and handicraft and sports enthusiasts. The largest sections cover a wide range of arts and crafts, television and motion pictures, and sports. Virtually all items are at a popular level.

Influencing Factors: Popular trends, media influence, and patron interest influence selection in this area.

Graphic novels (741.59) See "GRAPHIC NOVEL" on p. 17.

Arts, Architecture, Drawing and Decorative Arts, Painting, Graphic Arts, Photography (710-770s): These areas are a combination of how-to books (craft, art, photography) and art/art history. The former circulate very well and are updated as needed; the latter cover a broad range of history, but have minimal circulation.

Music (780s): This collection emphasizes general principles of music, types of music, and vocal music. Collections of scores are primarily for piano, voice, or guitar.

Recreational and Performing Arts (790s): The emphasis is on popular materials. This area includes sports.

Selection Plan: Standard library selection sources are consulted along with specialized publishers' catalogs.

Most price guides for collectibles are added to the circulating collection rather than the reference collection. General guides are treated as reference titles, while the more specialized titles are better utilized in the circulating collection.

Books about performing artists and sports figures are selected for this area if the emphasis is on the art or the sport; materials on the individual's life history are biographies.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. Books on music theory and history, museums, sculpture, and art history are retained as long as use indicates continuing patron interest. Information in these subject areas is stable and not time sensitive; however, care is taken to maintain currency and freshness in the collection by the regular acquisition of carefully selected new titles. The same applies to books on popular music; the history of movies, radio, theater, and television; and background information on various sports. Handicrafts, hobbies, collectibles, and sports rulebooks are kept current.

Coin (730s) and stamp (760s) catalogs are kept up-to-date. Historical treatments of coins may be kept indefinitely, but materials that provide market values are updated or kept no more than three years.

745s: General home decorating books are evaluated for discard ten years after copyright.

770s: Photographic technique and equipment books are evaluated for discard five years after copyright.

790s: Recreation materials are evaluated for discard ten years after copyright. Materials are replaced as rules and interests change.

800s Literature (Belles-lettres) and rhetoric

- 800
- 810 American Literature in English
- 820 English and Old English (Anglo-Saxon) literatures
- 830 Literatures of Germanic languages and German literature
- 840 Literatures of Romance Languages and French literature
- 850 Literatures of Italian, Sardinian, Dalmatian, Romanian, Rhaeto-Romantic languages and Italian Literature
- 860 Literatures of Spanish and Portuguese languages and Spanish literature
- 870 Literatures of Italic languages and Latin literature
- 880s Literatures of Hellenic languages and Classical Greek literature
- 890 Literatures of other specific languages and language families

Writing: Material in this collection is intended to aid the writer or aspiring writer of fiction and nonfiction for adults, children, or more specific audiences. It includes advice on writing techniques and publishing. Writing term/research papers, articles for periodicals, letters, and technical reports are some of the popular subjects selected for this area. Also included are style manuals, handbooks on English composition, and books on preparing and delivering speeches and toasts.

Literary history and criticism: Titles are selected to cover the literatures of the world and the various forms of literature. They may also consist of surveys of one or more national or regional literatures or studies of individual authors and individual works.

Collections of speeches, essays, and humorous writings; anthologies of short stories; and plays and poems in both single author volumes and anthologies: Emphasis is on American and British literature. Basic and representative core works of world literature are selected in translation.

Influencing Factors: Required reading in local high schools centers on major American and British authors and the collection reflects this emphasis. School literary assignments,

continuing education, and recreational needs of the public library community necessitate a literature collection responsive to demand.

Interest in poetry is subject-oriented, including topics such as friendship and love, rather than literary.

Selection Plan: Standard selection journals and publishers' catalogs are consulted to maintain the literature collection. Concentrated purchasing is done in the area of style manuals, books on letter and speech writing, and publication of all forms of writing. Titles with a good history of use are replaced as often as necessary, but preference is given to selecting new titles.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. Classic and current authors are retained, with weeding done on the basis of lasting influence and demand. Bibliographies, such as *Public Library Core Collection: Nonfiction*, are consulted before withdrawing titles in this collection.

900s History, geography, and auxiliary disciplines

- 900
- 910 Geography and travel
- 920 Biography, genealogy, insignia
- 930 History of ancient world to ca. 499
- 940 History of Europe and Western Europe
- 950 History of Asia and Orient and Far East
- 960 History of Africa
- 970 History of North America
- 980 History of South America
- 990 History of other parts of world, of extraterrestrial worlds and Pacific Ocean Islands

This collection consists of popular works intended for a general audience, and supplemental material to support student use, such as United States and Western European history. There are also numerous titles covering World War II. There is considerable demand for current travel guides to most international and national locales.

Influencing Factors: The main emphasis is basic travel books for all parts of the globe. Popular areas include Florida, California, the Caribbean Islands, and the Bahamas.

Basic histories of countries and states are purchased.

Most new Indiana history and geography titles, and works dealing with Kokomo or Howard County, are selected.

Genealogy materials are of a general nature with an emphasis on how-to materials. Baby name books, including those of various national and ethnic backgrounds, are heavily used.

Selection Plan: In addition to the standard review sources, publishers' catalogs are checked regularly. Travel materials are selected through the standard review sources as well as through publishers' and vendors' catalogs. A wide variety of countries are represented. Many of the annual travel guide series, such as Fodor's and Mobil, are on standing order.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. Some classic history titles are

retained longer. Guidebooks are not retained more than 3 years. Bibliographies, such as *Public Library Core Collection: Nonfiction*, are consulted before withdrawing titles. Titles that deal with Indiana, Howard County, or Kokomo are routed to the Genealogy and Local History Department before discarding.

Broad histories of conflicts are favored over personal narratives and war memoirs, unless the author is local, or the book is cited in a bibliography as outstanding.

Biography

The biography collection consists of materials about people from all walks of life, both past and present. Autobiographies, memoirs, and letters are included in this collection.

Influencing Factors: Biography appeals to a wide spectrum of readers, and the library's collection in this area strives to present a broad range of subject interests. Popular works and some scholarly volumes are collected.

Selection Plan: The standard review sources are consulted. Publishers' catalogs and popular magazines are also consulted. The quantity and quality of photos are considered. Biographies of performing artists and sport figures are selected for this section only if the material pertains to the individual's life history.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. When weeding is due to space limitations, autobiographies are given preference over biographies of the same person.

FICTION

The primary purpose of the fiction collection is to satisfy the heavy demand from recreational readers for popular, new titles. A limited number of materials that have been translated into English are purchased. The collection includes separate genre collections:

- Fiction
- Christian
- Mystery
- Romance
- Science Fiction
- Western

All of the fiction collections are primarily hardback, but original paperbacks, both trade and mass market, are also included. Since multiple copies are usually leased in hardback, paperback duplicates are rarely needed. Paperback editions are sometimes purchased as replacements for hardbacks no longer in print or as book discussion titles.

Popular authors have been identified and are automatically ordered in one of two ways – standing order or lease. Some authors are popular, but only one copy of a title is needed at Main and the branches. These authors are on standing order. Titles by more popular authors that require multiple copies at all five locations are leased in quantities based on previous holds.

Fiction (FIC)

Popular bestsellers, popular series, critically acclaimed authors, and classics make up the general fiction collection.

Influencing Factors: Fiction circulates well. A ready audience and a heavy demand for popular authors dictate selection in the bestseller category. The needs of student populations in high schools and universities influence selection of authors and titles. Some reading list titles may be duplicated in other collections in the library. Short stories

generally appeal to a small audience; the selection of such titles is restricted to major authors or award-winning titles.

Selection Plan: Patron demand heavily influences selection. The standard review sources are consulted. Consideration is given to authors and series that the library already owns. Popular authors have been identified and are either on standing order or leased. Occasionally a book is leased if a patron requests a title that may not be suitable for the permanent collection. Author websites are often consulted to verify title and other bibliographic information. Vendor catalogs are consulted for original paperback issues.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. Literary classics, regional authors, and well-recognized contemporary authors are retained, sometimes in duplicate, as fits demand.

Christian Fiction (CHR)

In Christian fiction, the conflict must have something to do with Christian principles. Typical readers of this genre are looking for a good story with strong values, likable characters, a fast-moving plot and a satisfying ending. The genre includes mysteries, romances, and some science fiction. The collection includes popular Christian authors and series.

Influencing Factors: Well-known authors and continuations of series are popular.

Selection Plan: Christian authors are reviewed primarily in *Library Journal* and *Publishers Weekly*. Consideration is given to authors and series that the library already owns. Popular authors have been identified and are either on standing order or leased. The websites for Fantastic Fiction and NoveList "Christianbook.com" are consulted to verify materials and identify series. Vendor catalogs are consulted for original paperback issues.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

Mystery (MYS)

A mystery is a work of fiction in which the reader is involved in solving a puzzle. The essential ingredients are an element of crime mixed with an element of detection. The collection includes a wide range of mystery and detective writers. The collection is representative of the various sub genres and includes works of popular and/or significant authors. Well-received new authors are also included.

Influencing Factors: Well-known authors and continuations of series are popular.

Selection Plan: The standard review sources are consulted. Consideration is given authors and series that the library already owns. Popular authors have been identified and are either on standing order or leased. Vendor catalogs are consulted for original paperback issues.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

Romance (ROM)

A romance is a book wherein the love story is the main focus of the novel, and the end of the book is emotionally satisfying. This collection circulates very well. Romances had traditionally been published as mass-market paperbacks, but more hardback titles are now available and are purchased. The collection is representative of the various sub genres.

Influencing Factors: Well-known authors and continuations of series are popular.

Selection Plan: Romances are reviewed primarily in *Library Journal*, *Booklist*, and *Publishers Weekly*. Consideration is given authors and series that the library already owns. Popular authors have been identified and are either on standing order or leased. Vendor catalogs are consulted for original paperback issues. Winners of the annual RITA awards are considered. Fantastic Fiction and NoveList are consulted for series information. Author websites are also consulted.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

Science Fiction (SF)

Science fiction involves a time and place marked by scientific or technological advances. Fantasy books include magic, which causes impossible and often wonderful events to occur. Science fiction and fantasy from both classic and contemporary authors comprise the collection. Horror books are included in the library's fiction collection.

Influencing Factors: Well-known authors and continuations of series are popular.

Selection Plan: In addition to the standard review sources, vendor catalogs are consulted regularly. Popular authors have been identified and are either on standing order or leased. Fantastic Fiction and *SciFan: Books and Links for the Science Fiction Fan* are especially useful for determining series titles. Vendor catalogs are consulted for original paperback issues.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. However, some series develop slowly with a long period of time between titles, so need to be retained for a longer period of time.

Western (WEST)

Westerns are strong on adventure and thrilling action, have readily defined characters, supply a straightforward resolution of conflicts and are set in the West. Most of the collection is in paperback.

Influencing Factors: Well-known authors and continuations of series are popular.

Selection Plan: The standard review sources, *Library Journal*, *Booklist*, *Kirkus*, and *Publishers Weekly*, are consulted. Most consideration is given to the authors that the library already owns. Several series are maintained. Popular authors have been identified and are either on standing order or leased. Vendor catalogs are consulted for original paperback issues. Fantastic Fiction and NoveList are consulted for series information.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

LARGE PRINT

The Large Print collection is primarily a duplication of titles already in the library in regular print. Popular fiction, genre fiction, and classics make up the fiction collection. The nonfiction collection consists of biographies, travel memoirs, self-help, medical, humor, and other popular works.

Influencing Factors: Patrons using these materials are generally looking for entertaining light reading, but not necessarily all the best-sellers. Fiction is much more popular than nonfiction. Where there is a choice, paperback versions are preferred. As the population ages, this collection may be in greater demand and may need to grow. The Homebound and Senior Citizen services use Large Print almost exclusively.

Selection Plan: Selection is primarily done through large print vendors' catalogs. The popularity of the regular print version is considered.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

GRAPHIC NOVEL

Adult graphic novels typically contain philosophical and emotional content aimed at adults. Selections will follow the guidelines as outlined in the Introduction. In addition, titles that visually depict sexual conduct or extreme violence will not be selected. Graphic novels are original stories and stand alone stories published in comic book style or collections of stories previously published as an ongoing series of comic books. They are not "comic strip" collections such as *Farside*. Most of the collection is fiction; however, all adult graphic novels are shelved in nonfiction as 741.59.

Influencing Factors: Traditional superhero titles are the most popular, but other genres such as fantasy and science fiction are also selected. Graphic novels had been traditionally targeted for male audiences; titles meant to appeal to females are sought for purchase. Titles being made into movies or TV shows are given special consideration based on expected demand. Titles receiving awards such as the Eisner, Harvey, or Lulu Awards are given special consideration, as are those recognized by ALA.

Selection Plan: Selection of graphic novels is based on story quality, illustration quality and popularity. The "Principles of Selection", as detailed in this policy's Introduction, are taken into account. Titles are not purchased whose sole purpose, taken as a whole, is to appeal to prurient interests. Reviewed titles are given priority; review sources include *Library Journal*, *VOYA*, and *Publishers Weekly*. Additional sources are publishers' catalogs that include age-appropriate levels. Websites include:

- *Recommended Graphic Novels for Public Libraries*
<http://my.voyager.net/~sraiteri/graphicnovels.htm>
- Diamond Comic Distributors
<http://www.diamondcomics.com/>
- *Wizard: The Comics Magazine*
<http://vu.morrissey-solo.com/moz/perez/info/wizard.htm>

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. Many books are withdrawn due to damage or loss.

INTERNATIONAL LANGUAGE

The library currently maintains two language collections: the Spanish collection at KHCPL Main and the Chinese collection at KHCPL South. Both collections are small, but include fiction and nonfiction titles. The emphasis is on original works by native authors rather than translations. The collections also include periodicals and audiovisuals meant for the speaker of the language. Future needs will determine the need for additional language collections and where those collections will be located.

Influencing Factors: Spanish materials tend to be Latin American or Mexican. Materials for the Chinese collection are traditional Chinese, as published in Beijing. These are experimental collections. Circulation statistics are monitored. Additional formats may be considered as future needs warrant.

Selection Plan: Representatives from both the Hispanic and Chinese communities actively participate in selection. Spanish materials are selected from *Criticas* and vendors' catalogs. It is difficult to select and acquire Chinese materials; a variety of sources are being pursued. The Chinese community prefers materials imported from the Mainland.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

REFERENCE

The goal of the library is to provide current and historical information that is likely to be in demand. All of the library's collections are used to meet requests for information in all subject areas. The reference collections at KHCPL Main and KHCPL South cover all Dewey areas. The reference collection at KHCPL Russiaville is at a basic level; information requests are generally limited to school assignments, employment, business, health, consumer concerns, and recreational pursuits. The bookmobiles do not have reference collections.

Reference books are generally designed to be consulted for definite items of information rather than to be read comprehensively. They do not circulate. These materials vary in degree of difficulty from basic introductory level to beginning research level.

Influencing Factors: Whatever the information need, the public expects that the library will either have the answer or know where to find it. The library attempts to meet this expectation and need. As technology develops, attention is paid to electronic sources that enhance or exceed the capabilities provided by print reference sources.

Selection Plan: Selection of reference materials is based on usefulness, subject coverage, timeliness, cost, and reputation of the publisher. New reference sources are rarely purchased without reviews. Journals that are consulted include *Library Journal* and *Booklist*. *ALA's Guide to Reference*, *Public Library Core Collection: Nonfiction*, and *Reference Sources for Small and Medium-Sized Public Libraries* may also be consulted. Publishers' catalogs are checked for updated titles. A copy may also be purchased for the circulating collection if the content and format are appropriate.

Regularly published titles are placed on standing order to insure prompt receipt of the most current edition. Serial reference titles are considered for the standing order plan, except in cases in which price, frequency of publication, or overlap with other titles indicate otherwise. If the cost is prohibitive, an alternative to the annual cycle is considered, such as ordering the title every two or three years. The entire standing order list is reviewed each year.

KHCPL Main purchases a new edition of the *World Book* annually. Other encyclopedias are purchased on a rotating schedule.

The practice for all collections is that the branches do not own titles that KHCPL Main does not have. An exception can be made for reference books. Reference books at KHCPL Main often have more depth than those at the branches, so KHCPL South or KHCPL Russiaville may have simplified versions of titles that suit their basic needs.

Weeding: Usage of reference sources is monitored annually. Retention is based on the timeliness of a title and its informational content as well as the likelihood of an historical interest in the field. Weeding is a continual process. Titles with a copyright date of more than ten years are considered for discard; materials in the medical area are considered after five years. Current editions and titles included in *ALA's Guide to Reference, Public Library Core Collection: Nonfiction, or Reference Sources for Small and Medium-sized Public Libraries* are usually retained.

When an updated reference title is added to the collection, the previous edition is discarded, transferred to another location, or added to the circulating collection.

TELEPHONE BOOKS

The phone book collection at KHCPL Main includes current directories of select Indiana white and yellow pages. KHCPL South and KHCPL Russiaville have the Kokomo and Indianapolis phone books.

Influencing Factors: Paper copies of Indiana phone books are offered as a convenience to patrons. Many phone numbers are available on the Internet.

Selection Plan: All telephone books are on standing order. Most of them are free.

Weeding: Old editions are transferred to the Genealogy and Local History Department.

PROFESSIONAL COLLECTION

The majority of these books deal with librarianship, administration of libraries, and library job duties. An effort is made to make these titles available to other staff members and the public. These titles are cataloged and are either located in an office area (as reflected on the item record) or in the public collection.

Influencing Factors: Titles often reflect new trends or changes in laws or practices. "Best Books for..." and programming titles are also prevalent.

Selection Plan: Administration or department heads select materials, primarily from standard review sources or catalogs of professional literature.

Weeding: Items are often retained despite low usage. Staff is consulted before withdrawing.

PERIODICALS

The periodicals collection consists of magazines and newspapers, both circulating and non-circulating. The library's objective is a well-balanced general periodical collection that is appropriate to a public library serving a diverse clientele.

Influencing Factors: Patron demand for current information is frequently met by the periodical collection. All locations have core collections. New titles are added that are

unique and broadly popular. Space, cost, and access through INSPIRE or other online sources are considered.

The non-circulating newspaper collection provides information and commentary on current events and issues, up-to-date financial information, and job ads.

Professional periodicals are purchased to aid in selection of materials, keeping up-to-date with library trends, and other professional duties of library staff.

Spanish and Chinese periodicals are purchased and placed with the respective collections.

BookPages is a very popular monthly publication that is purchased in bulk and given freely to patrons. It contains book reviews, author interviews, and other readers' advisory information. It is a valuable and useful tool for our patrons and staff.

Selection Plan: In addition to standard review sources, *Magazines for Libraries*, ads, and sample issues are consulted. FirstSearch may also be consulted to see if, and how many, other Indiana libraries own considered titles. EBSCO is used as the library's primary vendor.

The newspaper collection includes daily subscriptions to local area newspapers and selected national newspapers. Subscriptions to other out-of-state newspapers are Sunday edition only, with the exception of the *Chicago Tribune*. The library does not subscribe to foreign newspapers. The bookmobiles do not carry newspapers.

Periodical and newspaper subscriptions are renewed based on the following.

- significance
- circulation statistics
- shelf space
- timely, scheduled delivery
- cost
- availability (some titles are discontinued or production is suspended)

Periodical subscriptions are occasionally offered as donations to the library. Periodicals are subject to the criteria listed above. Materials of a proselytizing nature are excluded in favor of objective presentations.

Weeding: Titles not renewed based on the criteria above are discarded.

Magazine titles are kept for two to five years at KHCPL Main. The branches generally retain magazines for one year, or as space allows. The bookmobiles have very limited space and discard magazines as necessary, generally keeping them for four to six months. Standard review sources (see Appendix A) are kept for one year.

Newspapers are retained for no more than six months. Print versions of *the Kokomo Tribune*, *Kokomo Perspective*, and *Kokomo Herald* are retained until the microfilm arrives, then are discarded or offered to the Genealogy and Local History Department.

INSPIRE may be consulted to see if titles are available full-text. IUK's catalog may be consulted for availability.

PAMPHLETS

This collection includes travel brochures and maps for domestic and international locations. KHCPL South has a limited domestic collection, and KHCPL Russiaville and the bookmobiles do not carry pamphlets.

Influencing Factors: The scope of this collection is influenced by patron demand for timely, accurate information.

Selection Plan: Travel brochures and maps are routinely solicited from Chambers of Commerce and tourism offices.

Weeding: Files are weeded annually. Travel brochures are discarded after two years and updated. When materials of local interest are no longer timely or relevant, they are transferred to the Genealogy and Local History Department for evaluation.

AUDIOVISUALS

MOVIES

This collection contains adult feature and informational films. The feature films include current titles of high interest, classics, and foreign films with English subtitles. Informational titles include such popular subjects as travel, sports, exercise, parenting, cooking, business, language, documentaries, arts, hobbies, and home repair. Informational TV series may also be included. Currently the collection contains some fictional TV series, but they are no longer being purchased. Some PBS titles are purchased, but cost is a factor. KHCPL Main has a small collection of descriptive movies for the visually impaired. Most of the collection is for home use, but the library may purchase public performance titles if they are the only option.

The collection does not contain NC-17 or X-rated movies. "Unrated" titles are not acquired, unless they are bundled with a rated version. This collection currently consists of DVDs and videos.

When the ratio of holds for DVDs/videos is 10:1, the library generally acquires additional copies of a title until the maximum number of copies is acquired.

Influencing Factors: Circulation statistics, budget, and space play a large part in determining purchases. The DVD and video collections at the branches and on the bookmobiles emphasize popular releases. Changing technology is always considered in the long-range development of the collection.

Fictional TV series and videos are no longer purchased, but donations may be accepted.

Due to budget reductions, movies now have a rental fee. This change has greatly impacted the circulation of movies, especially older titles. The library board will be monitoring this policy. Appropriate changes to purchases will be made as needed.

Selection Plan: In addition to the standard review sources, *Video Librarian*, *Entertainment Weekly*, *Baker & Taylor's Alert*, the *Internet Movie Database*, and *Midwest Tapes* are regularly consulted. Publishers' catalogs and ads are also used to identify current high interest releases and nonfiction films suitable for purchase. Wide screen versions are preferred. Preference is given to the purchase of new titles rather than replacements, but high demand titles may be replaced.

The library provides additional copies of box office hits to fulfill anticipated holds, as well as "Hot Flick" copies that are not used for holds.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. Nonfiction titles are weeded as they become outdated (e.g., medical collection).

When the need for multiple copies has diminished, the library may retain some copies in storage for use as replacement copies.

The video collection is slowly being phased out.

MUSIC

The music collection covers all varieties of music, including blues/R&B, classical, contemporary Christian/Gospel, country, jazz, musicals, new age, rap/rock, and soundtracks. Currently the collection consists of CDs.

When the ratio of holds to books is 5:1, the library generally acquires additional copies of a title until the maximum number of copies is acquired.

Influencing Factors: Circulation statistics, budget, and space play a large part in determining purchases of music. The collection is varied and contains materials that appeal to a wide variety of tastes. Demand dictates a strong collection of popular, mainstream recordings. Changing technology is always a factor in the long-range development of the collection.

Due to budget reductions, music CDs now have a rental fee. This change has greatly impacted their circulation. The library Board will be monitoring this policy. Appropriate changes to purchases will be made as needed.

Selection Plan: Selection review sources include *Billboard*, *Rolling Stone*, *Entertainment Weekly*, *Midwest Tapes*, and magazine and newspaper reviews. Online sources, such as Amazon are also used. Self-published recordings are rarely purchased. Edited editions are not purchased.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

When the need for copies at multiple locations has diminished, the library may retain some copies in storage for use as replacement copies.

AUDIOBOOKS

This collection consists of both fiction and nonfiction. When available, the library purchases the print version of these titles. The fiction collection includes contemporary works and classics, with the emphasis on contemporary fiction. The nonfiction collection covers a range of subject areas, including best-sellers, instructional, and self-improvement titles. Sound effects and spoken performances are also included. Currently this collection consists of cassettes, CDs, MP3s, Playaways, and downloads. Although cassettes are included, they are no longer being added to the collection.

At least one audio version of each book discussion title is purchased when available.

When the ratio of holds to books is 5:1, the library generally acquires additional copies of a title, until the maximum number of copies is acquired.

Influencing Factors: Circulation statistics, budget, space, and availability play a large part in determining purchases. Because of its popularity among patrons, fiction is purchased more heavily than nonfiction. Changing technology is always a factor in the long-range development of the collection.

Selection Plan: In addition to standard review sources, vendors such as Baker & Taylor, Ingram, Recorded Books, Inc., and Books on Tape are used. In fiction, priority is given to unabridged formats if available at a reasonable price. Lease plans are not considered.

The library participates in a consortium and selects audiobooks from Overdrive. The shared collection is accessible to all participating libraries' patrons. The consortium determines selection guidelines.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. When cassettes are no longer popular, they will be removed from the collection.

CD-ROMs

The library purchases a limited number of interactive multimedia CD-ROMs. The collection includes CD-ROM versions of popular board games, TV or movie based games, and nonfiction. Most have a Windows platform, but titles available in hybrid platform are purchased when available.

Influencing Factors: Appropriateness, expected long-term use, and value to the collection are deciding factors. Changing technology is always a factor in the long-range development of the collection.

Selection Plan: Standard review sources, such as *Library Journal* and *Publishers Weekly*, are useful. AV Café and publisher and vendor catalogs of software and multimedia materials are used.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. Nonfiction titles are weeded as they become outdated (e.g., medical section).

ELECTRONIC RESOURCES

Electronic resources are online products or websites that supplement the circulating and reference collections. Changing technology plays a role in the choices made.

INSPIRE is a large, popular, and useful electronic resource provided by the Indiana State Library. It includes an index to periodicals, full-text access to periodicals, and several subject databases.

DATABASES

This collection enhances the Reference collection by having more depth, more accessibility, and more up-to-date information than books alone can provide.

Influencing Factors: Factors in selecting new products or renewing subscriptions include cost, remote access to the branches and patrons, reference value, ~~cost~~, and patron demand or use. Attention is also paid to network capability. Priority is given to those products that provide a unique service, add value to their print equivalents, or are the equivalent of large, print collections.

Selection Plan: Vendor demonstrations, catalogs, and patron recommendations are used to identify new products of possible interest. Reviews in professional journals are consulted. Trials of products that are potential purchases are necessary for staff and patron feedback.

Weeding: Patron use, currency of information, and cost are considered in the decision to renew subscriptions of electronic resources.

INTERNET SITES

The library offers filtered access to the Internet and its multitude of resources. To facilitate using the Internet, The library has established a web site that highlights the library's services and includes recommended sites. The library offers the following categories of links.

- Community Net: This is one of the library's projects. It provides links to comprehensive information on Kokomo and Howard County.
- Indiana sites: Sites in this category provide information unique to the state.
- Virtual libraries: Several mega sites are provided based on their posted selection criteria and mission statements. They provide links to a wide range of subject areas.
- Homework helpers: Several mega sites are provided based on their posted selection criteria and mission statements. They cover the range of educational levels and provide links to a wide range of subject areas.
- Librarian's picks: Public service staff recommends these sites, either because they are used frequently or because they provide unique information not readily accessed through a typical search engine.
- Valued websites are cataloged and added to Millennium, including sites for NASA, the Louvre, and the American Medical Association.

Influencing Factors: The library attempts to use the unique nature of the Internet to its full advantage, while providing staff and patrons the fastest and most efficient way to access quality Internet sites.

Selection Plan: The following criteria are considered before an Internet site is linked from the library's web site.

- The site is professionally reviewed or recommended by at least one of the following: *Librarians' Internet Index*, *Research Buzz*, *Internet Scout Report*, *Library Journal*, *Booklist*, *School Library Journal*, or PubLib.
- Links are current and accessible.
- Material is up-to-date, preferably with a date and email address available.
- When dealing with controversial topics, sites with differing points of view are provided whenever possible.
- The site is accessible using standard equipment and software.
- Visual effects are enhancing and graphics do not impede loading.
- The site is convenient and effective to use, with clear commands, help screens, a user-friendly interface, and readable screens.
- The site provides up-to-the-minute information.
- Fee-based sites are not considered; however, sites that provide valuable free information are considered even though part of their service may require a fee.

Weeding: Sites are regularly examined and evaluated for access, the quality and validity of information, design, and currency of content.

AUDIO DOWNLOADS

This collection consists of both fiction and nonfiction titles. Criteria for selecting titles are described under AUDIOBOOKS for the various age levels.

Influencing Factors: Patron demand, budget, and availability play a large part in determining purchases in this format. Changing technology is always a factor in the long-range development of the collection.

Selection Plan: The library participates in a consortium, where audio downloads are selected from Overdrive. The shared collection is accessible to all participating libraries' patrons. The consortium determines selection guidelines. OCLC's NetLibrary and standard review sources are also useful.

Weeding: Nonfiction titles are weeded as they become outdated (e.g., medical section). Records with broken links are also withdrawn. Circulation statistics are monitored when available.

EBOOKS

This collection consists of both fiction and nonfiction titles. Criteria for selecting titles are described under BOOKS for the various age levels.

Influencing Factors: Patron demand, budget, and availability play a large part in determining purchases in this format. Changing technology is always a factor in the long-range development of the collection.

Selection Plan: The library participates in a consortium, where ebooks are selected from Overdrive. The shared collection is accessible to all participating libraries' patrons. The consortium determines selection guidelines. OCLC's NetLibrary and standard review sources are also useful.

The library also subscribes to *TumbleBook Library*, an interactive children's site that is "e-books for e-kids".

Weeding: Nonfiction titles are weeded as they become outdated (e.g., medical section). Records with broken links are also withdrawn. Circulation statistics are monitored when available.

TEEN AND JUNIOR HIGH COLLECTIONS OVERVIEW

Materials in this collection meet the recreational and informational needs of students in grades 6-12. Materials are separated into two collections to accommodate the range of maturity levels during these years. The Junior High collection consists of titles written specifically for students in grades 6-8. The Teen collection consists of titles written specifically for teens in grades 9-12.

Branches and bookmobiles typically do not own titles that KHCPL Main does not own.

Programming influences the purchase of some materials. Titles used for book talks, book discussions, and "Battle of the Books" are purchased in quantity. At least one copy of each "Battle of the Books" title is available at each of the branches.

When the ratio of holds to books is 5:1, the library generally acquires additional copies of a title until the maximum number of copies is acquired. Occasionally, when there are several holds and the titles are available in hardback, multiple copies are leased.

Self-published works are rarely purchased.

TEEN COLLECTIONS BOOKS

NONFICTION & BIOGRAPHY

This collection focuses on teen issues and current interests. Other nonfiction and biographies written specifically for teens are also purchased.

Influencing Factors: The concerns and interests of teens are the primary factors influencing the selection of titles in this collection. The emphasis is on subjects written specifically for teens, high schoolers, or young adults, such as leisure activities, dating, or health concerns. (Example: "A Teens Guide to . . .") Subjects of interest to the general population are included in the adult collection, even if they are potentially used by teens. (Example: resources for term papers on gun control)

Selection Plan: Books are selected from *VOYA*, *School Library Journal*, *Booklist*, vendor catalogs and publishers' catalogs. Recommended reading lists are consulted.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

FICTION

The collection consists primarily of teen novels, popular teen series, and titles on recommended reading lists. The main character is generally in grades 9-12. This may not be the case of characters in titles on recommended lists. The library often needs multiple copies of these titles, so a copy will be included in the teen collection as well as other appropriate collections (Examples: *To Kill a Mockingbird* or *1984*.)

Influencing Factors: Well-known teen authors, continuations of series, sequels, and titles on recommended reading lists are always considered.

Selection Plan: A number of paperback series are on standing order. Other titles are selected from standard review sources, including *VOYA*, *School Library Journal*, and *Booklist*. Titles are also selected from vendor and publisher catalogs.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. When practical, KHCPL Main retains at least one copy of each title in the more permanent, long-running series.

GRAPHIC NOVEL

Graphic novels are original stories and stand-alone stories published in comic book style or collections of stories previously published as an ongoing series of comic books. They are not "comic strip" collections such as *Garfield*. Most of the collection is fiction.

Influencing Factors: Traditional superhero titles are the most popular, but other genres such as fantasy and science fiction are also selected. Manga titles are popular and are purchased accordingly. Titles being made into movies or TV shows are given special consideration based on expected demand. Titles receiving awards such as the Eisner, Harvey, or Lulu Awards are given special consideration, as are those recognized by ALA.

Selection Plan: Selection of graphic novels is based on age appropriateness in both story and illustrations, popularity, story quality, and illustration quality. Titles that visually depict sexual conduct or extreme violence will not be selected. Review sources include *Library Journal*, *Publishers Weekly*, *School Library Journal*, and *VOYA*. Additional sources include publishers' catalogs that list age levels. Websites include:

- *BWI: Title Tales*
www.bwibooks.com
- *Comicbook Resources*
www.comicbookresources.com
- *Recommended Graphic Novels for Public Libraries*
<http://my.voyager.net/~sraiteri/graphicnovels.htm>
- Diamond Comic Distributors
<http://www.diamondcomics.com/>
- *Wizard: The Comics Magazine*
<http://vu.morrissey-solo.com/moz/perez/info/wizard.htm>

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. Many books are withdrawn due to damage or loss.

REFERENCE

This new, very small, collection at KHCPL Main consists of reference books for teens and adults who work with teens. Included are books such as "Best Books for Young Adults" and books on teen programming.

Influencing Factors: Books in this collection have previously been shelved in the adult Reference collections or in the office of the teen librarian. Since these materials deal with teens, this is a more appropriate location for them.

Selection Plan: Review journals such as *School Library Journal*, *Booklist*, *Horn Book*, and *Kirkus* are helpful in determining what reference materials to select. Catalogs of professional literature may also be consulted.

Weeding: Usage of this collection will be monitored. Weeding is a continual process. Titles with a copyright date of more than five years are considered for discard. Current editions and titles included in *ALA's Guide to Reference Public Library Core Collection: Nonfiction, or Reference Sources for Small and Medium-sized Public Libraries* are usually retained.

When an updated reference title is added to the collection, the previous edition is discarded, transferred to another location, or added to the circulating collection.

PERIODICALS

The collection of popular titles for teens supports recreational and informational reading.

Influencing Factors: Selection is heavily influenced by patron interest. Space is also a factor; adding a new title means an old one must be discontinued.

Selection Plan: Standard review sources and *Magazines for Libraries* are used to determine appropriateness.

Weeding: KHCPL Main keeps issues for two to three years. The branches keep back issues for one year, provided they do not become tattered. The bookmobiles have limited space and discard magazines as necessary, generally keeping them for four to six months.

AUDIOVISUALS

AUDIOBOOKS

This collection for teens consists of both fiction and nonfiction. When available, the library tries to have the print version of these titles. The fiction collection is primarily contemporary works by best-selling teen authors. Nonfiction titles are specifically geared toward this age group, such as *Chicken Soup for the Teenage Soul*. Currently this collection consists of CDs, cassettes, Playaways, and audiobook downloads. Changing technology is always considered in the long-range development of the collection.

Influencing Factors: Appropriateness, circulation statistics, budget, and space play a large part in determining purchases of spoken word recordings. Due to their popularity, fiction titles are purchased more heavily than nonfiction.

The library participates in a consortium where teen audiobooks may be selected from Overdrive, primarily from other member libraries. The shared collection is accessible to all participating libraries' patrons. The consortium determines selection guidelines.

Selection Plan: In addition to standard sources, vendors such as Baker & Taylor, Ingram, Recorded Books, Inc., and Books on Tape are used. Preference is given to unabridged versions if possible.

Weeding: This is a small, but growing collection. Damaged or lost items are withdrawn as needed and replaced if appropriate. Weeding is done through attrition. Cassettes are being phased out. Popular titles on cassette are replaced with a CD version when possible, and the cassette is discarded.

ELECTRONIC RESOURCES

See "ELECTRONIC RESOURCES" on p. 23.

JUNIOR HIGH COLLECTIONS BOOKS

NONFICTION AND BIOGRAPHY

This small collection focuses on junior high issues and current interests. Other nonfiction and biographies specifically written for this age group may also be included.

Influencing Factors: The concerns and interests of junior high students are the primary factors influencing the selection of titles in this collection. The emphasis is on subjects written specifically for junior high students.

Selection Plan: Books are selected from *VOYA*, *School Library Journal*, *Booklist*, vendor catalogs, and publishers' catalogs. Recommended reading lists are consulted.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

FICTION

The main character in these novels is generally in grades 6-8. These materials may contain elements not found in juvenile fiction, such as some questionable language or references to sexual or violent situations, but not to the extent of those found in some materials for older teens.

Influencing Factors: Well-known authors, continuations of series, sequels, and titles on recommended reading lists are always considered.

Selection Plan: A number of paperback series are on standing order. Other titles are selected from standard review sources, including *VOYA*, *School Library Journal*, and *Booklist*. Titles are also selected from vendor and publisher catalogs.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. When practical, KHCPL Main retains at least one copy of each title in the more permanent, long-running series.

PERIODICALS

This small collection of popular titles for junior high students supports recreational and informational reading.

Influencing Factors: Selection is heavily influenced by patron interest. Space is also a factor; adding a new title means an old one must be discontinued.

Selection Plan: Standard review sources and *Magazines for Libraries* are used to determine appropriateness.

Weeding: KHCPL Main keeps issues for two to three years. The branches keep back issues for one year, provided they do not become tattered. The bookmobiles have limited space and discard magazines as necessary, generally keeping them for four to six months.

AUDIOVISUALS

AUDIOBOOKS

This small collection for junior high students consists of both fiction and nonfiction. When available, the library tries to have the print version of these titles. The fiction collection is primarily contemporary works by bestselling authors for junior high students. Nonfiction titles are specifically geared toward this age group. Currently this collection consists of CDs, cassettes, Playaways, and audiobook downloads. Changing technology is always considered in the long-range development of the collection.

Influencing Factors: Appropriateness, circulation statistics, budget, and space play a large part in determining purchases of spoken word recordings. Due to their popularity, fiction titles are purchased more heavily than nonfiction.

The library participates in a consortium where teen audiobooks may be selected from Overdrive, primarily from other member libraries. The shared collection is accessible to all participating libraries' patrons. The consortium determines selection guidelines.

Selection Plan: In addition to standard sources, vendors, such as Baker & Taylor, Ingram, Recorded Books, Inc., and Books on Tape, are used. Preference is given to unabridged versions if possible.

Weeding: This is a small, but growing collection. Damaged or lost items are withdrawn as needed and replaced if appropriate. Weeding is done through attrition. Cassettes are being phased out. Popular titles on cassette are replaced with a CD version when possible, and the cassette is discarded.

ELECTRONIC RESOURCES

See "ELECTRONIC RESOURCES" on p. 23.

JUVENILE COLLECTIONS OVERVIEW

The juvenile collections serve children from infancy through grade 6. The collections include books, periodicals, videos, DVDs, CDs, CD-ROMs, audiocassettes, Playaways, audio downloads, ebooks, and electronic resources. Library binding is preferred when available for the print collection.

The juvenile collections strive to achieve a balance between well-loved, favorite classics, up-to-date materials for homework assignments, and a wide selection of popular interest topics and titles. Material selection is also influenced by patron demand and inclusion in award or reading lists. The library purchases at least one copy of Newbery and Caldecott winner titles.

The library distinguishes between fiction and nonfiction, and then separates each section according to reading levels.

At KHCPL Main, the juvenile collection is broader in scope, more retrospective, and offers more in-depth topic coverage than is possible at the branches and on the bookmobiles. The collection at KHCPL South is more comprehensive than the more basic collections of the KHCPL Russiaville or the bookmobiles. Bookmobiles focus on service to children and may purchase multiple copies of frequently requested materials. Branches and bookmobiles typically do not own titles that KHCPL Main does not own. In general, titles that are selected for both KHCPL Main and KHCPL South are eligible for inclusion in the KHCPL Russiaville or Bookmobile collections. Some formats may not be owned by the branches and bookmobiles.

The Teacher Collection program, which allows teachers in the area school districts to request subject collections of books for their classrooms, is primarily centered at KHCPL Main. Due to demand for certain seasonal topics and extended loan periods, multiple copies of popular titles and "hot" topics may be purchased.

Pop-up books and novelty books with "gimmicks" such as wheels or detachable parts are not purchased for the circulating collection, but may be considered for the Story Time collection.

Programming influences the purchase of some materials.

When the ratio of holds to books is 5:1, the library generally acquires additional copies of a title, until the maximum number of copies is acquired.

Self-published works are rarely acquired.

BOOKS

NONFICTION

Picture Book nonfiction books present information in a picture book format. These books are generally appropriate for an audience of preschool through first or second grade. Paperback books are rarely purchased.

Easy Reader nonfiction books present information in a controlled vocabulary format, with illustrations or photographs. These books are generally appropriate for an audience of kindergarten through second grade. Paperback books are rarely purchased.

Juvenile nonfiction books contain informational materials selected to meet the needs of children from approximately third through sixth grade. In general, these materials will include an index, glossary, bibliography, or chapter notes. Hardback or library binding is preferred, but some paperbacks are selected.

Graphic Novel nonfiction books present information in a graphic novel format. Materials in this collection may meet the needs of children from the first through sixth grade. Hardback, library, and paperback bindings are purchased.

000s Computer Science, information, general works

- 000 Computer science, information, general works
- 010 Bibliography
- 020 Library and information sciences
- 030 General encyclopedic works
- 050 General serial publication
- 060 General organizations and museology
- 070 Documentary media, educational media, news media; journalism; publishing
- 080 General collection
- 090 Manuscripts, rare books, other rare printed materials

Influencing Factors: Books on the mysteries of the universe, such as aliens and UFOs, are popular. Books on world records are also very popular.

Selection Plan: Books are selected through standard review sources, blogs, e-journals, and publishers' catalogs. The *Children's Catalog* and inclusion on recommended reading lists also influence selection of materials.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. Computer information is updated and replaced as needed. Previous year's annuals are replaced when new editions arrive.

100s Philosophy, parapsychology and occultism, psychology

- 100 Standard subdivisions of philosophy
- 110 Metaphysics
- 120 Epistemology, causation, humankind
- 130 Parapsychology and occultism
- 140 Specific philosophical schools and viewpoints
- 150 Psychology

- 160 Logic
- 170 Ethics (Moral Philosophy)
- 180 Ancient, medieval, eastern philosophy
- 190 Modern western and other non-eastern philosophy

The focus of this collection is parapsychology and psychology. This includes the supernatural, ghosts, and haunted houses, as well as books on emotions, friendship, and human relationships.

Influencing Factors: Books on both the paranormal and psychology are often requested and circulate well. When selecting psychology books, consideration is given to books that cover a wide range of topics of interest and reading levels. These books are oriented toward helping the child rather than the adult working with a child.

Selection Plan: Books are selected through standard review sources, blogs, e-journals, and publishers' catalogs. The *Children's Catalog*, and inclusion on recommended reading lists also influences selection of materials.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

200s Religion

- 200 Standard subdivisions of religion
- 210 Philosophy and theory of religion
- 220 Bible
- 230 Christianity and Christian theology
- 240 Christian moral and devotional theology
- 250 Local Christian church and Christian religious orders
- 260 Christian social and ecclesiastical theology
- 270 Historical, geographic, persons treatment of Christianity and Church history
- 280 Denominations and sects of Christian church
- 290 Other religions (includes mythology and multi-cultural creation stories)

Influencing Factors: This section is heavily used by children and occasionally by parents and teachers. Students frequently use the mythology section for school assignments. Coverage includes other cultures, but the focus is on Greek and Roman myths. Old and New Testament Bible stories circulate well. Bible stories are often used as read-alouds in a group setting and well illustrated titles are in demand.

Selection Plan: Books are selected through standard review sources, blogs, e-journals, and publishers' catalogs. The *Children's Catalog* and inclusion on recommended reading lists also influence selection of materials.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

300s Social sciences

- 300 Standard subdivisions
- 310 Collections of general statistics
- 320 Political science (Politics and government)
- 330 Economics
- 340 Law
- 350 Public administration and military science
- 360 Social problems and services; associations
- 370 Education
- 380 Commerce, communications, transportation
- 390 Customs, etiquette, folklore

Much of this material is general in scope and is written on an intermediate reading and interest level and used for research assignments.

Influencing Factors: Holiday books are seasonally in demand for all age levels. During Black History Month, issues of civil rights, slavery, and African Americans as immigrants are frequently requested.

Economics (330s): These books often explain the history and management of money, and help explain simple concepts of finance.

Law (340s): This section includes books about the United States Constitution, individual rights, the Supreme Court, famous law cases, the legal system, and the United Nations. This material is generally geared toward school reports at the intermediate level. This area also includes issues of human rights, immigration, elections, foreign relations, and Congress. The immigration books in this section are often used by students working on genealogy or family heritage projects.

Public Administration (350s): These books deal with how the American government administers its duties. This includes books about government branches, departments and agencies, historical and modern military forces, and nuclear arms. Books about military tanks, aircraft, and ships are organized in this section, but the 620s also contain similar topics. In the 350s the focus is on weapons and warfare. This section is used primarily for school reports, with the exception of the military section, which is heavily used.

Social Services (360s): Included in this section are books about issues such as violence, homelessness, and poverty. It also includes books about physical, sexual, and verbal abuse, physical and mental disabilities, child care, adoption, gun control, drugs, organized crime, criminals, and prisons. Books in this area are requested for school reports and occasionally for teacher collections. Parents request books dealing with issues such as the need for hospitalization or other traumatic experiences of childhood. Books on a wide variety of topics and for all age levels are purchased for this section.

Education (370s): This section includes books which provide drill skills in phonics, reading, math, and handwriting. Books are provided in this area which a child can use without adult assistance, including some workbooks.

Commerce, Communications and Transport (380s): Included are books on topics of interest to children for both assignments and browsing. Also in this section are books about stores, the postal service, pony express, modes of communication, and trade

routes. Books on transportation include trains, airplanes, canals, and roads. Titles of interest to all age groups are selected.

Customs, Etiquette and Folklore (390s): Books in this area are requested by children, teachers and parents. Scout leaders and other community leaders use this section to locate information about other cultures. These materials are also helpful for children researching reports supplementary to country studies.

Folk Tales (398s): Folk literature is an important part of the juvenile collections. These books are enjoyed by a wide range of ages either for individual enjoyment or as a group read-aloud. Students taking courses in children's literature frequently use this section to locate variants of folk tales.

Folk tales are often recommended for children who are outgrowing picture books and are ready for illustrated books with longer narrative text. Authentic folk tales and ethnic variants are cataloged in the 398s. Variants on folk tale and fairy tale themes are usually cataloged as part of the Picture Book collection. Authentic tales which are presented in a picture book format are cataloged in PIC 398s.

Selection Plan: Books are selected through standard review sources, blogs, e-journals, and publishers' catalogs. The *Children's Catalog* and inclusion on recommended reading lists also influence selection of materials. Selections are made based on demand, projected interest in the topic, and the need for additional subject coverage. With folk/fairy tales, the emphasis is on single title editions, although perennial favorites such as Grimm, Lang, and Andersen are often published in anthology format.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

400s Language

- 400 Standard subdivisions and bilingualism
- 410 Linguistics
- 420 English and Old English (Anglo-Saxon)
- 430 Germanic languages (German)
- 440 Romance languages (French)
- 450 Italian, Sardinian, Dalmatian, Romanian, Rhaeto-Romantic languages
- 460 Spanish and Portuguese languages
- 470 Italic languages (Latin)
- 480 Hellenic languages (Greek)
- 490 Other languages

The language section is divided into books dealing with the English language and those covering the study of other languages, primarily French, German, Italian, Japanese, and Spanish. Titles that deal with the study of a language other than English are shelved in the International Language collection, as discussed on p. 44. Books on sign language are a popular portion of the 400s collection.

Influencing Factors: English language dictionaries and thesauruses are selected for various reading levels.

Selection Plan: Books are selected through standard review sources, blogs, e-journals, and publishers' catalogs. The *Children's Catalog* and inclusion on recommended

reading lists also influence selection of materials. The publisher's reputation is considered when selecting dictionaries, thesauruses, and language skills materials - particularly when reviews are unavailable.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

500s Natural sciences and mathematics

500	Physical and space sciences, history and description with respect to kinds of persons
510	Mathematics
520	Astronomy and allied sciences
530	Physics
540	Chemistry and allied sciences
550	Earth sciences
560	Paleontology and paleozoology
570	Life sciences and biology
580	Plants
590	Animals

The primary users of these books are intermediate students doing research or science experiments. The paleontology, biology, and ecology sections receive a great deal of use. Field guides are in high demand.

Influencing Factors:

Physical and space sciences (500-509s): This area includes science encyclopedias and science fair books. Two types of books are in heavy demand for science fairs:

- descriptions of experiments, demonstrations, or projects
- information on presenting successful projects

Mathematics (510s): Materials on mathematics review and study are in demand. In addition to basic functions such as addition or division, there is a need for books on measuring, graph reading, beginning algebra, and the principles of geometry.

Astronomy (520s): Books in this area are used for research and general browsing. Both overview and specific topical treatment are desirable.

Physics (530s): These books are primarily used for background information on science experiments and science research.

Chemistry (540s): Books in this subject area are mostly used for science experiments and demonstrations. Most of the books purchased are on the intermediate level. Books on individual elements are needed for assignments.

Earth sciences (550s): This section includes geology, meteorology, and ecology. The greatest demand is for books about physical phenomena such as earthquakes, volcanoes, and tornadoes. Weather books are frequently used for school reports by those in the primary grades.

Paleontology (560s): This is one of the most popular areas of the collection. In general, books which are profusely illustrated and have simple text format are popular. Dinosaur encyclopedias, dictionaries, atlases, and books on individual species are in demand. Books which treat new discoveries circulate well.

Ecology (570s): The study of biomes, or habitats, is a popular assignment for primary and intermediate students. These books are also requested frequently for teacher collections. Teachers request easy-to-read books on ecology, rain forests, deserts, and arctic regions. Books which deal with the flora and fauna of these habitats are especially in demand.

Botany (580s): Books on plant life, leaf identification, fungi, and mold topics are in seasonal demand.

Biology (590s): School reports on endangered animals are often assigned. In general, animal books are a favorite with children for both browsing and reports. Books are needed on a wide variety of age and reading levels.

Selection Plan: Books are selected through standard review sources, blogs, e-journals, and publishers' catalogs. The *Children's Catalog* and inclusion on recommended reading lists also influence selection of materials. Selection criteria for experiment books include availability of materials, suitability for children, clear illustrations, easy-to-follow procedures, and safety precautions.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

600s Technology (Applied sciences)

600	
610	Medicine and health
620	Engineering and allied operations
630	Agriculture and related technologies
640	Home and family management
650	Management and auxiliary services
660	Chemical engineering and related technologies
670	Manufacturing
680	Manufacture of products for specific uses
690	Buildings

Influencing Factors:

Generalities (600-609): This section contains books about inventions and inventors. The majority of these books are used for class assignments by intermediate level students and are in demand.

Medical/health (610s): General overview and specific body system books are available for all ages. Books on puberty and human reproduction are available in this section, but are limited to those intended to be read by children.

Engineering (620s): Books on transportation, including cars, boats, trains, airplanes and space vehicles, comprise the majority of this section. These topics are in heavy demand. Since books are selected both for browsing readers and report researchers, accurate information should be accompanied by a pleasing, balanced book design. Fire trucks, firefighting, and fire safety books are in seasonal demand during Fire Safety Month and multiple copies are sometimes needed. For electricity and electronics, most of the demand is for science fair projects. Most of those selected are for intermediate students,

although some simple project or factual information books are enjoyed by younger children.

Agriculture (630s): Included here are books on veterinary science, farms, and food crops, such as apples. Most of this section is devoted to pets and farm animals and includes a wide range of reading and interest levels. These books are in heavy demand for both browsing and reports. Information includes identification of breeds and the care and training of animals.

Cookery (640s): Nutrition and kids' cooking are areas of high interest.

Chemical Engineering (660-669) and Manufacturing (670-690): These are smaller sections, and there is not a strong demand for juvenile books. They cover a wide variety of levels to satisfy the curiosity of young children and serve the research needs of older students.

Selection Plan: Books are selected through standard review sources, blogs, e-journals, and publishers' catalogs. The *Children's Catalog* and inclusion on recommended reading lists also influence selection of materials.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. This section must remain current with ongoing technological and medical developments. Other areas, such as cookery and money management, are more stable, but maintaining a wide range of reading levels is important, especially in high demand areas

700s The arts – Fine and decorative arts

- 700
- 710 Civic and landscape art
- 720 Architecture
- 730 Plastic arts and Sculpture
- 740 Drawing and decorative arts
- 750 Painting and paintings
- 760 Graphic arts and Printmaking and prints
- 770 Photography, photographs, computer art
- 780 Music
- 790 Recreational and performing arts

Areas of this collection most in demand are drawing, crafts, sports, and recreational activities such as games or magic tricks.

Influencing Factors: Adults as well as children are interested in craft, party planning, and recreational game books. Sports team books are essential purchases, especially those of regional interest. Books about race car driving, wrestling, and the martial arts are also in demand.

Arts, Architecture, Drawing and Painting (710-770): Drawing books have wide appeal to a variety of age levels. Paper sculpture books are in frequent demand for origami projects. Craft books circulate well and should contain a variety of easy projects using inexpensive or recycled materials. Preference is given to books with clear instructions, informative illustrations, an index, and safety considerations.

Music (780s): Books selected concentrate on musical instruments. Instructional books for playing musical instruments are selected but spiral or comb bindings are avoided. Anthologies of folk and popular children's songs are collected.

Recreational and Performing Arts (790s): These include books about sports, games, magic, party planning, dance, cheerleading, and martial arts. Most of this section is in heavy demand.

Selection Plan: Books are selected through standard review sources, blogs, e-journals, and publishers' catalogs. The *Children's Catalog* and inclusion on recommended reading lists also influence selection of materials.

Books about performing artists and sports figures are selected for this area if the emphasis is on the art or the sport; materials on the individual's life history are biographies.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

800s Literature (Belles-lettres) and rhetoric

- 800
- 810 American Literature in English
- 820 English and Old English (Anglo-Saxon) literatures
- 830 Literatures of Germanic languages and German literature
- 840 Literatures of Romance Languages and French literature
- 850 Literatures of Italian, Sardinian, Dalmatian, Romanian, Rhaeto-Romantic languages and Italian Literature
- 860 Literatures of Spanish and Portuguese languages and Spanish literature
- 870 Literatures of Italic languages and Latin literature
- 880s Literatures of Hellenic languages and Classical Greek literature
- 890 Literatures of other specific languages and language families

Influencing Factors: Children enjoy humorous poetry and like popular poets such as Shel Silverstein, Jack Prelutsky, and X. J. Kennedy. Joke and riddle books are also popular. Standard anthologies with an index are useful. Preference is given to books of plays which include an index.

Selection Plan: Books are selected through standard review sources, blogs, e-journals, and publishers' catalogs. The *Children's Catalog* and inclusion on recommended reading lists also influence selection of materials.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

900s History, geography, and auxiliary disciplines

- 900
- 910 Geography and travel
- 920 Biography, genealogy, insignia
- 930 History of ancient world to ca. 499
- 940 History of Europe and Western Europe
- 950 History of Asia and Orient and Far East
- 960 History of Africa

- 970 History of North America
- 980 History of South America
- 990 History of other parts of world, of extraterrestrial worlds and Pacific Ocean Islands

The history and geography section contains books on each of the American states and territories, frontier living, foreign countries, and the history of wars. Recent emphasis on multiculturalism has increased the availability of information on developing countries and specific tribal groups.

Influencing Factors: Heavy demand on this section stems from near-simultaneous assignments from each of the five county school districts. In some instances, duplicate titles are ordered for reference so some materials are always available. The need for material is on the intermediate student level, but young children working on Indiana history, state, and country reports also need materials at their reading and interest level.

Selection Plan: Books are selected through standard review sources, blogs, e-journals, and publishers' catalogs. The *Children's Catalog* and inclusion on recommended reading lists also influence selection of materials.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

Biography

This collection includes biographies and autobiographies about people from all walks of life, both past and present.

Influencing Factors: Many schools require intermediate students to read biographies of 100 pages or more. For younger children, selection is based upon anticipated interest. Books selected are well-illustrated and accurate.

To satisfy popular demand, biographies of currently popular individuals such as pop singers, screen stars, or sports figures are included. Color photographs rather than black and white illustrations are preferred.

Selection Plan: Books are selected through standard review sources, blogs, e-journals, and publishers' catalogs. The *Children's Catalog* and inclusion on recommended reading lists also influence selection of materials.

Biographies of performing artists and sport figures are selected for this section only if the material pertains to the individual's life history.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

FICTION

The fiction section is comprised of the following collections:

- Board Book
- Picture Book
- Easy Reader
- Middle Reader
- Older Reader
- Graphic Novel
- Juvenile Fiction

Hard back or library binding is preferred. Paperbacks may be selected for popular MR or JF series.

Board Book

Board Books are appropriate for infants through the toddler age. The pages are stiff cardboard and can withstand a great deal of use. The simple text usually identifies familiar objects, animals, or activities.

Influencing Factors: The text, illustrations, and concepts should be appropriate for the very young child.

Selection Plan: Ingram's Advance magazine and Baker & Taylor *Books for Growing Minds* magazine both have board book sections, which are generally used in the selection of new titles. Standard review sources are used infrequently, due to the lack of reviews for this format.

Weeding: These books are checked frequently for condition and are discarded if soiled or damaged. Most are not replaced.

Picture Book (PIC)

Most titles in this storybook collection are meant to be read aloud. This collection is a fiction collection, where pictures and words are integrated to tell a story. It may also include alphabet books, counting books, concept books, and wordless books. This is one of the most heavily used areas of the juvenile collections, and contains a wide variety of quality materials for preschoolers through first or second grade.

Influencing Factors: Teachers often request books on certain topics for their classrooms; an awareness of popular "hot" topics is important. Familiar objects, holidays, friendship, self-esteem, community helpers, and family are topics in frequent demand. Television programs such as *Franklin the Turtle* or *Arthur* are considered. Another factor may be interest in a certain series, such as the *I Spy* or *Waldo* books. Parents often request read-aloud favorites from their childhood, such as books by H.A. Rey, Margaret Wise Brown, and Norman Bridwell.

Selection Plan: *School Library Journal*, *Kirkus*, *Publishers Weekly*, *Horn Book*, and *Booklist* are checked for reviews and to determine age-appropriate titles. Blogs, e-journals, and publishers' catalogs are also utilized, as well as *Children's Catalog*. Hardback or library binding is preferred. Novelty books, such as pop-ups, etc., are rarely purchased for this collection due to their lack of durability.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

Easy Reader (ER)

Easy readers help children take first steps into independent reading. These books have controlled vocabulary and are usually between 10 and 150 words in length. They are illustrated, but not to the extent found in picture books. Many designate a reading level.

Influencing Factors: Humor in text and illustrations are important to children for early reading enjoyment. Teachers often request collections of Easy Readers for their classrooms, and parents select books to encourage beginning reading. Books which introduce children to phonics, such as the *Sound Box* series, are essential selections.

Selection Plan: Many series titles are on standing order. *School Library Journal*, *Kirkus*, *Publishers Weekly*, *Horn Book*, and *Booklist* are checked for reviews and to determine age-appropriate titles. Blogs, e-journals, and publishers' catalogs are also utilized, as well as *Children's Catalog*. Hardback or library binding is preferred.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

Middle Reader (MR)

These books bridge the transition from Easy Reader to Juvenile Fiction. These "chapter books" have some illustrations, usually in pen and ink, and may have larger typeface and more white space than juvenile fiction. They are often shorter in length than juvenile fiction. The subject matter appeals to children in second and third grades, although readers younger or older may also find them appropriate. Middle readers are also recommended for reluctant readers who would enjoy the high interest plots and relatively short length of the text.

Influencing Factors: Middle readers are often popular series with readily identifiable characters, such as found in the *American Girls* or *Bailey School Kids* books. "Comic strip" collections, such as *Garfield* are in demand.

Selection Plan: Many of the popular series are on standing order. *School Library Journal*, *Kirkus*, *Publishers Weekly*, *Horn Book*, and *Booklist* are checked for reviews and to determine age-appropriate titles. Blogs, e-journals and publishers' catalogs are also utilized, as well as *Children's Catalog*. Many titles in this area are published in paperback, but hardback or library binding is may be acquired when possible.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. The KHCPL Main or KHCPL South maintains the entire run of a series as long as interest is evident.

Older Reader (OR)

These are fiction or nonfiction picture books that communicate complex concepts through more sophisticated language and longer spans of text than those for younger children. The short format of picture books makes them ideal for introducing important issues such as death, historical calamities, etc. They are appropriate for competent readers, typically in third to fifth grade.

Influencing Factors: This collection offers noteworthy titles that are not suitable for preschoolers. They also lend an ease and comfort to visual learners.

Selection Plan: *School Library Journal*, *Kirkus*, *Publishers Weekly*, *Horn Book*, and *Booklist* are checked for reviews and to determine age-appropriate titles. Blogs, e-journals, and publishers' catalogs are also utilized, as well as *Children's Catalog*. Hardback or library binding is preferred.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

Juvenile Fiction (JFIC)

These books are suitable for fourth through sixth graders. The collection includes classics, award winners, historical, and contemporary fiction. Various genres are represented, including mystery, sports, science fiction, fantasy, and humor. Fictionalized biographies are treated as fiction.

These books are generally a step above middle readers in difficulty and length. The illustrations are supplemental rather than essential to the text. A wide range of subjects, themes, and life situations are covered and a variety of characters, settings, and writing styles are represented. Difficulty ranges from simple stories to books for a sophisticated reader with a large vocabulary, wide literary knowledge, and high reading skills.

Juvenile Fiction also includes large print books, which work well with reluctant readers or for children with vision problems.

Influencing factors: Award-winning titles are purchased for personal enjoyment and classroom use.

Selection plan: Some popular series are on standing order. *School Library Journal*, *Kirkus*, *Publishers Weekly*, *Horn Book*, and *Booklist* are checked for reviews and to determine age-appropriate titles. Blogs, e-journals and publishers' catalogs are also utilized. *Children's Catalog* and inclusion on recommended reading lists also influence selection of materials. Many titles in this area are published in paperback, but hardback or library binding may be acquired when possible.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

GRAPHIC NOVEL (GN)

Graphic novels are original stories and stand alone stories published in comic book style or collections of stories previously published as an ongoing series of comic books. They are not "comic strip" collections such as *Garfield*.

Influencing Factors: This collection strives to strike a balance between titles that appeal to boys and girls. Popular characters, particularly from movies or TV shows are given special consideration. Age appropriate anime is also considered.

Selection Plan: Some popular series are on standing order. *School Library Journal*, *Kirkus*, *Publishers Weekly*, *Horn Book*, and *Booklist* are checked for reviews and to determine age-appropriate titles. Blogs, e-journals and publishers' catalogs are also utilized. Many

titles in this area are published in paperback, but hardback or library binding may be acquired when possible.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

BRAILLE

A small collection of books in Braille is available at KHCPL Main and KHCPL South. The collection consists of fiction and nonfiction titles.

Influencing Factors: Since this is a small collection, patrons are referred to resources which they can access directly, such as the Special Services Division of the Indiana State Library. Whenever possible, acquisitions are made through organizations that provide free materials for the vision-impaired. This collection also includes a small number of touch and feel board books.

Selection Plan: Because Braille books typically are a translation of the original text, Braille material may duplicate titles in the print collection. Effort is made to avoid duplication of audio book titles.

A large number of these books are sent to the library free of charge from the American Action Fund by Blind Children & Adults.

Weeding: Weeding is a continual process based on factors described on p. 2. However, because this is a small, highly specialized collection, titles are evaluated for discard much more selectively than other collections.

INTERNATIONAL LANGUAGE

A variety of international language materials for children is available at all locations. This collection consists of fiction and nonfiction titles, and includes introductory, instructional materials in both print and nonprint formats. Books are either bilingual or translations of popular children's titles. The collection helps children learn other languages and maintains the linguistic heritage of native speakers.

A small collection of juvenile materials in traditional Chinese is maintained at the KHCPL South.

Influencing Factor: Numerous picture dictionaries and audiovisual materials are available in this collection for introductory language study.

Selection Plan: Materials are selected through standard review sources, including *Criticas*, blogs, e-journals, and publishers' catalogs. Books reviewed without comment on quality of the translation from English generally are avoided. The reputation of the publisher is considered in selecting print and audiovisual materials.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

REFERENCE

Reference books consist of both general and subject specific encyclopedias, state and country books, science fair, and craft project indexes, as well as other materials helpful for meeting research needs. KHCPL Main collects specialized juvenile bibliographical and reader's advisory tools for system-wide assistance. The reference collection at KHCPL Russiaville is at a basic level. The bookmobiles do not have noncirculating reference books.

Influencing Factors: Many reference questions in the children's departments can be answered with materials from the circulating collections, so reference collections are small.

Selection Plan: Review journals such as *School Library Journal*, *Booklist*, *Horn Book*, and *Kirkus* are helpful in determining what reference materials to select. *Children's Catalog* and ALA's *Guide to Reference* may be consulted. Some annuals are on standing order. Main, South, and Russiaville all purchase a new edition of the *World Book* annually.

Weeding: Usage of reference sources is monitored annually. Weeding is a continual process, based on factors described on p. 2. When an updated reference title is added to the collection, the decision is made whether to transfer the previous edition to another location, make it a circulating copy, or discard it.

Usage of reference sources is monitored annually. Weeding is a continual process. Titles with a copyright date of more than ten years are considered for discard; materials in the medical area are considered after five years. Current editions and titles included in *ALA's Guide to Reference*, *Public Library Core Collection: Nonfiction*, or *Reference Sources for Small and Medium-sized Public Libraries* are usually retained.

When an updated reference title is added to the collection, the previous edition is discarded, transferred to another location, or added to the circulating collection.

STORY TIME COLLECTION

The Story Time Collection includes diverse materials for use by library staff for planning and presenting programs. Items carry a "Staff Story Shelf" sticker on the spine label. Materials are shelved in staff work areas and are suppressed in the WebPAC.

Influencing Factors: Highly engaging materials are chosen to enhance the programming experience of groups including children and, often, their adult care-givers. Print materials include professional resources, novelty books such as pop-ups, and oversized books meant to facilitate viewing by a group. Duplicates of picture books in the general collection may be purchased so that titles remain accessible to patrons.

Selection Plan: *School Library Journal*, *Kirkus*, *Publishers Weekly*, *Horn Book*, and *Booklist* are checked for reviews and age appropriate titles, as well as recommendations of professional resources. Publisher's catalogs also are considered, especially those specific to librarians and other professionals who educate or entertain children.

Weeding: Story Time items receive limited, careful use and are kept as long as they are useful, appealing, and in good working order.

PERIODICALS

The collection of popular titles supports recreational and informational reading.

Influencing Factors: Selection is heavily influenced by patron interest. Space is also a factor; adding a new title means an old one must be discontinued. While most titles are for children, a few are for adults to use with children.

Selection Plan: Standard review sources and *Magazines for Libraries* are used to determine appropriateness.

Weeding: The KHCPL Main keeps issues for two to five years. Titles useful to library staff and teachers may be kept longer. The branches keep back issues for one year, provided they do not become tattered. The bookmobiles have limited space and discard magazines as necessary, generally keeping them for 4-6 months.

AUDIOVISUALS

MOVIES

This collection consists of a variety of feature films, classics, and film and TV series. The primary focus is on children's and family viewing films. Informational titles are also purchased for high demand topics such as potty training, animals, or sports. Most titles are designated for home use only but the library may purchase public performance titles if they are the only available option. KHCPL Main has a small collection of descriptive children's movies for the visually impaired. This collection currently consists of DVDs and videos.

Ratings include G, PG, and items without ratings.

When the ratio of holds for DVDs/videos is 10:1, the library generally acquires additional copies of a title until the maximum number of copies is acquired.

Influencing Factors: Circulation statistics, budget, and space play a large part in determining purchases. Changing technology is always considered in the long-range development of the collection.

Videos are no longer purchased, but donations may be accepted.

Due to budget reductions, movies now have a rental fee. This change has greatly impacted the circulation of movies, especially older titles. The library board will be monitoring this policy. Appropriate changes to purchases will be made as needed.

Selection Plan: Reviewing sources such as *Video Librarian* and *School Library Journal* are regularly consulted. Midwest Tapes and the Internet Movie Database, as well as publishers' catalogs such as Baker & Taylor's *Alert* are also used to identify current high-interest releases. Wide screen versions are preferred. Preference is given to the purchase of new titles rather than replacements except for high demand titles.

The library provides additional copies of box office hits to fulfill anticipated holds, as well as "Hot Flick" copies that are not used for holds.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard. Nonfiction titles are weeded as they become outdated.

When the need for multiple copies has diminished, the library may retain some copies in storage for use as replacement copies.

The video collection is slowly being phased out.

MUSIC

The collection includes a wide variety of music styles for children. Currently the collection is primarily in CD format. A few cassettes in bags with books remain.

When the holds ratio is 5:1, the library will consider purchasing additional copies until the maximum number of copies is acquired.

Influencing Factors: This collection is heavily influenced by patron interest and demand. Children's folk songs and dances are frequently requested, and established children's performers are in much demand. Changing technology is always a factor in the long-range development of the collection.

Due to budget reductions, music titles now have a rental fee. This change has greatly impacted their circulation. The library Board will be monitoring this policy. Appropriate changes to purchases will be made as needed.

Selection Plan: Selection is done primarily from catalogs such as Kimbo and *Music for Little People*, as well as from Ingram, ~~and~~ Baker & Taylor, and Midwest Tapes. *School Library Journal* has extensive reviews of children's nonprint materials.

Cassettes are no longer acquired.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

Cassettes are being phased out.

AUDIOBOOKS

The audio book collection consists mainly of unabridged fiction titles. These include classics of children's literature and popular contemporary works. Nonfiction purchases include instructional titles for learning a foreign language or enhancing math and phonics skills. They also include readings of children's poetry and folk tales. Formats in this collection are CDs, cassettes, Playaways, and audio downloads.

Read-along sets contain a CD or cassette and an accompanying book. The CD or cassette often has page turn signals that coincide with the text of the book. Formats in this collection are CDs and cassettes.

When the holds ratio is 5:1, the library will consider purchasing additional copies until the maximum number of copies is acquired.

Influencing Factors: This is a rapidly expanding and changing area of the collection that is responsive to high demand and interest. Many parents rely on these collections for children who cannot read or are reluctant readers. There is also a demand for use during extended car trips. Changing technology is always a factor in the long-range development of the collection.

Selection Plan: Most audio books are selected from vendors such as Listening Library and Recorded Books, Inc. Reviews in *School Library Journal* and other review sources are also considered. Selection is based on the popularity of a title in print format. The purpose of this collection is to introduce children to children's literature, so unabridged titles are selected.

The library participates in a consortium and selects audiobooks from Overdrive. The shared collection is accessible to all participating libraries' patrons. The consortium determines selection guidelines.

Cassettes are no longer acquired.

Weeding: Weeding is a continual process based on factors described on p. 2. Titles that have not circulated in two years are evaluated for discard.

Cassettes are being phased out.

CD-ROMs

CD-ROMs cover such educational areas as reading skills, math, geography, history, problem solving, science, and computer skills. Instructional CD-ROMs for teaching typing, foreign languages, or other skills are also selected if deemed appropriate to home use.

Influencing Factors: The primary focus of the collection is to serve the educational needs of juvenile patrons. CD-ROMs with a recreational component tend to be more popular. Whenever possible, hybrid CD-ROMs, which are both Windows and Macintosh compatible, are selected. Titles are selected based on the reputation of the publisher and the popularity of similar items. Changing technology is always a factor in the long-range development of the collection.

Selection Plan: Selection tools include *AV Café*, *School Library Journal*, and vendors' catalogs. Patron demand and popularity are contributing factors.

Weeding: Weeding is a continual process based on factors described on p. 2. Changing technology is also a factor to be considered in retention of titles and weeding of the collection. Non-fiction titles are weeded as they become outdated.

ELECTRONIC RESOURCES

See "ELECTRONIC RESOURCES" on p. 23.

GENEALOGY AND LOCAL HISTORY DEPARTMENT COLLECTIONS OVERVIEW

The genealogy and local history collections are located at KHCPL Main. The collections are intended to serve family and local historical research needs of patrons with at least a junior high reading level, although parts of the collection may be appropriate for students in fifth and sixth grades working on school projects. In addition to books, the GLHD collections include local history audiocassettes, DVDs, videos, microfilm and microfiche, CD-ROMs, periodicals, maps and atlases, newspaper clippings, vertical file materials, title abstracts, photographs, letters, memoirs, and other original source documents, and electronic information on the Internet. The Department acquires materials through purchase, donations, transfers from other departments, or through exchanges with other libraries.

Patrons visiting the Genealogy and Local History Department are not allowed to check out materials; however, some replaceable or nonessential materials are circulated via interlibrary loan with the provision that they are used on the premises of the borrowing library.

The genealogy collection is intended to provide new and experienced family researchers with a well-rounded body of research resources, mindful of the existence of a major genealogical facility 90 miles away in Ft. Wayne, Indiana. The focus of the collection is on United States genealogy, with particular emphasis on Howard County families, the migration pathways of past and current Howard County residents into and out of the County, 'how-to' materials, resource guides, and general resources, in addition to topics such as Quaker, African American, Native American, German and British genealogy, and passenger lists and immigration resources.

The local history collection is intended to preserve and make available materials of past, present, and future historical interest. The focus is on Howard County and the immediately adjacent counties of Carroll, Cass, Clinton, Grant, Miami and Tipton. Of secondary interest are other counties in Indiana, particularly those along the migration pathways into and from Howard County. Works of state-wide historical interest are limited. Not included are regional and state materials unrelated to genealogical research, such as Indiana Codes, current census data, and current information. With the exception of a few artifacts for use for display purposes, realia are not collected.

Non-textbook works by local authors are housed in GLHD.

Because items in the GLHD collections do not circulate, certain titles may be purchased by other library collections to enable them to be checked out or utilized at a branch location. Other materials may be added as they lose their timeliness in other departments of the library. First copies of purchased or donated materials of genealogical or local historical interest are placed in GLHS; additional copies may be placed in the circulating collections in other locations. Due to the research focus of the Department, materials are rarely discarded. Many may be out of print, or difficult or impossible to replace, so their long-term preservation is important. Many genealogical materials are published in paperback; most are bound as they are added to the collection. Materials may be mended, rebound, photocopied onto acid-free paper, encapsulated or encased, as appropriate. Multiple copies of Howard County materials may be purchased or retained. Preservation emphasis is on information rather than format. Books and other materials that are discarded may be sold by auction or traded to other libraries. GLHD

collections are augmented by the use of interlibrary loan and rental services to provide materials not available in-house.

INDIANA

The collection depth of Indiana materials is divided into four categories and is defined as follows.

- *Basic* - General works on a county's history and genealogy, such as county histories and WPA vital records indexes, are purchased; donations of other materials are accepted.
- *Moderate* - In addition to general works, those covering a broader genealogical subject, such as cemetery records for an entire township, are purchased; donations of other materials are accepted.
- *Strong* - Textual materials include county, township, and town/village histories, school yearbooks, city and farm directories, telephone books, organizational, institutional, school and church histories, vital records, census, cemetery and church book compilations, biographies and family histories, architectural histories, maps, and atlases, in addition to vertical file material on important topics.
- *Comprehensive* - Textual material is collected in all formats, including county, township, and town/village histories, school yearbooks and reunion booklets, city and farm directories, telephone books, non-textbook works by local authors, organizational, institutional, school and church histories, booklets and newsletters, materials pertaining to local governmental bodies, vital records, census, cemetery and church book compilations, biographies and family histories, maps and atlases, property abstracts, and architectural compilations, and ephemera. Occasionally, donated photographs, original documents and records, and local history materials such as oral histories on audio and video cassettes are added to the collection.

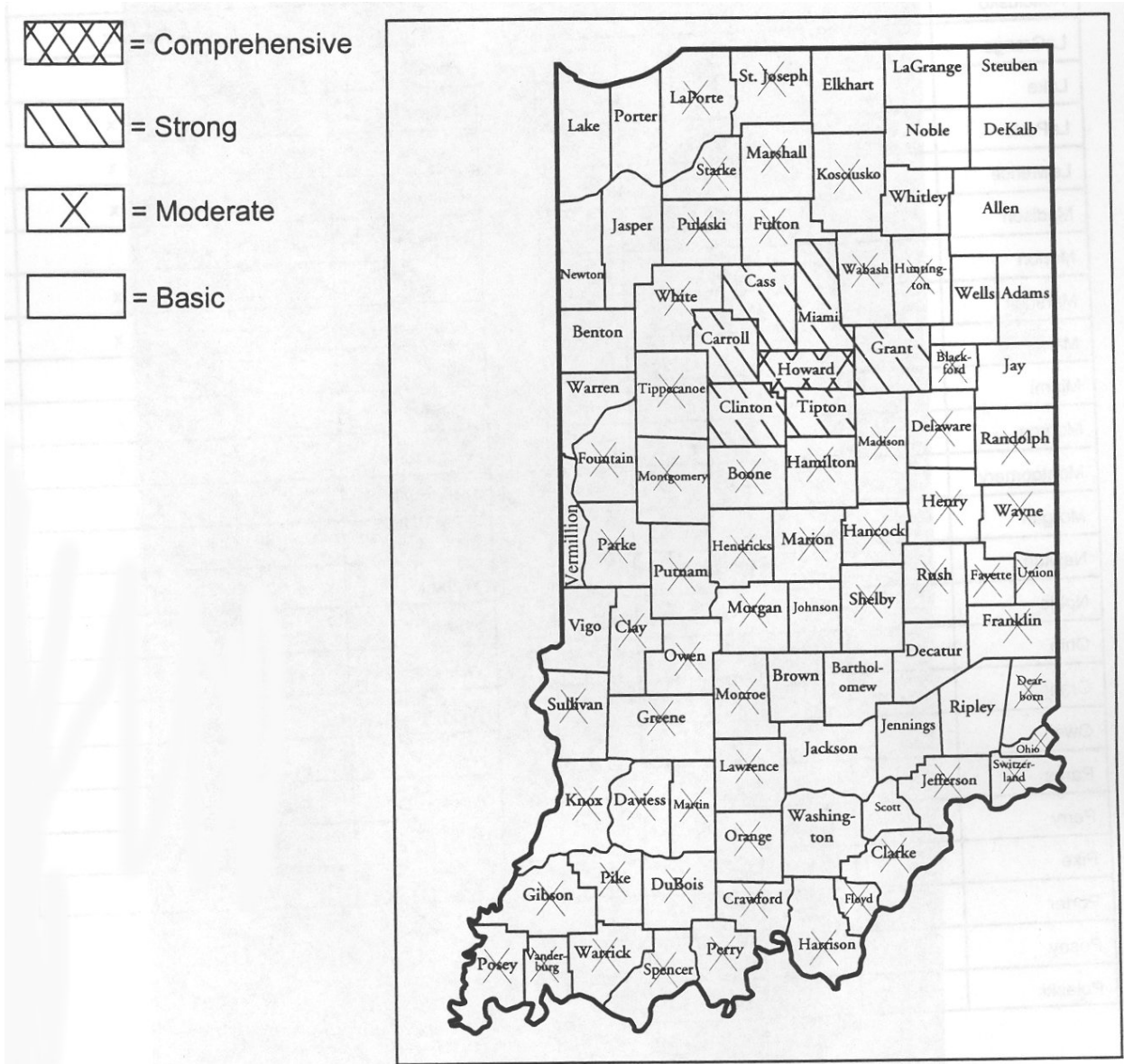
The collection depth of a given county is illustrated on the accompanying map and table:

County	Comprehensive	Strong	Moderate	Basic
Adams				X
Allen				X
Bartholomew				X
Benton				X
Blackford			X	
Boone			X	
Brown				X
Carroll		X		
Cass		X		
Clark			X	
Clay			X	
Clinton		X		

County	Comprehensive	Strong	Moderate	Basic
Crawford			X	
Daviess			X	
Dearborn			X	
Decatur				X
DeKalb				X
Delaware			X	
Dubois			X	
Elkhart				X
Fayette			X	
Floyd			X	
Fountain			X	
Franklin			X	
Fulton			X	
Gibson			X	
Grant		X		
Greene			X	
Hamilton			X	
Hancock			X	
Harrison			X	
Henry			X	
Howard	X			
Huntington			X	
Jackson				X
Jasper				X
Jay				X
Jefferson			X	
Jennings				X
Johnson				X
Knox			X	
Kosciusko			X	
LaGrange				X
Lake				X
LaPorte			X	
Lawrence			X	
Madison			X	
Marion			X	
Marshall			X	
Martin			X	

County	Comprehensive	Strong	Moderate	Basic
Miami		X		
Monroe			X	
Montgomery			X	
Morgan			X	
Newton				X
Noble				X
Ohio			X	
Orange			X	
Owen			X	
Parke			X	
Perry			X	
Pike			X	
Porter				X
Posey			X	
Pulaski			X	
Putnam			X	
Randolph			X	
Ripley				X
Rush			X	
St. Joseph			X	
Scott				X
Shelby			X	
Spencer			X	
Starke			X	
Steuben				X
Sullivan			X	
Tippecanoe			X	
Tipton		X		
Union			X	
Vanderburgh			X	
Vermillion				X
Vigo				X
Wabash			X	
Warren				X
Warrick			X	
Washington				X
Wayne			X	
Wells				X

County	Comprehensive	Strong	Moderate	Basic
White			X	
Whitley				X



HOWARD COUNTY

Materials on Howard County are comprehensive. Material on the Greentown Glass Company is strong. The archives of the Kokomo-Howard County Public Library are comprehensive.

Influencing Factors: Everything related to Howard County residents, institutions, and activities is deemed to be of interest. Ephemera are of particular interest and will be

collected.

Selection Plan: Materials are collected in all formats. Titles or items may be purchased, donated, received in trade, or photocopied or scanned from borrowed originals. Local newspapers, publishers' flyers, and personal contacts are frequent sources of information about materials of interest. Large collections of photographs, personal papers, and other archival materials are not collected without consultation between the Head of GLHD and the library director. Donated items whose artifactual value is significant may be copied and the originals transferred to the Howard County Historical Society or another appropriate institution. Multiple copies of materials that are expected to be used heavily will be collected.

Weeding: Materials on Howard County are periodically reviewed. Damaged or fragile materials may be photocopied or microfilmed, as needed. When multiple copies of materials exist, those in the best condition are retained, and more damaged ones discarded.

LOCAL HISTORY AREA (COUNTIES OF CARROLL, CASS, CLINTON, GRANT, MIAMI, AND TIPTON)

Materials on the six counties surrounding Howard County are strong.

Influencing Factors: Emphasis is on published or compiled works, and materials that provide information on the genealogy or history of residents, organizations, or institutions of these counties. Vertical file materials of important individuals, landmarks, or institutions may be collected. Original documents and family records are collected as donations only. Works dealing with topics such as governmental bodies are generally not collected.

Selection Plan: Materials may be purchased, received as donations, or in trade. Photocopies or scanned copies of non-copyrighted materials may be made, if original material cannot be acquired by other means. Multiple copies of materials such as county histories or other hard-to-find items may be acquired, but generally, purchases will be made of single copies.

Weeding: Materials on the surrounding counties are periodically reviewed. Damaged or fragile materials may be photocopied or microfilmed, as needed, or replaced by copies in better condition, when available.

OTHER INDIANA COUNTIES

The depth of materials related to Indiana counties outside the GLHD local history area is determined by their importance in connection with the migration paths to and from Howard County.

Influencing Factors: Emphasis is on published or compiled works and other resources that provide information on the residents of these counties. Vertical file materials of important individuals, landmarks, or institutions may be collected.

Selection Plan: Materials suitable for the collection depth of all Indiana counties on the previous table may be purchased, received as donations, or in trade. Any donated materials for '*basic*' counties may be added to the collection. Publishers' catalogs, flyers, and reviews in genealogical periodicals are used as sources of information for new publications and reprints.

Weeding: Materials on Indiana counties are periodically reviewed. Damaged or fragile materials may be photocopied or microfilmed, as needed, or replaced by ones in better condition, when possible.

STATE-WIDE MATERIALS

Indiana state-wide materials that are of genealogical significance are strong. They include bibliographies, genealogical compilations, military histories and related works, gazetteers and atlases, and materials on land ownership and settlement patterns. State directories of business firms, university yearbooks, social, religious, educational and institutional histories, and directories are also collected. Material dealing solely with Indiana history, politics, architecture, and folklore are collected only if it has major relevance to one of the above topics or to the GLHD local history area, such as the Ku Klux Klan in Indiana. Individual biographies of Indiana residents are collected only for major figures having relevance to the GLHD local history area. Compiled biographies are collected, especially where the emphasis is on individuals in a given trade or profession.

Influencing Factors: Emphasis is on published or compiled works and other resources that have more genealogical than historical content or which contain significant information of interest to family researchers. Vertical file materials will not be collected. Print materials will be considered over non-print media.

Selection Plan: Publishers' catalogs, reviews in Indiana, regional, and national genealogical and historical periodicals are primary sources for new publications. Additionally, flyers and word-of-mouth sources may be used. Used-book dealers and exchange sources are useful for older works. Donated materials will be added to the collection only if their contents meet the above guidelines.

Weeding: Materials on Indiana are periodically reviewed. State-wide genealogical resource guides should be checked every few years, and replaced when updated material becomes available. Fragile and/or irreplaceable materials may be photocopied or microfilmed, as needed, or replaced by better copies or in other formats, when available.

OTHER STATES

Materials collected on other states should emphasize genealogy rather than history. When an item is historical in nature, its subject should provide background information which would enhance genealogical research in that area. The depth of state materials is determined by the state's importance as a migration pathway to or from Indiana, according to the following definitions:

- *Basic* - Only standard and general works on genealogy, such as a state-wide research guide, are collected; donations not fitting this criterion are not collected.
- *Moderate* - In addition to standard and general works, state-wide, multi-county, and single-county works are purchased, with preference given to works or sources providing broader geographical or temporal coverage, and/or those counties known to have connections to the GLHD local history area. Works not fitting these criteria may be accepted only as

donations or through exchange.

- *Strong* - In addition to the above, a wide range of county-level genealogical materials are collected, with preference given to those works covering a longer temporal period. Donations of additional materials are accepted.

The depth of a given state's collection is stated in the following table:

State	Strong	Moderate	Basic	Notes
AL		X		
AK			X	
AZ			X	
AR		X		
CA			X	
CO			X	
CT		X		
DE		X		
DC		X		
FL			X	
GA		X		
HI			X	
ID			X	
IL	X			Cook Co, eastern & south counties
IN	Comprehensive			Extensive county-level materials
IA		X		
KS		X		
KY	X			
LA			X	
ME			X	
MD		X		
MA		X		
MI	X			Counties bordering on IN & Detroit
MN			X	
MS			X	
MO		X		
MT			X	
NE			X	
NV			X	
NH			X	
NJ		X		
NM			X	

State	Strong	Moderate	Basic	Notes
NY		X		
NC	X			
ND			X	
OH	X			
OK			X	
OR			X	
PA	X			
RI			X	
SC		X		
SD			X	
TN	X			
TX			X	
UT			X	
VT			X	
VA	X			
WA			X	
WV	X			
WI		X		
WY			X	
TOTALS	10	15	26	

Influencing Factors: Published works and other resources that provide genealogical information on the residents of these states, 'how-to' books, and materials aiding genealogical research are collected. An attempt is made to complete or continue materials published as a series. Materials are collected in both print and non-print formats, with as little duplication as possible. Emphasis is on print materials.

Selection Plan: Publishers' catalogs, reviews in national and state-wide genealogical periodicals, annual bibliographies, the Internet, and flyers are used as sources of information for new publications. Published bibliographies and used-book dealers are helpful in locating older, out-of-print materials.

Weeding: Materials on other states are rarely weeded, but research guides should be reviewed every three to five years and replaced, if new material is available. Damaged or fragile materials may be repaired, photocopied or microfilmed.

REFERENCE

Frequently used materials for general and Indiana genealogical research are collected for the departmental reference collection. These include international, national, and Indiana research and census guides, interlibrary loan catalogs, documentation guidelines, general and specialized dictionaries, name and date books, library and vital records, office directories, a general encyclopedia, computer software, and Internet guides, as well as locally created materials.

Influencing Factors: The latest edition of frequently used materials helpful in providing ready reference assistance is collected to provide researchers with telephone numbers, postal and web addresses, and document prices, as well as to answer other frequently asked questions. Although emphasis continues to be on print format, it is expected that increasingly this material will be available electronically.

Selection Plan: Reviews in national genealogical periodicals, annual bibliographies, the Internet, and flyers are used as sources of information for new publications.

Weeding: All materials with time-specific information, especially those related to the Internet, should be periodically checked for more current editions and replaced. If not obsolete, earlier editions may be transferred to the general genealogy collection.

GENERAL GENEALOGY

General genealogical and historical materials covering the United States or specific regions are strong. Included are bibliographies, religious, transportation, and social histories, specialized how-to books, name books, heraldry reference works, transportation, migration, and settlement histories, military compendia and pension indexes, and census indexes. General works outside the range of the special collections, such as those on Canadian and European genealogical topics, will be collected.

Influencing Factors: General works and other materials helpful to genealogical researchers of all levels will be collected. A small number of basic 'how-to' guides are collected for reference purposes. 'How-to' materials in audio or video cassette format are not collected, but may be recommended for the Adult Services Department's circulating collections. An attempt is made to keep up or continue materials published as series. Although emphasis will continue to be on print format, it is expected that increasing amounts of material will be collected in electronic format.

Selection Plan: Publishers' and vendors' catalogs, reviews in national genealogical periodicals, annual bibliographies, the Internet, and flyers are used as sources of information for new publications. Published bibliographies and used-book dealers specializing in genealogical literature are helpful in locating older, out-of-print materials. Standing orders may be placed for materials of exceptional utility.

Weeding: Materials are periodically reviewed. Guides to research in a particular geographic or subject area should be reviewed periodically and replaced with up-to-date material. Damaged or fragile materials should be repaired, photocopied or microfilmed.

FAMILY HISTORIES

Family histories, although of varying quality and compass, are often useful for genealogical researchers looking for family links. The GLHD collection is moderate.

Influencing Factors: Individual or collective family histories or genealogies dealing with families connected with Howard and the surrounding counties are purchased. Other family histories may be accepted as donations or in trade. Preference is given to compilations with documentation and/or indexes, or which are organized in such a way

as to facilitate easy reference. Material that does not meet these criteria and loose family records may be added to the department's vertical file collections at the discretion of the Department Head.

Selection Plan: Bibliographies, used-book dealers, and flyers are helpful in finding new and older materials. Generally, purchases will not be made unless it is clear that the material has a local genealogical connection. Donations of family histories are welcome, and in some instances, solicited. Multiple copies of locally important works may be acquired.

Weeding: Family histories are not weeded. Poorly bound or fragile materials are considered for binding or other means of preservation.

SPECIAL COLLECTIONS

The special collections area consists of material in the following high interest subject areas: Quaker, African-American, and Native American genealogy, British Isles and German genealogical resources, passenger lists and immigration resources, and census indexes. Materials in these areas are strong.

Influencing Factors: Well-reviewed materials on the above special collections topics, or items which complement or supplement the collection are purchased. All major published works on immigration and passenger lists compilations and census indexes are collected. Census materials are available on our subscription databases. The Crook Collection is augmented by the acquisition of published Indiana Civil War regimental histories, memoirs, and personal letters. Original Civil War manuscript materials are not collected unless associated with individuals in the local history collection area. Civil War emphasis is on recently published rather than out-of-print materials. Items are acquired through purchase, donation, or exchange in both print and nonprint formats.

Selection Plan: Journal reviews, publishers' catalogs, and flyers are helpful in finding new materials. Donations of relevant works not currently held will be added.

Weeding: In general, materials in these areas will not be weeded, unless newer, supplementary editions are published. Poorly bound or fragile materials are rebound or preserved by other appropriate means.

PERIODICALS

Periodicals are an important genealogical resource and are often donated to the department. A broad cross-section of national, state, local, and specialized genealogical periodicals are collected, as well as available indexes to periodicals.

Influencing Factors: All major national genealogical journals are collected. An attempt is made to collect genealogical periodicals for the same areas and to the same depth as their equivalent sections in the book collection. Historical titles are collected for Indiana and the '*strong*' depth states, but will not otherwise be added. Additionally, retrospective state-wide or regional periodicals for '*strong*' depth states may be acquired when available. Donations of periodicals in the '*strong*' and '*moderate*' states are accepted. Periodicals and newsletters relating to Howard County organizations and institutions are strong. Donations and additional titles are collected, and retrospective

issues actively solicited.

Selection Plan: Periodicals are purchased, received as donations, particularly via the Howard County Genealogical Society exchange program, or obtained through exchange with other libraries. Donated periodicals are evaluated for their 'fit' in the collection, their range, usefulness of information, and whether it is likely that future issues will be received. EBSCO is used as the library's primary vendor.

Weeding: When acquired, periodicals are assigned a retention period ranging from one year, for time-dated newsletters, to permanent, for materials of lasting interest. Most periodicals (except local) are retained for 2 years. Patrons have access to articles through PERSI on HeritageQuest. Single issues of Howard County periodicals and newsletters are kept permanently, and attempts are made to make runs as complete as possible. Howard County newspapers are microfilmed for preservation; other local titles are periodically evaluated for microfilming.

ELECTRONIC RESOURCES

Electronic resources have become an integral part of genealogical and historical research. CD-ROMs containing genealogical data and resource material are purchased; other resources, such as *HeritageQuest Online*, *Newspaperarchive.com*, and *Ancestry Library Edition*, and others may be made available through subscription. Changing technology plays a role in the choices made. An informative departmental web site with local genealogical and historical data and links to relevant sites is maintained.

Influencing Factors: The content, source citations, and quality of current CD-ROM products are highly variable, and it is often difficult to ascertain the contents or format of a product prior to purchase. The life span of this medium is also uncertain. However, increasing numbers of patrons expect to find data in these resources, and CD-ROM prices are declining. Priorities for purchase are given to materials from known vendors dealing with materials such as vital records, periodical indexes, military, census, land records, genealogical compilations, and passenger lists, but the medium will be considered a secondary, supplemental one to print or microform formats for the foreseeable future. Subscriptions or leases to Internet resources will be weighed against the frequency of patron use and the availability of other resources at no cost on the Internet.

Selection Plan: As much as possible, reviews in national and computer genealogical journals will be consulted prior to purchase, although materials supplementing or complementing currently held material from known or reliable vendors may be purchased without prior review. Donations of materials not currently held are accepted. The following criteria are considered before an Internet site is linked from the library's web site.

- 1) The site originates from the creating or responsible source, not a third party.
- 2) Material is up-to-date, preferably with a date and e-mail address available.
- 3) The site is accessible using standard equipment and software.
- 5) Visual effects are enhancing and graphics do not impede loading.
- 6) The site is convenient and effective to use with clear commands, help screens, a user-friendly interface, and readable screens.
- 7) Links are current and accessible.

Weeding: Damaged materials are withdrawn as needed and replaced if appropriate. Changing technology is also a factor to be considered in retention of titles and weeding of the collection.

VERTICAL AND CARD FILES

Vertical file materials include correspondence, newspaper clippings, brochures, and other ephemera related to Howard County individuals, institutions, and topics. A variety of genealogical and local historical material from the *Kokomo Tribune* is clipped and/or indexed. Material is collected for the surrounding six-county local history area. A limited amount of materials for other counties, topics of current interest outside Howard County, or of general state-wide interest are not collected. Selected special topics related to genealogy may be collected. Maps of all Indiana counties, U.S. states, and other localities are collected.

Influencing Factors: It is expected that much of the genealogical data currently in vertical card file format will be digitized and made available through the departmental website in the near future. Genealogical correspondence and research notes and biographical sketches are kept to assist with future queries. To facilitate local history research, newspaper materials on a limited number of topics are clipped. Subject indexes to these materials are available in paper format, but will gradually evolve into digitized form.

Selection Plan: Vertical file materials come from a variety of sources generated either in-house or from donations. Older materials are also periodically received from the Adult Services Department. Items relating to Howard County continue to be solicited and collected. Donations of other material are evaluated for their appropriateness to the collection. Items not ephemeral in nature, such as organizational booklets, are evaluated for adding to the archival or cataloged collections.

Weeding: In general, materials relating to Howard County and its six neighboring counties are periodically reviewed. Transfer to another medium is likely for newspaper clippings and some ephemera. Materials outside the local history area are re-evaluated for relevancy to the collection.

APPENDIX A:

STANDARD REVIEW SOURCES

Booklist – “This venerable ALA publication ...is primarily intended as a guide to current library materials in many formats appropriate for public libraries and school library media centers.” “According to its long-established selection policy, all materials reviewed in the Adult Books, Books for Youth, and Media sections are recommended for purchase.” “Starred reviews indicate outstanding works.” * Each issue covers titles in five major areas: adult books, books for youth, media, and reference books, and read-alikes. (Adult, Teen, and Juvenile)

Horn Book Magazine: recommending books for children and young adults – “This is an insightful source of critical information on contemporary children’s literature. Each issue includes lengthy signed and illustrated reviews... Most titles are recommended; starred items indicate outstanding works.” * *Horn Book* is an authoritative tool for professionals who work with preschool to junior high school readers. (Teen and Juvenile)

Kirkus Reviews – “This long-standing review service...is intended for libraries, bookstores, the media, and others who want to be informed about new books before they go on sale.” “Unsigned reviews are arranged by genre: fiction, mystery, science fiction, nonfiction, and children’s and young adult.” “Starred titles are judged to be ‘of remarkable merit’ . (Adult, Teen, and Juvenile)

Library Journal – “Library Journal’s mission is to be a “one-stop source for the information needs of all librarians. Each issue contains letters to the editor, opinion pieces, library news, feature articles, interviews, and reviews of books, DVDs, and software.” * (Adult and Teen)

Publishers Weekly – “Useful features include advance reviews of forthcoming titles, and bestseller lists in a variety of categories, such as ‘books most borrowed in U.S. public libraries.’ Each issue also has special feature articles, author interviews, regular columns, calendar of events, and classifieds.” * (Adult, Teen and Juvenile)

School Library Journal – “This monthly publication contains news, trends, and literature reviews relevant to librarians who provide services for children and young adults.” * (Teen and Juvenile)

VOYA –Voice of Youth Advocates is “a useful journal for librarians who provide services to young adults. Each issue contains several well-written articles addressing various aspects of young adult librarianship, as well as numerous reviews of young adult fiction and reference books.” * (Teen)

* Summaries excerpted from *Magazines for Libraries, 2009*, created by Bill Katz

APPENDIX B:

(§75 Code, 16-34; City of Kokomo, Indiana Code of Ordinances, 1988)

"OBSCENE." – Material shall be obscene and unlawful if the average person applying contemporary community standards would find that the material taken as a whole, appeals to the prurient interests and the material depicts or describes patently offensive representations or descriptions of ultimate sex acts, normal or perverted, actual or simulated, or patently offensive representations or descriptions of masturbation, homosexuality, excretory functions, and lewd exhibition of the genitals, and the materials taken as a whole, lacks serious literary, artistic, political or scientific value.

APPENDIX C:

MATERIAL RECONSIDERATION POLICY & FORM

PROCEDURES

1. When a patron complains about a book or other material, the staff person must exercise judgment in determining what to do. Sometimes a patron merely wants to express an opinion and listening is all that is required.

2. When a patron seems to want to carry the matter further, the staff person should ask if the patron would like to speak to someone else about this book, DVD, etc. If the answer is yes, the employee should follow these guidelines.

The patron should be referred to the Head of Collection Management. If the Head of Collection Management is not available, take the patron's name and phone number and tell him/her that someone will call. Hold on to the item, if available, and give it to the Head of Collection Management along with the patron information.

For genealogy materials, the Head of the Genealogy and Local History Department is responsible for handling material complaints.

3. Depending on the collection from which the item came, either the Head of Collection Management or the Head of the Genealogy and Local History Department should contact the patron to discuss the complaint. That department head should explain to the patron that it is our policy to allow individuals to accept or reject materials for themselves, but to not impose their judgment upon others. Furthermore, the department head should remind the patron that the library serves a pluralistic community and library materials that are acceptable to one patron may not be acceptable to another. If the objection is that children will have access to inappropriate materials, the department head should explain that the responsibility for screening what a child reads, views, or listens to belongs to the parent or guardian. The department head may offer the patron a copy of the Collection Development policy.

4. If the patron wants to proceed further with the complaint, the department head should offer the patron a Patron's Comment on Library Material Form with an explanation of how to fill it out. The department head should notify the director and assistant director that a formal complaint might be forthcoming and should retrieve all owned copies of the item in question.

5. Upon receiving a completed Patron's Comment on Library Material Form the department head should show it to the director and assistant director. The department head, director and assistant director will review the item in question to evaluate whether it complies with the Collection Development policy. The department head will then respond to the patron in writing in a timely manner. Necessary steps should be taken to be sure that the decision is shared with Library Council and applied uniformly to all copies of the item in all locations.

6. Patrons wishing further discussion will be referred to the director, who will create a memorandum of the discussion.

7. Patrons may appeal to the library board after completing the preceding steps. The library board has the final authority.



KOKOMO-HOWARD COUNTY PUBLIC LIBRARY

Patron's Comments on Library Materials

(Use additional sheets as needed)

Please complete the form and return it to:

Head of Collection Management
 Kokomo-Howard County Public Library
 220 N Union St
 Kokomo, Indiana 46901-4614
 Fax: 765.450.6290

Patron Information	Date: _____ Phone: _____

	Name: _____

	Address: _____

Do you represent: _____ Yourself? _____ An organization or group?	
Organization or group name: _____	

Material Information	Type of material (example: book, video, CD)

	Author:

	Title:

Publisher and date:	

From what location did you obtain the work?	
_____ KHCPL Main _____ KHCPL South _____ KHCPL Russiaville _____ Bookmobile	

Detailed Questions

Please answer the following questions to the best of your ability. Thorough answers will assist the library evaluation.

Have you read/viewed/listened to the entire work? _____ Yes _____ No
If not, which sections did you read/view/listen to?

What do you see as the theme or purpose of the work?

KOKOMO-HOWARD COUNTY PUBLIC LIBRARY
Patron's Comments on Library Materials

Detailed Questions (continued)

What did you find of value in the work?

What do you find objectionable about the work? (Please cite specific pages or sections.)

What do you think might result from reading/viewing/listening to this work?

What material on this subject would you suggest for the library collection?

What would you recommend the library do about this work?

Additional comments:

Signature

Date

Additional pages attached