

## **Collection Development Plan May, 2006**

The Fond du Lac Public Library *Collection Development Plan* is essentially a continuation of the *Selection Policy* that provides specific information regarding the maintenance and development of individual areas of the collection. The plan provides specific guidance to selectors and the public regarding what is or isn't acquired by the library. This plan should be reevaluated every two to three years to insure continued relevance to current community needs.

### **Adult Fiction**

The Fiction Collection represents the broad range of reading interests and tastes in the community and the heavy demand for bestsellers and popular authors. Titles are ordered as far ahead of publication as possible. Aids in determining the quantity to order are the number of copies being printed, promotional budgets, titles in the news, author tours, the popularity of previous works by the author, movie tie-ins, and reviews.

The Fiction collection is divided into several genre collections in order to facilitate browsing. These include:

- Lucky Day books which are extra copies of bestsellers and other titles that are temporarily in high demand. This collection provides customers with some hope of finding a best seller on the shelf when they come through the door.
- Crime fiction (Mysteries, Thrillers, Suspense)
- Westerns (including historical fiction of the West) -- Although not as popular as in the past, this genre has loyal readers. Historical fiction of the West tends to be more popular than the formula Westerns and occasionally appears on bestseller lists.

Other genres are interfiled with general fiction including:

- Adventure – Similar to mysteries, thrillers, and suspense, a few authors regularly have titles on bestseller lists. We purchase multiple copies of the most popular authors and single copies of the best titles in this genre.
- Romance -- (Including Romantic Suspense and books about women's lives and relationships) Romantic Suspense and books about women's lives and relationships are frequently on bestseller lists. Books that are sequels or part of an author's series will continue to be purchased only as long as they are popular. Regular Romance often is published in paperback. Contemporary Romances are more popular than historical Romances and are purchased accordingly.
- Science Fiction, Fantasy, and Horror – These books are less popular but have avid fans. Science Fiction and Fantasy are often issued in series. We purchase the most popular series such as "Star Wars" and try to complete them when the series remains of good literary quality or where there is demand. Horror is fairly popular, and several writers regularly have titles on bestseller lists. We purchase multiple copies of the most popular authors and single copies of the best titles in this genre.
- Historical Fiction—where the main emphasis is on details of life in the past—is not currently popular. These are purchased sparingly.

- Gentle Reads are very popular and fall into many genres. Some are inspirational or Christian fiction. We check reviews to find books of all genres that fall into the category. We purchase Christian fiction as demand warrants not to promote sectarian views.
- Literary fiction may or may not be popular depending on the individual title, its appeal to people of our community, awards, or publicity. We purchase literary fiction based on reviews, awards, contemporary significance, and demand.
- Wisconsin and local authors -- We make an effort to purchase titles from Wisconsin and local authors. We consider the needs and interests of the community, quality of writing, literary merit, and the Library's existing collection.
- Short stories are not popular. We purchase books if there is demand, if there is a compelling literary merit, or if the title fills a gap in the Library's existing collection.
- Translations of novels and foreign literature are not popular. We purchase books only if there is demand, if there is a compelling literary merit, or if the title is necessary to fill a gap in the Library's existing collection.

### **Adult Non-Fiction**

A report of the 2002 annual circulation of adult nonfiction divided by call number was analyzed in 2003. High circulation areas were identified. Over 50% of the annual circulation came from the 600s and 700s especially in the areas of diet, health, pets, gardening, cooking, home decorating, crafts, collectibles, building, games, and sports. Other areas of high circulation included computer science, paranormal, self-help psychology, religion, personal finance, law for the layman, true crime, repair manuals, travel, World War II, and popular United States history titles.

Following is a description of each Dewey category including a development note.

General Works 000-099 -- This is a broad collection that reflects many general subjects including library science, journalism, and unexplained phenomena. The highest interest area in this section is computer science. Computer information is aimed primarily at the business and home microcomputer user. The computer section should continue to be developed and kept current. Books specific to a particular computer model or software package should be retained as long as the model or package is in reasonably wide use.

Philosophy and Psychology 100-199 -- This collection consists of books on the major philosophies, ethics, parapsychology/occultism, and psychology. Generally, readers desire materials for self-education and pleasure. Very popular in this area are titles about dreams, witchcraft, ESP, etc. The library will continue to purchase well-reviewed titles on the paranormal and popular advice and self help titles that are readily accessible to the informed layperson.

Religion 200-299 -- The collection is an overview of topics of interest to the general public including information on world religions, moral and devotional literature, concepts of God, etc. At present the collection is strongly Christian in content. More attention will be given to popularly written titles of potential interest to practitioners of non-Christian faiths and to interested other parties. Attention will also be given to religious best seller lists, such as those found in *Publishers Weekly*.

Social Science 300-399 -- This area covers a vast array of topics dealing with society and its issues. Popular topics include practice admission tests, resources that allow patrons to be “at-home attorneys,” investment and personal finance, retirement planning, real estate, tax preparation, marriage and family advice, political memoirs, true crime, citizenship, and wedding etiquette. Currency is the key concern in developing the 300s. Many areas date rapidly such as personal finance, law, tax materials, real estate, etc. and need to be replaced regularly.

Language 400-499 -- This area accounts for the least amount of circulation. It contains dictionaries in English and other languages, grammar books, foreign language and English as a Second Language instruction titles. Most library users learning a foreign language or English as a Second Language prefer audio and video formats. Therefore, the print collection does not need to be extensive.

Pure Sciences 500-599 -- This area includes resources on mathematics, astronomy, chemistry and the life sciences. The 500s accounted for only 3.65% of the total annual circulation. Most popular topics in this area are bird watching, animal wildlife, dinosaurs, trees, insects, reptiles, fish, planets, stars, science experiments and weather. Field handbooks in these areas circulate well.

The 500s contain subjects in which information is quickly dated or even proven wrong such as in the areas of physics and astronomy. Therefore, weeding must be aggressive in the more time-sensitive areas and items replaced with up-to-date information. Popular titles should continue to form a major portion of the collection.

Applied Sciences 600-699 -- This section serves an extremely wide range of needs. The 600s accounted for nearly 30% of the total annual circulation. The most popular topic was diet and health, followed by cooking and home economics, repair manuals, gardening, pets, parenting, business (resumes, job hunting, etc.), woodworking and building. Historically public library users have extensive interests in these areas. Consequently, the demand for current information on these subjects is always high. In general, medical books should be aggressively weeded and information updated. Selections in the medical sciences should be aimed at the general consumer. It is important to cover as wide a range of diseases and treatments as possible.

Arts and Recreation 700-799 -- Approximately 22% of the library’s circulation came from the 700s. Popular areas of interest are crafts, interior decoration, collectibles and antiques, drawing and painting, landscaping, photography, songbooks, movie and music star biographies, games, and sports. The emphasis should be kept on popular topics as noted above.

Literature 800-899 -- The literature collection consists of information on writing, literary history and criticism, and collections of speeches, essays, short stories, plays, and poems. Use of titles in this area accounted for 3.82 % of the total circulation. A collection of standard literary works will be maintained. Concentrated purchasing is done in the area of style manuals, writing letters, books on preparing speeches and toasts, and publication of all styles of writing.

Geography and History 900-999 -- The history and travel collection consists primarily of popular works intended for a general audience. Areas of high interest include travel guides, travel mem-

oirs, WW II titles, and popular works on the history of the United States. The collection needs some attention in order to broaden coverage on areas of the world outside of Western Europe and the United States such as the Middle East, Asia, and Africa. Travel guidebooks should be replaced every three years.

### **Adult Magazines**

The adult magazine collection is maintained to meet the browsing or recreational reading interests of the public. Technical, professional, or academic journals are generally not subscribed to other than library journals for staff use or unless there is wide popular interest. While magazines were once a mainstay of student term papers, online versions of current titles in full text have largely supplanted the use of magazines by students. The library attempts to provide a variety of divergent viewpoints in news magazines and in commentary.

### **Reference**

The Reference collection contains materials that cover the entire range of the Dewey Decimal Classification System. These materials vary in degree of difficulty from a basic introductory level to a beginning research level. The goal of the library's *Information Services Department* is to provide current information on all subjects and historical information in areas where previous questions and experience indicate a likely demand. Materials formally cataloged for reference comprise only part of the collection. The circulating nonfiction and periodical collections, and the online databases to which the Library subscribes serve as major sources in meeting requests for information.

Selection of reference materials is based on subject coverage, timeliness, affordability, and usefulness. Reviews and recommendations of materials are normally consulted. A number of regularly published titles, such as *The World Almanac & Book of Facts*, are placed on standing order to insure receiving the most current edition promptly. Some reference titles, although published annually, because of price and use of information, may have a standing order to be purchased only every two or three years. The entire standing order list should be reviewed each year.

Retention is based on the likelihood of interest in the field as well as the timeliness of a title and its informational content. Medical and health titles should be kept for a maximum of three to five years. Weeding is done on an annual basis to keep the collection current.

Future development of the collection will focus on areas which are identified as lacking depth to answer patrons' informational needs. With the ongoing shift from print to electronic reference sources, future reference sources in all formats will be evaluated on usefulness, cost, ease of use, and availability to the patron, both in-house and outside the Library.

This is a collection that, due to space and budget limitations, will remain stable in size. The Information Services Department should be proactive in weeding, replacing, and ordering new titles for the development and maintenance of the reference collection.

### **Genealogy and Local History**

The Genealogy & Local History Collection includes reference materials in print, microform, and electronic formats. It focuses on the areas of Fond du Lac County, the surrounding counties, and

state of Wisconsin. Items relating to the origins of Fond du Lac County settlers, in countries such as Germany or Ireland, are also collected. Family information from these same areas is also collected. Genealogy periodicals and newsletters are also part of the collection.

Microfilm holdings include the entire set of Fond du Lac newspaper microfilms, (with its card index covering 1846-1970), and census microfilms for Fond du Lac County for all available years. The online FDL Vital Records database is a valuable asset and additions should continually be made.

The priority is to acquire materials relating to Fond du Lac County and its residents, both in the past and the present. Patron donations of family histories and other books of genealogical and historical interest are common, and donations are added to the collection if within the scope. As new federal census microfilms become available, those for Fond du Lac County will be acquired for the microfilm collection.

New works will be purchased based on local interest, favorable reviews, quality of the work, and fit within the scope of the collection. Replacement of missing and worn titles will be as needed. Some growth is expected in this collection

### **Large Print**

The large print collection duplicates titles already in other library collections. Classic literature, popular and genre fiction – including mystery, romance, adventure, and some western titles – make up the fiction area. The majority of nonfiction books consists of biographies, memoirs, self-help, history, and assorted other popular works. Fiction titles comprise approximately 80 percent of the collection.

Large print titles are primarily selected from publisher catalogs such as Thorndike Press, Wheeler Publishing, and Walker Large Print. The library has one standing order with Thorndike for its biography series. Other titles, usually best sellers, are ordered from a jobber utilizing reviews in standard reviewing/selecting tools. Since large print books are seldom reprinted, emphasis should be put on purchasing the most desirable titles soon after publication.

Due to space limitations, the collection must be weeded thoroughly each year. Books in poor condition are the first to be withdrawn; titles in good condition but no longer circulating are secondary candidates for withdrawal. In the near future demand may necessitate more titles in large print than shelf space allows. Attention should be given to expanding the shelf space for this collection in anticipation of modest growth in the large type collection – a growth that will result from the needs of an annually increasing senior population in the community.

### **Adult Paperback**

The adult paperback collection consists of cheap, uniformly sized “pocketbooks” generally printed on newsprint or other low quality paper intended for a mass market. More expensive trade paperbacks, or soft cover books, are generally larger and printed on better quality paper. Trade paperbacks are shelved with hardcover books.

The adult paperback collection is maintained to provide convenient browsing of popular authors and ultra high demand non-fiction. It includes romances, standard fiction, mysteries, adventure,

westerns, science fiction, self-help guides, health, celebrity biographies, true crime, and other types of popular reading. Fiction titles comprise the majority of the collection.

Most paperbacks are selected from reviews in *Booklist* and Baker & Taylor's *Paper Clips*, a monthly catalog of mass-market paperbacks. A significant number of titles in the collection are donated. Donations of paperbacks are monitored for those in like-new condition, with preference given to romance fiction, mysteries, and suspense novels. Donations are a primary source for series romance titles.

Paperbacks are retained only as long as they are in good condition and circulating. To keep the collection fresh and current, worn or damaged titles are removed from the collection on a bi-monthly basis as new titles are added or as the need arises. Physical condition and /or circulation statistics are the basis for all decisions on retention in the collection. The size of the collection should remain stable due to space limitations.

### **Spanish Language Materials**

The Spanish Language Collection includes separate collections for adults and children that include fiction and non-fiction books, magazines, audio books, and videos. The intention is to introduce Spanish speaking individuals to the library by providing materials in their native language. The collection should contain materials to help Spanish speaking patrons adapt to the community and the Country, giving them tools to adapt to the everyday life in their new community.

The materials selected must reflect the diversity within the Spanish Speaking community, considering the difference in culture and interests of people from different countries of origin. The selection of Spanish Materials must be aligned with the policies and procedures that exist for the selection of the other materials at the Fond du Lac Public Library. The materials can be written or developed originally in Spanish or translations. The collection may contain bilingual materials as well.

Adult fiction should include original literature of the countries as well as translations of American bestsellers and classics. The children's collection should include original work from Latin America and bilingual titles also should include translations of American bestsellers and classics of children's books. Content should be as current as possible, particularly in areas such as medicine, law, and science.

The collection should include materials that respond to specific needs of the Spanish Speaking community, like English for Spanish Speakers, Naturalization and citizenship manuals in Spanish, rights and responsibilities, dictionaries, and almanacs. Cultural sensitive materials should be avoided.

The Adult Video collection can include videos made originally in Spanish, translated into Spanish or Subtitled in Spanish. The children Spanish Video collection should include videos made originally in Spanish or translated into Spanish. The person (s) that selects the materials must be informed of the culture and needs of the Spanish Speaking community.

### **Adult Music**

The adult music sound recording collection contains all varieties of music in the CD format. This includes, but is not limited to pop, R&B, country, jazz, reggae, world, new age, show tunes, classical, etc. Budget and demand dictate a strong collection of current popular mainstream recordings. Weeding is an ongoing process with condition and circulation statistics determining whether or not to withdraw a title.

The goal for this collection is to have a balanced and representative collection of all types of popular music. The collection is not a comprehensive one. Emphasis will continue to be on the CD format. However, due to changing technology in the audio field, the library must be alert and react to changes in format.

### **Adult Spoken Word**

The spoken word audiocassette and CD collection consists of both fiction and nonfiction titles. The fiction area includes contemporary and classic fiction with an emphasis on popular works. The nonfiction collection covers a range of topics including best sellers, self-improvement, business, financial planning, and language instruction. Unabridged versions are preferred due to popular demand. When possible, editions are purchased from distributors that provide replacements for missing or damaged CDs/tapes.

Patron requests, circulation statistics, and budget constraints play a large part in determining purchases. The primary reason for weeding would be damaged CDs/tapes and titles that have low circulation counts. The continuing focus in developing the collection will be on expanding titles in the CD format. Downloadable spoken word is becoming popular as well. FDL will work with the Winnefox Library System to expand access to this format.

### **Teen Collection**

The Teen collection of the Fond du Lac Public Library is developed to meet the recreational and informational needs of middle and high school age youth. Formats include hardcover fiction, paperback fiction, non-fiction, music CDs, magazines, audio book cassettes, and audio book CDs. Materials may be purchased in multiple formats. Priorities include recreational reading and listening, informational reading, and attractive, inviting display.

Selection is based on the following criteria and tools:

- Age appropriateness.
- A favorable review in a recognized review source such as VOYA or SLJ.
- Reflection of popular culture.
- Publisher catalogs.
- Patron request.
- Continuation of a currently held series.
- Work by a popular author.
- Price and availability.
- Currency of material.
- Professional judgment.

All items in the Teen collection will be checked semi annually for appearance, currency, and circulation. The decision to retain, replace or discard an item will be made based on any combination of those three factors as well as professional judgment.

### **Children's Collections**

Children preschool through age twelve have unique capacities for intellectual and emotional growth. The library's children's collection is developed and maintained with this in mind. Materials are chosen to meet children's diverse interests and needs but the resources of the entire library are accessible to them. Materials for children are selected and judged by the same criteria which apply to adult materials. Levels of maturity, educational skills, and unique interests are considered when selecting books for addition to the children's collection. High interest and popular culture items are selected heavily and in duplicate to meet temporary high demands.

Currency of the collection is important; children are often unable to distinguish current from dated information. Children's materials should be well maintained and attractive. Selecting additions for each area of the children's collection should be done on a regular basis throughout the year. It is, also essential that an effort be made for ongoing weeding of the entire children's collection. A complete cycle should be done every two years.

To facilitate ease of use for children of different ages and abilities, the Children's Collection consists of a number of smaller collections. Special points regarding selection and retention in these areas are highlighted below.

Picture Books -- This collection refers to a book format. These books feature a large number of illustrations which are an important part of the story. Reading level is not a factor in additions to this collection although the preponderance of the collection is clearly intended for reading aloud to preschool and primary level children. Folktale and fairytale titles in a picture book format, which are beyond primary read-aloud level are cataloged and shelved in the children's non-fiction area. Other titles which meet the format description but are clearly for an older audience may be cataloged as children's fiction.

This collection has a very high circulation; popular items are replaced as they show wear. Books are purchased in library binding when available. When available, pre-bound copies are purchased for replacement titles which are currently available only in paperback. Classic children's picture book titles are replaced regularly to assure an attractive collection. Multiple copies of books by popular authors, illustrators or books with popular characters are selected.

This collection is heavily used by preschool and classroom teachers so theme related books are purchased heavily. Picture books selected for use in programming are shelved in a special non-circulating story time collection. Picture books with a holiday theme, Valentines Day, Easter, Halloween, Thanksgiving, or Christmas are shelved with a special holiday collection.

Concept Books -- Books added to this collection are picture books which clearly focus on pre-reading skills such as ABC, 1-2-3, color concepts, size, proportion, and shapes.

Big Books -- This collection refers to a book format. These books are super-sized paperbacks for group use. When possible books added to this collection are based on popular picture books.

Easy to Read -- This collection refers to a book format. Many children's book publishers offer books which meet the needs and skills of the beginning reader. Controlled vocabulary, very short sentences, large print and a simple story are requirements for items in this collection. The easiest level books for the emergent reader are in high demand.

Non-fiction -- Consideration is made to select books at a variety of reading levels to support curriculum topics and general interest. Non-fiction books are selected for the easy non-fiction area for reading levels preschool-grade 3. Non-fiction books are selected for the children's non-fiction area at reading levels grade 2-grade 6. These non-fiction collections are heavily used by classroom and home school teachers so curriculum themes are considered when selecting books in these collections. Books which may have somewhat limited usage either because of the topic or temporary popularity are often purchased in trade paperback format.

Board Books -- This is a format collection of books. Books with heavy board pages are included in this collection. Weeding and replacement is ongoing to keep this collection attractive. Duplicates are often selected.

Paperbacks -- This is a format collection. Books are selected at two levels, ages preschool through 3<sup>rd</sup> grade and 3<sup>rd</sup> grade through 6<sup>th</sup> grade. Popular character books, high interest books and series titles make up the bulk of the paperback collections. Weeding and replacement is ongoing. Most books selected in these collections are selected without reviews based on popularity and client requests. Multiple copies of popular children chapter books are purchased for the paperback collections to meet temporary high demand.

Children's Fiction -- Usually selected by review. Reading levels 3<sup>rd</sup>-6<sup>th</sup> grade. Beginning chapter books are in high demand. Multiple copies of popular authors or series are purchased. Classic titles are replaced regularly to assure an attractive collection. Titles which are available in other Library collections are not duplicated in this collection.

Children's Spanish Collection -- Bilingual picture books are in high demand in this collection. Recommendations are continuously solicited from Spanish speaking clients. (See also *Spanish Language Materials* above)

Newbery/Caldecott Collection -- One copy of each year's Newbery and Caldecott award winning books are purchased to be shelved in this special collection. Additional copies of the same title are purchased as needed for the regular children's collection.

Parenting Collection -- Includes adult books, videos, and magazines. Books added to this collection focus on basic parenting skills or current topics in parenting. Books available in the adult collection are rarely duplicated.

Teacher Collection -- Includes supplemental materials for teachers and librarians with a focus on preschool children and book related topics. Includes books and periodicals.

Magazines -- Children's magazine subscriptions are evaluated annually based on circulation. Magazines are kept in the collection for one year plus the current year or condition warrants the may be discarded earlier.

### **Children's AV**

Children's AV materials of the Fond du Lac Public Library are developed to meet the recreational and informational needs of children from birth through 5<sup>th</sup> grade. Formats include: VHS, DVD, audio book on cassette, audio book on CD, CD-Rom, cassette with book, CD with book, music CD, and multimedia kit. Materials may be purchased in multiple formats. Each format has its own priorities for selection and development.

Selection Tools:

- Baker and Taylor Alert
- Publisher catalogs
- Amazon
- Patron request
- Children's magazine endorsements and advertisements
- Award winning titles

Video -- VHS is purchased, when available, for new release feature films and in cases where DVD is unavailable. The VHS collection is comprised of G rated feature length films, (PG films will be purchased if they are book related, such as *Holes*), television shows, popular toy related movies (ex. Barbie, Hot Wheels), musicals, and informational/educational selections. The VHS format is being replaced by DVD with many distributors. The DVD collection is comprised of, and selected, using the same guidelines as VHS. Multiple copies of new release feature films may be purchased if demand dictates.

Audio Book on Cassette and CD -- The audio book collection is developed to duplicate some titles in the hardcover fiction print collection. Award winning titles, best sellers, popular authors, and classics make up the bulk of titles selected. Very few non-fiction titles are included, primarily due to the lack of availability. Due to continuing format demand, a title is purchased on cassette and CD if available.

CD-ROM -- The CD-ROM collection is made up of educational and entertainment titles. Titles are selected based on popular series (ex. Backyard Sports), characters (ex. Dora, Bob the Builder), educational value (ex. foreign language, math, language arts) and popular culture (ex. Star Wars, Harry Potter).

Cassette and CD with book -- Formerly read alongs; this collection is primarily made up of picture books. There are a small number of easy to read non-fiction and sing alongs also included. They are used recreationally and as a reading tool.

Music CD's -- Popular artists, pop, TV/movie, country, folk, classical, lullabies, educational, thematic, patriotic, religious, dance, and multicultural music is selected for this collection.

Multimedia Kits -- Multimedia kits are labeled as such due to the format variety included. Kits may include audio, video, print, and manipulatives. They are selected for their educational value. Kits currently include Hooked on Phonics (various levels), Hooked on Math (various levels), and the Muzzy Language Series (various languages).