

Policy and Procedure Manual	Section B 7.1
Public Policy Collection Development Plan Adult Services Department	Issued : April 21, 2008; amended August 17, 2009; amended April 18, 2011; amended April 17, 2014; amended May 15, 2017; amended April 15, 2019 Approving Authority: Administration

ADULT SERVICES DEPARTMENT COLLECTION DEVELOPMENT PLAN

General Introduction

The Adult Services Department maintains a collection of materials for adults 18 years and older. Development of the collections will be based primarily on the library's current Strategic Plan.

Standards for Selection

Library policy directs that the selection of books and/or library materials shall be made on the basis of their value to interest, enlighten and inform all residents of the Village of Orland Park. No library material shall be excluded because of the race, gender, disability, culture or sexual orientation, nationality, political or social views of the creator.

Selection of material shall be based on the following criteria:

1. Relevance, both current and historical, and permanent value to the existing collection
2. Input garnered from critical reviews and selection sources
3. Price as a reasonable value for anticipated use
4. Reputation and qualifications of the creator, publisher or producer
5. Timeliness or currency of subject matter
6. Suitability of subject and presentation for intended audience
7. Quality of format, including technical quality and durability
8. Popular Demand
9. Hardware and software requirements
10. Ease of use (user friendliness, searchability, connectivity)
11. Availability
12. Suitability of physical format for library use
13. Licensing restrictions

Tools for selection include professional journals, trade journals, subject bibliographies, publishers' catalogs, and promotional materials, standard review sources, lists of recommended titles, and sales representatives for specific materials. Purchase suggestions from patrons are also an important source.

Patron request does not guarantee purchase of an item, but material may be obtained through resource sharing.

Basic educational trends are collected, but professional level material and textbooks will not be purchased.

Self-published books by local authors are generally not included in the collection.

Standard review sources include, but are not limited to, the following: Booklist, Chicago Tribune Book section, Kirkus, Library Journal, and Publishers Weekly. Wall Street Journal, New York Times and BookPage.

Online Databases and Resources

The online database collection exists as it is the popular format for accessing information. Factors in selection include space allocation needs, availability of print equivalent, subscription cost, availability of remote access, and patron popular demand. This collection also serves to fill a void for items which are either unavailable in print or would require too much space to store.

There is a strong interest in health, business, genealogical and consumer information for the public. The resources should also reflect the academic needs of students from elementary school through college, particularly in the area of current events.

Standard reviewing journals such as Library Journal and Booklist are the tools of choice for professional reviews. Staff will see demonstrations of potential databases at conferences or at other libraries, and/or obtain a trial subscription before purchasing.

An essential consideration in retaining online database products is patron use. Products will be reviewed annually prior to the renewal of the database. A subscription database that does not show significant use over a period of time may be replaced.

New Books

New books are displayed on designated shelves in a prominent area for approximately five months. This collection includes fiction, nonfiction, biographies, Large Print, graphic novels, and paperbacks. Weeding for this collection is done on a monthly acquisition cycle. Titles removed from this collection are added to the regular collection.

Non-fiction

000 – 099 Generalities

This broad collection reflects many general subjects. The collection emphasizes computer books, specifically those pertaining to home users. Due to the rapid changes in this field, the collection is weeded annually.

A collection of library science books is maintained for professional use. These books will be housed in various departments throughout the library, but may be made available to the public upon request.

100 – 199 Philosophy and Psychology

This collection consists of works by and about major philosophers and philosophies. Subjects also contained in this collection are ethics, logic, the paranormal, and psychology. Emphasis is placed on popular psychology and other self-help titles that appeal to the general adult public. This collection is weeded every two years.

200 – 299 Religion

This collection contains books on major religions of the world. Changing demographics are a major factor in determining the development of this collection. Also emphasized here is a basic collection of books on world mythologies. This collection is weeded every four years.

300 – 399 Social Sciences

This collection covers a wide array of topics dealing with society and related issues. Special emphasis is given to personal finance/investment titles, college guides, tax guides, personal relationship titles and true crime books. With the exception of the crime titles, the other collections are weeded on an annual basis. This collection includes test preparation manuals, citizenship guides, career guides, real estate materials and legal guides.

400 – 499 Language

This collection includes basic level English grammar, usage and etymological materials, dictionaries and language guides for many languages. Material on American Sign Language (ASL) and English Language Learners (ELL) will continue to be added. Books are retained as long as they are in good condition and still circulate. This collection is reviewed every three years.

500 – 599 Pure Sciences

The science and math collections are designed to meet the supplemental needs of the student. Special emphasis is placed on plant and animal books (especially those pertaining to Illinois and the Midwest). Major divisions of math and science are contained in this collection such as Algebra, Geometry, Biology, Ecology, and Zoology. Books in this area are evaluated every three years.

600 – 699 Applied Sciences

The applied science and technology section covers a wide range of topics. Special emphasis is placed on the following areas: automotive repair, cooking, gardening, health (mainly patient oriented), resume preparation, small business, and pets. Weeding is based on criteria such as timeliness or currency of subject matter, condition and usage. Most health books are only kept for three to five years. Resume and small business books will be evaluated annually. Automotive repair books will be retained as long as the book is relevant.

700 – 799 Arts and Recreation

This collection contains material on the arts, theatre, music and entertainment. Also contained in this collection are materials on sports, collectibles and hobbies, including stamp and coin collecting. Home design and decoration, including landscaping books are also maintained. This collection will be weeded every four years.

800 – 899 Literature

This collection will cover all world literature at a basic level. Materials to support students, such as criticism of authors and works commonly studied in local area schools, are collected. Various collections of speeches, essays and humorous writings; anthologies of short stories, plays, and poems are added based on popularity and demand. Also included in this section are materials on writing to aid the student or aspiring writer. Weeding will be done on a three year cycle.

900 – 999 Geography and History

This collection consists mainly of history and travel books. Special emphasis is placed on the travel collection, covering all areas of the world (with particular attention to the Midwest). Multiple copies may be purchased based on popularity and patron demand. Travel guides are retained for two years, while the retention of travel memoirs are evaluated on circulation statistics and patron interest.

Biography

The biography collection consists of non-fiction materials about people from all walks of life from the earliest times to the present. Autobiographies, memoirs, and letters are also included in this collection. Hardcover editions of books are preferred over paperbacks. Weeding for this collection is done on an annual basis.

Magazines/Newspapers

Magazines and newspapers of broad, general appeal are given preference over highly specialized or scholarly items when subscription decisions are made. The library only keeps the current year of print magazines. An additional collection of magazines is available to Orland Park Public Library cardholders through a digital platform. Print newspapers that are searchable through a database purchased by the library are kept for one month. If a print newspaper is not available electronically, it is kept for six months.

Foreign Language Collection

The adult collection maintains materials in Arabic, Hindi, Polish and Spanish. The collection consists of books and AV (when available) of popular fiction and non-fiction. Changing demographics are a major influencing factor when adding other languages to this collection. Purchase of a variety of titles rather than multiple copies is preferred. This collection is weeded based on availability of items.

Fiction

The Fiction collection satisfies the demand for recreational reading. Popular best sellers comprise a major portion of the collection including but not limited to, fantasy, historical fiction, mystery, romance, science fiction, suspense and horror, westerns and inspirational fiction.

Acquisition emphasizes American and English authors. Contemporary authors from other countries are included in the collection in English translation. In addition to book reviews, patron demand heavily influences selection.

Fiction titles are purchased in hardcover, trade paperback, or mass market paperback formats based on availability of the title. Best-selling titles are purchased in multiple copies. Literary classics, regional authors, and well-recognized contemporary authors are retained, sometimes in multiple copies, depending on popular demand. Weeding of duplicate copies, books in poor condition, and ephemeral authors must be done on a monthly basis to maintain space for new books. The condition of bestsellers may deteriorate because of high usage. These titles are either repaired or replaced, depending on circulation, relevance, popularity of the author, and availability. Donations are frequently used to replace worn or missing best sellers. Every effort will be made to maintain series for popular author. The library will also try to obtain at least one copy of each title for the most popular authors.

Large Print

Selection of materials for this collection is targeted to the visually challenged. Popular and genre fiction including mystery, romance and westerns comprise most of the fiction collection. Travel memoirs, popular biographies and self-help titles are purchased for the non-fiction section of the large print collection. This collection is weeded annually due to condition and usage. The Large Print collection needs to be easily accessible and conveniently displayed.

Graphic Novels

Graphic novels are selected based on professional review journals, patron/staff recommendations, and popular demand. This collection consists mainly of adult titles not included in the teen collection. A core collection of classics in the field is maintained. The collection is evaluated by condition and popularity of the title.

Lucky Day Collection

A collection of the newest and most popular books, movies, CDs and magazines will be maintained. Multiple copies of the library's most popular items and latest bestsellers will be available to check out. Materials in this collection will have a shortened loan period and an increased overdue fee schedule. Materials are selected based on expected demand and ordered well before the release date of the title. Additional copies for this collection may be purchased via area merchants when this is the most viable means of acquiring more titles quickly. Sources for selection include, but are not limited to, professional review sources that have "expect high demand" sections such as Library Journal. Weeding for this collection is done on a monthly acquisition cycle. Holds may not be placed on this collection or renewals allowed.

Titles removed from this collection are added to the regular collection warranted by condition and demand.

Book Discussion Collection

A collection of trade and mass market paperbacks will be maintained for circulation for book discussion groups. The collection will include multiple copies of a single title for distribution. The collection will feature a mix of fiction and non-fiction titles and follow the selection criteria for the library's regularly scheduled monthly reading groups. This collection will be weeded based upon usage.

Local History Collection

The major emphasis of this collection is material of significant local historical information about Orland Park including government, businesses, homes, schools, churches, community organizations, library, families, and genealogical resources. The collection includes material about the people of Orland Park, subjects pertaining to the history and development of Orland Park, materials on Chicago and the south suburbs, and information on Illinois geography, archaeology and history of influence to this region. This collection is not necessarily comprised of primary sources.

A variety of formats are collected, including but not limited to books, maps, manuscripts, brochures, photographs, films, oral histories and digital content, such as The Founding and Historical Documents Collection.

Consideration for inclusion will be based on the overall merit of the material and its usefulness in understanding Orland Park history.

Audio-Visual Collection

New AV

New AV is displayed on shelves at the beginning of their respective collections. Collections include DVDs and Blu-Rays, Music CDs, Audio Books, and Video Games. Weeding for this collection is done on a monthly acquisition cycle. Titles removed from these collections are added to the regular collection.

DVDs and Blu-Ray

The collection consists of movies (both new and classic), performances, foreign films, television series and non-fiction. Non-fiction DVDs and Blu-Rays are currently shelved with non-fiction books. Sources for developing this collection include, but are not limited to, Library Journal, People Magazine (People Picks Section), Video Librarian, and Midwest Tape online. As new technologies emerge, some formats will be phased out, depending on demand. The library will make every effort to insure Television Series are complete and replaced as necessary. Duplicate copies may be purchased for circulation as needed. Weeding for this collection is ongoing. High interest feature films may be replaced, depending on circulation history and popular demand.

Flick Pix Movie Boxes

A collection of movie boxes containing several movies and treats will be maintained. Movies will be selected from the existing collection by theme/genre and rotated out on a quarterly basis. Holds may not be placed on Flick Pix Movie Boxes, and renewals are not allowed.

Digital and Streaming Materials

Through purchased subscription services, the library offers Orland Park Public Library cardholders the ability to download a variety of titles in various formats to their computer or wireless device. OverDrive provides patrons with eBooks and audiobooks; items are selected by a librarian and checkout is limited to one user at a time. With OverDrive, patrons' are able to place a hold on an item that is checked out. Hoopla offers eBooks, audiobooks, music and movies; the titles are preselected by Hoopla and allow infinite checkouts per item. RB Digital provides digital magazines for checkout, with the titles selected by librarians. Available titles may vary according to the publisher and the subscription service. General collection standards will be used, when selection of material is allowed.

Music CDs

A collection of music will be maintained that meets the cultural, inspirational, and recreational needs of the residents of Orland Park. Sources for developing the music collection include, but are not limited to Billboard, People Magazine (People Picks section), and Rolling Stone.

The CD collection includes, but is not limited to such genres as pop, rock, country new age, holiday music and jazz. In addition to reviews and patron popular demand, classical and opera titles are purchased based on the popularity of the conductor, orchestra, soloist or composer.

Audio Books

The audio book collection consists of both fiction and non-fiction titles in various formats including, but not limited to CD, MP3, Playaway and digital downloads. When selecting audio books the library considers the popularity of the print version of the title and also the narrator. The library only buys unabridged titles. Foreign language kits along with other educational titles will also be included in this collection. Duplicate copies of items may be purchased. Popularity and availability determine whether an item is replaced.

Video Games

A collection of video games will be purchased for different systems including current and future Microsoft Xbox, Nintendo, and Sony Playstation consoles. The library will make every effort to acquire video games with Entertainment Software Rating Board guidelines including Everyone, Everyone 10+, Teen and Mature. Patron popular demand will be considered for this collection. Review sources for this collection include, but not limited to Eurogamer.net and Video Librarian.

Technology Items

The collection of technology items consists of consumer based electronics available for patrons to check out. WiFi hotspots, video streaming devices, videogame consoles, smart home speakers, and VHS-to-DVD converters are all included in this collection. An effort is made to curate items that engage patrons with new technologies and allow them to experience their usefulness. The evaluation of the items in this collection is ongoing and new items are added as interest in and demand for those items grows. An effort is also made to present for checkout items that may not typically be found at a public library.