

Policy and Procedure Manual	Section B 7.3
Public Policy Collection Development Plan Youth 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

YOUTH SERVICES DEPARTMENT COLLECTION DEVELOPMENT PLAN

General Introduction

The Youth Services Department serves children from infancy through eighth grade, parents, teachers and other adults working with children. 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

Tools for selection include professional journals, trade journals, subject bibliographies, publishers' catalogs, 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 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, Kirkus, School Library journal, Horn Book, Bulletin for the Center for Children's Books, VOYA, Ingram, Common Sense Media.

BOOKS

Reference

The reference collection consists of a comprehensive and current collection of non-circulating materials at primary, intermediate and middle school reading levels. Reference materials include: encyclopedias, atlases, subject bibliographies, indexes, collection development tools and reference books in curriculum areas.

Online Databases and Resources

The online database collection exists as it is the popular format for accessing information. Factors in selection include availability of print equivalent, subscription cost, availability of remote access and patron popular demand.

Staff will make every opportunity to 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 not be replaced.

Board Books

The board book collection serves birth through toddlers with sturdy books and appropriate topics. The books cover many basic concepts such as colors, numbers, animals, and seasons. Bilingual books serve families in our community with an English Language Learners (ELL) background. This collection is weeded frequently for condition.

Picture Books

The picture book collection includes highly illustrated fiction and concept books. They are generally meant to be read to children from infancy to second graders, but may also be appropriate for children to read on their own. The books in this collection reflect the differing styles of author/illustrators, and also help develop language skills in children.

Multiple copies of high demand themes and titles will be selected. Some of these titles reflect current television and movie characters. High priority is given to award-winning books, curriculum related materials and well-known authors and illustrators

Pop-ups, lift-the-flap, and “Big Books” are circulated on a limited selection basis.

The holiday books reflect the diverse celebrations of our community and multiple copies of some titles that are more popular are purchased in order to meet patron popular demand.

Junior Easy

The Junior Easy book collection consists of picture books that were written for older readers. The criteria for the Junior Easy collection includes: picture book format; length of text, and theme of work. This collection will be weeded on an annual basis.

Easy Readers

The Easy Reader collection contains illustrated fiction books with controlled vocabulary designed for children learning to read. The target audience for this collection is children in Kindergarten through grade 2. The materials may also adapt to the high interest/low reading ability of children at a middle grade level. The collection ranges from 10-word books to very simple “easy chapter books.” The books depend on predictable patterns, repetition, context clues and a basic sight word vocabulary. This collection will be weeded on an annual basis.

Easy Non-fiction

The Easy Non-fiction collection serves multiple roles. It encourages early learning of concepts and factual material because of its lower readability level. Students, Kindergarten through grade 2, rely on this area as a source for school report materials. This collection reflects a majority of the areas of our juvenile non-fiction collection including easy biographies. Purchases are frequently made due to the heavy demand of this collection. This collection will be weeded on an annual basis.

Fiction

The juvenile fiction collection serves readers in second through grade 8. The reading level ranges from transitional chapter books to junior high books. Fiction in various genres (mystery, science fiction, fantasy, historical fiction, etc.) is selected for all grade levels. Fiction titles are primarily purchased in hardcover but may be purchased in paperback to supplement the collection based on cost savings. Multiple copies of high demand and award-winning titles are purchased. The fiction collection-will be weeded annually.

Special Collections

The *Monarch Award* is an annual award given to the author of the book voted most outstanding by students in grades kindergarten through grade 3. In order to support the elementary schools participating in this program, our Monarch collection includes multiple hardcover titles of all twenty nominees. A reference set of the titles is available for use in the building so that parents will always have easy access to a copy of the nominees to the children. Weeding of multiple copies will take place after the program for that year ends.

The *Bluestem Book Award* is an annual award given to the author of the book voted most outstanding by students in grades 3 through 5 in participating Illinois schools and libraries. In order to support the schools that participate in this program, multiple copies of the twenty book nominees are available for checkout. Titles in audio format will be purchased if made available by publishers. Weeding of multiple copies will take place after the program for that year ends.

The *Rebecca Caudill Young Readers Book Award* is an annual award given to the author of the book voted most outstanding by students in grades 4 through 8 in participating Illinois schools and libraries. In order to support the schools that participate in this program, multiple copies of the 20 book nominees are available. Titles in audio format will be purchased if made available by publishers. Weeding of multiple copies will take place after the program for that year ends.

The Newbery Award is awarded annually to the author of the most distinguished contribution to American literature for children. The Caldecott Award is awarded to the artist of the most distinguished American picture book for children. Both collections have designated spine labels. The library annually purchase both the Newbery and Caldecott award winners and the honor books. These collections are reviewed every two years.

New Materials Collection

Our New Materials collection is displayed on shelves in a prominent area in our department. This collection includes books, fiction and nonfiction, CDs, audio books and Playaways which are located on the New Materials shelves. New DVDs and Blu-Rays are displayed on the top of the DVD shelves. Criteria for materials selected to be housed in this area include high patron demand and newly released titles. Materials will be shelved in this designated area for approximately five months from the time they were added to the collection, and have color-coded stickers.

Book Bundles

Each bundle is a bag filled with materials covering one topic, like farms, seasons or music. Each bag contains picture books, music, a DVD, a puppet and laminated pages with craft and fingerplay ideas. These bundles are intended for preschool-age children and their families. Book Bundles themes represent the various interests of children, as well as the curriculum presented in local preschools and daycares.

Just the Facts Book Bundles

This special collection was made possible by grant monies from the Illinois State Library in 2014. Each bundle is a bag filled with non-fiction materials covering one topic, such as Chicago, natural disasters and poetry. Each bag contains books and audiovisual materials on its particular topic. These bundles are intended for a particular audience: preschool-age children, Kindergarten—grade 2 and grade 3—5. Themes represent the various interests of children, as well as the curriculum presented in local preschools, daycares and the elementary schools. They also reflect Common Core curriculum and Every Child Ready to Read 2 fundamentals.

Science Sacks

The Science Sacks collection was developed with grant monies from the IEEE (Institute of Electrical and Electronic Engineers) in 2013. Each sack is a bin filled with science materials in each sack covering one topic such as animals, force & motion, and plants. Science materials will be replenished as the supply dwindles. Each bin has a suggested reading list for students to enhance their learning.

Playaway Launchpads

These circulating tablets are pre-loaded with interactive content. Each Launchpad targets a specific age group and reading level. Launchpad apps focus on a specific area of study including art, mathematics, science and literacy. These tablets are purchased through the Findaway company in response to patron popular demand.

Playaway Views

These circulating tablets are pre-loaded with several stories centered on the same character or theme. Views include well-known children's characters from books, TV shows, and movies. These tablets are purchased through the Findaway company in response to patron popular demand.

Penpal Phonics Kits

These kits both audio and visual elements to learn a new language. The kits come with bilingual books and a talking Penpal pen. Due to availability from distributor, there is a limited number of languages.

Non-fiction 000—Generalities

This collection highlights computers, unidentified flying objects and ancient mysteries. The computer books are updated annually in order to maintain currency. Materials may be selected that contain accompanying material. This collection will be weeded annually.

100—Philosophy

A special emphasis is placed on collection books dealing with feelings, self-esteem, and titles supporting respect and tolerance. Titles are added to support local area schools various programs dealing with self-esteem. This collection will be weeded every five years.

200—Religion

Topics found in this collection include world religions and their customs, and mythology. The local parochial schools encourage children to do reports on religious subjects such as saints and other religions, thus there is a great demand for addition to this collection. This collection will be weeded every five years.

300—Social Sciences

Areas of special emphasis are curriculum-related topics such as adoption, environmental issues, military matters, the United States Constitution and Government, storytelling and world holidays. The holiday section features books on cultural traditions that are used when students research a heritage study. This collection will be weeded every three years.

398—Fairy Tales and Folktales

The library maintains a large collection of fairytales and folktales which are selected in original and adaptations. Every attempt is made to include tales from many cultural traditions and various countries. Nursery rhyme collections are included in this area. This collection will be weeded every three years.

400—Language Learning

This collection includes books on American Sign Language (ASL), grammar and foreign languages. There are dictionaries for many languages as well as additional materials are selected primarily for language learning. This collection will be weeded every three years.

500—Science

Science books for all ages are selected to support the state curriculum mandates. Areas of special emphasis in this collection: include but are not limited to science experiments and projects, dinosaurs, natural disasters, Illinois plants and animals, and the seasons.

Books covering various math concepts are selected for this collection when deemed useful for students. For curriculum support emphasis will be placed on selecting titles cover higher level math concepts. This collection will be weeded every two years.

600—Applied Science and Technology

Highlighted in this section are systems of the human body, diseases, space flight, cookery, pets, and inventions. This collection will be weeded every two years.

700—Arts and Recreation

Areas of special emphasis include but are not limited to works by famous artists, drawing and cartooning, architecture, puppetry, handicrafts and hobbies, games and a wide variety of sports book. The sports books consist not only of instructional materials, but also popular major league sports teams and athletes. Other sporting activities such as auto racing, karate, wrestling, Olympic Games and winter sports are purchased due to patron popular demand. This collection will be weeded every five years.

741.5—Graphic Novels

Graphic novels are part of both the Youth Services and Teen area collections. Publisher ratings and professional reviews will assist in determining selection. It is frequently weeded due to lack of physical suitability for library use.

800—Literature

This collection contains an extensive selection of poetry. There is an emphasis on new poetry collections, poetry by well-known children's poets, classic poetry and humorous poetry. Theme-based poetry books are selected to supplement classroom poetry units. Other materials include reader's theater collections, plays and skits. Adaptations of William Shakespeare's plays are

selected for this area. Joke and riddle books are included in this collection. This collection will be weeded every five years.

900—History and Collective Biography

This section includes books on explorers, countries, Native Americans, individual states, Orland Park history, ancient countries, the Middle Ages, the Holocaust, geography and world history. Materials are selected primarily to support state curriculum mandates. American history materials are emphasized.

The state and country books in this area will be purchased from vendors that represent many reading levels. Due to the specialization of the collection, a standing order will be maintained.

The collective biographies reflect many of the areas in the regular biography section, including but not limited to, scientists, political leaders, and explorers. This collection will be weeded every three years.

Biography

The biography collection includes people from a wide range of eras, countries, and notoriety. Special emphasis is placed on purchasing biographies of presidents, explorers, scientists, inventors, military personnel, women, and African-Americans, authors and sports figures. An effort is made in selecting biographies of very significant people at various reading levels. This collection will be weeded every three years.

Homework Center

The World Book Encyclopedia, is part of the Homework Center. Copies from two previous years may be checked out by patrons for a three-week period. Also included in this collection are the current textbooks from various elementary school districts and one local parochial school.

Textbooks

The library serves as a central location for students who need a textbook after school hours. The books are on loan from our two local school districts and one local parochial school. Since we do not own the texts, they are non-circulating. The School Liaison works with the providing district/school at the beginning of each school year to update the textbook collection.

Foreign Language Collection

The foreign language collection reflects the diversity of our village's demographics. A majority of the materials are fiction, including board books for the very young, easy and juvenile fiction, a limited amount of non-fiction titles and DVDs and CDs.

Bilingual books are housed within our Foreign Language Collection and include Spanish, Polish, Arabic and Lithuanian. They are mainly English-Spanish materials, but we also have a vast representation of many other languages as well. Purchasing of additional bilingual materials will depend on patron popular demand and vendor availability.

The foreign language collection will be weeded for condition every two years.

Special Needs Collection

This collection provides general information books for parents of and children who have special needs such as autism, diabetes, physical handicaps, mental challenges, or food allergies. The books selected are intended to provide information on how children and families deal with their special needs. This collection is not designed for research and will be weeded every three years.

Magazines

This collection offers a variety of magazines for children from toddler through grade 8. The titles reflect magazines for recreation, literary merit, as well as magazines that enrich children's learning.

NON-PRINT MATERIALS

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.

Kits

Kits that include a supplemental CD with a book will be selected for preschool and school-aged children to enhance reading for enjoyment as well as to foster pre-reading skills. The kit collection, which will be housed in their appropriate Dewey Classification section, will include picture books, beginning readers, award-winning fiction and non-fiction, poetry and folktales, items that support reading development (e.g. phonics materials), and foreign language materials. Educational kits that contain music or nursery rhymes for early childhood education, math skills, science, or physical health will also be maintained.

Family & Friends® CPR Training Kit

In order to help our patrons learn CPR basics, two Family & Friends® CPR Training Kits are available for check-out. Each kit contains an adult mannequin, infant mannequin, instructional DVD and a manual to help guide patrons in life-saving techniques. Kits are checked out at the Youth Services Junior Desk.

Read-Along

Read-Along books with supplemental CDs, will be selected for preschool and school-age children to strengthen and reinforce reading skills. The Read-Along collection will include fiction and song books and will be housed near the audio visual collection. This collection will be weeded as warranted by condition or demand.

Fiction Books on CDs

Audio books, including Playaway devices, will be purchased to meet the needs of children birth through grade 8. Titles will be purchased on compact disc. The audio book collection will include popular fiction titles for youth including best-sellers and award winners. Titles will be selected in an unabridged format only. Audio books will also be made available for youth and teens through purchase subscription services.

Music

Popular music for preschoolers and children grades Kindergarten—grade 6, folk songs, holiday songs, television favorites, classic and classical music, movie soundtracks will be selected on CD catalogs may be used as selection tools and reviews from professional journals.

DVDs and Blu-Rays

This collection is designed to serve preschoolers through grade 8. It includes entertainment, educational and general interest titles. The collection will only include titles with ratings of G or PG.

Puzzles

Puzzles encourage pre-reading skills such as attention to detail, figure/ground ability, fine motor skills and concept development. Wooden puzzles that are appealing, durable and encourage concept development comprise the core of the puzzle collection

Video Games

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

Preschool iPADS

A collection of iPADS located in the Preschool Area are available for in-house use by patrons in 2nd grade and under. Patron can check out an iPad to use while they visit the library, but they must keep the iPADS in the Youth Services Department. Each iPad is preloaded with several educational game apps and is locked down to prevent searching the internet.

Nintendo Switch Controllers

Elementary aged patrons may use our Nintendo Switch. They can check out a set of controllers at the Junior Desk in order to use the console. There are two sets of controllers. The controllers are for in-house library use only and cannot leave the Youth Services Department.

TEEN COLLECTION

The library maintains a collection of material specifically for teens, grades 6-12 in both print and non-print formats.

Standard review sources include, but are not limited to, the following: Booklist, Kirkus, School Library Journal, Horn Book, Bulletin for the Center for Children's Books, VOYA, and websites such as teenreads.com, readinggrants.com and noflyingnotights.com

Books

Fiction

A collection of fiction geared toward teens' grades 6-12 will be maintained in the Teen area. Genres included but not limited to are mystery, dystopian, historical fiction, sports fiction, fantasy and science fiction. Fiction titles are primarily purchased in hardcover but may be purchased in paperback to supplement the collection based on cost savings. Multiple copies of high demand and award-winning titles are purchased. School assignments may drive purchase of multiple copies of titles. This collection will be weeded on an annual basis.

Non-Fiction

Non-fiction is selected based on teen interest as well as the high school curriculum. The non-fiction collection also includes college entrance exam test prep books such as the SAT and ACT. The non-fiction area will be weeded following the parameters set for the Youth Services non-fiction collections.

Special Collections

The Abraham Lincoln Illinois High School Book Award is awarded annually to the author of the book voted as most outstanding by participating students in grades 9-12. The library orders multiple copies of these selected titles, many in paperback, to encourage high school students to read for personal satisfaction and become familiar with authors of teen and adult literature. The collection will be weeded after the program ends each year.

Read for a Lifetime is an Illinois State Library sponsored program that encourages students in grades 9-12 to read recreationally. The list is created by public and high school librarians across the state. The library orders multiple copies of these selected titles, in hardcover and in paperback, to provide enough copies for the participating students. The collection will be weeded after the program ends each year.

New Materials Collection

New Materials collection includes books, both fiction and non-fiction. Criteria for materials selected to be housed in this area include patron popular demand and newly released titles. Materials will be shelved for three months from the time they were added to the collection. Materials will be moved to the appropriate areas after their three-month period is over. Weeding for this collection is done on a monthly acquisition cycle.

Magazines

Magazines for teens will be maintained in the Teen Department. Magazines are selected based on requests from teen patrons, review journals and popular teen websites. Magazines are selected to fulfill teens' reading interests for leisure, literary merit and/or the pursuit of knowledge. An additional collection of magazines is available to Orland Park Public Library cardholders through a digital platform. The Teen Area will keep the current year for patron use and circulation.

Graphic Novels

Graphic novels are selected based on review journals, patron recommendations and review websites such as noflyingnotights.com. Our collection contains graphic novels ranging from superheroes to Manga to adaptations of classic novels. Graphic novels are often rated by publishers or review journals for age appropriateness and titles that are appropriate for teens are maintained in the teen graphic novel collection. It is frequently weeded due to physical suitability for library use.

Non-print Materials

Books on CD

Titles will be purchased in compact disc format and Playaways. The audio book collection will include popular fiction titles for teens as well as titles from awards lists. Titles are purchased through Findaway and Midwest Tape.

Music CDs

An effort will be made to select diverse music with teen appeal including rock, pop, rap, country, folk and classical. This is primarily a popular collection selection based on patron popular requests, Billboard Top 100 lists, reviews from popular periodicals and local, mainstream radio station's top play lists. Materials rated "Parental Advisory" will be purchased by the Adult Services Department.

DVDs and Blu-Rays

This collection meets the recreational and informational needs of our patrons. The collection includes non-fiction titles reflecting the department's book collection, as well as entertainment, educational and general interest titles. Ratings of the materials purchased for this collection will be "G", "PG", and "PG-13." Sources for developing this collection include, but are not limited to,

Library Journal, Video Librarian and Midwest Tape online. Weeding for this collection is ongoing.

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 Early Childhood; Everyone; Everyone 10+; and Teen. Patron popular demand will be considered for this popular collection. Review sources for this collection include but are not limited to Amazon.com, Eurogamer.net and Video Librarian.

Playaway Launchpads

These circulating tablets are pre-loaded with both fiction and nonfiction content including SAT prep videos, digital versions of graphic novels, and themed movie and TV show compilations.

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.

Lucky Day Collection

A collection of the newest and most popular movies and CDs 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 when possible. 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 as warranted by condition and demand.

Video Console Controllers

Teen patrons may use our Playstation 4 or Xbox One located in the Teen Area. They can check out a controllers at the Teen Desk in order to use the consoles. The controllers are for in-house library use only and cannot leave the Teen Area.