

ELMHURST PUBLIC LIBRARY COLLECTION MANAGEMENT PLAN

Development of the Library's collections will be based primarily on the mission and vision of the Library:

Elmhurst Public Library enriches life in Elmhurst by providing opportunities to explore, learn and grow.

Elmhurst Public Library will be a place for discovery at the heart of the community. The Library will provide the support and resources for Elmhurst residents to:

- Develop a love of reading
- Access information for work and learning
- Pursue interests that will enrich their lives
- Understand changes in technology, society and culture
- Gather and interact with each other.

Funds will be allocated for purchases in the various sections of the collection according to demand (circulation history) and considerations such as the need to develop new subject areas and formats or update collections in established areas.

In purchasing, selectors will take into consideration demand, as reflected by reserve/purchase requests, and may consult community groups or subject experts regarding special needs for materials in specific subject areas.

Multiple copies will be purchased to meet patron demand. A collection of "Hot Copies," which are non-reservable, will be maintained to ensure that some bestselling books and magazines are always available on shelf. After initial demand has passed, most duplicate copies will be removed from the collection.

Multiple copies will be purchased and maintained in subject areas where some information should always be available on the shelf.

All areas of the collection will be kept current and appealing to users through regular weeding. Deselection of materials will be based on factors such as circulation activity, currency of information, duplication of content in other materials, and condition of the item. From time to time, some material formats are superseded by others and gradually become obsolete. When it becomes apparent that this is happening, the library will cease to purchase or accept donations in this format and begin to weed more heavily in the area. Circulation will be monitored, and when it is no longer significant, the entire collection will be withdrawn. As available and appropriate, hard copy formats will be supplemented or replaced with online access to content, such as downloadable audio- or e-books, and online test preparation or tutoring services.

6.2.1 Adult Collections – General Principles

The reading and interest levels of the collections will range from that of the average high school student through that of the educated lay-person. Limited purchases will be made at the middle school and professional levels. A separate collection will be maintained for Adult New Readers. In addition a limited amount of material will be purchased for ESL and/or non-English reading adults as determined by the community's demographics.

For purposes of this plan, a basic level of collection development is defined as comprising the major works in a subject area and coverage of all aspects of that subject sufficient to support popular interest and initial study. Areas of special emphasis in which the collection goes beyond this level will be indicated.

The Adult collections will address the Library's mission and vision as follows:

Develop a Love of Reading

Selectors will seek out and purchase multiple copies of popular materials to meet demand. An effort will be made to maintain all works in a series and to retain earlier works by authors who are currently popular.

Information for Work and Learning

The areas of the collection that support job seekers and business people in Elmhurst will be developed beyond a basic level.

Selectors will bear in mind the needs of high school students, particularly recurring assignments, in developing the collections. However, textbooks will be purchased only when they provide the best available overview of a subject.

In order to meet the needs of adult independent learners, the collections will provide a broad range of information in all subject areas, with particular emphasis on how-to information. A basic selection of the principal works in each subject area and of classic fiction also will be maintained.

Pursue Interests that will Enrich Their Lives

The Library will maintain a broad-based collection of materials in a variety of formats that address the interests of Elmhurst residents as reflected in circulation, requests, and media coverage. Areas that are especially popular will be developed beyond the basic level, and a particular collection may be enhanced on an ad hoc basis in response to current issues such as elections, economic conditions or a new software release.

Understand changes in technology, society and culture

Particular attention will be given to maintaining current collections relating to technology, as outlined under 000 Generalities, although materials may be classified in other areas, depending on their focus, such as online auction titles in the 380s. Selectors in each subject area will seek out materials that describe and elucidate current social and cultural trends.

6.2.1.1 Reference Materials

To support access to information for work and learning, a comprehensive collection of sources for in-house use will be maintained. Reference sources include:

- dictionaries
- directories
- handbooks and manuals
- encyclopedias, general and specialized
- Statistical and Census compilations
- bibliographies
- guides to subject areas
- indexes

other books designed for quick access to specific information
databases

The reference collection will cover all disciplines at a basic level and in a variety of formats, with standing orders or online subscriptions maintained in areas where currency of information is vital. Where available, an encyclopedia or general overview and appropriate periodical indexes will be maintained in each broad subject area. The Library will provide electronic access to information which is most easily searched in that format. Electronic sources will generally be given preference over print sources with duplicate information due to ease of access and searching, although print editions may be retained also if heavily used. When possible, electronic sources will be made available from remote locations as well as in-house to provide 24/7 access to the public.

The reference collection will meet all of the requirements of the Metropolitan Library System Minimum Reference Standards for Public Libraries.

Subject areas in which the Reference Collection will be developed beyond a basic level include:

arts and literature
biographical information
business and investment information
consumer information
local area information
medical information
readers' advisory

6.2.1.2 Book Collections

Fiction

The Fiction collection is divided into general fiction, mysteries and science fiction. These collections maybe shelved in separate areas to accommodate patron browsing. The collections will provide a representative selection of American, British, and world fiction in addition to bestsellers. Circulation patterns will be used as a guideline for purchasing popular fiction genres. A portion of the budget will be reserved for the replacement of tattered copies of titles that are considered "classic" or are of continued interest, such as early titles in a series or older books by popular authors. Preference will be given to hardbound editions if possible, but trade and mass market paperbacks will be purchased when that is the only format available. The print fiction collection will be supplemented with electronic books accessible both remotely and within the library.

Teen Fiction

The library will maintain a collection of fiction books which appeal primarily to young people of high school age. The collection will include some classics commonly read in high school but will be primarily a browsing collection of popular materials for this age group. A portion of the budget will be reserved for the replacements of damaged copies, especially series titles.

Graphic Novels

Graphic novels will be developed as a separate collection. They will be purchased for both the teen and adult audiences. Selectors will endeavor to maintain complete series in this collection through original purchase and replacement.

Large Print

A basic collection of current, popular fiction and non-fiction titles will be maintained in Large Print format for persons who have difficulty reading regular print. Standing orders in various genre categories will be supplemented with purchases that reflect the increasingly broad audience for this format. When possible, book discussion titles will be purchased in Large Print.

Paperbacks

The paperback collection will be developed as an ephemeral collection of current, popular interest titles, including genre fiction. No attempt will be made to maintain a comprehensive collection. Paperbacks will be weeded continuously.

World Language Collection

The Library will maintain a collection of books in the foreign languages most requested in Elmhurst. The purpose will be to provide recreational reading for those who wish to maintain foreign language skills or whose native language is not English. Languages will be added or dropped as demographics change, and the size of the collection will be adjusted to meet demand. The collection will be an initial source for these patrons until additional material can be obtained for them through interlibrary loan.

English as a Second Language

To meet the needs of adults who are learning English as a second language (ESL) and those who tutor them, the Library will provide a small collection of appropriate materials in a variety of formats. Local groups that work with English language learners may be consulted to assist in collection development. The collection will be developed to reflect the specific needs of the Elmhurst population, for example ESL for Urdu speakers.

Adult New Readers

A small collection of simplified reading materials on an adult interest level will be provided to meet the needs of adults who are learning to read for the first time and those who tutor them. Local literacy groups may be consulted to review the needs of this target group. The reading levels covered will be from 0 to 6th grade, which is generally considered "literate." Workbooks will not be included because they are not suitable for repeated use. The collection will include read-along book/media kits to reinforce reading skills.

Non-Fiction Circulating Collection

Based upon the diverse interests of the community, the library will provide, at a minimum, a basic level of information in all general subject areas. In addition, specific areas of the nonfiction collection will be developed to a much greater extent. Those areas are outlined below. When appropriate, the print book collection will be supplemented with electronic books accessible both remotely and within the library.

000 - Generalities

The computer book collection will address the needs of both professional level and home users. This will include books on commonly used software, personal computers, networking, certification manuals, programming languages and internet use. Because of rapid changes in this field, the collection will be weeded at least annually, and sufficient funding will be provided to ensure that an adequate number of up-to-date titles is available.

The collection also will include readers' advisory books to guide the general reader and book collector. A limited number of titles relating to libraries and librarianship will be purchased. Bibliographies will not be included in the circulating collection. At least one set of encyclopedias will be maintained for circulation.

100 - Philosophy and Psychology

Special emphasis will be placed on self-help, popular psychology, and new age topics. The collection will be weeded at least annually to maintain currency and relevancy. Topics of current ethical debate will also be emphasized.

200 - Religion

The collection will include books on principal figures of major world religions, the holy book of each major religion, and selected Bible commentaries as well as major editions of the Bible. Religions of the world will be covered as comprehensively as possible on a basic level.

300 - Social Sciences

Areas of special emphasis, which will be updated and weeded annually, are:

- test preparation manuals
- college guides
- tax guides
- citizenship preparation
- finance/investment
- real estate
- legal guides

Education will be developed beyond the basic level, with particular attention to home schooling.

400 - Language

The collection will include English grammar, usage, and etymological materials plus a dictionary and grammar for each major language. Language instruction and phrase books for travelers will also be purchased.

500 - Science

This collection will include books on natural history, mathematics and pure sciences for the layperson as well as selected textbooks when they provide the best available overview of a subject.

Due to high demand resulting from school assignments, emphasis will be placed on the following:

- Illinois plants and animals, especially trees
- science fair project books
- math and science test preparation manuals

600 - Applied Science and Technology

Special emphasis will be placed on the following:

- gardening
- cooking (including special diets and ethnic cuisines)
- automotive repair
- small business manuals
- business administration
- resume preparation
- health topics, including
 - diets and nutrition
 - exercise
 - pregnancy
 - mental health/illness
 - professional exam preparation

The subject area of medicine will include lay level books on specific diseases and conditions, books on systems of the body on the high school level, and several health encyclopedias/manuals, as well as information on alternative medicine. Currency of information is particularly important in this area of the collection, and materials will be weeded when advancements are made. In general, materials over 5 years old will be removed.

Other areas of the 600s will be weeded regularly to reflect changing business and social trends.

700 - Arts

Special emphasis will be placed on the art collection, with particular attention given to Chicago artists and architecture.

The music collection will include broad coverage of songbooks and a collection of scores for popular music. Opera scores, libretti and other titles will be purchased to provide background information for the annual Lyric Opera season.

Emphasis also will be placed on books about hobbies. This collection will reflect current interests of Elmhurst residents and will be weeded in accordance with changing trends and styles. In the area of sports, special emphasis will be placed on books about local teams and athletes, coaching youth teams and topics such as online gaming and gambling that are of growing interest.

800 - Literature

The collection will cover all world literature on a basic level. Special emphasis will be placed on the following:

- Shakespeare plays and criticism
- drama
- criticism of works and authors commonly studied in high school

910-919 - Travel

Special emphasis will be placed on this collection, covering all areas of the world, with particular attention to the Midwest. The collection will include guides to less frequently visited destinations to support the large number of experienced travelers in Elmhurst. Standard travel guides that are published annually will be weeded every two years to keep the collection current.

The book collection is supplemented by brochures from state tourism bureaus and a map collection, which are housed separately.

900 - History, Biography

Special emphasis will be placed in the following areas:

- Elmhurst history
- Illinois history
- Chicago history
- Holocaust and other acts of genocide
- U. S. history
- World history
- Genealogy
- Civil War
- U.S. military engagements such as Vietnam, Iraq and Afghanistan
- Areas where conflict has been noteworthy or prolonged

Personal Biographies (narrative works more than 50% of which recounts the personal aspects of the life of one or more individuals) will be included in the 900s. All authors' biographies are classified in the 800's with titles pertaining to their work. Otherwise, works focusing only on the professional, intellectual, or artistic achievements of a person will be classed with the subject. Older biographies will remain in the subject areas where they were previously classified.

6.2.1.3 Local History

The Local History Collection will preserve published materials which document the history of Elmhurst. Since the Elmhurst Historical Museum collects non-published materials and photographs, this type of material will not be included in the Library's collection. The Local History Collection will duplicate some materials in the Library's circulating collection for purposes of preservation.

The Local History Collection will include the following materials:

- Published histories of Elmhurst
- County, regional, and state histories with information relevant to Elmhurst
- Published histories of Elmhurst institutions, organizations, and companies
- Annuals from Elmhurst high schools
- Local newspapers and indexes
- Elmhurst telephone directories and city directories (on microfilm)
- Published reports of selected Elmhurst agencies, governmental and civic
- Maps of Elmhurst
- Works of local authors (see criteria below)

In addition, the old and rare volumes on Chicago history already in the Local History Collection will be retained to support educational needs and public interest in historical material about Chicago which result from Elmhurst's proximity to the city.

Works of local authors will be purchased for the circulating collection and identified by a special bookplate. At the time of withdrawal from circulation, staff will decide on the significance of the author to Elmhurst and transfer to Local History those which meet one or both of the following criteria:

- a) The author played a significant role in the development of the city or its community activities.
- b) The author is known outside the immediate area and is identified with Elmhurst to the extent that scholars might seek his/her works here in the future.

With the exception of the local newspapers and indexes, the Local History Collection will be housed in locked cases, with access supervised by professional staff.

All items in the collection will be cataloged and entered in the appropriate bibliographic databases to facilitate access to the information it contains.

6.2.1.4 Magazines and Newspapers

The Magazine and Newspaper collection supports the book collection and is subject to the same general principles of collection development. Magazines and newspapers of broad, general appeal will be given preference over highly specialized or scholarly journals when subscription decisions are made. Many of

these and other titles are available as indexed full text in electronic databases which supplement the magazine and newspaper collection.

Historical access to the New York Times, Chicago Tribune, local newspapers, Time Magazine, and Newsweek Magazine will be maintained for reference purposes and to support those with an interest in history.

A large selection of investment, business, and economics publications will be provided to meet the needs of business persons and investors.

To assist residents in pursuing their interests, the collection will include a wide range of general interest and leisure-oriented publications covering such topics as hobbies, travel, sports, fashion, nature as well as consumer, how-to, health, computer, and arts magazines.

To promote a love of reading, the collection will include a representative sampling of literary magazines and other publications with book reviews.

Special Areas:

Foreign Language and International Interest

International publications will provide a global perspective to the collection.

A collection of titles in the foreign languages most requested in Elmhurst will be maintained to meet the needs of students and those whose native language is not English.

Professional Collection

The Library will subscribe to professional publications to facilitate selection and provide information for staff development. Some professional journals may be housed in staff areas but will be made available to the public on request.

Back files

Paper back files will be retained for 1 - 3 years, depending on durability of format, frequency of use, availability in microform or electronic format, and space limitations.

Photocopies from journals not held by the Library will be made available within the limits of the Photocopy Policy.

6.2.1.5 Media

Media will be selected and maintained according to the general collection principles.

Media formats have been and will continue to be in a state of flux. In general, the Library will apply the following considerations to managing collections in each format:

New format introduced

Most people do not own devices that will play the format so there is little demand from Elmhurst patrons. There is limited availability for purchase through traditional library channels. Selectors will monitor the format but not purchase.

Add format to collection

There is increased demand and availability of the format. Money is budgeted to “launch” a new collection and an initial purchase of multiple titles is made for an “opening day” collection.

Established

Money is budgeted annually, and selectors maintain the collection and buy new and popular material. Replace damaged or lost classic titles.

Fading

This typically happens when a new format is supplanting an older format, such as discs replacing tapes. New and popular items are only published in new format, and there is little availability of new materials in the old format. Patrons will check out the old format but typically prefer the new. Circulation decreases. Major library suppliers no longer offer the old format. Replacement parts are no longer available. Purchasing of the format ceases at this point, and donations are not accepted.

Removal from Collection

Circulation is minimal. Nonfiction material becomes increasingly dated. The collection is no longer viable and is removed.

Audiobooks/Spoken Word

The audiobook/spoken word collection will be developed in accordance with the general collection development principles and supports the goals of developing a love of reading and providing information for work and learning. Formats will be selected as outlined above with the intent of offering a variety of means of access to fiction and non-fiction titles. The Teen audiobook collection will be developed in accordance with the Teen fiction collection development principles.

Music

The music collection responds to the interests of Elmhurst residents and will cover the genres classical, jazz, blues, soul, folk, world, pop, rock, country, soundtracks, musicals, religious and holiday music and a wide range of current popular music. An effort will be made to include recordings by significant local musicians and those performing in the Chicago area. The classical collection will include operas, especially those performed at Lyric Opera of Chicago; representative works of the major composers of all eras; and a selection of lesser-known and new music. Weeding will be based on circulation, condition of the material and availability of works on newer, superior recordings. However, the need to maintain an overview of the classical genre will be taken into consideration in deciding whether to retain an item with low circulation. The jazz collection will include a representative sampling of all styles and eras of the genre, with a special emphasis on the popular jazz of the mid-20th century. The remainder of the collection will include representative works of the respective genres and current, popular recordings. These will be weeded more heavily according to circulation.

Movies/Television/Educational Video

The feature film collection will provide popular movies of all genres including American feature films, foreign films, musicals and documentaries that have been shown in theaters. Retrospective works of prominent directors and actors will be purchased as well as award winning films from around the world.

The non-fiction collection will include instructional and informational films, documentaries not released in theaters, ballet and opera productions, and literary works on film.

A representative selection of popular television series and a collection of anime films will also be provided.

A portion of the budget will be set aside for replacements of lost or damaged materials.

Programs for Computers / Consoles

This collection will include programs for popular computer and game console platforms. They will be purchased for both the adult and teen audiences. Circulation and demand will determine the relative percentages of each platform in the collection.

6.2.2 Kids' Library Collections – General Principles

The Kids' Library collections serve Elmhurst children from infancy through eighth grade, parents, teachers and other adults working with children. They will address the Library's mission and vision as follows:

Develop a Love of Reading

Special emphasis will be placed on selecting materials that support pre-reading and early reading skills and the enjoyment of reading.

Pursue Interests that Will Enrich Their Lives

Collections for older readers will be designed to help children explore their interests, supporting both their personal development and their enjoyment of reading.

Information for Learning

Materials will be selected to coordinate with the curricula of local schools. Multiple copies will be purchased as necessary for student assignments and to provide classroom collections to local schools.

Understand Changes in Technology, Society and Culture

Resources will be provided to foster independent learning about the world, with an emphasis on multicultural materials, and materials on diversity, technology and the environment.

6.2.2.1 Reference Materials

To provide information for learning that is always available, a comprehensive and current collection of online and non-circulating print sources at primary, intermediate and middle school reading levels will be maintained. Materials at higher than an eighth grade reading level will be purchased to meet a specific need.

Reference materials include: atlases, dictionaries, encyclopedias, subject bibliographies, indexes, collection development tools, databases, and reference books in curriculum areas and areas of interest to young people.

The reference collection will cover all disciplines at a basic level, with standing orders or database subscriptions maintained in areas where currency of information is important. Where available at an appropriate level, an encyclopedia or general overview will be maintained in each broad subject area. The reference collection will include all of the reference sources listed on the Metropolitan Library System's "Youth Services Recommended Reference Sources."

World Book Encyclopedia is updated annually and other general encyclopedias are purchased on a rotating basis, taking into account their availability online. When withdrawn from the reference collection, encyclopedias may be added to the circulating collection.

Subject areas in which the reference collection will be developed beyond a basic level include: biographical information, local history, animals, Indians of North America, saints, science experiments, storytelling, and United States history. Reference materials that are in high demand and/or require extended use may be duplicated in the circulating collection.

6.2.2.2 Book Collections

Picture Books

The picture book collection includes highly illustrated fiction and concept books. They are generally meant to be read to children, from infants to second graders, but may also be appropriate for children to read on their own. These books are meant to help children explore their world, develop their language skills and their imaginations, and to foster a love of reading.

The picture book collection supports the Library's goal of developing a love of reading. Multiple copies of high demand themes and titles are purchased, as well as award-winning books such as the Caldecott Medal books. Multicultural picture books are in high demand, and purchases reflect the diversity of the Elmhurst community. Books featuring characters made popular by television and movies are also in demand and are purchased accordingly. Multiple copies of books that complement each year's summer reading theme are purchased, as well as titles on each year's list of nominees for the Monarch Award.

A "power wall" display of stories on popular topics, such as trucks, dinosaurs and princesses, is shelved separately from the rest of the picture books, for easy access. This "power wall" also includes multiple copies of the most-recommended books for two-, three-, four- and five-year-olds.

Picture book versions of fairy tales, folk tales and fables are purchased for the non-fiction collection (398), but "fractured" fairy tales and highly original versions of classic tales are purchased for the picture book section.

The picture book collection is heavily used, and accounts for approximately 40% of the print circulation each year. Because of the high turnover rate and the age of the audience using the collection, library bindings are preferred when available. Paperbacks are generally not purchased for the picture book collection unless they are sent to a bindery to be rebound in a hardcover binding. A substantial portion of the picture book budget is reserved for buying replacement copies. Pop-ups, lift-the-flap and other easily damaged books are rarely purchased, except for in-library use only.

The picture book collection includes board books designed for infants and toddlers. Stories originally written for a board book format are preferred, but board book versions of picture books are also purchased. Because these books spend a great deal of time in a child's mouth, they are weeded and replaced often. Toy books (cloth books, plastic books, books with moving parts, etc.) and extremely tiny books are not included in the collection.

The picture book collection also includes "big books:" paperback books in a very large format for groups of children to view as the story is read aloud.

Beginning Readers

The beginning reader collection contains illustrated fiction and concept books with a controlled vocabulary, designed for children learning to read. The target audience for this collection is children in kindergarten through early second grade. The reading level for this collection ranges from 10-word books to very simple “easy chapter books.” The collection will focus on stories that are repetitious and predictable, books that emphasize phonics and books that kindle a beginning reader’s interest in reading.

Many titles are purchased that foster the six pre-reading / early reading skills as described by PLA’s “Every Child Ready to Read” initiative: print motivation, vocabulary, letter knowledge, phonological awareness, narrative skills and print awareness.

The beginning reader collection also includes a separate section of First Readers, where the easiest of beginning readers are housed.

Multiple copies of high demand titles, such as Cynthia Rylant’s Henry and Mudge series and the Dr. Seuss books, are purchased.

Fiction

The juvenile fiction collection serves readers in second through eighth grade. The reading level ranges from easy chapter books to young adult novels. Fiction in various genres (mystery, science fiction, fantasy, historical fiction, etc.) is selected for each grade level. Titles that appeal to boys and to girls are selected in each genre. Special attention is paid to purchasing multicultural fiction that reflects the diversity of the Elmhurst community. A small collection of high interest, low vocabulary books is included in the fiction collection.

Multiple copies of high demand and award-winning titles, such as the Newbery Medal winners, are purchased. Multiple copies of each year’s Rebecca Caudill nominees are purchased, as well as titles on reading lists for Elmhurst schools, such as the Battle of the Books lists. Multiple copies are also purchased of titles that library staff booktalk in the schools, or feature on library-generated bibliographies.

A small number of high-quality titles are duplicated in large print. Paperbacks are rarely purchased for the fiction collection, unless rebound in hardcover bindings.

Paperbacks

The paperback collection also serves readers in second through eighth grade. Titles may be duplicated in the hardcover fiction and paperback collections, but the paperback collection focuses on original paperbacks. A growing number of highly popular series are published in a paperback format only. Christian fiction and movie and TV tie-ins are also predominately sold in paperback. These kinds of titles are the first priority for this collection.

Multiple copies of titles in high demand are purchased. Duplicates of titles in the hardcover fiction collection are purchased when many copies are needed, especially if the demand is likely to be temporary. This is often the case for titles such as the Rebecca Caudill nominees and books currently being booktalked in the schools. Multiple copies of books chosen for children’s book discussion programs are also purchased. Because paperbacks are damaged easily, a generous portion of the budget is reserved for replacing worn copies of popular titles.

Graphic novels suitable for children in grades two through eight are purchased, including a mixture of classics, manga and comic books.

Non-fiction

The juvenile non-fiction collection contains informational books that support the recreational and educational needs of children in preschool through eighth grade. A major focus of the collection is supplying books that students need for homework assignments.

Generally, textbooks are not purchased for the non-fiction collection, except when they offer the best choice in covering a subject well.

When purchasing books on subjects heavily assigned in the schools, multiple copies of single titles will be purchased in addition to single copies of many titles. This is an effort to prevent one patron from checking out every book the library owns on a particular topic.

000 - Generalities

Topics of particular importance in the 000s are: computers, unidentified flying objects, and ancient mysteries. General encyclopedias that are withdrawn from the reference collection are added to the circulating 000s collection.

Computer books are weeded annually; computer books older than five years old are considered for withdrawal.

100 – Philosophy and Psychology

A special emphasis is placed on collecting books that deal with feelings (such as anger and grief), books on self-esteem and books that support the character education programs in the schools (books on respect, tolerance, etc.).

200 – Religion

Topics found in this collection include world religions and their customs, children's prayer books, mythology and Bible stories. Topics in heavy demand include Greek and Roman mythology, and saints.

300 – Social Sciences

Areas of special emphasis are: family issues, environmental issues, government, military topics, including weapons, adoption, disabilities, scouting, world costumes, world holidays, American holidays and storytelling techniques.

398 – Fairy Tales and Folklore

A large collection of fairytales, folklore and fables is maintained, representing most cultural traditions. African folklore, American folklore, and tall tales are areas of special focus. Nursery rhyme collections are purchased for this area. Fractured fairy tales or highly original versions of traditional tales are usually purchased for the picture book collection.

400 – Language

This collection includes books on sign language, grammar and foreign languages. At least one picture dictionary for each major language is included. The three languages collected most heavily are French, Spanish and Polish. This collection serves children who are learning a foreign language. The Kids' Library does not maintain a wide collection of foreign language materials at various reading levels for people whose first language is not English.

ESL and bilingual materials to support the ESL programs in the schools are purchased.

500 – Science

Science books are in high demand by Elmhurst students. Areas of special emphasis in this collection are: science experiments, astronomy, weather, dinosaurs, biomes (especially rain forests and prairies), animals, Illinois plants and animals, and the seasons.

Textbooks are not usually purchased; however, math textbooks are sometimes the only books that offer the practice exercises parents are looking for to help their children learn math. The 500 collection includes not only books to support the schools' curriculum, but also books for recreational reading, especially on topics like dinosaurs and other animals.

600 – Applied Science and Technology

Areas of special emphasis are: systems of the human body, disease, space flight, cookery, pets, inventions, and colonial crafts (for example, silversmithing). Health and medical books must be up-to-date and are weeded annually.

700 – Arts

Areas of special emphasis are: biographies of famous painters, drawing and cartooning, Chicago architecture, puppetry, crafts and hobbies, parties, games and sports. Biographies of current athletes are in high demand; sports biographies are weeded annually. The collection includes books on each of the major league teams in baseball, football, basketball and hockey.

800 – Literature

The Kids' Library maintains a small collection of short story anthologies and a large collection of poetry for children. Plays and skits for classroom use are a special focus. Adaptations for children of Shakespeare's plays are purchased, the original plays are not.

900 – History, Biography

Books in the 900s are used extensively by Elmhurst students and teachers; a large collection with many duplicate copies is maintained. Areas that are heavily used include: explorers, countries, Indians of North America, individual states (especially books on a fourth grade reading level), local history, ancient Egypt, ancient Greece, ancient Rome, the Middle Ages, the Holocaust, and American history – pilgrims and colonial times, the Revolutionary War and the Civil War. Books for recreational reading are also purchased in these areas. Sets of books on the individual U.S. states are put on standing order.

Special emphasis is placed on purchasing biographies of presidents, explorers, scientists, inventors, signers of the Declaration of Independence, famous people of the Revolutionary and Civil Wars, and books that tie in with African-American History Month and Women's History Month. An effort is made to purchase biographies of very famous people at every reading level, including picture books and beginning readers.

Special attention is paid to balancing the collection with histories of non-European countries and cultures, including materials written from a non-Eurocentric perspective. The three largest minority groups in Elmhurst are Hispanics, Asians and African Americans. Materials that celebrate these and other cultures will be purchased for the 900s as well as other subject areas in the Kids' Library.

Parent/Teacher Collection

This collection provides resource material for parents, teachers and adults working with children (such as scout leaders). Most of the books purchased for this collection are on an adult reading level. The collection focuses on parenting books, such as toilet training, and educational materials, especially those

that offer suggestions for using literature in the classroom. A large collection of home schooling materials is included. Books on reading are a particular focus, including anthologies of read-alouds, books on how to teach and encourage reading, and readers' advisory tools.

6.2.2.3 Kids' Library Magazine Collection

A collection of magazines specifically for children from pre-school through grade 8 will be maintained in the Kids' Library. These titles will encourage a love of reading and exploring a variety of interests.

6.2.2.4 Media

Media will be selected and maintained according to the general collection principles for the Kids' Library. Formats will be selected as outlined in section 6.2.1.5.

Audiobooks/Spoken Word

This collection will include children's fiction (with a small percentage of non-fiction) corresponding to the print book collections for this age group. Special consideration will be given to titles read in the schools to help support developing reading skills.

The kit collection will focus on:

- stories based on children's picture books
- folktales and fairy tales appropriate for this age group
- selected non-fiction, e. g. poetry and foreign language

The audiobook collection will include mostly unabridged fiction titles, with a few abridged titles based on books by award-winning authors and classic children's literature, and a few beginning reader titles.

CDs

The music collection will include lullabies, children's songs, folk songs, holiday music, popular music, movie soundtracks, sound effects, classical music by well-known composers, and music appreciation recordings aimed at children. Recordings with nursery rhymes and musical activities will be purchased to support language acquisition, storytimes and language development in children with special needs. A selection of music from a variety of genres will support the schools' music education program.

Programs for Computers / Consoles

This collection will include programs for popular computer and game console platforms. They will be purchased for children in preschool through eighth grade. Circulation and demand will determine the relative percentages of each platform in the collection.

In developing the CD-ROM collection, preference will be given to multi-platform products. Purchase of single-platform products will be based upon the prevalence of a particular platform in the community.

A portion of the collections will be selected to enhance curriculum support materials in the print collection. These will include titles relating to literature, math, science, encyclopedias, and instructional programs.

Another portion of the collections will be popular materials including adventure games, creative games, and multimedia versions of literature.

The collection will also include titles designed to develop reading readiness, beginning math and science concepts, and computer literacy.

Movies/Television/Educational Video

This collection is designed to serve preschoolers through eighth grade students as well as adults working with children of this age.

Special emphasis will be placed on the following subject areas:

- language and math development
- nursery rhymes and fairy tales
- stories based on children's picture books
- movement activities
- sing-alongs
- reading readiness
- children's classics
- storytelling
- introduction of literature to children (author interviews, book talks, Reading Rainbows, etc.)
- instructional films (nature, music, science, sign language, , history, foreign language, etc.)
- support for parent/school programs
- stories and fables

High-interest, high-demand DVDs will be purchased in the following categories:

- classic family feature films
- television favorites (Dora, Thomas the Tank Engine)
- children's feature films

Software for the Kids' Library's Public Access Computers

The primary goal of the software collection is to provide children from ages two through fourteen with an opportunity to use computers to learn reading, math, problem-solving and science skills. In addition, the Library's role is to serve as an introduction to computers for very young children and the adults working with them, and to supplement the computer education offered to children in school. Knowledge of computers and their use promotes self-assurance in handling technology and fosters critical thinking skills.

Criteria for selection will include ease of use and the availability of on-screen directions as well as the extent to which the software fosters creativity and stimulates the user's imagination. Rather than educational software for classroom use that requires student/teacher interaction, more emphasis will be placed on self-directed software.

The core collection of software covers such educational areas as computer skills (including tutorials), reading, mathematics, science, social studies, and problem solving skills. Graphics, typing and word processing programs will also be included in the core collection. Collection development will strive to keep up with changing technology and to maintain currency. Software that combines an educational purpose with a recreational framework will be considered for priority purchases.

Emphasis will be placed on ordering new programs listed in recommended bibliographies such as Children's Software Revue and those receiving favorable reviews in professional journals such as Booklist and School Library Journal.

Weeding will be done on an annual basis.

6.2.2.5 Toys

The primary goal of the toy collection is to provide children from toddlers through second grade an opportunity to develop cognitively, physically, socially, and emotionally through creative play. Hands-on experiences with a variety of toys help them master skills needed to learn to read successfully and to develop small and large motor coordination. Playing with others teaches social skills, and the ability to master toys builds self-confidence and self-concept. Finally, this collection fosters positive interaction between children and adults working with them as they share the enjoyment of the learning/play experience. Thus the toy collection supports the goals of developing a love of reading, exploring interests, and gathering and interacting.

This collection will include toys, puzzles, puppets, and other hands-on materials such as magnifying glasses and rhythm instruments. Manipulative, imaginative, and unusual toys that are practical to circulate and store will be selected. Other criteria for toy selection include safety, durability, child appeal (or play value), aesthetic value, and teaching and learning potential. Toys that connect well with books will be given priority in selection. For example, a shape sorter complements the shape concept books in the picture book section. The collection will include adaptive toys for children with special needs.

Basic toys such as dolls, trucks, blocks, and stuffed animals which children need to have available at all times and toys with a great deal of small pieces are not usually acquired.

Generally, only one copy of a toy will be purchased. Two copies of extremely popular toys may be purchased. Toys in the collection will be kept until they are worn out or no longer usable. The collection will be weeded annually.

Special emphasis will be placed on toys that support these skills:

- visual perception and small and large motor control
- language arts and reading skills
- reading readiness – e.g., sequencing cards
- speech and language development
- tactile awareness and eye/hand coordination
- number awareness and experiences
- auditory discrimination and increased attention span
- everyday life skills – e.g., telling time