

DBRL COLLECTION DEVELOPMENT PLAN

PURPOSE OF THE COLLECTION DEVELOPMENT PLAN

This statement summarizes the organizational background, philosophy and practices that support and inform the goals and objectives for the Daniel Boone Regional Library (DBRL) collection, as well as the procedures that govern selection of materials and maintenance of the collection.

The purpose of the Collection Development Plan is both internal and external. As an internal document, its purpose is to guide staff in developing the collection to meet the expanding and changing needs of DBRL patrons. The Plan also provides a clear outline of the roles, duties and responsibilities of all persons involved in the selection and deselection of materials. Furthermore, the statement sets out a consistent plan for management and development of the collection, thus giving direction to the allocation of the materials budget.

The Collection Development Plan is based on the principles of the Vision, Mission and Values stated on the following page, as well as the the Materials Selection Policy (Appendix A). The descriptions of each area of the collection are intended to explain the scope and depth of DBRL's holdings.

As part of the process of writing the Collection Development Plan, the staff has assessed the current strengths and weaknesses of DBRL's collection. With information gained from usage data and evaluation of the present collection, the staff can better serve DBRL's patrons by providing them materials that meet their diverse needs and thereby uphold the standards which have made DBRL an outstanding regional library in Missouri.

VISION, MISSION AND VALUES

Vision Statement

DBRL's vision is to encourage reading and lifelong learning. Everyone in our diverse communities will have open access to library services that expand minds, empower individuals and enrich lives.

Mission Statement

DBRL connects our communities to the world of information and ideas.

Values

Our core values are the foundation upon which we perform our work and interact with each other and our communities. We believe in:

- Service Excellence
- Free and Equal Access to Library Services
- Integrity and Trust

COMMUNITY DESCRIPTION

The Daniel Boone Regional Library (DBRL) serves a two-county region (Boone and Callaway Counties) in the center of Missouri. The regional community is a mixture of urban and rural populations. The two county seats are home to DBRL facilities and institutions of higher education, as well as businesses involved in agriculture, insurance, light manufacturing and health care. The total population of the region is growing rapidly; individual communities' populations range from 10 in McBaine to 108,500 in Columbia. All figures in this section are based on the 2010 census.

Columbia and Boone County: Columbia, the county seat of Boone County (population 162,642), is located at the junction of I-70 and U.S. 63, approximately 120 miles from both St. Louis and Kansas City and 35 miles north of the capitol, Jefferson City. The major industries in Columbia are education (University of Missouri, Columbia College, Stephens College and the Columbia School District), insurance (headquarters and district headquarters for four companies), agribusiness, health care (five hospitals and one medical school), government offices (city, county, state and federal) and light manufacturing. Columbia can be described as growing, diverse and transient. Not only does the student population turn over regularly, but a significant percentage of the people employed in the insurance, education, and health care businesses does as well. Because the University contains several nationally recognized programs, students from across the country and around the world move to Columbia to study. Many international graduate students bring their families, contributing to an ethnically diverse community. The City has also become a regional shopping center attracting residents of surrounding counties to shopping malls, downtown boutiques and large wholesale centers.

As Columbia overflows into the County, many of the County's smaller towns are growing as a result. These towns tend to retain much of their original close-knit community spirit. Typical of this is Ashland (population 3,707) located on U.S. 63 halfway between Columbia and Jefferson City. As the second-largest community in Boone County, it attracts many new residents who want the benefits of a small town but need to commute to Columbia or Jefferson City to work.

Fulton and Callaway County: Fulton (population 12,790), county seat of Callaway County (population 44,332), is located seven miles south of I-70 on U.S. 54, 31 miles southeast of Columbia and 20 miles northeast of Jefferson City. The major industries are education (Westminster College and William Woods University), government/health care (Fulton State Hospital, Fulton Reception & Diagnostic Center and Missouri State School for the Deaf), manufacturing, nuclear power (a nuclear plant supplying power for Union Electric) and agribusiness. Citizens pride themselves on their heritage, as evidenced by the maintenance of brick streets, renovation of older homes and great interest in genealogy. Some commuting for employment occurs between Fulton, Columbia and Jefferson City.

The smaller towns in Callaway County are similar to those in Boone County, with many citizens commuting to work in Fulton, Jefferson City, Columbia and Mexico, Missouri (27 miles north of Fulton, outside the DBRL service area). Typical of this is Holt's Summit

(population 3,247), which sits at the southern edge of the DBRL service area, but is conveniently located two miles north of Jefferson City

The age break-down of the regional population is as follows:

DANIEL BOONE REGIONAL LIBRARY
POPULATION BY AGE GROUP (2010 Census)

Age Group	Number	Percentage
Under 5 years	12,782	6.2
5 to 9 years	12,555	5.9
10 to 14 years	11,878	5.7
15 to 17 years	7,339	3.5
18 to 19 years	10,850	5.2
20 to 24 years	28,329	13.7
25 to 34 years	30,297	14.6
35 to 44 years	24,335	11.8
45 to 54 years	26,759	12.9
55 to 59 years	11,926	5.8
60 to 64 years	9,692	4.7
65 to 74 years	11,255	5.4
75 to 84 years	6,345	3.1
85 years and over	2,932	1.4

LIBRARY DESCRIPTION

The regional library was created by a contractual agreement among the Boards of Trustees of the Boone and Callaway County Library Districts and the City of Columbia Library District in 1959 “to provide all individuals and groups with an organized collection of books, films, recordings and other materials in order to advance an enlightened citizenship and enrich personal lives.” In 1960, the regional library signed its first contract with the Fulton Public Library Board of Trustees for the provision of service to the patrons of that library. Reciprocal agreements were signed with independent municipal library districts in other Mid-Missouri counties whereby borrowing privileges were extended by one library to another library’s patrons. The Fulton Public Library joined with the Daniel Boone Regional Library in 1962. In 1971, a 58,000 sq. ft. headquarters building was completed in Columbia (Columbia Public Library; CPL). CPL was redesigned and expanded to 102,000 sq. ft in 2002. In 1984 through 1988, additions were made to the Fulton facility (Callaway County Public Library; CCPL). It was further remodeled in 2004.

The Columbia Public Library building is located on the southwest corner of Garth and Broadway, just west of downtown Columbia. It is the center of the city within a ten minute drive of most major employers in the city. CPL serves as the regional headquarters and as such houses the Administration, Technical Services and Public Services for Columbia, the primary reference collection for the regional system, as well as the regional Outreach services which operate the bookmobiles, services to homebound patrons and various deposit collections.

The Callaway County Public Library is located at 710 Court Street in Fulton. This 10,700 square foot remodeled Carnegie building houses over 50,000 items and a programming room, as well as a small reference collection, electronic resources and Internet access.

In 1999, DBRL parked its older bookmobile in Ashland to serve as a temporary library for that community. In 2000, the collection was moved to a leased building at 117 East Broadway in Ashland as the Southern Boone County Public Library (SBCPL) branch location. In 2012, the collection was moved from this 3,335 leased facility to a 6,500 square foot building at 109 North Main Street in Ashland, which was built specifically for the library to lease. This facility houses over 23,000 items and a programming room, as well as a small reference collection, electronic resources and Internet access.

Seven communities in the two-county area are served by the community bookmobile one to two times a month. The bookmobile is parked in a central location in each town for approximately 5-1/2 hours each visit. The collection consists of books, DVDs, music CDs and audio books; internet access is available.

The second bookmobile, Bookmobile, Jr., visits youth activity sites within the city limits of Columbia and Fulton, child care centers located outside the city limits of Columbia, Fulton and Ashland, and appears at special events.

In 2010, DBRL installed a locker system called “Library-To-Go” in Hallsville (15 miles northeast of Columbia) to enable patrons in that area to pick up holds and return books in a

self-serve setting. A companion “Lock-A-Shelf” system that allows patrons to browse and select DVDs was installed next to the lockers.

Deliveries between the three library buildings and the Library-To-Go are made daily. The current configuration of the collections and services provides for CPL to be the repository of the major circulating collection and reference collection. CPL links to the bookmobile, CCPL and SBCPL via the Internet, telecommunications and deliveries. The collections at CCPL and SBCPL are classics, “high interest” and “high demand” books and audio visual materials; CPL absorbs many materials as local demand for them wanes, thereby allowing space for new titles at the other facilities.

In 2012, region-wide circulation topped 2,365,645 items, with CPL accounting for 1,857,408 (78.5%) of these transactions. This represents circulation of more than 10 items per capita, regionally. Library visits region-wide totaled over 900,000 with an average of more than 2,473 visits per day. The library staff prides itself on providing a high level of personalized service to the public through Reader’s Advisory and reference services, as well as providing access to the collection and the Internet. At the end of 2012 DBRL had over 111,000 registered cardholders, which is well over half of the population of the service area. Staff recognizes that there is a national trend toward electronic formats and that the library’s circulation patterns are in flux with the rapid rise in demand for electronic resources.

DBRL offers a range of materials and services to persons of all ages. Our patrons have access to holdings that include more than 438,000 books, 790 periodical subscriptions, 23,700 audiobooks, 29,900 videos and DVDs, 35,300 music CDs, 630 kits, and almost 100 databases and 30,000 electronic resources (eBooks and digital audiobooks).

DBRL’s Digital Branch provides remote access to many reference databases, as well as the ability to check out and download audiobooks and eBooks. The Digital Branch continues to add databases, digital audiobook and eBook titles, subject guides and articles of current interest.

The library has an interactive online catalog through which patrons can recommend materials to other catalog users via user-contributed reviews, star ratings and lists. Patrons can also choose to use their catalog account to keep track of materials they have read/viewed/listened to and those they would like to check out in the future.

The regional community has also come to expect an abundance and variety of library programs. Concerts, films, story hours, storytellers, author readings, programs on gardening, crafts, genealogy and computer skills, as well as political forums, book discussions and informational panels, are hosted throughout the year. ADA accommodations are available at all programs upon request. A program guide listing events and featuring library services is published and distributed quarterly.

MATERIAL SELECTION AND ORGANIZATION

1. Selection Organization

Ultimate responsibility for material selection rests with the Director, who operates within the framework of policies set by the Board of Trustees. The Director determines the budget, guidelines and organizational structure for the librarians, who select the materials.

The Collections Manager (CM) is responsible for administering DBRL's collection development and management program. The CM reports directly to the Director, but also works closely with the Technical Services Manager and the Circulation Manager for each of the service centers to ensure that materials are being processed and are available for circulation in a timely and orderly manner. In accordance with analyses of the collections, reports of circulation of materials in collection areas, and knowledge of specific projects and service plans for the year, the CM will apportion the materials budget among the collection budget areas. The CM, under the direction of the Director, delegates selection duties and management areas to various Librarians and oversees both. It is the responsibility of the CM to ensure that both selection and management duties are carried out in accordance with the directions of this Collections Development Plan. Orientation and training of new collection selectors and collection area managers is performed by the CM. The CM facilitates communication between selectors, collection area managers, branches and departments whenever points of discussion arise concerning the collection. The CM oversees the review of patron requests for new materials and collection gap notices in order to speed the acquisition of material that is receiving media attention or to satisfy easily-filled subject gaps. The CM receives copies of all patron comments on library materials. After investigating the material and consulting with the selector, the CM and/or CM's designee responds to the patron, stating the library's position and any action that has been taken.

2. Selection Practices

Selection of materials for the collections is centralized. Selection is made region-wide by six selectors for the following areas: Adult Nonfiction, Adult Fiction, Youth Materials, Adult AV (DVDs and Music CDs), Periodicals and Reference. For the sake of efficiency, the Adult Nonfiction, Adult Fiction and Youth Materials selectors try to select all formats of a title that are available (e.g. large print, audio book, eBook and downloadable audio) as they are considering a title for the collection, if they feel that demand for multiple formats will exist.

Selectors are responsible for choosing appropriate materials for their areas; considering purchase requests from the public; evaluating gifts to the collection; reviewing all materials sent for mending, materials sent for relocation from other branches and donations received by the various Friends groups; and spending their budget in a timely and organized manner.

Collection area managers are responsible for inspecting and weeding the materials in their collection areas based on condition, age, lack of circulation and number of copies.

Most selection is done online through vendor websites with an interface to DBRL's acquisitions system. This interface provides the necessary information to create an order on the local system and embed instructions to receive, process and distribute materials according to selectors' instructions. Our primary vendors also provide brief "on order" title

records that are loaded into the library catalog so patrons can see what is on order and place holds prior to DBRL receiving the materials.

DBRL staff review book and audio visual material vendors annually, evaluating their discounts, selection and availability of materials, and the quality and cost of the processing of those materials. Primary and secondary vendors are identified based on these factors. If titles are unavailable from our main vendors selectors may order directly from the producer or another vendor. When these alternative sources are used, orders and “on order” title records for the catalog are entered manually by staff. This process is labor intensive, so it is reserved for a limited number of direct orders of material of local interest.

Most of the main vendors used by the Library provide links to reviews from the standard library review sources. These review sources are supplemented for the selectors by publisher and supplier catalogs, “best” lists from periodicals, and newly published books relaying the “best” titles in a specific area. When filling a collection gap or replacing worn or out of date material, selectors will make purchases from the most recent recommended titles on a topic.

The number of copies purchased for each title is determined by the anticipated popularity of the author, subject or series. Orders are placed as much as six months in advance of publication for very popular authors so that the titles can appear in the catalog for patrons to place holds. Hardbacks are preferred over paperback editions when heavy circulation is anticipated.

Selection of Periodicals is ongoing, although a complete review of the titles purchased is made annually. In order to expedite claims for unreceived issues and other efficiencies, the majority of the titles are ordered through a periodicals jobber. Price quotes are solicited every 3-5 years, depending on the performance of the current jobber. Titles unavailable through the vendor are ordered directly from the publisher. A listing of titles, their location and issues available is maintained in the library’s catalog. DBRL supplements its physical periodical collection with a digital service, Zinio, which allows patrons to download issues of magazines to personal computers and digital devices.

Reference selection is maintained through a combination of continuation services (for updated editions and new volumes of sets), purchase through online vendors and direct purchase from other sources. Electronic databases and other reference resources are also included in this selection area.

Staff continue to review emerging formats and new companies to ensure that DBRL is providing content in the best available form with the easiest access.

3. Selection Criteria

The criteria for evaluation of materials include literary or artistic merit, enduring value, accuracy, timeliness, authority, social significance, popular demand, need for information or materials in an area, availability of these materials elsewhere, and cost. Any or all of these factors are used when selecting materials. Selectors continually strive to choose materials that will build a well-rounded collection that includes all viewpoints and opinions and that will meet patrons’ needs and demands. The collection should meet needs of students, as well as independent learners; however, DBRL staff recognize that it is a supplementary rather than primary resource for students of all ages. A complete listing of

selection criteria may be found in the “Administrative Guidelines for Selection” of the Policy 2-630 (Materials Selection Policy) on page 43.

4. Self-Published Material

The ability to self-publish material has become easier in recent years. The library will consider materials (written, audio, video, or electronic) if the creator is from the library’s region or if the subject matter is unique and/or of local interest.

5. Standing Orders

Materials that are updated annually or every few years and that are necessary to the collection are on standing order. The majority of these are reference books, but college guides, test review books, résumé books and annual literary anthologies may also be put on standing order for the circulating collection. The CM and Reference Materials Selector approve additions and deletions to the reference standing order list and review the list annually.

Several paperback series are also on standing order. These are reviewed and amended annually by the Adult Fiction and Youth selectors. In addition, some large print and audio book titles are on standing order. Currently, standing orders for the reference and circulating collections are under particular scrutiny due to the changes in the usage of these collections and the growth of electronic resources.

6. Material Format

Materials are purchased in the most appropriate formats for library use. Books are purchased in hardback, paperback or eBook according to their cost, availability and expected use. If the title is available in large print, audiobook or downloadable audio, it is considered for purchase in those formats as well. Most bestsellers are available in hardback or eBook only when first published. If the title’s popularity continues or resurges with the release of a film or other event and it is available in paperback, selectors will choose this format as well as additional eBooks to meet popular demand. The One Read Reading Panel tries to select its title for the annual community-wide reading program from books that appear in paperback and, if possible, large print, audio, electronic and Spanish formats.

DBRL staff attempt to maintain a collection of classic material, in all available formats and for every age group, so that parents can introduce their children to favorite picture books or youth novels as well as read or re-read favorites from the past.

Textbooks are purchased only in areas where there is little or no material in any other format or where they add substantially to the collection. DBRL staff do not buy the textbooks used by the local schools, colleges or universities, considering it the responsibility of the schools to provide copies of these course materials for their students.

New formats shall be considered for the collection when by industry report, national survey results and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and DBRL’s ability to acquire and handle items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to withdraw a format from the DBRL collection.

The grouping of collections is always under consideration. If it appears that it would better suit patron access to the material if a subsection was separated from the basic collection – such as Mysteries from the main Fiction collection – or the scope of the collection was redefined – as is being considered with the Biographies – the collections will be reconfigured to accommodate the new grouping. Conversely, if a collection appears to be dwindling in scope or interest, it may be absorbed into a larger collection.

In selecting information resources, factors considered include usage patterns (frequency of use by patrons and staff, simultaneous users) and characteristics of the publication (frequency of updating, organization and access patterns, ease of retrieval, etc.)

Library patrons vary in the manner in which they desire or need to access materials. The library strives to supply material in varying formats such as large print, audiobook, closed captioned and descriptive video, eBooks and downloadable audio in order to provide materials and extend services to the entire population.

7. Trends

The world is experiencing great and rapid change with the growth of individuals' personal access to computers and rapidly evolving mobile devices. As eBook, downloadable audio, streaming music and video capabilities evolve, DBRL staff are exploring the products offered in the market place to determine the best media to add to the collections and at what point the medium has matured to provide content that will enrich the library's collection and be of use to its patrons.

As the publishing world adapts and reformulates itself to the digitizing of information, DBRL staff are working in conjunction with the national library community to improve delivery of e-content to patrons. The goal is the development of delivery systems from e-content providers that will allow patrons to use the providers' "products" through the DBRL catalog with a minimum amount of "friction" (i.e., without departing the library site and re-registering).

8. Multiple Copies

While DBRL does not have the budgetary resources to buy multiple copies of every title it owns, it does buy multiple copies of titles with anticipated high patron demand. Each selector shall determine how many copies of a title should be ordered and in what format. Generally, four copies of titles with broad appeal are ordered. Usually, the first copy of any title is placed at CPL, with additional copies going to other access points, although some exceptions apply. For instance, gift books may be purchased for a specific service center. For titles with many holds, one copy is purchased for every three patrons in the queue, regardless of format. Titles which have reached the ratio of 1:3 are monitored weekly to maintain this ratio until patrons' demand for the title has been satisfied.

In some subject areas (for example, test guides), DBRL prefers to buy multiple copies of one title (to reach as many individual readers as possible) rather than several titles. In subjects such as résumés and test books, one representative title is often kept in the reference collection in Columbia so that it may be consulted when no copy on a specific subject is available for checkout.

At least one representative copy of most new titles is assigned to the New Book Shelf. At SBCPL and on the Bookmobile, these titles will be on the New Book Shelf (or waiting to be

placed on this shelf for the Bookmobile) for one year. At CPL and CCPL, new titles are assigned to the New Book shelf for 6 or 12 months, depending on whether they are nonfiction or fiction. At SBCPL and on the Bookmobile, series paperbacks do not receive a “new” sticker. Any titles that do not circulate from the SBCPL and the Bookmobile New Book Shelf are reviewed and either assigned to another branch or returned to CPL.

9. Patron Requests

DBRL encourages and at all times welcomes patron suggestions, comments and ideas about the collection and its development. Selectors give high priority to purchase requests from patrons; however, public suggestion is not the sole criteria for selection.

10. Gifts

DBRL is grateful for gifts of materials, and its collection has been enriched by contributions from individuals. In accepting a gift, the library makes the following stipulations:

- a. DBRL reserves the privilege of deciding whether the book or non-book material should be added to its collection. Decisions will be based on the same criteria used for selection of new material. Possible reasons for exclusion may include: out-of-date material not of historical value; duplication of an item the library already has and of which no additional copies are needed; unlicensed software; material in a format no longer supported by the library; or material in poor physical condition which would not justify the expense of processing.
- b. The majority of material donated to DBRL is given in bulk. Unless specifically requested by the donor, these materials are considered materials donated to the Friends of the Library. The Friends groups graciously allow library staff to scan their donations for any material which the staff believes would be a valuable addition to the DBRL collection. Items not selected or added to the collection, and most materials deselected from the collection, become the property of the Friends groups for their public sales benefitting library programs, services and the collections.
- c. If a donor wants to give a specific title or wishes to donate money for the purchase of materials in a specific collection area, the CM will review the donor’s request to determine whether the suggested titles or areas of concentration meet DBRL’s selection criteria.
- d. DBRL adds gift material to its collection in accordance with Policy 2-775 (Gifts), which stipulates that such material be made an integral part of the collection. No special collection can be set up, no restrictions are permitted as to whether or when an item may circulate, and no directions as to its future use are accepted. The use of gift materials shall be the same as for the use of purchased materials. Gifts may not be reclaimed by the donor after acceptance by DBRL.

11. Floating Collections

DBRL operates floating collections. The concept of “floating” is to allow the ownership of materials to move from one service center to another when the material is returned to a service center; that is, if a patron checks a title out from Columbia but returns it to Ashland, it becomes part of the Ashland collection. The theory is that another patron from the

receiving branch may find the same title of interest. It also allows collections to be refreshed by users by introduction of material from another branch. Personnel at smaller branches, such as the Bookmobiles and SBCPL are alert to subject requests by patrons and immediately reroute at least a portion of large subject requests to CPL upon its return.

Currently, all new materials are coded so that they will not “float” during their initial year. This coding is removed after 12 months. Also, some award-nominated books, such as Mark Twain, Building Blocks, etc., are coded so they do not float during the period in which they are a nominee and thus in high demand throughout the region.

12. Rare and Expensive Books

DBRL believes that materials selected for the circulating collection should be judged on merit and value to the collection rather than the cost. If an item is above \$65 in price, the selector will check to see what other materials on the subject are in the collection and how this new title compares, and assess its importance to the development of the collection. If the selector decides it is needed, the title will be added to the circulating collection and treated as any other item. If it is lost or damaged, the selector will decide if it should be replaced.

At this time, pricing of eBooks and downloadable audio has not been standardized. Prices range from \$4 to over \$200 per copy. If an eBook or downloadable audiobook is available as the selector is purchasing the title, it will be purchased if multiple copies and formats of the title are being considered, no matter the cost. Additional copies will be considered, in keeping with the holds ratio standard of 1 copy for every 3 holds, whenever possible.

Since all DBRL materials are available to the public, at no time will rare or unusual books that would require special handling be added. If staff recognizes that an item in the collection has become exceedingly rare or expensive, the decision will be made title by title to keep it or to find an appropriate library or archive that could house the material.

13. Materials Prone to Theft or Damage

When a book or periodical is discovered to be frequently lost or damaged, it will be held behind the appropriate public services desk for in-house use by patrons upon deposit of a library card, driver’s license or similar identification, which will be restored upon return of the material. These titles are considered a part of the Ready Reference collection and usually require only brief use by the patron. Security cases are in use for music CDs and DVDs in the Columbia and Fulton buildings, since these formats that have experienced loss in the past. As a pilot project, security cases have been removed from the DVDs in the 900s and Biographies of the CPL collection in order to reduce the space needed to hold this collection and improve the ease of browsing the collection.

14. Mending

When an item is returned damaged or in poor condition, Circulation staff will check the item out to the “Mending Card” and route books to the selector for that area or to the staff members in charge of handling malfunctioning audio visual material for review. These items are examined by the selectors and AV maintenance staff weekly to decide which material should be repaired, rebound, replaced or discarded. A guideline for making decisions to rebind materials is attached in the accompanying “Collection Management Guidelines.”

15. Deselection of Materials and Formats

Titles are withdrawn from the collection through systematic weeding by collection area managers or because of loss or physical damage. The collection area managers may decide whether or not to suggest replacement to the selector using the same criteria as for selection. Other factors which the selector must consider when deciding on replacement of a title include the number of copies DBRL owns, the availability of new materials on the subject, the importance of the work in its field, its listing in standard bibliographies and its cost. Audiovisual materials which are withdrawn will be replaced with the same (if still popular and circulating) or new popular titles, since the purpose of these collections is to meet current interest.

Recognizing that technology changes and new formats are introduced, the staff will monitor all means of providing informational and recreational materials to patrons. If it appears that the public has migrated from a superseded to an emerging format, staff will determine the point at which purchases of the older format are no longer appropriate and when to discard materials and remove the medium or collection from DBRL's holdings.

Systematic evaluation and weeding of the collection is required in order to keep the collection responsive to patron needs, to ensure its vitality and usefulness to the community, and to make room for newer materials. Guidelines for collection size and expected turnover of titles are determined for each area of the collection. Weeding locates damaged items, ephemeral materials which are no longer used, out-of-date materials, extra copies which are not being used, and materials which are not appropriate for the collection. Weeding also helps a manager evaluate the collection by identifying areas or titles where additional materials are needed, older editions which need to be updated, and subjects, titles or authors that are no longer of interest to the community. These findings are passed along to the selector for the area. If a collection area manager is uncertain about a title to be withdrawn, standard bibliographic tools in the subject are checked to see if the title has historic or literary value which might merit its being kept. Holdings of other area libraries are also considered in making deselection decisions. Withdrawn materials which are in good condition are given to the Friends for their book sales. Up-to-date materials in excellent condition but no longer needed in the collection because multiple copies were initially purchased to meet patron demand (e.g., bestsellers and award books), are considered for the "Express Collection." This collection is withdrawn from the catalog and used by Outreach staff for deposit collections at locations such as community centers, neighborhood laundries and youth detention facilities.

16. Evaluation of the Collection

The collections require continuous evaluation to ensure that DBRL is fulfilling its mission to provide materials in a timely manner to meet patrons' interests and needs. Statistical tools such as circulation reports, fill rates and volume counts are studied to determine how the collection is being used and how it should change to reflect patron usage. The collection's holdings are checked against "Best Books" lists when published to gauge the acquisition of popular new material and against other standard bibliographic tools when deemed appropriate. The materials themselves are examined for their physical condition and their use. Patron input is also used in evaluating the collection. Through ongoing quantitative and qualitative methods, the Director, Collections Manager, ACES Managers,

and selectors and collection area managers monitor the collection to see that it is serving the public.

17. Management Standards, Goals and Guidelines

Librarians responsible for collection areas must be constantly vigilant in their areas. Ideally, shelves are not more than three-quarters full and, with the exception of the Children's area, the top and bottom shelves are empty. This is not always possible, but overcrowding alerts the collection area manager that the area needs review.

Although retention and weeding are necessary for each collection area region-wide, the following are suggested guidelines for the CPL collection:

- Collection area managers should keep in mind that, due to space constraints, no more than four copies of any title need to be kept on the shelf unless it is new or in high demand.
- The number of copies of the most recent and in-demand titles should be assessed to see if more have returned to CPL than is sufficient to satisfy demand for the title.
- Several copies of earlier volumes of popular fiction series should be retained if condition allows, since patrons who discover a series often want to read all volumes.

Further specific management standards, goals and guidelines are set forth in the accompanying "Collection Management Guidelines."

18. Impact of Programs and Marketing

The collection area managers promote their collections by planning programs to highlight specific collections, assembling displays of materials, creating booklists, contributing to local newspaper columns and/or posting to local blogs. Such marketing may feature underused portions of the collections as well as highlight areas that are currently receiving media or seasonal attention.

Programs are provided for all ages and many interests. Representative programs include story hours, computer classes, book discussions, author appearances, adult and youth summer reading programs, One Read (the library's community-wide reading program), documentaries and musical events.

Depending on their content, programs highlight and affect the use of various portions of the collection and may require additions to the collections either to provide material in additional formats or to increase titles in specific subject areas.

COLLECTION DESCRIPTIONS BY CLASSIFICATION AND FORMAT

DBRL provides materials for all interests, representing all points of view and age levels of the general public. This material is for recreation as well as lifelong learning and is provided in various formats that reflect the interest of our patrons. The classifications below define various subject areas and age-relevant collections. In all classifications, many titles are purchased in more than one medium even though alternate formats may or may not be mentioned in a specific collection area. Format-specific information follows the descriptions of the Dewey subject areas, fiction and youth collections.

In order to keep the collections attractive and useful to the public, the collection area managers review them at least annually. Duplicate, outdated and worn copies are removed. Exceptions to this practice may be mentioned below.

1. Descriptions By Classification

000 – GENERALITIES

Description: Titles on computers (hardware and software), computer languages, internet access, the paranormal and journalism memoirs comprise the most popular sections of this collection. Almanacs and material relating to parliamentary procedure, library and information science and Great Books of the Western World complete this Dewey area.

Influencing Factors: Internet use, computer ownership and the use of handheld computer devices have grown exponentially over recent decades. Public access to the internet is available in each of the library system's buildings. Naturally, interest in materials concerning the internet and other aspects of computer use are immensely popular.

Retention and Weeding: Although the information on computers dates quickly, many older books in the computer area are retained with the assumption that patrons may not own the latest hardware and may need information on older computer models and the accompanying software.

Development Plan: The largest portion of this collection is occupied by computer books. A limited number of copies will be purchased, considering the rapidity of change in this subject area. Books on the paranormal are well-used and tend to become lost. This area is monitored for replacement of titles.

100 – PHILOSOPHY AND RELATED DISCIPLINES

Description: The 100s encompass philosophy, psychology and parapsychology/the occult. Circulation is highest in the areas of psychology, parapsychology and ethics, respectively. Although the size of the parapsychology collection is smaller, its circulation is proportionally equal to that of psychology. This collection is used by general readers for self-education and pleasure, and by students to supplement course work.

Influencing Factors: As with many popular subjects, the demand for some titles is heightened by publicity. Titles are monitored to ensure the Library owns enough copies to meet public demand. Hardbacks should be purchased where possible, due to the heavy usage of this collection. The Library's proximity to local colleges and universities precludes the need for development of this collection beyond the undergraduate level.

Retention and Weeding: Classic works by and about major philosophers and psychologists are retained unless revised editions are available or their condition has deteriorated.

Development Plan: The largest circulation area is psychology. New philosophical works which are considered seminal and groundbreaking in the field will be added. Advances in technology, especially medical technologies, may increase demand in the 170s (Ethics). Finally, the 130s (parapsychology and the occult) continue to generate major demand as a popular reading subject area and should be

monitored to provide replacements for materials missing or long overdue.

200 – RELIGION

Description: This collection consists of works on the history of world religions, sacred texts and commentaries on most major religions. Included are titles on morality, inspiration and devotion. Books about new age and modern religious groups, including cults, are also included. The collection provides a wide spectrum of information on most religions, representing viewpoints of a diverse audience.

Influencing Factors: Many churches in the region maintain libraries for the use of and interest to their congregations. Although the Library strives to avoid duplication of these materials, it is called upon to provide devotional and inspirational books. Much of this material reflects the Judeo-Christian tradition, since the majority of the places of worship in the communities have been historically Christian. The DBRL region and Columbia in particular is becoming increasingly diverse, creating a greater demand for material about other religions. Students use this collection to supplement schoolwork, especially in the areas of cults, mythologies and world religions.

Retention and Weeding: Classic works, histories and sacred texts of major religions and important commentaries are retained unless in poor condition and easily replaced.

Development Plan: Although material is provided through local religious organizations, the Library should continue to purchase a wide spectrum of information for students and patrons seeking information about religions. Popular titles will be added in multiple copies as demand necessitates.

300 – SOCIAL SCIENCES

Description: This complex collection consists of material of current and historical interest in the areas of sociology, political science, law, military science, social problems, education and social customs. This area is used heavily throughout the year as a source for lifelong learning and personal enjoyment. The most highly used sections are personal finance, stocks and bonds and true crime. Another heavily circulated subject area is law, including legal manuals for the layman. Other areas of special interest include social problems (such as addiction, abuse and disease), marriage, the family, ethnic and religious groups, sex roles, aging and retirement, social interaction, political science (including books on American government and citizenship), education (including its philosophy, psychology, theories and teaching methods, as well as homeschooling), costumes, customs, etiquette, wedding plans and folklore.

Influencing Factors: The impact of television, radio and the internet in promoting new titles affects the selection in this area, since the demand for publicized books is strong. Constant attention must be given to seasonal collections, such as wedding planning guides, that are used heavily on an annual basis. The internet may affect the demand for some subjects in this collection area, including statistical abstracts and tax preparation guides. DBRL has increased support of the expanded AARP tax preparation service, helping to meet the needs of those in our community who are least likely to have access to the online resources necessary to prepare taxes electronically, since the use of electronic filing is increasing. Perennially popular authors and titles must be monitored and replaced regularly.

Retention and Weeding: Although the goal is to keep the collection current, classic authors and historical studies may be retained.

Development Plan: This topical selection area demands constant attention due to the wide spectrum of subject matter covered and the number of titles produced of public interest. Occasionally, in order to be able to purchase books on as many topics as possible, only one copy is purchased for the library system unless there is an indication that demand will create a need for more. Because many of the

titles about investment, law and real estate date rapidly, worn-out copies usually do not need to be replaced unless new editions are available.

400 – LANGUAGES/LINGUISTICS

Description: Dictionaries in English and other languages, including American Sign Language, grammar books and foreign language instruction works are the primary holdings of this small section. English language guides for the general public and students include special dictionaries of slang, synonyms and phrases, as well as grammar texts and usage guides. Dictionaries and texts for European languages, particularly French and Spanish, dominate the foreign language coverage both in number of materials and circulation. The extensive collection of audio kits composed of books with audio CDs, audio CDs and Playaways is housed in this area. The collection is supplemented by Transparent Language Online, an online interactive resource which provides language courses in many languages.

Influencing Factors: Although English is the predominant language in the region's communities, the various colleges and universities in the region attract international students and faculty. These students and faculty, their families and other recent immigrants' families attend the public schools and local ESL (English as a Second Language) courses offered in the communities. Due to this culturally broadening influence, attention to foreign languages in general is present and growing. Patrons planning trips abroad seek these materials to learn or refresh their knowledge of languages. The breadth of this collection constantly increases. Interest in American Sign Language is especially great, due to the location of the Missouri School for the Deaf in Fulton.

Retention and Weeding: The subject matter of books about languages is stable and not quickly datable. Books are retained as long as they are in good condition.

Development Plan: American Sign Language books should be monitored and maintained in the CCPL Collection because of the proximity of the Missouri School for the Deaf. English and foreign language materials are equally well used. Small phrase books are popular among patrons who are planning trips. Travel or curiosity prompts requests for books in additional languages. The size of this collection will probably remain fairly stable, but its breadth should increase with the cosmopolitization of the communities. Currently, baby sign language books are very popular and have been a new addition to the collection.

500 – PURE SCIENCES

Description: This section is particularly strong in the subjects of zoological sciences, earth sciences and mathematics. These areas are followed by pure sciences, life sciences, botanical sciences and astronomy.

Influencing Factors: With the growth of the interest in and the acquisition of electronic resources, actual use of the hardcopy material in this collection by students as a supplement to course work has decreased. It is, however, still used by the general public for lifelong learning and recreation. Patrons use the mathematics books chiefly to enhance their mathematical abilities for school, the high school equivalency examination or work. Expensive, illustrated "coffee table" books are avoided unless they are highly reviewed and needed for subject coverage.

Retention and Weeding: Change is rapid in most scientific disciplines. Therefore, the selector should be alert to new studies and revised editions. Materials should be reviewed for timeliness, with worn copies which are still relevant being replaced if possible or rebound if necessary. Ephemeral material should be withdrawn as it becomes obsolete. Worn and lost copies of guides for lifelong learners in areas such as math and chemistry should be replaced as needed. Philosophy and history of science titles should be retained if they have been borrowed during the previous three years.

Development Plan: This area will remain fairly stable in size as dated material is replaced with newer

editions or titles. The mathematics area needs constant attention, due to heavy use and occasional loss. As school assignments change, segments of the collection such as endangered species, climate change, or regional tree catalogs will need bolstering. Attention to nature guides should be annual, as these are subject to wear and tear under heavy use.

600 – APPLIED SCIENCE AND TECHNOLOGY

Description: This collection covers a diverse range of topics and focuses on the areas directly related to everyday life. Each Dewey division within the 600s is developed based on patron demand and titles or authors considered standard representatives of the topic. Each section is affected by recent discoveries, revised techniques and breakthrough concepts. Many topics require coverage from several points of view. Career information is included in each subject category. The largest areas of this Dewey section in size and circulation are: cookbooks, childcare, nutrition and exercise, traditional and alternative health care as well as background information for the layman's interpretation of medical conditions, gardening, animal care, sewing and small-scale agricultural business. These areas are followed by car and appliance repair, house construction and additions, business management, and career guidance and development. Woodworking, upholstery, locksmithing, gunsmithing, etc. trail in usage, followed by general technologies.

Influencing Factors: The presence of college and university campuses in Columbia and Fulton eliminates the need for exhaustive coverage by the collection. These institutions have libraries housing research information in the fields of medical science, engineering, agriculture, home economics, business and manufacturing. In addition, the University of Missouri Extension provides resources on farming. However, the practical arts encompassed in this subject area reflect a continuing and expanding interest in do-it-yourself projects and provide resources for lifelong learning to the community. Since Columbia is a regional shopping center, there is a constant need for information pertaining to business, especially starting small businesses.

Retention and Weeding: Standard classic titles in the field are maintained. In general, weeding is for condition, replacement by a revised edition, or subsiding popularity where multiple copies have been purchased to meet demand. The medical and business titles should be no more than five years old, unless they are classics. With the understanding that patrons may still own older models, manuals representing all models of cars, trucks and appliances should be retained as long as they are in good condition and circulating. These are supplemented by DBRL's auto repair database and Reference collection.

Efforts should be made to represent all dog breeds, even if circulation does not indicate current popularity. Cookbooks should be weeded on condition and lack of circulation since interest in all types of foods continues to grow and many older volumes remain popular. These topics should be weeded only as their circulation figures decline and as current materials are purchased. Most material will not be replaced by the exact title, but rather by a newer title on the same or similar subject.

Development Plan: The emphasis throughout this section is on current and popular materials. Patrons use this collection in their leisure time for recreation and lifelong learning. Technical books should be written from the layman's or do-it-yourself perspective.

700 – THE ARTS

Description: The arts collection consists of both popular and scholarly titles in fine arts, music, dance, theater, film, sports and games. The most heavily used subject of this section area is handicrafts, including needlepoint, knitting, scrapbooking, up-cycling, beading, jewelry making, etc. The second most heavily used area is recreational and performing arts: dance, motion pictures, television, theater, games, and spectator and participatory sports. These materials range from introductory level through advanced. Many of the books on the performing arts are historical in nature. The 700s also encompass

cartooning, including works of professionals as well as drawing tutorials. Graphic novels have been removed from this area and have become a genre collection within the Adult and Teen Fiction collections. In the area of music, the titles cover music appreciation, history and performance of music, and musical scores. These works include classical and popular music from the introductory to general interest levels, as well as some self-study materials. The history of art, architecture, landscaping, sculpture and painting is well-represented by a number of large “coffee table” books. Photography, antiques, decorative arts and furniture are also included in this area. Students and the community at large use this collection for recreation and self-enrichment.

Influencing Factors: The region enjoys the cultural benefit of the presence of several colleges and universities, many art galleries and exhibit spaces, amateur and public school theatre groups, and dozens of live music venues. The growth of artistic outlets and events in Columbia, specifically the Orr Street Studios, Columbia Art League Gallery, the True/False Film Festival and the Citizen Jane Film Festival, encourage interest in the arts. Additionally, many residents travel to St. Louis and Kansas City for artistic events. Such events prompt interest in materials about the artist or work performed or shown. As in all communities, there is a great interest in the history and events occurring in the performing arts, such as acting and dance. Crafts ranging from weaving and needlepoint to tole painting and doll making are perennially popular. The Library has benefited from the Verna Wulfekammer Trust, which underwrites purchase of materials on fiber arts, especially weaving, from a portion of the annual interest generated. This will enable the Library to build and maintain an exemplary arts and crafts collection. Interest in sports is generated by local high school and college teams, the professional teams of St. Louis and Kansas City, and many amateur leagues sponsored by the cities’ recreational departments, creating a demand for material on the professional sporting world, as well as how-to books on coaching and individual sports, such as martial arts, tennis and golf.

Retention and Weeding: Most of this collection does not date. If expensive art books are circulating and can be salvaged with rebinding, they should be rebound.

Development Plan: Since the collections in Arts are quite extensive, little retrospective development is needed. The emphasis is on developing the breadth of the collection rather than its depth. Essential or classic works should be kept current to meet patrons’ interests. Subject areas that need continual attention include wedding and baby shower books, gambling and works on major artists. Sports rules books should be monitored so that rules revisions can be updated and multiples weeded every year. Replenishment through purchase or donation of cartoon books such as Garfield and Calvin & Hobbes should be continual, since these titles are often lost or damaged beyond repair.

800 – LITERATURE

Description: The literature collection consists of style manuals and handbooks on English composition, instruction on how to prepare and deliver speeches, and instruction on how to write letters, business and technical papers and materials for publication, such as novels and short stories. Collections of speeches, essays and humorous writings, as well as books of literary criticism, comprise a major portion of the section. Anthologies of short stories, plays and poems in both single-author volumes and anthologies complete the collection. Emphasis is on English and American literature, but classic and contemporary authors of note from many nations and cultures are represented in translation.

Influencing Factors: Drama students from the public schools request monologues and plays for use in classes. The play collection is also affected by dramatic presentations performed at the colleges, universities, public schools and community theatres in the area. Local book discussion groups may have a slight effect on this area when critical commentaries are called upon to enrich the group’s discussion. The critical commentary collection has been reduced, however, due to much of this material being available on the internet. DBRL provides online access to an extensive array of literary criticism and reviews through the Literary Resource Center and LitFinder databases. Local writers and

writing students use the writing instruction material for their publication or creative writing program submissions.

Retention and Weeding: Since titles in this subject area do not date, most weeding is due to deterioration. Much of the collection is old. As usage of style manuals, handbooks and humorous writings declines, ephemeral materials and surplus copies are removed. This collection is one of the few which might be regarded as an archive. Many of the titles (whether plays, short stories, poems or translations) are regarded as classics. Lack of circulation does not have the impact on weeding potential that it has on other sections of the collection; however, multiples copies in humor and anecdote should be weeded after their demand wanes, as these topics stale more quickly than the rest of the collection.

Development Plan: The literature collection is extensive and little retrospective development is needed. Emphasis is on preserving the depth of the collection and, toward that end, weeding should be performed selectively and carefully. The work of many major poets has disappeared through attrition. An effort to rebuild holdings of their work should be made. This is an area which may have a moderate reduction in size. Since borrowing is low in this section, additions should be made sparingly. If there is an adequate representation of an author or literary figure, new titles should be added only if they are well-reviewed.

900 – HISTORY AND TRAVEL

Description: The travel and United States history sections of this collection are the largest in this area in both size and circulation. Secondary emphasis is placed on the history of Europe from the dawn of civilization through the present, with a strong representation of works concerning World War II, Vietnam, and more recent wars in the Middle East. General geography and history, collective biographies, and the history of Africa, South American and other areas comprise the remainder of the collection. The collection is designed to include works of historical and contemporary interest, representing both scholarly and popular authors. History and travel information for all age groups is also available via a broad range of databases on DBRL's Digital Branch.

Influencing Factors: Although there is a continuing interest in history and waves of interest in each Presidential term, there is also a strong interest in the Civil War and local history throughout the region. Because many patrons travel throughout the United States and the world, demand for travel guides is constant. An annual subscription to twenty-five "always available" travel guides in eBook format has helped satisfy some of this demand.

Retention and Weeding: Many works of history are timeless or classics and need to be retained. In the travel area, guide books are generally kept three to four years, while travel memoirs are retained as long as there is an interest in them.

Development Plan: Materials on Missouri history, including histories of town and counties, as well as descriptive works and travel guides, should be collected and maintained. Attention is now focused on providing the latest travel guide for the most frequently visited areas, as well as for new areas as demand suggests. Travel guide titles should be purchased in limited quantities so they may be updated annually. However, due to heavy use and frequent loss, these guides should be monitored so titles may be replaced. The collection is enhanced by the inclusion of travel memoirs.

BIOGRAPHY

Description: The biography collection is comprised of factual material about prominent people from all walks of life, all nationalities, and all times in history. Autobiographies are also included in this section. In order to be included in the biography collection rather than another collection, a work should cover the subject's life in its entirety (to date of publication) rather than the subject's professional life or life-changing experience. DBRL's databases also serve as rich resources for biographical information.

Influencing Factors: As in many communities, the residents of the region have a strong interest in reading about the lives of influential and/or interesting people. Students use the collection for assignments. Many titles are added to the collection due to promotion through the media or visibility of the subject in the media, which means the materials may date quickly.

Retention and Weeding: Retention of titles is based on the enduring importance of the subject. Popular works about people of current interest are withdrawn as interest subsides. Biographies of less famous personages whose biographical information is also available in biographical encyclopedias in the reference collection may be candidates for weeding if circulation is negligible.

Development Plan: This area does not require retrospective development. It provides material for recreational reading as well as lifelong learning. New works need to be purchased to keep up with demand and to maintain a well-balanced and wide-ranging selection. Multiple copies of current best sellers are ordered before publication, if possible. Well-regarded, more scholarly titles should be added judiciously, usually by one copy being added to the CPL collection. Expansion of this collection is under consideration by altering the limiting criteria and including family biographies, memoirs and accounts of professional lives.

TEST GUIDES

Description: This collection may be found throughout the nonfiction area. It was originally recognized as a collection area because of its high loss rate. It was determined it needed closer observation.

Influencing Factors: Many patrons are referred to the Library for particular study guides, such as the ACT, ASVAB or the high school equivalency examination. Demand is cyclical and heavy. Therefore, a reference copy of each guide is maintained at CPL and CCPL at all times for on-site use by patrons who are not able to obtain a circulating copy. A subscription to Learning Express Library, an electronic resource, is maintained by DBRL to provide online access to a wide variety of tests that provide excellent simulation of the actual electronic tests used by the testing agencies. The library also sells copies of the basic and most popular test guides to patrons who do not wish to put a title on hold and want immediate access to a physical copy of the book.

Retention and Weeding: Occasionally, a test guide does not receive its expected use. These should be weeded if they do not circulate in three years. Other guides should be withdrawn as they are replaced with newer editions.

Development Plan: This area is not expected to grow. Its purpose is to help offset an insatiable demand. The loss rate is unrelenting. As demand for specific tests change, purchases should be shifted to those titles in demand and away from tests no longer used.

ESL (ENGLISH AS A SECOND LANGUAGE)

Description: This collection was established to aid the region's international students and their families in learning English. It consists of TOEFL (Test of English as a Foreign Language) study guides, dictionaries, vocabulary builders, some simplified English language novels, and kits of books and CDs for learning English as a second language. The majority of the collection is housed at CPL. DBRL also provides access to Transparent Language Online, which features an interactive ESL component.

Influencing Factors: These materials are in demand by many new and visiting residents of foreign birth.

Retention and Weeding: The collection should be examined for condition or age as well as replacement with newer editions.

Development Plan: This collection should see moderate growth.

SPANISH

Description: This collection is housed at CPL and contains fiction and nonfiction books in the Spanish language that are translations of best sellers in English, of informational value, or titles written by Spanish-language authors. Audio books are labeled with an “Español” label and shelved with the other audio books in the Audio Visual area.

Influencing Factors: The largest non-English-speaking segment of the population in Central Missouri is Spanish speakers. This collection was established to serve this population. At the time of its inception, Spanish-language books had become easier to obtain through library vendors. The availability of books in other languages through library vendors remains spotty.

Retention and Weeding: This collection is underused. At this point, it should be examined for condition.

Development Plan: This collection should grow slowly as additional titles are added.

HOLIDAY

Description: Fiction and nonfiction books and music CDs on major holidays and holidays in general for all reading levels comprise this collection. Nonfiction is shelved separately or intershelved, depending on the location. All holiday fiction and holiday audio books are intershelved with the fiction and audio book collections. At SBCPL and on the Bookmobile, the collection is borrowed from the CPL collection for the few months surrounding a particular holiday. The collection contains titles on crafts, decorating, food, plays, poetry, jokes, riddles, history and tradition pertinent to each holiday, as well as books on holidays in foreign lands and holiday fiction and music. Stickers identifying the specific holiday or holidays in general are placed on each format except music cds which contain “Holiday” in their call numbers, making all titles readily identifiable by patrons and staff.

Influencing Factors: All portions of this collection perennially experience heavy use; materials about a specific holiday are always in demand during the three or four months surrounding its date. The identifying stickers allow staff to pull these titles for special shelving as each holiday approaches. Craft information available through the internet has had an impact on this collection; fewer holiday crafts books are being published.

Retention and Weeding: Holiday titles are slower to date than titles in other collections. However, the collection should be inspected for condition, missing copies and lack of circulation.

Development Plan: This collection has experienced a slow growth over the years. This slow growth should continue despite the release of fewer titles because the holiday titles do not date and new titles are added annually. In recent years, holidays including Kwanza, Hanukkah, Cinco de Mayo, Ramadan and other international holidays have been included in the collection. As with many collections, the materials at CPL are considered the resource collection for the region. Thus, representative copies of titles concerning international holidays will be purchased for CCPL and SBCPL, with the remainder being housed at CPL.

EDUCARE

Description: This collection consists of titles of interest to preschoolers’ caregivers, whether situated within or outside the home. A reference collection of all titles in this collection is maintained at CPL. Circulating copies are marked with an identifying sticker. The collection may be found in many Dewey areas, since the subtopics span all disciplines.

Influencing Factors: With the large number of children in child care and the need for information by child care providers to help in stimulating and educating their charges, DBRL staff felt a need to organize known sources and make them available for parents and caregivers. This collection is also heavily used by Education Majors from area colleges to enhance their coursework assignments.

Retention and Weeding: This collection will be updated with revised editions or new titles on the same or similar topics as changes occur in this field and as the current materials age and become worn. Weeding of ephemeral and outdated materials is conducted at least every two years.

Development Plan: The reference portion of the collection should remain stable. The circulating collection may see moderate growth with demand for additional copies.

PAMPHLET FILE

Description: This collection consists of file cabinets at CPL containing pamphlets. The collection has diminished with the development of the internet. The collection now consists mainly of Missouri travel information regarding parks, tourism, animals and conservation, as well as Cliffs Notes.

Influencing Factors: With the growth of the internet, the need for pamphlets containing information not available in books or other printed formats has faded. Most of the information formerly housed in this collection is now easily available and updated on the internet.

Retention and Weeding: This collection has been weeded heavily and is now housed in fewer drawers. It will continue to be weeded as materials age.

Development Plan: Updates of travel information will be added as they are received. This collection has been reviewed and the possibility of integrating parts of it into the collections is being considered.

REFERENCE

Description: The majority of the Reference collection is housed at CPL. Both CCPL and SBCPL have limited physical reference sources due to space limitations and the availability of DBRL's online databases and reference eBooks. The SBCPL collection tends to be "Ready Reference" titles. Materials in the CPL collection cover all subjects ranging in degree of difficulty from juvenile to beginning research level. Most subject areas include practical, educational and informational materials. The purpose of the collection is to provide current information on all subjects and historical information in areas where previous questions and experience indicate material is likely to be requested.

Because many questions can be answered through online databases and other internet resources, this collection is being heavily weeded. Many subsections which were shelved apart from the main Reference collection have been reabsorbed into the central shelving. Some areas that remain separate are:

- The **Investment Center**, containing newsletters and general information about investing.
- The **Consumer Center**, housing consumer reviews, a selection of automobile rating books as well as titles on other specific consumer goods.
- The **Auto Repair Center**, housing car and truck repair manuals and small gasoline engine, tractor, boat and lawnmower repair manuals.
- The **Government Documents Collection**, including City of Columbia Ordinances and budget materials from the City, Boone County, the Columbia School District, DBRL and the University of Missouri. This area is in the process of being reviewed and evaluated for inclusion in the regular Reference collection.
- The **Missouri History and Genealogy Sections**, housing a variety of sources for independent research including city directories for Columbia, older Missouri State Blue Books and bound copies of the *Missouri Historical Review*. The genealogy section at CCPL is a proportionately larger subsection of that reference collection than the CPL genealogy collection is of the main reference collection. The CCPL collection contains a back file of local newspapers (from 1848), a few census records and materials housed in conjunction with the Kingdom of Callaway Genealogical Society.

SBCPL has a small collection of materials related to that area of the county. This subsection is shelved within the main reference collection, but identified by stickers for easy identification.

Other smaller collections include a Ready Reference Shelf of directories, a Ready Reference file which contains pamphlets and photocopies of articles on frequently requested subjects, local biographies, and newspaper clippings on topics of interest in the area including city and county government.

Influencing Factors: DBRL enjoys a reputation of providing great service. Although the types of questions and assistance requested at the Reference Desk have changed over the years, the need for personal assistance continues. The various reference centers at CPL and electronic resources purchased have been developed in response to the public's indicated interests.

Selection Plan: Selection of reference materials is based on subject coverage, timeliness, affordability and usefulness. Reviews and recommendations of materials are consulted before purchasing materials, especially *Booklist's* "Reference Books Bulletin" and *Library Journal's* reference previews. Web site reviews are sought in the *Library Journal* and other relevant reviewing sources. Reference materials are periodically examined in person at conference exhibits, at bookstores and during vendor visits. Material may be selected in hardback, paperback or electronic format.

Ads and brochures are checked for new titles because of their timeliness. Appropriate, regularly published titles are placed on standing order to ensure prompt receipt of the most current edition. The number of each title placed on standing order depends on the use it might receive at each service center. Some titles are received every two or three years depending on price and usefulness. The standing order list should be reviewed at least annually.

Decisions on format (print or electronic) are dependent on price, usefulness, availability and appropriateness of the material. Often, when purchasing a reference book, the eBook version or website access is available as a bonus. Some reference services have migrated entirely to an electronic format while others are exclusively in print format.

Retention and Weeding: Retention decisions are based on the likelihood of significant, continuing historical interest in a field or title. Older titles in constantly changing areas, such as the sciences, are less likely to be retained. Materials currently in print and titles included in standard subject bibliographies are retained. Weeding is performed on a continuous basis to make room for newer titles. Superseded titles may be reassigned to the circulating collections if they are a valuable information resource.

Development Plan: Retrospective development occurs in areas in which patron requests are difficult to answer. Titles are added to the reference collection when, due to popularity, school assignments and frequent loss, the subject is difficult to cover in the circulating collections. The availability of material in print and electronic formats will continue to be monitored to determine which medium is best for the public, considering price and availability. The actual physical collection is shrinking due to the growth of electronic resources.

STAFF RESOURCES

Description: Developed primarily for the use of DBRL staff, this collection is housed in the non-public area and consists of material on library administration, design, collection development, services to the public, etc., as well as fundamental texts concerning management, personnel issues, financial regulations and office procedure.

Influencing Factors: Since this collection is an in-house tool to aid staff in job performance, it is used as a resource to answer job-related questions and to orient staff members as they begin new projects.

Retention and Weeding: Classic titles in librarianship are retained unless superseded by newer editions. The shelving space for this collection is limited. Titles which are not being used and which

are covered elsewhere in the collection may be shifted to the circulating collection if they are still of current use.

Development Plan: Because of its limited space, the collection is not expected to grow. It should contain titles of current interest to the staff in general and specific interest to staff engaged in new projects for the Library.

PERIODICALS

Description: The periodical collection consists of over 790 titles, including 32 newspapers. The newspapers in this collection are primarily local and state publications except for several major national papers such as the *New York Times*, *Wall Street Journal* and *USA Today*. CCPL houses a collection of historical local newspapers on microfilm. At CPL, current and historical editions of *The Wall Street Journal*, *The New York Times* and *The Columbia Daily Tribune* are available on microfilm. Some nonprint subscriptions are also maintained by the Library. Access to other national papers is primarily through databases.

Magazines included in the collection are general interest and subject publications. Back issues of these may be checked out. Scholarly titles are generally excluded due to the proximity of institutions of higher education in DBRL's communities. The collection, however, has been broadened through subscriptions to online services that offer full-text access to scholarly journals and literary magazines.

Several children's and teen's magazines and comic books are included in the collection. Back issues of these may be checked out.

As an extension of the Library's collection of community information, local and state newsletters of nonprofit organizations are also collected.

Databases provide subject access to our hard copy periodicals collection as well as online titles. The printed indices to *The New York Times* and *The Wall Street Journal* were discontinued in 2004 and 2007, respectively.

Influencing Factors: The Library acquires and maintains a periodical collection to serve the informational, educational and recreational needs of the communities. It is a browsing collection viewed primarily as a source for pleasure and recreation. The University of Missouri maintains an extensive microfilm back file of many major papers. These back files are not duplicated because of financial constraints and proximity of the University to CPL.

Selection Plan: DBRL's objective is to create a well-balanced general periodical collection that includes titles in all subject areas. Sources of guidance in selection include bibliographic tools, reviews of new titles, ads for new periodicals, vendor lists and sample issues. Newsletters produced by local nonprofit services and agencies are included in the collection, when available.

Retention and Weeding: Because periodicals are no longer used for research and can be checked out, there is no conscious plan for weeding. Back issues will only be retained for one year. Weeding is conducted in January and issues are removed from the collection for the period January-December, two years previous (i.e. January-December 2012 will be removed in January 2014).

Development Plan: The objective is to keep the collection current to satisfy patrons' interests and demands, so titles are added and weeded as necessary. With the development of electronic resources, a downloadable magazine subscription is being considered.

ADULT FICTION

Description: Fiction titles are chosen to represent the broad range of reading interests and tastes of the communities served. Classic literature, popular best sellers, genre fiction, literature from all time periods and works from all parts of the world are included in the fiction collection to entertain and

enrich human understanding. The emphasis of this collection is on American and English authors, but representative authors from other countries are also included in English translations. Current best sellers are bought in multiple copies in anticipation of heavy borrowing and in order to fill patron requests on a "one copy to three requests" basis. Titles by moderately popular authors are purchased in smaller quantities to broaden the scope of the collection. Copies are assigned to a specific branch the first year after they are purchased. This allows new titles to remain in branches for casual browsing. Short stories by single authors are included in this collection; anthologies by multiple authors are shelved in the 800s.

Several genres have been drawn from the general fiction collection, identified by a sticker and, in some facilities, shelved separately. These genres (Mysteries, Westerns, Romance, Science Fiction and Graphic novels) have been identified as the subgroupings of the collection which are of particularly high interest to specific groups of readers. The separation and/or identification are to provide for ease of access to these collections for the public. A number of series paperbacks, such as Harlequin, Silhouette and Star Trek, have been placed on standing order to alleviate monthly ordering of titles patrons will request.

Influencing Factors: Many readers in the region follow review sources used by the selectors. As a result, requests for best sellers and critically acclaimed works are constant and are often submitted before publication of the work. Local book clubs often seek copies of titles for their members through DBRL. Demand for specific classics usually increases after the author or title has been featured in a movie or television production or the author has otherwise been in the news. Although school assignments do have an impact on this collection, it is no greater than its use for leisure reading.

Retention and Weeding: Weeding in the fiction area must take into account the cyclical nature of author popularity. Generally, one copy of a title will be kept of all but the most unenduring books. Deselection of titles should be performed continually. Superfluous copies of past best sellers should be withdrawn as demand for such titles falls. Strong candidates for withdrawal are titles which have not circulated in the past three years, books in poor condition, works of ephemeral authors and ephemeral titles of once popular authors. Literary classics and works by local authors are generally retained, sometimes in multiples, as demand indicates. Worn editions of older popular titles and titles of literary merit should be replaced or rebound if possible. Replacement of worn or damaged titles in a series is attempted, however, these titles are not always still in print. Excess copies of older One Read titles should be withdrawn from the collection and stored for re-entry into the catalog during future One Read programming periods as interest in and use of these titles is re-ignited.

Development Plan: Since the collection is quite extensive, very little retrospective development is needed. However, attention should be paid to replacing worn editions of older but important titles with new hardbound or paperback editions so as to encourage patron use. The focus of this collection should be on purchasing current fiction extensively while having enough multiple copies of high-demand books to satisfy patron requests as quickly as possible. The collection should experience moderate growth.

MOST WANTED

Description: This collection of new fiction and nonfiction titles is prominently shelved and marked with a bright sticker at each of the buildings in the region and on the Bookmobile. Each facility has its own collection and its own color scheme for identifying these items. Books in this collection are available to patrons on a walk-in basis only. Patrons may check out one title per visit for seven days. On the Bookmobile, one title can be checked out until the Bookmobile returns to that stop two weeks later. No renewals are permitted. The purpose of the collection is to allow as many patrons as possible prompt access to the latest titles or titles that are in great demand because of recent movies or other national publicity. The result has been that voracious readers tend to use these copies when available, freeing

the regular copies for readers who need the three-week circulation period. Books purchased for this collection are largely new titles which are being featured in local bookstores and may have received media attention.

Influencing Factors: This collection was conceived as a means to expedite the availability of “hot” titles to patrons while the demand is high. Many readers want to read bestsellers while everyone else is reading and discussing the same title.

Retention and Weeding: Titles remain in the collection as long as there is a holds queue for the title. Once the queue has been satisfied and copies of the title are readily available for longer checkout, the title is removed from the Most Wanted collection. Damaged copies are discarded.

Development Plan: This collection should remain fairly stable in numbers of titles and copies since new titles are added and withdrawn regularly.

LARGE PRINT BOOKS

Description: The large print book collection duplicates material already in the DBRL Collection in standard type. Classic literature, popular and genre fiction make up the fiction collection. The majority of the nonfiction books consist of biographies and memoirs, humor, spirituality and other popular works. This collection includes some juvenile titles. It is housed at CPL with portions rotated to CCPL, SBCPL and the Bookmobile. Several small standing orders have been established.

Influencing Factors: This collection is used heavily by the Outreach Department to serve homebound patrons throughout the region and browsers in the various library buildings. As the population ages, greater demand for this collection is anticipated. With the introduction of downloadable eBooks, staff should be attuned to usage trends for this collection, since one of the features available on e-readers is font enlargement.

The Wolfner Library for the Blind and Physically Handicapped is located in Jefferson City. It is a federal library with a mission to serve directly people unable to use ordinary type books. To further serve the DBRL population, whenever a patron who fits the Wolfner profile is identified, staff facilitates their registration with Wolfner, since its collection is extensive and is available to patrons in their residences.

Retention and Weeding: Since large print books are seldom available once the initial print run is exhausted, the utmost care must be taken not to discard valuable titles that cannot be replaced. Fiction and nonfiction titles which are no longer circulating and are ephemeral should be discarded. Titles which are in poor condition but are circulating may be repaired or rebound.

Development Plan: Because large print books are seldom reprinted, emphasis should be on purchasing the most desirable titles soon after publication with double copies of those that are likely to remain popular in the future. New works need to be obtained to keep up with popular demand and to maintain a well-balanced and wide-ranging selection. However, with the typeface enlargement capability of eBooks, the size of this collection should stabilize as the eBook collection grows.

YOUNG ADULT

Description: The Young Adult collection consists primarily of fiction titles attractive to youth enrolled in middle school through high school. Generally, these books feature protagonists who are at least 13 years old. Classic novels are also included. When nonfiction titles are identified as being especially appropriate for this age group, they are tagged with a “YA” sticker and incorporated in the appropriate Dewey number in the adult nonfiction area after having been featured on the Young Adult New Book Shelf, if applicable. Although few audio books or videos are produced specifically for this age group, those identified are shelved in the Teen area of the collections. A Young Adult graphic novel section exists at each service center, with its shelving adapted to the service center.

Influencing Factors: Originally, this collection was geared toward teenagers. However, observation has proved that the age group interested in young adult fiction is middle school through junior high. High school students migrate toward the adult fiction. Several titles and series published for this age group have attracted an adult readership. Multiple copies are purchased to meet this increased demand.

Retention and Weeding: Only titles that continue to be popular are retained. All other titles are continuously weeded and replaced by new materials of current need and interest. Copies are withdrawn when in bad condition.

Development Plan: Retrospective development in the young adult collection is not necessary because of the changing nature of literature in response to the needs of young adults. This area will remain stable.

JUVENILE FICTION

Description: The Juvenile fiction collection is comprised of titles intended to meet the recreational needs of students with a third through sixth grade reading level. Because reading levels vary from child to child, a few materials at a higher or lower level are also included. Recognized children's classics are often represented in a variety of editions. An effort is made to include all books which have won children's literary awards. A broad variety of genres is represented.

Influencing Factors: Attempts are made to purchase all books written by highly popular authors and entire series which have gained wide acceptance.

Retention and Weeding: Titles are kept as long as they continue to circulate and are in good condition. These are replaced and supplemented as needed. Books in poor condition are retained if they cannot be replaced (even in paperback) and their popularity has been proven.

Development Plan: DBRL will continue to collect books which meet the diverse recreational needs of its patrons reading at a third through sixth grade level. A concerted effort to replace classic and worn but popular titles with new editions, hardbacks or paperback copies will continue. This collection should experience moderate growth.

JUVENILE NONFICTION

Description: This collection consists of nonfiction materials assembled to meet the informational, educational and recreational reading needs of students with a third through sixth grade reading level. Because reading levels vary from child to child, a few materials at a higher or lower reading level are included. The collection spans the entire Dewey range.

Influencing Factors: Although DBRL does not acknowledge curriculum support as one of its roles, students from regional schools and families that home school make heavy use of DBRL resources to complete school assignments, resulting in a continual demand for material in all subjects. Attention is paid to meeting needs created by curricula on topics such as endangered species, science fair projects, Missouri, ancient cultures, mythology, etc., or recreational subjects like sports or animals, as the demands become apparent.

Retention and Weeding: The collection is weeded to remove out-of- date materials. Science, technology, geography and social issues are examined carefully due to rapid change in these areas.

Development Plan: This collection should remain stable to provide print material, although there will also be growth of e-content collections for this age group.

JUVENILE BIOGRAPHIES

Description: The Juvenile Biography collection presents factual materials about historical figures, currently popular youths, world figures and other notable personalities young people might want or need to learn about for their recreation or education. These materials are written for the third through

sixth grade reading level.

Influencing Factors: Although young people do want to read about current movie, sports and music personalities, they also need access to factual information about historic and prominent figures for school reports. Both needs are addressed by this collection.

Retention and Weeding: Many of the people featured in this collection are perennially important to school children. Weeding is based primarily on condition. However, as interest in popular figures fades over time, some of the ephemeral titles should be weeded.

Development Plan: This collection is heavily used during the school year. Due to weeding for condition, this collection should remain stable.

SPANISH

Description: The Children's collections contain a small Spanish-language collection for ages birth through high school. These are shelved separately in the children's area.

Influencing Factors: The largest non-English-speaking segment of the population in Central Missouri is Spanish speakers. This collection was established to serve this population. At the time of its conception, Spanish-language books had become easier to obtain through library vendors. The availability of books in other languages through library vendors remains spotty.

Retention and Weeding: This collection should be examined for condition.

Development Plan: This collection should grow slowly as additional titles are added.

EASY FICTION

Description: This collection consists of picture books of either educational or recreational intent. The picture books are distinguished by their illustrations which serve to supplement, extend, or, in case of wordless books, supplant text.

Influencing Factors: As the country becomes more diverse, a demand for books depicting a variety of cultures and family structure are needed. Topical themes such as moving, starting school and birth of a sibling are also in high demand. Titles featuring television and movie characters, such as those appearing in Sesame Street and Disney productions, are included in this collection. Parents request books that teach pre-reading skills to their preschoolers, and children usually seek books at reading levels that are comfortable. Series with continuing casts of characters also tend to be popular. Multiple copies of titles are the norm, particularly if the author or series is popular.

Retention and Weeding: Books are kept as long as they are in good condition and continue to circulate.

Development Plan: The collection is well developed and has most important titles and authors represented. Emphasis will continue to be on developing a well-balanced collection which will meet the diverse needs and interests of the community, replacing classics and finding books representative of all reading competencies. This area will see moderate growth.

BEGINNING TO READ BOOKS

Description: Publishers have produced early reading books for preschoolers and early elementary students who want to develop their reading skills. Many publishers' series are targeted for a specific reading level. In most cases, vocabulary is controlled, text is well-spaced, margins are wide and illustrations are supplementary to the text.

Influencing Factors: Parents request books that teach early reading skills to young children, usually seeking books at reading levels that are comfortable. In order to accommodate reading levels, books for new readers dubbed "Beginning to Read Books" are identified with stickers. Series with continuing casts of characters also tend to be popular. The fiction titles are shelved together by author. Nonfiction

Beginning to Read titles, covering a multitude of subjects, have been intershelved in the Easy Nonfiction section since the subject rather than the reading level is more likely to be important to the patron.

Retention and Weeding: Books are kept as long as they are in good condition and continue to circulate.

Development Plan: The collection is well developed and has most important titles and authors represented. Emphasis will continue to be on developing a well-balanced collection which will meet the diverse needs and interests of the community, and on finding books for specific reading competencies. This area will see moderate growth.

EASY NONFICTION

Description: This collection consists of nonfiction materials assembled to meet the informational, educational and recreational reading needs of children from preschool through third grade. The collection spans the entire Dewey range.

Influencing Factors: Often, parents or caregivers wish to address a topic such as grief, moving or toilet training or explore areas of interest such as animals, cooking or poetry with the aid of a book. This collection was developed to simplify access to subject-centered picture books. Many of the traditional fairytales, folktales and nursery rhymes are included in this collection.

Retention and Weeding: Books are kept as long as they are in good condition and continue to circulate.

Development Plan: As more topics are addressed in books for this age level, they will be considered for inclusion. This area should experience moderate growth.

START EARLY

Description: This collection of board books for infants and toddlers and their caregivers is both educational and recreational in intent. The illustrations serve to supplement, extend and, in the case of wordless books, supplant text. The books are read aloud to the child or the child studies the pictures and creates his/her own text. Both concept books, which develop a child's understanding of colors, numbers, etc., and mood books, which create a feeling for time, place or experience, are included in the collection.

Influencing Factors: The diversity of our world creates a demand for books depicting a variety of cultures and family structure. There is also a demand for concept books to meet the beginning educational needs of this age group. With the addition of interactive panels from the Burgeon Group to be installed in the CPL children's area in 2013, DBRL has been advised to expect an increase of interest in the Start Early collection. Additions to the collection may be larger and made more often in the future.

Retention and Weeding: Books are kept as long as they are in good condition and continue to circulate.

Development Plan: This collection receives a lot of rough treatment considering its audience. As a result, it may grow slightly, but most acquisition just maintains the size of the collection.

YOUTH AWARD BOOKS

Description: Books that have recently won or have been nominated for awards are featured in the Young Adult Fiction and Nonfiction, Juvenile Fiction and Nonfiction, and Easy Fiction and Nonfiction collections. The nominees are identified with stickers and displayed on "Award" shelves. They are purchased in bulk and most are coded so that they will not "float" from their designated service points. Reference copies of the Newbery and Caldecott winners are added to the reference shelving adjacent to the Children's Service Desk at CPL.

Influencing Factors: Area teachers encourage students to read the nominees, winners and honorable mention books for several statewide awards. This creates a regional demand for titles soon after any announcement is made.

Retention and Weeding: After an award is announced, demand for non-award-winning titles drops. These are absorbed into their regular collections with worn copies discarded. Award-winning titles remain in demand and are kept in the collection as long as their condition allows, and they may be replaced.

Development Plan: Orders are placed as soon as awards are announced or nomination lists are published. If the initial number purchased for any title does not seem adequate, additional copies are ordered.

2. Format-Specific Considerations

ELECTRONIC RESOURCES

Databases and Reference eBooks:

Description: This collection is accessed through our Digital Branch. To supplement the many useful free resources available on the Internet, DBRL subscribes to a variety of databases. These are authoritative resources in electronic form that DBRL subscribes to by paying each individual publisher an annual fee. These resources can be used inside any of our facilities or from anywhere a patron with an active library card can log on to dbrl.org, unless expressly prohibited by the subscription contract. (Those few exceptions are accessible only in library facilities.) Some titles are purchased through Library Services and Technology Act (LSTA) funds and are available to patrons via our website.

The intent of this collection is to provide reliable information on a wide variety of subjects and interests for patrons of every age parallel to our print collections, although the electronic resources are primarily nonfiction. Many of them reflect high demand areas of the collection, such as auto repair, history, genealogy, consumer information, periodicals, student resources, travel, careers and business. There are thousands of databases available but, because of the high cost of individual titles, selection is based on having a sound core collection useful for self-education and research, as well as resources on high interest topics, such as genealogy.

Influencing Factors: Our digital branch offers patrons remote access to many of the resources previously available only in our physical facilities.

Retention and Weeding: Unless renewed, these resources, in general, are not retained. Usage statistics are available. However, this collection is often overlooked since it is a relatively new format for the general public. As students become more familiar with these types of resources, they will understand their value and seek them out. Staff should continually point out these resources to patrons; marketing this collection is critical to its success in increasing usage by patrons. A combination of staff input and usage statistics is helpful in determining the retention or non-retention of a title.

eBooks:

Description: Beginning in the late 1990's, DBRL initiated a collection of electronic books which it purchased through NetLibrary. NetLibrary was subsequently purchased by Ebsco and DBRL still has access to the same collection. Those titles can be read online using a web browser and multiple users can access each title simultaneously.

In 2011, DBRL expanded its electronic book collection to include access to eBooks acquired through OverDrive. OverDrive eBooks can be downloaded to patrons' computers and many mobile devices (mobile phones or tablets). In the case of dedicated e-readers, eBooks are transferred from a PC to the e-reader. Patron use of this electronic collection mimics use of DBRL's physical collection in many

ways. While DBRL does subscribe to some titles that are available for simultaneous use, most OverDrive titles circulate on a one copy/one user model due to publishers' licensing restrictions. Patrons can place holds on eBook titles and additional copies are purchased using the established 3:1 holds to copies ratio.

Influencing Factors: The demand for digital material is growing along with the increasing adoption of handheld devices. Until this collection has grown appreciably or publishers change their licensing/pricing model, patrons may be limited in the number of electronic titles they can have checked out at any one time from certain eBook vendors.

Selection Plan: Popular titles are added to this collection in the same stream of selection as other formats. Initially, one copy is usually purchased and additional copies purchased as new demand is recognized. If the author's works are traditionally in great demand, the initial order is larger. OverDrive provides user-friendly access to Project Gutenberg, which is an electronic collection of free books that are in the public domain (copyright-free). DBRL's relationship with OverDrive allows our patrons to access these titles through their portal. Annually, selection is made for a number of titles to be held for a year under a "simultaneous use" plan. These are a combination of classics, perennially popular titles or annuals such as travel guides which are expected to be wanted by more than one patron at a time. These titles are available to as many patrons as want them at any particular time.

Retention and Weeding: The electronic books which were purchased from NetLibrary are aging. Weeding of older titles is being performed. The titles through OverDrive will be examined and evaluated as they age.

Development Plan: This collection is an extension of DBRL's book collection. The format is in great demand, especially recent novels, current self-help, biographies and current events. The eBook collection should experience steady growth in the immediate future.

Downloadable Audio Books:

Description: The audio book collection is enhanced by access to downloadable audio books provided through OverDrive. Patrons can download all of these titles to their PCs and then transfer them to handheld devices. Patrons can also use apps to download OverDrive audio books in MP3 format directly to their devices. While DBRL does subscribe to some titles that are available for simultaneous use, most OverDrive titles circulate on a one copy/one user model due to publishers' licensing restrictions. Patrons can place holds on electronic titles and additional copies are purchased using the established 3:1 holds to copies ratio.

Influencing Factors: The demand for digital material is growing along with the increasing adoption of handheld devices. Until this collection has grown appreciably or publishers change their licensing/pricing model, patrons may be limited in the number of electronic titles they can have checked out at any one time from certain electronic vendors.

Selection Plan: Popular titles are added to this collection in the same stream of selection as other formats. Initially, one copy is usually purchased and additional copies are added as new demand is recognized. If the author's or reader's works are traditionally in great demand, the initial order is larger. Annually, selection is made for a number of titles to be held for a year under a "simultaneous use" plan. These are typically classics or perennially popular titles which are expected to be wanted by more than one patron at any particular time. Titles in this plan are available to as many patrons as want them at any time.

Retention and Weeding: This is a relatively new collection. The materials are available electronically. There are no plans for weeding this collection at this time.

Development Plan: This collection is an extension of the DBRL's book collection. The format is in great demand, especially recent novels, current self-help, biographies and current events. The digital audio book collection should experience steady growth in the immediate future.

DIAL-A-STORY

Description: This collection consists of two digital recorders attached to a phone line at CPL and a number of cassettes containing short children's stories. These cassettes are changed weekly. Children are encouraged to telephone the library to hear a story.

Influencing Factors: Preschoolers learning about the world enjoy imitating adult activities such as using the phone and computer and receiving mail. This collection provides children a reason to use the telephone for their own enjoyment and creates early awareness of the library for the child.

Retention and Weeding: As cassette tapes succumb to wear, they are rotated out of use. The machinery is repaired or replaced with compatible recorders.

Development Plan: No growth is expected in this collection. Although this is a very popular service, the present number of machines and tapes appear to be adequate.

PEEK-A-BOOK

Description: Peek-A-Book is a program available on public computers at CPL and CCPL which gives children a "peek" at six different titles to encourage them to choose a book to check out so they can finish the story. This collection consists of Easy Fiction and Nonfiction books that correspond to the library-selected Peek-A-Book titles. The library owns over 80 different Peek-A-Books with 30 (20 in Columbia, 10 in Fulton) copies of each. They are rotated monthly to feature different titles.

Influencing Factors: Children are exposed to screens in their homes. This kiosk allows a blending of the home screens and library experience to entice children to check out library books.

Retention and Weeding: The collection is determined by the condition and length of time a title has been in the Peek-a-Book collection versus the number of copies that are left. Although weeding is determined by condition, space needs are also considered.

Development Plan: Additional titles and programs are added by the Peek-A-Book company. The selector will evaluate the titles and purchase titles to be added to DBRL's rotating collection. There should be moderate growth.

CHILDREN'S SOFTWARE

Description: This collection is comprised of software programs installed on computers in the Children's area in each library building. It includes educational games and preschooler reading readiness programs.

Influencing Factors: This service allows children and parents to sample education games and reading readiness programs before purchasing them for their home use, provides an additional activity for children visiting DBRL libraries and extends access to children who do not have access to computers elsewhere.

Retention and Weeding: Older editions are deleted with the acquisition of upgrades or newer programs.

Development Plan: The collection should grow as new programs are developed.

KITS

Book Discussion Kits:

Description: These kits contain ten copies of adult fiction or nonfiction titles that have been popular with our patrons. These are typically drawn from discussable books in the collection after their popularity has subsided. Titles may have been One Reads or other publicized titles. Each kit also contains discussion questions and pointers on leading discussions.

Influencing Factors: Many book discussion groups seek multiple copies of a title for all members to read. Book discussion groups appear to be very popular and active throughout the region. The kits may be checked out for an eight week period to aid book discussion groups in distributing the books, circulating them among themselves and collecting them after the discussion.

Retention and Weeding: There is only one kit for most titles. Ten kits are created for each One Read title during the period of its programming. After the programming period is over, the number of kits is reduced to one.

Development Plan: This collection will grow slowly as appropriate titles are recognized and added.

BiFolkal Kits:

Description: This collection consists of carrying cases that contain packaged programs of multi-media, multi-sensory resources designed to evoke memories on a broad universal theme. These are produced for use by groups of older adults or intergenerational groups.

Influencing Factors: The kits are primarily circulated to nursing homes and other older audiences. They are housed in the Outreach Department and handled by the Outreach staff.

Retention and Weeding: The contents of the BiFolkal kits are replaced when lost, damaged, worn out and/or the medium has become outdated. This collection is under review.

Development Plan: Due to the limited and specific use of this collection, its future will depend on the outcome of the current review process.

Museum Kits:

Description: This collection consists of containers holding realia on various subjects ranging from African and American art to the history of the American Western Movement or the Ancient Mediterranean World. These are meant for use by classroom, homeschool, scout and other juvenile groups.

Influencing Factors: These kits have been provided by the St. Louis Art Museum with the request that DBRL provide quarterly circulation reports to the museum. With heightening of security after 9/11, the museum found it increasingly difficult to provide access to the kits. As a consequence, museum staff decided to establish sites throughout the state to provide points of access. An added bonus for the museum was that the scope of the audience for the kits was increased.

Retention and Weeding: No weeding is anticipated. The museum will provide replacements for any damaged or missing realia.

Development Plan: Since this is not actually DBRL's collection, the only growth would be due to the museum adding another subject kit.

Little Red Reading Bags:

Description: Kits consisting of an adult curriculum book, several children's books, a DVD, a music CD, and puppets or toys and related activities are developed on various themes appropriate for ages 3 through 5. The collection is for children in group situations or for individual children whose parents

want to interact with their children to promote literacy with supplementary activities. These kits are available regionally.

Influencing Factors: The collection is based on the Every Child Ready to Read Program of the Public Library Association and has been developed by staff with a great deal of research from current early childhood development studies.

Retention and Weeding: Items are weeded and replaced on condition. The entire collection is evaluated and updated within a five-year cycle.

Development Plan: The collection is updated and replenished continually and should remain stable.

PAL (Play as Learning) Bags:

Description: The kits consisting of books, a DVD or music CD, puppets or toys and related activities are developed on various themes for ages 0 through 2 years old. The collection's purpose is to help parents and children explore learning in a play-like atmosphere. These kits are available regionally.

Influencing Factors: The collection was developed by Educare Boone County and has been continued by DBRL staff.

Retention and Weeding: Items are weeded and replaced on condition. The entire collection is evaluated and updated within a five-year cycle.

Development Plan: The collection is updated and replenished continually and should remain stable.

Parent Packs:

Description: Packaged in a handy zippered tote, each kit contains books and materials of interest to expectant families, an exercise DVD for the expectant mother, and a packet of brochures from local agencies informing patrons of services available in the region. The patron is encouraged to keep the packet.

Influencing Factors: These kits have been created for expectant mothers and their families. The materials included are selected for varying levels of comprehension so that all members of the family can learn from the contents. When these titles become dated, current available titles are reviewed and newer, more appropriate material is substituted. The collection was created with funds from the Assistance League of Mid-Missouri.

Retention and Weeding: No weeding is anticipated except to remove worn items.

Development Plan: Currently the collection consists of fifty bags. No further growth is anticipated unless public demand indicates more packs are needed. Instead, the emphasis will be on maintaining the collection at fifty kits and trying to keep the information contained updated.

Learning Games Kits:

Description: Each learning game kit includes a children's book, die and movers and a replaceable Home Practice Page activity. These target children aged 3 and older. This collection has been started with eleven themes. The kits will circulate for four weeks. They will be available at all service centers.

Influencing Factors: This collection helps support school-readiness concepts and language skills as part of DBRL's ongoing support of families.

Retention and Weeding: Items are weeded and replaced on condition. The entire collection is evaluated and updated constantly.

Development Plan: The collection is a pilot project. More copies will be purchased of each theme if it is heavily circulated.

DVDS

Description: The DVD collection consists of both nonfiction and fiction films. The nonfiction films cover topics such as self-help, educational, how-to, documentaries, biographies and travel. The fiction films include select television series, mini-series and made-for-television movies. Criteria for selecting television series include: number of seasons, number of discs per season, whether or not it is still in production, awards and nominations and whether it is aired on cable or network. DBRL includes documentaries from Columbia's annual True/False Film Festival and other local Film Festival entries in its collection. Selections are made to serve the general informational, educational and recreational needs of the community.

Influencing Factors: In order to provide material which both complements the nonfiction and literature collections and is not easily available elsewhere in the region, DBRL has purposely limited the range of this collection to exclude most feature films. Editions of DVDs which meet the needs of the hearing and visually impaired (closed caption and descriptive enabled) are chosen when available. Patron requests for specific DVDs are considered and purchased if the material is appropriate to the collection for the long term. Local film festival offerings are included in the collection because, although thousands of citizens attend the festivals, they are not always able to see all of the films and wish to view them. Changing technology in the video marketplace is a factor to be considered in the development of the collection.

Retention and Weeding: The collection is still growing, so only a moderate amount of weeding has been performed. Damaged items which cannot be repaired are weeded. Replacement copies for missing, worn and damaged DVDs are ordered only if the quality (appropriateness, expected use and long-term value to the collection through the long term) of the item warrants it.

Development Plan: The emphasis of the DVD collection continues to be on the development of a well-rounded collection. A balance should be maintained among adult nonfiction and dramatization. This area will experience moderate growth. DBRL expects to add streaming videos as an enhancement to the physical collection when a satisfactory streaming option becomes available. Video streaming services are currently being reviewed for viability in the library environment.

YOUTH DVDS

Description: The DVD collection consists of films in three basic categories: book-related concerning familiar characters such as Thomas the Tank Engine, Scholastic Storybook Treasures and fairy tales; television tie-ins such as Reading Rainbow, PBS Kids, Nickelodeon/Nick Jr. and BBC productions; or music related such as Kidsongs and The Wiggles. Children's productions are available in both fiction and nonfiction categories. Feature films based on books and rated G or PG for family entertainment are a subset of the youth DVD collection called Books-to-Movies.

Influencing Factors: In order to provide material which complements the children's literature and nonfiction collections and is not easily available elsewhere in the region, DBRL has purposely limited the range of this collection to exclude most feature films. Editions of DVDs which meet the needs of the hearing and visually impaired (closed caption and descriptive enabled) are chosen whenever available. Patron requests for specific videos are considered and purchased if the film is appropriate to the collection for the long term. Changing technology in the video marketplace is a factor to be considered in the development of the collection.

Retention and Weeding: The collection is slowly growing. Damaged items which cannot be repaired are weeded. Replacement copies for missing, worn and damaged DVDs are ordered only if the quality (appropriateness, expected use and long-term value to the collection) of the item warrants it.

Development Plan: The emphasis of the DVD collection continues to be on the development of a well-rounded collection. This area will experience moderate growth. DBRL expects to add streaming videos

as an enhancement to the physical collection when a satisfactory streaming option becomes available. Video streaming services are currently being reviewed for viability in the library environment.

MUSIC CDS

Description: This diverse collection is composed of music on CDs in many genres, including Pop, Rock, Blues, Jazz, Country, Bluegrass, Gospel, World Music, Classical, Instrumental, Soundtracks, etc. The collection is very eclectic. An attempt is made to collect music by local artists, but self-produced music CDs submitted by unknown musician who have no local connection are not purchased.

Influencing Factors: This is a heavily used collection. Many titles come from patron requests with the number of copies adjusted to meet patron demand. Popular trends and artists, as well as musical awards, influence selection in this area. Access to the collection has been improved by categorizing the collection under genres such as Pop/Rock, Reggae, Bluegrass and Classical, rather than the Dewey Decimal System.

Retention and Weeding: Because this collection is so well-used, it is difficult to weed. Occasionally a title will surface that is not circulating and may be weeded. Multiple copies of work by local artists may be discarded when circulation wanes, but the title itself with representative copies are retained.

Development Plan: This collection will continue to grow slowly. When a viable digital option to enhance this collection becomes available, DBRL will consider adding it as a supplement to the physical collection.

KIDS' MUSIC CDS

Description: The Kids' music CD collection has been categorized to provide descriptive guidance to patrons. The music appears under categories such as Educational, Holiday, Lullabies, Soundtracks, Television, Stories with Songs, and World.

Influencing Factors: Although this has been a well-circulated collection, access has improved with recategorization. Popular trends and artists influence selection in this area.

Retention and Weeding: Because this collection is so well-used, it is difficult to weed. Occasionally a title will surface that is not circulating and may be weeded.

Development Plan: This collection will continue to grow slowly. When a viable digital option to enhance this collection becomes available, DBRL will consider adding it as a supplement to the physical collection.

AUDIO BOOKS

Description: The audio book collection consists of both fiction and nonfiction titles on CDs, language book/CD sets and Playaways. It is a companion to the downloadable audio collection.

Influencing Factors: The demand for fiction and nonfiction books on audio has grown as the use of audio books in cars, on foot and at home has increased.

Selection Plan: Most audio book selection is done at the same time other editions of a book are selected. While many standard selection tools now include reviews of audio materials, timely purchase of audio versions of the newest high demand book titles does not always allow the selector to wait for reviews. Standing orders for unabridged titles and audio in Spanish have been established with vendors. When possible, unabridged versions are chosen, as they are preferred by the public. Self-help materials, foreign language and ESL audio are selected on the basis of quality and reputation of the provider. Multiple copies are purchased where needed.

Retention and Weeding: This is a very popular and growing collection. Few titles sit on the shelf, but those which have not circulated for some time are weeded. Most weeding involves items in poor or

damaged condition. These are evaluated and either removed from circulation or replaced as necessary and if available.

Development Plan: This collection is an extension of DBRL's book collection. The format is in great demand, especially recent novels, current self-help, biographies and current events. Audio materials that fall in the learn-a-language category have been integrated into the nonfiction collection with books on the same topic. Patrons, seeking dictionaries, phrase books and foreign language instruction can now find all related books, multi-format kits, spoken recordings on CD and Playaways in the same place. The ESL audio/book kits are shelved in the ESL collection. In the same vein, life-long learning course kits which contain audio cds produced by "The Teaching Company" and "Modern Scholar" have been integrated into the book collections according to their Dewey classification. The size of this collection will diminish as digital formats continue to expand audio book options.

YOUTH AUDIO BOOKS

Description: The audio book collection consists of both fiction and nonfiction titles on CDs and Playaways. It is a companion to the downloadable audio collection.

Influencing Factors: The demand for fiction and nonfiction books on audio grows as the use of audio books in cars, on foot and at home increases.

Selection Plan: Many standard selection tools now include reviews of audio materials. Since there is a great demand for the audio version of the newest book titles, timely purchase does not always allow the selector to wait for reviews. The majority of the selection is accomplished at the same time the regular print book is selected. Review sources and specialty catalogs are consulted for additional titles. Standing orders for unabridged titles and Playaways have been established with vendors. When possible, unabridged versions are chosen, as they are preferred by the public. Multiple copies are purchased where needed.

Retention and Weeding: Most weeding involves items in poor or damaged condition. These are evaluated and either removed from circulation or replaced as necessary and if available.

Development Plan: This collection is an extension of DBRL's book collection. The format is in great demand. The collection should diminish as digital formats continue to expand audio book options and parents provide devices for their children.

APPENDIX A

POLICY 2-630 – MATERIALS SELECTION

The Board of Trustees of the Daniel Boone Regional Library adopted policy 2-630 (Materials Selection) to guide librarians and to inform the public about the principles upon which selections are made. The policy was last revised and approved on March 14, 2013.

POLICY

Library materials should be selected to support the mission of the library and for values of interest, information and enlightenment of all people of the region. Every effort will be made to represent all points of view concerning the problems and issues of our times. The Library will adhere to and defend the principles detailed in the "Library Bill of Rights," "Freedom to Read," and "Freedom to View" statements adopted by the American Library Association. These documents are included as attachments to this policy. Books and/or library materials shall be removed from the collection only through weeding, under the orders of a court of competent jurisdiction or by action by the Daniel Boone Regional Library Board of Trustees.

ATTACHMENT A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

ATTACHMENT B

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that

our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the

freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to

impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

ATTACHMENT C

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February

1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council.

PROCEDURE

Administrative Guidelines for Selection

1. Book and/or library material selection is and shall be vested in the Director and, under his/her direction, such members of the staff who are qualified by reason of education and training. Ultimate responsibility for selection, as for all library activities, rests with the Director, who operates within the framework of policies determined by the Board of Trustees (the "Board").
2. Selection of books and/or other library materials shall be made on the basis of their value of interest, information and enlightenment of all people of the regional system. All sides of issues will be represented, if possible. No book and/or library material shall be excluded or labeled because of the race, sex, nationality, or political, ethical or religious views of the creator.
3. Censorship is a purely individual matter. While patrons are free to reject for themselves materials of which they do not approve, they cannot exercise this right of censorship to restrict the freedom of access for others. Parents or guardians are responsible for the choice and use of material for their children under the age of 18.
4. Defense of the principles of the freedom to read and freedom to view are maintained. No book and/or library material shall be removed from the library save under the orders of a court of competent jurisdiction or action by the Board.
5. The stipulations contained in the "Library Bill of Rights," "Freedom to Read Statement," and "Code of Ethics" adopted by the American Library Association shall be adhered to.
6. Selection is affected by the following factors:
 - a) Potential usefulness to the public and/or popular appeal.
 - b) Information value - timeliness of the subject matter.
 - c) Author (or editor, composer, etc.) - reputation, authority.
 - d) Publisher (or producer) - reputation, authority.
 - e) Availability of reviews.
 - f) Price.
 - g) Date.
 - h) Other material available in the community or through interlibrary loan.
 - i) Advice of subject authorities.
 - j) Whether material is currently in print.
 - k) Physical format.
7. General basis for exclusion of materials:
 - a) Extensive research materials in subject fields expected to be found in special library collections available through interlibrary loan are to be excluded.
 - b) Textbooks are acquired only if they provide the best source for general background or specialized treatment of a subject.
 - c) Materials inappropriate for high volume circulation; for example, pull-tab books.

8. Acquisition of gift materials. The library is grateful for gifts, and its collection has been enriched by contributions from individuals. In accepting a gift, the library makes the following stipulations:
 - a) The library reserves the privilege of deciding whether the book or non-book material should be added to its collection. Decisions will be based on the same criteria as selection of new material. Possible reasons for exclusion may include: out-of-date material not of historical value; duplicate of an item the library already has, when an additional copy is not needed; unlicensed software; material in poor physical condition which would not justify the expense of processing.
 - b) The library makes an effort to dispose to the best advantage all gift material which is not added to the collection, including offering the materials to the various Friends groups for their public sales benefiting library programs and services.
 - c) Donors are encouraged whenever possible to submit to the library a list of items for consideration. Conversely, the library will be glad to provide a list of needed material.
 - d) The library adds gift material to its collection with the complete understanding that such material be made an integral part of the collection. No special collection can be set up, no restrictions are permitted as to whether an item may circulate, and no directions as to future use of it are accepted. The use of gift material is the same as that for purchased material. Gifts may not be reclaimed by the donor after acceptance by the library.
 - e) Gifts of money or stock to be used for material purchasing will be accepted according to DBRL Policy 2-775 (Gifts).
 - f) Art objects, portraits, antiques, and other museum objects are subject to the stipulations above and CLD Policy 2-781 (Unsolicited Donations for Art).
9. Weeding and discarding: Staff will not discard materials based on individual bias and interests. The community should be able to find information in the library on all subject fields. The following factors should be taken into account when weeding and discarding:
 - a) Contents/Copies of materials:
 - i) Selective weeding in areas where there is considerable duplication of subject matter in little-used subject areas where it is the intent to build a representative, rather than exhaustive, collection.
 - ii) Duplicate copies where heavy use is not made of a title.
 - iii) Materials which are outdated due to advances in the field.
 - b) Condition/Format of materials:
 - i) Books or other materials too badly worn to be mended or used as intended.
 - ii) Books missing pages, with mildewed or yellow paper or otherwise damaged.
 - iii) Materials in formats that are no longer collected by the library.
10. Staff shall not withdraw material because it contains controversial or unpopular opinions.
11. Material may be considered for discard if it has not circulated within the amount of time stipulated within the Collection Development Plan.

<http://www.dbrl.org/files/about/policy/2-630.pdf>