

# Collection Development Policy

## Table of Contents

I.	Introduction.....	6
	Section I-1 Credits - Revised 2019 .....	6
	Section I-2 Style – Revised 2019 .....	6
	Section I-3 Purpose.....	6
	Section I-4 Funding .....	6
	Section I-5 Community Served - Revised 2019 .....	7
II.	ALA Statements on Access.....	7
	Section II-1 Library Bill of Rights .....	7
	Section II-2 Freedom to Read Statement .....	7
III.	The Selection Process .....	7
	Section III-1 Responsibility for Selection - Revised 2019.....	7
	Section III-2 Selection Guidelines - Revised 2019 .....	9
	Section III-3 Weeding/Retention - Revised 2019 .....	11
	Section III-4 Bindery Guidelines .....	12
	Section III-5 Gifts/Donations - Revised 2019.....	13
	Section III-6 Interlibrary Loan - Revised 2019 .....	13
	Section III-7 Memorials - Revised 2019 .....	14
	Section III-8 Multiple Copies.....	14
	Section III-9 Professional Collection - Revised 2019.....	14
	Section III-10 Reconsideration of Library Materials .....	15
	Section III-11 Standing Orders – Revised 2019 .....	16
IV.	Collection Evaluation and Assessment – Revised 2019 .....	16
V.	Audiovisual Materials, Adult.....	17
	Section V-1 Book Recordings, Adult Fiction - Revised 2019 .....	17
	Section V-2 Book Recordings, Adult Nonfiction - Revised 2019.....	17
	Section V-3 Sound Recordings (Music) - Revised 2019 .....	18
	Section V-4 DVDs, Blu-ray, and Streaming Video - Revised 2019.....	18
VI.	Electronic Resources, Adult.....	19

Section VI-1 Downloadable eBook and eAudiobook – Created 2019 .....	19
Section VI-2 Streaming/Downloadable Video – Created 2019 .....	20
Section VI-3 Licensed Databases (2012 - formerly Electronic Sources) – Revised 2019 ...	21
VII. Fiction .....	22
Section VII-1 Fiction - Revised 2019 .....	22
Section VII-2 Graphic Novels – Adult - Revised 2019 .....	23
VIII. Nonfiction & Reference .....	24
Section VIII-1 Nonfiction & Reference Overviews – Revised 2019 .....	24
Section VIII-2 Generalities (000) - Revised 2019 .....	25
Section VIII-3 Philosophy & Psychology (100) .....	27
Section VIII-4 Religion (200) .....	28
Section VIII-5 Social Sciences (300) - Revised 2019 .....	29
Section VIII-6 Language (400) - Revised 2019 .....	32
Section VIII-7 Pure Sciences (500) - Revised 2019 .....	33
Section VIII-8 Applied Sciences (600) - Revised 2012 .....	35
Section VIII-9 Arts & Recreation - (700) Revised 2012 .....	38
Section VIII-10 Literature (800) - Revised 2019 .....	40
Section VIII-11 Geography & History (900) - Revised 2019 .....	42
Section VIII-12 Biography .....	44
IX. Adult Miscellaneous .....	45
Section IX-1 Government Documents - Revised 2019 .....	45
Section IX-2 Large Print Fiction - Revised 2019 .....	50
Section IX-3 Large Print Nonfiction - Revised 2019 .....	50
Section IX-4 Magazines - Revised 2019 .....	51
Section IX-5 Maps - Revised 2019 .....	53
Section IX-6 Microforms/Fiche .....	54
Section IX-7 Newspapers - Revised 2019 .....	55
Section IX-8 Rare Books .....	56
Section IX-9 Spanish Collection (adopted May 2004) - Revised 2019 .....	57
Section IX-10 Telephone / Zip Code Directories – Revised 2019 .....	57
Section IX-11 Vertical File – Revised 2019 .....	57

Section IX-12 Websites – Revised 2019 .....	58
Section IX-13 Wyoming Collections - Revised 2012 .....	59
X. Children’s Easy/Jr. Nonfiction.....	60
Section X-1 Overview - Revised 2019.....	60
Section X-2 Generalities (000) – Revised 2019.....	60
Section X-3 Philosophy and Psychology (100) – Revised 2019 .....	61
Section X-4 Religion (200) – Revised 2019 .....	61
Section X-5 Social Sciences (300) - Revised 2019.....	62
Section X-6 Language (400) - Revised 2019 .....	63
Section X-7 Pure Sciences (500) – Revised 2019 .....	63
Section X-8 Applied Sciences (600) – Revised 2019.....	64
Section X-9 Arts & Recreation (700) – Revised 2019 .....	65
Section X-10 Literature (800) – Revised 2019.....	66
Section X -11 Geography & History (900) – Revised 2019.....	67
Section X-12 Biographies - Revised 2019 .....	68
Section X-13 Parenting Collection - Revised 2012 .....	69
Section X-14 Reference - Revised 2012 .....	69
XI. Children’s Fiction .....	70
Section XI-1 Easy Fiction/ Easy Reader Fiction/Specialty Books.....	70
Section XI-2 Junior Fiction .....	71
XII. Children’s Audiovisual .....	72
Section XII-1 Book Recordings - Revised 2019.....	72
Section XII-2 Sound Recordings (Music) - Revised 2019.....	73
Section XII-3 DVDs - Revised 2019.....	73
XIII. Children’s Electronic Sources.....	74
XIV. Children’s Miscellaneous.....	75
Section XIV-1 Magazines .....	75
Section XIV-2 Recreational Computers - Revised 2019 .....	75
XV. Young Adult Fiction .....	76
Section XV-1 Young Adult Fiction – Revised 2019.....	76
XVI. Young Adult Nonfiction .....	77

Section XVI-1 Overview – Revised 2019.....	77
Section XVI-2 Generalities (000) .....	77
Section XVI-3 Philosophy and Psychology (100) .....	78
Section XVI-4 Religion (200) - Revised 2019 .....	78
Section XVI-5 Social Sciences (300) - Revised 2019 .....	79
Section XVI-6 Language (400) .....	80
Section XVI-7 Pure Sciences (500) .....	81
Section XVI-8 Applied Sciences (600) - Revised 2019.....	81
Section XVI-9 Arts and Recreation (700) - Revised 2019 .....	82
Section XVI-10 Literature (800) .....	83
Section XVI-11 Geography and History (900) - Revised 2019 .....	84
Section XVI-12 Biography - Revised 2019 .....	85
XVII. Young Adult Electronic Sources – Created 2019.....	86
XVIII. Young Adult Miscellaneous.....	86
Section XVIII-1 Graphic Novels - Young Adult - Revised 2019.....	86
Section XVIII-2 Magazines – Revised 2006 .....	87
XIX. Wright Branch Library (WBL) .....	88
XX. Audiovisual Materials - WBL .....	88
Section XX-1 Book Recordings – Revised 2019 .....	88
Section XX-2 DVDs/Blu-ray - Revised 2019 .....	88
Section XX-3 Sound Recordings.....	89
XXI. Biography - WBL.....	90
Section XXI-1 Biography – Adult – Revised 2019.....	90
Section XXI-2 Biography - Easy/Junior – Revised 2019 .....	91
XXII. Fiction - WBL.....	91
Section XXII-1 Fiction – Adult – Revised 2019 .....	91
Section XXII-2 Fiction - Easy/Picture Books - Revised 2019 .....	92
Section XXII-3 Fiction – Junior - Revised 2019 .....	93
Section XXII-4 Fiction - Young Adult - Revised 2019.....	94
XXIII. Graphic Novels – WBL - Revised 2019 .....	94
XXIV. Large Print – WBL - Revised 2019.....	95

XXV. Magazines - WBL.....	95
Section XXV-1 Magazines – Adult – Revised 2019.....	95
Section XXV-2 Magazines – Children - Revised 2019 .....	96
Section XXIV-3 Magazines - Young Adult - Revised 2019.....	97
XXVI. Newspapers – WBL - Revised 2019 .....	98
XXVII. Nonfiction - WBL .....	98
Section XXVII-1 Nonfiction – Adult – Revised 2019.....	98
XXVIII. Reference – WBL - Revised 2019 .....	100
XXIX. Telephone/Zip Code Directories WBL - Revised 2019.....	101
XXX. Appendices .....	102
Appendix A - Forms: .....	102
Appendix B – Definitions .....	102
Appendix C - Interpretation of Library Bill of Rights.....	102

# Campbell County Public Library Collection Development Policy

Adopted by Library Board January 14, 2000  
Revision approved by Library Board August 27, 2012  
Revision approved by Library Board January 2020

## I. Introduction

### Section I-1 Credits - Revised 2019

When this project began in 1998, a Collection Development Policy was already in place; however, this original policy needed updating. A Collection Development Committee, consisting of all library managers and the assistant director, was appointed to update the Policy. Mikki Thomas, Pam Boger, Assistant Director, and Lori Kirchoff, Technical Services Manager completed the final proofing of the document. A small revision in 2004 added a Spanish collection development section. A third major revision was completed by library managers Ara Anderson, Pat Brose, Sue Knesel, Mandy Quarders, and Rebecca Steffen in 2012. The current 2019 revision was completed by library managers Darcy Acord, Lori Kirchoff, Mandy Quarders, Rebecca Schuh, Anna Street, Nancy Venable, and Krisene Watson along with Library Director Terri Lesley in 2019.

### Section I-2 Style – Revised 2019

The document was written in third person for consistency. In 2019, the style guide used for the policy changed from the *Gregg Reference Manual* (8th edition) to the 2018 version of the Campbell County Public Library System Branding and Style Guide.

Every attempt was made to make this document accurate and consistent in both grammar and voice. Commonly agreed upon definitions used in this document are listed in [Appendix B](#).

### Section I-3 Purpose

The primary goal of this policy is to present an official statement of the Campbell County Public Library System's commitment to a collection that attempts to meet the needs of the public it serves. It serves both to guide the Library and to inform the public about the principles upon which selection and maintenance decisions are made. The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty so that needs of individual library users can be met.

### Section I-4 Funding

By state statute, funding for the majority of county library purchases are appropriated by the County Commissioners from tax monies collected. Although inconsistent, funding may also

be received through 1¢ monies, donations, the Library Foundation, Inc., or other granting bodies.

Library department managers, with guidance from library administration, prepare annual budget requests for materials. Proposed budget figures undergo three levels of review: 1) Library Director, 2) Library Board, and 3) Campbell County Commissioners.

### **Section I-5 Community Served - Revised 2019**

Campbell County is located in the northeastern part of Wyoming. The Library is over 100 miles from major communities or larger public libraries. As of July 2017, this large rural county has a population of 46,242 people. The median age is 31.9 years. (Data obtained from the United States Census Bureau, American Fact Finder).

The predominant industries are open pit coal mining, oil and gas industries, railroads, and agriculture. The service industries supported include business, county agencies, and education.

A percentage of the population is involved in the pursuit of higher education offered locally through outreach services and a community college. Campbell County Public Library System does not pursue the role of an academic library but plays a role as facilitator in providing service to community college students and upper level outreach students.

The population is also served by the Wright Branch Library in southern Campbell County.

## **II. ALA Statements on Access**

### **Section II-1 Library Bill of Rights**

[Library Bill of Rights](#)

### **Section II-2 Freedom to Read Statement**

[Freedom to Read Statement](#)

## **III. The Selection Process**

### **Section III-1 Responsibility for Selection - Revised 2019**

Ultimate responsibility for materials selection in various formats rests with the library director. The library director delegates responsibilities to each department manager regarding acquisition, cataloging, and processing of materials as well as developing the professional collection for their area. All staff members may provide input and assistance in the process. With the organizational structure as of January 2018, the library director has delegated responsibility for collection development within Campbell County Public Library System as follows:

### **Branch Services Manager:**

- Audiovisual Materials
  - Book Recordings
  - DVDs/Blu-Ray
  - Sound Recordings
- Biography
- Fiction
- Graphic Novels
- Large Print
- Newspapers
- Nonfiction
- Periodicals
- Reference

### **Circulation Services Manager:**

- Audiovisual Materials - Adult
  - Book Recordings - Fiction
  - Sound Recordings - Music
  - DVDs - Fiction
- Fiction - Adult
- Graphic Novels - Adult

### **Extension Services Manager:**

- Large Print - Fiction
- Large Print - Nonfiction

### **Reference Services Librarian:**

- Audiovisual Materials – Adult Nonfiction
  - Book Recordings
  - DVDs
- Biography - Adult
- Electronic Resources



- Government Documents
- Maps
- Microforms/Fiche
- Newspapers
- Nonfiction and Reference - Adult
- Periodicals - Adult
- Rare Books

#### **Youth Services Librarian:**

- Audiovisual Materials - Easy, Juvenile, and Young Adult
- Biography - Easy, Juvenile, and Young Adult
- Book Recordings – Juvenile, and Young Adult
- DVD's – Fiction and Nonfiction
- Electronic Resources
- Fiction - Easy, Juvenile, and Young Adult
- Graphic Novels – Easy, Juvenile, and Young Adult
- Internet Sites for Library Web Site
- Nonfiction - Easy, Juvenile, and Young Adult
- Parenting Collection
- Periodicals - Juvenile and Young Adult
- Sound Recordings - Music - Juvenile

### **Section III-2 Selection Guidelines - Revised 2019**

The selection of any material for the Library's collection does not constitute an endorsement of its contents. The Library recognizes that many materials are controversial and that any given item may offend some patrons. Decisions are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interest of patrons. The Library strives to provide a balanced view on controversial subjects by selecting sources portraying all sides of an issue.

#### **Development Plan**

The primary goal of collection development is to provide materials (i.e. books, audio recordings, DVDs, electronic, etc.) that meet the educational, informational, and recreational needs of the community. To meet these goals the Library:

- strives to provide a broad range of materials to meet the varied interests and tastes of all patrons.
- strives to provide a balanced collection.
- evaluates patron requests through reviews, or knowledge and popularity of the author or title. Patron requests are given serious consideration and added to the collection as warranted and as budget allows.
- strives to use dependable distributors to ensure replacement opportunities.
- purchases multiple copies of popular titles where patron demand warrants and as budget allows.

Please Note: Any additional goals specific to a genre will be listed under Development Plans for that genre.

### **Influencing Factors**

Patron demand and interest level dictate a strong collection of library materials. Purchases and buying patterns are determined in large part by:

- durability
- reputable distributors
- patron requests
- circulation statistics
- budget constraints
- shelf space
- new works
- present and potential relevance to the community

Please Note: Any additional factors specific to a genre will be listed under Influencing Factors for that genre.

### **Tools**

Tools used include professional journals, trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, lists of recommended titles, and sales representatives for specific materials. Interlibrary loan (ILL) activity and purchase suggestions from patrons are also an important source.

Standard bibliographic and review sources generally include the following: Booklist, Horn Book, Kirkus Reviews, Library Journal, Publishers Weekly, School Library Journal, VOYA, Public Library Catalog, Middle School and Junior High School Catalog, Children's Catalog,

Elementary School Library Catalog, magazines on specific subjects, and ALA's Best of the Best. Online reviews are also used.

### **Criteria**

Criteria used include literary merit, enduring value, accuracy, authoritativeness, social significance, importance of subject matter to the collection, timeliness, popular demand, cost, scarcity of material on the subject and availability elsewhere, quality and suitability of the format, and space. Other considerations may be applicable in specific subject areas. Selectors should choose materials that will build a well-rounded collection which includes all viewpoints and opinions, and which meets patrons' needs. Librarians may use reasonable judgment in the selection of titles not specifically identified in the genre collections.

### **Section III-3 Weeding/Retention - Revised 2019**

#### **Weeding**

Weeding, or the intelligent discarding of library materials, is inseparable from collection development. To maintain an up-to-date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or have a better work on the same subject come available. Depth and breadth of varying degrees are desirable in various areas of the collection. The Collection Development Policy serves as a guide for weeding and maintaining the collection and for the selection of materials.

Titles are withdrawn from the collection through systematic weeding or because of loss or physical damage. Materials which are withdrawn because of loss or damage are reported to the appropriate manager who decides whether the item should be replaced using the same criteria as for selection. Other factors applicable when deciding on replacements include the number of copies of a title the Library owns, the availability of newer materials on the subject, the importance of the work in its subject area, its listing in standard bibliographies, and its cost.

Systematic evaluation and weeding of the collection is required to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. Library collections should be reassessed for relevancy and currency in accordance with the specific individual material statements.

Weeding identifies damaged items, ephemeral materials which are no longer used, out-of-date materials, extra copies which are not being used, and materials which are inappropriate for the collection. Weeding also helps a selector 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. Titles can be checked against standard bibliographies on the subject to see if the items have historical or literary value. Holdings which are readily accessible in other libraries may also be considered when making weeding decisions. Withdrawn materials which are in readable condition will be

put in the book sale. Materials withdrawn from the reference collection which retain informational value may be transferred to the circulating collection or offered to other libraries.

Continuous informal weeding takes place as items are checked for damage when they are circulated and/or shelved. The following criteria are considered when making the decision to retain, replace, or weed:

- significance and relevance to current classification holdings
- presence of multiple copies in the collection
- availability of new works
- titles in a series
- circulation statistics
- format
- age and physical condition
- shelf space

### **Retention**

A big part of weeding is remembering the retention advice. Materials generally retained in any specific collection consist of:

- titles in a series
- award winning titles
- titles in popular demand
- regional authors
- literary classics
- high circulating titles

Please Note: Other weeding or retention advice specific to a genre will be listed in the Weeding/Retention sub-section under that genre.

### **Section III-4 Bindery Guidelines**

When a book is returned damaged or in poor condition, department staff determines whether to repair it in-house or send it to the bindery. Care should be exercised, and very selective decisions made in sending books to the bindery. In many cases it is more cost efficient to buy a replacement or to buy a newer title. This also helps keep the collection looking new. Re-binding should be reserved for titles which cannot be replaced or would be too costly to replace. Books which cannot be repaired or rebound are withdrawn from the collection.

## Section III-5 Gifts/Donations - Revised 2019

Gifts/Donations to the collection can be in the form of money or actual materials. Gifts of books and other library materials are gratefully accepted by the Library with the understanding that they become the property of the Library and will be considered for addition to the collection in accordance with the Collection Selection Policy. The Library reserves the right to sell or otherwise dispose of gift materials not added to the collection.

Gifts/Donations will be processed into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.

Gifts/Donations may be marked with an appropriate bookplate. A receipt for tax purposes, if requested at the time the gift/donation is made, will be given to the donor, acknowledging only the receipt of the item. The Library does not appraise the value of donated items. When a gift/donation is no longer needed, it will be disposed of in the same manner as purchased material. Every effort is made to remove the page with the book plate before sending the item to the book sale.

Gifts of books, magazines, DVDs, CDs, games, and books-on-CD are welcome under these guidelines:

- Books should be in very good condition. Books that are musty smelling, dusty or damaged by mildew or water will not be accepted.
- NO encyclopedias or text books will be accepted.
- NO VHS tapes will be accepted.
- Magazines cannot be older than ONE year.
- No used computers, typewriters or software are accepted.
- Two standard size boxes are accepted every week per individual.

Monetary donations can be designated toward the purchase of memorial books, art work, computers, programs, endowment fund, or special projects. Checks should be made payable to The Library Foundation, Inc.

## Section III-6 Interlibrary Loan - Revised 2019

Interlibrary Loan (ILL) is not a substitute for collection development. Rather, it is meant to expand the obtainability of materials available to library users without duplicating the resources of other libraries. ILL helps create collection balance and cooperation between library systems. The ILL process interacts with collection development in two ways:

1. Titles not owned by the Library that a user wants to obtain through ILL are given to the appropriate circulation staff. If not available, they are considered for purchase.

2. Titles that have been considered for purchase, but are either unavailable or are not selected, are referred to the patron with a recommendation for ILL. All ILL requests for recent material are considered for purchase. In addition, all titles that have been requested through ILL at least three times in a year are given high selection priority.

ILL within the Campbell County Public Library System follows WYLD and ALA ILL Best Practices. The Library adheres to the U.S. Interlibrary Loan Code. As an ILL service provider, the Library is a lender and borrower of materials, maintains privacy of users, complies with copyright law, and maintains accurate records and ILL statistics.

### **Section III-7 Memorials - Revised 2019**

The Campbell County Public Library System accepts materials in memory of someone with the understanding that these materials will become the property of the Library and will be added to the collection only if they meet the same standards required of purchased materials. Memorial materials that are both appropriate to the collection and relevant to the memory of the deceased can often be selected or recommended by library staff.

Memorial materials will be placed into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the Library.

Memorials will be marked with an appropriate book plate. A thank you card will be sent to the donor and a notification card will be sent to the family of the deceased as well, acknowledging the receipt of the gift. Memorial books, like all other books, may be discarded after three years because of dated information or non-use. Memorial books are greatly appreciated, and in most situations the items will remain in the collection longer than three years. Every effort is made to remove the page with the book plate before sending the item to the book sale.

### **Section III-8 Multiple Copies**

While the Library does not have the budgetary resources to buy multiple copies of every title it owns, it does buy multiple copies of titles that have high patron demand. Titles with reserves or titles with broad popular appeal are generally ordered in duplicate. In subjects where patron demand is extremely high, the Library prefers to buy one copy of several different titles instead of buying numerous copies of one title. More variety and depth in the collection can be achieved through this approach.

### **Section III-9 Professional Collection - Revised 2019**

The purpose of the professional collection is to provide a collection of non-circulating materials to plan programming and for professional references relating to a particular topic. Sample topics included in the collection are evaluations, collection maintenance, statistics, computer software and maintenance, etc. The library director delegates responsibilities to each department manager regarding acquisition and development of the professional

collection for their area. The collection is typically divided and housed in each manager's office, the Computer Services workroom, and the director's office.

### Section III-10 Reconsideration of Library Materials

A singular obligation of a public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Campbell County Public Library System does not promote particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint.

Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Comments from members of the community about the collection or individual items in the collection frequently provide useful information about interest or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons but will be governed by this Collection Development Policy in making additions to or deleting items from the collection. A manager's first course of action is to try to resolve the patron's concerns verbally. If resolution is not possible, the patron who requests the reconsideration of library materials will be asked to put his/her request in writing by completing and signing the "Request for Reconsideration of Library Materials" form (see [Appendix A Form #1](#)). A copy of the completed form will be given to the director, the appropriate library manager, and to the person completing the form. It is the manager's responsibility to communicate with the library staff which material(s) have been challenged.

When the completed form is returned, the manager will retrieve reviews of the material(s) in question. The reviews, the manager's recommendation, and a draft letter of response to the patron will be submitted to the director for review. The director will then decide whether the material(s) will be withdrawn or retained in the collection. The manager will communicate this decision, and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The director will inform the Library Board of all requests for reconsideration of library materials and their disposition. Materials subject to reconsideration shall not be removed from use pending the final decision.

The manager may report to American Library Association's (ALA) Challenge Database (see [Appendix A Form #2](#)). The manager will also submit the challenge to the Wyoming Library Association (WLA) Committee.

In the event the person who initiated the request is not satisfied with the decision of the director, he/she may speak to the director. If not satisfied, the patron may appeal before the Library Board by making a request that the director place him/her on the next Library Board's meeting agenda. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Campbell County Public

Library System. On the basis of this determination, the Board may vote to uphold or override the decision of the director.

### **Section III-11 Standing Orders – Revised 2019**

Titles on standing order have two characteristics in common: they are seldom reviewed in the professional journals, and/or they are important enough to the collection that receiving them automatically is better than missing them. Standing orders serve the following purposes:

- to assure updated reference publications are procured to replace older editions
- to add a selection of best-selling author titles and Favorite Author titles to the collection upon publication
- to add titles with high circulation to the Lucky Day collection
- to add popular authors to the Large Print fiction and nonfiction collection

In the Children’s collection, standing orders are used to add current, professionally-reviewed materials to the junior Spanish, junior graphic novel, and junior nonfiction collections.

The standing order titles are re-evaluated as needed when titles may be canceled, new titles added, or the number of copies adjusted to accommodate patron interest, demand, and budgetary constraints.

## **IV. Collection Evaluation and Assessment – Revised 2019**

The library collection needs continuous evaluation to keep on target with the Library's mission to provide diverse cultural opportunities for reading, learning, and entertainment to all citizens of our community. Collection evaluation and maintenance is a high priority job duty for library managers. Statistical tools such as circulation reports, collection turnover rates, and State Library reports should be used to determine how the collection is being used and how it should change to answer patron needs. The materials themselves should be assessed for their physical condition and their use.

Qualitative standards include checking subject areas against standard bibliographic tools and recommended subject lists to be sure that the Library is acquiring recommended materials. Patron input and community/user surveys should also be used to aid in the evaluation of the library materials collection.

Through these ongoing methods the library managers and director can monitor the collection to see that it is serving its public. The Collection Development Policy should be reviewed as needed to insure a document that continues to answer the needs of the Library and its community. Through the use of the SirsiDynix BLUECloud Analytics module and Collection HQ software, this process can occur at any time and is done in specific areas throughout the year.



## **V. Audiovisual Materials, Adult**

### **Section V-1 Book Recordings, Adult Fiction - Revised 2019**

#### **General Comments**

This collection consists of adult fiction recorded on CDs and Playaways. Book recordings are purchased in unabridged and abridged formats. The fiction collection includes classics and popular fiction.

#### **Development Plan**

The primary goal of this collection is to provide fiction audiobooks that meet the educational and recreational needs of the community. To meet these goals the Library:

- strives to provide a broad range of recorded books to meet the varied interests and tastes of all patrons.
- strives to provide a balanced collection of popular and classic book recordings.

#### **Influencing Factors**

Patron demand and interest level dictate a strong collection of current popular book recordings. Purchases and buying patterns are determined in large part by:

- durability, sturdy packaging, and reputable distributors

#### **Weeding/Retention**

Continuous informal weeding takes place as book recordings are checked for damage when they are circulated and/or shelved.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

### **Section V-2 Book Recordings, Adult Nonfiction - Revised 2019**

#### **General Comments**

This collection consists of adult nonfiction recorded on CDs or Playaways. The nonfiction collection covers a wide range of subject areas including best-sellers, instructional, self-improvement and language.

#### **Development Plan**

The primary goal of this collection is to provide nonfiction audiobooks that meet the educational and recreational needs of the community. To meet these goals, the Library:

- strives to provide a broad range of audiobooks to meet the varied interests, information needs, and tastes of all patrons.

## Influencing Factors

Patron demand and interest level in nonfiction subject areas dictate a strong collection of current popular book recordings. Purchases and buying patterns are determined in large part by the timeliness of nonfiction topic.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section V-3 Sound Recordings (Music) - Revised 2019

### General Comments

This collection consists of CDs covering a wide variety of music. The collection includes, but is not limited to, classical, country, rock, jazz, popular, vocal, orchestral, instrumental, band, electronic and mechanical music, movie soundtracks, folk, ethnic, holiday, and sound effects.

### Development Plan

The primary goal of this collection is to meet the cultural, informational, educational, and recreational needs of adults and young adults by providing a balanced and representative collection of all types and formats of music. To meet these goals, the Library:

- strives to provide a broad music selection to meet the variety of interests and tastes of all patrons.
- strives to use dependable distributors to ensure replacement opportunities.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section V-4 DVDs, Blu-ray, and Streaming Video - Revised 2019

### General Comments

This collection consists of nonfiction and fiction DVDs, Blu-ray, and Streaming Video in a wide variety of general subjects`.

### Adult and Young Adult Collections:

The intended audience includes adults and young adults, 7<sup>th</sup> grade through 12<sup>th</sup> grade.

- Nonfiction selections are categorized and shelved according to the Dewey Decimal System.
- Fiction selections are categorized and shelved according to the genre (TV, Movie, Anime) and title.
- All general subjects are purchased.
- Feature films and plays are selected with special emphasis on classics, long-term popular films, musicals, and award winners.

- Selections acquired for young adult patrons have an emphasis on current, popular themes that contribute to the development and pleasure of this age group.

### **Development Plan**

The primary goal of this collection is to provide the resources and services necessary to meet the educational, recreational, cultural, and informational needs of the community. To meet these goals the Library:

- strives to provide a collection of high quality performances and accurate content to meet the informational needs and enjoyment of the film's intended audience.
- evaluates programs as a whole and not on the basis of particular scenes or segments. A title will not be excluded from the collection because it presents all aspects of life honestly or because it exhibits frankness of expression.
- purchases titles where commercialism is minimal, not distracting from theme or content.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by availability in new format.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **VI. Electronic Resources, Adult**

### **Section VI-1 Downloadable eBook and eAudiobook – Created 2019**

#### **General Comments**

This collection consists of adult fiction and nonfiction downloadable eBooks and eAudiobooks. The Library's patron base includes a segment that is exclusively virtual. Digital resources extend the reach of the Library because they are available remotely, 24/7. The eBook and eAudiobook landscape is an area of rapid growth and development. These digital resources are subject to the same general selection criteria as other materials. Additional selection criteria for digital resources include accessibility and compatibility; for example, universality of format and compatibility with current digital platforms.

#### **Development Plan**

The primary goal of this collection is to meet the recreational, informational, and educational needs of the community via digitally available eBooks and eAudiobooks.

The main purchasing focus of the digital adult nonfiction collection is recently published materials and the focus of the digital adult fiction collection is recreational fiction and best sellers. CCPLS currently has access to multiple platforms that provide eBooks and eAudiobooks. For budgetary reasons purchasing duplicate titles across platforms is avoided.

## Influencing Factors

Purchases and buying patterns are determined in large part by:

- availability in the desired format.
- current library print and digital holdings.
- circulation trends of both print and digital formats.

## Weeding/Retention

Because of the unique digital rights nature of electronic resources, a significant portion of the collection is weeded based on the expiration of digital rights. Metered access titles are available for a limited amount of time (most often one to two years), or the number of checkouts (26-52 checkouts). Ownership of One Copy One User titles does not expire. If a title is popular throughout the terms of its digital rights it may be considered for re-purchase.

To manage the size and browsability of the collection, materials may also be weeded based on circulation statistics.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section VI-2 Streaming/Downloadable Video – Created 2019

### General Comments

Streaming/Downloadable Video is a relatively new electronic resource. The adult collection consists of adult fiction and nonfiction videos, including documentaries and award-winning films.

### Development Plan

The primary goal of this collection is to meet the recreational, informational, and educational needs of the community via digitally available videos.

At the time of this writing, holdings for Streaming/Downloadable video content is limited to two subscriptions: one large collection and one small collection intermingled with other electronic products. There is room for further development pending budget availability and available products.

### Influencing Factors

Purchasing and buying patterns are determined by:

- availability in the desired format.
- current library physical holdings.
- circulation trends in physical and digital formats.

## **Weeding/Retention**

To manage the size and browsability of the collection, materials may be weeded based on circulation statistics.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **Section VI-3 Licensed Databases (2012 - formerly Electronic Sources) – Revised 2019**

### **General Comments**

Licensed databases refer to online subscriptions or products offered on the library's network. The main purpose of these sources is to supplement or replace the print collection resources. These sources have become an integral part of each collection and continue to grow.

The library is committed to the effective use of technology that will both enhance the quality of learning and provide more effective access to the latest information available.

### **Development Plan**

Usually, licensed databases will be selected on the same basic principles as print. In selecting an electronic source, the selector(s) must use and review the online product for an agreed upon test period.

A librarian or library manager, along with input from staff, will decide whether to purchase the resource in print form, electronic form, or both formats.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- availability/quality/favorable review of the online product.
- information must be presented in a comprehensible and easily used format requiring minimal training or explanation.
- reliability of access.
- capability for downloading information in usable formats.
- patron/staff requests.
- currency and depth of information (archival availability).
- limited shelf space for paper copies.
- available computers.
- electronic price (to include necessary logins) versus paper price.
- access from outside the library.

## Weeding/Retention

Some of the paid licensed databases are selected via statewide input and received through the WYLDCA on the Web database. These are reviewed regularly by all members of the consortium and an appointed statewide committee makes renewal recommendations. CCPLS staff provides input but is only a part of the statewide consortium.

Database sources selected by CCPLS that do not pass through the statewide consortium will be reviewed annually, by library staff, prior to renewal time.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## VII. Fiction

### Section VII-1 Fiction - Revised 2019

#### General Comments

The Adult Fiction collection is determined by use, popularity, and core collections that have literary meaning and merit. The collection consists of, but is not limited to, popular best-sellers, award-winners, critically-acclaimed first time authors, short stories, translations of novels from other languages, historical fiction, adventure, spy/espionage, thriller/suspense, horror, and classics in both print and digital formats. Classics are those titles that have an enduring quality and have withstood the test of time. Classics form the foundation of the fiction collection for student assignments and the reading pleasure of others. The collection also houses the following genre collections shelved separately:

- Mystery consisting of but not limited to whodunit, cozy, suspense, hard-boiled, crime/thriller, and noir.
- Science Fiction consisting of but not limited to stories of hard science, science fantasy, alien beings, ecology, galactic empires, the fourth dimension, immortality, lost worlds, extrasensory perception, robots, space travel, time travel, computers and automation in space, sword-and-sorcery, and mythology.
- Western consisting of but not limited to stories of adventure, early settlements, frontier and pioneer life.
- Romance consisting of but not limited to historical, contemporary, romantic-suspense, Gothic, period, and family saga.

#### Development Plan

The primary goal of this collection is to provide leisure reading materials and literary classics to adults, in both print and digital format. To meet this goal the Library:

- makes an effort to provide all titles in a series.

- purchases all fiction titles appearing on the New York Times best-seller list knowing that there is a heavy demand for these titles.

### **Influencing Factors**

Fiction circulates well in the community. Short stories generally appeal to a small audience so the selection of such titles is restricted to major authors or award-winning titles. The majority of this collection is purchased in English language only. A very limited number of translations are purchased (translations appeal to a small audience). Purchases and buying patterns are determined in large part by bestseller listings, award-winning selection lists, and general journal publications

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **Section VII-2 Graphic Novels – Adult - Revised 2019**

### **General Comments**

The graphic novel collection is made up of recreational reading and informational titles in book and digital format for adult readers. These are books that are primarily pictorial, with text and dialog working together to propel the narrative. They are often fiction, nonfiction, or a combination thereof to tell a story using multiple literary devices. They have also been successfully used and enjoyed to promote adult literacy.

### **Development Plan**

The primary goal of this collection is to provide leisure reading materials to adults. To meet this goal, the Library strives to provide a representation of well-reviewed titles and those titles which follow popular trends.

### **Influencing Factors:**

Purchases and buying patterns are determined in large part by the various tools used when selecting titles for the Graphic Novel collection. Review sources such as Booklist, Library Journal, and Publisher's Weekly, listservs and Web sites, award lists, bibliographies, and patron requests all are taken into consideration when acquiring materials. Much of the collection is driven by popular culture and patron demand.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **VIII. Nonfiction & Reference**

### **Section VIII-1 Nonfiction & Reference Overviews – Revised 2019**

#### **Nonfiction Overview**

Balance in the Adult Nonfiction collection is determined by use and demand. The library seeks to select materials of varying complexity and format because it serves adult patrons covering a wide range of educational and interest levels. The library strives to develop a collection that considers currency, content, scope, depth of coverage, and popularity. A strong core collection in each Dewey area should be maintained.

The collection is continually evaluated in terms of use, currency, content, depth, and popularity. Continuous weeding and responsible replacement of damaged or lost titles helps maintain a collection that reflects changing needs and library goals.

#### **Reference Overview**

The goal of the reference collection is to provide an up-to-date, authoritative, non-circulating collection of materials that permits quick access to basic information on diverse subjects.

The collection is developed with predominant emphasis on standard reference formats: almanacs, encyclopedias, dictionaries, yearbooks, handbooks, indexes, directories, bibliographies, concordances, plot summaries/critiques, price guides, and statistical compilations. Most of the print sources have been or continue to be replaced by electronic sources.

Some frequently consulted reference sources are shelved at the reference desk in an area called "Ready Reference." These sources are cited in the catalog as "AT REF DESK." This Ready Reference section also contains some local, state, and federal government publications. Factors that determine what is placed in Ready Reference include:

- frequency of use
- proximity to telephones
- monetary value
- deterrence of loss through theft

The reference collection is weeded to ensure that the collection remains up-to-date and authoritative in providing quick access to basic information.

#### **Development Plan**

The Adult Nonfiction collection seeks to offer timely introductory information on a wide range of topics of interest to the community. Emphasis is on present and potential relevance to the community, popular topics, and a core of works by major figures. The Adult Nonfiction collection supports college and high school curriculum and career development, but does not



include textbooks or manuals for industry-specific equipment or software. The Nonfiction collection is heavily influenced by electronic databases and the availability of other electronic resources.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- electronic/Internet resource availability
- utilization of specialized bibliographies
- availability of new titles

### **Weeding/Retention**

Though each Dewey class of the Adult Nonfiction collection is weeded based on different guidelines, all weeding is influenced by these common factors:

- misleading, out of date, or inaccurate
- worn and beyond mending or rebinding
- superseded by a new edition or a better book on the subject
- triviality, or items that were popular for a brief period of time but has no discernible literary or scientific merit and interest has largely waned
- irrelevant to the current needs or interests of the community
- Information is easily available elsewhere, such as free online or through a library database.
- Career and job information is weeded as new titles are added.
- Other topics are weeded as significant changes occur in the field.
- The Library receives many generality titles on standing order. For titles that accumulate, old editions are weeded when updates are received.
- Encyclopedias are updated electronically.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **Section VIII-2 Generalities (000) - Revised 2019**

### **General Comments**

The purpose of generalities is to provide multidisciplinary works and works in disciplines relating to or applicable to many other fields of study.

## Reference Works

This collection provides access to established multi-disciplinary reference works and to "umbrella" or "tool" discipline reference works (i.e., disciplines relating to or applicable to many other fields of study). Examples include works on computer science, bibliography, library and information sciences, etc. This is a small, mature collection. Additional sources can be added judiciously; online formats are prioritized over print. Collection includes mostly standard, basic generalities sources (basic bibliographies, directories, indexes, encyclopedias, etc.).

## Development Plan

This class is not heavily developed in print. Electronic sources make primary contributions to the following holdings.

- **000 Generalities.** Heavily developed and maintained are computer sources emphasizing software. Some emphasis on curiosities sources is maintained.
  - Works on computers are seldom useful after three years but may be kept on hand longer if there is strong community demand.
- **010 Bibliography.** Minimally developed, though both subject specific bibliographies and general reader's advisory bibliographies are acceptable on a limited basis.
- **020 Library and Information Sciences.** Minimally developed with emphasis on guides to using the library. A professional library science book collection is developed by each department manager and is housed separately since it is intended primarily for staff use. The continuing education department at the State library supplements the collection.
  - Library guides no older than four to five years are retained.
- **030 General encyclopedic works.** Minimally developed, the encyclopedia section is comprised of the reference collection's older editions, which are rotated to the circulation collection upon receipt of newer editions. Almanacs and other fact books are developed and maintained.
  - Encyclopedia retention of six to ten years is maintained; weeding will be automatic when new reference editions are acquired.
- **040 Number not assigned.**
- **050 General serials and their indexes.** Magazines and their indexes are not classed and are developed and housed in separate collections.
- **060 General organization and museology (museum science).** Parliamentary procedure sources are maintained. Minimally developed are museology (museum science) sources.

- **070 News media, journalism, publishing.** Newspapers and their indexes are not classed and are developed and housed in separate collections.
- **080 General collections.** Minimally developed. Generally, new quotation materials are placed in the reference collection.
  - When quotation sources are added, consideration is given to weeding existing quotation sources one-for-one.
- **090 Manuscripts and rare books.** Minimally developed. Rare books are housed in a separate, Wyoming oriented collection (see **Adult Miscellaneous, Rare Books**).

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section VIII-3 Philosophy & Psychology (100)

### General Comments

The philosophy collection is small. It includes works of major Western thinkers and some popular sources on philosophical issues. Psychology and paranormal sources are represented in greater number. In the psychology collection, emphasis is on popular thought with a core of works by major figures.

### Reference Works

This collection provides materials concerning philosophy, the paranormal, and psychology. This small collection's greatest emphasis is on the paranormal, with numerous aspects represented. The philosophy and psychology collections provide briefer, general sources in the field.

### Development Plan

- **100 Philosophy and psychology.** Generally, a small survey of philosophy is maintained. Academic sources addressing specific branches of philosophy are avoided. General overview sources for psychology are developed. A core of major thought in philosophy collection is retained. Sources are weeded as they become worn.
- **110 Metaphysics.** Popular sources emphasis is maintained.
- **120 Epistemology, causation, humankind.** A small collection of secondary sources of a popular nature and philosophy of cognition is maintained.
- **130 Paranormal phenomena.** Since this is a high interest collection, all aspects of the paranormal are heavily developed and maintained. Sources are kept current with new aspects and figures.
- **140 Specific philosophical schools.** A small collection of popular sources is maintained.

- **150 Psychology.** Since this is a high interest collection, emphasis on popular sources of applied psychology on diverse topics is maintained. Some emphasis on social psychology and a basic core of works by major figures is also maintained.
  - Other than classics of psychology that may be used in high school or community college courses, most titles in this category are weeded based on popularity and use.
- **160 Logic.** A small collection of popular sources is maintained.
- **170 Ethics (moral philosophy).** A small collection of popular sources on diverse topics is maintained with continued emphasis on bio-ethics.
  - Bio-ethics sources are weeded to keep up with current issues.
- **180 Ancient, medieval, Oriental philosophy.** A small collection of popular sources is maintained.
- **190 Modern Western philosophy.** A core of works by important figures is maintained with room for some development of analytical/comparative sources.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section VIII-4 Religion (200)

### General Comments

This collection provides materials concerning the beliefs, attitudes, and practices of individuals and groups with respect to the ultimate nature of existence and relationships within the context of revelations, deity, and worship.

### Reference Works

This collection provides an overview of world religions, mythology, and sacred texts of major world religions. Although a small collection, the circulating nonfiction collection sources provide excellent support.

### Development Plan

Other areas of Christianity are generally of greater specificity than community interest warrants; in these subjects, briefer overview sources provide a small but solid grounding in Christianity.

- **200 Religion.** Not developed.
- **210 Natural religion.** (i.e., religious beliefs and attitudes attained through observation and interpretation of evidence in nature, through speculation, through reasoning, but not through revelation). Minimally developed.

- **220 Bible.** A small mature collection of general Bible reference sources (dictionary, concordance, analytical material, a few different editions of the Bible, atlas) is maintained.
- **R 230 Christian theology.** Minimally developed.
- **R 240 Christian moral and devotional theology.** Minimally developed.
- **R 250 Local Christian church and Christian religious orders.** Minimally developed.
- **R 260 Christian social and ecclesiastical theology.** Minimally developed.
- **R 270 Historical, geographic, persons treatment of organized Christian church (Church history).** Although minimally developed, an emphasis on American Christianity sources is maintained.
- **R 280 Denominations and sects of the Christian church.** Minimally developed.
- **R 290 Comparative religion and religions other than Christianity.** A collection of overviews of world religions, world mythology, and sacred texts of major world religions is maintained.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section VIII-5 Social Sciences (300) - Revised 2019

### General Comments

This portion of the collection provides information on the social sciences, political science, economics, law, public administration, social problems and services, education, commerce, communications, transportation, customs, etiquette, and folklore. This collection is heavily influenced by electronic sources.

### Reference Works

In this large collection, with heavy United States emphasis, the following areas receive particularly strong focus:

- career and job opportunities
- political science (with special focus on the U.S. Congress)
- economics and business, receiving diverse coverage
- American law (with special focus on the Constitution)
- public administration (with special focus on the federal government)
- grant writing
- education, receiving diverse coverage

## Development Plan

- **300 Social sciences.** In this diverse, large collection, the emphasis is on gender issue and on marriage and the family.
- **310 Statistics.** Note developed. Statistics information (i.e., collections of quantitative data) is developed and maintained in the reference and government documents collections.
  - Current Statesman's Yearbook is in the Reference collection while all preceding years are in nonfiction.
- **320 Political science.** Sources related to diverse aspects of the federal government are heavily developed and maintained. For international relations, a current representation of countries experiencing major change or having significant impact on the United States is developed and maintained.
- **330 Economics.** A collection with a heavy emphasis on domestic economics is maintained. Employment and career development guides and personal finance sources are heavily developed and maintained.
- **340 Law.** A collection with an emphasis on constitutional law and on the law of various industries that include medicine, education, and personnel is maintained. Each year an assortment of reputable income tax preparation sources is purchased. For private law, do-it-yourself sources and books on private law topics are maintained. Contemporary legal topics are developed and maintained. A collection of sources on censorship issues is developed and maintained. International law is minimally developed.
- **350 Public administration and military science.** Public administration sources concerning the United States are developed, while minimal development is done in international public administration. A collection emphasizing presidency sources is maintained. A small collection of military science sources is maintained. Works on uniforms and insignias are heavily developed and maintained. Sources that cover the post-Cold War military, including not only the U.S. but Russia and other pivotal international players as well, are developed and maintained. Coverage of weapons and air/sea craft is developed and maintained since there is a high interest in these topics. Army and naval forces/warfare sources need to be developed to match the strength of the material in the air force collection.
- **360 Social problems and services, associations.** Examinations of substance abuse, domestic violence, abortion, pornography, suicide, and other current social topics are heavily developed and maintained. Sources about insurance are developed and maintained. Boy Scout merit badge handbooks, useful for general interest and to scouts, are developed and maintained. True crime sources are developed and maintained. The areas of public safety and major disasters involving manmade materials are developed and maintained.

- **370 Education.** A diversity of subjects, perspectives, and approaches concerning American public education is maintained, emphasizing parents' perspectives and concerns more than those of teachers and administrators.
- **380 Commerce, communications, transportation.** This is a small collection, however, the subjects are of considerable contemporary interest.
- **390 Customs, etiquette, folklore.** Some costume and fashions sources are maintained. Sources by "big name" etiquette writers and other works relevant to the collection are developed and maintained. Wedding planning sources are developed and maintained. Folklore sources, a mature collection of classics with a U.S. emphasis, are maintained. The Native American folklore collection is developed and maintained.

### Weeding/Retention

- **Statistics:** current Statesman's Yearbook is in the Reference collection while all preceding years are in nonfiction. The nonfiction edition is moved to storage as needed.
- **Political science:** a core of sources on structure, history, and processes of the federal government is retained. For international political science, a historical core is retained.
- **Economics:** writings by major historical and contemporary authors are retained. Career development sources and employment guides are weeded every three to four years. Personal finance sources and investment sources are weeded every three years. Core writings on socialism are retained. Sources relating to the world economy are weeded yearly.
- **Law:** guides and how-to sources are weeded every three years. After each tax season multiple copies of income tax guides are weeded to only two copies. Each year's income tax guides have a retention of three years. Sources whose issues have become more familiar, less pressing and/or less controversial are weeded. Generally sources five to seven years old are weeded when new decisions and statutes have affected interpretation of the issues.
- **Public administration and military science:** a core of current and historical sources is retained. A core of Cold War era sources is also retained.
- **Social problems and services:** true crime is weeded almost one-for-one (as one is purchased, one is weeded). Sources on physical illness and on substance abuse are retained for three to four years. For controversial social issues such as abortion and pornography, a core of pivotal sources is retained. Re-evaluation of other sources occurs every three to four years.
- **Education:** this area is weeded for currency.
- **Commerce, communications, transportation:** a core of Western U.S. sources is retained.

- **Customs, etiquette, folklore:** a core of significant folklore sources is retained. Christmas books are retained 15 years. Etiquette books are retained four to five years. Wedding planners are weeded after four to six years.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section VIII-6 Language (400) - Revised 2019

### General Comments

The collection aims to provide access to a variety of language and linguistics sources, developed primarily for an English-speaking audience. When purchasing for this collection the language spoken by the majority of Campbell County's population is an influencing factor. Books and other materials in other languages such as Spanish are purchased as the population warrants.

At present the library provides electronic resources that facilitate foreign language studies for English speakers in 87 languages and ESL support for speakers of 51 non-English languages.

### Reference Works

The goal of the reference language collection is to provide access to a variety of language sources and to some linguistics sources. Reflecting the general community interest, the collection emphasizes modern Western languages, but provides a small classical core and some coverage of modern Eastern languages. The reference 400s emphasize general interest language sources. More language resources are found in the circulating nonfiction 400s.

### Development Plan

- **400 Language.** Minimally developed, with a light focus given to children's acquisition of language.
- **410 Linguistics.** A small overview collection of linguistics, including paleography (study of ancient and medieval handwriting) and signing is maintained.
- **420 English and Old English (Anglo-Saxon).** No Old English sources are collected. Modern English sources such as general dictionaries for various reading levels, some specialized dictionaries, thesauri, grammars, and usage guides are maintained. Popular books about the English language are developed and maintained. English as a Second Language (ESL) and/or literacy tutor sources are developed and maintained.
- **430 Germanic (Teutonic) languages.** A small assortment of dictionaries, grammars, and phrase books with an emphasis on German is maintained. A small collection of Scandinavian and Dutch sources are maintained.
- **440 Romance languages.** A small assortment of French dictionaries, grammars, and phrase books is maintained.



- **450 Italian, Romanian, Rhaeto-Romanic languages.** A small assortment of dictionaries, grammars, and phrase books with an emphasis on Italian is maintained.
- **460 Spanish and Portuguese languages.** A small assortment of dictionaries, grammars, and phrase books with an emphasis on Spanish is maintained. Spanish sources are more developed than other foreign languages. Major Spanish works may be considered for the collection. A small collection of Portuguese is developed and maintained with minimal representation of dictionaries, grammars, and phrase books.
- **470 Italic languages.** A small Latin collection with minimal representation of dictionaries and grammar is maintained.
- **480 Hellenic languages.** Both small collections, ancient Greek and Modern Greek are maintained with minimal representation of dictionaries and grammars. For modern Greek, phrasebook coverage is maintained.
- **490 Other languages.** A collection of Hebrew, Chinese, Japanese and Russian sources are maintained. Phrase book collections are maintained to include numerous languages (e.g., Serbo-Croatian, Korean, Thai, Sioux, Filipino, Indonesian).

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section VIII-7 Pure Sciences (500) - Revised 2019

### General Comments

Coverage of all major fields, with the greatest emphasis on zoology, earth sciences, biological sciences, and astronomy is provided. Least emphasis is on chemistry (though mineralogy sources are well represented), paleontology (though dinosaur sources are well represented), and physics. Other fields are of medium size in the collection. This collection is heavily influenced by electronic sources.

### Reference Works

This collection provides materials about the natural sciences and mathematics. The natural sciences include natural history, astronomy, physics, chemistry, earth sciences and the science of other worlds, paleontology, and the life sciences. This small collection's most pronounced emphasis is on zoology. Since the circulating 500s are relied upon to provide much of the library's science subject information, only subject overviews with some more specific focus (mineralogy and gems, weather, fossils and dinosaurs, ecology) are collected in reference.

### Development Plan

- **500 Pure sciences.** Philosophy of science and natural history sources are developed and maintained. Geographically-specific natural histories, with some international coverage of major areas of the world as appropriate, are developed and maintained. Regional U.S. sources are developed and maintained. As significant, new, popular

naturalists emerge, their complete works are purchased. Science fair sources are heavily developed and maintained (some with multiple copies).

- **510 Mathematics.** A mature collection of general math and algebra books directed to an older student brushing up on skills is maintained. A collection of business math and statistics sources is maintained. Also maintained is a small core of advanced math sources.
- **520 Astronomy and allied sciences.** A large astronomy collection is heavily developed and maintained.
- **530 Physics.** A small popular collection covering new discoveries in physics is developed and maintained.
  - A small Einstein/relativity core is retained.
- **540 Chemistry and allied science.** This is the smallest of the science collections; however, a large mineralogy collection is maintained. A popular collection covering new developments in chemistry is developed and maintained.
- **550 Earth sciences.** Diverse coverage is provided in this large collection with an emphasis on works of geology, oceanography, weather and climate, coal and oil, and rocks and gems. A broad representation of field guides is maintained. Natural disaster coverage is developed and maintained.
- **560 Paleontology.** A large collection of information on dinosaurs and fossils is maintained; otherwise, this class is minimally developed and the collection overall is small. Fossil guides are developed, especially those having a regional emphasis.
- **570 Life sciences.** Sources on physical anthropology are maintained. Sources on environments of current concern are developed (e.g., polar regions, rain forests). Works on the ecology and organisms of assorted environments are developed, paying particular attention to regional sources. Evolution information is maintained. Works on genetic engineering are developed and maintained. Books on taxidermy skills are maintained.
  - Writings of Darwin are not discarded unless worn or damaged.
- **580 Botanical sciences.** A collection of tree and flower information is maintained. A wide assortment of field guides is also maintained. Some works on regional plants (e.g., cacti, grasses, evergreens) as well as sources on mushrooms and other fungi are maintained.
- **590 Zoological science.** A collection focusing on general overviews of animals and animal behavior is maintained. Also maintained is coverage of a variety of environments. Coverage of non-mammal species such as insects, spiders, fish, snakes, reptiles, and birds is maintained. Wide-ranging coverage of mammals is maintained, with special emphasis on carnivores. Field guides on seashells are maintained.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section VIII-8 Applied Sciences (600) - Revised 2012

### General Comments

This is a wide ranging and varied class. Within this class, the most extensive individual collection is comprised of cookbooks of which there is a large assortment and quantity (In 1989, the Library received the entire Wyoming State Library cookbook collection at no cost.) This collection is heavily influenced by electronic sources, especially in 629 automotive repair.

### Reference Works

This collection provides access to reference information in the diverse fields of technology, including the medical sciences, engineering and allied operations, agriculture, home economics and family living, management and auxiliary services, chemical engineering, manufacturing, manufacture for specific uses, and buildings. Consumer evaluation and purchasing guides (for cars, electronic equipment, appliances, etc.) are developed and maintained. While they are not cataloged (call number would be 640.73), they are housed in ready reference.

### Development Plan

- **600 Technology (Applied science).** A collection of surveys of inventions and technology, both of which are popular school assignment topics, is developed and maintained. The invention/patents collection is developed and maintained. A small collection of technical drawing sources and a small collection of information on hazardous materials is maintained.
- **610 Medical sciences.** This is a very large collection targeting the many classes in medicine.
  - Sources with an emphasis on contemporary issues are developed and maintained.
  - Some nursing sources are maintained as needed.
  - An anatomy collection is minimally developed.
  - A collection of sources on child development and sex education is developed and maintained.
  - A collection of general health sources in nutrition, weight loss, physical fitness, birth control, and sexual hygiene and behavior is developed and maintained.
  - Forensic medicine sources are minimally developed.
  - Sources on pharmacology are minimally developed.

- Sources on alternative medicine are developed as this topic is popular and is becoming more widely acceptable.
- Drug information is developed and maintained.
- A wide-ranging collection covering many diseases in which currency is vital is developed and maintained.
- Miscellaneous branches of medicine including but not limited to general surgery, cosmetic surgery, sports medicine, orthopedics, dentistry, vision, and hearing are all minimally developed.
- A large collection on pregnancy and childbirth and on pediatric medicine is developed and maintained.
- Sources on experimental medicine are minimally developed.
- **620 Engineering and allied operations.** This is a large and diverse collection.
  - Developed and maintained are areas of emphasis in applied physics such as computer-assisted design, electricity, electronics, communication equipment and computers. Books in these subjects cover both theory and subject overview as well as how-to build/repair sources.
  - Books on alternative heating energy sources are maintained.
  - Mining engineering sources for prospecting, as well as some for oil and coal mining, are maintained.
  - Sources on combat and military vehicles are maintained.
  - A small building construction collection including sources on wells for home owners is maintained.
  - A small collection on home safety is maintained.
  - A small collection on model railroading is maintained.
  - Broad aviation coverage is maintained.
  - A large automotive collection with histories as well as repair manuals is maintained. The collection of repair manuals is heavily influenced by the availability of online databases.
  - A collection of other land vehicles sources stressing subject overview and repair is maintained.
  - In-depth space flight and robotics coverage is developed and maintained.
- **630 Agriculture and related technologies.** A collection with an emphasis on self-sufficient living, animal husbandry (encompassing both pets and livestock), and gardening is maintained.

- **640 Home economics and family living.** The cookbook collection is developed and maintained. Also developed and maintained are sources on general household and housekeeping issues, house buying, repairs and renovation, entertaining, sewing, personal grooming, bed and breakfasts, and other alternative lodging/dining accommodations. Child rearing and parenting sources are developed and maintained.
- **650 Management and auxiliary services.** A large collection with an emphasis on business applications and software sources is developed and maintained. Business topics encompassing office skills, accounting, and particularly focusing on management are heavily developed and maintained. Resume and job-hunting guides are heavily developed and maintained.
- **660 Chemical engineering and related technologies.** A very small collection with an emphasis on biotechnology is maintained. A collection with some emphasis on technology of fuel is maintained, only developing as new sources appear on coal and oil.
- **670 Manufacturing.** A small collection with primary emphasis on welding sources is maintained. Wood, metalworking, and textiles sources are maintained.
- **680 Manufacture for specific uses.** A diverse, popular collection is maintained on clocks, blacksmithing, guns and gunsmithing, woodworking, furniture, recreational topics, toys, outdoor gear, and fly-tying sources.
- **690 Buildings.** A smaller but popular collection, it is developed and maintained with emphasis on home building, plumbing, and alternative heating and energy conservation sources.

### Weeding/Retention

The collection of medical sources should be kept current; therefore, the holdings in the medical field are kept up-to date, no older than three to five years in most cases.

Technology is an area that also displays much possible crossover with related subject fields; however, the sources are kept current enough to provide accurate information.

This class contains subjects in which information is quickly dated or even proven wrong, as well as subjects where information is nearly timeless (cookbooks). Therefore, aggressive weeding occurs in the more time-sensitive areas to ensure the availability of accurate, up-to-date information, while in other areas, retention is based more on condition and level of use, such as:

- Haynes publications and motorcycle sources are re-examined in the yearly review.
- Business directories are updated annually or biennially as use warrants.
- Drug sources are discarded after three years.
- Consumer buying guides are discarded after three or four years.

- Lodging sources are discarded annually or biennially.
- Collecting price guides are weeded biennially or every three years as use warrants.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section VIII-9 Arts & Recreation - (700) Revised 2012

### General Comments

The purpose of this collection is to describe and provide information about the critical appraisal, techniques, and materials of the fine, decorative, performing, and recreational arts. The 700s range widely through diverse subjects: civic and landscape art, architecture, plastic arts and sculpture, drawing and decorative arts, painting, printmaking, photography, music, and recreational and performing arts. There are numerous categories within each of these large groups. The major collections in the 700s are the 740s (with its considerable handwork emphasis) and the 790s (with its sports emphasis). Painting and music are also significantly represented. The collection has a western culture emphasis, with a more narrow U.S. focus in architecture, music, and the recreational and performing arts. Because of their unusually large size, a number of 700 sources are shelved in the library's oversize collection. This collection is heavily influenced by electronic sources.

### Reference Works

This collection provides materials relating to the fine, decorative, performing, and recreational arts. Works on the fine and decorative arts receive less attention than those focusing on music and the performing arts. The collection has two major components:

- general works and overviews of major areas
- collecting information and price guides

### Development Plan

- **700 Fine and decorative arts.** Works on major Western artists and movements and the philosophy of art are maintained. More emphasis is given to instructional sources than to considerations of styles, movements, and artists.
- **710 Civic and landscape art.** Maintained is a small collection emphasizing plants and landscape structures and civic art.
- **720 Architecture.** An American emphasis, with focus on house plans, home restoration, and historic homes is maintained. Works concerning specific architects and periods are not developed.
- **730 Plastic arts and sculpture.** A focus on instructional sources, some woodcarving emphasis, and guides and price books for coins are developed and maintained. Some art metalwork information is also developed.

- **740 Drawing and decorative arts.** Needlework and handwork sources with instructions and pattern books are developed and maintained. General folk art sources are developed and maintained. Also developed and maintained are works on interior design and furniture restoration techniques as well as collectibles sources with background information and price books for three-dimensional art such as coins, glass, furniture, etc.
- **750 Painting.** Works on different painting techniques are developed and maintained. Works emphasizing important figures and schools in Western painting are developed and maintained. Included also is a selective representation of current U.S. painters as reputation/impact dictates. Art of non-Western cultures is developed as important sources emerge.
- **760 Printmaking and prints.** A small collection emphasizing printmaking techniques and stamp collecting is maintained. Popular culture print subjects (e.g., sports cards, posters) are developed as reputable sources may indicate.
- **770 Photography.** Sources with an emphasis on basic technique, procedure, equipment are maintained. Works covering the technical nature of special processes are not collected.
- **780 Music.** A collection with an emphasis on secular, popular, and vocal music is maintained with a focus on Western music, particularly that of the United States. Sources on rock, jazz, and country styles and artists are developed and maintained. A small collection of sources on musicals is developed. The existing historical European music collection (discussions of style, composers, musical forms, etc.) is developed when excellent new sources appear. Works on music theory, elements of music, and music from non-Western cultures need future development. No score or individual sheet music is collected; however, some compilations of sheet music are developed and maintained.
- **790 Recreational and performing arts.** Sports and games are catalogued under recreational arts. A collection covering many varieties of games is maintained. Card games, word and math puzzles, board games, billiards, and magic tricks are representative of this collection. Rule books and game technique sources are developed as needed. No crossword puzzle books or other fill-in-the-blank puzzle books are collected. A collection covering a large variety of sports (athletic and outdoor sports, aquatic and air sports, and equestrian sports) is maintained. Heavily developed and maintained are the areas of baseball, football, basketball, and ice hockey (rules, techniques, teams and individual players, record books, etc.). Sport sources for women and youth are developed and maintained. Instruction sources in various sports need future development.

The performing arts collection focuses heavily on the U.S. arts with emphasis on motion picture and television sources that present popular representations of specific genres and eras. Works which focus on particular films, programs, and important figures are developed and maintained. Instructional sources on motion picture making

and art video recording are maintained. A collection of stage presentation sources is maintained. Works on other performing arts are developed and maintained in small integral collections: circuses, radio, puppetry, pageantry, and animal performances (some emphasis given to rodeo).

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section VIII-10 Literature (800) - Revised 2019

### General Comments

This collection provides access to works of literature and to works about literature. Forms of literature represented include poetry, drama, fiction, essays, speeches, letters, satire and humor, and miscellaneous writings. Some emphasis is placed on literature for children, both actual works of literature and works about children's literature. This collection is heavily influenced by electronic sources. Fiction that the library chooses to keep is sometimes housed in the 800s.

### Reference Works

This collection provides quick access to information about literature and, in selected cases, to works of literature. The collection's emphasis is on American and British literature. It includes a broad array of standard sources providing general subject overview, reading guides, terminology, imageries and quotations, indexes, examination of periods and genres, English-language style manuals, and criticism.

A wide-ranging collection of world literature (British, American, international - all in English) overview sources, genre sources, character sources, allusion sources, indexes to forms of literature, reading guides, quotations, and criticism is maintained. A collection of style manuals is also maintained. Some reference sources about children's literature are purchased.

### Development Plan

High school and community college students place a particular demand on this collection. Though not an academic library, CCPLS provides reference literature sources (both texts and criticism) to meet the needs of students at these levels of education. Since literary criticism is often a need of community college students, CCPLS provides access to online databases to meet this need.

The collection emphasizes American and British literature in English. Established bibliographies of important American and British writers (for all forms of literature) are used to assess gaps in the collection (either the omission of historical writers or of significant contemporary writers); the collection is intended to support lower division college English courses. Both text and criticism sources are developed but are heavily influenced by the



availability of subscription databases. Anthologies play an important role in covering writers and regions of lesser interest.

Non-English languages, German, French, Italian, Spanish, Russian, and classical languages receive less focus. Major writers in other languages having international impact are not excluded unless specifically stated in each policy. Established bibliographies of important German, French, Italian, Spanish, classical Greek and Roman, and Russian writers are utilized to assess gaps in the collection, concentrating only on major authors of the past.

- **800 Literature (belles-letters) and rhetoric.** A collection emphasizing rhetoric is maintained. Because writing is particularly stressed, diverse representation of general writing sources, guides for particular literary forms, and writing for publication is maintained. Sources on the rhetoric of speech are developed and maintained. Sources for literary appreciation are developed and maintained. A well-represented quotations collection is maintained.
- **810 American literature in English.** For all literary forms, both works and criticism are important elements of this collection. Both "serious" and popular literature sources are developed and maintained. Diverse coverage of important American poets is maintained. Contemporary poets (for whom history has not yet determined their ultimate influence) are generally best represented in anthology sources. Coverage is developed and maintained of prominent playwrights of the past and of newer playwrights/plays that seem enduring. The Fiction collection is always double checked before ordering novels and short story collections. A smaller collection of works by historical and contemporary essayists is maintained. A small, mature rhetoric collection with mostly historical and notable modern speeches is maintained. A collection of works by prominent humorists of the past as well as contemporary humorists is developed and maintained.
- **820 English and Old English (Anglo-Saxon literature).** For all literary forms, both works and criticism are important elements of this collection. Both "serious" and popular literature is developed and maintained. A collection emphasizing British poetry, drama, and fiction is maintained. Sources on British speeches and humor are not developed. Diverse coverage of important British poets of proven reputation is maintained (i.e., generally no purchase of contemporary poets). The Shakespearean collection is developed and maintained with multiple copies of plays and poems in support of high school and college curriculum; also developed and maintained is a criticism collection in greater depth than for other writers. A small collection of prominent plays of the past is maintained with generally no development of contemporary plays. The Fiction collection is always double checked before ordering novels and short story collections. A small collection of works by major historical essayists is developed and maintained. Regarding the Old English collection, only Beowulf is maintained in modern English versions.
- **830 Literature of Germanic (Teutonic) languages.** A small collection of works by major writers in translation is maintained.

- **840 Literature of Romance languages.** A small collection of works by major writers in translation is maintained.
- **850 Literature of Italian, Romanian, Rhaeto-Romanic languages.** A small collection of works by major Italian writers of the past in translation is maintained.
- **860 Literature of Spanish and Portuguese languages.** A small collection of works by major Spanish writers of the past in translation is maintained.
- **870 Literature of Italic languages.** A small collection of works by major writers of the past in translation is maintained.
- **880 Literature of Hellenic languages.** A comprehensive collection of classical Greek plays in translation is developed and maintained.
- **890 Literature of other languages.** A small collection of works by major Russian writers in translation is maintained. Anthology coverage of Asian and African writers is also developed and maintained.

### Weeding/Retention

- All basic works are retained, especially criticisms of works by classic writers.
- Works of minor writers are discarded, unless there is an established demand.
- Worn editions of classics or older titles still being read should be replaced.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section VIII-11 Geography & History (900) - Revised 2019

### General Comments

This collection provides information concerning geography, history, and such auxiliary disciplines as travel, genealogy, biography, and insignia.

### Reference Works

This small collection provides quick access to information concerning geography, history, and the auxiliary disciplines of travel, biography, and genealogy. The collection's emphasis is on biography, U.S. history, and atlases. Overview coverage is provided for history of all continents.

A large collection of biography sources is maintained. Brief entry sources and those providing more extensive coverage are kept balanced, and both general biography and biography by field of endeavor are developed. The reference genealogy collection is the principal genealogy collection in the Library. (See also Section IX, Wyoming Collection, and Section VII, Adult Nonfiction 920s.) The genealogy section is maintained primarily as a how-to collection, avoiding sources containing actual genealogical records and name books. Flag/insignia sources are minimally developed.

## Development Plan

Collection emphases are history and travel, with a pronounced U.S. focus and, within the U.S., a heavy Western region emphasis. History coverage includes social condition and civilization sources.

Existing collections are comprised of many older sources. While older sources of historical information are not inappropriate, care should be taken to purchase sources with new perspectives and visual appeal. This collection is heavily influenced by electronic sources.

- **900 Geography, history, and auxiliary disciplines.** A collection providing timelines and treatments of pivotal battles and disasters is maintained. A small, solid core of general world history sources is maintained. Works emphasizing Western civilization are maintained, but Eastern civilization coverage is minimally developed.
- **910 Geography and travel.** Travel sources are heavily developed and maintained. A collection emphasizing historical atlases is maintained. Contemporary atlases are generally housed in the reference collection. A small collection with general overview coverage of geography as a field of study is developed and maintained. The maps and orienteering collection is maintained. The travel section includes both travel guides and accounts of travel. Travel guides are heavily developed and maintained. Works emphasizing North American travel are maintained with a focus on Western states. Wyoming travel sources are housed in the Wyoming collection. For non-regional areas, works on particularly popular locales such as New York City, Washington D.C., Florida, and Alaska are developed and maintained. A diverse collection covering all continents is maintained, emphasizing popular locales of international travel.
- **920 Biography, genealogy, insignia.** The biography collection covers specific classes of persons rather than individual biographies (individual biographies are housed in the Biography collection). Genealogy sources are developed; the reference collection and a special, unclassified genealogy collection provide the major bulk of the Library's resources in this area. No special genealogical sources are purchased (e.g., census records, marriage registers); however, interesting family histories (trade publications) may occasionally be purchased. An assortment of name books (both given and surnames) is maintained. Flag sources (U.S., state, international) are maintained. Insignia recognition sources are maintained.
- **930 History of the ancient world to ca. 499.** This collection emphasizing works on Egypt, Greece, Rome and Stonehenge is developed and maintained, with increasing focus on archaeological aspects and developing history.
- **940 General history of Europe.** Coverage of all historical periods is developed and maintained. Works with an emphasis on Eastern, Central, and Western Europe, British Isles, England and Wales, France and Monaco, Italy, Spain, Scandinavia, and other parts of Europe are maintained. Sources with a World War II emphasis are

maintained, but weeding should occur regularly. Inclusion of some revisionist sources should not be ruled out.

- **950 General history of Asia.** Works emphasizing areas of contemporary interest are maintained and care should be taken to provide "follow-up" sources when conflicts or events subside (e.g., the aftermath of conflicts). Sources on the Vietnam conflict are maintained as a major collection, emphasizing overviews rather than personal narratives.
- **960 General history of Africa.** Sources with a continent-wide emphasis rather than those about individual countries are maintained; however, works covering areas of contemporary interest, including follow-up sources when events subside, are developed.
- **970 General history of North America.** In this major collection, works emphasizing the United States and, from a regional perspective, the West are maintained. Encyclopedic sets of historical topics can be purchased for breadth of coverage and convenience of access and acquisition of information. A collection emphasizing Western U.S. Native American coverage is maintained. From an era perspective, a collection emphasizing the Civil War and 20th century is maintained. A Canadian core of non-U.S. history sources is maintained. Maintained also are contemporary history sources for Middle America. A collection emphasizing coverage of ancient Indian history is developed and maintained.
- **980 General history of South America.** This section is maintained as a small collection with a continent-wide emphasis, rather than coverage of individual countries.
- **990 General history of other parts of the world, of extraterrestrial worlds.** A small collection emphasizing works on Hawaii, Australia, and New Zealand is maintained.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section VIII-12 Biography

### General Comments

This collection provides biographical and autobiographical information about important historical and significant contemporary figures. Though having a broad subject scope, the biographies are not intended as a major collection in the library. Selectivity of sources is very important.

### Development Plan

Collected are works on major historical and contemporary figures, national and international, in diverse fields. Works on famous names of the American West are emphasized. Biographies of popular sports and entertainment figures are acceptable. Biographies of people who are not famous but who are in interesting lines of work are acceptable, though such sources receive reduced emphasis.

- As biographical assignments are fairly frequent in community schools, particular attention is paid to maintaining different reading levels in biography.
- If sources contain a great deal of critical analysis of authors' works, as well as biographical information, they are classed in the 800s. True crime biographies are classed in the 364.1 section.

### **Weeding/Retention**

- Sources on world figures are weeded as their subjects pass into obscurity.
- Biographies of deceased movie stars of lesser stature are weeded.
- Works on pop culture figures whose popularity has passed are weeded, unless having enduring influence or celebrity.
- Biographies of people who are not famous but who are in interesting lines of work are weeded as timeliness of subject fades.
- Classic biographies are not weeded.
- When weeding sources on historical figures, the likelihood that a figure would be an appropriate biography assignment for school is considered and likely sources are retained.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **IX. Adult Miscellaneous**

### **Section IX-1 Government Documents - Revised 2019**

#### **General Comments**

CCPL was designated a selective federal documents depository library in 1980 as a result of senatorial recommendation. The Campbell County Public Library's government publications collection includes federal and Wyoming documents, as well as a small selection of local publications. A separate statement addressing more specific issues regarding this collection is also kept on file.

#### **Development Plan**

CCPL provides a variety of items published by Federal, state and local governmental agencies. CCPL is a selective depository of the United States Government publications and currently selects slightly over 8% of documents available. As government publications become available electronically CCPL is shifting its collection focus to predominantly electronic items. CCPL complies with Instruction for Depository Libraries and Guidelines for the Depository Library System.

The primary clientele of CCPL's federal documents collection are Campbell County residents, businesses, and agencies. Since Wyoming has only one federal Congressional district, CCPL also serves as a depository library to all Wyoming residents.

The Congressional district is served by the selection of items of state/regional interest and by the selection of publications which provide a national perspective. Wyoming depository libraries share resources through the interlibrary loan process. This process has become possible because all state depositories load holdings records into the statewide catalog.

Documents currently selected reflect the economic, political, and social concerns of Campbell County, which extend to state/regional and national levels. Selection changes may be warranted as a result of:

- CCPL's congressional district responsibilities.
- statewide cooperative collection development agreements.
- state/regional concerns and some federal concerns.

Selections will also be reviewed against the suggested core of item numbers for small and medium-sized libraries. Currently, CCPL selects 100% of the recommended item numbers list, many in an electronic format available on the internet.

Item records are used to construct statistics. These statistics identify use and project collection development needs due to public demand. Approximately one percent of the depository's collection is placed in the regular nonfiction collection.

### **Area of Selection**

CCPL currently has no plans for retrospective collecting in any subject areas. The following major subject areas are developed and maintained electronically:

- Natural resources and environment
  - Forest Service and Soil Conservation publications, Environmental Protection Agency publications, and Department of Interior publications, especially those pertaining to water, Indian affairs, mines and mineral, National Park Services, Fish and Wildlife Service, and land management.
  - Energy. Includes extensive collection of Energy Information Administration publications.
  - Agriculture
  - Weather and climate
- Labor, business, commerce
  - In particular, Labor Statistics Bureau, Mine Safety and Health Administration, Women's Bureau.

- Small Business Administration publications
- Census publications
- Health/human services and consumerism
  - Specific to health/human services, publications concerning Social Security, health statistics, health care delivery, children, cancer, and Food and Drug Administration publications.
  - Specific to consumerism, Food and Drug Administration and Consumer Information Center publications.
- Education and libraries
  - Collected extensively from Department of Education for both areas.
  - Collected especially from the Library of Congress, National Archives, National Library of Medicine; specific to library administration, from Personnel Management Office.
- Superintendent of Documents publications
- Laws/regulations (judicial and administrative court decisions; legislation administrative law.)
- Domestic and foreign affairs
  - Publications of Departments of Defense, State, and Treasury (particularly IRS publications); presidential publications and Civil Rights Commission publications.
- Congressional publications
  - Collected publications that support commissions, committees, and boards of select and special Congressional committees. Also, more minor subject areas are collected, as discussed below.

The following minor subject areas are minimally developed:

- Law enforcement
- Peace Corps
- Branches of the service and veteran affairs
- Federal Emergency Management Agency
- General Accounting Office publications (GAO)
- General Service Administration publications
- Smithsonian publications

- Merit System Protection Board publications
- National Credit Union Administration publications
- National Aeronautics and Space Administration publications (NASA)
- National Science Foundation publications (NSF)
- postal service
- patents and trademarks
- international trade
- Federal Communication Commission publications (FCC)
- Federal Trade Commission publications (FTC)
- Housing and Urban Development publications (HUD)
- Interstate Commerce Commission publications (ICC)

### **Formats**

- Electronic formats: With limited space and to most quickly provide government information resources to patrons, Electronic access to government documents is the preferred format.
- Paper: Not all government publication are available electronically. When space permits and/or usage justifies, CCPL collects print government documents.
- Microfiche: Some publications must be selected in fiche since that is the only available format. For publications available in both fiche and paper, determining factors include shelf/cabinet space and staff time in both assisting patrons and maintaining the fiche reader/printers.
- Maps: Flat and folded maps are developed and maintained. Both map case and shelf space availability may influence selections.

### **Non-depository publications**

Some publications that facilitate access to federal documents not held in Wyoming are developed and maintained. Currently these sources include an Internet subscription to a Government Documents index and hard copy indexes which include CIS Index and Abstracts, and Andriot's Guide to U.S. Government Publications.

Additions and deletions of such titles will be made on a case-by-case basis as areas of collection change or as new sources (print or non-print) become available that may provide better access.

CCPL has standing order accounts with Bernan Press for purchase of selected U.S. government publications. Additionally, publications may be acquired on an ad hoc basis.



## Wyoming State Publications

Wyoming has a depository system in effect for the collection and dissemination of state publications. The acquisition process involves placing CCPL's name on the publications mailing lists of various state agencies. Agencies selected reflect local community interests and are reviewed regularly. CCPL budgets for state publication acquisition, however, some publications are provided free of charge. Publications are available from other members of the consortium when they are not held at CCPL. State publications are arranged according to the Wyoming Documents Classification System devised by the Wyoming State Library which closely resembles the SuDocs system.

## Local Documents

CCPL maintains a very small collection of local municipal and county publications. Collection procedures are informal and frequently ad hoc. Local publications, always in paper format, are generally maintained as part of the library's reference collection. These are sent periodically to the state archives at the State Library.

## Influencing Factors

Purchases and buying patterns are determined in large part by:

- items offered for selection.
- staffing level of government document position.
- electronic/Internet sources availability.

## Weeding/Retention

- Weeding is ongoing and follows the guidelines set forth in the Federal Depository Library Manual and Title 44 of the United States Code.
- After a retention period of five years, documents are pulled and listed by title and SuDocs classification number. This list is e-mailed to the regional depository for its review and request process. After the regional requests are filled, an amended list is then e-mailed to other depositories within the region. Requests from other depositories must be made within a thirty-day period, after which the remaining documents are discarded.
- Decisions to replace missing publications will include a consideration of replacement cost in relation to the publication's anticipated use.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section IX-2 Large Print Fiction - Revised 2019

### General Comments

Large print is generally defined as 16-point typeface or larger. The collection's main purpose is to provide large print fiction reading materials to patrons throughout the community who prefer to read large print, either due to visual needs or personal preference.

### Development Plan

To meet the main purpose, the Library:

- Purchases leisure reading materials that meet the use, demand, and popularity needs of the patrons
- Provides representation of multiple fiction genres including Mystery, Romance, Science Fiction, and Westerns.
- Evaluates patron requests through book reviews and knowledge and popularity of the author. Patron requests are given serious consideration and added to the collection as warranted and as budget allows.

### Influencing Factors

Purchases and buying patterns are determined in large part by:

- community interest.
- availability of materials.

### Weeding/Retention

- Titles in popular demand are retained.
- Titles that have not circulated in two years are weeded.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section IX-3 Large Print Nonfiction - Revised 2019

### General Comments

Large print is generally defined as 16-point typeface or larger. The collection's main purpose is to provide large print nonfiction reading materials to patrons throughout the community who prefer to read large print, either due to visual needs or personal preference. Material of interest to older citizens is emphasized.

### Development Plan

The goal of this collection is to provide a variety of nonfiction material that meets the use, demand, and needs of patrons throughout the community with additional consideration to the interests of older citizens.

- **000 Generalities.** Minimally developed.
- **100 Philosophy, occultism, and psychology.** Minimally developed.
- **200 Religion.** A collection of works on world religions is maintained.
- **300 Social sciences.** A collection of works on the social sciences, including communications, educational needs, and self-help is developed and maintained.
- **400 Language.** Not developed.
- **500 Natural sciences and mathematics.** Minimally developed.
- **600 Technology (applied science).** A collection of works on the applied sciences, including domestic animals and medical science is developed and maintained.
- **700 The arts.** Minimally developed.
- **800 Literature.** Minimally developed.
- **900 Geography, history, and biographies.** A collection of works including history and biographies is developed and maintained.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- availability of materials.
- community interest.

### **Weeding/Retention**

Titles that have not circulated in two (2) years are weeded.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **Section IX-4 Magazines - Revised 2019**

### **General Comments**

The purpose of the magazine collection is to meet the recreation and information needs of patrons, with the particular timeliness and freshness that magazine literature provides. In addition to helping keep the information in the book collection up to date, magazines can fill in subject areas where book holdings are weak. At the time of this revision, the Wyoming State Library provides access to electronic magazines for all state card holders with simultaneous seating.

### **Development Plan**

In order for the magazines be useful to patrons, the Library will:

- provide a broad range of subject areas in the collection.

- provide standard indexing tools (online and paper).
- evaluate collection titles as to degree of use.
- evaluate suggested new titles and add them to the collection as warranted and as funds are available.

The collection consists primarily of English titles; Spanish language subscriptions are added as patron interest warrants.

Magazines about subjects of general interest such as business, sports, homemaking, current events, fashion, science, and hobbies are purchased. Magazines emphasizing subjects of regional interest, like the environment and out-of-doors, mining, and agriculture, are purchased. Librarianship journals to assist library supervisory and administrative staff are also purchased.

The collection is supported by standard indexing tools, both of a general nature and some that are subject specific. Online databases are also available in some full-text sources.

The Library designates a few magazine titles as "magazine in newspaper format." These titles, printed on newsprint and in tabloid format, are displayed as magazines but stored as newspapers, with a correspondingly shorter retention time.

A few government document magazines of popular interest are shelved with the magazines (rather than in the government documents collection) in order to increase their visibility and use.

### **Weeding/Retention**

Once a three-year back file is attained for each title, weeding and discard of the fourth year is performed every January with three exceptions:

- Government document periodicals must be discarded according to depository library guidelines,
- Designated titles are kept longer as part of the state's Cooperative Collection Development Project for Serials.
- Certain other titles are selected for longer retention as they further support the general collection.

Magazines in newspaper format are retained for one year, plus the current year.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section IX-5 Maps - Revised 2019

### General Comments

Maps are collected to provide information as graphic representations of the surface of the earth and extraterrestrial worlds. The collection includes atlases, maps, charts, and map drawings.

The collection contains 7.5 minute Topographic Quadrangles of the state of Wyoming. The Library is a government depository, and therefore collects these maps published by the United States Geological Survey.

The Map Collection holds numerous state, national, thematic, and historical atlases. Most of the atlases in the collection do not circulate due to the expense of these items.

### Development Plan

The selection of maps, for the most part, will fall under the same general collection development policies which govern the Dewey number they represent.

Maps of the local area and region are in much higher demand than those of other states and regions. The Library collects all of the 7.5 minute Topographic Quadrangles for the state of Wyoming, and will continue to collect the 7.5 minute Topographic Quadrangles of the areas bordering northeastern Wyoming. Other popular areas may be considered for inclusion in the collection.

The Library collects maps in atlas format and purchases those more affordable items for circulation. The Library will also continue to acquire the majority of its holdings through the United States Geological Survey. The library is able to print these topographic quadrangles for patrons.

### Influencing Factors

Purchases and buying patterns are determined in large part by:

- items offered for selection by the Government Printing Office.
- staffing level of government documents position.
- electronic/Internet sources availability.

### Weeding/Retention

The quadrangle maps have a regulated five-year revision cycle. However, when necessary during that cycle, "reprints with changes" are purchased or printed.

Maps and map items are weeded using the guidelines which govern the Dewey number these items represent. For example, a map item of the planet Mars will be weeded when newer maps update the present holdings.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section IX-6 Microforms/Fiche

### General Comments

The purpose of this collection is to support and enhance the print collection by providing materials that:

- are not available in paper or electronic format.
- are more durable than paper.
- conserve space.

### Development Plan

The microforms collection is minimally developed. Consideration of microforms will be made as part of the development process for individual format collections (magazines, newspapers, telephone directories, genealogy, and government documents; see those individual collection development statements). Since the collection parameters for microforms are already well-established, new sources will be added only after careful evaluation. Following are the objectives for further development of this collection; these are in addition to the application of the standard guidelines for sections of the collection policy they influence:

- assessment of information availability in paper or electronic sources
- equipment demands for reading them
- cost per copy (microform to paper) factor
- the importance of storage considerations cannot be overemphasized; further, storage must be in archival quality containers, i.e., filing cabinets or non-acid paper boxes.

### Influencing Factors

Purchases and buying patterns are determined in large part by:

- electronic/Internet sources availability.
- advancements in the technology used to read and produce this format.

### Weeding/Retention

Weeding is conducted as per guidelines for the individual collection statements. Microforms are only a format and weeding or retention must meet all the criteria of the paper or other formats they represent.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section IX-7 Newspapers - Revised 2019

### General Comments

The newspaper collection helps meet the needs of patrons for very current information as well as for retrospective research purposes. Newspapers are a particularly valuable source because of their immediacy both of reporting and of perspective.

### Development Plan

The goal of this collection is to:

- provide a selection of national, regional, and local newspapers, with an especially strong coverage of state news.
- provide indexing tools.
- provide access to older editions of local county papers as well as The New York Times.

The newspapers selected to provide solid coverage of the state of Wyoming and government proceedings are the *Casper Star-Tribune* and the *Wyoming Tribune-Eagle*.

The newspaper collection serves the general interests and concerns of northeastern Wyoming residents, including those interests that extend beyond community boundaries. In paper format the collection includes the major local (within a 100-mile radius) newspapers, papers of major Wyoming cities, papers from selected major regional cities, newspapers from major metropolitan areas of the country, and selected major national business newspapers. Coverage of other newspapers in the country is provided by NewsBank. While past editions are held in microfiche format, now this product is purchased as an online subscription and indexes articles from newspapers nationwide.

The Library orders the *Gillette News-Record* in microfilm to provide more durable copy for research. Old editions (some dating back to the early days of the century) of newspapers from surrounding counties are also available in microfilm format.

All newspaper indexes are received in electronic format. Selected major national papers as well as general periodicals indexes are included. In addition, the Library's own in-house generated index to the *Gillette News-Record* provides indexing of articles pertaining to northeastern Wyoming from 1989 to December 12, 2001. Newer articles can be indexed through the *Gillette News-Record* website. The library develops and maintains indexing for births, marriages and deaths on its genealogy web page from 1912 to present.

Some fluctuation in holdings is anticipated. Any future acquisitions will be based on careful evaluation of their usefulness as sources of otherwise unavailable information.

## **Influencing Factors**

Purchases and buying patterns are determined in large part by electronic/internet source availability.

## **Weeding/Retention**

Except for the *Gillette News-Record*, newspapers are kept only for the current and preceding three months. This is because of space concerns as well as access concerns since most of the papers are not included in the indexing sources. The *Gillette News-Record* is continually collected on microfilm and held in the film cabinets indefinitely. No additional retrospective acquisition of surrounding county newspapers is anticipated.

A few magazine titles printed on newsprint and in a tabloid format are designated as magazines in newspaper format. These titles are displayed as magazines but stored as newspapers, with a correspondingly shorter retention time. Such magazines are retained for one year, plus the current year.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **Section IX-8 Rare Books**

### **General Comments**

The purpose of the Rare Book collection is to enhance the community's knowledge of local, state, and regional heritage by means of older, primary materials. For the Library's purposes, "rare book" is used loosely; older publications or other materials appropriate for the collection may not necessarily be rare in book market or other market terms. Donations are the most important source of materials in the collection. Materials in the collection are for in-house use only.

### **Development Plan**

The Library does not actively seek to develop rare or valuable materials. Regional records and local or state sources make up the bulk of this collection. Additions to the collection are judged on a case-by-case basis. Items belonging to prominent local citizens or classics may be added.

### **Influencing Factors**

Generally excluded from the collection are those items better suited to museum collections, requiring display areas and/or special storage areas. Audiovisual materials (e.g., early recordings or films) are not ruled out, but would be subject to especially close review.

### **Weeding/Retention**

The collection being what it is, discards will be rare. Extremely poor physical condition, beyond the Library's preservation capabilities, is the one probable reason for discard.



Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section IX-9 Spanish Collection (adopted May 2004) - Revised 2019

### General Comments

A Spanish Task Force oversaw the development of a Spanish Collection in 2002-2003, due to the need to provide non-English materials for a growing Hispanic population. In 2018, a new Task Force was developed. The purpose was to further expand and provide for the informational, educational, and recreational needs of this population, noting the growing circulation in the Spanish Collection.

### Development Plan

The Task Force decided that the same criteria for all selections would apply to the Spanish Collection. The Children's Department chooses for the juvenile collection, the Reference Department selects nonfiction, and the Circulation Department selects fiction and audiovisual material. The Spanish Collection currently houses fiction, nonfiction, and audiovisual together in both the adult and children's areas at Campbell County Public Library and Wright Branch Library.

### Influencing Factors

Purchases and buying patterns are determined in large part by:

- relevance and interest to the local Hispanic community.
- availability of materials.

### Weeding/Retention

Titles that have not circulated in three (3) years are weeded.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section IX-10 Telephone / Zip Code Directories – Revised 2019

### General Comments

The print collection is minimally developed. Both zip code and telephone directory information can be found for free via the internet. To supplement this information with more detailed directory information CCPLS may also purchase electronic subscriptions.

## Section IX-11 Vertical File – Revised 2019

### General Comments

The library no longer maintains a vertical file but keeps clippings from the local newspaper which pertain to local history. These clippings are organized alphabetically according to topic

and are housed in one vertical file cabinet. The cabinet is locked and opened on the request of a patron. These have been cataloged and entered into our electronic catalog. The reference department also maintains a paper collection of local history which can be searched on the electronic index compiled by staff.

## Section IX-12 Websites – Revised 2019

### General Comments

CCPLS maintains a website to highlight and promote the library system with its wide variety of services, events, and collections.

Promotion of the library and its services will be closely coordinated with the adult program coordinator office.

A Web Team will be assigned to regularly critique and review the CCPLS website. The team will consist of five staff members appointed by the library director to include the adult program coordinator and the library information technology specialist.

### Development Plan

The library system's website will be developed with the following criteria in mind:

- visually appealing (clean and simple)
- well organized, easy to understand, use, and navigate
- quick loading time
- current and accurate information
- text that is grammatically correct with no spelling errors

The adult program coordinator will update the CCPLS website with promotional materials (i.e. PSA's, newsletters, graphics) as necessary so the site reflects timely information about library system programs and services.

### Influencing Factors

- Informational, educational, and recreational needs of the community
- Usage statistics
- Changes in web technology

### Weeding/Retention

- Each library web page will be tested in the two most common browsers (three most current versions) prior to publishing.
- The Web Team as needed to review and critique assigned web pages to ensure they meet the criteria listed in the development plan.

- Each library web page will meet accessibility standards.

## Section IX-13 Wyoming Collections - Revised 2012

### General Comments

These separate reference and nonfiction Wyoming collections emphasize, but are not limited to, the government, politics, and economics of Wyoming; geography, travel, and history; flora and fauna; environment and the outdoors; education; poetry and prose about Wyoming; Wyoming art; county histories; biographical and genealogical sources. Much of the Wyoming Collection is procured through electronic resources. The print collection continues to be developed in all Wyoming subject areas.

Wyoming statutes, codes, and regulations are housed as part of the Wyoming reference collection. The Wyoming state documents collection, the State Data Center Affiliate collection, and the Wyoming vertical file all support both collections.

### Development Plan

Many subjects are covered in the Wyoming collections. However, since both collections are so small, a collection development statement by Dewey hundreds is not provided.

- History and geography sources are developed and maintained.
- Books by Wyoming authors are developed and maintained.
- Books about the state of Wyoming, northeastern Wyoming, Campbell County, and other counties and their cities are developed and maintained.
- Older out-of-print works that meet the above objective and scope criteria are maintained.
- Multiple copies of popular titles are purchased.

### Influencing Factors

Purchases and buying patterns are determined in large part by electronic/Internet sources availability.

### Weeding/Retention

- Since these are archival collections, materials are discarded judiciously.
- Materials are weeded only for the most obvious physical wear or inaccuracies and repurchased if available.
- Decisions to rebind are made on a case by case basis.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **X. Children’s Easy/Jr. Nonfiction**

### **Section X-1 Overview - Revised 2019**

The purpose of this collection is to provide informational books on subjects of interest and relevance to patrons up to twelve years of age. Easy Nonfiction consists of materials to meet the informational, educational, and recreational reading needs of children with preschool to second grade reading levels. Junior Nonfiction consists of materials to meet the informational, educational, and recreational reading needs of children with third to sixth grade reading levels. The Children’s Easy/Junior Nonfiction collection is dependent on the Young Adult and Adult Nonfiction collections to provide additional resources to students seeking higher level information.

#### **Development Plan**

This collection seeks to offer introductory information for preschool through sixth grade readers. Some nonfiction topics are out of scope for development and are not included in this collection. While duplicate copies may be purchased to meet occasional needs of the community, one copy of each title is usually sufficient in this collection.

#### **Influencing Factors**

For the preschool through sixth grade reader, the following factors influence collection development decisions:

- availability of material for children, meeting the criteria of visual appeal, relevance to patron needs, and appropriate vocabulary and reading levels.
- use of literacy aids, including, but not limited to, visual aids, glossaries, and indices.
- digital resource availability.

#### **Weeding/Retention**

Though each Dewey class of the Children’s Nonfiction collection is weeded by slightly different guidelines, all weeding and retention decisions are influenced by these factors:

- accuracy and currency of information
- availability of information elsewhere

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

### **Section X-2 Generalities (000) – Revised 2019**

#### **General Comments**

This is a wide-ranging collection that reflects many general subjects. Information on mysteries of the world, library science, Internet, books of fact and trivia, news media, and journalism and publishing is provided.

## Development Plan

Development is limited to supernatural and extraterrestrial phenomenae; information about the Internet and library science relevant to children's interests; and books of facts. No collections of encyclopedia, serial publications, manuscripts or rare books are collected. Magazines are developed and housed as a separate unclassified collection.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section X-3 Philosophy and Psychology (100) – Revised 2019

### General Comments

This collection provides introductory information on paranormal phenomena, psychology, and ethics.

### Development Plan

- 100 Philosophy. Not developed.
- 110 Metaphysics. Not developed
- 120 Epistemology, causation, humankind. Not developed.
- 130 Paranormal phenomenae. Areas relevant to children's interests are developed.
- 140 Specific philosophical schools. Not developed.
- 150 Psychology. Areas relevant to children's interests are developed.
- 160 Logic. Not developed.
- 170 Ethics. Areas relevant to children's understanding are developed.
- 180 Ancient, Medieval, Oriental philosophy. Not developed.
- 190 Modern Western philosophy. Not developed.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section X-4 Religion (200) – Revised 2019

### General Comments

This collection provides introductory information on religions of the world, including Christianity, Judaism, Islam and other religions; myths and legends; and prayers, rituals, and celebrations of various world religions.

### Development Plan

- 200 Religion. A minimal overview of world religions is maintained.

- **210 Natural theology.** Not developed.
- **220 Bibles.** A collection of children’s Bibles and specific topics relevant to the Bible is developed and maintained.
- **230 Christian theology.** A collection of Christian stories written for children is developed and maintained.
- **240 Christian moral and devotional literature.** Titles specifically written for children about Christian life and spiritual practice are maintained.
- **250 Local church and religious orders.** Not developed.
- **260 Social and ecclesiastical theology.** Minimally developed.
- **270 Christian church history.** Stories of some Christian saints and Christian history, relevant to children’s interests, are developed.
- **280 Christian denominations and sects.** Minimally developed.
- **290 Comparative religion and religions other than Christianity.** Works about world religions, religious celebrations and world mythologies, particularly Greek and Roman, are developed and maintained.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section X-5 Social Sciences (300) - Revised 2019

### General Comments

This is a wide-ranging collection covering topics dealing with society and its issues. Information about social issues of interest and relevance to a juvenile audience is provided. Some areas are out of scope for development due to lack of age-appropriate materials. Collection emphasis is on current information of relevance to the community.

### Development Plan

- **300 Social sciences.** A collection of works about various social issues, social behaviors, and life in communities is developed and maintained.
- **310 Statistics.** Not developed.
- **320 Political science.** Explorations of various political systems, political movements, and espionage, relevant to children’s interests, are minimally developed.
- **330 Economics.** Explorations of economic systems, economic history, and domestic economics are minimally developed.
- **340 Laws.** Minimally developed, with a focus on constitutional law in works written for children.

- **350 Public administration and military science.** A collection of works about U. S. military forces, military history, and military vehicles is developed and maintained.
- **360 Social problems and service associations.** Examinations of current social problems, social and emergency workers, and social service agencies, written for children's interest and understanding are developed and maintained.
- **370 Education.** A small collection of works about educational techniques, with a focus on storytelling and writing in the classroom, is developed and maintained. No workbooks or textbooks are collected.
- **380 Commerce, communications, and transportation.** A collection of works about various forms of communication and transportation is developed and maintained.
- **390 Customs, etiquette, and folklore.** A large collection of works about customs, holidays, and etiquette is developed and maintained. In the 398 Dewey area, a well-developed collection of folktales and fairy tales is archived for professional and academic use, as well as general circulation.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section X-6 Language (400) - Revised 2019

### General Comments

This collection provides introductory information on the English language. This collection is not a resource for students of languages.

### Development Plan

Grammar rules, picture dictionaries, children's thesauri, alphabet, vocabulary, and sign language books geared for children are provided. Major world languages, particularly those relevant to the cultures of the local community and to local interest, are represented. No dictionaries of languages other than English are provided.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section X-7 Pure Sciences (500) – Revised 2019

### General Comments

This collection provides introductory information on natural sciences, mathematics, astronomy and allied sciences, physics, chemistry and allied sciences, earth sciences, paleontology, paleozoology, life sciences, botanical sciences, and zoological sciences. This is a well-developed and well-used area that supports science investigation for the young patron.

## Development Plan

- **500 Pure sciences.** In this large collection works about experiments, science careers, natural history, and specific scientific topics relevant to a juvenile audience are developed and maintained.
- **510 Mathematics.** A large collection of works about mathematical concepts relevant to elementary-school students is maintained. Workbooks are not collected.
- **520 Astronomy and allied sciences.** A large collection of books about astronomy and astronomical phenomena is developed and maintained. Retention practices focus on currency of information.
- **530 Physics.** A collection of books that explore concepts of physics for a juvenile audience is developed and maintained.
- **540 Chemistry and allied sciences.** A collection of books that explore chemical concepts for a juvenile audience is maintained.
- **550 Earth sciences.** A large collection of books about earth sciences, weather, and geology is developed and maintained.
- **560 Paleontology.** A collection of works about paleontology, with a heavy emphasis on dinosaurs, is developed and maintained.
- **570 Life sciences.** A large collection of works about the life sciences, with special emphasis on ecosystems and biomes, is developed and maintained.
- **580 Botanical sciences.** A small collection of works about botanical sciences, relevant to a juvenile audience, is developed and maintained.
- **590 Zoological sciences.** An extensive collection of books about zoological sciences and animal species is developed and maintained.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section X-8 Applied Sciences (600) – Revised 2019

### General Comments

This collection provides introductory information on technology and inventions, medical sciences, engineering and allied operations, agriculture, home economics and family living, management and auxiliary services, chemical engineering, manufacturing, manufacturing for specific uses, and buildings.

### Development Plan

Coverage of the more popular subjects in this wide-ranging collection are developed and maintained. Other subjects are minimally developed. Collection emphasis is on keeping sources current and relevant to the interests and needs of the young patron. Occasionally



duplicate copies are purchased to satisfy patron demand, but, in general, single copies are sufficient.

- **600 Technology.** Information about inventions and inventors is developed.
- **610 Medical sciences.** This large section of this Dewey area covers medical areas most relevant to this age level, including basic anatomy and anatomical operations, human growth and development, and disabilities.
- **620 Engineering and allied operations.** This collection includes information about machines and engineering, military vehicles and aircraft, various forms of automobiles, and aviation.
- **630 Agriculture and related technologies.** Information about farming and gardening is developed. This Dewey area includes an extensive collection of works about domestic animals, including information about breeds, training, and care.
- **640 Home economics and family living.** An extensive collection of cookbooks of interest to, and written for, a juvenile audience, is developed. Additional topics collected in this Dewey area include sewing and crafts, personal grooming and hygiene, and personal safety.
- **650 Management and auxiliary services.** Minimally developed.
- **660 Chemical engineering and related technologies.** A small collection of books about chemical engineering topics of interest to children is maintained.
- **670 Manufacture.** Minimally developed.
- **680 Manufacture for specific uses.** A small collection, with a focus on interlocking block construction toys, is maintained.
- **690 Buildings.** Minimally developed.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section X-9 Arts & Recreation (700) – Revised 2019

### General Comments

This collection provides introductory information on the arts, civic and landscape art, architecture, plastic arts and sculpture, drawing and decorative arts, painting and paintings, graphic arts, printmaking and prints, photography and photographs, music, and recreational and performing arts. The 700s cover a wide range of subject matter of interest to children.

### Development Plan

Coverage of the more popular subjects such as arts and crafts, music, and sports is heavily developed and maintained. Other subjects are minimally developed due to lack of availability of age-appropriate materials.

- **700 Fine and decorative arts.** A small collection of works is maintained; the purpose of this area is to provide a general overview of artistic styles and major world artists.
- **710 Civic and landscape art.** Not developed.
- **720 Architecture.** Information about architectural innovation and unique examples of architecture throughout history is maintained.
- **730 Plastic arts and sculpture.** A moderate collection of works about clay art and paper folding art is maintained.
- **740 Drawing and decorative arts.** This large collection features materials emphasizing drawing instruction, art projects and handicrafts, written for a juvenile audience.
- **750 Painting.** This small collection features works about artistic interpretation and famous artists.
- **760 Printmaking and prints.** Minimally developed.
- **770 Photography.** A small collection of works about careers in photography and photographic techniques is maintained.
- **780 Music.** A collection of works treating famous composers, musical genres, musical interpretation, and musical instrumentation is maintained.
- **790 Recreational and performing arts.** This Dewey subject area covers a diverse range of topics within the areas of Performing Arts and Recreational Arts. The large Performing Arts collection includes works focusing on magic, acting, dance, vocal performance and movie production. The Recreational Arts area of this Dewey classification includes information about team sports; individual physical activities; and various recreational activities. This area of the collection focuses specifically on outdoor recreation opportunities relevant to the local area.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section X-10 Literature (800) – Revised 2019

### General Comments

This collection provides introductory information on poetry, riddles, jokes, readers' theater, writers, holiday stories, and rhymes. Emphasis is on American and British literature.

### Development Plan

Books offering poetry, riddles, and jokes are heavily developed and maintained. Other subjects, especially literature of other world languages, are minimally developed due to lack of availability of age-appropriate materials.

- **800 Literature and rhetoric.** Works with an emphasis on creative writing techniques are developed and maintained. This Dewey area also includes a small collection of poetry, dramatizations, and anthologies for children.
- **810 American literature in English.** This large collection includes works of poetry written for a juvenile audience.
- **820 English and Old English.** Minimally developed.
- **830 Literature of Germanic languages.** Not developed.
- **840 Literature of Romance languages.** Not developed.
- **850 Literature of Italian, Romanian, Rhaeto-Romanic languages.** Not developed.
- **860 Literature of Spanish and Portuguese languages.** Not developed.
- **870 Literature of Italic languages.** Not developed.
- **880 Literature of Hellenic languages.** Minimally developed.
- **890 Literature of other languages.** Minimally developed.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section X -11 Geography & History (900) – Revised 2019

### General Comments

This wide-ranging collection provides introductory information on geography, history and travel, biography, genealogy, insignia, history of the ancient world, and general world history.

### Development Plan

The Dewey section of 970s is heavily developed and maintained as are sources covering the history of the United States and Native American tribes.

- **900 Geography, history, and auxiliary disciplines.** A collection of general reference works, such as topical encyclopedia and almanacs, is developed and maintained.
- **910 Geography and travel.** A large collection of works dealing with travel topics of interest to children is developed and maintained. Particular focus is given to works dealing with famous historical journeys and travelers.
- **920 Biography, genealogy, and insignia.** This Dewey section deals with biographies of specific classes of persons, rather than individual biographies (which are housed in the Biography collection). Small collections of works about historical classes of people, written for a juvenile audience, and sources of information about flags, are maintained.
- **930 History of the ancient world to ca. 499.** Works emphasizing ancient civilizations, particularly those of Greece, Rome and Egypt, and archeology, are maintained.

- **940 General history of Europe.** This Dewey area focuses on the peoples, geography and history of both specific countries and Europe in general. Sources focusing on medieval history, World War I and World War II are developed and maintained. Works dealing with famous leaders are maintained. Information about current areas of conflict is developed as works become available.
- **950 General history of Asia.** This Dewey area focuses on the peoples, geography and history of both specific countries and Asia in general. Sources focusing on the Korean Conflict, the Vietnam War, the Persian Gulf War, and the War in Afghanistan are developed and maintained. Works dealing with famous leaders are maintained. Information about current areas of conflict is developed as works become available.
- **960 General history of Africa.** This Dewey area focuses on the peoples, geography and history of both specific countries and Africa in general. Information about current areas of conflict is developed as works become available.
- **970 General history of North America.** In this large collection, works emphasizing the United States are developed and maintained, although works presenting overviews of the peoples and geography of Canada and Middle America are also maintained. A particular focus is given to information about Native American tribes, as well as the European explorers. Works about the history of North American settlement, the American Revolutionary War, the Native American wars, and the Civil War are heavily developed. Sources about specific twentieth-century United States events, as well as decade summaries, are developed. Works about specific states are developed.
- **980 General history of South America.** This Dewey area focuses on the peoples, geography and history of both specific countries and South America in general.
- **990 General history of other parts of the world, of extraterrestrial worlds.** A small collection of works about Hawaii, Australia, New Zealand, Antarctica, and Easter Island is maintained.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section X-12 Biographies - Revised 2019

### General Comments

This collection provides biographical and autobiographical information about significant historical and contemporary figures.

### Development Plan

The collection strives to meet the needs of outside reading for school assignments. The primary goal of this collection is to provide accurate and interesting information about a wide variety of people. To meet this goal, the Library:

- strives to present a broad range of subject interests at varying reading levels.

- purchases new works to reflect patron demand and to maintain a well-balanced and broad collection.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section X-13 Parenting Collection - Revised 2012

### General Comments

The Parenting Collection is offered as a special collection housed in the Children's area of the library in order to provide accessible, introductory material for patrons with informational needs related to parenting. This collection relies on both the larger Adult Nonfiction collection and the Easy Fiction collection for breadth and depth of coverage of these topics.

### Development Plan

This collection is minimal and limited to specific areas of development. The collection consists of both fiction and nonfiction titles, shelved in one area. One goal of this collection is to provide introductory nonfiction information about various topics related to families and child development. A second goal of the collection is to provide fictional works of children's literature that deal with developmental or family issues through story.

To meet these goals, the Library:

- strives to provide a wide range of basic recommended reading and child developmental titles.
- strives to provide titles on difficult subjects dealing with life issues.

### Influencing Factors

Purchases and buying patterns are determined in large part by visual appeal.

### Weeding/Retention

This collection has limited space and is seen as a first step in helping parents find information with total dependence on other library collections for broader coverage of parenting topics.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section X-14 Reference - Revised 2012

### General Comments

This collection primarily exists to help staff fulfill the informational and educational needs of patrons. Children and adults also utilize this collection to find materials and answers to their questions. Some materials on children's literature are unique to the reference collection in the Children's Department. This part of the collection responds to the needs of children's literature students and teachers seeking guidance. A complete collection of Caldecott and Newbery

award winners are important components of this collection. These award winners are often used as a browsing source by young patrons and adults.

### **Development Plan**

This collection is minimal and limited to specific areas of development. This collection is to represent and enhance the subject of children's literature for the wide range of patrons pursuing information in this genre. These enhancements include providing access to reference works in Children's Literature, as well as providing access to non-circulating intricate and "pop-up" books for patrons to browse in the Library. To meet these goals, the Library:

- strives to provide a wide range of basic reference tools with lower reading levels included.
- strives to provide complete collections of Caldecott and Newbery award winners.
- evaluates new supplements to existing standard guides to children's literature and authors and adds them to the collection as warranted.
- collects intricate and older pop-up books in both fiction and nonfiction for patrons to look at in the library.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- Caldecott and Newbery award winners.
- availability of supplements or updates to existing standard guides.
- visual appeal.

### **Weeding/Retention**

- Caldecott and Newbery award-winning titles are always retained.
- Reference tools are replaced and supplemented as needed to maintain currency.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **XI. Children's Fiction**

### **Section XI-1 Easy Fiction/ Easy Reader Fiction/Specialty Books**

#### **General Comments**

This collection consists of children's Easy Fiction, Easy Reader Fiction and Specialty (board) Books. The Easy Fiction collection consists of picture books intended for experienced readers to read aloud to non-readers, or less experienced readers. The Easy Reader Fiction collection bridges the gap between picture books and juvenile fiction. This collection serves the needs of children who are just learning to read. These fiction books have controlled vocabulary, large

print, and, in some cases, short chapters. The Specialty Book collection is comprised of smaller cardboard books whose format is geared to the youngest child. These specialty books are not cataloged but given accession numbers due to the short duration of circulation. These books are kept in a separate area.

### **Development Plan**

The primary goal of this collection is to provide an introduction to literature that meets the educational and recreational needs of young children in the community. To meet these goals, the Library:

- strives to provide a wide range of reading levels from birth to second grade.
- strives to provide a balanced collection of current popular titles and professionally-recognized core materials.
- Multiple copies of Buckaroo and Caldecott award winners are purchased.

This collection offers as wide a variety of topics as possible. Attention is given to holiday, concept books, problem stories, beginning readers, series, and core recommended children's literature.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by visual appeal.

### **Weeding/Retention**

- Books are kept as long as they are in readable condition and continue to circulate.
- Professionally-recognized "core" materials may be kept to meet the needs of college students of Children's Literature, despite low circulation statistics.
- Titles are replaced and supplemented as needed based on demand.
- Titles with multiple copies are checked for usage, and duplicate copies are withdrawn as demand decreases.
- Caldecott award winners are retained in duplicate.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **Section XI-2 Junior Fiction**

### **General Comments**

This collection is comprised of titles meeting the recreational and educational needs of students with third through sixth grade reading levels. Books include popular as well as classic selections. A variety of characters, settings, writing styles and reading levels are represented.

Students of children's literature should find a core of professionally-recognized titles available in the collection.

### **Development Plan**

The primary goal of this collection is to provide leisure reading material to grade school children who have begun to master the skill of reading and are ready to read novels or chapter books. To meet this goal, the Library:

- strives to provide a wide range of reading levels from third grade through sixth grade.
- purchases multiple copies of Indian Paintbrush and Newbery award winners.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by reading level and visual appeal.

### **Weeding/Retention**

- Newbery and Indian Paintbrush award winners and works of well-recognized contemporary authors are retained in duplicate.
- Books are kept as long as they are in readable condition and continue to circulate.
- Professionally-recognized "core" materials may be kept to meet the needs of college students of Children's Literature, despite low circulation statistics.
- Titles are replaced and supplemented based on demand.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **XII. Children's Audiovisual**

### **Section XII-1 Book Recordings - Revised 2019**

#### **General Comments**

This collection provides patrons with audio recordings of both popular and classic works of children's literature. The audience for this collection is the preschool through sixth grade child. Audio recordings are collected in formats relevant to current technology and patron needs.

#### **Development Plan**

The primary goal of this collection is to provide book recordings that meet the educational and recreational needs of the young patron. To meet these needs, the Library:

- strives to provide a core collection of recommended easy and junior fiction titles.
- may collect works in various audio formats.



- strives to use dependable distributors of unabridged audio books to ensure replacement opportunities.

### **Weeding/Retention**

As this collection continues to expand, shelf space, as well as circulation counts and new technology, will be factors to consider in the weeding process.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **Section XII-2 Sound Recordings (Music) - Revised 2019**

### **General Comments**

This collection consists of CDs covering a wide variety of music. Children's folk songs and dances are perennial favorites, along with works by established children's performers or entertainment companies. The audience for this collection is the preschool through sixth grade child.

### **Development Plan**

The primary goal of this collection is to provide music and miscellaneous recordings that meet the educational and recreational needs of the young patron. To meet these needs, the Library:

- strives to provide a broad range of music genres to meet the likes and tastes of young patrons.
- strives to use dependable distributors to ensure replacement opportunities.
- gives serious consideration to patron requests.

### **Weeding/Retention**

As this collection continues to expand, shelf space, as well as circulation counts and new technology, will be factors to consider in the weeding process.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **Section XII-3 DVDs - Revised 2019**

### **General Comments**

The intended audience for the Children's DVD collection includes children from birth through 6th grade, as well as their families. This collection includes both fiction and nonfiction works and is divided into designated age ranges: "easy" for works serving a preschool through 2nd grade audience; and "junior" for works serving a 3rd through 6th grade audience. Fiction DVDs are shelved by these age ranges and the title of the work. Nonfiction DVDs are shelved by age range and the Dewey decimal classification of the work.

## Weeding/Retention

As this collection continues to expand, shelf space, as well as circulation counts and new technology, will be factors to consider in the weeding process.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## XIII. Children's Electronic Sources

### Collection Development

The Library's patron base includes a segment that is exclusively virtual. Digital resources extend the reach of the Library because they are available remotely, at any time. The eBook and eAudiobook landscape is an area of rapid growth and development. These digital resources are subject to the same general selection criteria as other materials. Additional selection criteria for digital resources include accessibility and compatibility. For example, universality of format and compatibility with current digital platforms.

The digital Children's collection includes fiction and nonfiction. This collection focuses on both recently published titles and older works that are professionally considered to be part of the genre's core body of literature. Works in the Children's digital collection meet the recreational and educational reading needs of preschool through 6th grade patrons.

### Influencing Factors

Children's fiction and nonfiction buying patterns are influenced by:

- current library print and digital holdings, and the circulation statistics of these.
- age of the material, including copyright date of the print version.
- author popularity and professional recognition.
- relevance of the work to digital series holdings;
- availability of the work in other Library-accessible digital platforms.
- professional recognition via award nominations and/or reviews.
- universality of format.
- digital licensing constraints.
- quality of audio and/or graphics in the digital work, if applicable.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **XIV. Children’s Miscellaneous**

### **Section XIV-1 Magazines**

#### **General Comments**

This collection contains materials to support the recreational, informational, and educational needs of children through grade six. The collection focus is on current popular magazines.

#### **Development Plan**

The magazines are evaluated annually for popularity and use. The primary objective is to keep the collection current to satisfy children's needs and interests. Consideration may be given to cancellation of more marginal, little-used titles to make room for titles which would add more depth to the collection.

#### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- topics of interest to children.
- reading level.

#### **Weeding/Retention**

- No attempt is made to replace lost or damaged magazines.
- Usage is continually evaluated, and titles not used are weeded so that new magazines can be acquired.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

### **Section XIV-2 Recreational Computers - Revised 2019**

#### **General Comments**

This collection consists of educational and recreational computer programs for children in preschool through sixth grade. The programs cover such areas as reading skills, math, geography, history, problem solving, spelling, science, rhyming, matching of shapes and sizes, and computer skills. Many games are now accessed on the Internet.

#### **Development Plan**

The primary goal of this collection is to meet the informational, educational, and recreational needs of young people by providing a balanced collection of programs. To meet this goal, the Library:

- strives to provide a broad range of programs to meet the variety of likes and needs of all children.

- strives to provide a collection of high-quality programs that meet the needs of preschool through sixth grade patrons.
- purchases for library use only.
- purchases programs where commercialism is minimal, not distracting from theme or content.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- system requirements.
- availability of new programs or updated versions.

### **Weeding/Retention**

Programs are updated if they change significantly.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **XV. Young Adult Fiction**

### **Section XV-1 Young Adult Fiction – Revised 2019**

#### **General Comments**

This collection provides leisure reading materials for young adult patrons, offers resources for classroom use, and offers a selection of materials that meet academic needs. Students of young adult literature can find a representation of core titles.

#### **Development Plan**

For this collection to serve the young adults of the community, it must provide:

- a wide range of reading levels, from fourth grade to adult.
- a representation of diverse genres popular with young adult patrons.
- a balanced collection of current popular titles and core materials.
- professionally-recognized and award-winning titles.

#### **Weeding/Retention**

Retention decisions are based on these factors:

- Printz and Soaring Eagle award winners and works of well-recognized contemporary authors are retained in duplicate.
- Books are kept as long as they are in readable condition and continue to circulate.

- Professionally-recognized “core” materials may be kept to meet the needs of college students, despite low circulation statistics.
- Titles are replaced and supplemented based on demand.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **XVI. Young Adult Nonfiction**

### **Section XVI-1 Overview – Revised 2019**

Campbell County Public Library develops the Young Adult Nonfiction collection for readers including and between the ages of twelve to seventeen years. The purpose of this collection is to provide nonfiction information of interest to young adults. The primary focus of the Young Adult Nonfiction physical collection is recreational, as research information is better available digitally. This collection serves as a bridge from the Children's Nonfiction collection to the Adult Nonfiction collection. In almost all areas, the Young Adult Nonfiction collection is dependent upon the more comprehensive coverage of the Adult Nonfiction collection and the library’s electronic resources. The development of this collection is greatly limited by budget and space. The collection is separate from the Adult Nonfiction collection and housed near the teen room.

#### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- availability of material for young adults meeting the criteria of visual appeal, relevance to patron needs, and appropriate vocabulary.
- digital resource availability.

#### **Weeding/Retention**

Though each Dewey class of the Young Adult Nonfiction collection is weeded by slightly different guidelines, all weeding and retention decisions are influenced by these factors:

- relevance to current community interests and information needs
- availability of information elsewhere

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

### **Section XVI-2 Generalities (000)**

#### **Development Plan**

Development is limited to interest in extraterrestrials, the Internet, general library information of teen interest, digital publishing and books of facts. No encyclopedias, serial publications,

manuscripts or rare books are collected. Magazines are developed and housed as a separate unclassified collection.

## Section XVI-3 Philosophy and Psychology (100)

### General Comments

Areas based on philosophy are minimally developed because they are out of the scope of the young adult collection. Titles about psychology and the paranormal are represented in greater number.

### Development Plan

- **100 Philosophy and psychology.** Not developed.
- **110 Metaphysics.** Not developed.
- **120 Epistemology, causation, humankind.** Not developed.
- **130 Paranormal, phenomena.** This class contains topics of great interest to young adults; therefore, all aspects of the paranormal are developed and maintained.
- **140 Specific philosophical schools.** Not developed.
- **150 Psychology.** This class contains topics of high interest and concern to young adults; therefore, a collection of applied psychology materials covering diverse topics for young adults is developed and maintained. Only titles written for a young adult audience will be collected.
- **160 Logic.** Not developed.
- **170 Ethics (moral philosophy).** Since this topic area addresses academic needs for students, coverage of such diverse topics of interest to young adults is developed and maintained.
- **180 Ancient, Medieval, Oriental philosophy.** Not developed.
- **190 Modern Western philosophy.** Not developed.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section XVI-4 Religion (200) - Revised 2019

### General Comments

This area is minimally developed since it depends on the more comprehensive coverage of the Adult Nonfiction collection.

### Development Plan

- **200 Religion.** An overview of world religions is maintained.
- **210 Natural theology.** Minimally developed.

- **220 Bibles.** Bibles written for young adults are not developed. Specific topics referring to the Bible are maintained.
- **230 Christian theology.** Minimally developed.
- **240 Christian moral and devotional literature.** Titles specifically written for young adults about Christian life and spiritual practice are maintained.
- **250 Local church and religious orders.** Minimally developed.
- **260 Social and ecclesiastical theology.** Not developed.
- **270 Christian church history.** Minimally developed.
- **280 Christian denominations and sects.** Not developed.
- **290 Comparative religion and religions other than Christianity.** Works about world religions, cults and world mythologies are minimally developed.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section XVI-5 Social Sciences (300) - Revised 2019

### General Comments

The 300s is one of the largest Young Adult nonfiction areas collected because social problems, services, and subjects of interest to young adults are addressed.

### Development Plan

- **300 Social sciences.** Social sciences is a large, diverse collection. Research topics of current social concerns are developed and maintained. Diverse perspectives of young adult sexuality are also developed and maintained. All information should be kept current.
- **310 Statistics.** Not developed.
- **320 Political science.** This area is minimally developed to meet research needs on current political topics.
- **330 Economics.** Works of historical information about industrialization, child labor, labor leaders, and women in the workforce are maintained. Titles about the economy, environmental issues and current land/energy issues are maintained. Information for working young adults and advice for investing for the future are developed and maintained.
- **340 Laws.** Legal information of interest to young adults is developed and maintained. Works on the United States Constitution are developed and maintained. Books on the judicial system and citizens' rights to fair trials are maintained.

- **350 Public administration and military science.** Public administration topics are not developed. Works on the United States military with a focus on the different branches and special units, and informative books about military careers are developed and maintained. A historical overview of some battles and wars are maintained with special focus on the daily life of the soldier.
- **360 Social problems and service associations.** This Dewey classification has a significant body of information directed towards young adults. Topics such as substance abuse, abortion, suicide, violence, pornography, domestic violence, disabilities, public health issues, sexual abuse, adoption, and homelessness are developed and maintained. Information on volunteering and social service careers is maintained. Relevant criminology topics such as forensic investigation, prisons, genocide, young adult crime, cyber-crime and hate crime is developed and maintained. Current environmental concerns are developed and maintained.
- **370 Education.** This small collection is maintained with a focus on high school and college success, current education issues and trends, and school violence.
- **380 Commerce, communications, transportation.** This collection focuses on information about fair trade, various modes of transportation and commerce, and careers relevant to this area.
- **390 Customs, etiquette, folklore.** This area is popular with young adults for costumes and fashion sources. Etiquette is minimally developed. In the 398 section, folklore is maintained with an emphasis on world myths and legends, and legendary mythical creatures.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section XVI-6 Language (400)

### General Comments

Topics in this Dewey area most relevant to the young adult collection are sign language guides, dictionaries and other works regarding English language usage, and treatments of unique or fictional languages.

### Development Plan

This area is minimally developed since it depends on the more comprehensive coverage of the Adult Nonfiction collection.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.



## Section XVI-7 Pure Sciences (500)

### General Comments

With increased focus on science and mathematics in both education and recreation, the 500 Dewey area in Young Adult Nonfiction is undergoing renewed collection development. Materials appropriate for young adult readers are actively developed and maintained.

### Development Plan

- **500 Pure sciences.** In the pure sciences, books about experiments, science careers, natural history, and specific scientific topics relevant to a young adult audience are collected.
- **510 Mathematics.** Minimally developed, with a focus on tutorial texts.
- **520 Astronomy and allied sciences.** A small collection of books about astronomy and suggested experiments is developed and maintained.
- **530 Physics.** A collection of books about physics involved in mechanics, sound, light, electricity and magnetism is developed and maintained.
- **540 Chemistry and allied sciences.** This area is developed with experiment titles as they become available. This area is minimally developed due to limited offerings. The collection primarily focuses on chemistry experiments suitable for the target age group.
- **550 Earth sciences.** A collection of books about geology, hydrology, meteorology, petrology, and economic geology is maintained.
- **560 Paleontology.** A small collection of general fossil and dinosaur information is maintained.
- **570 Life sciences.** Works with an emphasis on biology are maintained. Subject areas focus on genetics and evolution, ecology, and natural history.
- **580 Botanical sciences.** Minimally developed.
- **590 Zoological sciences.** This collection includes a focus on species overview with some titles highlighting specific species of interest to young adults. Career information is also developed and maintained.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section XVI-8 Applied Sciences (600) - Revised 2019

### General Comments

With increased focus on science and mathematics for both educational and recreational reading, the 600 Dewey area in Young Adult Nonfiction is undergoing renewed collection development. Materials appropriate for young adult patrons are actively purchased and maintained.

## Development Plan

- **600 Technology (Applied science).** Information about inventions and inventors is developed and maintained.
- **610 Medical sciences.** This large section of the collection covers medical areas most relevant to young adults. Topics such as sexual activity and diseases, pregnancy, birth control, sexual hygiene, body development, puberty, drugs' physical effects, and mental health are developed and maintained. Areas of diet, sports medicine, cosmetic surgery, and learning disabilities specifically written for young adults are maintained. Current information on diseases affecting young adults is developed and maintained.
- **620 Engineering and allied operations.** In this diverse area of development for young adults, the subjects of applied physics and classes of engineering are developed, with a focus on engineering experiments or projects. Information about military vehicles and weaponry, automobiles, spacecraft, and robotics are developed to meet local interest.
- **630 Agriculture and related technologies.** Information with a focus on animal husbandry is maintained.
- **640 Home economics and family living.** Cookbooks of interest to young adults, and written for a young adult audience, are collected and maintained. Additional topics collected in this Dewey area include nutrition and diet, self-esteem, sewing and crafts, personal grooming, teen parenting, and sexual hygiene.
- **650 Management and auxiliary services.** Job-hunting books written for young adults and job information sources are developed and maintained.
- **660 Chemical engineering and related technologies.** A small collection limited to precious metals and genetic engineering sources is maintained.
- **670 Manufacture.** Minimally developed.
- **680 Manufacture for specific uses.** A small collection with focus on popular topics for young adults is maintained.
- **690 Buildings.** Minimally developed.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section XVI-9 Arts and Recreation (700) - Revised 2019

### Development Plan

Subtopics in the 700 Dewey area are developed according to their current popularity with young adult patrons. Additional information about these subjects can be found in the Adult Nonfiction collection, as well as through the library's electronic resources.

- **700 Fine and decorative arts.** Minimally developed.

- **710 Civic and landscape art.** Not developed.
- **720 Architecture.** Minimally developed.
- **730 Plastic arts and sculpture.** Minimally developed.
- **740 Drawing and decorative arts.** This collection includes materials emphasizing comics, cartooning and drawing techniques to support local young adult interest. Additionally, books about art projects, handicrafts, and interior decoration, written for a young adult audience, are developed and maintained.
- **750 Painting.** Titles specifically written for young adults are developed and maintained.
- **760 Printmaking and prints.** Not developed.
- **770 Photography.** A small collection of books on proper technique is maintained.
- **780 Music.** A collection of materials treating music trends, some historic musical events, and musical artists is maintained. Some technique books for individual instruction are collected.
- **790 Recreational and performing arts.** This Dewey subject area covers a diverse range, beginning with Performing Arts. Maintained are sources focusing on acting, dance, and voice performance in the United States. Information about motion picture and special effects is maintained. The second subject area of this Dewey number is Recreational Arts. Information on team sports, such as basketball, football, and baseball is maintained. Works on individual physical activities are maintained. Resources about recreational activities, particularly role-playing games, video games, and strategy games, are maintained.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section XVI-10 Literature (800)

### General Comments

This area is minimally developed since it depends on the more comprehensive coverage of the Adult Nonfiction collection.

### Development Plan

- **800 Literature (belles-lettres) and rhetoric.** Works with an emphasis on academic and creative writing techniques are maintained. Young adult poetry anthologies, as well as works of poetry written for/to young adults, are developed and maintained.
- **810 American literature in English.** Anthologies of poems written for/to young adults with an emphasis on cultural diversity-are developed and maintained. Critical explorations of some American authors of Young Adult literature are minimally developed and maintained.

- 820 English and Old English (Anglo-Saxon literature). Not developed.
- 830 Literature of Germanic (Teutonic) languages. Not developed.
- 840 Literature of Romance languages. Not developed.
- 850 Literature of Italian, Romanian, Rhaeto-Romanic languages. Not developed.
- 860 Literature of Spanish and Portuguese languages. Not developed.
- 870 Literature of Italic languages. Not developed.
- 880 Literature of Hellenic languages. Not developed.
- 890 Literature of other languages. Not developed.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section XVI-11 Geography and History (900) - Revised 2019

### General Comments

This area depends on the more comprehensive coverage of the Adult Nonfiction collection and the library's electronic resources. The Young Adult collection focuses are the historical development of the United States, Canada, and Central America. Works about United States involvement in wars are heavily developed and maintained.

### Development Plan

- **900 Geography, history, and auxiliary disciplines.** A small collection of historical mysteries written for young adults is maintained. An overview of works on civilizations' developments and unusual events is also developed and maintained. When available, time line approaches are preferred.
- **910 Geography and travel.** Individual titles about travel to areas of interest to young adults are developed. Works about travel from historical perspectives are maintained.
- **920 Biography, genealogy, insignia.** Minimally developed.
- **930 History of the ancient world to ca. 499.** Works emphasizing ancient civilizations and archaeology are maintained.
- **940 General history of Europe.** Specific country books offering an overview of history, geography, culture, and governing policies are developed and maintained. Works focusing on the Holocaust and twentieth-century European wars are maintained. Also maintained are books about famous leaders and monarchs. Information on current areas of conflict is heavily developed and maintained as sources become available.
- **950 General history of Asia.** Sources on Korean Conflict, Vietnam War, and Gulf War, are developed and maintained. Titles regarding China, Korea, and Japan are developed and maintained with current and historical information sources. Information

about current areas of conflict in Asian and Middle Eastern countries is developed as sources become available.

- **960 General history of Africa.** Continent-wide emphasis with focus on historical perspectives is preferred. Information about current areas of conflict in African countries is developed as sources become available.
- **970 General history of North America.** This collection has a large young adult focus. Central America and Canada sources are developed and maintained with current country information and historical overviews. Sources written about Native American peoples are developed and maintained. Works dealing with the history of the settlement of the United States, Native American wars, Revolutionary War, and Civil War are maintained. Sources about specific twentieth-century American events and decade summaries are also developed and maintained.
- **980 General history of South America.** Not developed.
- **990 General history of other parts of the world, of extraterrestrial worlds.** Minimally developed.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section XVI-12 Biography - Revised 2019

### General Comments

This area is minimally developed since it depends on the more comprehensive coverage of the Adult Nonfiction collection and the library's electronic resources.

This collection provides biographical and autobiographical information about significant historical and contemporary figures. The major interest of young adults in biographies or autobiographies is to meet report academic needs.

### Development Plan

- Sources on major historical and contemporary figures are maintained.
- Biographies of young adults with historical or social interest are maintained.

### Weeding/Retention

- Currency of information and relevance to young adult interest are determining factors in retention and weeding of this collection.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **XVII. Young Adult Electronic Sources – Created 2019**

### **General Comments**

The Library's patron base includes a segment that is exclusively virtual. Digital resources extend the reach of the Library because they are available remotely, at any time. The eBook and eAudiobook landscape is an area of rapid growth and development. These digital resources are subject to the same general selection criteria as other materials. Additional selection criteria for digital resources include accessibility and compatibility. For example, universality of format and compatibility with current digital platforms.

The digital Young Adult collection includes fiction and nonfiction. This collection focuses on both recently-published titles and older works that are professionally considered to be part of the genre's core body of literature. Works in the Young Adult digital collection meet the recreational and educational reading needs of 7th through 12th grade patrons.

### **Influencing Factors**

Young Adult Fiction and Nonfiction buying patterns are influenced by:

- current library print and digital holdings.
- age of the material, including copyright date of the print version.
- author popularity and professional recognition.
- relevance of the work to digital series holdings.
- availability of the work in other Library-accessible digital platforms.
- professional recognition via award nominations and/or reviews.
- universality of format.
- digital licensing constraints.
- quality of audio and/or graphics in the digital work, if applicable.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **XVIII. Young Adult Miscellaneous**

### **Section XVIII-1 Graphic Novels - Young Adult - Revised 2019**

#### **General Comments**

This collection provides reading materials for young adult patrons who prefer the graphic novel format.

## Development Plan

For this collection to serve the young adults of the community, it must provide:

- a wide range of reading levels, from fourth grade to adult.
- a balanced collection of current popular titles and core materials.
- a representation of all graphic novel formats, including manga series.

## Influencing Factors

Collection development and maintenance are influenced by professional reviews and bibliographies.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section XVIII-2 Magazines – Revised 2006

### General Comments

This collection is developed to provide leisure reading material of special interest to young adults. The collection focus is on current popular magazines. The need for research materials is met by the adult magazine collection and online databases.

### Development Plan

In order that the magazines be useful to young adult patrons, the Library will:

- regularly evaluate the collection titles as to degree of use.
- provide current information on a variety of young adult interests.

### Influencing Factors

Purchases and buying patterns are determined in large part by diverse topics of young adult interest.

### Weeding/Retention

- Only the current and previous year of magazines are kept each year. None of the magazines are stored.
- No attempt is made to replace lost or damaged magazines.
- Usage is continually evaluated, and titles not used are weeded so that newer, more popular magazines can be purchased.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **XIX. Wright Branch Library (WBL)**

### **XX. Audiovisual Materials - WBL**

#### **Section XX-1 Book Recordings – Revised 2019**

##### **General Comments**

This collection consists of adult fiction and nonfiction, young adult fiction and nonfiction, junior fiction and nonfiction (audience level third through sixth grade child), and children's easy fiction and nonfiction (audience level pre-school through second grade child). Books recorded on CD or in other audio format are purchased in unabridged format. The fiction collection includes classics and popular fiction. The nonfiction collection covers a range of subject areas including best-sellers, instructional, self-improvement, and language. Classics of children's literature and recommended easy fiction works are collected. Some recordings may include an accompanying book.

##### **Development Plan**

The primary goal of this collection is to provide fiction and nonfiction books in an audio format. To meet these goals, the Library:

- strives to provide a selection of recorded books to meet the variety of likes and tastes of patrons.
- strives to provide a core collection of recommended easy fiction titles and classics of children's literature.

##### **Weeding/Retention**

Titles are withdrawn due to damage, loss, and lack of circulation within the previous four (4) years.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

#### **Section XX-2 DVDs/Blu-ray - Revised 2019**

##### **General Comments**

This collection consists of nonfiction and fiction DVDs and Blu-ray discs in a variety of generalized subjects for all ages.

##### **Adult and Young Adult Collection:**

- The intended audience includes seventh grade to adult.
- Selections are categorized and shelved according to the Dewey Decimal System.
- All general subjects are purchased.



- Award winning and selected current popular films are also collected.

#### **Children's Collection:**

- The intended audience includes preschool to sixth grade.
- Nonfiction selections are categorized and shelved according to the Dewey Decimal System as Easy and Junior Nonfiction. Subjects include children's developmental needs and mental growth. Concept films, folk tales, and fairytales are also included.
- Fiction selections are shelved as Easy and Junior Fiction. Adaptations of children's books (i.e., Berenstain Bears, Clifford), Walt Disney films, and selected current popular films are included.

#### **Development Plan**

The primary goal of this collection is to provide the resources and services necessary to meet the educational, recreational, cultural, and informational needs of the community. To meet this goal, the Library:

- considers opinions of qualified reviewers in recognized, authoritative review sources.
- purchases award winning selections as recognized by critical organizations, institutes or associations.
- purchases popular selections appearing on Public Television networks.
- purchases in various formats.

#### **Influencing Factors**

Purchases and buying patterns are determined in large part by access to a fully developed collection at the main library.

#### **Weeding/Retention**

Informal weeding takes place continuously as audiovisual items are checked for damage as they are circulated and/or shelved.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

### **Section XX-3 Sound Recordings**

#### **General Comments**

This collection consists of CDs covering a wide variety of music. The collection includes, but is not limited to: classical, country, rock, jazz, popular, vocal, orchestral, instrumental, band, electronic and mechanical music, movie soundtracks, folk, ethnic, holiday, and sound effects. This collection covers patrons aged children through adult.

## Development Plan

The primary goal of this collection is to meet the cultural, informational, educational, and recreational needs of our patrons by providing a balanced and representative collection of all types and formats of music. To meet these goals, the Library:

- strives to provide a broad music selection to meet the variety of interests and tastes of all patrons.
- strives to use dependable distributors to ensure replacement opportunities.

## Weeding/Retention

Informal weeding takes place continuously as CDs are checked for damage as they are circulated and/or shelved. The significance and relevance to current classification holdings are considered when making the decision to retain, replace, or weed.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

# XXI. Biography - WBL

## Section XXI-1 Biography – Adult – Revised 2019

### General Comments

This collection provides biographical and autobiographical information about important historical and significant contemporary figures. Though having a broad subject scope, the biographies are not intended as a major collection in the library. Selectivity of sources is very important.

### Development Plan

Sources on major historical and contemporary figures are maintained.

### Influencing Factors

Purchases and buying patterns are determined in large part by:

- electronic/Internet sources availability.
- access to a developed collection at the main library.

### Weeding/Retention

- Sources are weeded as their subjects pass into obscurity.
- Titles are withdrawn due to damage, loss, and lack of circulation within the previous three (3) years.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## Section XXI-2 Biography - Easy/Junior – Revised 2019

### General Comments

This collection consists of materials about people from all walks of life and from the earliest times to the present.

### Development Plan

The collection strives to meet the needs of outside reading for school assignments. The primary goal of this collection is to provide accurate and interesting information about a wide variety of people. To meet this goal, the Library:

- strives to present a broad range of subject interests at varying reading levels.
- takes into consideration the availability of electronic resources.

### Influencing Factors

Purchases and buying patterns are determined in large part by reading level.

### Weeding/Retention

- Titles are replaced and supplemented as needed based on demand.
- Titles are withdrawn due to damage, loss, and lack of circulation within the previous three (3) years.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## XXII. Fiction - WBL

### Section XXII-1 Fiction – Adult – Revised 2019

#### General Comments

The collection covering adult books consists of, but is not limited to, popular best sellers, critically-acclaimed first time authors, short stories, historical fiction, Christian fiction, adventure, spy/espionage, thriller/suspense, westerns, Science Fiction, romance, mystery psychological suspense, family saga, horror, and classics in both print and digital formats.

#### Development Plan

The primary goal of this collection is to provide leisure reading materials and literary classics to adults. Classics are those titles that have an enduring quality and have withstood the test of time. To meet this goal, the Library:

- strives to provide a balanced collection of popular reading materials found in all genres and a core collection of classical literature.

- purchases selected fiction titles appearing on the New York Times best-seller list without the benefit of a review knowing that there is a heavy demand for these titles.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- best seller listings, award winning selection lists, and general journal publications.
- availability of a fully developed collection at the main library.

### **Weeding/Retention**

Materials generally retained in the fiction collection consist of:

- regional authors
- literary classics
- Materials generally weeded from this collection consist of titles that have not circulated in three (3) years

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **Section XXII-2 Fiction - Easy/Picture Books - Revised 2019**

### **General Comments**

This collection consists of children's Easy Fiction, picture books, and board books. The Easy Fiction collection bridges the gap between picture books and juvenile fiction. This collection serves the needs of children who are just learning to read through the end of grade two. These fiction books have controlled vocabulary, large print, and, in some cases, short chapters. The picture book collection is a popular section at the library. Picture books ideally should be books with illustrations on every page. These illustrations should be so detailed that the story can be understood by studying the pictures alone, without the accompanying text. This broad category includes alphabet books, counting books, animal books, seasons and holidays, etc. The board book collection is comprised of smaller cardboard books which are geared to the youngest child.

### **Development Plan**

The primary goal of this collection is to provide an introduction to literature that meets the educational and recreational needs of the community. To meet these goals, the Library:

- strives to provide a wide range of reading levels from birth to second grade.
- takes into consideration the Buckaroo Award books.

This collection offers as wide a variety of topics as possible. Attention is given to holiday, concept books, problem stories, beginning readers, series, and core recommended children's literature.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by access to a fully developed collection at the main library.

### **Weeding/Retention**

Titles are withdrawn due to damage, loss, and lack of circulation within the previous three (3) years.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **Section XXII-3 Fiction – Junior - Revised 2019**

### **General Comments**

This collection is comprised of titles meeting the recreational and educational needs of students with third through sixth grade reading levels. Books include popular as well as classic selections in such areas as mystery, sports, science fiction, adventure, humor, historical fiction, and novels about the problems of contemporary boys and girls. The books may have illustrations, but the concepts, style, and treatment of text are the considered significant criteria in the selection process. These books cover a wide range of subjects, themes, life situations, and developmental tasks. A variety of characters, settings, and writing styles are represented with difficulty ranging from simple stories to books for a sophisticated reader with a large vocabulary, wide literary knowledge, and high reading skills.

The collection strives to meet the needs of outside reading for school assignments such as book reports and the reading aloud needs of teachers and parents.

### **Development Plan**

The primary goal of this collection is to provide leisure reading material to grade school children who have begun to master the skill of reading and are ready to read novels or chapter books. To meet this goal, the Library:

- strives to provide a wide range of reading levels from third grade through sixth grade.
- strives to provide a balanced collection of current popular titles and core materials.
- purchases Indian Paintbrush and Newbery award winners.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- reading level.

- access to a fully developed collection at the main library.

### **Weeding/Retention**

Titles are withdrawn due to damage, loss, and lack of circulation within the previous 4 years.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **Section XXII-4 Fiction - Young Adult - Revised 2019**

### **General Comments**

This collection provides leisure reading materials for junior high age patrons, offers teachers resources for classroom use, and offers a selection of materials that meet book report assignment needs. Students of children's literature can find a representation of core young adult literature. Senior high school patrons, in general, are reading in the Adult Fiction collection.

### **Development Plan**

For this collection to serve the young adults of the community, it must provide:

- a wide range of reading levels, from fourth grade to adult.
- a representation of the following genres: Westerns, Science Fiction, Romance, Mystery, as well as award-winning titles.
- a balanced collection of current popular titles and core materials.

### **Influencing Factors**

- Soaring Eagle Award books, sponsored by the Wyoming Library Association and the Wyoming State Reading Council.
- availability of a fully developed collection at the main library.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **XXIII. Graphic Novels – WBL - Revised 2019**

### **General Comments**

This collection provides leisure reading materials for patrons of all ages. The illustrated format offers a wide range of reading levels and topics. The format of graphic novels combining text and illustrations appeals to patrons who are more visually oriented. Our junior and young adult sections are attractive to teens experiencing reading difficulty.

### **Development Plan**

For this collection to serve the patrons the community, it must provide:

- a wide range of reading levels, from fourth grade to adult.
- a representation of the well-reviewed titles, and those titles which follow popular movie and television trends.
- a balanced collection of current popular titles and core materials.

### Influencing Factors

- Popularity of the collection within our current patronage.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **XXIV. Large Print – WBL - Revised 2019**

### General Comments

Large print is generally defined as 16-point typeface or larger. The collection's main purpose is to provide large print reading materials to patrons with visual acuity concerns and those who prefer large print as their personal preference.

### Development Plan

To meet the main purpose, the Library:

- provides representation of multiple fiction genres including but not limited to Westerns, Science Fiction, Romance, and Mystery.
- maintains a small collection of Nonfiction large print materials as purchased by patron request.

### Influencing Factors

Purchases and buying patterns are determined in large part by access to a fully developed collection at the main library.

### Weeding/Retention

Titles that have not circulated in three (3) years are weeded.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **XXV. Magazines - WBL**

### Section XXV-1 Magazines – Adult – Revised 2019

### General Comments

The purpose of the magazine collection is to meet the recreation and information needs of patrons, with the particular timeliness and freshness that magazine literature provides. In

addition to helping keep the information in the book collection up to date, magazines can fill in subject areas where book holdings are weak. At the time of this revision, the Wyoming State Library provides access to electronic magazines for all state card holders with simultaneous logins.

### **Development Plan**

In order that the magazines be useful to patrons, the Library will:

- provide a broad range of subject areas in the collection.
- provide standard indexing tools (online only).
- evaluate the collection titles as to degree of use.
- evaluate suggested new titles, adding them to the collection as warranted and as funds are available.
- collect primarily in English, though Spanish titles may be added as changes in our population warrant.

### **Weeding/Retention**

- Periodicals are retained and collected for one year plus the current year.
- Every January, weeding and discarding of this collection is completed.
- No attempt is made to replace lost or damaged magazines.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **Section XXV-2 Magazines – Children - Revised 2019**

### **General Comments**

This collection contains materials to support the recreational, informational, and educational needs of children through grade six. The collection focus is on current popular magazines.

### **Development Plan**

The magazines are evaluated annually for popularity and use. The primary objective is to keep the collection current to satisfy children's needs and interests. Consideration may be given to cancellation of more marginal, little-used titles to make room for titles which would add more depth to the collection. Magazines are collected in English, though Spanish titles may be added as changes in our population warrant.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- topics of interest to children.



- reading level.

### **Weeding/Retention**

- Back issues of some titles are kept for varying lengths of time depending upon indexing and department needs.
- No attempt is made to replace lost or damaged magazines.
- Usage is continually evaluated and titles not used are weeded so that new magazines can be acquired.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **Section XXIV-3 Magazines - Young Adult - Revised 2019**

### **General Comments**

This collection is developed to provide leisure reading material of special interest to young adults. The collection focus is on current popular magazines. The need for research materials is met by the adult magazine collection and online databases.

### **Development Plan**

In order that the magazines be useful to young adult patrons, the Library will:

- regularly evaluate the collection titles as to degree of use.
- evaluate suggested new titles, adding them to the collection as warranted and as funds are available.
- provide current information on a variety of young adult interests.
- collect primarily in English, though Spanish titles may be added as changes in our population warrant.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by diverse topics of young adult interest.

### **Weeding/Retention**

- Only the current and previous years of magazines are kept each year.
- No attempt is made to replace lost or damaged magazines.
- Usage is continually evaluated, and titles not used are weeded so that newer, more popular magazines can be purchased.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **XXVI. Newspapers – WBL - Revised 2019**

### **General Comments**

The newspaper collection helps meet the needs of patrons for very current information as well as for retrospective research purposes. Newspapers are a particularly valuable source because of their immediacy both of reporting and of perspective.

### **Development Plan**

The goal of this collection is to provide a small selection of local, regional and national interest newspapers.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by electronic/Internet sources availability.

### **Weeding/Retention**

- The High Plains Sentinel is retained permanently for historical and reference use.
- All other newspapers are kept for six months or less.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## **XXVII. Nonfiction - WBL**

### **Section XXVII-1 Nonfiction – Adult – Revised 2019**

#### **General Comments**

This collection encompasses both adult and young adult titles. Balance in the collection is determined by use, statistics, and demand. The Library selects materials that meet the needs of a public diverse in age and educational background. This collection is heavily influenced by electronic sources.

#### **Development Plan**

The Library develops a collection that takes into consideration currency, content, scope, and popularity. Some areas have very little development due to low demand.

- **000 Generalities.** A small collection encompassing library related sources for periodicals, government publications, computer science, encyclopedic works, and journalism is maintained. Rare books are not collected.
- **100 Philosophy, occultism and psychology.** Maintained are wide-ranging selections pertaining to paranormal phenomena.
- **200 Religion.** A small collection on world religions, denominations, and mythology is maintained.

- **300 Social sciences.** Directories, statistical factual information with a world emphasis, and encyclopedic sources are maintained. Also maintained is a small collection emphasizing the social service area, continuing education sources, and communication skills with minimal development in folklore and world customs.
- **400 Language.** Dictionaries and structural systems for grammar usage with emphasis on the English language are maintained.
- **500 Natural sciences and mathematics.** Calendar information, world atlas information, and selections pertaining to natural history, physical sciences, and mathematics are maintained.
- **600 Technology (Applied science).** Sources emphasizing contemporary issues in medicine are developed and maintained. A small collection of automotive, space flight, livestock industry, and computer science selections is maintained. Sources emphasizing cooking and the "how to" areas of building and construction are developed and maintained.
- **700 The arts.** The arts and crafts section is developed and maintained. A small collection of photography and music sources are maintained. Antique price guides for collectibles, and selections for the numismatic (postage stamp) enthusiast are developed and maintained.
- **800 Literature.** A small core collection of American and world literature criticism geared toward student assignments is maintained.
- **900 Geography, history, and biographies.** Sources emphasizing geography and travel sources are maintained. A limited historical section with an emphasis on Wyoming history and Campbell County is maintained.

### Influencing Factors

Purchases and buying patterns are determined in large part by:

- electronic/Internet sources availability.
- availability of a fully developed collection at the main library.
- donations/gifts.

### Weeding/Retention

- Dated materials are weeded, with consideration given for historical value.
- Physically worn materials are repaired, rebound, replaced, or updated.
- Low circulating items are weeded to provide shelf space for new materials.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## XXVIII. Reference – WBL - Revised 2019

### General Comments

The goal of the reference collection is to provide an up-to-date, authoritative, non-circulating collection of materials that permits quick access to basic information on diverse subjects. This collection is augmented by a limited selection of older editions received through CCPL's replacement schedule. Most of the print sources have been or continue to be replaced by electronic sources.

### Development Plan

- **000 Generalities.** A small collection is maintained, encompassing library related ready reference sources for periodicals, government publications, computer science, encyclopedic works, and journalism.
- **100 Philosophy, occultism and psychology.** Also developed and maintained are wide-ranging selections pertaining to paranormal phenomena.
- **200 Religion.** A small collection is developed and maintained on world religions, denominations, and mythology.
- **300 Social sciences.** Directories, statistical factual information with a world emphasis, and encyclopedic sources along with government information (state, local, and federal) are maintained.
- **400 Language.** Maintained are dictionaries and structural systems for grammar usage with emphasis on the English language as the primary focus.
- **500 Natural sciences and mathematics.** Calendar information, world atlas information, and selections pertaining to natural history, physical sciences, and the mathematics are maintained.
- **600 Technology.** Directories relating to business, corporations, medical science, and manufacturing and building technologies are maintained. Sources on automotive repair, space flight, livestock industry, and computer science information are maintained.
- **700 The arts.** Gallery information as it pertains to the arts, antique price guides for collectibles, and selections for the numismatic (postage stamp) enthusiast are developed and maintained. Broad based performing arts almanacs and song indexes are maintained as part of this collection.
- **800 Literature.** Handbooks and indices as they relate to the world of literary art are maintained.
- **900 Geography, history, and biographies.** Geographical encyclopedias and atlas selections, time chronicles, and biographical dictionaries with some genealogy resources are developed and maintained.

## Influencing Factors

Purchases and buying patterns are determined in large part by:

- electronic/Internet source availability.
- access to a fully developed collection at the main library.

## Weeding/Retention

- Materials are weeded as new replacements arrive and from the limited editions received from CCPL.
- As newer sources are made available via electronic means, affected materials are weeded.
- Dated materials are weeded.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

# **XXVIX. Telephone/Zip Code Directories WBL - Revised 2019**

## General Comments

Telephone directories facilitate community access to telephone listings for selected cities in the U.S. This saves patrons the expense of directory assistance charges and often provides better service than is available from directory assistance (e.g., the subject access of the yellow pages listings, the ability to browse a particular surname). Online zip code directories allow patrons quick access to current zip codes throughout the U.S.

## Development Plan

The library does not purchase paper directories since they are provided free of charge by the phone company. This collection provides a paper copy of all Wyoming directories and a limited number of directories for major cities surrounding the area.

## Influencing Factors

- electronic/Internet sources availability.
- availability of free directories.

## Weeding/Retention

All paper editions are discarded as newer editions are received.

Also See: General [Development Plans](#), [Influencing Factors](#), and [Weeding/Retention](#) as discussed in [Section III-2](#) and [Section III-3](#) of this document.

## XXX. Appendices

### Appendix A - Forms:

- Form #1 - Request for Reconsideration of Library materials
- Form #2 - [ALA's Challenge Database Form](#) [Link to off-site page maintained by the ALA]

### Appendix B – Definitions

**Developed:** Selector purchases new materials as available.

**Developed and Maintained:** Selector purchases new materials as available and keeps existing material usable and in good repair.

**Heavily Developed and Maintained:** Selector actively seeks to purchase new titles and keeps existing titles usable and in excellent repair.

**Maintained:** Selector keeps collection static, replaces only worn or damaged items. Does not pursue new titles.

**Minimally Developed:** Selector spends little time and effort on development.

**Not Developed:** Selector spends no time and no money on development.

**Mature Collection:** Materials are not current, but information does not change over time. Requires regular updating, rather than active development to keep collection maintained.

**Material Collections:** Organization of library materials into separate collections grouped by similar characteristics such as Adult Fiction, Adult Nonfiction, Children’s Audiobooks, etc.

### Appendix C - Interpretation of Library Bill of Rights

#### [Interpretation of Library Bill of Rights](#)

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

Following are principles found within the document:

- [Access to Digital Resources and Services](#)
- [Access to Library Resources and Services for Minors](#)
- [Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation](#)
- [Access to Resources and Services in the School Library](#)
- [Challenged Resources](#)

- [Diverse Collections](#)
- [Economic Barriers to Information Access](#)
- [Education and Information Literacy](#)
- [Equity, Diversity, Inclusion](#)
- [Evaluating Library Collections](#)
- [Expurgation of Library Materials](#)
- [Internet Filtering](#)
- [Intellectual Freedom Principles for Academic Libraries](#)
- [Labeling Systems](#)
- [Library-Initiated Programs and Displays as a Resource](#)
- [Meeting Rooms](#)
- [Minors and Online Activity](#)
- [Politics in American Libraries](#)
- [Prisoners Right to Read](#)
- [Privacy](#)
- [Rating Systems](#)
- [Religion in American Libraries](#)
- [Restricted Access to Library Materials](#)
- [Services to People with Disabilities](#)
- [The Universal Right to Free Expression](#)
- [User-Generated Content in Library Discovery Systems](#)
- [User-Initiated Exhibits, Displays, and Bulletin Boards](#)
- [Visual and Performing Arts in Libraries](#)