

**Subject: Collection Development**

**Purpose:**

To provide a standard for selecting and de-selecting materials for the library collection.

**Policy:**

The Montgomery-Floyd Regional Library provides materials and services to support the informational, educational and entertainment needs of the citizens of Montgomery and Floyd Counties. The Library strives to have a collection that reflects the diversity of the population it serves.

Selection and purchase of library materials rests with the Library Director who may delegate some responsibilities to designated staff members. Staff will adhere to the accepted professional practices outlined in the Collection Development Policy when making selection decisions.

The Director will determine how funds will be allocated among the major collection subdivisions (e.g., adult nonfiction, fiction, youth collection, reference, periodicals, non-print). Circulation statistics will be maintained to assist in decision making.

**Attachments:** Collection Development Policy

**References:**

- MFRL Policy 203 – Request for Reconsideration of Materials

**Approval:**

Montgomery-Floyd Regional Library Board of Trustees  
July 18, 2001; September 16, 2009; April 18, 2012

April 18, 2012



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Date

Ann-Margaret Shortt, Chair



**Montgomery-Floyd Regional Library  
Christiansburg, VA**

**Collection Development Policy**

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***Our Mission***

To strengthen our community, the Montgomery-Floyd Regional Library provides individuals with access to information, experiences and ideas.

## *Our Service Area*

Montgomery-Floyd Regional Library serves the southwest Virginia counties of Montgomery and Floyd, along with the towns of Christiansburg, Blacksburg and Floyd. It is a combined area of 774 square miles with a population of over 109,600 residents. Located 30 miles south of Roanoke, the picturesque area lies between the Appalachian Plateau and the Blue Ridge Mountains and is home to Virginia Tech.

## *Our Service Responses*

### Stimulate Imagination: Reading, Viewing, and Listening for Pleasure

Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options.

### Satisfy Curiosity: Lifelong Learning

Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

### Be an Informed Citizen: Local, National, and World Affairs

Residents will have the information they need to support and promote democracy, to fulfill their civic responsibilities at the local, state, and national levels, and to fully participate in community decision making.

### Connect to the Online World: Public Internet Access

Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.

### Visit a Comfortable Place: Physical and Virtual Spaces

Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.

## *Introduction*

The Collection Development Policy sets forth the specific details of selection and acquisition of library materials for the Montgomery-Floyd Regional Library (MFRL). The policy is divided into three age groups: Adult, Teen and Juvenile. The adult collection serves the needs of adult readers and students beyond middle school; the teen collection covers young adult material for children in grades 6th through 9<sup>th</sup> or 10th and juvenile collection consists of materials that meet the needs of children from infancy through the 5th grade, parents, and adults who work with children. There will be some

over-lap between the ages. Within each of these age groups, the collection is discussed by type of material, such as nonfiction, fiction, and audio-visual (A/V.)

The guidelines for selection are arranged in six-parts:

- **Description** indicates in broad terms what subjects are covered, and will provide information concerning the category.
- **Influencing factors** discusses what external pressures are taken into consideration when selecting titles.
- **Selection Plan** discusses the mechanics of selection, including which tools are used, how many copies may be purchased, and whether paper or hardcover is preferred. In some cases, the selection plan also provides additional information regarding reading level or collection depth.
- **Retention and de-selection** indicates the criteria for withdrawing materials, since these can vary by subject, especially subjects that are time-sensitive. Included is a formula to guide when more copies are purchased due to the number of holds and the CREW<sup>1</sup> formula for determining withdrawal.
- **Rotation** indicates whether that segment of the collection is rotated between the libraries. We rotate some sections and select items between the four libraries to increase our purchasing power and allow our patrons the chance to browse items that may belong to one of the other libraries.
- **Development Plan** notes any gaps or weaknesses, states any anticipated changes in emphasis, or indicates whether we will continue along the same course we have set.

The General Selection Policy in the following section describes and lists the standard selection tools which are referred to in the document. In addition to these tools, the library's cataloging and circulation system, SirsiDynix (or Sirsi for short) is an invaluable guide for selection and de-selection in all subjects and all formats. We can easily check an author or a title's track record in our library. We can also tell what other titles we have in a particular subject, how well they are circulating, and how current they are. Thus, with the information the computer provides, we can evaluate a new title in the context of the existing collection.

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<sup>1</sup> CREW: A Weeding Manual for Modern Libraries, Texas State Library and Archives Commission, 2008.

## ***General Selection Policy***

### ***Purpose***

The purpose of the MFRL Collection Development Policy is to guide librarians and library staff and to inform the public about the professional standards and principles upon which librarians base their selection decision.

A policy cannot replace the common sense, knowledge of one's community and the judgment of librarians and staff, but it presents goals and indicates boundaries that will assist them in choosing from the vast array of materials available.

### ***Scope of the Collection***

The MFRL's collection is intended to meet the informational, educational and recreational needs of the citizens of Montgomery and Floyd Counties. The scope of the collection is sufficiently broad to offer a choice of format, treatment, and level of difficulty so that the library needs of most individuals can be met. The collection is not intended to be archival or for deep research; it is reviewed and revised on a continuous basis to meet contemporary, on-going needs. Due to shelving and budget constraints, we cannot purchase materials in any other language but English. We may, from time-to-time, purchase bilingual items in English and Spanish.

### ***Selection Objectives***

The primary objective of selection shall be to collect materials of contemporary value and significance in order to create a broad, well-used browsing collection. We will seek to add material to the collection that will enrich our libraries and maintain an overall balance, as well as provide personal growth, life-long learning and entertainment.

### ***Selection Principles***

Library materials shall be selected for values of interest, information and enlightenment of all residents of our community. We will not exclude any material because of the race, nationality or the political or religious views of the writer. To the best of our ability, the library shall provide material presenting all points of view concerning the topics, issues and problems of our time, international, national and local. Materials of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.

The selection of any material for the library's collection does not constitute an endorsement of its contents by the MFRL Board of Trustees or the library or its governmental bodies. The library recognizes that some materials may be interpreted as controversial, and that any given item may offend someone. Selection 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 collection and the needs and interests of the community or some segment of the community.

The responsibility for children using library materials rests solely with their parents or legal guardians. The library will, in no way, act "in loco parentis," Latin for "in the place of the parent." The selection of materials intended for use by adults shall not be inhibited by the possibility that the materials may be used or accessed by children.

### ***Criteria for Selection***

Each type of material and each title are considered in terms of what it will bring to the collection and the audience for whom it is intended. No single standard can apply to all acquisition decisions. Librarians may select some material primarily for its artistic merit, scholarship, or its value as a human document, while they choose others to satisfy the informational, recreational and entertainment needs of the community. Materials may be selected in hardback, paperback, eBook and other formats.

A small percentage of library materials are subject to widespread and/or heavy local demand. These high-demand items may or may not meet the general and specific criteria contained in this policy. In either case, staff gives serious consideration to the volume and nature of requests by members of the public. In addition, as the social and intellectual climate of the community changes, materials which librarians originally did not recommend for purchase may become of interest. Such materials will be reevaluated as the need arises.

To build a collection of merit and significance, staff acquires materials according to objective guidelines, always keeping in mind our service responses and the informational needs of our audience. They evaluate all acquisitions, whether considered for purchase or donated to the library, by examining reviews in one or more of the professional library review media and checking against standards listed below.

### ***General Criteria***

1. Suitability of the format for library use
2. Suitability of subject and style for the intended audience
3. Present and potential relevance to community needs
4. Appropriateness and effectiveness of the medium to content
5. Importance as a document of the times
6. Relation to the existing collection and to other material on the subject

7. Reputation and/or significance of the author or illustrator
8. Skill, competence and purpose of the author or illustrator
9. Attention of critics, reviewers and the public

### ***Specific Criteria for Evaluation***

1. Authority
2. Comprehensiveness and depth of treatment
3. Objectivity
4. Clarity, accuracy and logic of presentation
5. Representation of a point of view

### ***Responsibility for Materials Selection***

The overall responsibility for the selection and purchase of library materials rests with the Library Director, who may delegate some responsibilities to designated staff members. Staff members who select materials are expected to adhere to the selection objectives and principles expressed in this policy, and to apply their knowledge and expertise in making selection decisions.

### ***Selection Methods***

A majority of the library materials selected are chosen based on reviews published in professional sources recognized as reliable and authoritative. The three main sources used by MFRL are *Booklist*, *Library Journal*, and *School Library Journal*. Staff may consult review sources aimed at the general public, such as *Book Page*, the online source, *Book Browse*, and columns found in magazines or newspapers, like *People*, *Newsweek*, and the *Roanoke Times*. Because the number of items reviewed is only a small fraction of the number published each year, some items must be chosen on the basis of publishers' and vendor catalogs. Librarians make these selections based on the reputation of the publisher.

Librarians and staff also consult standard bibliographies such as *Public Library Catalog*, *Fiction Catalog* and the *Children's Catalog* and lists of "best books" published in the library review media, especially when they need retrospective materials to fill a gap in the collection.

### ***De-selection Procedures***

De-selection or "weeding" is the practice of systematically examining and evaluating materials in the library's collection to determine if they continue to fit the stated service roles of the library. This may include materials that are damaged, contain obsolete



information, or are no longer used. If the item is withdrawn, it is determined whether it should be replaced with a new copy, or with a new title. The staff may consult a standard bibliography to make this decision. Decisions will be based on utilizing elements of the CREW<sup>2</sup> method, and the professional judgment of designated library staff. The CREW Method was developed in 1976 by the Texas State Library to provide guidance in weeding for small and medium-sized libraries. It has since become the standard tool used by many libraries. It was revised in 1995 and again in 2008. CREW stands for Continuous Review Evaluation and Weeding.

Items withdrawn from the collection will be disposed of in accordance with local law, which permits transfer to the Friends of the Library for sale, given to schools or other organizations, recycling or as a last resort, discarding into the trash. Some discarded materials (magazines, newspapers, large type books) may be given to other area libraries or social service agencies at the discretion of the Library Director.

### *Gifts*

The Montgomery-Floyd Regional Library welcomes gifts of new and used books, audio recordings, DVDs, and similar materials. Once donated, items become the property of MFRL. They will be added to the collection in accordance with the collection development policy of the library or may be given to other libraries and non-profit agencies, sold, traded, or discarded. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift, with no conditions attached. The library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. The Library will not provide an itemized list of donated items. (See MFRL Policy 205.)

### *Patron Suggestions for Purchase*

We appreciate comments from our patrons concerning the quality of our collection. The feedback is invaluable to us in identifying holes in the collection and giving us information about what our patrons want to see and read. We evaluate the suggestions using the above criteria. A decision will be made and the patron notified within 30 days of receiving the suggestion. If the item is not added to the collection, the staff will inform the patron about the interlibrary loan service.

### *Requests for Reconsideration of Library Materials*

It is the obligation of any public library to offer differing points of view on any topic. MFRL does not promulgate particular beliefs or views, nor does the selection of an item

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<sup>2</sup> CREW: A Weeding Manual for Modern Libraries, Texas State Library and Archives Commission, 2008.

express or imply endorsement of the viewpoint of the author. Library materials shall not be marked or identified to indicate approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Patrons who request the reevaluation of library material will be asked to put their request in writing by completing and signing a “Request for Reconsideration of Materials/Programs” form. The patron submitting the request must be a resident of Montgomery or Floyd Counties and hold a valid library card. The Library Director will respond, in writing, within thirty days of receipt. The response will indicate the action to be taken and reasons for or against the request. An item will only be evaluated for reconsideration once in a twelve-month period.

The decision of the Library Director may be appealed by writing to the Montgomery-Floyd Regional Library Board of Trustees. The Board will consider an appeal at their next regularly scheduled Board meeting and their decision will be final. (See MFRL Policy 203.)

### *Endorsements by the Library Board of Trustees*

The Montgomery-Floyd Regional Library Board of Trustees endorses the following statements of the American Library Association. The statements are contained in Appendix A of the Library’s policy manual.

- Code of Ethics of the ALA (endorsed 11/15/00; 3/18/09)
- Freedom to Read (endorsed 11/15/00; 3/18/09)
- Freedom to View (endorsed 11/15/00; 4/20/11)
- Library Bill of Rights (endorsed 11/15/00; 4/20/11)
- Policy on Confidentiality of Library Records (endorsed 11/15/00; 4/20/11)

*Our Demographics*

**Montgomery County Demographics - Per Census Survey 2010**

Total Population		94,392	
In Town:			
Blacksburg		42,620	
Christiansburg		21,041	
Shawsville		1,310	
Rest of County			
Gender	Male	48,823 - 51%	
	Female	45,569- 48%	
Age	Under 5	4,436 – 4.7%	
	5 to 19 years	19,502 – 20%	
	20 to 34 years	32,975 – 34%	
	35 to 64 years	28,251 – 30%	
	65 years and over	9,228 – 9%	
Ethnicity	White	82,643 - 87.55%	
	Black	3,716 – 3.94%	
	Native American	204 – 22%	
	Asian	5,112 - 5.42%	
	Pacific Islander	30 - 03%	
	Other	716 - 0 %	
	Two or more races	1,971 – 2.09%	
	Hispanic/Latino	2,549 - 2.7%	
Speak non-English language at home			
Disability Status		8,268 – 8%	(ACS)
Household Income (Median)		\$43,229	(ACS)
Families below poverty level		1,696 - 8.8%	(ACS)
Individuals below poverty level		18,187 – 22.6%	(ACS)

## Floyd County Demographics - Per Census 2010

Total Population		15,279	
	In Town of Floyd	425	
	Rest of County	14,854	
Gender	Male	7,667 – 50.18%	
	Female	7,612 – 49.82%	
Age	Under 5	840 – 6%	
	5 to 19 years	2,776 – 18%	
	20 to 34 years	2,309 – 15%	
	35 to 64 years	6,668 – 43%	
	65 years and over	2,686 – 17%	
Ethnicity	White	14,660 – 95%	
	Black	280 – 1%	
	Native American	20 -- 0%	
	Asian	35 -- 0.1%	
	Pacific Islander	1 - 0%	
	Other	117 -- 0%	
	Two or more races	166 -- 1%	
	Hispanic/Latino	412 -- 2.7%	
Speak non-English language at home		702 - 4%	(ACS)
Disability Status		No current data available	
Household Income (Median)		\$42,044	(ACS)
Families below poverty level		502 – 11.6%	(ACS)
Individuals below poverty level		2,182 – 14%	(ACS)

CREW formula: #/# where the first number refers to the years since the item's latest copyright date (age) and the second number refers to the number of years since the item last checked out. Example: In 2009, 10/3 means consider this item for withdrawal if the last copyright is 1999 and has not circulated since 2006. If there is an X in the formula in

either position, it means there is no number in that position to be considered. Example: X/2 means the copyright is not a consideration and consider the book for withdrawal if it has not circulated since 2007.

Holds ratio is a guide to help librarians know when to consider adding another copy to the collection to fill holds. Example: “1/5 holds” means there should be one copy for every five holds.

## **MOVIES – DVD format**

### **Description**

MFRL strives to develop and maintain a well-balanced collection of DVDs for patron home use. DVDs are purchased for entertainment, education and instructional use.

Subject areas include: current, classic and critically acclaimed feature films, television programs, documentaries, cultural performances, how-to, health and exercise and foreign language. Non-fiction DVDs will be cataloged using Dewey and shelved separately. Fiction DVDs will be filed alphabetically.

Children’s DVDs are cataloged in the children’s collection (see page 21). We do not classify DVDs in the Teen section. DVDs appealing to teens are cataloged with the adult collection.

### **Influencing Factors**

The primary influencing factors of DVD selection is popularity of a title or subject, box office totals, circulation trends, availability, price, technical quality, and professional library reviews. The MPAA rating is not considered when purchasing feature films. We will purchase all ratings up through “R.” MFRL leaves censorship of any material up to the parent for his/her minor child. We will not act “in loco parentis,” Latin for “in the place of the parent.”

### **Selection Plan**

Selection of both entertainment and educational/instructional movies is primarily based on patron demand. Reviewing sources such as *Library Journal*, *Booklist* and Rotten Apples (website), as well as vendor publications like Midwest Tape’s *Buyer’s Guide* or Baker & Taylor’s *Alert* are also consulted.

Titles with box office totals of under \$10M will be considered for a single library, titles between \$10-15M will be considered for two libraries and anything over \$15M will be considered for each library. Attention will be given to purchasing award nominees and winners, such as the Academy Awards, Emmy Awards, Golden Globes, SAG and ALA Notable Videos. We will strive to collect films named to the National Film Registry. Feature films in the horror and non-classic slapstick genres will be selected judiciously.

Selection of television series will be based on patron demand and popularity. Attempts will be made to purchase seasons as they become available. In most cases, we will purchase just one copy of a series for the library system.

We will not knowingly purchase mixed media sets (i.e. a DVD with a CD or vice versa.) When a DVD accompanies a book and can stand alone, we will catalog it in its category. If it cannot stand alone, it will be included with the book.

### **Retention and De-selection**

DVD de-selection is based on currency, condition, and amount of use. DVDs identified by patrons and circulation staff as damaged are sent to Technical Services for cleaning and repair if they have circulated fewer than 100 times. Those damaged beyond repair or that have circulated more than 100 times are discarded and considered for repurchase.

A list of DVDs that have circulated more than 100 times is generated once a year and used to discard items considered sufficiently worn. As with damaged items, high-circulating titles may be replaced depending on budget, level of interest and/or quality.

A list of DVDs that have not circulated for more than 1 year is also generated once a year and used to discard items with little or no patron appeal.

Hold ratio: 1/10 holds

**De-selection formula for DVDs: 100+ circulations or 0 in the last year**

### **Rotation**

DVDs will rotate between libraries for one cycle then return to their home library. The rotation pattern is B, C, F, M. If only one copy is purchased, the pattern is picked up depending on the home library. (Ex: if a copy is purchased for F, the pattern is F, M, B, C). If two copies are purchased, each will rotate to one other library. If three copies are purchased, the 3<sup>rd</sup> copy will rotate between the two smaller libraries.

### **Development Plan**

Emphasis will continue to be on acquiring high-demand current DVD titles as they are released. Attention will also be given to increasing the number of classic films on the National Film Registry and older television series (prior to 2000.)

For instructional and educational materials, emphasis will be on acquiring current releases in the following popular subject areas: exercise, travel, biography, history, and nature.

Blu-Ray™ will be considered when the price for a Blu-Ray™ disk and the Blu-Ray™ player equal that of regular DVDs and when Blu-Ray™ is generally more accepted as the norm. We may consider adding downloadable movies.



## **RECORDED MUSIC – CD format**

### **Description**

The recorded music collection includes popular and classical music, folk music from around the world, and film sound tracks. The collection seeks to provide at least a representative sampling of music of all kinds, and from all times and places. Materials are available in CD format only.

Children's CDs are cataloged in the children's collection (see page 22). We do not classify CDs in the Teen section. CDs appealing to teens are cataloged with the adult collection.

### **Influencing Factors**

The primary influencing factors on music CD selection are popularity and patron demand, relevance or appropriateness, and budget. Popular music in all forms (rock, blues, rap, country, jazz, religious, new age, holiday, ethnic and local and regional artists) is gauged by reviewing sources as well as published bestseller lists such as the *Billboard Top 200*. Patron requests and suggestions are used as a gauge of popularity and followed whenever possible.

Suitability or relevance of a title for the collection is always considered. The collection is not developed comprehensively in any area, and some titles may be too specialized for inclusion.

### **Selection Plan**

Music CD selection is based primarily on reviews from sources such as *Rolling Stone*. The *Billboard Top 200* and other bestseller lists from *Billboard*, Midwest Tape and Baker and Taylor are regularly consulted to identify popular titles. We will collect country (ACM/CMA) and Grammy award winners and some nominees. Only edited versions are selected in the rock and rap genre.

### **Retention and De-selection**

De-selection of recorded music is based on lack of use and condition. A list of recorded musical items that have not circulated for more than 1 year is generated once a year and used to discard items with little or no patron appeal. When discarded for lack of use, library supervisors will check to see if there is a need to move the item to another library.

Damaged or defective CD's are deleted and considered for repurchase. Given funding limitations, only those titles considered truly classic or essential are seriously considered for repurchase.

Hold ratio: 1/10 holds

**De-selection formula for CDs: 100+ circulations or 0 in the last year**

### **Rotation**

Music CDs do not rotate.

### **Development Plan**

The primary emphasis for the recorded music collection will be on selecting current popular releases. Secondary emphasis will be on expanding the basic classical music and “classic” popular music collection. Downloadable music will be evaluated in the future.



## **AUDIOBOOKS – CD and MP3 format**

### **Description**

The audiobook collection gives the public opportunity to enjoy popular fiction and non-fiction titles in audio format. Every attempt will be made to purchase only unabridged editions.

We support an audiobook collection for children and teens and purchase a small amount of material each year to keep the collection fresh. They are cataloged in the J (see page 22) or TEEN sections.

### **Influencing Factors**

The primary influencing factor for audiobooks is patron demand, which is generally consistent with their demand for the printed material. Fiction and its subgenres (mysteries, romance, science fiction, westerns) are more popular than non-fiction, so emphasis is given to fiction while still acquiring an adequate number and range of non-fiction titles. In non-fiction, biographies and histories are popular, as well as titles that appear on the New York Times best seller list.

The popularity of particular titles and subjects, as indicated by media coverage and reviews, also serves as an indication of potential demand. Awareness of book publishing trends and what is being added to the Library’s book collection also helps suggest what kind of audiobooks patrons might be looking for.

MP3 capable devices are not the standard so we will continue to support this format as long as the items are circulating. We will purchase a title in either MP3 or CD. In some cases, a title is only available in MP3 or in CD. Recorded Books is currently providing a copy of each format as part of our standing order. We will not knowingly purchase the MP3 format for the children’s and teen’s sections.

### **Selection Plan**

Audiobooks are selected based on their popularity with readers. We cover all genres and will purchase abridged editions only when the title is not available in unabridged. When possible, we will attempt to deal with vendors who are willing to replace disks in a multi-disk sets for little or no replacement cost. Unless a title or author is extremely popular, we will not purchase multiple copies. Non-fiction titles are not as widely used and will be selected based on the popularity of the subject or the standing of the title on the New York Times best seller list. Currently, we have one standing order with Recorded Books



where we are not able to select titles, but they are sent to us on a quarterly basis. Our other plans with AudioGo and Books on Tape allow us to select titles. Midwest Tape is used to fill gaps.

Language and Great Courses CDs will be purchased and refreshed as the budget permits.

With a consortium of other library systems primarily in southwest Virginia, MFRL patrons now have access to downloadable audiobooks and ebooks with OverDrive. This collection includes non-fiction, biography, teen and juvenile titles. Each library selects the titles it wants to contribute to the consortium collection.

### **Retention and De-selection**

De-selection of audiobooks is based on condition, lack of use and currency. While audiobook cases wear out over time, those with sustained demand and worn cases may be deleted. When replacing an individual CD in a set, attention will be given to the total number of circulations and whether we pay for the replacement. Unless a title is extremely popular or a classic, it may not be replaced once deleted.

A list of audiobooks that have not circulated for more than one year is generated once a year and used to delete items with little or no patron appeal.

Currency is likely to be a major factor in deciding whether to retain or delete an item. Audiobooks, like their printed counterpart, become less popular or out of date, and can be removed to make room for newer titles.

Hold ratio: none

**De-selection formula for audiobooks: 100+ circulations or <4 in the last year**

### **Rotation**

Audiobooks are assigned a home library, and will rotate one time following the B, C, F, M scheme. We normally only buy one copy, so the pattern is picked up depending on the home library. J and TEEN audiobooks do not rotate.

### **Development Plan**

Primary emphasis will continue to be on the selection of current popular titles and authors in fiction and its subgenres, with secondary consideration given to older and classic fiction titles. Non-fiction selections will concentrate on popular subjects like business, motivational / self-help, foreign language and those titles on the New York Times best seller list.



## **EASY FICTION (for Pre-schoolers)**

### **Description**

The Easy Fiction collection is a high-circulating section in the youth collection that is used mainly by parents and caregivers of preschoolers. The main characteristic of this

format is illustrations on most pages, with the ability of the story to be understood by the illustrations alone. The easy fiction section is a large collection and is further subdivided into the category of Board Book.

### **Influencing Factors**

Attention is paid to current trends in the media, as well as award winners and lists covering the best books of the year. Concept books are popular, as are seasonal holiday books.

### **Selection Plan**

Review sources used include *Booklist* and *School Library Journal*. *New York Times*' list of best illustrated books is also checked, as is *School Library Journal*'s Best Books of the Year, and ALA's Notable Books for Children. *A to Zoo: Subject Access to Children's Picture Books* is used to fill in holes on particular topics. We will strive to keep a copy of all Caldecott winners. We will attempt to purchase a majority of the items in hardback for this collection. A core list of titles that are consistently in demand is consulted periodically and updated to facilitate reordering of older popular titles and standards or classics in this field. Standing orders for popular authors will be maintained and reviewed annually. Board books will be replaced as needed.

### **Retention and De-selection**

Easy fiction books and board books are weeded mainly on condition. Books that are soiled or damaged are easily spotted and discarded. Periodically, a report is run to generate a list of older titles to be considered for removal.

If practical, the latest edition of *Children's Catalog* is consulted before deleting titles.

Hold ratio: 1/5 holds

**De-selection formula for Easy Fiction: X/2**

### **Rotation:**

Children's books do not rotate.

### **Development Plan**

Easy Fiction is one of the more popular areas in the youth collection. Demand is high for new titles, and MFRL will order titles that are favorably reviewed. Older favorites will also be identified and replaced as needed.



## **EASY READERS (new readers to 3<sup>rd</sup> grade)**

### **Description**

The Easy reader collection serves the needs of children who are just learning to read, and continues in difficulty to approximately a beginning third grade reading level. Characteristics of this format are: controlled vocabulary; short and simple sentence structure; larger print; bright illustrations; and the use of large amounts of white space in

text areas. More advanced levels usually contain three or four short chapters. Most books are fiction and are cataloged as ER-FICTION. They are shelved apart from the easy fiction. At this time, we will not attempt to shelve them in by reading level or grade. Some easy readers are non-fiction and are cataloged in the juvenile non-fiction section.

### **Influencing Factors**

The Easy Reader collection is very popular. Various series, such as Children's Press' "Rookie Readers", HarperCollins "I Can Read", Fisher-Price "All-Star Readers" and Random House's "Step Into Reading" are in constant demand.

### **Selection Plan**

Review sources include *Booklist* and *School Library Journal*. *School Library Journal's* Best Books of the Year is also checked, as is American Library Association's Notable Books for Children. MFRL makes an effort to purchase popular titles as needed in both hardback and paperback.

### **Retention and De-selection**

Books are weeded mainly on condition. This is a popular collection, and books are usually worn out before they would become outdated.

Hold ratio: 1/5 holds

**De-selection formula for J Easy Readers: X/2**

### **Rotation:**

Children's books do not rotate.

### **Development Plan**

We will continue to build this collection, with an effort to find those titles that are geared towards the very beginning reader.



## **JUVENILE FICTION (3<sup>rd</sup> grade to 6<sup>th</sup> grade)**

### **Description**

The juvenile fiction collection is made up of titles that meet the educational and recreational needs of young patrons generally from the third through the sixth grade. Books included consist of popular or current titles, as well as modern and traditional "classics." Areas of interest include sports, humor, adventure, historical fiction, contemporary and fictional animals. Newbery and Jefferson Cup Award books are interfiled within the general collection. Series in paperback are popular and ever-changing, therefore, an emphasis is placed on the purchase of these series and changing them to suit our reader's needs.

Books vary in difficulty from transitional chapter books, a step up from easy readers, to books with a more sophisticated vocabulary and complex sentence structure. All books

contain themes, content, and situations that would be of interest to young readers in the targeted age range.

### **Influencing Factors**

Current trends are monitored, especially in series fiction, to ensure that young patrons' needs are met.

### **Selection Plan**

Review sources include *Booklist* and *School Library Journal*. The *New York Times Book Review* is also checked, as is *School Library Journal's* Best Books of the Year and American Library Association's Notable Books for Children. Books that have received starred reviews in any of the aforementioned publications are given purchase priority. Patron requests are also honored when possible. Popular authors and series deemed in high demand are placed on standing order to facilitate acquisition of the latest title. Award winners may be purchased in quantity.

### **Retention and De-selection**

Books are weeded on condition and circulation. Classics and award winners (in particular, Newbery winners) are considered for replacement and are seldom weeded out. Lists of items which have not circulated for two years are consulted to identify materials for possible deselection. When usage drops off, multiple copies are weeded.

Hold ratio: 1/5 holds

### **De-Selection formula for J Fiction: X/2**

### **Rotation**

Children's books do not rotate.

### **Development Plan**

The fiction collection will continue to be maintained at the current level to meet young patron's needs. Multiple copies will be purchased of those titles in demand. At least one copy of exceptionally well-reviewed titles will be ordered for the library system.



## **JUVENILE NON-FICTION**

### **Description**

The juvenile non-fiction collection consists of materials that meet the educational, informational, and recreational needs of young patrons. All juvenile non-fiction will be shelved together in Dewey order, regardless of reading level.

### **Influencing Factors**

Much of the collection is used for recreational and school projects. Popular topics include dinosaurs, sports, the unexplained, space, transportation, pets, and arts and crafts. Current trends are also considered when making selection or development decisions. Science experiments and projects, Native Americans, countries, presidents, colonial America, inventions, trees and animals are just some of the subjects requested for school assignments.

### **Selection Plan**

Review sources used include *Booklist* and *School Library Journal*. Publishers' catalogs are also consulted. Some non-fiction series are placed on standing order plans and sets from publishers such as Marshall Cavendish, DK and Capstone are considered.

### **Retention and De-selection**

Books are weeded for content, condition, and circulation. Those books that are outdated may be replaced with more current editions or titles. Lists of items which have not circulated for three years are consulted to identify materials for possible deselection.

Hold ratio: 1/10 holds

**De-Selection formula: see the adult non-fiction number.**

### **Rotation**

Children's books do not rotate.

### **Development Plan**

Trends and availability of popular topics such as science experiments, dinosaurs, foreign languages, transportation, sports, arts and crafts, and the unexplained will receive priority for selection. Continual evaluation and updating older materials, especially in the areas of science and geography, will also be of primary importance.



## **JUVENILE AUDIOVISUAL COLLECTION**

### **Description**

This collection is comprised of DVDs, audio books on CD, book/CD sets, and music CDs. Audio materials should be appropriate for and of interest to the intended age level. Varieties of music should be represented throughout the collection. Titles that encourage children to interact with the songs or stories are great choices. The productions should be professionally executed by performers and technicians whether they are concerned with music, storytelling, read-aloud, listening, or instruction. Audio selections are based on reviews from appropriate sources.

### **DVDs**

DVDs selected for the children's collection should be appealing to various age groups, emotionally involving, artistically conceived, and of high technical quality. Book-based videos are prime choices for this collection. Non-fiction selections should be accurate in content and varied in subject matter. The collection includes popular items such as feature films, children's classics, Disney, Sesame Street, and music videos, as well as instructional or informational videos. DVDs are classified J to correspond to the intended audience's age and interest.

### ***Audio Book and Book/CD Sets***

The collection consists of unabridged audio books as well as foreign language, and storytelling. These materials are classified in the J collection. The collection is used by both children and adults. Book/CD sets are CDs that are packaged with accompanying books.

### ***Music***

Recordings that encourage children to interact with the songs or stories are great choices. The productions should be professionally executed by performers and technicians. An attempt is made to include music from different cultures. Choices might include Disney Songs, Hap Palmer, and The Wiggles.

### **Influencing Factors**

#### ***DVDs***

Recent movies that have been released in DVD format are in demand (especially Disney). Price is taken into consideration, with most titles purchased for \$25 or less.

### ***Audio Book and Book /CD Sets***

Unabridged audio children's books are preferred to abridged.

### ***Music***

Music is purchased in CD format only.

### **Selection Plan**

#### ***DVDs***

Review sources include *Booklist* and *School Library Journal*. Midwest Tape's *Buyer's Guides* and Baker & Taylor's *Alert* is used to order current releases of theatrical films or television programs on DVD. Multiple copies of popular children's movies, especially animated titles from Disney and Pixar, are purchased and may be replaced regularly.

Award winners (Carnegie Medal, Parents' Choice Award, Notable Films) are considered for purchase. Catalogs routinely consulted include PBS, Weston Woods, and National Geographic.

### ***Audio Book and Book/CD Sets***

Audio books from Listening Library (Books on Tape) are purchased using a modified standing order plan to ensure currency. Music for Little People, and Recorded Books catalogs are consulted regularly.

### ***Music***

A small amount of music for children is purchased each year in order to keep the collection fresh. A professional collection of music titles used in story times are kept separate and are not available to the public.

### **Retention and De-selection**

The juvenile AV collection is weeded mainly by condition and circulation. Worn out and damaged items are discarded. Lists of items, which have not circulated for two years, are consulted to identify materials for possible de-selection.

Hold ratio: 1/10 holds for DVDs; none for other formats

**De-selection formula for J audio visuals: 100+ circulations or 0 in the last year**

### **Rotation**

Juvenile A/V items do not rotate.

### **Development Plan**

This collection is a very popular one, and will be increased.



## **TEEN FICTION (6<sup>th</sup> grade – 9<sup>th</sup>/10<sup>th</sup> grade)**

### **Description**

The teen fiction collection consists of those books that have appeal to patrons in grades six through nine/ten. Characters, plot, theme, and reader sophistication are taken into consideration when deciding whether a title is teen or juvenile fiction. Most books are of current interest and cover such areas as adventure, historical fiction, horror, contemporary stories, romance, sports and humor.

Paperback format circulates at a higher rate; therefore a greater emphasis is placed on purchase of attractive paperbacks.

### **Influencing Factors**

Current trends are monitored, especially in series fiction and graphic novels, to ensure that teen patrons' needs are met. Series deemed in high demand are placed on standing order to facilitate acquisition of the latest title.

### **Selection Plan**

Review sources used include *Booklist*, *School Library Journal*, and *VOYA*. *School Library Journal's* Best Books of the Year and Best Books for Young Adults are also checked, as is ALA's Notable Books for Children, Best Books for Reluctant Readers, and Best Books for Young Adults. Books that have received starred reviews in any of the aforementioned publications receive priority for ordering. Patron requests are honored when possible.

### **Retention and De-selection**

Books are weeded based on condition and circulation. Multiple copies of titles that are no longer needed are discarded. Lists of items, which have not circulated for two years are consulted to identify materials for possible deselection. The Teen collection is especially vulnerable to current trends, and care is taken to keep up with what is being requested, with unused or no-longer-popular titles being discarded. Classic YA titles are not subject to the copyright guideline but should be replaced with newer editions with updated cover art.

Hold ratio: 1/5 holds

## **De-Selection formula for Teen fiction: 3/2**

### **Rotation**

Teen books do not rotate.

### **Development Plan**

The Teen fiction collection will continue to be developed according to the interests and demands of the teen patron. Various paperback series will be phased out, while others that are rising in demand will be increased.



## **TEEN NON-FICTION**

### **Description**

The Teen Non-fiction collection consists of materials that are of specific interest to patrons in grades six through nine or ten. Subjects covered include health, beauty and fashion for teens, social interactions, careers, and graphic novels. Non-fiction of a more general nature or not specifically geared towards teens will still be found in juvenile and adult non-fiction. Currently, the majority of our **graphic novel** collection is cataloged in the TEEN 741.5. If shelf space permits, they should be shelved separately and highlighted within the collection. We do not have a reference collection for the Teen collection.

### **Influencing Factors**

Teen non-fiction does not duplicate what is in the J non-fiction or adult non-fiction sections. Topics that are of interest to teens and are written specifically for teens are purchased for the Teen collection. Trends are monitored to keep the collection current. Space for the collection will always be an issue.

### **Selection Plan**

Review sources used include *Booklist*, *School Library Journal*, and *VOYA*. Only those titles of specific interest to teens are included in this collection. Books that are of general interest to youth (science, arts, sports, animals, etc) are considered juvenile or adult non-fiction and shelved in the corresponding area.

### **Retention and De-selection**

Appearance, currency and usage are very important in this collection. Books will be weeded based on condition, publication date and circulation. A Sirsi report will be run annually to identify items not checked out for two years.

Hold ratio: 1/10 holds

**De-Selection formula for Teen non-fiction: see the adult non-fiction section.**

**De-Selection formula for graphic novels: X/1**

### **Rotation**

Teen books do not rotate.



## **Development Plan**

This collection will continue to be developed to meet the needs of the teen population. As current trends and interests evolve, such as changes in styles and social situations, the collection will reflect these changes.



## **ADULT FICTION**

### **Description**

The general fiction collection includes bestsellers, novels, classics and critically acclaimed novels. The primary purpose of the fiction collection is to satisfy the demands of patrons for recreational reading.

#### ***New book (fiction) collection***

The new book collection is maintained for all of MFRL branches. It is shelved separately from the regular fiction collection and is on display. It circulates for two weeks.

#### ***Best Sellers (fiction)***

Best sellers are not designated in any way except as a new book. We use the *New York Times* Best Seller list, which is released on Monday for the next Sunday. We will strive to purchase 100% of the titles listed on the best seller list for all libraries, but a more realistic goal is to purchase 100% of the fiction titles for Blacksburg and Christiansburg (15 titles), 90% for Floyd (14 titles) and 75% for Meadowbrook (12 titles.)

#### ***Large Type (or Print) Books***

This collection is primarily a duplication of titles already in the Library's fiction collection but is meant to be of use for patrons who prefer materials with a larger type. The fiction collection includes all genres--mystery, romance, science fiction, and westerns--as well as mainstream general fiction and classics. Standing order plans from Gale and Center Point comprise the bulk of the collection. The large type collection is cataloged as LT-FICTION and shelved separately.

### **Influencing Factors**

Fiction is a very popular section of the Library's collection. It supplies recreational reading, as well as materials needed by students. The increase in demand for the highly advertised titles influences selection decisions.

### **Selection Plan**

The emphasis is on American and British authors, along with limited purchase of English translations of popularly requested foreign authors. Bestsellers are purchased in multiple copies. The number of copies purchased is based on the circulation history of the author's previous works. Replacements of frequently requested classics and popular authors are purchased to fill patron requests and to support reading lists. The standard review sources such as *Library Journal* and *Booklist* are the primary selection sources. We also consider books that are reviewed in the *Roanoke Times* and magazines such as *People*, as well as

*BookPage*, a publication we offer our patrons. We consider purchase requests from patrons for titles of new fiction as long as the budget allows. Titles with older publication dates are made available through Interlibrary Loan. Automatic author standing order plans provide the Library with a steady flow of popular titles. The list is reviewed annually.

### **Retention and De-selection**

An uncirculated item list should be generated every year for each library. Items that have not circulated for two years are identified as candidates for de-selection. Items pulled from the uncirculated items lists, items in poor physical condition and duplicate titles no longer needed are set aside for review by designated staff. Large print titles may be weeded more frequently than standard fiction because of limited shelving.

Hold ratio: 1/5 holds

**De-selection formula for Adult Fiction: X/2**

### **Rotation**

Select fiction is rotated between the libraries for one cycle based on appeal of the author or title. We will generally not rotate a title if only one copy is purchased.

Scheme:        2 *copies*: Blacksburg is rotated to Floyd and Christiansburg is rotated to Meadowbrook.

                  3 *copies*: Blacksburg (not rotated), Christiansburg (not rotated), Meadowbrook, rotated to Floyd (or vice versa.)

We depend on standing orders from Thorndike and Center Point for our large type books. We only receive one copy of a title. Large type books are assigned a home library and are rotated one cycle based on the scheme of B, C, F, M. The cycle is picked up depending on the home library.

### **Development Plan**

New titles will continue to be the focus of selection for the fiction collection. This will include purchasing additional copies to ensure that the five requests per copy rule is maintained if budget allows. We will attempt to order a wide selection of popular materials in high demand; order duplicates where demand warrants, and select replacement copies of high-demand items and authors that remain popular.

## **ADULT NON-FICTION**

### **Description**

The general non-fiction collection includes all areas of the Dewey Decimal System. Our collection is suitable for browsing and research by the general public, high school and community college students and students in the lower classes at the universities. We provide material for consumer education, how-to, self enrichment, entertainment and personal growth. Our collection is of high interest to public library

patrons and as such, the treatment in most subjects is for the general reader. We do not attempt to compete with libraries at Virginia Tech and Radford University for in-depth research. We have a specialized genealogy collection at Christiansburg and Floyd.

Some of the sections of Dewey need more detail in selection and de-selection and those sections have been highlighted on the following pages.

### ***New books (non-fiction)***

The new book collection is maintained for all of MFRL branches. It is shelved separately from the regular non-fiction collection and is on display for browsing. It circulates for three weeks.

### ***Best Sellers (non-fiction)***

Best sellers are not designated in any way. We use the *New York Times* Best Seller list, which is released on Monday for the next Sunday. We will strive to purchase 100% of the titles listed on the best sellers list for all libraries but a more realistic goal is to purchase 100% of the non-fiction titles for Blacksburg (15 titles), 75% for Christiansburg and Floyd (12 titles) and 50% for Meadowbrook (8 titles.)

### ***Large Type (non-fiction)***

We maintain a very small collection of non-fiction large print books. This collection is primarily a duplication of titles already in the Library but is meant to be of use for patrons who prefer materials with a larger type. Standing order plans from Gale comprise the bulk of the collection and are rotated between the libraries like the fiction large print. The large type collection is cataloged as LT-NONFICTION and shelved separately.

### **Influencing Factors**

The non-fiction area is influenced by the world around us, what has happened and is happening in our world and by the media attention given to a topic. We will try to have depth in some areas and current interest in others.

### **Selection Plan**

A majority of the selection for the non-fiction section is based on reviews in *Booklist* and *Library Journal*. We also consider books that are reviewed in the *Roanoke Times* and magazines such as *People*, as well as *BookPage*, a publication we offer our patrons. We stay abreast of current news and what topics or authors are generating news in the media. We rely heavily on publishers' catalogs for subjects that are generally not reviewed, like how-to books, and items from small presses. We do not purchase text books.

### **Retention and De-selection**

The formula for de-selecting non-fiction is given by Dewey numbers and is based on the *CREW: A Weeding Manual for Modern Libraries* ©2008. This formula is a guide to assist in making de-selection decisions and not the sole reason used to de-select an item. Local needs, the use of the collection and other factors go into making the decision. It is also helpful to use an uncirculated item list and one should be generated every year for each library. Particular attention needs to be given to items that are superseded by new editions and items that are outdated and inaccurate. We rely on our weeding schedule to

ensure that every section is weeded in a timely manner. The weeding schedule is used in conjunction with the formulas.

Hold ratio: 1/10 holds

**De-selection formula for Adult Non-Fiction: Noted for each area.**

### **Rotation**

In general, non-fiction books do not rotate. We may occasionally choose to rotate some biographies and popular histories to maximize our purchasing power.

### **Development Plan**

In order to keep our collection pertinent and vital to our patrons, we will include many new titles. Expanding some subjects will continue to be the focus of selection for the non-fiction collection. We will attempt to order a wide selection of popular materials in demand; and select replacement copies of high-demand items. The Library will continue to lower the average age of this collection by infusing it with current and attractive materials. Along with new purchases, heavy de-selection will be done to eliminate old, inaccurate, and unattractive materials. The many subject areas will need continual attention.



## **GENERAL WORKS (000 - 099)**

### **Description**

This is a broad collection that contains many general subjects. The libraries have a minimal, but well-chosen selection of materials. In the circulating collection, books on computers make up a large portion of the Dewey 000-099 area. In the area of library science, the collection consists of major works in the field, some theoretical, some practical. In journalism, the collection covers popular writing manuals, as well as major histories and commentaries on journalism and journalists. Also included in this Dewey area are older editions of standard encyclopedias, almanacs and other standard general works.

The reference 000s include bibliographies and reader's advisory materials in all subject areas, current editions of standard encyclopedias, indexes and guides to various types of literature, and writer's guides.

### ***Computer Science (004's)***

This section includes books on software and computer operations, computer languages, and general guides to computer hardware and software selection. Although the computer field changes rapidly, many patrons still have older equipment and are using older versions of software programs. Thus, we retain older works which are still circulating, along with any classic theoretical works. But, computer books should be reviewed every three years and weeded if need be.

### **De-selection formula for 004's: 3/X**

#### ***Library Science (020's)***

The library science collection serves as a professional collection for staff. Most are of a practical nature and are concerned with public libraries. Many of these titles do not circulate to the public.

#### ***General Encyclopedias (030's)***

*World Book Encyclopedia* will be purchased every other year (even years) for each library's reference collection. Reference sets of encyclopedias will be transferred to the circulating collection when new sets are received. We will not purchase any other sets of general encyclopedias. Encyclopedias should be weeded every four years.

### **De-selection formula for 030 (General encyclopedias: 4/X)**

**De-selection formula for all other 000's: 10/X unless otherwise noted.**



## **PHILOSOPHY AND PSYCHOLOGY (100's)**

### **Description**

The libraries have a minimal, but well-chosen selection of materials. Reference materials include subject encyclopedias.

#### ***Paranormal Phenomena (130's)***

This collection includes books on such popular subjects as parapsychology, the occult, extra-sensory perception, dreams, ghosts, fortune telling, hypnotism, and witchcraft. The Library purchases titles in the area of pseudo-sciences such as astrology, numerology, phrenology, palmistry, channeling, and pyramid power, because of their timeliness or because of a great degree of current interest in them.

#### ***Psychology (150's)***

This section contains popular psychology titles, classic/standard titles (such as the works of Freud, Jung, and Maslow), and basic historical surveys. Popular subjects in this collection include: child psychology, particularly in the area of intellectual development; counseling and counselors; and family dynamics. In general, titles are intended for the layperson.

#### ***Philosophy, Logic, Ethics, and Other 100's***

This collection includes works by and about major philosophers, as well as criticism and discussions of their writings. The emphasis is on major philosophies of the Western world. Philosophies of the Eastern world are represented to a lesser degree. Titles on ethics include books on death and dying, cloning, euthanasia, animal rights, and morality. Standard works are well represented, and new titles are added about advancements in bioethics and research.

**De-selection formula for 100's: 10/3, retain historical material and classics in the subject.**



## **RELIGION (200's)**

### **Description**

The circulating collection consists of works on the history of world religions, sacred texts and commentaries of major religions, with emphasis on those found in the United States, doctrinal theological works, new trends, ideas, and movements in religion, lives of Christ and biblical characters and moral and devotional literature. Books on modern religious groups, including cults, are also included, as well as books on mythology. Religious materials are purchased for the layperson. Materials written in a highly scholarly manner are avoided.

The reference collection includes religious encyclopedias and dictionaries, directories of religious organizations, bible commentaries, different versions of the Bible, and mythology dictionaries.

**De-selection formula for 200's: 10/3; retain classics in the subject area.**



## **SOCIAL SCIENCES (300's)**

### **Description**

The social sciences collection contains materials that deal with the institutions and functioning of human society and with the interpersonal relationships of individuals as members of society. Materials cover a wide range of topics: sociology, general statistics, political science, economics, law, public administration and military science, social problems and services, education, commerce, communications, transportation, and customs, etiquette, and folklore.

The reference collection includes local and state government information, banking and finance encyclopedias, law, building codes and directories of elementary and secondary schools, guides to colleges and financial aid. The Code of Virginia is available in print in the Christiansburg and Blacksburg reference sections.

### ***Sociology (301's)***

This section deals with the science of society, social institutions, and social relationships. Materials on such topics as social interaction (communication and relation of the

individual to society); social processes (socialization, leadership, propaganda, censorship, public opinion, prejudice); social change (dissent, radicalism, social forecasts, conflict, civil disobedience, civil disorder, riots, terrorism, war, conflict resolution); factors affecting social behavior (human ecology, genetic factors, population); social groups (age groups, social classes, religious groups, racial, ethnic, or national groups); culture and institutions (retirement, gambling, celibacy, cohabiting, extramarital relations, gay marriage, sexual orientation, sexual practices, marriage and family, institutions pertaining to death); and communities. While this section includes many popular titles, it also includes some specialized titles because of the great interest in the subject. Specialized titles are selected if they are also appropriate for the layperson.

### ***Political Science (320's)***

Books in this section deal with the description and analysis of political and especially governmental institutions and processes. Topics covered include: the state, comparative government, structure and functions of government, political ideologies, policy making, local government, civil and political rights, the political process, international migration and colonization, slavery and emancipation, international relations, and the legislative process. Histories of political parties and elections are found in this section.

### ***Economics (330's)***

Titles about the economy of the United States are emphasized. Topics include: labor economics, banks and banking, credit, ownership of land, cooperatives, socialism and related systems, public finance, production, macroeconomics and related topics. Histories on economic systems such as socialism, capitalism, and communism are provided for students.

The section also includes books on money management, investing, household budgeting and retirement planning. In the area of real estate, it includes how to buy and sell homes with and without a real estate broker, invest in real estate, and manage rental properties. Books on home mortgages and banking tables are included. Most titles are written for the layperson, but some more technical titles are acquired for investors.

### ***Law (340's)***

The Library provides a collection of standard and popular books for the general reader on such subjects as jurisprudence, history of the law, legal rights of citizens, legal ethics, jury duty, wills, marriage and divorce, adoption, patents, copyrights, corporation law, and criminal law. Emphasis is placed on practices in the United States. Books about the history and interpretation of the Constitution, studies of major Supreme Court cases and decisions, and handbooks to assist individuals to move through the legal system without an attorney are included.

**De-selection formula for 340's: 10/3 (Do not keep superseded editions.)**

### ***Public Administration and Military Science (350's)***

Books that deal with weapons, military divisions, and warfare are collected. Illustrated books on these subjects are very popular.

**De-selection formula for 350's: 10/3**

### ***Social Problems and Services (360's)***

The topics of greatest interest in this section are crime and substance abuse. Books about true crime, punishment, and the history of punishment are popular. Students use books on capital punishment for assignments. Most books are for the general reader although more scholarly books are sometimes purchased based on demand. Most true crime books receiving favorable reviews are purchased unless the cases are obscure and in distant states.

Books on substance abuse are provided for the use of parents, teachers, social workers, family members, and others legitimately concerned with the problem. Materials on the chemistry, history, and the origin of substances such as alcohol, narcotics, hallucinogens and psychedelics, cocaine, their physiological and psychological effects, and the treatment of addiction are selected on the basis of scientific accuracy, objectivity, and readability.

### ***Education (370's)***

This collection provides materials of the greatest interest for students, parents, teachers, and the general public on early childhood, elementary, secondary, and higher education. Guides to financial aid for students, and test preparation materials are all of high interest.

Materials useful for homeschoolers are also acquired. These materials may include the philosophy and goals of home schooling as well as aids, which might be useful for curriculum development.

### **De-selection formula for 370's: 10/3**

### ***Customs, Etiquette, Folklore (390's)***

Materials in this collection are very popular. Topics include holidays, costumes, etiquette, and folklore. Emphasis is on holidays celebrated in the United States and how they are celebrated in other countries. Materials on folklore emphasize the folklore of the United States and Native Americans. This collection also includes folklore from other countries with an emphasis on European countries. Etiquette books include standard titles, materials on business etiquette, and how to plan weddings.

**De-selection formula for the 300's: 5/3 unless otherwise noted; retain classics in the subject areas.**



### **LANGUAGE (400's)**

#### **Description**

The language collection contains titles for the layperson. Emphasis is on the English language. Basic grammar, and dictionaries for major European languages are represented. Classical and Asian languages are represented to a lesser degree. The rest of the 400's are developed at the minimal, but well-chosen level.



The reference section includes dictionaries and thesauruses.

### ***Linguistics (410's)***

The linguistics section contains titles for the general reader on the science and structure of spoken and written language. Books on American Sign Language are emphasized. Multilingual dictionaries and phrasebooks are purchased for travelers, including people doing business in foreign countries.

### ***English Language (420's)***

This section contains books on grammar, increasing vocabulary, and improving reading speed and comprehension. This section also contains books on the history of the English language, etymology, standard usage, dialects, dictionaries of various types, and thesauri. Materials in various formats are also purchased to assist native speakers of other languages improve their English.

### ***Other Languages (Remainder of the 400's)***

Non-English printed language materials are not a priority for MFRL at this time. However, there is an attempt to include a variety of self instructional foreign language courses in audio format and through databases.

**De-selection formula for 400's: 10/3**



## **NATURAL SCIENCE AND MATHEMATICS (500's)**

### **Description**

The natural science and math collection is designed to provide basic information. Popular works as well as more detailed or specialized treatments of subjects are included.

The reference collection includes encyclopedias on science and technology and subject specific encyclopedias and dictionaries in the sciences.

### ***Mathematics (510's)***

Books in this section concern the general principles of mathematics, algebra, number theory, arithmetic, topology, analysis, geometry, trigonometry, calculus, and probabilities and statistical mathematics. Materials are selected to provide an introduction to these topics or a review for students, adults returning to school, parents who want to help their children, and test-takers. This section also includes books on the history of mathematics and popularized treatments of mathematical concepts for general readers.

**De-selection formula for 510's: 10/3**

### ***Astronomy (520's)***

The astronomy section contains books about celestial bodies. It is a popular section and includes some materials for amateur astronomers while other titles, such as books on planets; stars, the history and origin of the universe, and theories about its end are also meant for the general reader. Books representing varying theories are included.

### **De-selection formula for 520's: 5/3**

#### ***Physics (530's)***

This section includes materials on the principles of physics, sound and related vibrations, light, heat, electricity and electronics, magnetism, and modern physics. Materials are intended for the non-specialist.

#### ***Chemistry and Allied Sciences (540's)***

This section includes materials that provide basic introductory information on the various branches of chemistry, crystallography, and mineralogy. Materials are intended for the non-specialist.

#### ***Earth Sciences (550's)***

Materials about geology, rocks and minerals, oceanography, and weather and climate are found in this section. It includes materials on volcanoes, earthquakes, and other dramatic natural phenomena, field guides to rocks and minerals, and books on weather predictions and climate changes.

### **De-selection formula for 550's: 5/3**

#### ***Paleontology (560's)***

This section contains materials about fossils and related studies, which enable exploration of past geological periods. The most popular subject in this section is dinosaurs, and there are guidebooks telling how fossils are formed, where they are located, and how scientists study them to learn about the life and environment of the past.

#### ***Biology / Life Sciences (570's)***

Books on evolution are included in this section. Books on life in specific habitats such as forests, deserts, and oceans and guides to observing nature are popular. Materials are intended for the general reader.

#### ***Botany (580's)***

This section contains titles about plants: their structure, histories, habitats, and uses. Plant identification books are a popular part of this section. Field guides to trees, wild flowers, and mushrooms are also very popular. Emphasis is on plants growing in the South and Mid Atlantic. All titles are intended for the layman.

#### ***Zoology (590's)***

This section provides information about animal life for the general reader and hobbyist. It includes general surveys as well as books on individual animals. Many non-technical books on animals are purchased because of their interest to children. Materials focusing on any kind of wildlife in the South and Mid Atlantic are selected for this section.

**De-selection formula for the 500's: 10/3 unless otherwise noted, retain field guides for Virginia longer if new editions are not available.**



## **APPLIED SCIENCE AND TECHNOLOGY (600's)**

### **Description**

The applied science and technology section covers a wide range of materials. It provides information on all aspects of medicine and health, all aspects of home economics and management, electronics and engineering, and business. Most titles are written for the general reader, but specialized treatments of certain subjects will be found.

The reference collection consists of medical encyclopedias, information on diseases, drugs and plant life.

### ***Discovery and the History of Technology (600's)***

This section contains books about the history of technology and includes accounts of discoveries, inventors, and inventions. Timelines may be found in this section. Most books in the 600's are collected for the interested general reader.

### ***Medical Science (610's)***

The primary focus in this section is consumer health information. The library recognizes that there are readers who, though not medical practitioners or students, are interested in medicine and related topics. The library supplies these general readers with reliable, current works on such topics as first aid, hygiene, public health, human anatomy, drugs and pharmaceuticals, common disease, prenatal and maternal care, infant care, food, diet and nutrition, physical and mental health, nursing, geriatrics, folk medicine, and medical history and biography. Exercise and fitness books are very popular. Alternative medicine is found in this section. Questionable scientific, health, and borderline materials, which do not meet general selection criteria, may be purchased to meet demand. General books on sex, which are well balanced, authoritative, and current are included in this section. The collection consists of materials representing several levels of educational background and reading ability, as well as to differing social and religious beliefs. These materials may be illustrated. The objective of such materials is instruction rather than for the stimulation of prurient interests. The library acquires a wide range of materials on and about sexuality.

### ***Electronics, Engineering, and Automotive (620's)***

This section contains information on the applications of the basic concepts of electronics and engineering and includes books on repair and maintenance of electrical products, and electronics projects primarily for the home repair person or hobbyist. The most popular subject in this section is automotive information and repair; however, service manuals for individual cars are not acquired. Materials on airplanes, aircraft and flight, space travel, boat repair, and bicycles are also included in this section, as are those dealing with model cars, airplanes, boats and trains.

### ***Animal Husbandry/Pets (630's)***

The section is developed heavily to meet the needs of pet owners, small farmers, and others involved in raising, breeding, and caring for domestic creatures. Books containing general information on dogs and cats are purchased for all locations. A few basic books on livestock production and the raising of small farm animals such as sheep, goats, and chickens are included. Books on aquariums and exotic pets are popular.

**De-selection formula for 636 (household pets): 5/2**

### ***Agriculture, Gardening (630's)***

General information on the history and practice of agriculture, horticulture, and gardening is found in this section. The emphasis is on gardening in the Southern and Mid-Atlantic States.

**De-selection formula for the 630's: 10+/3**

### ***Home Economics, Cooking, Parenting / Child Rearing (640's)***

The 640's are a very popular section of the collection. General information on home management, consumer information, nutrition, food preservation, and cooking is included. There is broad coverage of historic, ethnic, and regional cooking, special diets, and specific materials and techniques

### ***Business (650's)***

Business, management, and career information with an emphasis on the current is in this section. Material is selected to meet the needs of individuals, for profit and non-profit organizations, and governmental agencies. Materials on careers include resumes, cover letters, networking, and career changes. A large part of the career section is devoted to job searching.

### ***Chemical Engineering and Related Technology, Manufacturing (660's--680's)***

Books on the technology of industrial chemicals are included in the 660's. The 670's contain information about the manufacture of products from specific materials such as metalworking, lumber processing, leather and fur processing, and textiles. The 680's contain information about the manufacture of products for specific uses such as optical instruments, locks and keys, small firearms, household utensils and appliances, furniture, leather and fur goods, footwear, clothing and accessories, and printing and bookbinding.

**De-selection formula for the 660-680's: 10/3**

### ***Building (690's)***

This section contains information on the building and remodeling of houses and other structures. Subjects covered include: roofing, plumbing, carpet laying, painting, and wallpapering.

**De-selection formula for the 600's: 5/3 unless otherwise noted**

**The current PDR will be placed in reference; retain only the last year's edition to circulate.**



## **ARTS (700's)**

### **Description**

The 700's include a wide range of materials about fine and decorative arts, civic and landscape art, architecture, sculpture, drawing and decorative arts, painting and paintings, graphic arts, printmaking and prints, photography and photographs, music, and recreational and performing arts including drama, film, radio, television, games, sports, fishing, hunting, and shooting. The intended audience is the general reader for almost all books in this section.

The reference collection contains subject specific encyclopedias and materials on antiques, collectibles, music and sports

### ***General Arts (700's)***

In this section are histories, surveys, and books about the philosophy of fine and decorative arts, books about museums and galleries, dictionaries, and miscellany.

### ***Landscaping (710's)***

The section on landscape design contains historical and geographic surveys, books on individuals and their work, and how-to and idea books for the do-it-yourselfer.

### ***Architecture (720's)***

The 720's contain histories of architecture, general surveys of world architecture, and books on public structures. The most popular section is the 728's, which concerns home design, planning, and blue prints.

### ***Sculpture and Other Three-Dimensional Arts (730's)***

The 730's contain books on the processes, forms, and subjects of sculpture and other three dimensional arts, such as paper cutting and folding. Books on buttons and pins, medals, political campaign buttons, and numismatics (currency) are located here. Books on the ceramic arts such as pottery, porcelain, earthenware and stoneware, enamels, and mosaics are in the 738's. Books about artistic metalwork include books on clocks and watches, works in gold and silver, jewelry design and repair, wrought iron, cast iron, and books on arms and armor are also found in this section.

### ***Drawing and the Decorative Arts (740's)***

In this section of the collection are books on drawing, including cartoons, caricatures, and comics; commercial art; folk art; many different types of handicrafts and jewelry making; calligraphy; antiques; collectibles; needlework and handwork; sewing; interior furnishings such as draperies, curtains, upholstery; interior decorating. Contemporary cartoon books and graphic novels are found in this section. Cartoon books are heavily purchased because of their popularity. Materials on crafts are mostly instructional and not historical in content.

### ***Antiques, Collectibles (745's)***

There is high interest in collecting. Materials on antiques and collectibles are found throughout much of the non-fiction section. General titles such as Kovel's and Warman's are in the 745's. Price guides to such items as clocks, thimbles, radios, and cameras are found in the circulating collection unless the item is identified as a topic of particular interest such as coins, baseball cards, and collector cars. Books on antiques and collectibles may include information about their value and how to collect, restore, and display them.

**De-selection formula for the 745's: X/3 (Do not retain superseded price guides.)**

### ***Painting and Paintings (750's)***

This section contains books about individual painters and their works. It is to serve a broad range of interests and degrees of expertise and includes general introductory titles for the student or hobbyist to more advanced materials for the practicing artist. Books on painting techniques are popular and include how-to-do-it advice on various media such as acrylic, oil, watercolor and the subjects or forms such as portraits, landscapes, and wildlife.

### ***Photography (770's)***

Materials in the 770's provide information on the art of photography, its history, appreciation, techniques, and applications. Books of collected works of major photographers such as Ansel Adams and Annie Leibowitz are in this collection. Photography how-to materials are very popular.

**De-selection formula for the 770's: 5/3 (check for outdated equipment and techniques)**

### ***Music (780's)***

Included in this section are books on different types of music such as classical, jazz, rock, and vocal. Instructional books on how to play various instruments are in this section. The emphasis is on piano and guitar. Books on the music by decades are found in this section and are popular. While we will have some books that include the music, we will not collect sheet music or scores.

### ***Performing Arts, Recreation, and Sports (790's)***

The 790's include books on the performing arts, games, and sports. Some of the more popular sections are the party books, games, ice and figure skating, gymnastics, campground directories, and film. Rulebooks for various sports and books on the business of sports are included.

**De-selection formula for the 700's: 10/3 unless otherwise noted**



## **LITERATURE (800's)**

### **Description**

The 800's contain style manuals and books on English composition, as well as materials on preparing and delivering speeches, and books on how to write everything from letters, to technical writing to fiction. There are collections of literary criticism, essays, short stories, speeches, humorous writing, prose and poetry, both by single authors and anthologies. The emphasis will be on American and English literature, but we will also collect a small number of volumes representative of literature around the world.

The reference collection consists of poetry indexes, plot summaries, encyclopedias and guides to literature, poetry and Shakespeare.

### ***Literature (800's-890's)***

The literature collection is generally stable. American literature predominates, followed by British literature, and foreign authors in English translation are purchased in small amounts. Books on delivering speeches and toasts are popular as are humor and joke books.

### ***Writing (808's)***

Instructional materials on writing books, manuscripts, theses, and research papers are included. Materials on submitting works for publication also circulate well, as do handbooks on English composition and style guides.

**De-selection formula for the 800's: X/3**



## **HISTORY AND TRAVEL (900's)**

### **Description**

The geography, history and travel collection is developed at the basic information level. Libraries have a minimal but well chosen selection of materials.

The reference section for the 900's include atlases, encyclopedias of different areas of the world, biographical dictionaries, and dictionaries covering national and world politics and history.

### ***Travel (910-919's)***

Travel books are selected for general readers, trip planners, armchair travelers, students or anyone with an interest in reading about other cities and countries. The largest collection of guidebooks, such as Fodor's or Lonely Planet, will be kept at the Blacksburg Library. Due to budget limitations, we cannot replace all of them on an annual basis with the exception of *Fodor's Washington, DC* and *Fodor's DisneyWorld*. These two titles will be updated annually for all four libraries. We will strive to replace

guidebooks to other cities and countries as often as the budget permits. We will place an emphasis on books covering Virginia.

**De-selection formula for the 910's: 10/3. Guides such as Fodor's should be no more than 3 years old.**

***Biographies, Collected Biographies (920's)***

Biographies and autobiographies are housed in the Biography (B) section. This section includes memoirs, diaries, and letters.

**De-selection formula for 920/Bio: X/3 unless person is of historical significance.**

***History (930-999)***

The history collection contains materials of popular works intended for a general audience. Emphasis is on the history of the United States and Europe, and histories of the WWII and the Vietnam War are well represented. Collected in smaller quantities are books on the Holocaust, Russia, ancient civilizations, Greek, Rome, the Mayans, and the Aztecs. Particular attention is given to Virginia history and the American Civil War.

**De-selection formula for the 900's: 15/3 unless otherwise noted. Books on Virginia history, the American Civil War and with outstanding literary value should be retained.**



**Genealogy Collection**

The Christiansburg Library and the Jessie Peterman Library in Floyd have a dedicated genealogy collection that are shelved apart from their reference or non-fiction sections. The collection consists of books on the local and Virginia history, family histories, photographs, yearbooks from the local high schools, and books on how to do genealogy searching. The Genealogy collection should only be weeded if space is an issue, otherwise the collection continues to grow but never decreases.



**MONTGOMERY-FLOYD REGIONAL LIBRARY  
WEEDING SCHEDULE**

Year ending in:		1	2	3	4	5	6	7	8	9	0
Class 000 Computer Books (3)	5yrs	Computer Books			Computer Books	Weed		Computer Books			Weed Computer Books
Class 100	5yrs					Weed					Weed
Class 200	5yrs					Weed					Weed
Class 300	3yrs	Weed			Weed			Weed			

Class 400	5yrs		Weed				Weed				Weed
Class 500	4yrs	Weed				Weed				Weed	
Class 600	2yrs		Weed		Weed		Weed		Weed		Weed
Class 700	5yrs		Weed					Weed			
Class 800	5yrs			Weed					Weed		
Class 900	3yrs			Weed			Weed			Weed	
Biography	3yrs			Weed			Weed			Weed	
Adult F	2yrs	Weed		Weed		Weed		Weed		Weed	
E	3yrs		Weed			Weed			Weed		
J	3yrs	Weed			Weed			Weed			Weed
Teen	3yrs			Weed			Weed			Weed	
Audiovisual	2yrs	Weed		Weed		Weed		Weed		Weed	

7/09

<u>Dewey Class</u>	<u>Formula</u>
Adult DVDs	100+ circs or 0/yr
Music CDs	100+ circs or 0/yr
Audio Books	100+ circs or <4/yr
Adult Fiction	X/2
004	3/X
020	10/X
030	4/X
Other 000's	10/X
100	10/3
200	10/3
340	10/3
350	10/3
370	10/3
Other 300's	5/3
400	10/3
510	10/3
520	5/3
550	5/3
Other 500's	10/3
630	10+/3
636	5/2
660-680	10/3
Other 600's	5/3
745	X/3
770	5/3
Other 700's	10/3
800	X/3
910	10/3
Travel guides	X/3
Biography	X/3 unless historical
Other 900's	15/3

<u>Dewey Class</u>	<u>Formula</u>
Easy fiction/board	X/2
Easy readers	X/2
J Fiction	X/2
J non-fiction	See adult criteria
J A/V (all)	100+ circs or 0/yr
Teen Fiction	3/2
Teen Non-Fiction	See adult criteria
Graphic Novels	X/1

**CREW formula:** #/# where the first number refers to the years since the item's latest copyright date (age) and the second number refers to the number of years since the item last checked out. Example: In 2009, 10/3 means consider this item for withdrawal if the last copyright is 1999 and has not circulated since 2006. If there is an X in the formula in either position, it means there is no number in that position to be considered. Example: X/2 means the copyright is not a consideration and consider the book for withdrawal if it has not circulated since 2007.

Apply the MUSTIE criteria to any item:

**M=Misleading** or factually inaccurate

**U=Ugly**, worn beyond repair

**S=Supceded** by a newer edition or better book

**T=Trivial**, no redeeming literacy/scientific merit

**I=Irrelevant** to the needs of our community

**E=Elsewhere:** we can get it through ILL or somewhere else

Best seller list – Fiction

100% - B, C

90% - F (14 titles)

75% - M (12 titles)

Best seller list – Non-fiction

100% - B

75% - C, F (12 titles)

50% - M (8 titles)

2/09, revised 4/12

## **Diversity in Collection Development: An Interpretation of the Library Bill of Rights**

Collection development should reflect the philosophy inherent in Article II of the Library Bill of Rights: “Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Library collections must represent the diversity of people and ideas in our society. There are many complex facets to any issue, and many contexts in which issues may be expressed, discussed, or interpreted. Librarians have an obligation to select and support access to materials and resources on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials and resources legally obtainable should be assured to the user, and policies should not unjustly exclude materials and resources even if they are offensive to the librarian or the user. This includes materials and resources that reflect a diversity of political, economic, religious, social, minority, and sexual issues. A balanced collection reflects a diversity of materials and resources, not an equality of numbers.

Collection development responsibilities include selecting materials and resources in different formats produced by independent, small and local producers as well as information resources from major producers and distributors. Materials and resources should represent the languages commonly used in the library’s service community and should include formats that meet the needs of users with disabilities. Collection development and the selection of materials and resources should be done according to professional standards and established selection and review procedures. Librarians may seek to increase user awareness of materials and resources on various social concerns by many means, including, but not limited to, issuing lists of resources, arranging exhibits, and presenting programs.

Over time, individuals, groups, and entities have sought to limit the diversity of library collections. They cite a variety of reasons that include prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual content and expression, and other potentially controversial topics. Examples of such censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting resources about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information or materials from or about non-mainstream political entities. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron’s right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials and resources based on personal bias or prejudice.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

Toleration is meaningless without tolerance for what some may consider detestable. Librarians must not permit their own preferences to limit their degree of tolerance in collection development.

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Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008.

### **Ranganathan's Five Laws of Library Science<sup>3</sup>:**

**Books are for use  
Every reader his book  
Every book its reader  
Save the time of the reader  
A library is a growing organism**

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<sup>3</sup> Ranganathan, Shiyali Ramamrita. *The Five Laws of Library Science*, Asia Pub. House, 1963.