

## **Collection Development Policy – Appendix A: Collection Profiles**

This document provides brief profiles of all of the sub-collections in the Wilsonville Public Library, in support of the Collection Development Policy. It has two primary purposes:

1. To provide the City, the Library Board, and the community with a summary of the range and scope of the collections, along with highlighting particular areas where our collections might differ from those of a typical public library.
2. To provide the Selectors with general guidance about the collections for which they are responsible.

Because publishing trends, technology, and communities change over time, profiles should be reviewed, and if necessary updated on an annual schedule. The review process will be done by the selector responsible for the sub-collection in collaboration with either the Adult Services Librarian or the Youth Services Librarian.

# Adult Collections and Sub-Collections at the Wilsonville Public Library

## Adult Nonfiction Collections

### General Adult Nonfiction

The Library provides access to a wide range of human knowledge based on community interests, anticipated need, and demonstrated circulation patterns. The collection includes both hardcover and paperback formats, and focuses on specific subjects of interest to the general community and also the needs of local special interest groups. Again, weeding should be done with a broad eye toward maintaining the diversity of this collection, as well as other factors such as shelf appearance or circulation. Assuming without evidence that there is a newer work on a given topic may be a poor reason for weeding a given item.

#### 000s

A set of general encyclopedias are available for circulation. Subject encyclopedias may be placed in the subject area of the collection.

Computer and Internet books are maintained with as much currency as possible and are retained as long as patrons find them useful, based on circulation patterns. While computer and software companies frequently update their products, patrons find the manuals and instruction books useful for longer periods, since not every user upgrades, and some users rely on secondary markets for both hardware and software.

#### 100s

Philosophical thought, philosophers, and the history of philosophy are covered as broad surveys and general introductions. Specific related topics (e.g. Ethics) are included as there is general popular interest in the subject.

Psychology coverage includes psychology as both an area of study and a matter of general interest, with a particular focus on self-help works (Dewey 158s). Mental health topics, including specific mental disorders, are covered in addition to specific psychological topics of continuing and current general interest.

#### 200s

The focus of the religion collection includes survey and exploration of the basic tenets and doctrines of individual religions; the history of religion, both generally and specifically; the major sacred texts, their study and explication; prayer and spirituality; and religious-based thought on contemporary cultural and social issues. Atheism and humanism are newer and growing sub-topics of interest in this area, as is Wicca.

Effort is made to provide access to the full spectrum of religious thought.

#### 300s

The social science collection generally emphasizes contemporary thought and practice, although historical surveys may also be included.

Law materials are kept as current as possible so that confusion caused by misleading or superseded information is avoided.

Materials on government and politics covering the structure, functions and history of political institutions reflects the broad political spectrum. An increasing number of books and authors have a definite political point of view or bias, and tend to be more ephemeral in their value for the collection, but they are useful for decision-making within the democratic political process. Such materials may include candidate biographies, party platform statements, candidate statements on election issues, and commentaries on candidates and issues. The Library attempts to provide balance of these types of materials even though individual materials may be polemical.

The Library includes materials on homeschooling, adult GED, and literacy in the collection in both print and electronic formats in support of family literacy. Test preparation manuals are included in the collection as an aid to lifelong learning and career development.

Tax guides are acquired annually, but only the current and previous year are retained.

#### **400s**

At the Wilsonville Public Library, the 400s comprise books covering various holidays, their celebrations, and associated artwork, crafts, history, etc. This is a comparatively small collection, but selectors should be aware of materials that could enrich it. Traditional Dewey 400s (Language and Literature) have been merged into the 800s.

#### **500s**

General science and mathematics topics meet the broad interests of general readers and also support the needs of students. A large subsection of this area consists of popular science materials explaining or popularizing scientific concepts. These materials may have a longer shelf life than traditional science titles, for which care should be taken to keep current, avoiding confusion or misinformation.

#### **600s**

The useful arts section of the collection is generally intended to meet specific needs of daily life. Topics covered range widely – agriculture and gardening, medicine, building and home repair, cooking, all forms of transportation, technology and the trades, pets and farm animals, business. The collection in this area is kept current, with some attempt to retain items of lasting reference value beyond normal considerations of circulation.

Because of the need for accurate, up-to-date information specifically in the medical collection, these materials should be more quickly replaced or discarded by selectors.

#### **700s**

The fine arts section of the collection includes architecture and landscaping; visual arts, including cartooning and comics, as well as the more traditional drawing, painting, and

watercolor; plastic arts, such as sculpture and ceramics; fiber arts; photography; film, theater, and television; music, sports and fitness. Materials selected for these areas are intended primarily to interest the general reader and secondarily to have an introductory/instructional purpose in serving the needs of students.

### **800s**

The writing, language, and literature section of the collection includes general books on writing skills, editing, and writing for publication as well as the study of literature, poetry, and linguistics. Surveys and critical interpretations of major authors and major works are also included, although individual classic (and translated) works of literature are generally found in the adult or YA fiction collections.

The collection also includes linguistics generally, and the study of the English language, its development, and current state and practice. Foreign language dictionaries and grammars support many foreign languages, including less well-known languages for which there are no other LINCC resources. Again, care should be taken not to weed in these areas based solely on demand.

Some materials for speakers of English as a Second Language are provided through both print and computer-based programs. A small number of materials written in foreign languages other than Spanish may also be found in this section.

### **900s**

Individual and collective biographies and autobiographies are located in a separate Biography Collection (see below). The history section of the collection includes historical periods and events of specific countries and regions, with emphasis on the United States.

## **Adult Nonfiction Sub-Collections**

### **Biography Collection**

The Biography Collection was pulled from the standard Dewey 920-921 (and associated) range in early 2021. As a separate collection, the subjects are arranged by Dewey order to keep groups, such as “singers,” “presidents,” and “athletes” in easily identifiable sections. The goal is to increase browsing access and circulation.

### **Government Documents**

The Government Documents Collection is comprised mainly of City of Wilsonville documents, with a smattering of County of Clackamas documents. City documents generally arrive at the library with an appended flag from City Hall, showing how long the document should be kept. Selectors should periodically (perhaps yearly) organize the collection by issuer and date, and remove any superseded documents. A very few documents, such as City Budgets and major development plans will be saved and added to the Reference Collection as they are replaced by newer versions.

### **Great Courses Series**

The Great Courses Series are college-level lectures that have been recorded (on audio or video) and made available for listening. Because these items are not packaged to draw the eye, they have been relegated to an out-of-the-way corner of the shelves. Generally, a once-per-year order of 5-10 courses in both audio and video formats is recommended to refresh this collection. Care should be taken to remove or replace Great Courses that are missing any of their component parts.

### **Heritage Collection**

The Heritage Collection is the only collection in the building that is curated for purposes other than popular circulation. This collection was initially funded via a City of Wilsonville tourism grant to give assistance to researchers studying the histories of localities and residents of local counties, the State of Oregon, and the Western United States, in that order.

This collection will most benefit from establishing selection and weeding priorities to ensure its topicality, while still fitting into its limited shelf space. Generally, more comprehensive coverage will be accorded to areas geographically closer to Wilsonville and Clackamas County, while locations more geographically distant from these areas will receive more limited attention. Using this guideline, selectors should purchase and weed to maximize the strengths of the collection while still enabling it to conform to its allocated shelf space.

Emphasis will be placed on collecting resources (both printed and digital) that further this goal, as well as an additional overall goal of teaching genealogical research skills. A major long term goal for this collection will include digitizing and indexing the eligible printed resources in a way that can hopefully move this information online, thereby making it accessible to more users. Going forward, we can assume that the physical space for this collection will not grow, and may indeed be reduced in the future. Therefore, a strict weeding policy should be observed when considering or making additions.

### **History of Things Collection**

The History of Things Collection (HOT) attempts to gather popular nonfiction reading material in the form of a single volume exploration of a given object or concept. These books can often include a definition, a historical overview, and perhaps a freewheeling current exploration of the object or concept being explored. Examples include wine, manners, chickens, trash, etc. An increasing amount of popular nonfiction could fall into this category. Selectors should look to see if other books, presently in other Nonfiction collections, could find a better home here.

### **Northwest Collection**

Adult nonfiction books focused on Oregon, Washington, Idaho, and Alaska are kept in a separate collection. The collection includes any Dewey subject area focusing on a city or region in these areas, particularly geography and activity guidebooks, flora and fauna, art and architecture, biography, history, and government. Weeding in this section should be undertaken with care, as many of these books cannot be replaced with other, newer titles.

### **Oversized Nonfiction Collection**

The Oversized Collection is comprised of nonfiction books that are too large to fit spine-out on the shelves. In the near future, this collection will be cataloged separately, but at this writing, there is no way of telling from the catalog which books are shelved in the Oversized Collection. Because these books are heavy and sometimes awkward to handle, care should be taken that the shelving chosen to handle this collection is suitably sturdy and does not present a danger to browsers. This collection is expected to grow very slowly, as these materials tend not to circulate well.

### **Periodicals and Newspapers**

The Library provides the local and major regional newspapers in print format primarily for current reading purposes. Most are retained for the current month. The Oregonian is retained for two months, and the Wilsonville Spokesman is retained until the library receives the biannual volume for which we contract with a bindery. The Internet provides other newspaper holdings, although some may require fees for viewing or printing.

Periodicals are selected for the collection based on broad popular appeal, general interest, and anticipated circulation. The magazine collection is not intended to meet the academic needs of students; academic libraries in the area have more appropriate holdings for academic research. Holdings are limited to the current year except in limited cases of longer retention. Selectors should keep in mind that many periodicals are transitioning to digital-only format.

### **Reference**

Reference titles are selected based on positive reviews, anticipated need, and demonstrated demand or use, and relationship to subject areas in the general collection. The reference collection may include local information, county documents, telephone books, and pamphlets as well as computer-based databases and programs. Because reference materials are generally consulted to obtain specific facts or information rather than read in their entirety, and because they tend to have potentially recurring use, they do not circulate.

Some traditional reference-type materials are placed in the circulating collection, based on the nature of their use. Price guides and product rating guides are placed in the circulating collection so that patrons can use them for more extended analysis and comparison. Some specialized subject encyclopedias or handbooks are placed in the circulating collection for extended study.

### **Travel Collection**

Geography and travel guidebooks from all over the world (including the local area) are maintained with as much currency as possible, and ideally are replaced within four years, since they are most often used for travel planning. Generally, broader and more lasting books that touch on travel or activities, but are not published by a travel-associated publisher, or do not emphasize extremely current information about hotels and restaurants, are shelved in the General Nonfiction (or the Northwest) collections.

### **Adult Fiction Collection**

## **General Fiction Collection**

The General Fiction Collection exhibits the greatest variation in terms of acquisition and weeding in the entire collection. It includes literary classics, translated literature, bestsellers, general fiction, historical fiction, some romances, inspirational fiction, and short story collections in both hardcover and paperback formats. Hardcover books are preferred, although quality paperback format is preferred over pocket books, although all formats are added. Multiple copies of a given book are added or retained according to demand. It should also not be assumed that the library will have a complete set of any given series, although those for which a strong and continuing demand has been observed should be purchased.

Classics are generally retained in the collection for purposes of breadth. Their circulation may be worse in comparison with more modern works, but care should be taken to replace any copies in poor condition. Duplicate copies should be considered for purchase when hold requests build up to a five to one ratio between owned copies and local patron requests. Although the majority of the collection is enhanced by the addition of new books, as an author becomes popular, there may also be an attempt to build a back run of earlier titles, either through new acquisitions or donations.

Weeding of copies and titles occurs as author popularity fades. There is some effort to include titles by Oregon authors, but titles are added on individual merit more than the geographical proximity of the author. Self-published works by local authors (i.e. residents of Clackamas and Washington Counties) may be added, although their work may not be on par with our usual standards. Poor quality works will be removed via the weeding process in the future. This policy does not apply to Children's materials.

## **Adult Fiction Sub-Collections**

### **Christian Fiction Collection**

The Christian Fiction Collection comprises fiction with a heavy tilt toward romance, lack of violent or sexual situations, and a tendency for characters to turn to Christian faith to overcome problems or issues. More so than other General Fiction subcategories, Christian Fiction selection tends to be author-driven. Christian Fiction works tend also to be published as series, although it is not at all imperative that the Library collect each work of any given series.

### **Large Print Collection (contains both fiction and nonfiction)**

The Large Print Collection leans heavily toward fiction works, and is obviously limited by which books publishers choose to create in large print. Selectors should keep in mind that many (though not all) users are older, and select material with this fact in mind. Subsections include Westerns and Christian Fiction, also generally more popular with older readers, so additional thought and emphasis should be placed on strengthening these sub-collections. This collection at present receives additions from publisher standing orders, and selectors should periodically review the suitability of the received orders, as well as exercising caution that duplication with directly ordered materials is kept to a minimum.

### **Mystery Collection**

The Mystery Collection is mainly comprised of books by authors who write in the mystery or police procedural genre, and whose series feature recurring characters. It is understood that in modern times there is a very fuzzy border between some mystery books and other regular fiction works. Periodically we should re-evaluate the usefulness of keeping this collection separate.

### **Pulp Romance Collection**

Like the jigsaw puzzles, this collection is not cataloged. Comprised mainly of 'brand name' pocket paperback romances (e.g. Harlequin, Avon, etc.), these books can (and are) taken in bulk and often not returned. This collection is replaced via donations, so almost no collection development time needs to be spent on it. Some of the authors represented in this collection also have works that appear in the General Fiction Collection, often due to the fact that initial demand for the book triggers a short-lived spike, causing the book to end up on a purchase list.

### **Science Fiction Collection**

The Science Fiction Collection is generally comprised of both traditional Science Fiction as well as Fantasy novels, which have become much more popular in recent years. Like the Mystery Collection, the Science Fiction collection shares a fuzzy border with General Fiction. Periodically we should re-evaluate the usefulness of keeping this collection separate.

### **Western Collection**

Western Collection fiction has been rapidly declining in popularity over the last several decades, and is now dominated by the works of deceased authors. Selectors should consider adding 10-12 titles each year, and selectively weeding, based on circulation. The long-term future of this collection as a stand-alone collection is doubtful, so the usefulness of keeping the materials separated should be evaluated.

### **Spanish Language Collection**

Because a considerable portion of Wilsonville area residents speak Spanish as a primary language, the library tries to maintain a curated topical collection in both the adult and juvenile areas. The collection should be built with special attention to the needs of the Spanish-speaking community. Secondly, this collection serves the needs of students in the school district's [Dual Language program](#). The Outreach Librarian is the primary resource for the building and maintenance of this collection.

### **Other Non-English Languages**

The library sees the value in maintaining small collections of materials in non-English languages. We currently offer roughly 100 titles each in Japanese and Russian. A future project could be researching the languages used and taught in our community, then developing a plan to address those needs.

### **English Language Learners:**

The library plans to create a dedicated, labeled collection of materials to support English Language Learners. The idea is to gather adult ELL materials in one central, easy-to-find location, probably near the study tables. Materials will include both print and audiovisual items, in a variety of levels. We can



consider whether to include any reference materials in addition to circulating materials. Example topics include language lessons and kits; grammar; phrase books; dictionaries; idioms; TOEFL test prep; and so on. The goal is to create a welcoming, low-barrier resource hub for speakers of any language who wish to improve their English skills.

### **Adult Graphic Novels**

The Adult Graphic Novel collection is comprised of graphic novels and trade collections aimed at an older audience. It includes fiction and nonfiction works though it leans heavily towards fiction. Main characters are generally adults or older teens and adult themes are included. The collection may also include non-fiction and classics in the graphic novel format and illustrated works about graphic novels.

## **Adult Audio-Visual (and Other) Collections**

### **Audiobooks**

The audiobook collection includes both MP3s and CDs. Audio titles may or may not duplicate book format titles. A portion of the collection is purchased through standing orders. The availability of downloadable audiobooks through the library means that the collection of physical materials should decrease in the future, so the relevance of this collection should be re-evaluated annually.

### **Music CDs**

CDs other than audiobooks will be added to the collection in limited numbers. Streaming audio and easy transfer of digitized audio formats are making (at least the 'Popular Music' category) less useful as a community lending collection. Selection is based on popular demand, with little concern for breadth. Other portions of the collection, which are more difficult to find on streaming services, may more easily retain their value over time, but the collection as a whole is not expected to be high circulation.

### **Videos**

Videos are selected on both adult and juvenile levels. Selection is based on reviews, anticipated interest, and documented circulation patterns. The rating system of the film industry is considered in selection but is not a major criterion for either including or excluding. Streaming services have also cut into the circulation of the DVD collection, but circulation is still relatively strong, as more streaming content is fenced in among multiple providers. Our collection's coverage is intended to be somewhat selective (for reasons of space and selection) and focused on feature length films, with a few multi-part series added. We currently collect DVDs, Blu-Rays, and 4K DVD formats. We will continue to monitor various formats for popularity and use.

### **Jigsaw Puzzles**

WPL has a popular collection of jigsaw puzzles comprising 100-1000 pieces each. These items are not cataloged, and are available for users to freely take and/or return. Labels affixed to the side of each box ask the user to indicate if there are pieces missing. If the puzzle is returned, and there are more than 0

pieces missing, the puzzle should be discarded. Puzzles are replaced by donations, and only very rarely, by purchase.

### **Library of Things**

The Library of Things Collection includes utilitarian non-book or media items that can be checked out and used by patrons in their homes. Examples of such items may include: bakeware, board games, event/party equipment, and other helpful home equipment such as stud finders, VHS to DVD converters, kitchenware, musical instruments, or tools.

The Library of Things collection supports the Library's goals of providing popular materials to stimulate the imagination, build community, provide new leisure experiences, and promote lifelong learning. Care should be taken that all equipment is carefully checked upon return and found to be clean, complete, and in working order. Additions to the collection should be evaluated based on usefulness, durability, cost, and, uniquely, the potential for patron harm.

## Youth Collections and Sub-Collections at the Wilsonville Public Library

### Children's Nonfiction Collections

#### General Juvenile Nonfiction

The Library provides access to a wide range of informational and other nonfiction books for children from ages three to thirteen. The collection covers general areas of learning for those ages. Materials are not intended to fully support classroom curricula, but selection should take into account the most frequently assigned school topics. Age range is primarily preschool - middle school. Middle school is fairly selective, though when a "young teens" section is added, we may increase purchases in that area. Books for the youngest readers (preschool to grade 1-2) are catalogued with "JE" rather than "J" and given a yellow spine label cover.

Beyond subject coverage, browsing materials with strong visual appeal are emphasized. Out of date materials should be weeded: this includes content that is no longer accurate and also books that clearly have a dated look. "Primary areas of focus" refers to sections that warrant regular attention due to popularity and/or subject importance.

#### 000s

Primary areas of focus:

- 001s and 031s: Trivia, weird facts, record books
- 001s: Unexplained mysteries

Computer technology books should be limited to current, general overviews, along with current guidebooks for the most popular platforms that kids work with.

#### 100s

Primary areas of focus:

- 150s: Feelings and behavior. Especially books that adults use to support children. Some books in this category may also be placed with Picture Book Topics - Behavior.

#### 200s

Primary areas of focus:

- 220s: Bible stories: Steady demand from the community for these. The collection is older and could use some freshening.
- 290s: Myths and legends: Mythology collections and individual tales are fairly popular with browsers.
- 290s: World religions: Circulation may be lower, but the Library should have current materials on religions throughout the world. Older books with dated visuals should be replaced.

#### 300s

Primary areas of focus:

- 398s: Folklore: Collections and individual tales should represent a wide variety of cultures. Should include fairly new copies of the most commonly asked for tales.

Numerous sub-topics within the 300s warrant attention due to popularity, including military, government, and firefighting.

Many subjects in this range must be kept current to reflect modern sensibilities regarding topics such as gender, race, diversity, and inclusion.

#### **400s**

The most popular holidays are in great demand during the month or so before they happen. The holiday storage collection, which is mostly picture books, does include some multiple copies of informational holiday books. Beyond the most popular holidays, celebrations from all cultures should be represented, with books that do not look dated.

#### **500s**

Primary areas of focus:

- 507s: Science experiments
- 510s: Mathematics: Illustrated explorations of math concepts are popular. Workbooks with practice problems for photocopying have been useful. We generally do not purchase math textbooks, but donated copies have been heavily used.
- 520s: Astronomy: Update and weed regularly to reflect current science
- 550s: Earth, including weather
- 567s: Dinosaurs
- 590s: Animals

The 500s are the area where school assignments and browsing intersect most often. Focus on books with high visual appeal and popular topics. Kids are interested in these topics throughout their learning growth, so consider providing titles aimed at different age levels within single topics.

#### **600s**

Primary areas of focus:

- 610s: Human Body
- 613s: Adolescence, Growing Up: include a variety of age levels and approaches to topic
- 620s: Transportation: especially trains. Keep fairly current with strong visuals.
- 630s: Pets: include general guides and specific breed series. Horses, dogs, and cats should be especially robust.
- 640s: Cookbooks
- 688: Legos: a highly popular topic for the past ten years

#### **700s**

Primary areas of focus

- 740s: Crafts and drawings: Consider books that kids can use on their own and ones that they would use alongside an adult. There should be a steady stream of new books in these topics.

- 791s: Movie and television tie-ins: Can include character guides, visual guides, etc. These can be weeded once the media lapses in popularity.
- 793s: Puzzle books: *Where's Waldo* and *I Spy* are perennially popular and need frequent replacement [consider moving these to Picture Book Topics: Play?]
- 794s: Games: We don't attempt to provide handbooks for all games, but focus on the most popular; currently that's Minecraft and Pokemon, but these change over time.
- 796s: Sports: Includes overviews, instruction, and history. Biographies of current stars can be mostly paperback series, replaced frequently for currency.

Books about artists and musicians receive mild, but steady use. So do instructional books about painting, sculpture, etc.

## 800s

Primary areas of focus

- 810s: Poetry: Not hugely popular, but add the best new titles regularly to keep current and relevant.
- 818s: Jokes and Riddles
- 860s: Learning Spanish: Supports language immersion schools. Books in Spanish are in a separate collection.

Keep only small collections of books in languages other than English and Spanish, though a recent large donation provided a stronger group of Chinese children's books.

## 900s

Primary areas of focus

- 921: Biography: A larger collection that includes varied age levels and subjects that are well-known and otherwise. Consider re-arranging this collection to group by subject and/or age level. Multiple titles on the most popular figures are often warranted.
- 930: World History: Ancient Egypt, Greece, and Rome get steady use from students
- 940s-990s: Country Books: Because of currency and cost, we purchase books on the most commonly asked for countries; not everything. 1-2 recent titles is enough. Delete country books that are ten years old or more.
- 970s: State Books: 1-2 copies of standard state books is enough. Delete material that is ten years old or more.

## Juvenile Non-Fiction Series

This collection features popular series that cover a variety of topics within non-fiction. The purpose is to group these books together, rather than dispersing them throughout the Dewey ranges. We commonly own multiple copies of individual titles, with one or more in both Dewey and JNF-S. The series presentation can also serve as a "leveled reading" resource for kids who like non-fiction and want to read books with similar formats and vocabularies.

Newly popular series may be added; series that lose popularity should be removed, keeping the collection space and number of featured series fairly constant.

## **Parenting**

Books for adults on parenting topics are kept in the Children's Room. Topics include

- Current hot topics in parenting
- Baby names
- General parenting information
- General homeschooling information
- Helping kids learn
- The importance of play
- The importance of reading and early literacy
- Toilet training, including advice for parents and picture books to share with children

The focus is on raising children from 0 - 10, rather than adolescence.

Material in this area can look dated fairly quickly, so weed regularly.

There is some crossover between selecting for this collection and for materials in the adult collection; this should be clarified and shared clearly with the public.

Parents may also find useful books in the Picture Book Topics section (such as "Behavior" and "First Experiences" and in the Nonfiction area (especially in the J150s).

## **Children's Fiction Collections**

### **Children's Picture Books**

Picture books are the largest of the Children's collection and among the most popular. We cover ages from birth through 2nd or 3rd grade, with a widely varied collection that includes popular characters and authors, high quality writing and illustrations, classics, "useful" books with learning content, and everything in between. Multiple copies are often warranted for the most popular authors and titles. In recent years picture book publishing has moved strongly towards more inclusive and diverse content, and our collection should reflect that, with strong representation of "mirrors, windows, and doors."

### **Picture Book Topics**

About 40% of picture books are grouped in Picture Book Topics. This section groups books in selected categories that are either highly popular with kids and caregivers or especially useful when shelved together, or both. Some, but not all titles in Picture Book Topics may be duplicated in the regular Picture Book section, depending upon popularity. Some titles may be duplicated in more than one Picture Book Topic.

The goal of Picture Book Topics is to offer a good variety of books on the topics that kids and adults are most interested in. The intention is *not* to include *all* books that fit the topic. The number of Picture Book Topics has steadily increased over time, and may continue to do so. When a new Topic is added, there should be at least 40 titles in the start-up collection.

Almost all picture book purchases are hardcover. Because of heavy use and the age of the book handlers, picture books age quickly with page tears, markings, spine damage. This collection should look fresh and appealing, so we typically delete rather than repair, replacing with new copies if warranted.

### **Board Books**

The Board Book collection ranges from books for the youngest babies to reformatted versions of stories for preschool ages. Coverage includes concepts, simple stories, songs and rhymes, and popular authors. The collection should include a diverse representation of people, cultures, and topics that parents and caregivers want to share with young children. Books in board book format that contain more complex information may be shelved in the general nonfiction collection. Currently board books are not given separate call numbers and are not shelved in any order. This approach should be regularly evaluated in terms of ease of use, processing, and staff.

Board Books in Spanish are currently shelved alongside Board Books in English. When possible, we will relocate these so they sit alongside picture books and other materials in Spanish.

### **Early Readers**

The Early Reader collection serves children who are in the early years of reading independently, typically from Kindergarten through second grade. Though this is a smaller collection, it addresses a crucial period of a young readers' growth, so it should remain well stocked with high quality, useful materials.

The collection is grouped into four levels of difficulty, which we number from 1 through 4. Library staff designate the level for each book, based on vocabulary, sentence structure, and format. Other possible indicators such as publisher's assigned levels and lexile ratings are not determining factors.

Popular authors and series make up the bulk of the collection. Tie-ins to movies, super heroes, legos, and other popular topics are included, often in paperback bindings due to the rise and fall of popularity.

Small collections of nonfiction books in Early Reader formats are maintained for Levels 1 and 2 only. We maintain a small collection of phonics-based readers, such as "Bob Books," in undersized paperback formats.

### **First Chapter Books**

This collection includes chapter books that are the most natural next step for readers moving up from Early Readers. This is a smaller collection with a tightly focused age-range, but like Early Readers, the books can be especially important for advancing readers.

Library staff identify the books and series that belong in this collection based on a variety of factors, including vocabulary level, sentence structure, page length, illustrative material, and formats such as font size and line spacing. A large portion of the collection is made up of continuing series. We will collect all titles of a series that is especially popular, but it's fine to keep only a partial selection based on

popularity and shelf space. Depending on availability and the likely lasting appeal of a series, copies may be purchased in hardcover or paperback.

Many series can be purchased automatically through standing order lists, though it's important to keep these current and add or drop as popularity shifts. Because of the limited size of the collection, regular weeding is important and can include removing a full series once its popularity has ebbed. We may consider expanding the size of this collection in the future.

### **Juvenile Fiction**

This collection includes materials for readers from 3rd through 8th grade. It covers a wide variety of genres, formats, and reading levels. It includes standards and classics, along with the newest titles. Series fiction is popular, so maintaining a full collection of the heavily used series is important, often with an extra copy or two of the first title in the series. Fiction use varies through the year and is especially strong during the summer. It is sometimes necessary to buy multiple copies of popular titles, even though they may all be on the shelf during the lulls in circulation. Figuring out an efficient way to store extra copies, then bring them out when needed, could be a useful project.

Though most books in this collection are shelved alphabetically by the author, browsers benefit greatly by seeing similar books grouped together. Separate shelves that group books by age level, genre, and other topics can strongly aid reader's advisory by library staff and self-selection by patrons. Rather than permanently designating individual books in a genre collection, we use rotating collections, selected by staff, so these collections remain fresh and so that books by individual authors are not dispersed too broadly. Our current process of designated genre shelves is under review; possible changes include "display checkouts" and some form of "book bundles."

Space for this collection is limited; this is compounded by the need to purchase many series. Regular weeding is required, and can sometimes include removal of books that are high quality and not that old, but simply have not caught on with enough readers based on circulation statistics.

In the near future we will divide Juvenile Fiction into two sections: Young Teens and Children's Fiction. This will make browsing easier for most readers.

### **Juvenile Graphic Novels**

This section includes books that match the format of graphic novels: panels and word balloons are the key identifying features. Along with actual "graphic novels," though, we include comics, nonfiction, and other books consistent with the format.

This collection has shown the greatest increase in popularity in recent years. Owning multiple copies of the most popular titles is a must. This can be as many as 10+ copies in some cases (currently: "Dog Man" and Raina Telgemeier books). Other perennially popular series such as "Garfield" and "Big Nate" may not require as many copies per title, but should always have a good selection on the shelf.



Paperback is the preferred format for most readers of this genre, though some hardcover copies are fine to include. Because of the number of paperbacks, many with bindings that are not made for heavy use, weeding for condition must be done regularly.

A possible project for the future: Because books within the graphic novel format are so widely varied, we should consider ways to divide this collection to make it easier for browsers to navigate. Possible subtopics include comics, non-fiction, and books for younger readers. The planned “Young Teen” section will include a substantial part of the Children’s Graphic Novel collection.

### **Juvenile Spanish**

This collection includes books in Spanish only as well as bilingual titles. The bilingual titles are identified with a spine label. It includes translated versions of English titles as well as books written in Spanish. We purchase from vendors in the U. S., but also select copies from the Guadalajara Book Fair when we are able to send staff.

The collection is primarily aimed at native Spanish speakers, but because there are currently two Spanish Immersion schools in Wilsonville, we also try to meet the needs of Spanish language learners through grade 8.

Materials are grouped similarly to the English children’s collections, with separate sections for Picture Books, Fiction, Non-Fiction, Early Readers (in four levels), First Chapter Books, Graphic Novels, and Kits.

## **Children’s Audio Visual Collections**

### **Children’s Videos**

This includes feature films for children and families, television-based series, educational videos, and picture books on film. The intended audience is from birth to about nine years old, weighted more heavily towards the younger range. Videos with a PG rating may be included. Multiple copies are warranted for the most popular titles, such as recent feature films.

Most materials are in DVD format; we recently added a starter collection of Blu Rays. This collection is fairly small compared to those at similarly sized libraries. It will likely decline in size as more kids and families turn to streaming and cable for their video choices, but its current steady use indicates that this format will be valued by some library patrons for a while still.

### **Children’s Audiobooks**

Books on CD and books on Playaway are collected. Books on MP3 were purchased in past years but were discontinued due to low use. Fewer children, families, and cars use CD players than in the past, so the CD portion should steadily reduce over time. CD Audiobooks will also reduce as our eAudiobook collection use continues to grow.

### **Kits**

For many years, kits have consisted of book/CD combinations. In 2021 we began purchasing “Wonderbooks,” which offer books with the sound piece built in. Because of the decline in CD players, moving towards formats like this is preferred.

### **Music**

We maintain a small collection of children’s music on CD. As with Kits and Audiobooks, CD technology is less available. Some libraries offer children’s music through streaming subscription platforms such as Hoopla, which could be the best direction for us to go as well.

### **Magazines**

We currently have a small collection of children’s magazine subscriptions. The number of print magazines steadily decreases as titles are discontinued or shifted to online only. An online platform seems like the best eventual direction for this collection.

## **Young Adult Collections**

### **YA Fiction**

Young Adult Fiction ranges from grades 7 through 12. It includes a wide variety of genres, age ranges, and styles. Contemporary teen fiction can get dated fairly quickly, which must be considered when weeding. Owning multiple copies of the most popular titles is warranted.

General YA Fiction is arranged alphabetically by author, but display shelves that group books by genre or age level can make browsing much easier. This can take the form of rotating “staff picks” shelves, book bundles, or other methods.

### **YA Graphic Novels**

This popular collection is currently divided into three groups: Super Heroes, Fiction, and Manga. As the field expands, more groups could be added if warranted. Super Heroes includes the popular DC and Marvel groups, as well as more recent creations. Fiction is a growing area, with new authors and artists expanding the breadth of the collection. Manga books are published in series. Depending on popularity, we may collect a full series or opt for a smaller sampling of titles.

### **YA Nonfiction**

This is a smaller collection focusing on books that specifically connect to teen experiences. Topics include self-help, memoirs, identity, adolescent development, school experiences, and popular culture. Nonfiction such as history and science that is written for a teenage audience typically go into Adult or Children’s Nonfiction.

**YA Spanish**

We currently maintain a small collection of books for teens in Spanish, with a mix of fiction and nonfiction. The Spanish Immersion program in the West Linn/Wilsonville School District will include 9th graders in 2021-22, with a new grade added each year, which means we will likely see an increased need for quality Spanish materials for high school age students in the next few years.

**YA Audiobooks**

This collection was discontinued in 2020 due to low use. Our eAudiobook collection meets most needs.