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The Adult Services collection management policy is supplemental to the general library collection management policy, section II-A.

**1. ADULT SERVICES CLIENTELE**

The Adult Services collection seeks to meet the needs of adults, seniors, and teens from grade six and up. Materials are selected for a wide range of interests and reading levels. Materials above the level of the informed college graduate are not selected.

Children and teenagers are allowed access to collections throughout the library. The selection of adult materials is not restricted by the possibility that children and teenagers may obtain items that parents consider inappropriate. The responsibility for materials used by children and teenagers rests with their parents or legal guardians.

**2. SCOPE OF THE COLLECTION**

**a. Non-Fiction**

Adult Services acquires materials that provide a core of basic knowledge; address contemporary issues; provide self-help information; facilitate continuing education; enhance job-related knowledge and skills; increase knowledge of national and international affairs; and nourish the intellectual, aesthetic, creative, spiritual, and cultural growth of our diverse community.

In evaluating non-fiction, the Adult Service staff consider its existing collection, the number of possible users, the quality and clarity of presentation, scholarly accuracy, and assignments from local schools.

**b. Fiction**

Adult Services acquires fiction across a wide range of content and style, representing the diverse reading interests of its library users. The fiction collection includes current and popular titles, classic titles, a variety of genres, titles for the teen audience, and international works of fiction, both in the original language and translations into English.

For those with focused reading interests, the fiction collection is divided into genres, including mystery, gothic and romance, science fiction and fantasy, spy and espionage, western, and horror.

Fiction is considered for originality of plot, dramatic interest, popularity of the author, literary merit, and inclusion as part of a series.

**c. Large Print**

The large print collection includes both non-fiction and fiction titles and magazines.

Adult Services staff consider the existing collection and acquire titles that are both popular and of current interest to the general public. Selection criteria are the same as for regular print titles.

**d. Magazines and Newspapers**

Adult Services acquires magazines and newspapers of general interest as well as specialized titles that support the interests of library users.

Adult Services staff consider the current collection, various organizations within the community, and requests from library users in order to offer readers a wide variety of titles.

**e. Audio**

Adult Services acquires both music and books in audio format.

Selection of the music collection reflects community interests, local performers and performances, as well as traditional forms of music. Selection criteria for the audiobook collection is the same as the criteria for the print collection.

**f. Video**

Adult Services acquires entertainment and educational/documentary films in current formats. The entertainment collection covers current and classic titles and international films.

Adult Services staff consider popularity, originality, and award winners in selecting entertainment films. Staff also acknowledge the cultural diversity of the community by having an exceptionally strong collection of international films. Educational and documentary films parallel the print collection, with strengths in self-help information, continuing education, job-related skills, travel, and school-related topics.

**g. Online Resources**

Adult Services subscribes to online resources to meet the needs of both students and adults.

Staff consider school assignments, the number of possible users, ease of use, the availability of both in-library and remote access, the accuracy of the information, and cost-effectiveness.

**h. Downloadable Resources**

Adult Services seeks to provide the means for patrons to download e-books, audiobooks, and other formats through cooperative ventures or subscriptions as is feasible or appropriate given DRM restrictions and cost.

**i. Reference Materials**

Adult Services also maintains a collection of print reference materials to supplement information found in online resources.

**j. Collection Strengths**

Particular strengths within the Adult Services materials include home remodeling and repair; international films; mysteries; and to some extent, fiction and genre in general.

**3. SELECTION OF MATERIALS**

Adult Services staff use reviewing sources, professional experience and judgment, knowledge of the strengths and weaknesses of the collection, familiarity with the demographic composition of the community, and circulation statistics in their purchasing decisions.

**a. Selection Criteria**

All materials, whether purchased or donated, are considered according to the following criteria:

- Reviews in journals, newspapers, or online sources
- Appearance on the New York Times best seller list
- Selection by nationally recognized book clubs or other television / radio programs that review books or media
- Local author, plot with a local setting, or local recording artist
- Connected to a local event or local performance

- Library user recommendation
- Popular interest or contemporary significance
- Reputation of author, director, publisher, illustrator, performer, etc.
- Inclusion in standard library bibliographies (e.g., Fiction Catalog, etc.)
- Award winner or inclusion on lists of outstanding merit
- Creative or literary quality
- Personal knowledge and subject expertise of the staff
- Format suitability and ease of use
- Cost and availability
- Relationship to existing materials in the collection

**b. Reviewing Sources**

The review journals and newspapers used by Adult Services staff include, but are not limited to: *Booklist*, *Library Journal*, *Publishers Weekly*, *Billboard*, *New York Times*, the *News-Gazette*, *Rolling Stone*, *Songlines*, *VOYA*, *Locus*, *Romantic Times*, and *Science Books and Films*.

Specialty magazines that include reviews of new books or media, such as *Fine Gardening* or *Fine Cooking*, are consulted for recommendations in subject specialties.

Online sources, such as [www.imdb.com](http://www.imdb.com) and [www.allmusic.com](http://www.allmusic.com), are used for reviews of new movies and music.

Baker & Taylor, a major industry distributor, supplies library staff with lists of new and forthcoming books, compact discs, and videos both in its various print publications and online through *Title Source*.

Award winners, as well as titles that appear on best seller lists, television programs, and other popular venues are often purchased without regard to reviews.

Staff also use publishers' catalogs for selection, especially for new editions of standard works, travel publications, and titles that support the library's strengths (home remodeling and repair, mysteries, etc.).

**4. EVALUATION AND WITHDRAWAL OF MATERIALS**

The library staff routinely evaluate and withdraw material from the various collections.

Items considered for withdrawal from the collection are evaluated by the following criteria.

- o physical condition
- o frequency of use
- o date of publication
- o duplication within the existing collection
- o availability through interlibrary loan
- o long-term or historical significance or interest
- o cooperative collection agreements or collection strengths

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