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The Children’s Services collection management policy is supplemental to the general Library Collection Management policy, section II-A.

**1. CHILDREN’S SERVICES CLIENTELE**

Children’s Services provides a collection suitable to children from infancy through grade five. The materials are selected with regard to the stages of emotional and intellectual maturity of children.

The collection also provides parents and caregivers with materials that relate to the well-being of children and provides educators with materials to complement instruction.

**2. SCOPE OF THE COLLECTION**

To encourage life-long reading habits, the children’s collection provides materials in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of Urbana.

**a. Non-Fiction**

The non-fiction collection offers a wide range of materials that support the educational, cultural, and recreational needs of children. Languages other than English may be found in the 400s section of non-fiction.

**b. Fiction**

The fiction collection includes board books, picture books, easy-to-read books, first chapter books, and fiction for elementary school students through fifth grade.

**c. Magazines**

A collection of popular children’s magazines is maintained for children birth through fifth grade, along with magazines for parents and educators.

**d. Audiovisual**

Audiovisual materials for children are provided, sometimes as independent formats, and sometimes in combination with books. Children’s audiovisual collections provide music and movies for age-appropriate entertainment and for stimulating education.

**e. Kits**

Children’s Services circulates kits that include materials such as hands-on learning tools, books and activity guides.

**f. New Collections**

Children's Services is actively adding new collections to better serve their patrons.

**g. Online Resources**

The Children's Services collection includes online resources appropriate for children and for those providing services to children.

**h. Reference Materials**

Children's Services also includes a collection of print reference and online subscription materials.

**i. Professional Collection**

A professional collection is maintained to assist the department with programming, bibliographic instruction, collection management, and outreach.

**j. Collection Strengths**

Particular strengths within the Children's Services materials include folk tales and fairy tales of many cultures, educational DVDs, a parenting collection, and a teacher collection.

**3. SELECTION OF MATERIALS**

Children's 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 using criteria such as:

- Reviews in journals, newspapers, or online sources
- Age-appropriate reading levels
- Creative or literary quality
- Personal knowledge and subject expertise of the staff
- Format suitability and ease of use
- Popular interest or contemporary significance
- Library user recommendation
- Relationship to existing materials in the collection
- Reputation of author, director, publisher, illustrator, performer, etc.
- Relationship to a popular television or movie character

- Winners or honorable mentions for annual awards, such as the Newbery, Caldecott, or Coretta Scott King awards
- Appearance on the New York Times best seller list
- Selection for television / radio programs that review books or media
- Local author, plot with a local setting, or local recording artist
- Connection to a local event or local performance
- Inclusion in standard library bibliographies
- Cost and availability

**b. Review and Selection Sources**

Whenever possible, reviews are consulted to aide professional staff in the selection process.

Award winners, as well as titles that are related to popular television or movie characters, are often purchased without regard to reviews.

Because children's audiovisual materials are not as frequently reviewed, staff may rely on publisher catalogs for information.

**4. EVALUATION AND WITHDRAWAL OF MATERIALS**

The library staff routinely evaluates and withdraws material from the various collections.

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

- physical condition
- frequency of use
- date of publication
- duplication within the existing collection
- availability through interlibrary loan
- long-term or historical significance or interest
- collection strengths
- incorrect or outdated information
- superseded by new edition

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