

Table of Contents	Page
1. Adult Services clientele	1
2. Scope of the collection	1
3. Selection of materials	3
4. Evaluation and withdrawal of materials	3

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; nourish the intellectual, aesthetic, creative, spiritual, and cultural growth of our diverse community; and offer other information useful to clientele of The Urbana Free Library.

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.

c. Large Print

The large print collection includes non-fiction, fiction, and magazines. 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.

e. Audio

Adult Services acquires both music and books in a variety of audio formats

f. Film

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

g. Graphic Novels

Adult Services acquires graphic novels, selecting fiction and nonfiction written for both teen and adult audiences.

h. Board Games

Adult Services acquires recreational and educational board games created for both adults and families.

i. New Collections

As interest and needs arise, Adult Services will evaluate and add new collections or formats.

j. Online Resources

Adult Services subscribes to online resources to meet the leisure and educational needs of our community.

Staff consider reference needs, 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, among other criteria.

k. Electronic Resources

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

l. Reference Print Materials

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

m. Collection Strengths

Particular strengths within the Adult Services materials include international films; non-fiction films; graphic novels; mysteries; and to some extent, fiction and genre in general.

3. SELECTION OF MATERIALS

Staff use a variety of 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
- 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
- Community need

b. Review and Selection Sources

Staff use their professional judgment, knowledge and experience to select materials, using sources such as the following:

- Professional and special interest review journals and newspapers.
- Specialty magazines that include reviews of new books or media.
- Online sources, including websites, databases, and blogs.
- Selection lists from Baker & Taylor, a major industry distributor.
- Award winners, as well as titles that appear on best seller lists, television programs, and other popular venues.
- Publishers' catalogs, especially for new editions of standard works, travel publications, and titles that support the library's strengths

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.

- Physical condition
- Frequency of use
- Date of publication
- Duplication within the existing collection
- Availability through interlibrary loan
- Long-term or historical significance or interest
- Cooperative collection agreements or collection strengths
- Superseded by new edition

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