

INTRODUCTION TO COLLECTION PLANS FOR ADULT NONFICTION 10/97

I. Description

A. Selection Organization

Ultimate responsibility for material selection rests with the Director/Collection Manager, who operates within the framework of policies set by the Board of Library Trustees. The Director determines the budget and organizational structure for the selectors. The Adult Nonfiction Collection Selection Supervisor is the Information Services Coordinator.

B. Collection Coverage

The Adult Nonfiction Collection includes Dewey Decimal numbers 000-999 and the Biography classification. It does not include nonfiction in the foreign language collection.

C. Collection purpose:

1. Support life-long learning.
2. Enhance cultural and leisure activities

II. **Collection Level** will be noted in the individual collection plans.

III. Collection Scope

Collection scope will be noted in more detail in the specific subject descriptions.

A. Contents range from simple to technical, including theoretical, practical and recreational treatments. Scope generally emphasizes breadth, with areas of depth noted in the individual sections.

B. The collection represents all segments of the Dewey Decimal classifications plus Biography.

C. Holdings are generally in the English language. Exceptions are noted in the individual collection plans.

IV. Audience (in alphabetical order)

- A. Browsers
- B. Hobbyists
- C. Independent learners
- D. Students

V. Size and Duplication

A. The adult non-fiction print collection is generally 66% of the adult print collection. Volumes held in FY97 were 77,722.

B. Space constraints. At this time, space is not a problem in adult nonfiction. Exceptions are noted in the individual sections.

C. Duplication: Multiple copies of titles with high patron demand are purchased. Factors for determining the number of copies and their formats include demand as evidenced by number of reserves and purchase requests, shelf life, media tie-in's, programming support, and local relevance.

VI. Selection plan

A. Criteria: the important criteria from this list will be noted in the individual collection plans

- Usefulness
- Accuracy
- Cost
- Demand/popularity
- Notable authors
- Production quality
- Currency
- Regional interest
- Hobbyist materials
- Collection balance
- Value (cost:use)
- Space limitations
- Tie-ins to media/popular culture
- Study guides for standardized exams
- Career guidance
- Holdings of the specialized libraries at the University, are considered. They will often purchase expensive/esoteric titles that might be of interest to a few of our users. Inclusion in standard bibliographies relevant to ICPL.

B. Selection tools

1. Standard selection sources: *Library Journal*, *Booklist*, *Kirkus Reviews*, *Publisher's Weekly*, *Small Press Express*

2. For collection evaluation, gap filling, and core collection determination: *Public Library Catalog*, appropriate "Collection Development" articles in *Library Journal* and *Booklist*, holdings in Silo and WorldCat.

VII. Maintenance criteria (withdrawal and replacement)

Rule of thumb for nonfiction: to maintain a collection with appropriate depth and breadth for our audience, some low circulation areas should be tolerated. Author authority and timelessness of book content may need to take precedence over circulation.

A. Withdraw physically deteriorated materials; consider subject replacement if old or out of print.

B. Withdraw if superseded by better illustrated works

- C. Withdraw books by lesser known authors on outdated theories, but consider retention when author is notable (e.g. Linus Pauling, vitamin C).
- D. Withdraw popularizations that have not circulated in a number of years specified in the individual plans, unless nothing else is available on this topic. If nothing else is held, consider subject replacement.
- E. Withdraw academically-oriented, books that have not circulated in ca.5 a number of years to be specified in the individual plans. If nothing else is held, consider subject replacement.
- F. Consider retention of classic works, even if there's a lapse of a number of years in circulation.
- G. Before withdrawal of a title consider its past or potential future use as a source of esoteric information in answering reference questions (how many eggs does x marsupial lay? How fast does such and such insect fly?).
- H. Space limitations
- I. Consider retention if included in standard bibliographies, e.g. *Play Index*, *Short Story Index*.