
Racine Public Library
Collection Development Policy

Part I

INTRODUCTION

INTRODUCTION

This document states the policies and plans governing development of the collections of the Racine Public Library (RPL). Essentially, it defines the composition of the collections and specifies what kinds of library materials are included in the collections and what kinds are excluded. Further, it explains the basis for making these decisions.

In general, public libraries need a collection development plan (CDP) for two reasons. First, as publicly-funded agencies, libraries should assume the responsibility to inform the public about local library service. By preparing, and making available, an account of the collection practice, libraries not only fulfill this responsibility, but also receive the benefit of public respect and trust. Second, this type of document provides clear direction in collection building practices, and ensures a consistent approach through time and staff changes. A written CDP helps library staff maintain uniform policies and procedures. Moreover, because a formal CDP spotlights library collection practices, it subjects these practices to examination by a broad audience. As a result, library service improves.

Since this CDP states policies and plans which enable the Racine Public Library to serve the community of Racine, first we need to describe these two entities relative to the purpose of this document.

The Library

The Racine Public Library is an institution which provides library service to the general public in the Racine area. Since it was established in 1897 in downtown Racine with a collection of 3,000 books, the Racine Public Library's growth has reflected the development of the local community. With the completion of the library's expansion and renovation in 1991, the Racine Public Library now houses 250,510 volumes in a 62,500 sq. ft. building and operates an average of 65 hours per week. The library offers Mobile Library service at 25 locations throughout the city. In addition to books, the Racine Public Library's collections include approximately 20,300 audiovisual items, 100,000 serial issues, 152,000 microforms, and 96,000 government documents. In 2002, the total number of items circulated was 953,486. The library adds an average of 30,000 new books and 8,000 new issues of serials to its resources every year. To ensure efficiency, both the public catalog and circulation systems have been automated. The staff is comprised of 58 full-time equivalents (FTE), of which 18 are professional librarians.

As a City of Racine department, the Racine Public Library receives funding from the City; additional funding comes from state and county sources. The total annual operating budget exceeds \$3 million. The Racine Public Library is a member of and the resource library for the Lakeshores Library System, a federation of public libraries throughout Racine and Walworth counties of Wisconsin. This arrangement accounts for the fact that 42.65% percent of the library's 68,988 registered borrowers and 46.24% of the library's 953,486 circulation in 2002 were from outside the city limits.

The Community

Racine, the community which the Racine Public Library serves, is located on the shores of Lake Michigan. A city of 15 square miles with a population of 81,855 (2000 census), Racine is located approximately 25 miles south of Milwaukee and 70 miles north of Chicago. Like other industrialized urban areas in the United States, Racine experienced a loss of population between 1970 (population 95,162) and 2000 (population 81,855). Citizen efforts to slow this trend have been fairly successful (for example, recent downtown developments).

Immediately adjacent to the city of Racine are two townships: Mt. Pleasant (population 23,142) and Caledonia (population 23,614). These townships have no libraries of their own. They are served by RPL in return for their participation in the support of RPL's operational cost. Racine County west of Interstate 94 is a rural farming area, but is becoming increasingly more urban. (The county population is 188,831— 2000 census). Because of the interstate highway (I-94) and the excellent state and county road systems, mobility within the county is excellent. Residents of Racine and Walworth Counties are served by the 15 public libraries that are members of the Lakeshores Library System. In Racine County, the Racine Public Library serves as the resource library for the System. Racine County residents enjoy the variety of cultural and recreational facilities and activities available in the metro Milwaukee area. Racine city and county also provide similar services with their own resources (for example, the Lake Michigan marina). Local and metro area media services are also abundantly available to this population.

Many school districts provide libraries at elementary and secondary schools in this area to serve children from kindergarten through the twelfth grade. Special curricular needs of college and university students are met by libraries at the University of Wisconsin-Parkside, the University of Wisconsin-Milwaukee, Carthage College and Gateway Technical College. In addition, some area institutions and businesses maintain libraries that serve the needs of their specialized clientele. Among them are the Law Library at the Racine County Courthouse, the library at the Wustum Museum of Fine Arts, the local history and genealogy library at the Racine Heritage Museum, and the corporate libraries at St. Mary's Medical Center, and the *Journal Times*.

The various community information sources, such as those listed above, influence RPL's collection efforts. For example, awareness of the local availability of other library resources allows RPL to avoid duplication of materials and services. This is of considerable importance in view of the large population to be served by RPL and the limitation in resources. In another example, the kinds of recreational and cultural activities that people in the community enjoy influence their need for pertinent information. RPL's CDP reflects these needs by specifying collections sensitive to the requests or inquiries received at the reference service desks.

Although this is important community information, there is even more important community information which broadly and fundamentally affects collection planning: demographic characteristics of the population. A separate section is provided below to discuss in detail the impact of demographics on library collection building.

Demographic characteristics

Because the public library is *for all people* in its service area, a responsive and effective collection building effort cannot omit a review of the socioeconomic characteristics of the population in its service area. For our present purpose, we will review the 2000 U.S. Census data as presented below.

<u>Age distribution</u> (persons)	<u>City of Racine</u>	<u>County</u> (excluding City of Racine)
0 - 4 years old	6,565	6,655
5 - 17	16,965	20,766
18 - 64	48,300	66,347
65 and over	10,025	13,208
Total	81,855	106,976

<u>Formal education attainment by 25 adults years old and over</u> (persons)	<u>City of Racine</u>	<u>County</u> (excluding City of Racine)
No high school diploma	11,416	9,498
High school diploma or GED	16,260	23,498
Some college, less than 4-yr. degree	14,559	13,320
4-year college degree and above	7,803	16,996
Total	50,038	63,312

<u>Household Income</u> (households)	<u>City of Racine</u>	<u>County</u> (excluding City of Racine)
less than \$15,000	5,307	2,759
15,000 - 24,999	4,885	3,538
25,000 - 34,999	4,592	3,861
35,000 - 49,999	5,514	6,298
50,000 and over	11,060	22,977
Total	31,358	39,433

<u>Poverty Status</u> (persons)	<u>City of Racine</u>	<u>County</u> (excluding City of Racine)
Below poverty level	11,120	4,371

<u>Race, ethnicity , language</u> (persons)	<u>City of Racine</u>	<u>County</u> (excluding City of Racine)
White	56,408	100,388
Black/African American	16,634	3,143
Am Indian/Alaska Native	328	359
Asian	497	866
Native Hawaiian/Pacific Islander	42	35
Other	5,841	1,131
Two or more races	2,105	1,054
TOTAL	81,855	106,976
Hispanic/Latino (included in total above)	11,422	3,568

<u>Occupational Distribution</u> (persons)	<u>City of Racine</u>	<u>County</u> (excluding City of Racine)
Management and professional	9,060	18,849
Service occupations__	5,773	6,260
Sales and office	9,177	14,134
Farming, fishing, forestry	41	151
Construction, extraction, maintenance	2,607	5,611
Production, transportation, material moving	9,317	10,041

The preceding demographic data broadly influence the content of the library’s collections, and more specifically, their nature. This is briefly discussed below.

First, because of the size and heterogeneity of the population, the community will have a large volume and variety of needs in reading and audiovisual materials. This situation is common to all public libraries. In fact, it defines the fundamental nature of public library collections. To make it feasible to provide library service that *will be used* by the greatest number of segments of a diverse population, public libraries generally exclude from their collections materials that are needed only by small groups of specialists or advanced researchers. Instead, they concentrate their focus on general materials suitable for people of varying backgrounds. Public libraries can meet specialized needs through interlibrary loan service.

Second, the collection must consist of material that addresses differentiated levels of reading ability and areas of interest. For example, the reading ability of college graduates differs from those who have not completed high school, and adult interests differ from children’s. Differences in income level, occupational background, or ethnic heritage can generate a great variety of reading interests. The public library collection reflects this diversity by providing materials for different reading levels and covering a multitude of subjects.

The observations above apply to all public libraries, but, additional, community-specific observations, which have a significant impact on the collection-building effort, can also be drawn from the demographic data. First, as the data below indicate, 71% of the population is 18 and older, a proportion that has remained constant over the last ten years, while the City’s population loss has been in the categories 0 - 4 years (a decline of 11%), and 65 and over (a decline of 9%), as can be seen by comparing the age breakdowns in the 1990 and 2000 censuses.

<u>Age distribution</u>	<u>1990</u>	<u>2000</u>
0 - 4 years old	7,407	6,565
5 - 17	17,062	16,965
18 - 64	48,796	48,300
65 and over	11,023	10,025
Total	84,298	81,855

Second, the educational level of the general population in Racine is increasing. In 2000, 45% of the population 25 and over had some college or a college degree, compared to 39% in 1990. In 2000, 23% of the population had no high school diploma, down from 28% in 1990, while the number (and percentage) of adults with a high school diploma remained constant.

Formal education attainment

by adults 25 years old and over

	<u>1990</u>	<u>2000</u>
No high school diploma	14,508	11,416
High school diploma or GED	16,931	16,260
Some college, less than 4-yr. degree	12,645	14,559
4-year college degree and above	7,690	7,803
Total	51,774	50,038

Third, the Hispanic/Latino population has increased from 6,853 (8% of the City's population) in 1990 to 11,422 (14% of the City's population) in 2000.

What impact does this have on the Racine Public Library's collection? A better-educated population is likely to be more active in the utilization of library materials, and the increase in the Hispanic/Latino population indicates the need for more Spanish-language materials.

The community information discussed in this section, and in the preceding section, is taken into consideration by RPL librarians as they develop a library collection that can best meet the community's needs. Specific references to these considerations, and to other community facts, are found under the heading "Community Influences" in part III, which describes specific collection plans.

Other Influences

The availability of information on the Internet, and the use of the Internet for resource sharing with other libraries, is expected to exert an increasing influence on collection development. For example, many publications that we have received in the past from the federal government as part of the depository program are now being published on the Internet. As the price of print reference materials skyrockets, free Internet sources are being used as replacements. BadgerLink, a state-supported, Internet-based source for periodical indexing and for many full-text articles, may influence the number and variety of magazine titles that we continue to receive in print, especially as prices for the print versions rise. The library's participation in a consortium for providing e-books may also influence purchasing decisions.

In mid-2003, RPL will become part of a shared, Internet-based circulation/catalog system with 23 other libraries. Easy access to the resources of these other libraries will make coordinated collection development possible, and this will undoubtedly influence RPL's onsite collections. In the not-too-distant future, this shared system will be linked with other similar systems throughout Wisconsin, further facilitating interlibrary loan, and affecting purchasing decisions.

The Mission Statement

In 1998, the Board of Trustees of the Racine Public Library prepared a long-range plan which would guide the development of the library's collections and services for the period 1999 - 2003. The planning process included an analysis of the community, as well as a statement of the planning committee's vision for the community, which is a description of an ideal future for the Racine area. The long-range plan also includes a "library vision statement" which describes, in ideal terms, the impact that the library hopes to have in assisting the residents of the Racine area to achieve the "community vision." The final philosophical element is the library's mission statement, which distills the essence of the vision statements, and explains "what business the library is in," as well as what it does that is unique, or different, from what other agencies or organizations in the community do.

Mission Statement

The Racine Public Library is a dependable source of reliable, relevant information in both print and electronic formats that enables people to be successful in all aspects of their lives. The Library also provides stimulating and enjoyable programs and a broad selection of reading, listening, and viewing materials that make it possible for all residents of the area to enjoy a high quality of life.

The Library's Service Responses

As part of the planning process, the library also selected three primary service responses that identify the areas in which the library will concentrate its resources and efforts, including collection development. The first service response is "general information." A library that offers general information service helps meet the need for information and provides answers to questions on a broad array of topics related to work, school, and personal life. Particular areas of emphasis at the Racine Public Library include business and career information and consumer information.

The second service response is "lifelong learning," which indicates that the library helps address the desire for self-directed personal growth and development opportunities. The third service response is "current topics and titles," which means that the library includes materials and programs that help fulfill community residents' appetites for information about popular cultural and social trends and their desire for satisfying recreational experiences.

Conclusion

This introduction has explained the fundamental assumptions and overall limitations governing RPL's collection development activities. It has also explained how the library develops a useful collection program under these limitations.

Part II of this document, "General Selection Policy," states the policies and procedures which govern the selection and acquisition of materials for the Racine Public Library. These are general principles which apply to all departments and to materials in all formats. More specific details of selection and acquisition are found in Part III, "Collection Development Plan," which is arranged by department and format of the material. Together, these two parts indicate how the philosophy described in this introduction applies to the development of the Racine Public Library collections.

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Part II

GENERAL SELECTION POLICY

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GENERAL SELECTION POLICY

Purpose

The purpose of the Racine Public Library General Selection Policy is to guide librarians and to inform the public about the professional standards and principles upon which librarians base their selection decision.

A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in choosing from the vast array of materials available.

Scope of the Collection

The Racine Public Library's collections are intended to meet the informational, educational and recreational needs of the citizens of Racine County. The scope of the collection is sufficiently broad to offer a choice of format, treatment, and level of difficulty so that the library needs of most individuals can be met and individuals of all ages can be served without wasteful duplication of the resources available in this area. Further, the broad scope provides supplemental materials for those seeking more advanced information or materials. The collection is not archival; it is reviewed and revised on an ongoing basis to meet contemporary needs.

Selection Objectives

The primary objective of selection shall be to collect materials of contemporary significance and of permanent value. The library shall always be guided by a sense of responsibility to both the present and the future. To this end, librarians shall add materials which enrich the collections and maintain an overall balance. Further, the library shall make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value. The library shall provide, too, a representative sampling of experimental and ephemeral materials.

Selection Principles

Library materials shall be selected for values of interest, information and enlightenment of all the people of the community. In no case shall the library exclude any material because of the race, nationality, or the political or religious views of the writer. The library shall provide the fullest practicable range of material presenting all points of view concerning the problems and issues of our time, international, national and local. Materials of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.

The selection of any material for the library's collections does not constitute an endorsement of its contents. The library recognizes that many materials are controversial, and that any given item may offend some patrons. Selection decisions are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the collection and the needs and interests of the community.

The responsibility for children's use of library materials rests with their parents or legal guardians. The selection of materials intended for use by adults shall not be inhibited by the possibility that they may be accessible by children.

Criteria for Selection

The librarians must consider each type of material in terms of its own kind of excellence and the audience for whom it is intended. No single standard can apply to all acquisition decisions. Librarians may select some material primarily for its artistic merit, scholarship, or its value as a human document, while they choose others to satisfy the recreational and entertainment needs of the community.

A small percentage of library materials are subject to widespread and/or heavy local demand. These high-demand items may or may not meet the general and specific criteria contained in this policy. In either case, librarians give serious consideration to the volume and nature of requests by members of the public. In addition, as the social and intellectual climate of the community changes, materials which librarians originally did not recommend for purchase, may become of interest. Such materials will be reevaluated as the need arises.

To build a collection of merit and significance, librarians acquire materials according to objective guidelines. They evaluate all acquisitions, whether considered for purchase or donated to the library, by examining reviews in one or more of the professional library review media and checking against standards listed below.

General Criteria

1. Suitability of the physical form for library use
2. Suitability of subject and style for the intended audience
3. Present and potential relevance to community needs
4. Appropriateness and effectiveness of the medium to content
5. Insight into the human and social condition
6. Importance as a document of the times
7. Relation to the existing collection and to other material on the subject
8. Reputation and/or significance of the author or illustrator
9. Skill, competence and purpose of the author or illustrator
10. Attention of critics, reviewers and the public

Specific Criteria for the Evaluation of Works of Information and Opinion

1. Authority
2. Comprehensiveness and depth of treatment
3. Objectivity
4. Clarity, accuracy and logic of presentation
5. Representation of challenging, although extreme or minority, point of view

Specific Criteria for the Evaluation of Works of Imagination

1. Representation of important movement, genre, trend or national culture
2. Vitality and originality
3. Artistic presentation and experimentation
4. Sustained interest
5. Effective characterization
6. Authenticity of historical or social setting

Responsibility for Materials Selection

The final responsibility for selection of library materials lies with the Library Board of Trustees. However, the Board delegates authority to the City Librarian to interpret and guide the day-to-day application of the General Selection Policy. The City Librarian, in turn, authorizes departmental staff to carry out the policy. The staff shall refer unusual problems to the City Librarian and, in exceptional cases, he will present comprehensive information to the Board.

All staff members who select materials are expected to adhere to the selection objectives and principles expressed in this policy, and to apply their knowledge and expertise in making selection decisions.

Selection Methods

The librarians select most materials on the basis of reviews published in sources recognized as reliable and authoritative. These include library-oriented journals such as *Kirkus*, *Booklist*, *Library Journal*, *Horn Book*, and *School Library Journal*. Although aimed at bookstores, *Publishers' Weekly* is also widely used by librarians.

Librarians also regularly consult review sources aimed at the general public, such as the *New York Times Book Review*, *Newsweek*, *Time*, and the *Milwaukee Journal Sentinel* and the *Chicago Tribune*. Some review sources focus on a particular format (*CD Review* for compact discs), a particular subject area (*Business Week*), or a particular audience (*Ebony*).

Because the number of items librarians can select is only a small fraction of the number produced each year, some items must be chosen on the basis of publishers' fliers and catalogs. Librarians make these selections with caution, however, and the publisher's reputation is an important factor in these cases.

Librarians also consult standard bibliographies such as *Public Library Catalog*, and lists of "best books" published in the library review media, especially when they need retrospective materials to fill a gap in the collection.

Weeding Policies and Procedures

Weeding is the practice of systematically examining and evaluating materials already in one of the library's collections. In weeding, the selection staff determines whether an individual item should be retained, rebound, or withdrawn. If the item is withdrawn, the librarian decides if it should be replaced with new *copies*, or with new *titles*. The librarian may consult a standard bibliography to make this decision.

The librarians withdraw materials for the following reasons: the information is outdated, the library owns more copies than it currently needs, the material is rarely used, or the physical condition of the material is poor. If the information is outdated, the material is discarded. Excess copies and rarely used materials are used for outreach collections or are given to the Friends of the Library for their annual book sale.

Gifts

The Racine Public Library accepts gifts of library materials with the understanding that the same guidelines of selection that apply to materials acquired by purchase, apply to gifts. The library reserves the right to evaluate and to dispose of gifts in accordance with the criteria applied to purchased materials and, in addition, the library reserves the right to sell or otherwise dispose of material not added to the collection, including using it for outreach collections.

The library staff may issue a written receipt to the donor, but it is the donor's responsibility to indicate the value of the items given. Pursuant to Section 155a of the Tax Reform Act of 1984 and IRS regulations, the library staff will not appraise or indicate a value for gifts.

Requests for Purchase

Comments from patrons about the collection frequently provide librarians with useful information about local interests or needs not met by the collection. The librarians evaluate requests for specific items in accordance with the selection principles, objectives and criteria set forth in this document. If the item is not added to the collection, the librarians will offer the requestor the opportunity to borrow the item via interlibrary loan.

Requests for Reconsideration of Library Materials

A singular obligation of the public library is to reflect differing points of view on controversial or debatable subjects within its collections. The Racine Public Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author. Library materials shall not be marked or identified to indicate approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

The Racine Public Library welcomes the expression of opinion by patrons and community members, but will be governed by this materials selection policy in making additions to, or deletions from, its collections. Patrons who request the reevaluation of library materials, will be asked to put their requests in writing. They will be encouraged to complete and sign a "Request for Reconsideration of Library Materials" form provided by the Racine Public Library.

Upon receipt of this written request, the City Librarian will appoint an ad hoc committee from the professional staff including, but not limited to, the selector for the subject area of the item in question and the appropriate department head. The committee will make a written recommendation to the City Librarian, who will then decide the disposition of the material. The City Librarian will, at the earliest possible date, communicate his/her decision, and the reasons for it, in writing, to the person who initiated the request for reconsideration. The City Librarian will inform the Library Board of Trustees of all requests for reconsideration of library materials, and their disposition.

Library Bill of Rights

The Racine Public Library endorses the American Library Association's "Library Bill of Rights" presented below.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, June 27, 1967, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council



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Part III

COLLECTION DEVELOPMENT PLAN

INTRODUCTION

The Collection Development Plan sets forth the specific details of selection and acquisition of materials for the Racine Public Library. The plan is divided into three main sections: Adult Collections, Youth Collections, and Extension Collections. While the Adult Collections serve the needs of adult readers, students beyond the eighth grade, and the business community, the Youth Collections consist of materials that meet the needs of children from infancy through the eighth grade, parents, and adults who work with children. The Extension Collections serve people who cannot visit the library, or whose library needs can be met by materials of a limited scope, or who need assistance in developing the motivation to read and to use public library resources. Within each of these three sections, the collections are discussed by type of material, such as nonfiction, fiction, periodicals, and audiocassettes.

These guidelines for selection are arranged in a five-part form, as follows:

Description indicates in broad terms what subjects are covered, and gives some indication of selection level, depth and breadth.

Selection Plan discusses the mechanics of selection, including which tools are used, how many copies are purchased, and whether paper or hardcover is preferred. In some cases, the selection plan also provides additional information regarding reading level or collection depth.

Weeding and Retention indicates the criteria for withdrawing materials, since these can vary by subject, especially subjects that are time-sensitive.

Development Plan notes any gaps or weaknesses, states any anticipated changes in emphasis, or indicates whether we will continue along the same course we have set.

The General Selection Policy in the preceding section described and listed the many standard selection tools which are referred to in the selection plans in this section. In addition to these tools, and the many special subject guides and magazines also mentioned in the selection plans, the library's cataloging and circulation system is an invaluable guide for selection in all subjects and all formats. Using this computer system, we can easily check an author's track record in our library. We can also tell what other titles we have in a particular subject, how well they are circulating, and recent they are. Thus, with the information the computer provides, we can evaluate a new title in the context of the existing collection.

Another important factor which influences our selection practices, is the role of interlibrary loan. On the one hand, a well-developed interlibrary loan network allows us to concentrate our limited resources on the items which will meet the greatest number of needs, and to provide access to more specialized or advanced materials when they are needed. On the other hand, several interlibrary loan requests for the same title alert us to an item that we should purchase.

ADULT COLLECTIONS

NONFICTION (000 – 999)

000 – GENERALITIES

Description

In the circulating collection, books on computers make up a large portion of the Dewey 000-hundred area. This section includes books on software and computer operations, computer languages, and general guides to computer hardware and software selection. In the area of library science, the collection consists of major works in the field, some theoretical, some practical. In journalism, the collection covers popular writing manuals, as well as major histories and commentaries on journalism and journalists. Also included in this Dewey area are older editions of standard encyclopedias, almanacs and other standard general works.

The reference 000s include bibliographies in all subject areas, current editions of standard encyclopedias, bibliographies of and indexes to periodicals, indexes and guides to various types of literature, books of trivia and curiosities, and books of quotations.

Community Influences

The growth of the Internet has created demand for information about microcomputers as well as the World Wide Web. The growth of small business has stimulated public interest in the business use of microcomputers. Public schools encourage computer literacy, and both the Gateway Technical College and the University of Wisconsin-Parkside offer majors in computer science. The library science collection is used not only by the Racine Public Library staff, but also by the staff of other libraries in our two-county system, and by Racine students in the library and information science program at the University of Wisconsin-Milwaukee.

Selection Plan

In the computer area, the collection emphasizes home and business use of microcomputers. For software, we buy interpretative and/or instructional manuals, and provide coverage of the major programming languages. We also purchase guides to the operation of the best-selling microcomputers. Since there are many ways to explain computer operations and software, and learning styles vary, we provide a wide variety of titles, usually a single copy of each. We buy books on how to search the Internet, how to create Web sites, how to use Internet-related programming languages, and how to conduct e-commerce.

Because there are so many programs, languages, and computers to cover, we purchase paperback editions, whenever possible, to stretch budget dollars.

In addition to standard selection tools, we regularly check for computer science materials in catalogs from such publishers as Wiley, Prentice Hall and Tab. In the library science area, we have an approval plan for publications of the American Library Association.

Retention and Weeding

Although the computer field changes rapidly, many patrons still have older equipment and are using older versions of software programs. Thus, we retain older works which are still circulating, along with any classic theoretical works. In the library science subject, we retain classic works and current practice materials. In journalism, demand and current circulation dictate retention. In all areas, we withdraw books in poor condition, and replace them if use warrants it. We withdraw the oldest edition of each circulating encyclopedia title each year when we transfer a newer edition from the reference to the circulating collection.

Development Plan

We must stay abreast of new developments in computer equipment and software programs. Because the library experiences a fairly heavy loss rate in this subject area, missing titles must be replaced continually.

100 - PHILOSOPHY, PSYCHOLOGY and RELATED DISCIPLINES

Description

The circulating philosophy collection consists of works by and about all major philosophers and philosophies, Western and Eastern, ancient and modern. Subjects covered include metaphysics, epistemology, ethics, and logic. Interpretations and secondary works in this area, generally at a beginning-to-intermediate level, provide an introduction to the subject. Popular titles pertaining to the paranormal, the occult, dreams, witchcraft, and astrology are also included in the 100s. The section on psychology consists of works on the history of psychology, major works of classic psychologists, secondary sources relating to them, textbooks which cover unique material, and books covering all facets of the subject, including an extensive collection of popular psychologist and self-help books.

The reference collection includes the *Encyclopedia of Philosophy*, dictionaries and encyclopedias covering psychology, ghosts, tarot, witchcraft, astrology, and New Age topics. The library also owns books which describe and evaluate psychological tests.

Community Influences

A strong national trend toward self-help, and the many appearances on talk shows of authors in this subject area, stimulate demand for these titles. Many support groups in Racine refer people to the library's collection, as do local psychologists and doctors. General readers desire materials for self-education, and students need supplemental materials for courses. The paranormal and the occult are topics of high interest and high demand.

Selection Plan

We select most materials by consulting standard reviewing sources. We order several Time-Life series on the occult and paranormal from the publisher's catalog. We order single copies except for popular items which we purchase in multiple copies, preferably in paperback editions. We attempt to cover as many aspects of the subject as possible.

Retention and Weeding

We retain classic works by and about major philosophers and psychologists, although we purchase new editions and improved translations to replace inferior ones. New treatments of philosophical and psychological subjects supersede older ones except those of historical value. We replace worn material and missing titles. We may consult standard bibliographies before we withdraw a title.

Development Plan

We purchase new works on the basis of originality, quality and demand. The library experiences a high loss rate in the areas of the paranormal, witchcraft, dreams, and the occult, so we purchase new titles and replace lost titles continually.

200 - RELIGION

Description

The circulating collection consists of works on the history of world religions, sacred texts and commentaries of major religions, doctrinal theological works, and moral and devotional literature. Books on modern religious groups, including cults, are also included, as well as books on mythology.

The reference collection includes religious encyclopedias and dictionaries, directories of religious organizations, bible commentaries, different versions of the Bible, and mythology dictionaries.

Community Influences

The community is diverse in its religious affiliations, which historically have included Jews, Roman Catholics, the Greek Orthodox and Armenian Apostolic Churches, and many Protestant denominations. The community also includes several groups representing Eastern religions, such as Islam and Buddhism.

Selection Plan

The collection represents all religions and denominations as fairly as possible. We may exclude sectarian materials of a proselytizing nature in favor of unbiased, informative presentations. Generally, we order single copies of titles. However, we may purchase multiple copies or editions of sacred texts, such as the *Bible*, *Koran* and *Torah*, and titles by popular inspirational authors. We purchase multiple copies of standard works of mythology in paperback to accommodate school assignments and multiple copies of the major translations/versions of the Bible. Generally, works are intended for a lay audience, but we may select more scholarly items if they have sufficiently broad appeal, or provide coverage that is otherwise lacking. Although we make most selection decisions after consulting standard review sources, we may scan the catalogs of major publishers of religious works for appropriate titles.

Retention and Weeding

We retain classic works, histories and sacred texts of major religions, and important commentaries. Popular moral and devotional literature and doctrinal theology require up-to-date as well as historical materials. We may consult sources such as *Public Library Catalog* before we withdraw a title. We weed excess copies of books, books in poor condition, and ephemeral materials regularly.

Development Plan

Because our coverage of Christianity and Judaism is comprehensive, the library needs very little retrospective development. We replace missing and worn titles on an ongoing basis and add new titles as needed. Continued demand for information about Eastern religions indicate a need to increase holdings in this area.

300 - SOCIAL SCIENCES

Description

In sociology and anthropology, the library owns introductory academic materials regarding theory and methodology, as well as popular works covering marriage, the family, ethnic and religious groups, sex roles, aging and retirement, and social interaction. The reference collection includes the *Encyclopedia of the Social Sciences*, and handbooks and encyclopedias pertaining to various ethnic groups.

In the areas of statistics, political science, international affairs, labor, and economics, the circulating collection consists of standards in the field, current theory and interpretation, methodology, and selected textbooks which serve as an introduction to the study of these subjects. The economics collection also includes popular works about personal finance, investing, real estate, and tax preparation. Although the topics of job hunting, interviewing, and resumes are covered in the 600s, vocational and career guidance are classified as a subset of economics. Both the circulating and reference collections contain extensive materials in this area. The political science collection includes popular works on current social, political, and economic issues. The reference collection includes almanacs, handbooks on foreign countries, statistical compilations about the various states and foreign countries, political and economics dictionaries, guides to elections and Congress, investment guides, tax codes and guides, and a very extensive collection of business and manufacturing directories.

The circulating collection in law and public administration includes books on American government and citizenship, law books for the lay reader, civil service test materials, and military science. The reference collection includes municipal, state, and federal statutes and codes, a legal encyclopedia, a guide to lawyers, directories of municipal and county officials, and guides to military installations.

The social problems area covers topics such as crime, abuse, addiction, public welfare, and social aspects of disease. The majority of the circulating collection is aimed at the general reader, and includes current approaches to these problems, as well as self-help materials. The library owns selected materials aimed at professionals in the human services field which can provide additional depth for the concerned lay reader. The reference collection includes a variety of directories of local, state, and nationwide social service agencies.

In the field of education, the circulating collection covers history and philosophy of education, educational psychology, theories and teaching methods, test preparation guides for standard tests, and guides to colleges and financial aid. These materials are geared toward parents, students and

teachers. The reference collection includes directories of elementary and secondary schools, guides to colleges and financial aid, educational dictionaries and handbooks, and guides to opportunities for foreign study and teaching. The section on commerce, communication, and transport consists of popular materials regarding domestic and foreign trade, histories of the postal service, histories of the railroads and other means of transportation, as well as guides to various forms of commerce such as franchise directories. Rounding out the 300's is a section of popular materials on costume, etiquette, customs, holidays, and folklore.

Community Influences

Due to the changing economy, patrons are very interested in career guidance materials, civil service study guides, and the business reference collection. High school assignments also generate demand for the vocational guidance collection. Since approximately 23 percent of the population of Racine over the age of 25 has not completed high school, the GED (General Educational Development) study materials are well-used. As a community with a strong do-it-yourself tradition, there is demand for lay-oriented law books, especially for topics like bankruptcy, divorce, and estate planning. Again, school assignments dealing with social problems create demand for these materials. As citizens of a democratic society, our patrons have a strong interest in materials on current social, political, and economic issues. We limit academic materials to the introductory level, since more advanced materials are available at area college libraries.

Selection Plan

The librarians select most materials by consulting standard review sources. In the areas of education, tests, and vocational guidance, we order materials from several publishers' catalogs, including Arco, Barron, National Learning Corporation, Peterson, and VGM. We order law materials from the catalogs of well-regarded publishers such as Nolo and Oceana. We order books dealing with social and political issues on a regular basis from the *Congressional Quarterly* catalog.

We order "high interest" books in multiple copies as demand indicates, while we purchase other titles in single copies to give breadth to the collection. We select inexpensive paperback editions over more expensive hardcover editions whenever possible, especially for the ephemeral titles.

Retention and Weeding

By virtue of its broad scope and considerable depth, we selectively weed the social science collection of duplicate copies no longer in demand, out-of-date materials, and books in poor condition. We give primary consideration to maintaining a current collection, but we retain standard works and historical studies. Before we withdraw a title, we may consult sources such as *Public Library Catalog* and other standard bibliographies.

Development Plan

Our goal is to keep this collection current and meet patron demand in high interest areas. Presently, the local schools are a topic of much concern. This coincides with a national resurgence of interest in education, and the publication of many new books discussing educational reform. We expect to continue purchasing heavily in this important area. We will consider acquiring additional textbooks in some areas to improve coverage of basic principles and/or theories.

400 - LANGUAGES AND LINGUISTICS

Description

The circulating collection includes standard works in linguistics, dictionaries in English and major foreign languages, books on grammar, vocabulary, and usage of English and major foreign languages, and thesauri of English. There are also graded language exercise books, easy-to-read fiction and nonfiction for new adult readers, textbooks on English as a second language (ESL), and books on sign language.

The reference collection includes historical and current English language dictionaries, dictionaries for major foreign languages, works on regional American English, books on English grammar, usage, and word origins, and foreign phrase dictionaries.

Community Influences

Spanish, French, German, and Latin are taught in the local schools. Racine has "Sister Cities" in five foreign countries, plus a strong tradition of involvement in foreign exchange programs (including the local theatre group and nurses, as well as students), indicating a strong community interest in foreign countries, including their languages.

Selection Policy

Foreign language instructional materials are aimed at the introductory and intermediate level. We do not purchase reading materials for the purpose of increasing language proficiency. One copy of each title is generally sufficient, except for dictionaries, phrase-books for travelers, ESL materials, and sign language. To select in the 400s area, we use catalogs of publishers that specialize in foreign language instructional materials, in addition to standard reviewing sources. We also use the Gallaudet University Press catalog as a source for sign language materials. We select materials for new readers from catalogs of publishers who specialize in this area.

Retention and Weeding

Except for technical foreign language dictionaries, materials in this field do not date very quickly. We retain these books as long as they are in good condition and are being used.

Development Plan

Since patron demand for language and linguistic materials seems to be satisfied by current holdings, the collection needs little growth. However, we will consider adding selected major works of literature for the four languages taught in Racine area schools. When available, we prefer to purchase dual language editions (English and the foreign language). It is important to replace worn and missing titles, to keep abreast of popular titles, and to monitor demand.

Community Influences

An interested and educated public requires information on scientific subjects for the fulfillment of personal interest and curiosity, and for school-related assignments. Our patrons have access to college libraries in southeastern Wisconsin for more specialized materials, once they have exhausted our resources.

500 - PURE SCIENCES

Description

The circulating science collection includes materials in the areas of mathematics, astronomy, chemistry, earth sciences, life sciences, and physics. In addition to standard works covering the basic principles and theories of each discipline, the philosophy and history of science are covered, as well as how-to books and popularizations of most scientific subjects. Materials for science fair projects are included in all areas of the 500s to support school-related assignments.

The reference collection includes dictionaries and handbooks for the various sciences, as well as an up-to-date general encyclopedia of science and technology. The reference collection is particularly strong in works dealing with animals, birds, and insects, because students use these heavily for school assignments.

Community Influence

An interested and educated public requires information on scientific subjects for the fulfillment of personal interest and curiosity, and for school-related assignments. Our patrons have access to college libraries in southeastern Wisconsin for more specialized materials, once they have exhausted our resources.

Selection Policy

Materials may range in difficulty from high school level to undergraduate level. Although all branches of each discipline are represented, including some that are more specialized, we focus on providing introductory works that cover basic theories and principles. We include selected textbooks to provide a summary or overview of a field. We also include popularizations of current research. Usually, we purchase one copy of a title, except for very popular authors, such as Stephen Hawking. We purchase hardcover editions when material is of lasting value, while we select time-datable and ephemeral titles in paperback editions when available. In addition to standard selection tools, we check popular periodicals such as *Scientific American*, *Science*, and *Discover*, for appropriate titles.

Retention and Weeding

Since most of our materials are at the introductory or basic theory level, they do not date quite as quickly as more advanced or specialized works. Nevertheless, we regularly check the collection for timeliness, and acquired updated editions as needed. Generally, we retain philosophy and history of science, as well as classic works, and add new treatments. Before we withdraw a title, we may consult standard sources such *Public Library Catalog*. We replace or rebind worn copies, and withdraw ephemeral material as it becomes obsolete.

Development Plan

We will continue to acquire books by well-credentialed scientists, written for a general audience, which report on new scientific findings. Because of the high demand for basic math books (arithmetic, algebra, and geometry), replacing lost or missing titles will continue to be important. We will consider acquiring additional textbooks in some areas to improve coverage of basic principles and/or theories.

600 - APPLIED SCIENCE and TECHNOLOGY

Description

Applied science and technology encompasses a wide variety of subjects which touch on many different aspects of life. Thus, this is one of the largest and most heavily-used sections of the nonfiction collection.

The circulating medical and health area covers the history of medicine, nursing, anatomy, general health, diet and exercise, specific diseases, and individual fields of medicine such as geriatrics, pediatrics, obstetrics, etc. Family medical guides, medical dictionaries, guides to prescription drugs, and guides to medical tests, are found in both the circulating and reference collections.

The reference collection also includes biographical directories of doctors and dentists. Although the majority of materials in this subject area are written for the lay person, we include some medical and nursing texts because they provide either more in-depth information for common diseases, or the only information available for rare and unusual disorders.

Various sections of the 600s are devoted to engineering, chemical and industrial technologies, and manufacturing processes. The circulating collection includes works on inventions and patents, machine shop operations, the history and application of the various technologies and processes, and standard works in all branches of engineering. The reference collection includes engineering handbooks and dictionaries, materials handbooks, and manufacturing handbooks and encyclopedias. The material in these sections is aimed at the practitioner at a beginning to intermediate level.

Also included in the 600s are repair manuals for a wide range of items, including consumer electronic goods, small engines, small tractors, automobiles and trucks, snowblowers and lawn mowers, snowmobiles, motorcycles, outboard motors, and home appliances. Related subjects in this area include home building, home remodeling and repair, and woodworking. Most of the material for these subjects is in the circulating collection, except for auto repair, for which there is also an extensive reference collection. The majority of these books are aimed at—and used by—hobbyists and do-it yourselfers. We include some professional level books, such as the *National Construction Estimator*, or the Mitchell auto repair manuals, to provide amateurs with more in-depth information.

Agriculture and gardening also are included in the 600s. Although Racine is an urban area, the surrounding townships are semi-rural, and the Racine Public Library serves as a resource library for rural areas further west in our two-county system. Thus, we maintain a small collection of popular materials relating to livestock, dairy farming, and animal husbandry. Books on pets of all types are included in this section, with a rather extensive collection for various breeds of dogs. Books on trees and tree identification, house plants, and vegetable and flower gardening round out this area of the circulating collection. The reference collection includes a horticultural encyclopedia, veterinary manuals, and several animal handbooks and dictionaries. In the area of home economics and family living, we have books on subjects such as cooking and nutrition, child-rearing, sewing and clothing, and household management. Most of the materials in this

area are written at a popular level. We include some professional materials to provide more in-depth information for the lay user. Although some titles may overlap between the child-rearing section in the Adult Collections and the “Parent Place” collection in the Youth Collections, the Adult section offers theory as well as practical suggestions, and covers a wider range of ages. The focus of this collection is on child development, discipline, and parent-child relationships. In the cookbook collection, we emphasize recipes for special diets, such as vegetarian, diabetic, low cholesterol, etc. The reference collection includes food and nutrition encyclopedias, cooking dictionaries, guides for removing stains, and compendia of household tips.

A rather large section of the circulating 600s is devoted to business and management. This includes books on resumes, job hunting, and employment interviewing, as well as bookkeeping and accounting, small business operation, typing and other secretarial skills, advertising, selling, marketing, personnel management, and general management skills. Books on home-based businesses are particularly popular. Materials in this section, ranging from popular to professional, and including both theory and practice, are aimed at entry level and mid-level managers, as well as those starting their own businesses. We include dictionaries, encyclopedias, and handbooks covering various aspects of management in the reference collection.

Community Influences

Increasing attention in the media to health care matters, coupled with rising medical costs has encouraged people to be more knowledgeable consumers of medical services. This translates into demand for information about all types of diseases, disorders, and medical conditions. Like other “rust-belt” cities, Racine has seen its manufacturing base erode in recent years. Although demand remains strong for information in the area of machine shop practice and manufacturing processes and technologies, demand for management information is growing as people seek to start small businesses. The changing economy has also stimulated very heavy demand for resume and job-hunting books.

As a middle-class community with a high percentage of home owners, do-it-yourself books of all types have always been popular in Racine. Economic uncertainties and changes in recent years have stimulated additional demand in these areas. In national studies, Wisconsin ranks high as a state with a large percentage of overweight people. Thus, heavy use of our extensive collection of both cookbooks and weight loss books is not surprising. Cookbooks covering foreign cuisine reflect Racine’s ethnic diversity, and also are used by students in conjunction with their studies of foreign cultures.

Selection Plan

In addition to the standard selection tools, we check selected publishers’ catalogs regularly. These include Wiley for business and technical materials, TAB for technical and equipment repair materials, Howell and T.F.H. for pets, Sunset, Time-Life, Ortho, and Chilton for home remodeling and/or equipment repair, and gardening.

In most areas of the 600s, we purchase single copies to give breadth to the collection. However, for high-interest, high-demand topics like resumes, we purchase multiple copies of the best titles. Also, very few titles are available in some areas of the health collection, so we purchase multiple copies to meet demand. We choose inexpensive paperback editions over more expensive hardcover editions, where possible, for materials that date quickly.

Retention and Weeding

We keep the medical collection current. Aside from classic titles, we retain very few books for more than five years. We retain most auto repair manuals because they will eventually have historic value, especially for models that become classics. We weed cookbooks judiciously because of their potential historical value. We check the various cookbook indexes before we withdraw volumes. We retain standard titles in the management, technology, and parenting areas. In all areas, out-of-date materials, materials with low circulation, and those in poor condition should be withdrawn. We may consult standard sources such as *Public Library Catalog* before we withdraw a title.

Development Plan

The emphasis throughout the 600s is on keeping the area current. As the economy changes, it is important to keep abreast of – and add material on – new technologies. Replacing lost or missing titles is also a high priority.

700 – ARTS and RECREATION

Description

In the areas of painting, sculpture, and architecture, the circulating collection includes general art history surveys, surveys of major styles, time periods, and genres, and studies of the works of major or noteworthy artists.

Although we emphasize Western European and American art, we also purchase books on the art of ancient civilizations, and on the art of other regions of the world. The collection also includes instructional materials, i.e., how to paint or sculpt. The reference collection includes art dictionaries and encyclopedias, numerous biographical sources, architectural handbooks, and indexes to paintings and other illustrations. Although the writing ranges from popular to scholarly, our aim is to provide an introduction to the study of these topics.

Closely related are the graphic arts, which include drawing, printmaking, and photography. The circulating collection covers the history and development of these subjects, and the works of major artists in each field, as well as instructional (how-to) materials. The collection also covers various technical processes. These books are geared to the beginning hobbyist or initial study of the subject.

The performing arts collection includes music, opera, theatre, dance, film, radio, and television. The circulating collection covers the history and development of each of these fields. Biographies of famous performers and others associated with these fields are often cataloged here rather than in the 920s. For theatre and opera, the text or libretti of well-known works are included, as well as books of stagecraft. The music collection includes self-instruction for popular instruments and for reading music, standards in the field of music theory and music appreciation, and anthologies of text and music for popular songs. Self-instruction for ballroom, popular, and ethnic dances, as well as descriptions of famous ballets are included in the dance collection. The reference collection includes *The New Grove Dictionary of Music and Musicians*, guides to theatre, musical theatre, and opera; biographical guides for musicians and musical groups in all of the popular genres; *Magill's Survey of Cinema*; the *New York Times Film Reviews*; and historical guides to radio, television, and film, including both the productions and the performers. These are popular materials, aimed at fostering enjoyment and appreciation of the performing arts.

The decorative and applied arts cover a wide variety of topics including ceramic, metalware, glassware, textiles, furniture and interior decoration, antiques and collectibles of all types, and a broad range of handicrafts such as needlework, jewelry-making, and flower arranging. Books in this area are geared to the hobbyist at a beginning-to-intermediate level, and include histories, identification and price guides, and how-to manuals. The reference collection includes identification and price guides for antiques and collectibles, as well as encyclopedias and dictionaries for crafts, the decorative arts, and textiles. Although gardening is covered in the 600s, there is some overlap in the 700s, which includes civic and landscape art. While much of this area is devoted to land use planning and urban streetscapes, it does include works that analyze and explain the use of plants and other natural landscaping materials. This is a small section, focused on initial study of the topic.

Completing the 700s are the "recreation arts" which refer to games and sports. This collection includes books on indoor games (card, board, casino, and electronic) and amusements (parties and skits). There are also rule books for various outdoor games and sports; materials for learning how to play, improve skills in, or coach games and sports; team histories; biographies of famous athletes and coaches; and the history and development of the various sports. The entire spectrum of sports and recreation is covered, including individual pursuits such as fishing, hunting, water-skiing, parachuting, and horseback riding, as well as team sports like baseball, football, basketball, and soccer. Materials are geared to the beginning and the intermediate skill level. The reference collection includes encyclopedias, dictionaries, and handbooks for a wide variety of sports and games, as well as compendia of sports facts.

Community Influences

More advanced and/or scholarly coverage of the fine arts, graphic arts and performing arts is available at area academic libraries. Strong interest in these arts is evident in the many active clubs and organizations that make up the Racine Arts Council, the full calendar of events which they sponsor, and the excellent community response to the annual arts fund drive. Proximity to major art museums and performing arts events in Milwaukee and Chicago is also an influencing factor.

The many art and craft fairs held in Racine and the surrounding area, as well as many craft-oriented clubs, indicate the need for an extensive craft collection. The local popularity of estate and rummage sales stimulates demand for price and identification guides for antiques and collectibles.

Interest in sports is evident in the wide variety of facilities and events which are supported by the community such as the marinas, city and county golf courses, the Lighthouse Run, Salmon-A-Rama, and the broad array of programs sponsored by the City of Racine Department of Parks, Recreation and Cultural Services. The community also supports a semiprofessional football team, and has access to professional sports in both Milwaukee and Chicago.

Selection Plan

We select the majority of materials in this area from reviews in standard sources. From publishers' catalogs, we order price guides for antiques and collectibles, books on how to play games, opera libretti, and texts for musicals. We periodically update our collection of rule books for the major team sports, at both the high school and college level. We also select song and "fake" books from the lists of titles included in song indexes that the library owns.

Generally we prefer to buy single copies in a wide variety of titles. However, we may purchase multiple copies of popular sports titles, especially those relating to professional teams in Wisconsin. Usually, we purchase hardcover editions, since this area of the collection is used heavily, and most of this material does not date quickly. We purchase price guides in paperback because they date quickly.

Retention and Weeding

We retain standard and classic works in all subject areas. We replace, if possible, lost or damaged material. We withdraw earlier works that are superseded by new treatments. We withdraw titles, which have declined in use or are in poor physical condition. We may check standard sources such as *Public Library Catalog* before we withdraw a title.

We retain indexed song anthologies until they are no longer usable. Although we keep materials on Wisconsin sports teams indefinitely for historical purposes, we keep popular treatments of the different sports current. We keep price guides current. In the area of interior design, we withdraw guides which are outdated in terms of style or fashion, and which are not intended as examples of historical or period interest.

Development Plan

The emphasis is on developing the breadth of the collection rather than its depth. We keep the collection current to meet patrons' needs. For many areas of this collection, this means we must monitor ever-changing trends, as well as maintain the classics.

800 – LITERATURE

Description

The circulating literature collection consists of style manuals and handbooks on English composition, books on preparing and delivering speeches, quotation books, and books on how to write as letters, and business and technical papers. Collections of speeches, essays, and humorous writings, as well as books of literary criticism, comprise a major portion of the section.

Anthologies of short stories, and plays and poems in both single-author volumes and anthologies, complete the collection. The emphasis is on English and American literature, but the collection includes works in translation of noteworthy classic and contemporary authors from many nations and cultures. The reference collection includes poetry indexes, plot summaries for major works of literature (prose, drama, and poetry), and multi-volume sets covering literary criticism, literary biography, and literary history.

Community Influences

Students at the high school and college level make extensive use of the books of American and English literary criticism. Productions at the Racine Theatre Guild, University of Wisconsin-Parkside, the high schools, and at theaters in Milwaukee and Chicago, generate demand for the text of plays. Circulation statistics for the poetry collection indicate that only the best-known classic and contemporary poets circulate heavily. It is probable that use of this collection is primarily for school assignments. Additional and more advanced material is readily available in area college libraries.

Selection Plan

In addition to the standard selection tools, we use publishers' catalogs such as those of Twayne, Chelsea House, Ungar, Samuel French, and Baker. We check the annual programs for Racine Theatre Guild and the Milwaukee Repertory Theater, and purchase copies of the plays where available. We also purchase copies of Tony award winners and long-running Broadway and off-Broadway shows. For most areas of this collection, we purchase single copies. However, we may purchase multiple copies of heavily-used style manuals, standard quotation books, and literary criticism of frequently-studied authors. For poetry, we prefer to purchase indexed anthologies. We limit individual works to best-known contemporary and classic authors. For works by foreign authors, we prefer dual language texts, when available.

Retention and Weeding

We retain classic works in all areas of this collection, and replace them if worn, damaged or missing. We withdraw little-used and outdated material on a regular basis. Before we withdraw a title, we may consult standard sources such as *Public Library Catalog*. We check *Play Index*, *Ottomiller*, *Short Story Index*, and the poetry indexes, before we withdraw any materials in these areas.

Development Plan

Circulation statistics and weeding data indicate that much of the collection is used most heavily by students. Therefore, more copies of American and British literary criticism, suitable for high school students, as well as annotated texts, would be appropriate.

We purchase anything reasonably well reviewed in the humor area. This area, neglected by publishers in recent years, has become dated.

900 – GEOGRAPHY, HISTORY, TRAVEL

Description

Both the circulating and reference collection in geography consists of a variety of historical and current atlases. Although some topographic information is included, most of these atlases show political divisions, or provide social, cultural and economic information. Most works relating to landforms are classified in the 500s with earth sciences.

The circulating history collection focuses mainly on the political history of the United States (including its political subdivisions) and foreign countries of the world. Due to changes in the cataloging codes, some cultural and social history is included in this area of the collection, and some is cataloged with the travel books. This collection also includes general histories of civilization and chronologies of world events. The major emphasis is on the United States, with a secondary emphasis on the countries of Western and Eastern Europe. There is representative coverage of other countries of the world. The collection is particularly strong in coverage of the Civil War, World War II, the Vietnam War, and local, regional, and Wisconsin history.

The reference history collection includes encyclopedias covering world history, U.S. history, Canadian history, and Wisconsin history, and dictionaries/encyclopedias for all major ethnic groups in the United States.

The circulating travel collection includes guidebooks, personal narratives, and some cultural and social history. (Note: guidebooks devoted exclusively to hotels, inns, or bed and breakfast establishments are cataloged in the 600s). The major emphasis is on destinations within the United States. Although all major foreign destinations are represented, our emphasis shifts as the popularity of various locations waxes and wanes with changes in world conditions and the economy.

The reference travel collection consists of the historical WPA guidebook series for the states, a few current regional guidebooks, and the AAA guidebook series.

Community Influences

As mentioned under the 400s, Racine has a strong interest in foreign countries as evidenced in its participation in the “Sister Cities” program, and the popularity of various foreign exchange programs. Also, the local schools emphasize area studies, as well as U.S. history, in their curricula. Local industries are increasing their involvement overseas. All of these factors led to demand for information about the history, culture, customs, and tourist sites of countries throughout the world.

The Civil War collection is larger than might normally be expected in a library of this size because of a trust fund restricted to the purchase of Civil War materials. The World War II and Vietnam War collections reflect strong interest among the resident veteran population.

Selection Plan

The writing level of history books may range from popular to scholarly. The important factor is that the subject matter be sufficiently broad to have wide appeal. Generally, we order one copy unless there is strong patron demand. In addition to standard review tools, we check the following sources regularly for items of local, regional, or state interest: various Wisconsin-related periodicals, *Wisconsin Academy Review*, and catalogs from publishers located in Wisconsin, including the State Historical Society.

For travel books, we prefer to buy single copies in a wide variety of titles, but we may purchase multiple copies for very popular titles, such as the Mobil guides. We consult standard review sources and publishers' catalogs such as Globe, Pequot Press, Lonely Planet, Fodor's, and Rand McNally.

Retention and Weeding

Many works of history are timeless classics; we need to retain them. This is especially true for the original and reprinted WPA guides to the states, which are in both the circulating and reference collections. Careful selection and perception of future demand determine retention.

In the travel collection, we keep guidebooks three to four years, and retain personal narratives as long as there is demand for them.

On a continuing basis, we weed duplicate copies for which demand has decreased, books in poor condition, and superseded works. Before we withdraw a title, we may consult standard sources such as *Public Library Catalog*.

Development Plan

In the history collection, we are working on updating holdings for Asian and African countries. In the travel collection, we need more material for individual states; publishers have neglected this area until recently. In addition, Latin America and the South Pacific are gaining in popularity as tourist destinations, and require increased emphasis; the recent rise in interest in Caribbean cruises indicates an increasing need for a variety of cruise guides and Caribbean guidebooks; and increasing travel in Eastern Europe signals a need to continue expanding our holdings for that area.

920 – BIOGRAPHY and GENEALOGY

Description

The circulating biography collection consists of factual materials about people from all walks of life, and from ancient time to present. This collection also includes autobiographies, memoirs, and volumes of correspondence.

The reference biography collection includes general biographical dictionaries and multi-volume sets such as the *Dictionary of American Biography*, the *Dictionary of National Biography*, *Current Biography*, and *Who's Who in America*. The collection also includes specialized works covering different fields of endeavor, such as *Contemporary Authors*, or the *Dictionary of Scientific Biography*. Some of these specialized works may be classified with their subject area.

The circulating genealogy collection is very basic, and concentrates on introductory manuals which explain how to conduct genealogical research in the United States and in many foreign countries. This collection includes books of names, both given and surnames, as well as geographical names, plus books of autographs and books about autograph collecting.

The reference genealogy collection is comprised of directories of sources for genealogical information, name dictionaries, several guides to heraldry, Racine city directories and Racine telephone directories. U.S. Census material for Racine County is available on microfilm. Family histories and other more detailed genealogical materials are available locally at the Racine Heritage Museum, and the Archives and Area Research Center at UW-Parkside. Racine is also within easy driving distance of the Federal Archives in Chicago and an excellent genealogical collection at the State Historical Society of Wisconsin in Madison.

Community Influence

Many people find reading about the lives of influential and interesting people entertaining and informative. Reading about the people who were central to a historical event can help illuminate that event. The biography collection is frequently used by students for school book report assignments.

Selection Plan

We use standard reviewing sources to select materials in both subject areas. Generally, one copy of a title is sufficient, but we may purchase multiple copies of biographical titles if the biographee is in high demand, such as Malcolm X and Martin Luther King. We purchase multiple copies of baby name books in paperback.

We retain biographical titles if the biographee has enduring importance. We replace poorly written biographies of important people with new, high quality titles. We also add new interpretations of the lives of important people.

Development Plan

We anticipate no major changes in the genealogy collection. We will purchase revised editions as available, and replace worn or missing titles.

In the biography collection, we purchase new works to meet popular demand, and to maintain a well-balanced and wide-ranging collection. We replace worn or missing titles on an ongoing basis.

FICTION

Description

The purpose of the fiction collection is to enrich human understanding by presenting stories in an imaginative way rather than in a factual manner, and to entertain.

The general fiction collection includes classic and contemporary literature, past and current popular works, and best-sellers. Five genre collections are shelved separately: mysteries, romance, science major foreign authors in English translations.

Community Influences

Based on circulation information, we know that, generally, readers prefer novels with traditional plot structure and well-developed characters. Stream-of-consciousness, surrealism, and other forms of experimental and polemical fiction have little appeal in this community.

Selection Plan

In selecting both serious and light fiction, we prefer to purchase well-written works. However, we purchase authors who have established a strong reputation and are expected to be in demand, regardless of the quality of their latest efforts. We also purchase most of the Edgar Award winners for the mystery collection. Generally, we purchase one copy of a title, but multiple copies are purchased to meet demand. When we need multiple copies of older titles, including classics used for school assignments, we purchase paperbacks when they are available. We transfer extra copies from the Extension Department before we purchase additional copies.

In addition to the standard selection tools, we scan reviewing sources such as *Time*, *Newsweek*, and area newspapers. We order best-selling authors' new titles from publishers' catalogs, ads, and *Library Journal*'s "Prepublication Alert" column.

Retention and Weeding

When weeding in the fiction area, we take into account the cyclical nature of author popularity. We retain literary classics, regional authors, and well-recognized contemporary authors. We withdraw materials by authors of lesser stature, and more ephemeral works, if they have not circulated within the last three years. We may consult sources such as *Fiction Catalog* or *80 Years of Best Sellers* before we withdraw a title. We withdraw books in poor condition.

Development Plan

We give special emphasis to replacing lost, missing, or worn titles of important and/or popular authors. Our focus in the fiction collection is to purchase as broadly and as widely as possible to maintain depth in the collection, while having enough multiple copies of high demand titles to satisfy patron requests as quickly as possible.

GOVERNMENT PUBLICATIONS

Description

Racine Public Library is a depository for the publications of the agencies of the city of Racine and the county of Racine. The library is also a regional depository for state of Wisconsin publications, and a partial depository for publications of the United States government. The collection of city and county documents includes the annual reports of the various agencies, as well as their other major publications. The state publications cover the operations of state agencies, a variety of statistics for the state and counties, laws and legislation, and various topics, which are germane to the business of the different state agencies. The federal collection covers operations of the federal government, a wide variety of statistical information, and general information on subjects from the mundane to the esoteric.

We house the majority of these publications in a separate, closed-access collection. However, we include many government publications in the periodical collection, the pamphlet file, or the cataloged book collection. We also maintain a separate, public access documents collection for the most frequently used items.

A shelf list, produced and maintained by the Adult Department staff, provides access to city, county, state, and federal publications. We add records to the library's computer catalog for items likely to be of high interest. The *Monthly Catalog*, a federal publication, provides indexing for the federal collection. A locally produced index exists for state documents published prior to 1998. Thereafter, state documents are indexed on WISCAT.

Community Influences

Government documents provide citizens with information they need to monitor the actions and cost of government. They also provide information on government policies, regulations, and programs which affect or are available to individuals and/or businesses. The government publishes information of use to consumers, as well as information about our society and culture, and the societies and cultures of other nations.

Selection Plan

We ask all city and county agencies to submit their annual reports and major publications. The Wisconsin Reference and Loan Library selects the items to be sent to the regional depositories. The Racine Public Library's reference staff selects additional, non-depository items from state document cataloging lists. Racine selects approximately 21 percent of the item categories available for federal depositories. As a public library, we emphasize topics which are likely to be of interest or use to the general public. Since selection is available only on a category-by-category basis, rather than by review of specific titles, the collection contains a small percentage of specialized and/or technical publications. In addition, Racine selects a few specialized publications which are housed at UW-Parkside to help support their programs. When there is a choice, we prefer print editions to microfiche.

Retention and Weeding

We retain most city and county documents for potential historical use. We weed only the most ephemeral items. We keep most state publications a minimum of five years, in compliance with the depository law. We weed this collection regularly to remove duplicates, outdated, and ephemeral material.

We retain most federal documents only for the five-year minimum required by the depository law. However, we retain some items indefinitely for their long-term information value, such as the *U.S. Government Manual*, the *Statutes*, *Vital Statistics of the United States*, Wisconsin weather reports, the *Congressional Directory*, and *Your Income Tax*. We retain most statistical publications a minimum of 10 years, and longer if space permits. However, as more of these publications become available on the Internet, we may begin keeping these and other publications only for the required five years. Where statistical publications are published on a state-by-state basis, we retain Wisconsin volumes indefinitely. We discard superseded editions according to instructions from the Government Printing Office.

Development Plan

We will continue to add new categories of federal items on a very selective basis. Improving access to these collections, by including more titles on the library's computer catalog, will be our main objective in the next few years.

LARGE PRINT

Description

The bulk (75 percent) of the large print book collection consists of fiction, including classic literature, popular fiction, and genre fiction (mystery, romance, adventure, suspense, and westerns). The majority of the nonfiction books consist of biographies, travel memoirs, self-help, medical, humor, and other popular works.

Community Influences

As early as age 40, changes can begin in adults' eyesight which make reading small print difficult. According to the 2000 U. S. Census, 34.8 percent of the population in the city of Racine is over age 45, and 12.3 percent are ages 65 and over.

Selection Plan

We consult catalogs of large type publishers such as G.K. Hall, Thorndike, and Wheeler. These publishers reprint popular titles that were originally published by trade publishers. Some trade publishers also release their own large print editions concurrently with standard editions. We prefer these editions not only because of their currency, but also because they are a better financial value. We prefer to purchase paperbacks, when available, because many large print readers find hardcover editions quite heavy. Generally, we purchase single copies of a title except in the case of a very high demand author or topic.

Retention and Weeding

Since large type books are seldom available once the initial print run is exhausted, we take the utmost care to retain valuable titles that we cannot replace. We discard books in poor condition, and we withdraw books in good condition which no longer circulate.

Development Plan

Because publishers seldom reprint large type books, we attempt to purchase the most desirable titles soon after publication. We purchase new works to meet increasing demand, and to maintain a well-balanced and wide-ranging collection. We would like to increase the number of subjects represented in the nonfiction section, but choices are limited to the few that are available from the large type publishers. The trend toward large type publishing by trade publishers might alleviate this situation in the future. For the next several years, our additions to the collection should exceed withdrawals, and the collection will increase in size.

SPANISH COLLECTION

Description

The Spanish language collection consists of a rapidly growing collection of books, five periodical subscriptions, a small collection of videos and several boxes of pamphlets. Some of the books were purchased in the 1970s under a federal grant, but the majority have been purchased since 2000, when a regular line item for Spanish language materials was added to the budget. All books are fully cataloged with both English language and Spanish language subject headings.

Community Influences

According to the 2000 U.S. Census, 14 percent of the population of the city of Racine and 10 percent of the population of Racine County east of I-94 are of Hispanic origin, a total of 13,655 people in our service area. Figures from the 1990 census tell us that approximately 55% of Racine Hispanics speak Spanish and 23% do not speak English very well. If the same percentages hold true for 2000, there are over 3,140 people in our service area whose first language is Spanish and who do not speak English very well, and another 4,370 who speak both Spanish and English. Agencies like our neighbor, the Racine Literacy Council, who supply tutors for people learning to speak English, report long waiting lists. In addition, Spanish is a course of study in many Racine schools and students look to the library for materials for class reports.

Selection Plan

The primary focus of the Spanish collection will be to meet informational needs, with the emphasis on “how-to” books and coping skills. In addition, we will purchase materials which emphasize Hispanic culture, history and heritage. The Spanish fiction collection will include classic works in Spanish as well as popular reading by Hispanic authors. Popular works by non-Hispanic authors, while not excluded, will form a very minor part of the collection.

Retention and Weeding

Due to the small size of the collection and an anticipated increasing demand, weeding will be limited to damaged materials and outdated editions of nonfiction which are being replaced.

Development Plan

We will continue to increase the size and quality of the collection as long as space remains. Requests for input from the Hispanic community about the type of material needed will be ongoing. We will be flexible about changes in the focus of the plan as we receive that input. Due to limited budgets, we will seek grant money to enhance the collection.

PAMPHLETS, CLIPPINGS, and PICTURE FILES

Description

This collection consists of pamphlets and pictures representing over 1,200 subjects arranged according to subject headings used in the *Readers' Guide to Periodical Literature*. Material in the pamphlet file is of a timely, popular nature, presented in concise, easily accessible form, and

supplements the book and periodicals collections. This file also contains clippings from the (Racine) *Journal Times* regarding topics of local or state interest, state legislation, and selected subjects of popular interest. The picture file consists of mounted pictures on popular subjects.

Community Influences

Students' needs and consumer interests are the main factors we consider in determining the scope of this collection.

Selection Plan

Speedy availability, popularity, currency, prices, and subject demand are important factors in selecting these materials. Primary selection sources are shipments of state and federal documents. These files contain publications representing opposing viewpoints, but we avoid those of a proselytizing nature. We request state maps and tourist information from each state annually.

Retention and Weeding

We weed both the pamphlet and the picture file on a continuing basis to remove outdated, damaged, and ephemeral material. We retain indefinitely any newspaper clipping pertaining to Racine and Racine County which may be of potential historical interest.

Development Plan

The pamphlet file is quite extensive in its variety of subjects; we need to keep it current with patron interest. Use of the picture file has declined over the years with the advent of other visual media; we no longer add to this file.

PERIODICALS

Description

The periodical collection consists of over 600 titles, including 31 newspapers, most of which are current subscriptions. The collection includes popular titles in all subject areas, plus selected professional or specialized titles suitable for use by the general public. The library owns titles in Spanish, and one large print title. The library maintains indexes which provide access to newspapers and magazines in both print and microform.

Community Influences

The library acquires and maintains a periodical collection to serve the informational, educational and recreational needs of the community. The periodical collection supplements the book collection, and is used to meet demands for current information. Students of all educational levels use the periodical collection for course-related work. We purchase few scholarly journals since they are available in area academic libraries. The availability of current information on the Internet, as well as full-text periodicals and expanded indexing through the state of Wisconsin's BadgerLink program, are expected to have a growing influence on the size of the collection and the selection of titles purchased.

Selection Plan

The library's objective is to have a well-balanced general periodical collection that includes titles

in all subject areas. We also strive to provide a variety of editorial viewpoints, especially for topics, which are potentially controversial, such as religion, politics, and social issues. Availability of indexing is an important criterion when considering new titles and establishing retention policies. We evaluate patron and staff suggestions for purchase by consulting selection tools such as *Katz's Magazines for Libraries*, and by reading reviews of new titles on a regular basis. Periodicals newly indexed in *Readers' Guide* are usually added to the collection.

Retention and Weeding

We keep titles for varying lengths of time. We continuously evaluate usage, and we weed unused titles. Except for *National Geographic*, we no longer bind the titles that we keep indefinitely. Several years ago, we invested heavily in microfilm to replace the paper copies of selected periodicals. We have replaced mainly news magazines and literary titles which are often used by students for school assignments. The Racine newspapers and the *New York Times* dating back into the 19th century are available on microfilm.

Development Plan

The objective is to keep the collection current to satisfy patrons' interests and demands, so we add and delete titles as necessary.

ARCHIVE COLLECTIONS

Description

The Z and Zr collections consist of materials of historical interest. The Zr collection pertains to the city of Racine, i.e., items published in Racine, about Racine, or written by Racine authors. The Z collection is for materials about the rest of Racine County, and the state of Wisconsin. Both collections include cataloged books, as well as uncataloged pamphlets, photographs, postcards, and periodical articles. All items in both collections are non-circulating. We access the cataloged items through the library's computer catalog; we access the uncataloged items through a card file created and maintained by the Adult Department Staff.

Community Influences

The purpose of the archive collections is to serve local interest in the history of the community, now and in the future. Although its hours and staffing are limited, the Racine Heritage Museum maintains a small library with a genealogical collection. In addition, the Archives and Area Research Center at the University of Wisconsin-Parkside holds genealogical materials. We do not duplicate these collections.

Selection Plan

We regularly check the following magazines for appropriate titles: *Wisconsin Library Bulletin*, *Wisconsin Magazine of History*, *Wisconsin Academy of Review*, *Wisconsin Sportsman*, and *Wisconsin Trails*.

We also check catalogs of publishers located in Wisconsin. Sources for local items include references in the *Racine Journal Times*, and word of mouth. Through standard periodical indexes, we find articles about Racine published in nationally-distributed periodicals.

Retention and Weeding

We retain Zr items indefinitely. We reevaluate Z items periodically, and often transfer them to the circulating collection. Examples of possible transfers include fiction by Wisconsin authors and histories of other communities in Wisconsin.

Development Plan

We will continue to add all the relevant items that we can obtain to the Zr collection. We are becoming increasingly more selective in our acquisitions for the Z collection, limiting them to statewide histories, histories of major Wisconsin companies, and biographies of major Wisconsinites.

AUDIOCASSETTES and COMPACT DISCS

Description

The audiocassette and compact disc collections consist of both musical and spoken word recordings. The latter includes books on tape and books on disc (both fiction and nonfiction), instructional, motivational, and other self-help materials. The music tapes and discs include a wide range of popular genres, show tunes, classical music, ethnic, holiday, and other specialty music.

Community Influence

There is demand for audiobooks from commuters, from people who listen to them while exercising or doing chores, and from people taking trips and vacations in their motor vehicles. Audiobooks also serve as an alternative to large print books for those with visual impairment. Books on disc are growing in popularity as more cars come with disc players instead of tape players, but books on tape are still in demand from people with older equipment. Patrons request ethnic, holiday, and specialty music for parties, school projects, or other community events.

Selection Plan

As of 2005, with the drop in the library's materials budget, we discontinued purchasing music and audiobooks on tape, and are concentrating our resources on the compact disc format. In music, we emphasize popular genres, such as jazz, rock, country and western, and rap, as well as a wide range of classical music. We continually add ethnic music, seasonal and holiday music, and specialty items such as wedding music and sound effects.

We select audiobooks based on titles that are popular in print. We purchase mainly unabridged titles, but we purchase the abridged version of best-sellers and other titles in demand if that is the only edition available. As in the printed book collection, we attempt to provide a wide selection of contemporary and classic works, including genre fiction. When possible, we purchase from vendors who are willing to replace individual discs in multi-disc sets.

Development Plan

Our goal is to build a representative, but not comprehensive, collection of popular, ethnic, and specialty music. For spoken word, our goal is to build a representative, but not comprehensive, collection of classic and contemporary fiction and nonfiction, as well as instructional and

motivational material. Music and audiobooks on tape that are in good condition are being maintained.

VIDEOTAPES and DVDs

Description

The video collection consists of a mix of feature films, with an emphasis on old classics and foreign films, and nonfiction educational and informational films. The collection includes VHS videotapes and DVDs. The library also maintains a small collection of descriptive videos for the visually impaired.

Community Influences

As of 2005, when the price of DVD players dropped below \$100, and the library's materials budget was reduced, we stopped purchasing VHS and concentrated video funds on the DVD format. Demand for television shows on DVD is increasing.

Selection Plan

As with other materials, DVDs are chosen on the basis of favorable reviews. For nonfiction titles, a strong visual component in the subject matter is an important factor, as are high quality production values. When available, we purchase closed-captioned films to meet the library's commitment to serve the hearing impaired.

Television shows on DVD need to be critically acclaimed, and preference is given to shows that were/are only available on cable, especially those on premium channels; i.e., access has been limited to those with cable and possibly further limited to those who subscribe to networks such as HBO. We do not buy network shows that have been syndicated for reruns and are still available free and with reasonably easy access. We may buy a season or two that is representative of a show considered a cultural icon, such as "I Love Lucy;" and purchase of a season of a particular show does not commit us to buying every season of that show.

Retention and Weeding

Videotapes in good condition are retained, but damaged tapes are no longer being replaced. Since the DVD collection is still growing, we withdraw only lost, missing, or damaged items, and we replace those that are still available for purchase.

Development Plan

We will continue to purchase a variety of feature films, and instructional/educational materials in DVD. We will purchase television shows on DVD selectively, given our budget constraints.

YOUTH COLLECTIONS

NONFICTION

Description

The nonfiction collection consists of materials, that meet the informational, educational and recreational reading needs of children from preschool through the eighth grade. We purchase selected adult and young adult materials when demand warrants or when adult or young adult titles are the best choices in the subject area.

The 000's include circulating encyclopedias, information on the Internet and web page development, materials on unexplained phenomena and computers.

The 100's include psychology, astrology, witchcraft, ghosts, and personal growth and development.

The 200's include materials about religions in many cultures, the Bible, and mythologies.

The 300's include books that describe government functions, books that discuss human disabilities and an excellent collection of folk and fairy tales. There is also an extensive collection dealing with environmental and social issues, especially materials on different types of families. In addition, we shelve some holiday books in this area, while we keep materials on selected holidays in the "holiday books" section.

The 400's include materials about the English language, sign language and all foreign languages. The large Spanish language collection continues to grow, due to community need and interest. We also select materials in French, Italian and German. We are expanding our Braille collection. We purchase other foreign languages as they are requested.

The 500's include materials such as weather, mathematics, natural disasters and other areas of the pure sciences, such as chemistry and physics. This section is especially strong in the area of wildlife. We continue to develop materials supporting children's interests in science projects, dinosaurs, and astronomy.

The 600's include materials on applied technology, such as transportation, space flight, invention, health, sex education, pets and cooking.

The 700's cover crafts and hobbies, architecture, music, motion pictures, dance, magic, games, art history, and drawing and painting. Also in this area is a well-developed sports section.

The 800's include a large collection of poetry books, as well as books on creative writing, drama and humor.

The 900's feature large collections on history, geography and biographies. This section also includes materials on Native Americans and ancient civilizations. The well-developed biography section includes materials on both contemporary and historical figures

Community Influences

Although most schools in Racine have a library media center, students frequently use the public library to complete their assignments. Teachers also use materials from the public library to plan lessons. Topics frequently used for assignments include: science projects, states, countries, biographies, the environment, inventions and Black History.

The excellent reference service provided by both Youth Services and Adult Departments is available to children who need additional or in-depth resources on a topic. Children may also use the Adult Department collection for their own recreational reading. For pleasure and information, they may read books about sports, dinosaurs, magic, drawing, pets, crafts and more. People who speak English as a second language may need information at a variety of reading levels. The Youth Services nonfiction collection serves to introduce preschool and school-aged children to a wide variety of topics that may be of interest to them. In addition, Racine has a growing population of home-schoolers. This collection serves as a major educational resource for these patrons.

Selection Plan

In addition to the standard selection tools, we check publishers' catalogs regularly. We may also consult bibliographies and indexes such as Children's Catalog, Elementary School Library Collection, Junior High School Catalog, etc. We respond to patrons' requests for materials. We schedule semi-annual book buying trips to coincide with the spring and fall publishing seasons. This allows us to preview materials for which standard reviewing sources may be inadequate. We may purchase multiple copies when demand is high. We purchase paperbacks if necessary materials are not available in library binding. An example would be books on currently popular entertainers. We replace copies of worn materials if the information is still current and in demand.

Retention and Weeding

We continue to remove worn or damaged materials on an ongoing basis. We weed the entire collection every three years and more often in over-crowded areas such as the 500's and 900's.

Development Plan

We have weeded the nonfiction area and are adding materials to the collection to give it breadth and depth. special needs materials. We are concentrating on expanding the Spanish language collection, as warranted by the growing Hispanic population in Racine. We will continue to add new materials on world geography to keep the collection up-to-date. The juvenile nonfiction collection will continue to grow, as space allows.

REFERENCE

Description

We maintain a good core collection of materials to support the reference needs of children through the eighth grade. We include adult reference books when they are appropriate for children's needs. We also include professional materials for librarians, teachers and parents, especially in the area of children's literature. Some items duplicate those in the Adult Department reference collection.

Community Influence

The reference collection includes materials to satisfy a child's personal interests and curiosity about the world, as well as students' need for information for school assignments. The professional staff, as well as other librarians, educators and parents also need support materials.

Selection Plan

In addition to the standard selection tools, we use publishers' catalogs such as ALA, Facts on File and Marshall Cavendish. We rarely purchase multiple copies. To meet a specific need, we occasionally purchase materials at a higher than eighth grade reading level. We will examine the Adult Department reference collection to determine if we should duplicate more of their titles in the Youth Services Department. Items such as almanacs and Something About the Author are on standing order.

Retention and Weeding

A reference collection must be current to be useful. We will continue to weed yearly to remove outdated items. We add encyclopedias to the circulating collection on an annual basis when we withdraw them from reference.

Development Plan

In addition to the traditional reference materials, we will house some textbooks used by the Racine Unified School District in the reference collection. Subjects will include mathematics, reading and science.

PARENT TEACHER

Description

Although some titles may be duplicated in the Adult Collections, the Youth Services Department maintains "a parent teacher section", a collection of books offering practical suggestions and ideas for rearing, entertaining and educating children from infancy through the eighth grade. The concentration of materials, however, is on the lower end of the age spectrum. We emphasize the following areas:

1. Books offering help with parental concerns, such as child development, discipline, sibling rivalry and learning disabilities.
2. Books describing strategies for improving reading competency in children, as well as titles for family and individual reading.
3. Books suggesting ways to entertain young children with quiet entertainments, crafts and family outings.

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4. Books dealing with the educational needs of young children, such as how to select a school, or how to help children in school.
 5. Books geared for preschool and elementary school teachers as well as day care providers, including curriculum guides, clip art and craft projects.

Community Influences

The needs of parents, preschool and elementary school teachers and day care providers are an important focus on this collection. This collection also includes select items for parents of children with special needs. We give special attention to selecting materials which represent a wide variety of ethnic backgrounds and cultures.

Selection Plan

In addition to the standard selection tools, we consult ads and publishers' catalogs. We also rely on patrons' suggestions and ideas.

Retention and Weeding

We retain titles as long as the material is current and the condition and circulation of the books warrants its inclusion. We remove worn or damaged materials on an ongoing basis. We will weed the collection every three years.

Development Plan

This collection is used heavily. Because it is well-developed, however, we will keep its growth to a minimum. We will add new and updated materials as we withdraw worn and outdated materials.

FICTION

Description

The fiction collection is comprised of titles intended to meet the recreational and educational needs of students with a third through eighth grade reading level. Fiction books with an "easy books" label are intended for children with a third and fourth grade reading level, while books with a "teen" label are intended for children with a sixth through eighth grade reading level. We offer children's classics in a variety of editions. We try to include all books that have won children's literary awards and a variety of genres, such as sports, dog, horse, science fiction, adventure, fantasy, historical fiction, humor, ghosts and mystery. Books of short stories and a small collection of large print titles are also available in the fiction section of the Youth Services Department. The fiction collection also contains holiday books. The following holiday collections are shelved separately: Valentine's Day, Easter, Halloween, Thanksgiving and Christmas.

Community Influences

We review the lists of books the local schools recommend for students and the subject areas covered in the curricula. We purchase one hardcover copy of each recommended title. In many cases, we must supplement the hardcovers with paperbacks to keep up with the demand for certain titles. The ethnic diversity in the community has created a demand for books representing many cultures.

To provide books for pleasure reading, we try to purchase all books written by highly popular authors. We also include series books that have gained wide acceptance by a broad readership.

Selection Plan

In addition to the standard selection tools, VOYA is used to select titles for older juvenile readers. Book reviews, as well as publishers' ads and "best books" lists, are consulted. We regularly read publishers' catalogs that deal with juvenile fiction to identify forthcoming titles by popular authors, which are bought in hardcover. When multiple copies are needed, we supplement with paperbacks. We also purchase ephemeral new books in paperback and multiple copies for all titles in popular series. Tools for retrospective buying include Elementary School Library Collection, Children's Catalog, Junior High School Library Catalog and other bibliographies, such as Best Books for Children.

Retention and Weeding

Titles are kept as long as they continue to circulate and are in good condition. Titles are replaced and supplemented as needed. Popular books are retained in poor condition if we cannot replace them, even in paperback. The demand for titles determines how many copies we retain. We weed on an ongoing basis and peruse titles in-depth every three years.

Development Plan

We will continue to select books that meet the diverse recreational needs of our patrons and to replace classics and well-worn popular titles with new editions or copies in hardcover and/or paperback.

PICTURE BOOKS

Description

Picture books may be either educational or recreational in intent and are distinguished by their illustrations which serve to supplement, extend, or as in the case of wordless books, supplant the text. In most instances, picture books are read aloud to the child. Some children study the pictures and create their own stories. Often, picture books may help a child develop coping skills, understand peer and/or family relationships or develop a positive self-image. The collection contains copies of all the Caldecott Award books, plus copies of books that have won other children's literary awards. The picture book collection also includes books about the following holidays: Valentine's Day, Easter, Halloween, Thanksgiving and Christmas. The aforementioned holiday books are shelved in a separate area in the Youth Services Department.

The picture book collection includes concept books. These books help children understand colors, number, shapes, sizes, etc. The individual books in the concept book collection are easy to find because of the yellow dot placed at the bottom of the spine label.

Books for newly independent readers are also found in the picture book section and are shelved in a separate area. Each of the “beginning reader” books has a special label on the spine of the book designating it as an easy reading book for preschoolers through second graders.

Board books are helpful for introducing toddlers to books. They usually feature colorful, simple drawings or photographs which capture the child’s attention. The board book collection is shelved separately.

Community Influences

Diversity in the ethnic makeup of the community generates a demand for books depicting a variety of cultures. The presence of families with a single parent or mixed ethnic background stimulates a need for books depicting similar family units. Common bibliographic themes, such as moving, starting school or the birth of a sibling, are constantly in high demand, as are concept books which meet the beginning educational needs of preschoolers. Books appearing on school reading lists are also in great demand, as are books related to popular television programs. In addition, we provide multiple copies of books in demand for class assignments to support students attending early childhood education and library science classes at UW-Parkside, UW-Milwaukee, and Gateway Technical College.

Selection Plan

In addition to the standard selection tools, we consult publishers’ ads and catalogs, such as Random House, Dutton, Doubleday, Orchard, Greenwillow and Harper.

We may consult bibliographies, such as Elementary School Library Collection, Children’s Catalog, and A to Zoo: Subject Access to Children’s Picture Books, when the collection lacks titles in a specific high-demand area. We always purchase materials by popular authors in multiple copies. We consider purchasing materials based on a popular movie or television program, providing it has a reputation for a high degree of educational or entertainment value. We purchase children’s classics, such as Beatrix Potter books, when new editions become available. We rarely purchase paperback editions of picture books.

Retention and Weeding

Books are retained as long as they are in good condition and continue to circulate. Because picture books circulate heavily and are subject to hard use, we must replace worn copies continually. We may check key bibliographies before we withdraw a title from the collection. Single copies of books of low popularity are kept if they are listed in important bibliographies, such as A to Zoo: Subject Access to Children’s Picture Books and Children’s Catalog. The entire picture book collection is weeded every three years.

Development Plan

This well-developed collection includes most of the titles and authors regarded as important. Depending on the availability of the book, we will replace worn and/or damaged copies of popular titles. Our emphasis will continue to be on developing a well-balanced collection that meets the diverse interests and needs of our community.

PAPERBACKS

Description

The collection consists primarily of fiction titles by well-known authors suitable for children with a reading level from the sixth through the eighth grade. The collection also includes popular series suitable for children with a reading level from the first through the eighth grade.

The paperback collection is shelved in three different areas under three categories:

1. Juvenile Series Paperback rack contains popular juvenile series books for children in first through eighth grade.
2. The Juvenile Teen Paperback rack contains paperbacks of interest to children at the middle school level.
3. Paperback copies of Juvenile Fiction titles are shelved with the hard copies in the Juvenile Fiction area.

Community Influences

The paperback format is very popular with young people. Paperback titles are accessible through the Public Access Catalog (PAC).

Selection Plan

The Baker and Taylor ordering system is used extensively to order replacement copies and to make retrospective purchases. Multiple copies of each title are purchased, sometimes five to ten copies, of the most popular titles. We purchase multiple copies every year in conjunction with the Racine Unified School District's annual "English Festival" program and for the Battle of the Books competition. Replacement copies are ordered for books weeded due to their poor condition. Works by well-known authors are routinely replaced depending upon availability.

Retention and Weeding

We weed on an ongoing basis. Every six months, the entire collection is weeded thoroughly to remove all books in poor condition, and/or which circulate infrequently. Because paperback books do not stand up to hard use, we replace them at a high rate.

Development Plan

Due to the collection's popularity, high rate of circulation and the changes in publication formats (i.e. more graphic novels) we expect more changes in the paperback collection.

PERIODICALS

Description

The periodical collection in the Youth Services Department contains over 60 titles. It includes materials to support the recreational, informational and educational needs of children through the eighth grade, as well as materials for parents, teachers, day care providers and librarians. Indexes, such as Children's Magazine Guide and Reader's Guide, help provide access to the collection.

Community Influence

The need for current information at a reading and interest level appropriate for children is the major factor influencing our selection of periodicals.

Selection Plan

In addition to the standard selection tools, we evaluate ads for new periodicals and sample issues. We duplicate selected items in the Adult Department collection.

Retention and Weeding

We keep back issues of magazines for one to three years. We keep professional journals, such as School Library Journal and Booklist, for an extended period of time,

Development Plan

Although the collection is used heavily, budget and space constraints limit expansion in this area.

LEARNING AIDS

Description

The learning aids collection consists of a variety of materials designed to meet the developmental needs of children from toddlers through the third grade. Included in this collection are puzzles, puppets, flash cards, themed kits and other developmental materials.

Community Influences

Educational aids are important for the growth and development of young children. This collection offers families a variety of learning devices to aid them in instructing their children. Because it is used very heavily, much of the collection shows wear. The purpose of the collection is to provide learning aids to children who might not otherwise have access to them. Day care teachers and home day care providers also use the collection to broaden the variety of materials they use with children.

Selection Plan

Catalogs of early childhood materials are primarily used to select in this area. We may also see a puppet vendor occasionally to select new puppets and puzzles.

Retention and Weeding

Puppets and other washable items are sent to the cleaners on a regular basis to keep them clean and in good condition. Puzzle pieces are made to replace those that are lost or damaged. Materials are withdrawn when they become tattered and unusable.

Development Plan

We plan to maintain a constant level in this collection. Space constraints limit the growth of this collection. We will continue to purchase new items as old items are withdrawn.

STORYTIME/PROFESSIONAL

Description

The Youth Services Department maintains a collection of non-circulating items housed in a non-public area, which are used exclusively by staff members for library activities. This collection includes picture books, folklore, nursery rhymes, fingerplays, lift-the-flap, pop-up, and “big” books as well as AV items such as cassettes, compact discs, videos and DVDs.

Community Influences

Due to the extensive volume of programming done in the Youth Services Department, we maintain a collection of books available at all times which can be used to conduct these activities. Also, storytelling is more enjoyable for all when the books used are clean and in good condition. The Youth Services Department staff creates many of their own storytelling props, such as flannel stories, and produces fliers and booklists. In order to produce these materials, the staff maintains a collection of clip art and pattern books. We use professional titles for staff growth and development.

Selection Plan

We duplicate titles of books and AV materials already owned by the Youth Services Department, if staff members feel they would work especially well in storytime. In addition, we use publishers’ catalogs to order books in formats that do not circulate well but are ideal for group use, such as pop-up. We use standard selection tools to purchase professional materials. Bookstores are an additional source for these materials.

Retention and Weeding

Materials in this collection generally remain in very good condition because only staff members use them. An item is removed from this area and placed in the circulating collection only if staff members feel it no longer is being used enough to warrant its inclusion. We will re-evaluate this collection every two years.

Development Plan

We will continue to add titles whenever a staff member discovers an item that will be useful for storytimes and group visits. This area will have limited growth and will be weeded every other year.

COMPACT DISCS

Description

The compact disc collection includes musical, spoken word, activity and instructional recordings. We include material for children from birth through eighth grade, though most are geared to the younger end of the spectrum. Popular rock, rap or country music etc. is not included in this collection unless it is specifically intended for children.

Community Influences

Compact discs are a very popular medium for children and their parents. It is also a popular collection for storytellers, teachers and group leaders (such as day care providers, scout groups, the YMCA, etc.)

Selection Plan

We select primarily compact discs which have been favorably reviewed in such sources as School Library Journal and Booklist. We purchase, when possible, from Baker and Taylor, and from other publishers' catalogs such as Kimbo and Educational Record Center when not available from B&T. We try to order everything from "Best of the Year" lists published in such sources as School Library Journal and Booklist. We often order duplicate copies because the collection is popular and heavily used.

Retention and Weeding

Worn or damaged materials are removed on an ongoing basis. Weeding and replacement will be done on a yearly basis.

Development Plan

This very popular collection will continue to be developed. We will continue to emphasize music, activity, spoken word and instructional recordings.

AUDIOCASSETTES

Description

The audiocassette collection includes musical, spoken word, activity and instructional recordings. We include materials for children through the eighth grade, but most are used by children through the third grade. Popular rock, rap or country music is not included in the collection, unless intended for children, as "Radio Disney Jams," or "Chipmunks Sing the Beatles," for example.

Community Influences

Audiocassettes are a popular medium for young children because the equipment is fairly easy for them to operate. It is also a popular collection with preschool and day care teachers.

Selection Plan

Audiocassettes are no longer available for purchase through Baker & Taylor or other primarily used sources. We will no longer be actively selecting items for this collection, however we may add donated cassettes to the collection if they are in good condition.

Retention and Weeding

We remove worn or damaged materials on an ongoing basis. We will weed this collection every year.

Development Plan.

As items become worn or damaged we will attempt to replace the title in compact disc, if available. This collection will be slowly phased out as compact discs continue to be the more popular and available format.

BOOK/CASSETTES and BOOK/COMPACT DISCS

Description

Book/Cassettes are made up of an audiocassette tape and an accompanying book to be read along while listening to the tape. Book/Compact Discs are made up of a compact disc and an accompanying book to be read along with listening to the CD. Most of this collection is spoken word, but a few tapes are music or instructional. The Book/Cassette collection is geared for the preschool through eighth grade level. This heavily used browsing collection includes beginning-to-read materials, song and activity tapes for toddlers, folktales, learn-a-language, juvenile and teen fiction and non-fiction. The Book/Compact Disc collection is geared for about third grade through eighth grade level.

This collection is in its beginning stages, but we expect it to become more popular as Compact Disc players in cars become standard equipment.

Community Influences

Beginning readers, parents of preschoolers and students in third through eighth grade use the collection most heavily and people of all ages like to listen while riding in the car. Reading teachers refer many students and parents to us; they recommend both Book/Cassettes and Book/Compact Discs as learning aids to reading.

Selection Plan

We select primarily from Baker and Taylor, but sometimes from Kimbo, Weston Woods and Educational Record Center catalogs. We order most book cassettes that have been favorably reviewed in review sources such as School Library Journal and Booklist. We purchase most titles in cost-saving paperback format, when available. We purchase some titles in multiple copies because of their popularity (such as the Harry Potter books.)

Retention and Weeding

We weed worn or damaged materials on an ongoing basis. The entire collection is weeded annually to check for items, which are outdated, or do not circulate.

Development Plan

The Book/Cassettes and Book/Compact Discs are extremely popular. We will develop the Book/Compact Disc collection extensively over the next few years and will mostly maintain the Book/Cassette collection as space allows. We will emphasize purchase of beginning-to-read, popular fiction and non-fiction for Kindergarten through eighth grade.

VIDEOTAPES

Description

The videotape collection includes feature films, films based on children's books, recreational, educational and informational films. This collection includes material for children from birth through the eighth grade with a strong emphasis on preschool age. We have a small collection of videos in the Spanish language and a small collection of videos for the visually impaired. All videotapes are in VHS format.

Community Influences

This is a popular medium for young children and parents because many of the videos are of a recreational and educational nature, such as the "Kisong" series and Raffi's music videos. We order popular feature films, primarily those with a "G" General Audience rating, but also order those with a "PG" Parental Guidance rating.

Selection Plan

We select primarily from publishers' catalogs such as Educational Record Center and Kimbo, and from favorable reviews in sources like School Library Journal, Booklist, and The Alert. We order primarily from Baker and Taylor, occasionally ordering through one of the catalogs mentioned above. Demand requires that we purchase many titles in multiple copies.

Retention and Weeding

The video collection is continually weeded due to damage, loss or heavy use (any video having circulated 200 times or more is withdrawn). Most videos in the collection circulate well, but as technologies change, worn and damaged videos will be replaced in DVD format.

Development Plan

We continue to maintain this very popular collection as our budget and space allows. The emphasis will continue to be on films based on children's books and recreational, educational and informational videos.

DVDs

Description

This relatively new format for films was recently added to the Youth Services Department collection. This collection contains feature films and films based on children's books, as well as educational and instructional films. Many of the titles duplicate those in the Video collection.

Community Influence

It is the goal of RPL to keep up to date with new technologies, including new formats of materials. DVDs are proving to be an accepted and long lasting format for films, therefore, the Youth Services Department offers them as an option to the VHS format.

Selection Plan

The selection plan for DVDs will be identical to the videos. We will order from standard reviewing sources as well as publishers' catalogs. We will only order films with a "G", "PG" or non-rated education films.

Retention and Weeding

This collection is new as of the fall of 2001. Films will only be removed from this collection if they become damaged. It is not necessary to develop an ongoing weeding schedule until the collection is more established.

Development Plan

We will develop this collection to the extent that the budget allows. It will take two to three years before the collection is at its optimal size.

CD-ROMs

Description

The CD-ROM collection consists of computer programs for children and families. Included are educational software, learning games, activities and foreign language instruction. When possible, CD-ROMS that are compatible with both Windows and MacIntosh are selected.

Community Influences

The popularity of the CD-ROM collection has increased during the past three years as computers have become more commonplace in the home. Many teachers use these programs to enhance their curriculum.

Selection Plan

This is a relatively new collection that we will continue to develop over the next several years. Baker and Taylor does not carry this medium. Therefore, we order primarily from publishers such as Library Video Company. We also take patron requests into consideration.

Retention and Weeding

This collection is only three years old and, therefore, is not weeded on a regular basis yet. We will retain all items in this collection until they become damaged or scratched.

Development Plan

We will continue to develop this growing collection as budget allows.

BOOKS ON CASSETTE/COMPACT DISC

Description

The Books on Cassette and Books on Compact Disc collection consists of spoken word recordings of popular and classic juvenile and teen fiction books. The collection is geared for aged third through eighth grade with the majority of the collection focusing on middle school age patrons.

Community Influence

Students in third through eighth grade and parents use the collection most heavily, but in recent years the collection has grown exponentially as people of all ages who like to listen while riding in the car begin to discover the collection. Reading and English teachers refer many students and parents to this collection as learning aids to reading and comprehension.

Selection

We select primarily from Baker and Taylor, as well as from catalogs such as Listening Library and Recorded Books. We order most of the books on cassette and books on compact disc that have been favorably reviewed in sources such as School Library Journal and Booklist. We try to order titles covering a variety of genres to accommodate all patrons. We try to order titles cited by YALSA as Selected Audiobooks for Young Adults.

Retention and Weeding

We weed worn or damaged materials on an ongoing basis. The entire collection is weeded annually to check for items that are outdated or do not circulate.

Development Plan

The Books on Cassette and Books on Compact Discs are extremely popular. We will develop both formats extensively over the next few years. We will emphasize the purchase of popular fiction and classic fiction for third through eighth grade children.

ROTARY READERS

Description

Rotary Readers is a special collection of materials for preschools, daycare centers and home daycare providers. The materials are circulated via a specially designed van which is brought to each participating center approximately every six weeks. The collection serves children birth through five years old and their teachers or caregivers. These items include picture books, board books, big books, curriculum guides, toys, videos, DVDs cassettes, compact discs, and CD-ROMs and equipment. Multiple copies are often purchased to meet demand.

The book collection includes picture books, big books, board books, curriculum and activity guides, as well as a small collection of bilingual and Braille picture books. Also included in the picture book collection are seasonal and holiday books.

The toy collection includes puppets, puzzles, board games and other developmental toys geared for children in this age group.

The audio collection consists of compact discs and cassettes geared for toddlers and preschoolers, including music, activity and instructional recordings.

The video collection consists of videotapes and DVDs. These items will be aimed at toddlers and preschoolers and will be both recreational and educational in nature.

The equipment includes compact disc players, DVD and video players, cameras, play mats, printers and other equipment that is deemed useful in a daycare or preschool center.

Community Influences

Many daycare centers and preschools do not have the funds to purchase quality print, video and audio materials to use in their classrooms. To fill this need, the Racine Public Library began the Early Childhood Resource Center (ECRC). This center was open by appointment only, and only to qualified centers. While teachers loved the resources provided by the ECRC, there were many barriers they faced when trying to use it, including parking, getting time away from their center, and transportation. A grant was written to purchase a van that could bring these materials to the centers, rather than make the teachers come to the library. Teachers are able to come onto the van and select their items. They may also request items that the main library owns and those items are brought on the van at the next appointment.

Selection Plan

Standard selection tools will be used to select books and AV materials. Award winning materials, items that have received favorable reviews, and those on recommended reading lists, such as the CCBC Choices will be selected. We will consider purchasing items requested by teachers, provided the items are available. We will visit book stores throughout the year to view materials before they are selected. Toys and learning games will be selected through catalogs and through buying trips to educational stores such as “The Learning Shop.” Equipment will be purchased based on requests by teachers and availability of funds.

Retention and Weeding

Materials will be retained as long as they continue to circulate, are relevant to the needs of the centers, and are in good physical condition. New items, seasonal titles and items currently in demand will be housed on the van, based on space availability. Items that we wish to retain, but do not have room for on the van, will be housed in the Extension office. Materials will be weeded if they are in poor condition, if they become outdated, or if they no longer circulate.

Development Plan

We will continue to develop this collection as allowed by available funds. Books, toys, and AV materials will be replaced if they are damaged or lost. New items will be purchased every year, with a focus on items requested by teachers, award winning items and those items receiving starred or positive reviews. Equipment will only be replaced or added to when grant funding is available.

Extension Collections

NONFICTION - ADULT

Description and Community Influences

The Mobile Library's nonfiction collection is limited by its mission, budget, space and demand. It has a limited number of books in categories like religion, social science, history, and philosophy. It provides some material to aid the student, but its primary demand is from those adults who wish to continue their education through independent learning. The material we select is usually introductory or basic in content, and is written at a level suitable for the general public. Additional, or more in-depth material, is available through the main library's collection.

There is sufficient demand for detailed information on a variety of subjects that help patrons improve their quality of life, that the Mobile Library collection includes a large number of books to meet these needs. Health, travel, how-to's, consumer information, and leisure activities are popular choices. Once again, demand, space and budget influence selection. The potential population that will use the collection is a major consideration. Material must be current, accurate, and written in a style that will appeal to the average reader. The particular needs of the patron will dictate whether the book is instructional, informational, or even recreational.

Selection Plan

We use standard selection tools such as *Library Journal*, *Kirkus*, and *Publishers' Weekly*, plus fliers and other reviews. Patron requests are welcome.

We may purchase paperbacks, when available, to save on space and funds. We purchase multiple copies of nonfiction titles only when they are best-sellers. Selection will continue to be influenced by demand, space, and budget.

Retention and Weeding

We remove worn or outdated material on an ongoing basis. Titles that are no longer needed on the Mobile Library may be used in the outreach collections, or they may be transferred to the Adult Services Department to replace titles which are lost or no longer available. Materials which don't become dated, and which are used on a seasonal basis, such as gardening or holiday items, are retained in the Extension collection on a long-term basis.

Development Plan

The present nonfiction collection meets current patron needs, and with appropriate selection and weeding, this collection should be able to meet future needs, as well. We will build on strengths in the collection (for example, health, how-to's) and will correct weakness insofar as it is possible, considering demand, space, and budget.

NONFICTION – JUVENILE

Description

The Mobile Library has a collection of books to meet the needs for information, education, and recreation of children from preschool through the eighth grade. In addition, a portion of the Extension reserve collection supplements this material.

Community Influences

School libraries in Racine range from excellent to almost nonexistent. The Mobile Library collection supplements what the schools offer their students. Further, it enables parents to obtain additional material to help their children at home, and it gives children access to information that can help them pursue individual interests.

Selection Policy

We use all standard library sources as well as publishers' catalogs. In most instances, we order one copy for the unit.

Retention and Weeding

We remove worn copies on an ongoing basis. We inventory the nonfiction annually so we can withdraw outdated material. Materials no longer needed on the Mobile Library may be transferred to the Youth Services Department to replace titles that are lost or no longer available, or they may be used in the outreach collections.

Development Plan

The Mobile Library has a good basic collection that will continue to meet most patron needs, provided that we maintain it at the present level.

REFERENCE

Description

Immediate needs for information are met using the unit's circulating nonfiction collection. If information is not needed on the spot, the staff consults the reference and nonfiction collections at Main. Internet access, which will be in place in 2003, coupled with a printer, will expand the Mobile Library's access to and ability to provide information on a timely basis.

Community Influences

Meeting needs for recreational materials is the Mobile Library's primary role, and meeting needs for information is secondary. Also, since space is limited, and there is neither a copy machine, nor room to sit and hand-copy information, it is not practical to have much in the way of a non-circulating collection.

Selection Policy

The Mobile Library has a limited number of sources that are current, useful, and warrant the space.

Retention and Weeding

The few almanacs and other reference sources are replaced on an annual basis.

Development Plan

Given the Mobile Library's service role and the space limitations, the reference collection will remain at its current size.

FICTION - ADULT

Description and Community Influences

The Mobile Library's adult fiction collection consists of novels and short stories. The primary goal of this collection is to meet the high demand for recreational material. The interest in this material spans age, race, social, and economic boundaries. For the Mobile Library's adult fiction readers, best-sellers and genre fiction rate very high, while scholarly and foreign literature rate low.

Selection Plan

We select books using standard selection sources such as *Library Journal*, *Kirkus*, *Publishers' Weekly*, *Hot Picks*, *Book Alert*, and publishers' fliers as well as patron requests. In this category, we must anticipate demand. We keep informed about authors who are talk show guests because their books are in great demand following their appearance. We check circulation statistics to determine which authors are popular and what kind of material circulates well. Also, in this category, patrons want fast service on the newly released best-sellers, so we check *Library Journal's* "Prepub Alert" and Baker & Taylor's *Forecasts*.

Retention and Weeding

A very popular collection, Mobile Library's adult fiction is heavily used. We weed worn or outdated copies on an ongoing basis to make room for new materials. Books no longer needed on the Mobile Library may be transferred to the Adult Services Department to replace titles that are lost or no longer available, or they may be used in the outreach collections. Titles by the most popular authors are retained in the Extension storage collection. We weed this collection annually, withdrawing books for which there is little current interest.

Development Plan

Patron interest helps determine what books we purchase, and how many duplicate copies we need. The department will continue its book rotation policy, sharing unique mystery and western titles with Main. The department's emphasis is on prompt ordering and speedy service to the patron. We need to purchase new books at the current level to keep up with the demand for popular new titles.

FICTION - JUVENILE

Description

The Mobile Library has a juvenile fiction collection designed to meet the recreational needs of children from the third through the eighth grade. These collections include award-winning books, genre fiction such as animal, sports, mystery, science fiction, holiday books, and selected popular series books (for example, Nancy Drew, Hardy Boys, and Sweet Valley High).

Community Influences

Teachers assign book reports, and parents want their children to be able to read well. And, beyond schoolwork and parental pressure, some children just enjoy reading. For many reasons, juvenile fiction titles are popular.

Selection Plan

We use standard review sources to select books. Occasionally, we will visit a bookstore before purchasing. This allows the opportunity to examine the material before buying. We also consider purchase of titles requested by young users. To save money, we may purchase books in the popular paperback format.

Retention and Weeding

We withdraw worn titles, and, if very popular, we replace them. We keep most materials if they continue to circulate well and stay in good condition. Titles no longer needed on the Mobile Library may be transferred to the Youth Services Department to replace lost or unavailable materials, or they may be used in the outreach collections.

Development Plan

The size and condition of the hardcover juvenile fiction collection is meeting our present needs and should be maintained at the current level. The popularity of paperbacks indicates that this is the format of choice; we will purchase more material in this format, if possible.

EASIES

Description

Picture books and easy readers are designed to provide recreational or educational material for children from preschool through the second grade. Picture books are colorfully illustrated; they are intended to be read to the young child. Easy readers aid children who are learning to read or need to improve their reading skills.

Community Influences

The ability to read is essential in today's world. Most parents recognize this, and are willing to help their children acquire the skills they need. Teachers emphasize the value of reading outside of school to reinforce what they teach in school. The Mobile Library's juvenile easy collection can aid parents and teachers in fostering a love of reading in children.

Selection Plan

Standard selection sources, publishers' catalogs and buying trips enable the staff to meet a myriad of needs generated by a diverse community. Movies and television also influence what material we add to the collection. Because easies have long life and are heavily used, we purchase materials with durable library binding, such as "Bound to Stay Bound." We rotate picture books to make the most efficient use of budget and space.

Retention and Weeding

We keep items if they circulate and are in good condition. We discard worn and shabby material. We replace, rather than discard, popular titles.

Development Plan

The unit has a well-developed collection, plus a good backup collection. We plan to keep the collection stable.

LARGE PRINT

Description

The Mobile Library has a sizeable large print collection, which includes only fiction. When items are no longer needed on the unit, they are used for outreach collections to senior centers, nursing homes, and community centers.

Community Influences

With our aging population, there is an ever-growing demand for such books.

Selection Plan

We will continue to use publishers' catalogs to select quality large print books to meet patron needs. Large print books should meet the same standards as regular print books: reputable authors, good reviews, attractive format, well written, and with popular appeal to a wide readership.

Retention and Weeding

We withdraw worn and dated material. We retain material that circulates well and is in good condition. After materials have been used in the outreach collections, they may be transferred to the Adult Services Department to replace titles that are lost or no longer available.

Development Plan

With limited funds, we cannot expand this collection, but with careful selection and weeding, we can maintain it at its present level.

PERIODICALS

Description

The Mobile Library subscribes to periodicals that are primarily recreational in nature.

Community Influence

Both young and old readers seem to enjoy the periodical format; the articles are short, current, and have popular appeal.

Selection Plan

We use standard selection tools, and consider demand and past popularity.

Retention and Weeding

The retention period is short—from three to nine months. Before discarding periodicals, the main library senior page checks older issues to determine if any are needed as replacement copies. We withdraw the rest the computer catalog and use them in the outreach collections.

Development Plan

When periodicals are retired from the Mobile Library, we check their rate of circulation. We do not reorder slow-moving periodicals. We evaluate new periodicals to determine whether they belong in the overall collection. Space on the units is limited, and only periodicals that circulate well deserve a place there. We will keep the collection the same size although titles may change.

LEARNING AIDS

Description

The Mobile Library maintains a small collection of learning aids, including puzzles and flash cards, designed to meet the developmental needs of children from preschool through the third grade.

Community Influences

Juvenile learning aids provide families with a variety of learning devices to aid in the instruction of their children. The materials are well used, in part because most items are too expensive for the average family to purchase.

Selection Plan

No funds are available at present; no selection plan is needed.

Retention and Weeding

We keep material as long as it continues to circulate and does not show excessive wear. We mend items whenever necessary to retain them as long as possible.

Development Plan

No development is possible until funding becomes available.

OUTREACH COLLECTIONS

Description

The nature of the outreach collections varies with the agency or patrons served.

Senior Centers, Nursing Homes, and Senior Apartment Complexes – Bimonthly, we send each agency a collection of hardcover books, including a large number of large print items. These books belong to the Extension Department of the library; they are checked out and returned.

Fire Stations – We send each fire station a collection bimonthly. These books are part of the Extension Department collection; they are checked out and returned.

Racine County Jail and Juvenile Detention Center – We send books to these agencies monthly. The books are gifts or withdrawn books and periodicals. They are not returned to the library.

Vision House, Love and Charity Mission, George Bray Center, Women’s Resource Center – Quarterly, we give these agencies collections of suitable withdrawn books and periodicals. Because these items are not loaned, but freely given, they are not returned to the library.

Dr. Martin Luther King, Bryant, and Tyler-Domer Community Centers – Youth Services has a small budget to select and purchase juvenile materials for these centers. We supplement these materials with items withdrawn from the library’s collection.

Collections of gift and withdrawn books for adults, including some large print, are sent to these centers quarterly to serve their seniors. These books are retained by the centers.

Community Influences

There are people in this community who cannot—or will not—use the main library or the Mobile Library. For whatever reason, incarceration, illness, elderly with limited mobility, disadvantaged, or personal choice, they are not traditional library users. Through these programs, Racine Public Library reaches out to them and offers them library service.

Selection Plan

Except for the juvenile items for the three community centers, no items are purchased for these collections. Gifts and withdrawn items that are suitable for the populations served make up the collections.

The items circulated to the fire stations, senior centers, nursing homes, and senior apartment complexes are placed in these collections after they are withdrawn from the Mobile Library’s active collection.

Retention and Weeding

The departmental staff examines materials returned from the senior centers, nursing homes, and senior apartment complexes, and fire stations, and withdraws worn material. We weed the “Read

and Return” materials, both hardcover and paperback, as they are returned, and we withdraw worn or dated material at that time.

Development Plan

Funds for outreach programs are extremely limited. By using withdrawn books and gift books, this program fills an important need with very limited dollars. We will continue to maintain the outreach program at its present level.

NON-PRINT

Description

The Mobile Library maintains collections of compact discs, juvenile audiocassettes, juvenile book cassettes, books on cassette, books on compact disc, juvenile and adult videos, and juvenile and adult DVDs. We buy titles that Main does not own and rotate them with Main’s collection to make optimum use of limited budgets.

Community Influences

In recent years, non-print formats have become increasingly popular. Cassette and compact disc players are now common in cars, and many homes have one or more cassette or compact disc players. Even children often have their own players. This format is convenient for the fast pace of modern living. Videotape players are quite common, and DVD is making major gains.

Selection Plan

We weigh cost and demand in determining what and how much to purchase. We currently are duplicating titles in various formats, i.e., buying the same book on both tape and disc, or the same film on videotape and DVD, and will continue to do so as long as demand remains strong for the tape formats. Juvenile audio materials include both spoken word and music, and the video materials are primarily recreational. We will continue to choose popular fairy tales, movie adaptations, popular stories, and classics read by popular actors or storytellers. For adults, we buy music tapes and discs that include a wide range of musical styles, such as classical, country and western, and popular music. In the audiobooks, we buy primarily popular fiction titles. In the video formats, we buy popular feature films.

Retention and Weeding

We weed damaged material when noted. We keep other material as long as it circulates well and remains in good condition. When items come off the Mobile Library, they are transferred to main’s collection.

Development Plan

The collection is small, limited by space and budget. Demand, however, is increasing, so some small growth is warranted.


