

***Collection Development Policy for the
Moreno Valley Public Library***

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COLLECTION DEVELOPMENT POLICY MANUAL

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PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

The purpose of the Collection Development Policy is to provide a comprehensive document to assist both present and future selectors in developing the Moreno Valley Public Library's collection to meet the needs of the people of the City of Moreno Valley.

PLANNING AND ROLE SETTING/MISSION STATEMENT

ROLES SELECTED:

Primary: Popular Materials Library

Secondary: Reference Library and Preschooler's Door to Learning

MISSION STATEMENT:

MORENO VALLEY PUBLIC LIBRARY MISSION STATEMENT

"The fundamental goal of the Moreno Valley Public Library is to provide services that will contribute to the educational development and cultural vitality of Moreno Valley. To achieve this goal, the Library's mission is to provide access to a broad range of information resources, offering a program of informational, educational, recreational, and cultural enrichment opportunities for all patrons in the Moreno Valley area."

-Adopted 4/8/99

Note: The following data is subject to review and updating as demographics change.

COMMUNITY DESCRIPTION

Moreno Valley, a city of approximately 137,000, was designated as the nation's fastest-growing city by the United States Census in 1991. Population increased more than 450% over the 1980 census of 28,000. Merging the communities of Moreno, Sunnymead, and Edgemont, Moreno Valley was incorporated as a General Law City on December 3, 1984. It is the second most populous city in Riverside County.

The demographic profile for the City of Moreno Valley shows a youthful, family-oriented community with two-thirds (66%) of the households consisting of parents and children. The average Moreno Valley family consists of two parents (ages 38 and 40) and two children (ages 9 and 13).

The ethnic composition of Moreno Valley is 50% Caucasian, 20% Hispanic, 15% African-American, 2% Asian, 1% Native American, and 12% other. Members of the African-American and Hispanic households are statistically more likely to have lived in Moreno Valley between 1 and 5 years. Conversely, Caucasians are more likely to have lived in Moreno Valley 11 or more years.

The labor force age of Moreno Valley residents is largely composed of workers in their prime working ages with nearly half (41%) in the "35-44" category. Another fourth (27%) are even younger: ages 18-34. Just under a fourth (23%) of the working residents remain inside the city limits while at work. Another 39% work elsewhere in Riverside County, keeping almost two-thirds (62%) employed in Riverside County.

Two-thirds (62%) of Moreno Valley's labor pool have at least some college education. Those with a college degree (Bachelor's or higher) make up a fourth (23%) of the City's available work force (age 18+), and a third (30%) have a high school diploma or GED.

Moreno Valley has two public school districts: Moreno Valley Unified School District has 24 elementary schools, 7 middle schools and 4 high schools with a total of 31,505 students enrolled. Val Verde Unified School District (which includes Perris, Mead Valley, and Moreno Valley) has 4 elementary schools, 1 middle school and 1 high school with a total of 8,803 students enrolled within Moreno Valley city limits. Moreno Valley is also the home to one of the three Riverside Community College (RCC) campuses.

Although the Moreno Valley Public Library (MVPL) serves college students, the RCC campus and nearby University of California, Riverside support the study and research needs of the students and faculty of those institutions; thus, excessive duplication of materials and services has been avoided as much as possible. The Riverside County Law Library is also available to the public.

THE MORENO VALLEY PUBLIC LIBRARY

Riverside County's library history begins when Judge John W. North donated his book collection and his parlor as the settlement's first reading room in 1871. Expansion continued in Riverside through a subscription library in 1873, leading to the creation of the Riverside Public Library in 1888. It wasn't until 1911 that the Riverside Library agreed to extend services to the entire county and formal book stations were intermittently maintained in Moreno, Edgemont, and March Field.

In 1957 the Sunnymead Women's Club petitioned the Riverside Board of Supervisors for a county branch library in their community. On February 2, 1959, the Sunnymead Branch Library opened in the Glidewell Building on Sunnymead Boulevard. This branch library continued to grow, moving twice before it was renamed "Moreno Valley Branch Library" in 1983.

On December 11, 1985, ground was broken for a new library on the northwest corner of Alessandro Boulevard and Kitching Street. The 1.8 million-dollar Moreno Valley Branch Library opened February 21, 1987, with a collection of 40,000 volumes.

On July 1, 1998, the City of Moreno Valley assumed operation of the library from Riverside County and Library Systems and Services, Incorporated (LSSI).

Area residents have available to them thousands of items, including books, magazines, audiocassettes, videocassettes, CDs, newspapers, online databases, and microform. Professional reference and information services are also available. All materials available through the Riverside County online catalog are also available to patrons, as are the resources of public and academic libraries nationwide, through the services of interlibrary loan via the Inland Library System.

MVPL provides public access workstations, allowing Internet searches in addition to bibliographic information on the holdings of MVPL and most other libraries in Riverside County. Dial-in access to the Online Public Access Catalog (OPAC) is also available to those with personal computers in their homes and offices.

In addition to MVPL, the City of Moreno Valley maintains the Library Annex on Sunnymead Boulevard. It provides primarily children's and adult's popular reading materials, word processors, typewriters, and a basic reference collection.

To meet the needs of a wide range of patrons, MVPL makes available books in Spanish, Chinese, Japanese, Korean, and Vietnamese. A collection of books in large print and books-on-tape from the Braille Institute Lending Library is available.

The children's department provides story time and other programming in addition to books, magazines, audiocassettes, videocassettes, CDs, newspapers, online databases, and microform.

The Community Room provides an ideal setting for other library programming and community events.

SELECTION POLICY

PURPOSE OF MATERIALS SELECTION POLICY

1. The policy guides the selectors and informs patrons as to the principles upon which selection is made.
2. The policy defines the full scope of the selection activity in the library.
3. The policy provides guidance when a selection decision is challenged.

RESPONSIBILITY FOR MATERIALS SELECTION

MVPL functions as a separate Department within the Administrative Services Department of the City of Moreno Valley. The Library Services Department is managed by the Library Director, who maintains ultimate responsibility for materials selection and collection development. The Library Advisory Board, appointed by the City Council, acts in an advisory capacity to the Library Director.

Responsibility for materials selection is delegated by the Library Director to appropriate professional staff who are responsible for the selection, development, and maintenance of their respective collections. Generally, the Reference Librarians select adult materials in the fiction and non-fiction areas assigned to them. The Children's Librarian is responsible for the juvenile and children's collections. All staff members may participate in the selection of library materials by making suggestions to the appropriate selector(s).

CRITERIA FOR SELECTION

MVPL must follow a policy of selectivity since it cannot possibly acquire all book or non-book materials. Selection must be consistent with the need for broadening and deepening the scope of the library's collection.

An item considered for purchase must be measured against other materials available, including what is already in the collection, to determine priorities in view of the Library's needs and the funds available. The overall informational value of the material is the chief criterion for selection.

NON-FICTION AND REFERENCE

The following criteria are useful but not all-inclusive in judging non-fiction and reference materials:

1. Authority and/or reputation of the author, creator, publisher, or sponsoring group
2. Accuracy of the information presented
3. Depth of coverage
4. Currency of data
5. Appropriate presentation for the intended audience
6. Relevancy to the user's experience
7. Interest or intellectual challenge of the material
8. Organization of the contents, including indices or bibliographies

9. Aesthetic qualities
10. Technical aspects such as illustrations, sound, and clarity
11. Physical characteristics including typeface, paper, binding, and durability
12. Presence of special features including bibliographies, appendices, and indices
13. Relationships to the existing collection
14. Cost, including not only the actual price, but also the processing costs, storage costs or equipment costs needed to use the work
15. Contemporary or permanent value
16. Public demand
17. Attention of the critics and reviewers
18. Purpose of the materials
19. Shelving availability
20. Duplication of resources within the community

FICTION materials are judged on the following:

1. Literary merit
2. Characterization, theme, plot, and setting
3. Popular or limited appeal
4. Any appropriate non-fiction criteria listed above
5. As a rule, only materials receiving favorable reviews are ordered, but occasionally an item will be chosen because of proven popularity of the author

ELECTRONIC REFERENCE sources are a growing part of the collection, whether through agreement with other library-related entities or through local effort. Replacement of selected print resources will be considered as local area networks are developed, or as the library further develops local computer networking infrastructure. Standard reviewing sources will be used to determine the appropriateness and feasibility of various products for library use. Demonstrations and/or trial subscriptions of products will be utilized at every opportunity.

EMERGING TECHNOLOGY will continue to grow in importance. MVPL shall endeavor to stay on the cutting edge of emerging library information technology. Staff will follow trends in the professional literature, recommend testing and evaluation of new formats, and suggest the accommodation of alternative methods of access. As new formats are required, professional development and staff training in their use will have priority.

LOCAL MATERIALS are acquired when possible. This includes Moreno Valley, Riverside County, and California history as well as social, civic, governmental, cultural, and economic materials. Materials by Riverside County authors receive special consideration. An author must be significantly identified with the area by residence or birth. Works of fiction by such authors are included even though the subject matter is other than Moreno Valley or Riverside County.

GENEALOGY materials are selected to provide the reader with basic reference resources. Family histories are not purchased. Gifts of general genealogy books are accepted.

YOUNG ADULT fiction and non-fiction are selected to serve young people in the transitional period between juvenile and adult reading. The Children's and Reference Librarians collaborate on these selections. Selectors use the same criteria as in the selection of adult books.

CHILDREN'S materials are selected to include a wide variety of formats to satisfy the informational, recreational, and cultural needs of children from pre-school to 12 years. The collection consists of board books, picture books, books for the beginning reader, fiction and non-fiction for the elementary school child, large print books for the visually challenged, reference works, periodicals, and non-print materials. Non-English items are also available.

PERIODICALS are selected on the basis of general interest, subject, accuracy, authority, and informational value. Items of a popular nature are selected by means of reviews in such sources as *Library Journal* and *Ebsco Librarian's Handbook*. Periodicals are generally purchased annually from one vendor; therefore, unsolicited gift subscriptions from individuals are not encouraged. Potential donors are encouraged to choose from a list of suggested titles provided by professional staff.

AUDIOVISUAL (AV) materials selection will follow the guidelines for print materials with special consideration given to usefulness of format. Compact discs (CDs) and audiocassettes of classical music, opera, plays, poetry, and prose are selected on the basis of reviews in appropriate media.

VIDEOCASSETTE selection will follow the guidelines for print materials. The collection includes entertainment films, documentaries, how-to videos, and non-English language videos.

SELECTION TOOLS

Since the number of new materials published each year is vast, it is impossible to examine each selection prior to purchase. The selection staff therefore relies on reviews in various periodicals, journals, bibliographies, and core collections for guidance. The following selection aids are consulted regularly but not exclusively:

General Selection Media:

American Libraries – Official journal of the American Library Association.

Booklist – Book and media reviews.

Library Journal – Reviews of interest to librarians and libraries, including both book and multimedia reviews.

Publisher's Weekly – trade journal for the publishing industry.

Internet Resources

Bibliographic Databases

Retrospective Selection Aids:

Children's Catalog – Recommended core collection of children's books for public libraries

Fiction Catalog – Recommended core collection of fiction for public libraries

Public Library Catalog – Recommended core collection of nonfiction books for public libraries

(All recommendations in these catalogs are made by a representative group of practicing librarians from throughout the United States)
Other core collections and bibliographies

ACQUISITIONS POLICY

The acquisitions practice is to obtain materials by the most cost effective methods possible. MVPL purchases books and other materials from a variety of vendors including a primary book vendor, numerous individual publishers, local book stores, and online vendors. Most orders for monographs and selected AV material will be placed with commercial jobbers who can fill at least 85% of a given order within 120 days. Orders for items not received within that time may be canceled, and the items may be ordered from other sources or reordered at a later date. In those instances where direct purchases must be made, or where high discounts are provided, MVPL deals directly with the appropriate publisher or distributor. Where high demand titles are needed quickly, they may be purchased from a local retailer.

Materials which are updated annually or every few years and which are necessary to the collection are put on standing order or are ordered as subscriptions. When at all possible, these serial or standing order titles are ordered through jobbers. Yearly, the librarians produce a continuations list which includes all standing order titles and services that the library receives. The list provides all titles, how often they are received, the vendor from which each title is purchased, and the last recorded cost for each title.

The MVPL staff is responsible for following all city purchasing guidelines and procedures. They also assure prompt processing of invoices for payment and keep accurate financial records for internal use in the library.

GIFTS

In accordance with the City of Moreno Valley Administrative Policies, Policy 3.5, MVPL accepts gifts and/or memorial gifts. The Library recognizes the importance of gifts in expanding the materials budget and developing the collection. The Library adheres to the following guidelines in the event of a donation:

1. The Library may choose not to accept gifts when restrictions are placed upon them.
2. The Library may choose not to retain any gifts which fail to meet its criteria for selection.
3. The Library has the right to discard any gifts in poor physical condition (e.g. brittle paper, water or mildew damage, underlining in text, torn and/or missing pages).
4. The Library has the right to offer any gifts to another agency to sell if the gifts duplicate materials already in the collection and if they are not needed for replacement or duplicate copies.
5. The same standards of selection for purchased materials are applied to gifts.
6. The Library is not obligated to retain back issues of gift periodical subscriptions that are of limited interest or are not indexed in any standard source.
7. Selectors have the right to determine suitability for inclusion in the reference or circulating collections.

8. Donors of books and other library materials will receive written receipts from the library upon request.
9. The Library does not, by law, appraise books or other materials for income tax purposes.
10. Genealogy materials are selected to provide the reader with basic reference resources. Family histories are not purchased. Gifts of general genealogy books are accepted.
11. Periodicals are generally purchased annually from one vendor; therefore, unsolicited gift subscriptions from individuals are not encouraged. Potential donors are encouraged to choose from a list of suggested titles provided by professional staff.

REPLACEMENT ITEMS

MVPL does not automatically replace items withdrawn from the collection because of loss or damage. The following criteria are considered when determining whether or not to replace an item:

1. Availability of more current materials in the subject area
2. Past use of the item
3. Authority of the source/author
4. Existence of other titles in the collection on the same subject
5. Whether the material is still in print or other format

DAMAGED BOOKS

Selectors regularly examine damaged books to decide which should be rebound, withdrawn, or returned to the collection as is.

Selectors are very judicious when deciding which books to send to the bindery. It is often more cost effective to replace an item or to purchase a newer title than to rebind. The bindery is reserved for books which either cannot be replaced or whose replacement would be cost prohibitive. The following guidelines are used in deciding to rebind books:

DO rebind:

Out of print and still in demand items
 A volume of a set that is in demand
 An item that is in print but that is cheaper to rebind than repurchase

DO NOT rebind:

Mass market paperbacks
 Books that have already been rebound
 Books with yellow, brittle, stained or warped pages
 Books with little or no margin on the pages
 Books with missing pages
 Outdated/time dated books
 Multiple copies of books still in the collection

WEEDING

Systematic weeding of the collection is required to keep the collection responsive to patrons' needs, to ensure its vitality and usefulness to the community, and to make room for newer material. Weeding identifies damaged items, out-of-date materials, and unused extra copies.

Weeding also helps staff evaluate the collection by identifying areas or titles where additional materials are needed, older editions that need to be updated, and subjects, titles, or authors which are no longer of interest to the community.

Professional staff evaluates the materials collection for replacement and/or discards on an ongoing basis, using the CREW method of evaluation developed by Joseph P. Segal. This process (Continuous Review, Evaluation and Weeding) uses the following criteria to evaluate a title's current usefulness to the collection: M = Misleading (and/or factually inaccurate); U = Ugly (worn and beyond mending or rebinding); S = Superseded (by a truly new edition or a much better book on the subject); T = Trivial (of no discernible literary or scientific merit); I = Irrelevant to the needs and interests of your community; E = Elsewhere (may be obtained expeditiously elsewhere through interlibrary loan or reciprocal borrowing). Date of publication, last date circulated and average number of circulations per year are useful indicators of the above factors.

The collection's holdings are checked against standard bibliographic tools as listed earlier in this manual to ensure that the library is acquiring recommended materials. Patron input and community surveys are used in evaluating the collection. Through ongoing quantitative and qualitative methods, the Library Director and staff monitor the collection to ensure that it is serving the public. Outside specialists may be asked to weed specific areas of the collection on an as-needed basis.

Disposition and replacement of weeded library materials will be at the discretion of the Library Director, subject to all relevant provisions of City policy and the statutes of the State of California.

INTERLIBRARY LOAN

Interlibrary Loan (ILL) is not a substitute for collection development, but is meant to expand the range of materials available to library users without needlessly duplicating the resources of other libraries. ILL requests for recent materials may be considered for purchase. Titles which have been requested through ILL at least three times in a year are given higher selection priority.

ILL may not be used for any title that is on order or owned by the Library unless the copy is determined to be missing.

SECURITY OF LIBRARY COLLECTION

Funds which are used to replace materials lost to theft necessarily infringe on the Library's ability to purchase new items. Every effort is made to enhance the security of the collection.

MVPL uses the 3M Tattle-Tape Security System as a theft deterrent. Magnetic tags are attached to every item in the collection. The tags must be desensitized by library staff before items can leave the building. Items which have not been desensitized will set off an alarm, alerting staff. Staff courteously and diplomatically confront patrons who are responsible for setting off the alarm.

The Library also uses locked cases for books that are rare, irreplaceable, and/or likely to be damaged or stolen. The Library Director determines items to be located in the locked cases.

The most immediate means of preventing materials theft is staff vigilance. Staff considers library security as part of their individual job assignments.

REQUESTS FOR RECONSIDERATION

An individual or group wishing to question the presence of an item in the collection should contact the supervising staff member on duty at any given time. If the objection cannot be resolved, the request for reconsideration will be forwarded to the Library Director. If the patron wishes, a Request for Reconsideration form (see Appendix A) may be filled out and signed. Written requests, along with the questioned item, may be presented to the Library Advisory Board for further consideration. The individual or group which submitted the request may be invited to address the Board and present their concerns. Items the Board deems appropriate for the collection will not be removed except in accordance with established weeding policies.

DEFINITIONS OF COLLECTION LEVELS

The definitions for collection levels used in this plan are adapted from the collection levels in Guidelines for the Formulation of Collection Development Policies, American Library Association. The definitions are modified to describe the multiple roles of the MVPL. The roles are, in order of priority: popular materials center, reference library, and preschoolers' door to learning. Depth of both the current collection and anticipated future collection activity is rated on a 1 to 4 scale, which can be modified by a "+" or "-." For example, materials currently collected at one level may be judged inadequate, in which case the future collection activity may be assigned a higher rating to remedy the deficiency.

BASIC (1)

A selective collection that introduces and defines a subject, and indicates the varieties of information available elsewhere. The emphasis is on currently popular materials which provide a general overview of the subject. It includes significant works and classics, and some major reference works. This level meets general and recreational needs.

GENERAL INTEREST (2)

A collection that supports general interest and initial study. The emphasis is on developing a collection which meets general community needs. In addition to a broad selection of currently popular materials, it includes selected retrospective titles. Current editions of the most significant reference sources pertaining to the subject are also included. This level supports research through the secondary school level.

ADVANCED INTEREST (3)

A collection that supports the research needs of undergraduate college students and those conducting independent study at that level. As a popular collection, it includes a large and diverse number of titles representing nearly all aspects of the subject. The emphasis is on developing a comprehensive collection which will support special users in the community as well as covering the needs of a wider range of users. It includes a broad selection of current and retrospective materials and additional specialized reference tools.

RESEARCH (4)

A collection that supports the research needs of graduate students and those conducting independent study at that level. As a popular collection, it is so inclusive and extensive that most works on the subject are purchased and retained. The emphasis is on extensive and in-depth coverage of a subject and the development of specialized collections to serve highly specific and specialized portions of the community.

SUBJECT: 000 – Generalities

Description: The area of generalities covers a wide range of subjects. The most popular items in this section are books on computer operations and general encyclopedic works. Also included in this section are mysteries, including strange phenomena and UFOs. The library science area consists of works in the field, both theoretical and practical. Also included in this section are the popular *Writer’s Market* and older, circulating editions of standard encyclopedias, *Great Books of the Western World* and other standard general works.

Development Plan: The highest growth area in this section will be the 004’s and 005’s. Because of the high use and volatile nature of computer technology, books in this area need to be kept current and in good condition. The majority holdings of the other subject areas are at least 10 years old. Attention will be given to increasing the currency of these collections.

		Current	Future
000	Generalities and Computers	1	1+
010	Bibliography	1	1
020	Library and Information Science	1	1+
030	General Encyclopedic Works	2	2
050	General Serial Publications	1	1
060	General Organizations	1	1
070	Journalism	1	1
080	General Collections	1	1
090	Manuscripts and Book Rarities	1	1

SUBJECT: 100 Philosophy and Psychology

Description: This collection consists of works in the areas of major world philosophies, including logic and ethics, the paranormal, and psychology. Books on astrology, the occult, and related subjects are in high demand. Unfortunately, books on these subjects traditionally suffer a high disappearance rate. Psychology and related subjects make up a significant percentage of the collection. Subjects in this area include history of psychology, selected works of classic psychologists, and popular or self-help psychology.

Development plan: New works will be purchased with the goal of keeping the collection both current and popular. Resources will be concentrated in the area most in demand. Replacements shall be ordered for titles that have a high risk of disappearance. Retrospective development of standard works in Western and Eastern philosophies is required.

	Current	Future
100 Philosophy	1	1
110 Metaphysics	1	1
120 Epistemology	1	1
130 Paranormal Phenomena	1	2
140 Philosophical Schools	1	1
150 Psychology	1	2
160 Logic	1	1
170 Ethics	1	1
180 Ancient, Medieval, Oriental Philosophy	1	2
190 Modern Western Philosophy	1	2

SUBJECT: 200 Religion

Description: The religion collection includes works covering the history of world religions, selected sacred texts, and commentaries of major religions, theological works, devotional literature, comparative religion, and mythology. The largest sections of this collection are Christian moral and devotional theology, the Bible and commentaries, comparative religions (including mythology), and general works of Christian theology.

Development plan: Much of the collection is outdated. It requires extensive weeding, then acquisition of materials to bring the collection up to date, especially in the areas of Comparative Religions. More effort must be made to develop the collection in the area of non-Judeo-Christian religions.

	Current	Future
200 Religion	1	1
210 Natural Theology	1	1
220 Bible	1	2
230 Christian Theology	1	1
240 Christian Moral and Devotional	1	1
250 Christian Orders	1	1
260 Christian Social Theory	1	1
270 Christian Church History	1	1
280 Christian Denominations	1	1
290 Comparative Religions	1	2

SUBJECT: 300 Social Sciences

Description: The social science collection is large and broad-based. It consists of works in the areas of political science, social problems, criminology, education, customs, etiquette, folklore, economics, law, statistics, commerce, military science, and public administration. The most heavily used areas in the collection are social problems, criminology (including true crime), and self-help materials on personal finance and legal matters.

Development plan: Extensive weeding of older titles is necessary. Emphasis will be on keeping the collections current and meeting patron demand in high interest areas. Multiple copies in the self-help area will be provided for high demand items.

	Current	Future
300 Social Sciences	1	1
310 Statistics	1	2
320 Political Science	1	2
330 Economics	1	1+
340 Law	1	2
350 Public Administration	1	1
360 Social services; association	1	1
370 Education	1	2
380 Commerce	1	1
390 Customs, Etiquette, Folklore	1	2

SUBJECT: 400 Language

Description: MVPL collects standard works on linguistics, grammar and usage, etymology, and circulating dictionaries in English and other languages. The collection also includes a limited number of dictionaries and phrase books for a variety of other languages and sign language.

Development plan: Patron demand in this subject is relatively high. There is a need to increase the items in sign language, English grammar, and Spanish language. The need to replace worn and missing titles should be a priority.

	Current	Future
400 Language	1	2
410 Linguistics	1	2
420 English language	1	2
430 German language	1	1
440 Romance languages; French	1	1
450 Italian; Romanian languages	1	1
460 Spanish; Portuguese languages	1	2
470 Italic languages; Latin	1	1
480 Hellenic Classical Greek	1	1
490 Other languages	1	2

SUBJECT: 500 Pure Science

Description: This collection contains the standard works in the pure sciences, life sciences, zoological sciences, physics, chemistry, and botanical sciences. The philosophy and history of science are covered, as well as scientific experiments, how-to books, and popularizations of most scientific subjects. Materials useful for science fair projects for both junior and senior high school students are available.

Development plan: Because of the holdings of the local colleges, it is prudent to avoid duplication of advanced-level materials. The collection will continue its emphasis on general and intermediate-level audience needs. It is especially important to remain alert to titles in areas of new scientific research and discovery and to add these titles when authored by well-credentialed scientists. Esoteric, ephemeral and hyper-technical materials are eligible for weeding as they become worn or outdated. Due to the explosion of electronic resources, heavy emphasis may be placed on the acquisition of electronic sources, which will likely provide the most expedient means of maintaining currency of data.

		Current	Future
500	Pure Science	1	2
510	Mathematics	1	2
520	Astronomy	1	2
530	Physics	1	2
540	Chemistry	1	2
550	Earth Sciences	1	2
560	Paleontology	1	2
570	Life Sciences	1	2
580	Botanical Sciences	1	2
590	Zoological Sciences	1	2

SUBJECT: 600 Technology (Applied Sciences)

Description: This diversified collection contains works on anatomy, drugs, diseases, medical treatments, nautical, civil and mechanical engineering, automotive repair, gardening, animal husbandry, cookbooks, housekeeping, business management, accounting, metal working, furniture repair, construction, carpentry, and heating and air conditioning.

Development plan: Advances in medical technologies necessitate continual weeding and development of the 610s. Emphasis is placed on the practical use of this collection. Multiple copies of the most popular titles will be ordered.

Due to the explosion of electronic resources, heavy emphasis may be placed on the acquisition of electronic sources, which will likely provide the most expedient means of maintaining currency of data.

	Current	Future
600 Technology	1	2
610 Medical Sciences	1	2+
620 Engineering	1	2
630 Agriculture	1	1
640 Home Economics	1+	1+
650 Management	1	2
660 Chemical Technology	1	1
670 Manufacturing	1	1
680 Specific Use Manufactures	1	1
690 Building	1	1

SUBJECT: 700 The Arts

Description: The arts collection consists of popular and some scholarly works in fine arts, decorative arts, music, dance, theater, film, sports, and games. One of the most heavily used areas of this section is the recreational and performing arts collection. Another area of high interest is the decorative arts collection. The skill level of these books ranges from beginner to continuing hobbyist. The music area consists of books about music appreciation, history and performance of music, musical scores, and musical and opera libretti. The last part of the arts collection includes books about the history of art, works of noteworthy artists, architecture, sculpture, painting, photography, antiques, and decorative arts and furniture.

Development plan: Currency is an important aspect that must be treated in the area of recreational and performing arts. Currently most of the collection is outdated and does not include information on popular sports figures or artists. Handcraft and home decoration trends need to be considered.

		Current	Future
700	Arts	1	2
710	Civic and Landscape Art	1	1
720	Architecture	1	1
730	Sculpture	1	1
740	Drawing, Decorative, Minor Arts	1	2
750	Painting	1	1
760	Graphic Arts	1	1
770	Photography	1	1
780	Music	1	2
790	Recreational and Performing Arts	1	2

SUBJECT: 800 Literature

Description: MVPL collects works on literary criticism, surveys of national and regional literature, studies on individual authors, and studies on individual works. The collection includes volumes by a single author and anthologies of speeches, essays, poetry, short stories, plays, and humorous writings. The collection also includes materials to aid both writers of fiction and nonfiction, i.e. writer's manuals, style manuals, and college handbooks.

Development plan: The literature section is expected to grow in order to meet the educational and recreational needs of the community. While MVPL does not intend to duplicate the literature collections at neighboring libraries, it recognizes the fact that patrons from local high schools, community colleges, and universities are frequent users of the collection. Amateur theatrical groups, speech-writing groups, and writing groups create the need to keep the drama, speech, and how-to-write materials current and up-to-date.

		Current	Future
800	Literature	1	2
810	American Literature	1	2
820	English Literature	1	2
830	Literature of Germanic Languages	1	1
840	Literature of Romance Languages	1	1
850	Italian, Romanian	1	1
860	Spanish and Portuguese	1	2
870	Italic Literature; Latin	1	1
880	Hellenic Literature; Greek	1	1
890	Literature of other languages	1	1

SUBJECT: 900 Geography and History

Description: The geography and history collection includes works in history, current events, geography, and travel. The major emphasis is on United States history. Books on twentieth century world history, especially the First and Second World Wars, are strongly represented. There are numerous holdings covering the American Civil War, and California, regional, and local history.

Development plan: This is a relatively strong collection in American History. Emphasis will be placed on developing a multicultural collection. Travel guide books need to be updated through the use of standing orders and extensive weeding of older titles.

		Current	Future
900	Geography and History	1+	2
910	Geography and Travel	1	2
920	Genealogy, Names, Insignia	1	2
930	History of Ancient World	1	2
940	History of Europe	1+	2
950	History of Asia	1	2
960	History of Africa	1	2
970	History of North America	1+	2
980	History of South America	1	2
990	History of Other Areas	1	2

SUBJECT: Reference

Description: The reference collection is designed to provide current, technical and historical information in all subject areas represented in the general library collection. Subject-specific encyclopedias and dictionaries, as well as bibliographies, handbooks, and legal and technical manuals provide breadth and depth to the collection. Local government documents and locked-case items are also located in the reference collection.

Development plan: Replacement of out-of-date titles will have top priority. Standing orders will be used where appropriate. When applicable, and as budgetary resources allow, electronic sources will be developed. Long-term development of the library collection must consider replacement or supplementation of printed resources with material in an electronic format.

	Current	Future
000	1	2
100	1	2
200	1	2
300	1	2
400	1	2
500	1	2
600	1	2
700	1	2
800	1	2
900	1	2

SUBJECT: Large Type

Description: The Large Type book collection mirrors material found in the general collection. The collection is comprised mainly of popular and genre fiction, biographies, historical, and spiritual books.

Development plan: As the population ages, this section is expected to grow. New books – fiction, mysteries, and biographies – must be purchased to keep up with demand. Since older titles often remain popular and since large type editions are rarely reprinted, great care must be taken while weeding.

	Current	Future
Large Type Fiction	1+	2
Large Type Nonfiction	1	1

SUBJECT: Foreign Language Collection

Description: The foreign language collection consists of adult books written and translated into, and bilingual editions of, Spanish, Chinese, Japanese, Korean, and Vietnamese. The subject matter of the collection reflects the general collection. The demographics of the community report a growing population of Spanish-speaking citizens and that is reflected in the Spanish language collection being three times larger than any of the Oriental language collections.

Development plan: Emphasis will be placed on acquiring current popular titles and nonfiction titles in Spanish. The collection needs to be updated and heavily weeded. The demand for Chinese, Japanese, Korean, and Vietnamese materials has been minuscule and donations will comprise the majority of new books.

	Current	Future
Spanish Language	1	1
Chinese Language	1	1
Japanese Language	1	1
Korean Language	1	1
Vietnamese	1	1

SUBJECT: General Fiction

Description: The general fiction collection consists of popular best sellers, classic literature, romances, and other general fiction. This collection does not include the genres of science fiction, mysteries, westerns, or short stories.

Development plan: This collection is fairly extensive, yet it does need retrospective development. It is important to replace worn out editions of older important titles, whenever possible, with new editions. The current level of development will be continued, with an emphasis on collecting a wide range of authors. Special attention will be given to adding new authors and developing series.

	Current	Future
General Fiction	1+	2

Mystery

Description: The mystery section includes mystery and detective fiction from classic to contemporary authors. Private and amateur detective, police, spy, and adventure novels with a mystery theme are included in this section, as are individual works and mystery anthologies.

Development plan: The mystery genre is one of the most popular subject areas in the library and it circulates well. Since mystery fans usually want to read all of the works by their favorite authors, the library acquires complete sets whenever possible. Patron demand is high and the mystery section is expected to grow.

	Current	Future
Mysteries	1	2

Science Fiction

Description: The science fiction section includes science fiction and fantasy writers from classic to contemporary authors. Both individual works and science fiction anthologies are included in this section.

Development plan: Science fiction readers usually want to read all of the works by their favorite author. The library acquires complete sets whenever possible.

	Current	Future
Science Fiction	1	1

Westerns

Description: The Western section includes western writers from classic to contemporary. Both individual works and western anthologies are shelved in this section.

Development plan: Unlike many other genres, older titles circulate well. Great care should be taken while weeding this section. Local writers' works will be retained. This section is expected to remain constant.

	Current	Future
Westerns	1	1

SUBJECT: Martin Luther King, Jr. Collection (MLK)

Description: The MLK collection consists of materials written by or about Martin Luther King, Jr.

Development plan: Development in this area will continue to reflect materials written by or about Martin Luther King, Jr.

	Current	Future
Nonfiction	1	1+
Reference	1	1+

SUBJECT: Vertical File

Description: Material found in the vertical file is intended to supplement the book and periodical collections. The vertical file collection consists of uncataloged newspaper clippings, pamphlets, brochures, maps, sheet music, and pictures. Some materials are chosen for their timeliness, while other materials are chosen for their historic value.

Development plan: Material included in the vertical file is rarely purchased. The collection is updated and weeded at the discretion of the staff.

SUBJECT: Uncataloged Paperbacks

Description: This collection consists of current popular fiction and nonfiction in mass market format. It is a browsing collection including mysteries, romances, general fiction, classics, westerns, science fiction, biographies, and other nonfiction. The majority of this collection is made up of donated titles.

Development plan: The collection should be kept current and attractive. Frayed and worn titles will be weeded regularly. To maintain a popular collection, less dependence should be put on donated books and more on selection and acquisition of new titles.

	Current	Future
Uncataloged Paperbacks	1	1

SUBJECT: Periodicals

Description: The periodical collection contains popular national magazines, titles of regional interest, and newspaper subscriptions. Back issues of newspapers are kept for approximately 6 months, and then local papers are purchased in microfilm format. Older issues of magazines are generally kept for 2 years. Online databases provide full text coverage of periodicals not subscribed to, and to serve as an index for the paper format.

Development: For the foreseeable future, the Library will maintain the size, scope, and focus of its periodical collection.

	Current	Future
Magazines	1	1
Newspapers	1	1
Indexes	1	1

SUBJECT: Audiocassettes

Description: The audiocassette collection includes spoken works, instructional, and musical recordings.

Development: The goal is to build a generally representative, but not comprehensive, collection of audiocassettes. This includes classics, contemporary fiction, nonfiction, instructional material, and music. There is a need to develop the foreign language instructional tapes, especially in the English as a second language and the Spanish language areas.

	Current	Future
Fiction	1	1
Instructional	1	1
Music	1	1

SUBJECT: Compact Discs

Description: This general collection includes music of all types. Classical music currently accounts for 50% of the collection. The remainder consists of big band, country and western, rhythm and blues, jazz, gospel, theater/musicals, and soundtracks.

Development plan: The goal is to build a generally representative, but not comprehensive, collection of CDs. This collection will have a shift in emphasis from strictly music CDs to a collection including databases and instructional materials. The majority of databases and instructional CDs will be available at the Library Annex as the foundation of their reference collection.

	Current	Future
Music	1	1
Databases		1
Instructional		1

SUBJECT: Videocassettes

Description: The video collection consists of a variety of feature films, including current high interest, classics, foreign films, Spanish language, documentaries, and children's films. New purchases are exclusively VHS. The collection serves the general informational, educational, and recreational needs of the community.

Development plan: The video collection continues to grow, mainly through donations, with the emphasis being on the development of a well-rounded collection. Areas to be considered for retrospective development are classics and/or films which represent outstanding technical and artistic achievement in cinema. This area will have moderate growth.

	Current	Future
Feature	1	1
Nonfiction	1	1
Children's	1	1

SUBJECT: March Air Reserve Base Documents

Description: This collection has been recalled by March Air Reserve Base personnel and is in the process of being scanned onto CD-ROMs. When returned, an index will be included with the CDs for easier access to the collection.

Development plan: These are government documents which we have agreed to house and make accessible to the public.

	Current	Future
Documents		2

SUBJECT: Riverside County and City of Moreno Valley Documents

Description: This collection consists of Riverside County and City of Moreno Valley government documents, including general plans, specific plans, preliminary budgets, annual budgets, environmental reports, ordinances, and grand jury reports.

Development plan: Though MVPL does not actively pursue acquiring these documents, we do make any documents received accessible to the public and will maintain this effort for the foreseeable future.

CHILDREN'S SERVICES

MVPL's children's section serves a primary population of patrons through the eighth grade and their adult caregivers.

The purpose of this collection is to serve the community in its diverse informational and leisure pursuits.

DEFINITION OF COLLECTION LEVELS FOR CHILDREN'S MATERIALS

As with the adult collection, these definitions have been adapted from the ALA's Guidelines for the Formulation of Collection Development Policies. They have been refined to reflect the particular needs of the children's collection.

BASIC (1)

A highly selective collection which serves to introduce the varieties of information available on a subject. Emphasis is placed on popular material and material providing general overviews. Growth and development is minimal.

GENERAL INTEREST/STUDY (2)

A collection that is adequate to support general interest and initial study. This is a popular collection that will have a strong selection of representative titles. Meets general needs and includes retrospective titles as well as a selection of current titles.

ADVANCED INTEREST/STUDY (3)

A collection that is adequate to support research and information needs of children through eighth grade. A popular collection of materials which has a large and diverse number of titles representing many aspects of the subject. Multiple copies of titles are often purchased. Representative titles may be retained for historical value. Selected young adult and adult titles may be included to provide breadth and depth in a subject area, appropriate to the advanced study of youth and beyond the range available in published children's titles.

DESCRIPTION BY CLASSIFICATION

Subject: JUVENILE FICTION

DESCRIPTION

The Library's juvenile fiction is comprised of titles to meet the recreational needs of children from third to eighth grade. Various reading levels and genres are represented.

DEVELOPMENT PLAN

The Library will continue to obtain books that meet the diverse recreational needs of its patrons. A concerted effort will be made to replace classic and worn but popular titles with new editions or copies. This area will have moderate growth.

Current collection level: 1 Future collection level: 2

JUVENILE NON-FICTION

DESCRIPTION

Although it is typically referred to as the non-fiction section, this section also contains folklore, fairy tales, poetry, and other materials. The Juvenile Non-Fiction section consists of materials to meet the educational, informational, and recreational needs of children in kindergarten through eighth grade.

Subject: Generalities 000

The 000s include encyclopedias, bibliographies, computer books, and unexplained phenomena such as UFOs.

	Current	Future
000 Generalities and Computers	1	1
010 Bibliography	1	1
020 Library and Information Science	1	1
030 General Encyclopedic Works	1	1
050 General Serial Publications	1	1
060 General Organizations	1	1
070 Journalism	1	1
080 General Collections	1	1
090 Manuscripts and Book Rarities	1	1

Subject: 100 Philosophy and Psychology

The 100s include psychology, astrology, para-psychology, and personal growth and development.

	Current	Future
100 Philosophy	1	1
110 Metaphysics	1	1
120 Epistemology	1	1
130 Paranormal Phenomena	1	1
140 Philosophical Schools	1	1
150 Psychology	1	1
160 Logic	1	1
170 Ethics	1	1
180 Ancient, Medieval, Oriental Philosophy	1	1
190 Modern Western Philosophy	1	1

Subject: 200 Religion

The 200s include materials on religion and mythology.

		Current	Future
200	Religion	1	1
210	Natural Theology	1	1
220	Bible	1	1
230	Christian Theology	1	1
240	Christian Moral and Devotional	1	1
250	Christian Orders	1	1
260	Christian Social Theory	1	1
270	Christian Church History	1	1
280	Christian Denominations	1	1
290	Comparative Religions	1	1+

Subject: 300 Social Sciences

The 300s include books on government, disabilities, education, holidays, social issues, and folk and fairy tales.

		Current	Future
300	Social Sciences	1	1
310	Statistics	1	1
320	Political Science	1	2
330	Economics	1	1
340	Law	1	2
350	Public Administration	1	1
360	Social services; association	1	1
370	Education	1	1
380	Commerce	1	1
390	Customs, Etiquette, Folklore	1	1

Subject: 400 Language

The 400s include materials on languages, including dictionaries.

	Current	Future
400 Language	1	1
410 Linguistics	1	1
420 English language	1	1
430 German language	1	1
440 Romance languages; French	1	1
450 Italian; Romanian language	1	1
460 Spanish; Portuguese languages	1	1
470 Italic languages; Latin	1	1
480 Hellenic Classical Greek	1	1
490 Other languages	1	1

Subject: 500 Pure Science

The 500s include pure science, including experiment books.

	Current	Future
500 Pure Science	1	2
510 Mathematics	1	2
520 Astronomy	1	2
530 Physics	1	2
540 Chemistry	1	2
550 Earth Sciences	1	2
560 Paleontology	1	2
570 Life Sciences	1	2
580 Botanical Sciences	1	2
590 Zoological Sciences	1	2

Subject: 600 Technology (Applied Sciences)

The 600s include applied technology and sciences, including pets and cooking.

		Current	Future
600	Technology	1	1
610	Medical Sciences	1	2
620	Engineering	1	2
630	Agriculture	1	1
640	Home Economics	1	1
650	Management	1	1
660	Chemical Technology	1	1
670	Manufacturing	1	1
680	Specific Use Manufactures	1	1
690	Building	1	1

Subject: 700 The Arts

The 700s include crafts, hobbies, music, sports, and other arts.

		Current	Future
700	Arts	1	1+
710	Civic and Landscape Art	1	1
720	Architecture	1	1
730	Sculpture	1	1
740	Drawing, Decorative, Minor Arts	1	1+
750	Painting	1	1
760	Graphic Arts	1	1
770	Photography	1	1
780	Music	1	1+
790	Recreational and Performing Arts	1	2

Subject: 800 Literature

The 800s include poetry, plays, short story anthologies, and writing guides.

		Current	Future
800	Literature	1	1
810	American Literature	1	1
820	English Literature	1	1
830	Literature of Germanic Languages	1	1
840	Literature of Romance Languages	1	1
850	Italian, Romanian	1	1
860	Spanish and Portuguese	1	1
870	Italic Literature Latin	1	1
880	Hellenic Literature Greek	1	1
890	Literature of other languages	1	1

Subject: 900 Geography and History

The 900s include materials on exploration, geography, history, and collective biographies.

		Current	Future
900	Geography and History	1	1+
910	Geography and Travel	1	2
920	Genealogy, Names, Insignia	1	1
930	History of Ancient World	1	2
940	History of Europe	1	2
950	History of Asia	1	2
960	History of Africa	1	1
970	History of North America	1	2
980	History of South America	1	1
990	History of Other Areas	1	1

Subject: MISSIONS

DESCRIPTION

The mission section includes books and pamphlets written about the California missions. Missions are a popular subject with the students.

DEVELOPMENT PLAN

Development will be minimal due to the limitation of publications about the missions.

Current collection level: 1 Future collection level: 1

Subject: JUVENILE EASY FICTION

DESCRIPTION

Easy (EZ) fiction is split into two categories: picture books and beginning reading. Picture books are distinguished by their illustrations which serve to supplement, extend, or, in the case of wordless books, supplant the text. Beginning reading books also have multiple illustrations but consist of an easier text, using smaller words and repetition.

DEVELOPMENT PLAN

This collection has many popular titles and authors. Worn and damaged copies of popular titles will be replaced depending on the availability of the book. The continuing emphasis will be on developing a well-balanced collection that will meet the diverse interests and needs of the community. Paperbacks, pop-up, toy and movable books are not purchased for this collection, since they can be easily damaged.

Current collection level: 1 Future collection level: 1+

Subject: JUVENILE REFERENCE

DESCRIPTION

The children's department keeps a moderate collection of materials to support the reference needs of children and their adult caregivers. Adult reference books are included, when appropriate, for children's needs. Professional materials for librarians, teachers, and parents are included, especially in the areas of children's literature. Bibliographic indexes and readers' advisory material are also included.

Recurring school assignments influence purchasing in this area. The reference collection often houses titles on high-demand subjects.

DEVELOPMENT PLAN

The reference collection is a carefully selected area that is very valuable to the staff and patrons of the Library. Indexes are updated as new editions become available and outdated materials are withdrawn. Replacement of outdated materials, in conjunction with acquisition of new materials, will ensure that the reference collection will show little growth.

Current collection level: 1+ Future collection level: 1+

Subject: STORYTIME COLLECTION

DESCRIPTION

The storytime collection consists of a highly selective collection of J EZ books and J Non-Fiction books for use by library staff in conducting storytimes and other programs. Normally, the materials are duplicates of titles available to patrons, but a few are available only to staff. These include out-of-print titles, oversized books, and pop-up, toy, and movable books that work well as one-on-one sharing titles, but would not withstand the rigors of being circulated to the public.

DEVELOPMENT PLAN

Addition of new material will be highly selective, so the area will show a slight reduction in size.

Current collection level: 1 Future collection level: 1

Subject: BOARD BOOKS

DESCRIPTION

The board book collection is a mid-level collection of durable, cardboard paged titles appropriate for infant through age three. The books are of sturdy design. The items are not individually cataloged. Items that contain flaps, wheels, and other gimmicks are not included.

DEVELOPMENT PLAN

This is a well-balanced collection that will show minimal growth. Space limitations necessitate maintaining a modest selection of these titles.

Current collection level: 1 Future collection level: 1+

Subject: JUVENILE MAGAZINES

DESCRIPTION

The juvenile magazine collection is a small collection of popular titles for children through the eighth grade. It includes recreational and informational magazines. The collection does not circulate and issues are kept for one year.

DEVELOPMENT PLAN

This relatively small collection will have minimal growth.

Current collection level: 1 Future collection level: 1

Subject: JUVENILE AUDIO

DESCRIPTION

This collection includes children's songs, spoken works, and audiocassettes. The target audience is children through the third grade. Some audio tapes are accompanied by books.

DEVELOPMENT PLAN

A limited budget for this format will keep this area very small. Minimal growth will occur.

Current collection level: 1 Future collection level: 1

YOUNG ADULT SERVICES

The Library supports the development of a collection serving the needs and concerns of Young Adult (YA) patrons. Young Adults are identified as patrons in the seventh through the twelfth grades. The Library recognizes that YA needs are different from those of other library users. This collection functions as a transition between juvenile and adult collections, providing material relating to the current interests and personal growth of adolescents.

Subject: YOUNG ADULT FICTION

DESCRIPTION

The Young Adult fiction section serves the recreational reading needs of the reader from grades 7-12. It includes various genres and represents a variety of cultures and writing styles.

The YA fiction section is shelved separately from the adult collection. It contains many titles from earlier YA collections as well as several newer titles. The older titles will eventually be weeded or replaced with newer editions.

DEVELOPMENT PLAN

This area is currently very basic. A small budget will allow only small growth. Emphasis will be placed on award winners, well-reviewed titles, popular authors, and classics. Efforts will continue to avoid duplication of titles contained in the adult and children's sections.

Current collection level: 1 Future collection level: 2

Subject: SCIENCE PROJECTS

DESCRIPTION

This collection consists of books to assist children in deciding on and completing a project for their Science Fairs. The target audience is grades 3 through 6.

DEVELOPMENT

Space and budget limitations will keep the collection small; however, growth will continue, especially in updating materials.

Current collection level: 1 Future collection level: 2

Subject: FOREIGN LANGUAGE

DESCRIPTION

The foreign language collection includes children's books written and translated into bilingual editions of Spanish and Asian languages.

DEVELOPMENT

With the demographics of the community showing a growth in Spanish-speaking citizens, emphasis will be placed on books in Spanish.

Current collection level: 1 Future collection level: 1

REVISION OF THE COLLECTION DEVELOPMENT POLICY

As a tool to enable the Library to develop its collection in a systematic fashion, this Collection Development Policy must respond to changes in the community, the mission and roles of the Library, the publishing field, and technology. This plan will be reviewed periodically in conjunction with the Library's strategic plan. Professional staff will assess the Policy and recommend revisions to the Library Director.