

**Islamic School of Irving**

**Library Media Center**

**Collection Development Policy**

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**Jill Chai-Abdolgony  
Library Media Specialist**

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## **Biography**

Revised May 2007

### **General Comments**

This collection provides biographical and autobiographical information about important historical and significant contemporary figures.

### **Development Plan**

Collected are works on contemporary figures, national and international, in diverse fields, and popular sports and entertainment figures, with a minimal emphasis on historical figures. Biographies of people who are not famous but who are in interesting lines of work are acceptable, though such sources receive reduced emphasis.

If sources contain a great deal of critical analysis of authors' works, as well as biographical information, they are classed in the 800s. True crime biographies are classed in the 364.1 section.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- electronic/Internet sources availability.
- new works.
- budget constraints.
- circulation statistics.
- patron requests.
- present and potential relevance to the community.
- shelf space.
- access to a fully developed collection at the main library

### **Retention/Weeding**

- Sources on world figures are weeded as their subjects pass into obscurity.
- Biographies of deceased movie stars of lesser stature are weeded.
- Works on pop culture figures whose popularity has passed are weeded, unless having enduring influence or celebrity.

- Biographies of people who are not famous but who are in interesting lines of work are weeded as timeliness of subject fades.
- Worn or torn titles unsuitable for circulation are weeded.

## **Book Recordings**

Revised May 2007

### **General Comments**

This collection consists of adult fiction and nonfiction, young adult fiction and nonfiction, junior fiction and nonfiction (audience level third through sixth grade child), and children's easy fiction and nonfiction (audience level pre-school through second grade child) books recorded on cassette or CD. Book recordings are purchased in unabridged and abridged formats. The fiction collection includes classics and popular fiction. The nonfiction collection covers a range of subject areas including best-sellers, instructional, self-improvement, and language. Classics of children's literature and recommended easy-fiction works are collected. Some recordings may include an accompanying book.

### **Development Plan**

The primary goal of this collection is to provide fiction and nonfiction books on cassette or CD. In order to meet these goals, the Library:

- strives to provide a selection of recorded books to meet the variety of likes and tastes of patrons.
- evaluates patron requests either through reviews, or knowledge and popularity of the author or title. Patron requests are given serious consideration and added to the collection as warranted and as budget allows.
- strives to provide a core collection of recommended easy-fiction titles and classics of children's literature.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- new works.
- budget constraints.
- circulation statistics.
- patron requests.
- shelf space.
- access to a fully developed collection at the main library.

## **Retention/Weeding**

- Informal weeding takes place continuously as items are checked for damage as they are circulated and/or shelved.
- Circulation statistics, condition, and new technology are the principle deciding factor in the replacement or withdrawal of a title from the collection.

## **Children's Easy/Junior Nonfiction**

Revised May 2007

### **General Comments**

The purpose of this collection is to provide informational books at an introductory level from preschool to sixth grade, encompassing both easy and juvenile nonfiction titles. While attention is paid to the length of the book, the information should also be presented with colored photography or bright drawings. Children at a young age seeking information can understand a lot from well-done graphs and pictures or photographs, even if the reading level is a challenge. The juvenile nonfiction collection is dependent on the branch's adult nonfiction collection to provide depth of information.

### **Development Plan**

Many areas in the Dewey classification are not represented because the information level requires high level understanding and reading skills. Also, the information in these areas may be too complex, inappropriate, or not of interest to younger students. Easy nonfiction materials (preschool through third grade reading levels) having basic information with colorful illustrations are developed and maintained. Junior nonfiction is developed and maintained to meet the informational, educational, and recreational reading needs of children with third to sixth grade reading levels. While students use this collection to complete school assignments, it is not developed only to support the school curriculum.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- electronic/Internet sources availability.
- shelf space.
- budget constraints.
- reading level.
- new works.
- circulation statistics.
- patron requests.
- visual appeal.

## **Retention/Weeding**

- Most titles in this collection are generally very basic and do not date as quickly as more in-depth materials. However, close attention is paid to the quickly changing world and misinformation is withdrawn immediately.
- Physically worn materials are replaced or updated.
- Books are withdrawn due to damage, loss, drop in general interest level as evidenced by circulation figures, or content relevancy and currency.

## **Closed Stacks**

Revised May 2007

### **General Comments**

This collection is comprised of titles that may contain controversial subject areas. They may be pre-selected by an Islamiyat Teacher or School Imam. Books include popular as well as classic selections in such areas as fantasy, and novels about the problems of contemporary boys and girls. The books may have illustrations, but the concepts, style, and treatment of text are the considered significant criteria in the selection process.

### **Development Plan**

The primary goal of this collection is to provide leisure reading material to grade school children who have obtained parental written permission to read them.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- shelf space.
- budget constraints.
- circulation statistics.
- titles in a series.
- patron requests.
- visual appeal.
- reading level.

### **Retention/Weeding**

- Books are kept as long as they are in readable condition and continue to circulate.
- Books are withdrawn due to damage, loss, and drop in general interest level as evidenced by circulation figures.
- Donations are frequently used to replace worn or damaged popular selections.

## Easy Fiction/Picture Books

Revised May 2007

### General Comments

This collection consists of children's easy fiction, picture books, and board books. The Easy Fiction collection bridges the gap between picture books and juvenile fiction. This collection serves the needs of children who are just learning to read through the end of grade two. These fiction books have controlled vocabulary, large print, and, in some cases, short chapters. The picture book collection is a popular section at the library. Picture books ideally should be books with illustrations on every page. These illustrations should be so detailed that the story can be understood by studying the pictures alone, without the accompanying text. This broad category includes alphabet books, counting books, animal books, seasons and holidays, etc. The board book collection is comprised of smaller cardboard books which are geared to the youngest child. These specialty books are not cataloged but given accession numbers due to the short duration of circulation. These books are kept in a separate area.

### Development Plan

The primary goal of this collection is to provide an introduction to literature that meets the educational and recreational needs of the community. In order to meet these goals, the Library:

- strives to provide a wide range of reading levels from birth to second grade.
- strives to provide a balanced collection of current popular titles and core materials.
- evaluates patron requests either through reviews, or knowledge and popularity of the author or title. Patron requests are given serious consideration and added to the collection as warranted and as budget allows.
- purchases all Caldecott winners and honor books.

This collection offers as wide a variety of topics as possible. Attention is given to holiday, concept books, problem stories, beginning readers, series, and core recommended children's literature.

## **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- shelf space.
- budget constraints.
- circulation statistics.
- titles in a series.
- patron requests.
- visual appeal.
- new works.

## **Retention/Weeding**

- Physically worn materials are replaced or updated.
- Books are withdrawn due to damage, loss, drop in general interest level as evidenced by circulation figures, or content relevancy and currency.

## **Easy/Junior Biographies**

Revised May 2007

### **General Comments**

This collection consists of materials about people from all walks of life and from the earliest times to the present. Some people of interest to young children are United States historical figures, presidents, generals, Indian chiefs, American inventors, renowned citizens, and sports figures.

### **Development Plan**

The collection strives to meet the needs of outside reading for school assignments such as book reports. The primary goal of this collection is to provide accurate and interesting information about a wide variety of people. In order to meet this goal, the Library:

- strives to present a broad range of subject interests at varying reading levels.
- evaluates patron requests either through reviews, or knowledge and popularity of the author or title. Patron requests are given serious consideration and added to the collection as warranted and as budget allows.
- purchases new works to reflect patron demand and to maintain a well-balanced collection.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- reading level.
- new works.
- budget constraints.
- circulation statistics.
- patron requests.
- shelf space.

### **Retention/Weeding**

- Books are kept as long as they are in readable condition and continue to circulate.

- Titles are replaced and supplemented as needed based on demand.
- Books are withdrawn due to damage and loss.

# Fiction

Revised May 2007

## General Comments

The collection covering adult books consists of, but is not limited to, popular best sellers, critically-acclaimed first time authors, short stories, historical fiction, adventure, spy/espionage, thriller/suspense, psychological suspense, family saga, horror, and classics. The following genres are also part of this collection:

- Western
- Science Fiction
- Romance
- Mystery

## Development Plan

The primary goal of this collection is to provide leisure reading materials and literary classics to adults. Classics are those titles that have an enduring quality and have withstood the test of time. In order to meet this goal, the Library:

- strives to provide a broad range of reading materials to meet the variety of likes and tastes of all patrons.
- strives to provide a balanced collection of popular reading materials found in all genres and a core collection of classical literature.
- evaluates patron requests either through book reviews, or knowledge and popularity of the author. Patron requests are given serious consideration and added to the collection as warranted and as budget allows.
- purchases selected fiction titles appearing on the *New York Times* best-seller list without the benefit of a review knowing that there is a heavy demand for these titles.

## Influencing Factors

Purchases and buying patterns are determined in large part by:

- best seller listings, award winning selection lists, and general journal publications.
- circulation statistics.

- shelf space.
- budget constraints.
- patrons' requests.
- availability of a fully developed collection at CCPL.
- availability of titles in hardback binding. (Paperbacks are purchased when hardbound is not available).

### **Retention/Weeding**

Materials generally retained in the fiction collection consist of:

- titles in a series.
- titles in popular demand.
- regional authors.
- literary classics.

Materials generally weeded from this collection consist of:

- books in poor condition
- titles that have not circulated in three years
- duplicate titles

## **Junior Fiction**

Revised May 2007

### **General Comments**

This collection is comprised of titles meeting the recreational and educational needs of students with third through sixth grade reading levels. Books include popular as well as classic selections in such areas as mystery, sports, science fiction, adventure, humor, historical fiction, and novels about the problems of contemporary boys and girls. The books may have illustrations, but the concepts, style, and treatment of text are the considered significant criteria in the selection process. These books cover a wide range of subjects, themes, life situations, and developmental tasks. A variety of characters, settings, and writing styles are represented with difficulty ranging from simple stories to books for a sophisticated reader with a large vocabulary, wide literary knowledge, and high reading skills.

The collection strives to meet the needs of outside reading for school assignments such as book reports and the reading aloud needs of teachers and parents.

### **Development Plan**

The primary goal of this collection is to provide leisure reading material to grade school children who have begun to master the skill of reading and are ready to read novels or chapter books. In order to meet this goal, the Library:

- strives to provide a wide range of reading levels from third grade through sixth grade.
- strives to provide a balanced collection of current popular titles and core materials.
- evaluates patron requests either through reviews, or knowledge and popularity of the author or title. Patron requests are given serious consideration and added to the collection as warranted and as budget allows.
- purchases Indian Paintbrush and Newbery award winners and honor books.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- shelf space.
- budget constraints.
- circulation statistics.
- titles in a series.
- patron requests.
- visual appeal.
- reading level.

### **Retention/Weeding**

- Newbery and Indian Paintbrush award winners and works of well-recognized contemporary authors are retained.
- Books are kept as long as they are in readable condition and continue to circulate.
- Books are withdrawn due to damage, loss, and drop in general interest level as evidenced by circulation figures.
- Donations are frequently used to replace worn or damaged popular selections.

## **Magazines**

Revised May 2007

### **General Comments**

The purpose of the magazine collection is to meet the recreational needs of the community along with providing some research benefit. Magazines have a current timeliness regarding current events and world affairs. These items are also used as reference tools. Magazines for both adults and children are collected.

### **Development Plan**

In order that the magazines be useful to patrons, the Library will:

- provide a broad range of subject areas in the collection.
- provide standard indexing tools (online only).
- evaluate the collection titles as to degree of use.
- evaluate suggested new titles, adding them to the collection as warranted and as funds are available.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- budget constraints.
- circulation statistics.
- patron requests.
- present and potential relevance to the community.
- shelf space.
- availability of new titles.

### **Retention/Weeding**

- Periodicals are retained and collected for one year plus the current year.
- Every January, weeding and discarding of this collection is completed.
- Discards are used to fill "holes" in the CCPL collection and the remainder are given to the local junior high or high school for its collection.
- No attempt is made to replace lost or damaged magazines.

## **Newspapers**

Revised May 2007

### **General Comments**

The newspaper collection helps meet the needs of patrons for very current information as well as for retrospective research purposes. Newspapers are a particularly valuable source because of their immediacy both of reporting and of perspective. This collection is heavily dependent on online resources.

### **Development Plan**

The goal of this collection is to provide a small selection of local interest newspapers.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- budget constraints.
- patron requests.
- present and potential relevance to the community.
- shelf space.
- electronic/Internet sources availability.

### **Retention/Weeding**

- The *High Plains Sentinel* is retained for 5 years.
- All other newspapers are kept one year or less.

## Nonfiction

Revised May 2007

### General Comments

This collection encompasses both adult and young adult titles. Balance in the collection is determined by use, statistics, and demand. The Library selects materials that meet the needs of a public diverse in age and educational background.

### Development Plan

The Library develops a collection that takes into consideration currency, content, scope, and popularity. Some areas have very little development due to low demand.

- **000 Generalities.** A small collection encompassing library related sources for periodicals, government publications, computer science, encyclopedic works, and journalism is maintained. Rare books are not collected.
- **100 Philosophy, occultism and psychology.** Maintained are wide-ranging selections pertaining to paranormal phenomena.
- **200 Religion.** A small collection on world religions, denominations (Christian based), and mythology is maintained.
- **300 Social sciences.** Directories, statistical factual information with a world emphasis, and encyclopedic sources are maintained. Also maintained is a small collection emphasizing the social service area, continuing education sources, and communication skills with minimal development in folklore and world customs.
- **400 Language.** Dictionaries and structural systems for grammar usage with emphasis on the English language are maintained.
- **500 Natural sciences and mathematics.** Calendar information, world atlas information, and selections pertaining to natural history, physical sciences, and mathematics are maintained.
- **600 Technology.** Sources emphasizing contemporary issues in medicine are developed and maintained. A small collection of automotive, space flight, livestock industry, and computer science selections is maintained. Sources emphasizing cooking and the "how to" areas of building and construction are developed and maintained.

- **700 The arts.** The arts and crafts section is developed and maintained. A small collection of photography and music sources are maintained. Antique price guides for collectibles, and selections for the numismatic (postage stamp) enthusiast are developed and maintained.
- **800 Literature.** A small core collection of American and world literature criticism geared toward student assignments is maintained.
- **900 Geography, history, and biographies.** Sources emphasizing geography and travel sources are maintained. A limited historical section with an emphasis on Wyoming history and Campbell County is maintained.

### **Influencing Factors**

- Purchases and buying patterns are determined in large part by:
  - budget constraints.
  - shelf space.
  - receipt of older editions from the main library.
  - electronic/Internet sources availability.
  - availability of a fully developed collection at the main library.
  - interlibrary loan requests.
  - patron requests.
  - donations/gifts.

### **Retention/Weeding**

- Dated materials are weeded, with consideration given for historical value.
- Physically worn materials are repaired, rebound, replaced, or updated.
- Low circulating items are weeded to provide shelf space for new materials.

## **Parenting Collection**

Revised May 2007

### **General Comments**

This collection offers a variety of information to parents and patrons working with children. This small collection is housed in the Children's section of the library so parents/patrons can have easy access to a representative collection of parenting materials. Subjects addressed include, but are not limited to, physical development, sexual development, sexual abuse, health, social problems, childhood diseases, handicaps, sibling problems, and guidance on reading and storytelling. This collection, further supported by the adult nonfiction collection and the easy fiction collection, was developed to offer patrons a sampling of the information the Library has to offer on these topics.

### **Development Plan**

Coverage of the more popular subjects such as physical development, health, social problems, guidance, and childhood diseases are developed and maintained. Collection emphasis is on keeping the collection current and relevant to the interest and needs of the community. Single copies are purchased and sufficient to satisfy patron demand.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- shelf space.
- budget constraints.
- new works.
- circulation statistics.
- patron requests.

### **Retention/Weeding**

- Titles in this collection are generally very basic and do not date as quickly as more in- depth materials. However, close attention is paid to the quickly changing world and misinformation is withdrawn immediately.

- Titles with child appeal that continue to be used are considered for replacement.
- Physically worn materials are replaced or updated.
- Books are withdrawn due to damage, loss, drop in general interest level as evidenced by circulation figures, or content relevancy and currency.

## Reference

Revised May 2007

### General Comments

This collection is primarily comprised of selected older editions received through CCPL's replacement schedule. Some new materials are purchased as budget allows.

### Development Plan

- **000 Generalities.** A small collection is maintained, encompassing library related ready reference sources for periodicals, government publications, computer science, encyclopedic works, and journalism.
- **100 Philosophy, occultism and psychology.** Also maintained are wide-ranging selections pertaining to paranormal phenomena.
- **200 Religion.** A small collection is maintained on world religions, denominations (Christian based), and mythology.
- **300 Social sciences.** Directories, statistical factual information with a world emphasis, and encyclopedic sources along with government information (state, local, and federal) are maintained.
- **400 Language.** Maintained are dictionaries and structural systems for grammar usage with emphasis on the English language as the primary focus.
- **500 Natural sciences and mathematics.** Calendar information, world atlas information, and selections pertaining to natural history, physical sciences, and the mathematics are maintained.
- **600 Technology.** Directories relating to business, corporations, medical science, and manufacturing and building technologies are maintained. Sources on automotive repair, space flight, livestock industry, and computer science information are maintained.
- **700 The arts.** Gallery information as it pertains to the arts, antique price guides for collectibles, and selections for the numismatic (postage stamp) enthusiast are developed and maintained. Broad based performing arts almanacs and song indexes are maintained as part of this collection.
- **800 Literature.** Handbooks and indices as they relate to the world of literary art are maintained.

- **900 Geography, history, and biographies.** Geographical encyclopedias and atlas selections, time chronicles, and biographical dictionaries with some genealogy resources are developed and maintained.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- budget constraints.
- shelf space.
- newer editions received by CCPL.
- electronic/Internet source availability.

### **Retention/Weeding**

- Materials are weeded as replacements arrive from CCPL.
- As newer sources are made available via electronic means, affected materials are weeded.
- Dated materials are weeded.

## Sound Recordings

Revised May 2007

### General Comments

This collection consists of sound recordings on CD or cassette for the child through adult patron. The adult collection covers subject areas such as vocal classical music, orchestral music, solo instrumental music, popular music, and holiday music.

The children's collection consists mainly of folk songs and dances, along with works by established children's performers. Disney titles and Sesame Street sing-alongs are very popular. Classics of children's literature and recommended easy-fiction works are collected. Some recordings may include an accompanying book. The audience for this collection is the pre-school through sixth grade child.

### Development Plan

The goal of this collection is to provide, on a limited basis, a representation of all types of music. In order to meet this goal, the Library will:

- provide recordings that meet the needs and tastes of the community.
- strive to use dependable distributors to ensure replacement opportunities.
- evaluate patron requests either through reviews, or knowledge and popularity of the artist or title, and add as budget allows.

### Influencing Factors

Purchases and buying patterns are determined in large part by:

- new works.
- budget constraints.
- circulation statistics.
- patron requests.
- shelf space.
- visual appeal.
- access to a fully developed collection at the main library.

## **Retention/Weeding**

Informal weeding takes place continuously as cassettes and CDs are checked as they are circulated and/or shelved. The following criteria are considered when making the decision to retain, replace, or weed:

- dated materials
- circulation statistics
- shelf space
- availability of new works
- age and physical condition

## **Telephone/Zip Code Directories**

Revised May 2007

### **General Comments**

Telephone directories facilitate community access to telephone listings for selected cities in the U.S. This saves patrons the expense of directory assistance charges and often provides better service than is available from directory assistance (e.g., the subject access of the yellow pages listings, the ability to browse a particular surname). Zip code directories allow patrons quick access to current zip codes throughout the U.S.

### **Development Plan**

The library does not purchase paper directories since they are provided free of charge by the phone company. This collection provides a paper copy of all Wyoming directories and a limited number of directories for major cities surrounding the area.

A zip code directory, received from CCPL's reference collection, offers U.S. zip code information.

In addition, Internet sources are offered to access such information.

### **Influencing Factors**

- electronic/Internet sources availability
- availability of free directories
- older editions made available from the main library
- present and potential relevance to the community

### **Retention/Weeding**

- All paper editions are discarded as newer editions are received.

## Videocassettes/DVDs

Revised May 2007

### General Comments

This collection consists of nonfiction and fiction videocassettes and DVDs in a variety of generalized subjects for all ages.

#### Adult Collection:

- The intended audience includes seventh grade to adult.
- Selections are categorized and shelved according to the Dewey Decimal System.
- General subjects included are aviation and space, beauty, business and finance, child care and development, computers, cooking, dance and music, documentaries, education, exercise and health, fishing, history, house and garden, how to, hunting and firearms, photography, sewing and crafts, sports, travel, and wildlife and outdoors.

#### Children's Collection:

- The intended audience includes preschool to sixth grade.
- Nonfiction selections are categorized and shelved according to the Dewey Decimal System as Easy and Junior Nonfiction. Subjects include children's developmental needs and mental growth. Concept films, folk tales, and fairytales are also included.
- Fiction selections are shelved as Easy and Junior Fiction. Popular and feature films, adaptations of children's books (i.e., Berenstain Bears, Clifford, Ramona), and Walt Disney films are included.

### Development Plan

The primary goal of this collection is to provide the resources and services necessary to meet the educational, recreational, cultural, and informational needs of the community. In order to meet this goal, the Library:

- considers opinions of qualified reviewers in recognized, authoritative review sources.
- purchases award winning selections as recognized by critical organizations, institutes or associations.
- purchases popular selections appearing on Public Television networks.
- considers patron requests.
- purchases in various formats.

### **Influencing Factors**

Purchases and buying patterns are determined in large part by:

- present and potential relevance to the community.
- patron requests.
- circulation statistics.
- budget constraints.
- shelf space.
- availability of an in-depth collection at CCPL.
- donations.

### **Retention/Weeding**

Informal weeding takes place continuously as audiovisual items are checked for damage as they are circulated and/or shelved. The following criteria are considered when making the decision to retain, replace, or weed:

- availability of new works
- circulation statistics
- age and physical condition
- shelf space
- titles in a series
- availability in new format

## Young Adult Fiction

Revised May 2007

### General Comments

This collection provides leisure reading materials for junior high age patrons, offers teachers resources for classroom use, and offers a selection of materials that meet book report assignment needs. Students of children's literature can find a representation of core young adult literature. Senior high school patrons, in general, are reading in the Adult Fiction collection.

### Development Plan

For this collection to serve the young adults of the community, it must provide:

- a wide range of reading levels, from fourth grade to adult.
- a representation of the following genres: Westerns, Science Fiction, Romance, Mystery, as well as award-winning titles.
- a balanced collection of current popular titles and core materials.

Bibliographies from credible sources, such as ALA's *Best Books for Young Adults* and ALA's *Quick Picks for Teens* are used extensively as collection development tools.

### Influencing Factors

- Patron requests are given serious consideration.
- Available space determines further collection development.
- Since teens prefer paperbacks, this format is primarily purchased.
- Soaring Eagle Award books, sponsored by the Wyoming Library Association and the Wyoming State Reading Council.
- Some titles already in the adult fiction collection are duplicated if there is a demand for the title and it is reviewed for young adults.
- Newbery titles are occasionally purchased, but no effort is made to provide all such titles since many are written for younger readers and many of the Newbery titles are available in the Junior Fiction collection.

## **Retention/Weeding**

- Books in poor condition are weeded.
- Titles in a series are retained.
- Titles listed in the *Middle School and Junior High Catalog* are retained.
- Books with low circulation are weeded.