

Administrative Guideline No. 10

Subject: ADULT SERVICES

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The Adult Services collection has a variety of materials in a range of formats, which are selected for adults beyond high school age in order to meet their educational, recreational, and informational needs. Diversity in the community creates a demand for books depicting a variety of cultures and lifestyles. Selectors should be mindful of diversity by including representation across race, religion, culture, ability, age, gender, gender identity, sexual orientation, and viewpoint within all formats, subjects and genres. Collections should be representative the local community, but also be representative of global diversity.

As statistics become available, all materials will be considered for withdrawal after several years of low circulation unless the information remains current and relevant. All materials will be weeded for poor condition on an ongoing basis.

NON-FICTION

Large and varied collections of informational and recreational materials in a range of formats are developed at the basic and general levels and are available for circulation. Areas of high demand in each of the Dewey classifications are as follows:

000's COMPUTER SCIENCE, INFORMATION AND GENERAL STUDIES

004-006 Computers: weed software more than 2 versions old. Add to keep current with changing technology.

100's PHILOSOPHY AND PSYCHOLOGY

150 Psychology: popular psychology and self-help titles are quickly outdated. Retain as needed and replace outdated.

180 Philosophy: Maintain general materials on the history of philosophy and important philosophers. Retain as needed and replace outdated.

200's RELIGION

General: retain some materials on all major religions as needed and replace outdated; maintain current material on each religion represented in the community.

292 Mythology: maintain for school assignments, retain as needed and replace outdated.

300's SOCIAL STUDIES

General: controversial issues are represented from all views with current, accurate and fair information. New editions of titles covering social issues are added regularly to the circulating collection. Previous editions may continue to circulate if the material remains relevant and accurate.

305 Social Groups, Inequality: Monitor closely to maintain relevance with current and historical events.

310 Almanacs, Yearbooks: current and previous year

333 Real Estate: Retain if legal content is still current.

340 Law: retain copies of current edition in self-help law books, i.e. Nolo Press and Sourcebooks

342 Citizenship: multiple copies of most current citizenship information and test preparation books.

378 College and Scholarship guides: multiple copies of current and previous year

390 Etiquette, wedding planning: keep materials up-to-date

400's LANGUAGES

428 TOEFL and TOEIC test preparation: multiple copies of current editions from a variety of publishers. Shelved in Language Learning collection.

440 International languages: have one dictionary in each of the major languages; upgrade as community profile changes and for school assignments. Shelved in Language Learning collection.

500's PURE SCIENCES

510 Math: Retain as needed and replace outdated. Pure Sciences: physics, astronomy, chemistry, geology, biology – retain as needed and replace outdated.

600's APPLIED SCIENCES

General: Retain as needed and replace outdated. Areas with frequent new developments, such as space exploration, update regularly.

610 Health issues: Retain as needed and replace outdated. Monitor closely for changes in disease diagnosis or treatments requiring updates. Monitor closely for caregiver related titles.

613 Diet and Fitness: Retain as needed and replace outdated. Monitor closely to maintain current interest and practices.

615: Pharmaceuticals: prescription and over the counter drug information is current year reference, 1 previous year circ

630 Gardening, pets: Retain as needed and replace outdated.

640 Cooking, family life: Retain as needed and replace outdated. Monitor closely to maintain current interests and practices.

643 Home and appliance maintenance: Retain as needed and replace outdated.

Update to stay current with changes in technology.

650 Resumes and employment: Retain as needed and replace outdated. Very high use. Most shelved in Career Center collection.

658 Small business and management: Retain as needed and replace outdated.

690 Manufacturing: retain materials on collectibles.

700's ARTS AND RECREATION

General: Retain all basic material, especially art and music history as needed and replace outdated. Limited coffee-table format art books should be purchased due to low circulation and high cost.

728 Home design and plans: Retain as needed and replace outdated.

741 Comics and graphic novels: Monitor closely and purchase to meet current interests and popular culture. Titles selected should not include mature or explicit content.

745 Antiques and collectables: annual price guides retain older price guides 1 year at Main, current year at Branch. Retain as needed and replace outdated.

746 Interior decoration: Retain as needed and replace outdated.

770 Photography: Monitor closely for dated information on techniques, technology and equipment.

796 Sports: Monitor closely for professional teams' status and location. Sports rule books/Sports annuals: retain current plus two years back

800's LITERATURE

General: retain anything with lasting influence or part of school curriculum. At Main, retain classics in multiple copies indefinitely, weeding for poor condition; at Branch, retain 1-2 copies of major classics and school assignments.

Cliff's Notes: Main retains multiple copies of demand titles; Branch retains 2 copies of all titles. Replace as needed.

900's HISTORY AND GEOGRAPHY

General: monitor for demand, accuracy and fairness. Retain as needed.

910 Travel: retain current and 1 year back only of annually published series (Fodor's, etc.). Provide multiple copies of popular travel destinations. Replace irregular publications with new editions. Shelved in Travel Collection.

930 Ancient history: Multiple copies for school assignments. Weed for condition.

940 Holocaust: extensive circulating collection at Main. School assignment collection at Branch

950 Middle East: area of growing interest; add to build collection. Monitor closely for dated information.

960 Africa: add to build collection. Monitor closely for dated information.

973 United States: general interest, heavy use for school assignments. Monitor closely to ensure historical representation of all minority groups. Retain as needed and replace outdated.

977 Michigan and local history: high general interest, school assignments. Retain as needed. Most shelved in Michigan Collection.

BIOGRAPHY

General: retain works with lasting interest or influence; weed for condition.

Entertainers, historical and political figures: retain for school assignments and general interest. At Main weed for condition, at Branch, weed for current interest and condition. Purchase multiple copies of assignment related biographies ~~of 150+ pages in length.~~

REFERENCE

Materials in the reference collection provide current and historical information on subjects where previous questions and experience indicate that it is likely to be called for. The reference collections are developed to reflect the respective needs at the Main Library and Westacres Branch. Many electronic resources are available that complement or replace the print collection.

Special consideration: Efforts are being made to transition to the online version of reference resources whenever possible or appropriate.

Business reference materials are interfiled in the regular print reference collection at the Main Library. They include a collection of print format and electronic resources serving business professionals, small business owners, individual investors, students and general adult researchers. The collection includes *Value Line Investment Survey*, investment services and mutual fund newsletters. Business electronic sources include *Reference Solutions*, *ValueLine* and *Morningstar*.

Special consideration: Business reference materials are kept in current version only. Superseded editions are discarded or per vendor's instructions, returned.

TEXTBOOK COLLECTION

A textbook collection representing current titles used in the local schools is made available in the reference collection at the Main Library. Titles are supplied by the school district.

Other textbooks are only purchased in areas where there is little or no material in any other format or where they add substantially to the collection.

PERIODICALS

The periodical collection consists of magazines, newsletters, and newspapers. Popular magazines covering a variety of subject areas and native languages reflected in our community represent the largest share of the periodicals. Newspapers are selected which provide current information and satisfy casual interest in current events. Full text access to periodicals is also provided by periodical and newspaper indexes in electronic format, as well as digital editions of many selected titles. Patron interests and requests are weighed heavily in the selection of subjects and titles of periodical materials. Business and investment newsletters are a popular part of the reference collection at the Main Library. Recreational and family oriented materials are in demand at the Branch.

Special considerations: Main Library holds magazines for 2 years. The Branch holds the current year only.

FICTION

MAIN LIBRARY: best sellers, genre fiction, and classical literature from all time periods and from all parts of the world make up the fiction collection. Its purpose is to entertain and enrich human understanding by presenting stories in an imaginative way rather than in a factual manner. Emphasis in the collection is on American and English authors, but representative authors from other countries are also included in English translations. Students make use of the fiction collection for reading assignments. Retain anything with lasting influence or part of school curriculum. Retain classics in multiple copies indefinitely, weeding and replacing for poor condition. Retain at least 1 copy of each title by important and very popular authors, weeding and replacing for poor condition. Many adult book discussion groups throughout the community also create a demand for critically acclaimed writers, classic and international authors. Titles with media tie-ins to films are to be tracked regularly and purchased in quantity. Overall, the focus in the fiction collection is on purchasing as broadly and as widely as possible to give the collection depth while having enough multiple copies of high demand books to satisfy patron requests as quickly as possible. The fiction collection should present stories of ethnic, cultural, economic and geographic diversity, providing both a mirror that reflects a reader's experience, as well as a window that allows readers to learn about different experiences and points of view. Weeding is done with emphasis on condition and circulation use.

BRANCH: current and popular fiction titles and authors are the major focus of this collection. Little emphasis is placed on maintaining past bestsellers, dated genres or authors, complete set of series and classic works of literature not required for school assignments. Weeding is done more frequently than at the Main Library with an emphasis on current and popular titles.

At both locations, new releases and bestsellers are purchased or leased in large quantities to meet patron expectations of the library as a reliable source of current

reading topics and trends. Rental collections are also maintained to make available as many high demand popular titles as possible.

Special consideration: Both facilities purchase multiple copies of titles selected for the Library or Friends' sponsored book discussions, as well as other programs related to specific titles or authors.

MYSTERIES

The mystery section includes the works of detective and mystery writers. Espionage writers whose works have an emphasis on mystery rather than adventure are included in mystery rather than fiction. Every attempt is made to retain copies of all titles in a series. Romantic suspense authors are included in fiction. Titles from this area are labeled "mystery" and are shelved together as an aid to patron browsing in both buildings. Weeding at the Main Library is done with an emphasis on condition and circulation use, while at the Branch the focus is on retaining current and popular titles.

SCIENCE FICTION

The science fiction section includes science fiction and fantasy writers from all parts of the world and from classic to contemporary authors. The science fiction collection covers such genre types as high and low fantasy, gothic fantasy, science fantasy, sword and sorcery novels, alien being, alternate worlds, robot, space travel and time travel novels. Futuristic novels and speculative fiction are usually included in the general Fiction area. Paperbacks of new and reissued authors are an important part of the collection. All science fiction titles are labeled as such and shelved together to facilitate patron browsing at both buildings. At the Main Library, a sub-collection of Science Fiction series titles (such as Star Wars and Star Trek) are labeled as such and shelved together adjacent to the Science Fiction collection to facilitate patron browsing. Weeding at the Main Library is done with an emphasis on condition and circulation use, while at the Branch the focus is on retaining current and popular titles.

ROMANCE

The romance collection consists of titles in paperback format only. Hardcover titles remain in the adult fiction collection. Only single-title romances, not once-a-month categories, are selected. All titles must have a central love story and an optimistic ending. Sub-genres include contemporary, historical, time-travel, para-normal and suspense. At the Branch, titles from this area are labeled "romance" and are shelved together as an aid to patron browsing. Weeding at the Main Library is done with an emphasis on condition and circulation use, while at the Branch the focus is on retaining current and popular titles.

Special consideration: a separate romance collection exists only at the Westacres Branch. Romance is interfiled in fiction at the Main Library.

SHORT STORIES

The Short Story collection at the Main Library includes short fiction anthologies from all time periods and from various parts of the world, and serves adult and student

recreational readers. This collection includes fantasy, romance, horror, crime, adventure, westerns and alternative topics. Emphasis is placed on American, Canadian and English authors of the Nineteenth and Twentieth centuries, but representative authors from other countries are also included in English translations. Short Story collections by one author are shelved with that author's fiction works in the general Fiction area. Weeding at the Main Library is done with an emphasis on condition and circulation use, while at the Branch the focus is on retaining current and popular titles.

Special Consideration: Short story anthologies are interfiled in the general Fiction section at both the Main Library and the Branch.

INTERNATIONAL LANGUAGE

The international language collection at the Main Library reflects the language preferences and reading interest of its users. Titles in Chinese, Russian, Japanese, German, Gujarati, Hindi, Hebrew, Spanish, French, Tamil, Arabic and Persian are available. Specific titles may also be requested as needed via interloan. Additional languages may be added as they become available through reputable United States' vendors, and as community needs dictate. Weeding is done with emphasis on condition and circulation use.

Special consideration: international language materials are not collected at the Branch, but available to its patrons by daily delivery or interlibrary loan.

LANGUAGE LEARNING COLLECTION

The Language Learning collection at the Main Library includes timely and topical materials for adult readers at the new adult reader level, as well as for adult readers who are learning English and other languages as an international language. ELL study units, TOEFL (Test of English as a Foreign Language) and TOEIC (Test of English for International Communication) study guides, tutoring guidebooks and other instructional topics are provided for patrons. Related compact disc (CD) and DVD format resources are also available in the Language Learning collection. Weeding is done with emphasis on condition and circulation use.

Special consideration: Language Learning materials are interfiled in the general non-fiction section at the Branch.

LARGE PRINT BOOKS

Multiple copies of popular, bestselling fiction, especially mysteries, suspense, thrillers, romance, biographies, and recent non-fiction in large size type make up this collection. Both Branches maintain a collection with the Main Library purchasing several copies of popular and bestselling authors. At the Branch little emphasis is placed on maintaining past bestsellers, dated genres or authors and typically no more than one copy of a popular or bestselling title is purchased. The collection at the Main Library also

provides titles for outreach services to area senior housing and nursing homes. Weeding is done with emphasis on condition and circulation use.

CAREER CENTER

The Career Center at the Main Library includes multiple copies of books on resume writing, job-searching and interviewing skills. This collection also includes a wide selection of books on careers and jobs in both general and specific categories on a variety of educational levels. Weeding at the Main Library is done with an emphasis on condition and circulation use, while at the Branch the focus is on retaining current and popular titles.

TEST PREPARATION STUDY GUIDES

A separate collection of test preparation books are maintained at both facilities. Only current editions are retained for a variety of tests including ACT, SAT, GMAT, MCAT, LSAT, PCAT, GED, AP and others. Multiples copies are purchased.

CAREGIVER COLLECTION

The Caregiver Collection at the Main Library includes multiple copies of books and DVDs on senior issues and elder care. Weeding at the Main Library is done with an emphasis on condition and circulation use, while at the Branch the focus is on retaining current and popular titles.

Special consideration: Caregiver materials are interfiled in the general non-fiction section at the Branch.

TRAVEL COLLECTION

The Travel Collection at the Main Library includes multiple copies of travel guides and travelogue DVDs covering destinations throughout the world. This collection also includes travel phrasebooks and non-fiction narratives on travel-related subjects. Weeding at the Main Library is done with an emphasis on condition, currency and circulation use, while at the Branch the focus is on retaining current and popular titles.

DVDs

Digital video discs (DVDs) in U.S. compatible format are available at both facilities to serve the recreational and educational interests of patrons. Popular feature films, premium cable and network television productions, international films, documentaries and non-feature quality productions on a variety of subjects make up the collection.

New releases with high box-office returns will be ordered in quantity for the Main Library with fewer copies for Westacres. Sufficient copies must be ordered to meet the initial high demand for films that did well at the box office or received critical acclaim and for popular television shows with a large following. Extra copies as appropriate will be purchased for both facilities of film discussion titles and holiday films. Single copies of notable or requested older films are purchased for the Main Library collection only; older releases are generally not purchased for the Westacres collection unless they are award-winning titles with prevailing current interest. Special consideration is given to

notable and older films representing stories of ethnic, cultural, economic and geographic diversity.

When available, close-captioned productions for the hearing impaired are purchased. Due to the proliferation of vintage and recent television shows in multi-segment DVD format and the shelf space required for ongoing storage, consideration will be based upon demand, critical acclaim and prevailing interest. Weeding is done with an emphasis on condition, interest and use; multiple copies should be weeded when the popularity of a release declines. A minimum of one copy should be retained for the Main Library collection with additional copies retained based on ongoing popularity of the film. Due to space limitations, no more than two copies of popular releases should be retained for the Westacres collection after the initial interest has diminished.

Special consideration: Current popular feature entertainment DVDs are in high demand at both facilities. Film classics, international language films and special interest features are more popular at the Main Library and most often purchased for that collection. In addition there are DVD deposit collections at senior apartment facilities located in West Bloomfield.

WORLD CINEMA

A collection of DVDs in dozens of international languages is available at the Main Library in the World Cinema collection. All World Cinema films are English subtitled and include award winning films and films that are popular in the originating country.

Special consideration: Most World Cinema titles are not collected at the Branch, but are available to its patrons by daily delivery.

BOOKS ON CD

The adult books on CD collection includes contemporary and classic fiction, mysteries, science fiction, suspense, biographies, plus a wide range of non-fiction topics and instructional materials. Whenever possible, materials in the unabridged format are the first choice for purchase. Weeding is done with an emphasis on condition, interest and use.

BOOKS ON MP3/CD

This format has been phased out at the Westacres Branch and is currently being phased out of the collection at the Main Library.

COMPACT DISCS

This collection includes both musical selections of popular mainstream genres such as rock, country, jazz, show tunes and classical music of all types. This collection is broadly representative of the variety and high technical quality of material available in

this format. Patron demand strongly influences the selection of items. Weeding is done with an emphasis on condition, interest and use.

eBOOKS

The eBook collection consists of a Metro Net shared collection of titles as well as a growing collection of titles only accessible by West Bloomfield cardholders. The Metro Net collection includes titles that have been selected by committee members representing seven libraries, including West Bloomfield. Nonfiction, young adult, and modern classics have been chosen that are of popular and broad appeal and would be of the widest possible appeal and interest to members of all seven libraries accessing the collection.

The core of the non-shared eBook collection contains titles that reflect the general reading interests of adults as well as some technical oriented non-fiction that is suitable for this format. Emphasis is placed on high-interest and high demand areas with specific attention to bestselling authors, popular new releases, reference, and high demand non-fiction such as biographies, computers, cooking, business, travel and employment. The fiction collection should be retrospectively built as older and classic titles are made available in eBook format, with consideration given to titles and authors representing diverse backgrounds. Graphic novels available through on-demand vendors are evaluated for appropriate content. Holds lists are monitored weekly and additional copies purchased for actual or anticipated requests. Selection may be limited due to publisher restrictions. Special consideration is given to metered access titles when selecting titles to repurchase. This service is only accessible to West Bloomfield cardholders.

eAUDIOBOOK

The eAudiobook collection consists of a Metro Net shared collection of titles as well as a growing collection of titles only accessible by West Bloomfield cardholders. It includes contemporary and classic fiction, mysteries, science fiction, suspense, biographies, plus non-fiction topics for adults. A committee comprised of seven Metro Net libraries selects titles from several vendors for the shared collection of titles. Emphasis is placed on high-interest and high demand areas with specific attention to bestselling authors and popular new releases. The fiction collection should be retrospectively built as older and classic titles are made available in eAudiobook format, with consideration given to titles and authors representing diverse backgrounds. Special consideration is given to metered access titles when selecting titles to repurchase. This service is only accessible to West Bloomfield cardholders.

DIGITAL MUSIC

The digital music collection includes popular mainstream genres such as pop, rock, country, jazz, showtunes and classical music of all types. Selection can be limited based on vendor agreements with particular music labels. Digital music subscriptions are considered that offer popular and varied genres of music with a respect for copyright use and a site layout that is well organized and easy to navigate. Additional selection

considerations include: ease of use, simultaneous users, update frequency, additional cost, licensing requirements, technological compatibility, customer support and staff training. This service is only accessible to West Bloomfield cardholders.

DIGITAL VIDEO

The digital video-collection includes streaming video of popular movies and television programs. Selection can be limited based on vendor agreements with particular production companies. Digital video-subscriptions are considered that offer popular and varied genres with a respect for copyright use and a site layout that is well organized and easy to navigate. Additional selection considerations include: ease of use, simultaneous users, update frequency, additional cost, licensing requirements, technological compatibility, customer support and staff training. Streaming video titles available through on-demand vendors are evaluated based upon demand, critical acclaim and prevailing interest. This service is only accessible to West Bloomfield cardholders.

DIGITAL MAGAZINES

The digital magazine collection includes titles covering a variety of subject areas that reflect both the needs and interests of the community. Emphasis is placed on selecting titles that are also popular in the traditional print format. Titles are selected in order to complement and supplement the print periodicals collection. Magazines that are not carried in the print collection but fulfill a niche within the community will be weighed heavily during selection in order to maintain a diverse and unique digital collection. This service is only accessible to West Bloomfield cardholders.

SELF-PUBLISHED WORKS

The Library generally does not select self-published materials unless they meet the same guidelines as other materials purchased for the collection, have received positive professional reviews (Amazon reviews are not sufficient), meet a need that cannot otherwise be met, or are in particularly high demand.