

Administrative Guideline No. 10

Subject: ADULT SERVICES

Adopted by the Board October 14, 1992

Revised March 18, 1998, February 12, 2003, September 8, 2004, March 24, 2005, February 21, 2007, August 13, 2008, April 14, 2009, December 9, 2009, September 21, 2011, May 8, 2013, April 9, 2014, March 18, 2015, April 13, 2017, March 18, 2020, December 9, 2020, Revised February 9, 2022; April 8, 2026

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 of the local community, but also be representative of global diversity.

At no time will library staff act in loco parentis. The responsibility of use and viewing of library materials by children rests solely with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that children may view or come into possession of them.

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

The library does not acquire materials that are primarily generated, authored, illustrated, or narrated by artificial intelligence (AI).

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150 Psychology: popular psychology and self-help titles are quickly outdated. Retain as needed and replace outdated.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 Retain as needed and replace outdated.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

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.
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.
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.
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 copies of major classics and school assignments as needed, weeding for condition, interest, and use.

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: Monitor closely for dated information and to ensure accurate representation.
960 Africa: Monitor closely for dated information and to ensure accurate representation.
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. At Main, 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.

ADULT GRAPHIC NOVELS

The Library develops a graphic novel collection that serves adults; those graphic novels with adults as the primary audience are placed in the adult collection. The graphic novel collection for adults is attentively monitored. Titles are added based on popular culture and interest, patron requests, and representation of diverse cultures and experiences. Weeding is done with an emphasis on condition and circulation statistics. Both the Main and Branch locations have a graphic novel collection for adults.

REFERENCE

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 have been made to transition to the online version of reference resources, which now make up the majority of the reference 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 and Branch hold the current year only.

FICTION

AT BOTH LOCATIONS, 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.

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. 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. 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 sets 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.

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.

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. 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 is comprised of titles that have a central love story and an optimistic ending. Only single-title romances, not once-a-month categories, are selected. An emphasis is placed on purchasing paperback format when available. 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. 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 Arabic, Chinese, French, German, Gujarati, Hebrew, Hindi, Japanese, Korean, Persian, Russian, Spanish, and Tamil 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.

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. Multiple copies are purchased.

TRAVEL COLLECTION

The Travel Collection 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.

DVD & BLU-RAY

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.

Blu-ray discs in U.S compatible format are also available in both locations. The Blu-ray collection is primarily made up of, but not limited to, popular feature films. International films, documentaries, and television series that have not been released in the DVD format may be available in the Blu-ray collection.

New releases with high box-office returns will be ordered for the DVD and Blu-ray collections, if available in both formats, 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 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.

WORLD CINEMA

A collection of films in multiple 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.

COMPACT DISCS

This collection includes 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.

VIDEO GAMES

Video games for the most popular gaming platforms are considered for purchase. As new gaming platforms become available, the library will determine if additional platforms

may be added to the collection. Emphasis is placed on critically acclaimed games with a significant single player storyline, rather than games that focus on multiplayer interactions with little story. Effort will be made to purchase games that also feature educational, problem solving, and informational themes. Special consideration is given to notable or award-winning games representing stories of ethnic, cultural, economic and geographic diversity. This collection is directed towards patrons ages 18 and up. Ratings purchased will be T (Teen) and M (Mature). Games in this collection are housed in the adult department. Weeding is done with an emphasis on condition, interest, platform popularity, and use.

eBOOKS & eAUDIOBOOKS

The eBook and eAudiobook collections are available to West Bloomfield cardholders through three different platforms: CloudLibrary, OverDrive/Libby, and Hoopla. Librarians select titles for CloudLibrary and OverDrive/Libby, while Hoopla acquires titles based on licensing agreements with publishers. CloudLibrary is a standalone collection only accessible to West Bloomfield cardholders, while OverDrive/Libby includes titles from both the MetroNet consortium and reciprocal lending libraries, and can be accessed with a library card from a participating library.

CloudLibrary holds the library's main collection of eBooks and eAudiobooks. The library maintains access to OverDrive/Libby in order to maintain access to consortium and reciprocal lending, and because it is the only platform that works with Amazon Kindle e-ink devices. As a result, only titles compatible with Kindle e-ink devices at the time of purchase will be acquired for OverDrive/Libby. Kindle e-ink devices are not compatible with eAudiobooks and fixed-layout titles (including but not limited to graphic novels or picture books); thus, they are not acquired for OverDrive/Libby.

The core of the eBook and eAudiobook collections contain titles that reflect the general reading interests of adults. Emphasis is placed on high interest and high demand areas with specific attention to bestselling authors, popular new releases, media tie-ins, and current and popular non-fiction. Because perpetual access titles cannot be weeded, non-fiction topics that can become easily outdated (such as computers, travel, medical, or reference) are generally not purchased unless they are available to purchase in metered access terms. Holds lists are monitored weekly and additional copies purchased for actual or anticipated demand. Selection may be limited due to author, publisher, and/or vendor restrictions. Titles purchased must be unabridged and cannot be summaries of the material. Special attention is paid to the collections in order to prevent materials that are primarily generated, authored, illustrated, or narrated by artificial intelligence from entering the collection; if a vendor allows for the restriction of artificially generated materials, these restrictions should be put in place whenever possible.

eBooks and eAudiobooks are acquired in both perpetual access and metered access licensing terms. Metered access eBooks and eAudiobooks on CloudLibrary and OverDrive/Libby are automatically weeded when they expire. Librarians make decisions about what to re-acquire based on relevance, timeliness, circulation statistics, and

current or anticipated future demand. Special consideration is given to metered access titles when selecting titles to re-acquire.

DIGITAL MUSIC

The digital music collection is accessible to West Bloomfield cardholders through Hoopla. Hoopla acquires music based on licensing agreements with publishers. A wide variety of music, in all genres and for all ages, is acquired by Hoopla. Selection can be limited based on vendor agreements.

DIGITAL VIDEO

The digital video collection is accessible to West Bloomfield cardholders through Hoopla and Kanopy. Hoopla and Kanopy both acquire content based on licensing agreements with publishers. Hoopla titles trend toward popular movies and TV shows, while Kanopy titles trend toward documentaries, international films, and educational content. Each resource has a dedicated kids mode with family-friendly content. Selection can be limited based on vendor agreements.

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.

REALIA

Realia such as binoculars, telescopes, yoga mats, and more are purchased for use in themed kits. These materials are available for checkout as a part of a themed kit. They are not available for individual checkout. Emphasis is placed on selecting items that support engagement and enrichment for seniors, adults, and families. Weeding is done with an emphasis on condition, interest, and usage statistics.

From time to time, select kits may be created for activities to be taken and completed at home. These kits will be identified as non-returnable.

The library does not accept responsibility for improper use of kit contents, materials or supplies. The user assumes all risk associated with the use of materials, tools, supplies and all other kit contents.

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.

AI GENERATED WORKS

The library does not acquire materials that are primarily generated, authored, illustrated, or narrated by artificial intelligence (AI).