

Administrative Guideline No. 11

Subject: YOUTH SERVICES

Adopted by the Board October 14, 1992

Revised March 18, 1998; February 12, 2003; September 8, 2004; February 21, 2007; August 13, 2008; April 14, 2009; December 9, 2009; September 21, 2011; May 8, 2013; April 9, 2014; March 18, 2105; April 13, 2017; March 18, 2020; December 9, 2020; April 14, 2021; February 9, 2022; April 8, 2026

The Youth Services collection has a variety of materials in a range of formats, which are selected for children from birth through the elementary grades in order to meet their educational, social-emotional, recreational, and informational needs. Other groups targeted are parents, caregivers, teachers, grandparents, and daycare providers. Diversity in the community creates a demand for materials 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 a basic selection criterion for all formats, materials considered for purchase, whether used within our facilities or circulated, will be evaluated for physical safety with particular attention to very young children.

All materials will be considered for withdrawal after a period of low circulation based on circulation statistics, unless the information remains popular, current, or relevant. All materials will be weeded for poor condition on an ongoing basis.

NON-FICTION

The youth non-fiction collection consists of informational, educational and recreational materials for children through the fifth grade. The collection reflects a wide range of reading levels.

Areas of high demand in each of the Dewey Classifications are as follows:

j000's GENERAL STUDIES

Computers, encyclopedias, general trivia books, and unexplained phenomena such as UFO's. Add to keep current with changing technology. Weed for dated content or poor condition.

j100's PHILOSOPHY AND PSYCHOLOGY

Psychology, astrology, ghosts, death, divorce, self-help and personal growth and development. Retain as long as books circulate, or as long as demand requires. Weed for poor condition.

j200's RELIGION AND MYTHOLOGY

Religions in many cultures, especially the Bible, Judaica, and mythology. Maintain current material on each religion represented in the community. Maintain mythology books in good condition for school assignments. Weed based on poor condition.

j300's SOCIAL STUDIES

Environment, government, disabilities, social issues, culture, folk/fairy tales, fables, legends, and holidays. Maintain previous editions of current issues and environmental issues that continue to circulate, provided that the material remains relevant and accurate. Evaluate societal and cultural books every three years for currency. Maintain folk tales from around the world, including various editions of one tale or fractured retellings of traditional tales in good condition. Strive to maintain folk tales from countries and ethnicities represented in the community. Weed 390 books based on poor condition.

j400's LANGUAGES

International languages, sign language and dictionaries at various levels. Maintain international language books that reflect community needs; maintain at least one dictionary in each language heavily represented in the community; upgrade as community profile changes and for school assignments.

j500's PURE SCIENCES

Science projects, astronomy, animals, and the life sciences. Retain math books for 5 years. Evaluate and update pure science books every 5 years for current scientific information. Pure Sciences: physics, astronomy, chemistry, geology, biology. Update all other time sensitive material as needed.

j600's APPLIED SCIENCES

The human body, pets, inventions, toilet training, transportation, engineering, gardening, and cooking. Evaluate medical books every three years for current content. Monitor and replace other books as needed on pets and cooking.

j700's ART AND RECREATION

Crafts, hobbies, music, sports, magic, video games, drawing and painting and other arts. Collection habits will focus on popular and current hobbies and activities of community youth and families. Evaluate to weed or retain based on community needs, use, and condition, as needed.

j800's LITERATURE

Poetry, plays, classics, public speaking, and writing instruction. Retain poetry, riddle, and joke books in good condition as needed for school assignments. Weed based on condition.

j900's HISTORY

The subjects of geography, travel, United States history, and world history. This collection covers all periods in United States history and basic world history. Individual materials on the states of the United States and countries of the world are collected. Collected biographies of persons in history are included in this area. Evaluate current affair books every five years for currency. Retain or weed group biographies based on school assignment needs and condition.

jBIOGRAPHIES

Contemporary and historical figures representing a large cross-section of society. Retain works with lasting interest or influence, or for school assignments, particularly sports figures, entertainers, inventors and scientists, and political figures. Weed for condition and interest.

YOUTH REFERENCE

The reference collection, which is interfiled into the non-fiction circulating collections, includes materials to satisfy a child's personal interests and curiosity about the world as well as the student's need for information for school assignments. Online services are available for young students at both facilities that include web-based encyclopedias and databases that provide magazine and newspaper articles and resources on history, culture and science. Professional material for librarians, teachers, and parents is also included, especially in the area of children's literature. Some items duplicate those in the adult reference collection, as determined by demand, especially in the areas of science and countries of the world.

Retain World Book Encyclopedia for 2 -3 years as needed.

HOLIDAY COLLECTION

Books in the holiday collection include board books, picture books, easy readers, fiction and non-fiction and are arranged by holiday and marked with a theme related sticker on the spine. The holiday designations include Valentine's Day, Easter, Halloween, Thanksgiving and Christmas. Books about the Jewish holidays are indicated by a Jewish star at the top of the spine and the name of the specific holiday at the bottom. Books about Islamic holidays are indicated by a crescent at the top of the spine and the specific holiday at the bottom. Books covering other holidays are indicated by a "Holiday" sticker at the top of the spine and the name of the specific holiday at the bottom. Retain holiday books with lasting interest, for school assignments, that are representative of the local community, as well as representative of global diversity.

PARENT/TEACHER COLLECTION

The library maintains a collection of materials including print and media, offering practical suggestions and ideas for rearing, educating, and entertaining children from infancy through the elementary grades. Emphasis is placed on the lower end of the age spectrum. The needs of preschool teachers, daycare providers, and homeschoolers are also considered. Special emphasis is placed on books that support current educational standards. Materials covering the latest trends and research on early child development and emergent literacy are of particular importance in support of the Library's Grow Up Reading™ initiative. All books pertaining to parenting, teaching, and early literacy are shelved in the adult non fiction collection at both branches. Retain parent/teacher books with lasting interest. Weeding is done with an emphasis on condition, interest, currency, and use.

YOUTH PERIODICALS

The periodical collection in Youth Services supports the recreational, informational and educational needs of children through the fifth grade and represents a wide variety of subjects and interests. It will include a collection of professional journals and parenting magazines, whose contents support the needs of parents, teachers, daycare providers and librarians. Youth periodicals are maintained for one year.

YOUTH PICTURE BOOKS

A large picture book collection is maintained for the preschool child through second grade. It is designated JE or Juvenile Easy and a large yellow and black letter signifying the first letter of the author's last name identifies each book. Picture books may be either educational or recreational in intent and are distinguished by their illustrations. They may be designed to help develop a child's understanding of concepts, to help develop coping skills or an understanding of peer or family relationships, or to develop a positive self-image.

Common themes such as moving, starting school, or the birth of a sibling are in high demand, as are concept books to meet the beginning educational needs of preschoolers. Concept books are identified by a sticker at the top of the spine that indicates the covered concept. Special attention is given to purchasing Caldecott and Newbery Award winning books as well as popular movie and media tie-ins. Multiple copies of popular authors and titles may be purchased.

The Main Library also maintains a selection of oversized picture books. These items, known as big books, are available for circulation.

For the youngest children, a board book collection featuring books with sturdy, colorful, glossy cardboard pages is maintained. Materials are chosen to begin the journey of literacy learning at birth. Materials are chosen to reflect educational and developmental standards for the very young including tummy time books, black and white books, singable books, books with rhyme, and books with diverse characters and global representation.

Retain picture books with lasting interest and award status. Weeding is done frequently on this highly used collection with an emphasis on condition, interest, and use.

YOUTH EASY READERS

The easy reader collection comprises fiction and nonfiction titles and specifically addresses the reading development needs of the child from preschool through second grade. Vocabulary is controlled and text is well spaced. Illustrations are secondary to text and in many cases reinforce the text. Multiple copies, including paperbacks, are routinely purchased. An effort is made to purchase popular character and media tie-in titles. Also popular in this collection are beginning “chapter books”, which introduce young people to recreational reading. To help parents select titles that are appropriate for their child’s reading level; the Easy Readers are organized into 4 groups and have a corresponding colored label signifying the first letter of the author’s last name. Please see *Explanation of Leveled Easy Reader Collection (Administrative Guidelines No 11A)* for detailed leveling information.

Retain easy readers with lasting interest or relevance. Weeding is done with an emphasis on condition, interest, and use.

YOUTH FICTION

The juvenile fiction collection contains titles that meet the recreational and educational interests of students in second through fifth grade. The reading levels of all students are taken into consideration. Recognized children's classics are well represented and an effort is made to include most books that have won children's literary awards, appear on recommended lists, and represent a variety of cultures and diversity.

Genres including historical fiction, mystery, science fiction, and fantasy are shelved within the fiction collection and are designated by special spine labels. Other genres including sports, animals, media tie-ins, and humor are also popular. Short chapter books series written at a lower elementary level to satisfy a reader's needs during that transitional learning period are also purchased and shelved in a separate series section. Books that belong to a series that are targeted for grades 4 and up will be placed in youth fiction with a call number of the author’s last name.

Graphic novels for elementary-aged children are purchased and shelved separately.

Retain fiction with lasting interest and award status. Weeding is done with an emphasis on condition, interest, and use. Multiple copies of titles on lists from reading incentive programs and required reading lists at schools attended by residents are purchased. Titles on lists from schools eligible for outreach services are purchased in large quantities.

YOUTH DVDs

Youth DVDs are developed with an emphasis on developing a well-rounded collection reflecting the viewing interest and needs of children and their caregivers. Preschoolers, their parents/caregivers, and elementary age children are the primary users of this

collection. Entertainment features, especially Disney and Nickelodeon productions, fairy tales, animals/pets, holidays, music sing-a-longs, preschool level learning exercises, homework support materials, and quality productions on a variety of other subjects make up the collection. Weeding is done with an emphasis on condition, interest, and use. Multiple copies of popular theatrical releases are purchased to meet demand.

READ ALONG BOOKS

Read-along books, which include the audio with the book utilizing a CD or other digital device, are geared toward the child in preschool through fifth grade and include picture books, easy readers, and chapter books in both fiction and nonfiction, and collection guidelines follow the standards for those collections. Weeding is done with an emphasis on condition, interest, and use.

YOUTH INTERACTIVE MULTIMEDIA

Public access tablets are available for use by young visitors in the Youth Services Room at both facilities. The tablets are loaded with interactive apps designed for children age birth through elementary. Each tablet is preloaded with educational games and activities that support early literacy skills, STEM skills, foreign language learning, as well as games designed for children with special needs. Tablets can be used anywhere in the building. Each tablet has a pair of child-size headphones attached. Additional headphones and splitters are available upon request should a caregiver wish to listen with their child.

Discovery Tablets, specially cased tablets preloaded with educational games for children, are available for circulation at both facilities. Discovery Tablets are selected based on educational value and popular appeal and are geared toward ages 3 – 10.

REALIA

Realia such as blocks, puzzles, activity tables, puppets, magnetic letters, shapes, and interactive books are purchased for younger children. Manipulatives, games, and other activities that support STEAM and literacy skills are also purchased and created for school age children. Assorted board games are purchased for children ages birth - 11. These materials are all for in library use. Emphasis is placed on selecting items that support early literacy and STEM skills. Additional items are also purchased to enhance children's programs.

Both facilities offer educational and developmentally-appropriate toys and activities in support of play to enhance learning. This core collection of realia for the Activity Centers and Youth Services Rooms are permanently maintained at the respective facility for in-building use. An emphasis is placed on selecting items that support early literacy and STEAM skills. Realia such as blocks, puzzles, activity tables, puppets, magnetic letters and shapes are purchased for younger children.

Supplies and realia that are used on a weekly basis for youth programs are stored permanently at both the Main Library and Westacres Branch. This may include rhythm

sticks, scarves, shakers, and bubbles, storytime books, finger puppets, and seasonal items.

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 children in the library's service community. Emphasis is placed on high interest and high demand popular fiction and series titles, and materials that support curriculum and homework assignments. Copies of titles on lists from reading incentive programs and required reading lists at schools attended by residents are purchased when available. Titles on lists from schools eligible for outreach services are purchased in large quantities if demand warrants. 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.

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. Effort will be made to purchase games that may also

feature educational, problem solving and informational themes. This collection is directed towards patrons ages 12 and under. and ratings purchased will be EC (early childhood) and E (everyone), and E10. Weeding is done with an emphasis on condition, interest and use.

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 is available through OverDrive Magazines and other digital vendors. Each resource has a dedicated kids mode with family-friendly content. Selection can be limited based on vendor agreements.

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.

NON-CIRCULATING COLLECTION (Mollie Cooper Collection)

A non-circulating, special collection of children's books is retained in the Youth Services Room at the Main Library. This collection, while primarily composed of Caldecott-winning titles, may also include titles that no longer meet the collection development criteria or may be considered hard to replace due to cessation of publication, but are retained for the purpose of historical perspective.