

# INTRODUCTION

## LIBRARY MISSION STATEMENT

We create opportunities for our community to become its best.

## PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

This policy guides library staff in their selection and weeding responsibilities and informs the public of the principles used for selecting library materials.

## RESPONSIBILITY

The Board of Trustees delegates to the Director the overall responsibility for selecting library materials. The Director in turn delegates responsibility to the Head of Outreach & Collection Services, who coordinates trained staff in selection duties.

## PRINCIPLES OF SELECTION

The goal of the Kokomo-Howard County Public Library is to provide the widest possible selection of materials for meeting the literary, recreational, and informational needs of the Howard County community. Selecting and discarding library materials is undertaken by trained library staff in accordance with the guidelines of this document.

KHCPL strives to reflect the needs of our community and our national landscape as closely as possible. The Library will continuously work to curate a collection representing a wide array of people, cultures, ideas, and experiences. The process of curating, maintaining, and providing a diverse and equitable collection is an ongoing process which will be considered during all aspects of collection development.

Many resources are used in making selection and weeding decisions. The journals that the library subscribes to for reviews are listed in Appendix A: Standard Review Sources. The librarians also use many other sources, such as "best of" books, blogs, journal articles, award lists, etc. All sources are used for information, along with current holdings, circulation trends, community projects, etc. to make the best decisions.

The library collection is composed of books, DVDs, Blu-Rays, CDs, Playaways, Playaway BookPacks, MP3 discs, Video Games, documents, magazines, microforms, newspapers, Launchpads, Hotspots, Chromebooks, and video tablets. Non-traditional items are also selected to be circulated as Experience Kits, such as Cricuts, bike locks, cake pans, STEM items, and outdoor toys. Online resources include recreational, informational, and research databases, and downloadable and/or streaming audiobooks, eBooks, periodicals, movies, television shows, and music.

The selection of materials follows the criteria listed below. Popularity and patron requests are also considered.

In terms of *relevancy*, the material:

- is timely or relevant for contemporary society
- is representative of various contemporary points of view reflecting current conditions, trends, and controversies that are international, national, and local
- interprets, documents, or illuminates the past
- provides information on a particular subject
- fosters a knowledge of self and an understanding of others
- enables the individual to acquire knowledge for decision making
- satisfies community interest in a subject
- fulfills current or anticipated demand

- is of local interest
- has reference or research value

In terms of *merit*, the material:

- advances the individual's capacity for understanding the world in which s/he/they live
- stimulates aesthetic appreciation and imagination
- is noted for literary or artistic quality
- contributes to the enjoyment of life
- is recognized as a classic in its genre
- has gained the attention of critics and reviewers (see Appendix C for Standard Review Sources)
- has received awards or honors
- reflects the competence and reputation of the author, director, illustrator, creator, or producer, performer, and/or publisher

In terms of *form and content*, the material:

- is accurate
- is readable or understandable
- is suitable for the intended audience, including populations with special needs
- provides documentation of source material
- is included in bibliographies or recommended lists
- contributes to a collection of classics or contemporary works or is suitable and durable in format

*No book or other material will be excluded because of the author or creator's race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or social views. Judgment for selection is made on the material as a whole and not on a particular passage, page, scene, or other part alone.*

## **LIMITATIONS**

The library may choose not to purchase certain items for reasons which include cost, space limitations, and the availability of the item at area schools, including IUK and Ivy Tech. The library does not acquire textbooks and curriculum-related materials, or professional and technically oriented resources, except when such materials serve the general public, or are intended for library staff education. Publishing trends may also dictate if something is available in a particular subject area or format.

The library seldom selects erotica or pornography. Exceptions may occur when such books are on the New York Times bestseller list, have high media coverage, and have high local demand. Movies that are erotic, pornographic, rated NC-17, or X-rated are not selected. The library adheres to the state ~~city~~ ordinance regarding obscenity IN Code § 35-49-2-1 (2019). See Appendix B.

## **PATRON SUGGESTIONS FOR PURCHASE**

Residents of the library's service area frequently request that the library purchase specific items for the collection. Such materials may be added to the collection provided that they meet the criteria in this Collection Development policy. Patron and staff suggestions are always considered and influence the selection of materials. If suggested items are not purchased, patrons are directed to the library's interlibrary loan service.

## **DONATIONS**

Materials donated to the library or purchased as memorial gifts are subject to the library's Collection Development policy. Items considered for the library's collections are in good condition, likely to be in demand or fill in gaps in the collection. The library retains the right to determine where donated

materials will be allocated, and the ability to dispose of such items when they are worn out or cease to be useful to library patrons.

## **WEEDING**

The library regularly weeds its collection and evaluates materials based on the following factors.

- physical condition
- circulation statistics
- publication date
- author
- integrity of a series or completeness of works by an author
- additional copies
- other materials on the same topic in the collection
- expense and/or availability of replacement
- relevance
- accuracy
- inclusion in professional bibliographies
- space
- publisher
- inconsistency with current selection criteria
- availability online or at another local library

Weeding is a continual process based on factors described above. Titles that have not circulated in two years are evaluated for discard. Titles that circulate well are still evaluated for discard as described in the following sections.

The weeding process may include replacing materials, updating editions, or withdrawing items from the collection.

## **DISCARDS**

The library does not notify patrons when items are to be withdrawn, nor hold discarded items for them. The majority of discarded materials are given to the Friends of The library for their book sales. Discarded items not claimed by the Friends of the Library are sent to Better World Books, used for our jail service, given to other libraries or agencies when appropriate, or picked up by Discover books. Damaged or older titles may be recycled or thrown away if they seem undesirable.

## **MATERIALS RECONSIDERATION**

The library serves a pluralistic community. Library materials that are acceptable to one patron may not be acceptable to another. Responsibility for what a child reads, views, or listens to belongs to the parent or guardian. The library Board of Trustees believes that individuals may reject for themselves library materials of which they do not approve; however, individuals do not have the right to restrict the freedom of others to use these materials. Nevertheless, the library allows residents of its service area to request that materials in the collection be reviewed for reconsideration. Procedures are included in Appendix C.

# ALL AGES COLLECTIONS

## ONLINE RESOURCES

Online resources for all ages are for recreational, informational, and research purposes, complementing the library's physical collections. Products include databases, downloadable and streaming e-audiobooks, eBooks, periodicals, movies, television shows, and music. Accuracy, currency, and ease of use are important features.

Changing technology plays a major role in the products chosen. Patron demand, budget, remote access, unique services, relevance, access to usage statistics, and availability also play a large part in determining purchases in these formats.

Many new products are found through emails, webinars, conferences, journals, and staff and patron recommendations.

### DATABASES

Some titles in this collection enhance the Reference collection by having more depth, more accessibility, and more up-to-date information than books alone can provide. Other titles are informational, instructional, or recreational. Most of the children's databases are informational and/or recreational. Gale, EBSCO, and ProQuest are some of the prominent database vendors.

INSPIRE is a large and useful online resource provided by the Indiana State Library. It includes an index to periodicals, full-text access to periodicals, and several subject databases.

### DOWNLOADS AND STREAMING CONTENT

Content in this section is selected on the same basis as the physical materials for the various age levels. Products include downloadable and streaming e-audiobooks, eBooks, periodicals, movies, television shows, and music. These collections consist of both fiction and nonfiction titles at various age levels.

The library participates in an Overdrive consortium, where downloads and streaming are selected for e-audiobooks, eBooks, and magazines. The shared collection is accessible to all participating libraries' patrons. Librarians from each participating library select materials. The consortium determines selection guidelines, but KHCPL selects per this policy. KHCPL also has an Advantage account with Overdrive, where materials are shared with other libraries, but KHCPL patrons have top priority.

Nonfiction titles are weeded from our online catalog as they become outdated (e.g., medical section). Fiction and nonfiction titles are weeded as dictated by metered access or publisher demands. Records with broken links are also withdrawn.

Freemusic provides downloads and streaming music, and Hoopla provides e-audiobooks, eBooks, music, movies, and television shows. These are considered databases, since we do not select any of the titles, but are mentioned here as they do provide downloadable and streaming content that patrons check out.

# PHYSICAL COLLECTIONS OVERVIEW

At KHCPL Main, the collections are broader in scope, more retrospective, and offer more in-depth topic coverage than is possible at the branches and on the bookmobiles. The collections at KHCPL South are more comprehensive than the more basic collections of KHCPL Russiaville or the bookmobiles. The bookmobiles' primary focus is on service to children. The branches and bookmobiles try to maintain collections that are popular and current, and typically do not own titles that KHCPL Main does not own. Some formats may not be owned by the branches and bookmobiles.

## LOCAL AUTHOR COLLECTION

The Local Author collection includes formats for all ages that are regularly circulated at KHCPL, such as books, DVDs, and CDs.

Because of the local relevance of these materials, other criteria concerning merit and form/content may be set aside for this collection.

**Influencing Factors:** Authors are considered "local" if they are from Howard County, or the surrounding counties of Cass, Miami, Grant, Tipton, Clinton, or Carroll.

**Selection Plan:** Items must be published or produced. Most items for this collection will be donated. Items may be purchased by selector's discretion if they meet all criteria in the Collection Development Policy, or if there is a special relevancy, such as for programming, etc. The Library does not select or accept erotica or pornography. Movies that are NC-17 or X-rated are not selected or accepted.

**Weeding:** The Library retains the right to dispose of such items when they are worn out, they are no longer being checked out, or due to lack of space.

## EXPERIENCE KITS

This collection is comprised of various kits and objects determined to be useful, educational, or entertaining for various age levels. When the ratio of holds is 6:1, the library will consider acquiring additional copies, dependent on cost, space, and availability.

**Influencing Factors:** Kits and objects fill a special need or are items that patrons would not typically own. For example, we have dementia kits that have items that might soothe or entertain a dementia patient, as well as some books that would be helpful to caregivers. We have a kit that has color-blind glasses, to give people that are color-blind the unique experience of seeing colors. Specialized cake decorating kits, STEM kits, and other helpful/useful/entertaining kits are available. Kits/objects are also obtained to enhance the experience of the Nature Explore Outdoor Classroom (NEOC) and the Main Outdoor Play Space (MOPS). Space, cost, availability, and practicality are factors.

**Selection Plan:** Kits may be purchased from a variety of vendors. Money is budgeted in the Materials budget and the Materials Supplies budget for these items. Money may also be requested from the Friends of the Library or other sources. Duplicates are sometimes purchased. It is desired that kits contain books corresponding with the kit when practical.

**Weeding:** Damage and loss of pieces is a concern with this collection. Kits will be weeded when essential parts are missing/damaged and cannot reasonably be replaced. Kits are evaluated for discard if items become worn, or if the kits have not circulated in two years

## ADULT COLLECTIONS OVERVIEW

A limited number of titles are purchased for the bookmobiles and Russiaville. Bookmobile, Outreach, and Russiaville staff may temporarily transfer materials from KHCPL Main's and KHCPL South's collections so patrons have a variety of materials to browse.

### BOOKS

Thorndike and Center Point are the primary large print vendors.

Programming influences the purchase of some materials. Howard County Reads and book discussion titles are purchased, borrowed, or leased. In addition to discussion copies, at least one copy of each discussion title is available at KHCPL Main and South.

Self-published works are sometimes purchased from reputable authors and/or publishers. Some well-known authors have begun publishing works only as self-published.

When the ratio of holds to books is 3:1, the library generally acquires additional copies.

Baker & Taylor and Ingram are the primary vendors for adult books.

## **NONFICTION**

Most materials in the nonfiction collection have been published in the last ten years. Older works are retained as demand indicates, space allows, if there is a scarcity of current publications, or as the reputation, "classic" status, or timeless quality of the works warrants. Demand for materials is registered through the flow of reference questions and as monitored through the analysis of circulation statistics and requests. Some Reference books are transferred to circulating copies as newer versions arrive. The collection level varies in depth and breadth depending on the level of demand in each subject area. Nonfiction graphic novels are interfiled with books in this section.

### **000s Computer Science, information, general works**

**Influencing Factors:** Books dealing with mysteries of the universe are very popular. To maintain a balance, materials representing opposing views of an issue are purchased.

The emphasis of the computer book collection is primarily for the nonprofessional user. Materials dealing with the most popular programs and applications are purchased to satisfy basic needs. The "Dummies" series are very popular. The collection also includes "history of computing" books.

Little emphasis is placed on selecting materials dealing with books and bibliographies. Trivia books are included, but since selection is based primarily on reviews, the collection is small.

The library and information science section is also limited. Selection is usually based on recommendations from library staff.

Encyclopedias are not purchased.

The collections dealing with news media and journalism are small, due to lack of demand. Titles are purchased that deal with editing newsletters and desktop publishing.

**Selection Plan:** The main considerations of selection are demand, price, and reputation of the author and publisher. Updated editions of titles that circulate well are always purchased. Resources for selection include *Library Journal*, the "Best-selling Computer Books" list in *Publishers Weekly*, and vendor catalogs.

**Weeding:** Materials dealing with mysteries of the universe, journalism, and books are generally discarded five years after copyright unless they are still circulating; however, trivia books are kept until they are no longer considered useful or of patron interest.

Computer materials are seldom useful after three years; however, books specific to a particular computer model are retained as long as the model is in reasonably wide use. For books on software, the version number must be considered. In some instances, an upgrade is substantial enough that all users will upgrade to the new version, while at other times, a significant number of users will stay with the earlier version.

Bibliographies are generally discarded ten years after copyright. Library and information science materials are discarded after ten years or when they no longer conform to current, accepted practice.

## **100s Philosophy, parapsychology and occultism, psychology**

**Influencing Factors:** The library generally buys what is reviewed in the areas of philosophy and psychology in standard review sources, concentrating on titles of popular appeal and those accessible to the informed, nonprofessional reader. Generally, readers desire materials for self-education and pleasure. The library strives for a balanced presentation on the ethical ramifications of social, medical, business, professional, and environmental questions.

There is very little demand for philosophy and the collection is basic.

New Age materials are popular.

Psychology, particularly self-help, is heavily used and very popular.

Paranormal phenomena and witchcraft are also very popular and subject to theft. Many titles in these areas are not professionally reviewed.

**Selection Plan:** The library buys popular and high quality paranormal and behavioral psychology titles of interest to the general reader. These selections are chosen from the standard review sources, supplemented by publishers' catalogs and other aids. Because of the large number of popular titles in this subject area, the author or publisher's reputation is of prime importance in the selection of materials.

**Weeding:** Psychology materials are weeded to ensure accuracy and to reflect new research, although most classic titles are retained.

## **200s Religion**

The Judeo-Christian tradition is the main emphasis of the collection, although works on major world religions and their devotional literature are represented.

**Influencing Factors:** The collection reflects the wide range of local denominations. Requests from members of the many area churches are also considered. Basic information on Eastern religions is collected. Mythology, particularly Greek and Roman, is emphasized due to demands of local school curricula. Christian living titles, and works written by prominent Christian theologians and personalities, are very popular.

**Selection Plan:** The standard review sources are consulted. Materials of interest to lay readers and relevant to current social issues are considered. Attention is given to religious best-seller lists, such as those found in *Publishers Weekly*. Religions and denominations are represented as fairly as possible, but sectarian materials of a proselytizing nature are excluded in favor of objective presentations.

**Weeding:** The 200s is a stable area. Classic works, histories and sacred texts of major religions, and important commentaries are retained.

## **300s Social sciences**

### **Influencing Factors:**

Social Science (301-307): Materials in this section include sociology, anthropology, women's studies, and homosexuality. Books are selected that represent opposing views of controversial issues. Titles by popular authors in the field are also selected.

Political Science (320s): Books in this section are intended to help nonprofessionals understand and participate in the political process of this country. Topics covered are basic political issues, special interest groups, and the history of political parties.

Economics (330s): This is a large collection covering all aspects of economics, including investing, the history of the stock market, the history of currency, selling property, and credit repair. Books are selected that offer an overview as well as those that deal with specific aspects, such as stocks or IRAs.

Law (340s): Books dealing with divorce (financial aspects and custody), the various types of bankruptcy, copyright, patent laws, and estate planning are collected heavily. Titles from well-known publishers, such as Nolo, are purchased. Books that provide instruction as well as reproducible forms are preferred over those with a long narrative format.

Public Administration (350s): This small collection consists mainly of military history. Different time periods are represented, with an emphasis on the United States military.

Social Services (360s): This collection includes welfare, adoption, abuse, abortion, environmental concerns, criminology, general clubs, and insurance, including Medicare/Medicaid. Books representing opposing views of an issue are collected. The true crime collection is large and circulates heavily.

Education (370s): This collection includes issues in education and home schooling resources. Multiple copies of study guides are purchased on standing order for a wide variety of tests (e.g. SAT, GRE, etc.).

Commerce, Communication, and Transport (380s): This is a small collection dealing with the history of trains, companies, radio, and television. Materials are seldom reviewed in this area.

Customs, Etiquette and Folklore (390s): The collection includes wedding planning, etiquette, fashion/costume, and folklore. They are selected based on reviews and demand. Books on folklore are selected to represent regional, national, and international interests.

**Selection Plan:** Most of the information in these subject areas changes rapidly, so current, accurate information is important. The collection emphasizes the popular rather than academic treatment of topics and offers an overview of the subjects. Some titles are updated annually through standing orders.

Special consideration is given to materials that deal with Indiana or local interests, particularly in the law and true crime sections.

The "Dummies" and "Idiots" series are popular additions in this Dewey area, particularly in the investment area. *Opposing Viewpoints*, are purchased because they offer balanced overviews for research papers.

Books of essays on a particular topic do not circulate well and are usually not selected.

*Booklist* offers timely reviews. The titles reviewed in *Library Journal* are often too academic. *Publishers Weekly* and *Kirkus* are of limited value.

**Weeding:** Changes in the law impact the collection of legal and investment materials. Previous editions are discarded, except the previous year of Lasser's tax guides.

## **400s Language**

The languages/linguistics collection consists of standard works for the non-specialist on subjects such as the evolution, use and acquisition of language, and comparisons of languages. Emphasis is on the English language, its history, structure, and instruction. Basic textbooks, learning materials, and dictionaries for non-English languages are represented.

**Influencing Factors:** English and foreign language instruction books are popular.

**Selection Plan:** Much of the ordering is for replacement copies or new editions. *Library Journal* and *Booklist* are used, but most items are ordered through publishers' catalogs.

## **500s Natural sciences and mathematics**

The collection is designed to meet the needs of both the student (junior high through beginning college level) and the inquiring nonstudent. The emphasis is on materials for the non-specialist.

**Influencing Factors:** There is a demand for basic math and science instruction for the layperson. Field guides are in demand. The continuing explosion of knowledge in the sciences requires up-to-date materials. Textbooks are not purchased.

**Selection Plan:** Standard review sources are consulted. Since the majority of titles in this area are not reviewed, publisher's catalogs and the reputation of the publisher are significant.

**Weeding:** The 500s contain subjects (physics and astronomy) in which information changes or becomes dated, as well as subjects (mathematics) where information is nearly timeless. Therefore, weeding must be aggressive in time sensitive areas to ensure the availability of accurate, up-to-date information.

Materials in the areas of natural science and earth science are evaluated for discard five years after copyright. Materials dealing with mathematics, life sciences, and botanical sciences are evaluated for discard ten years after copyright.

## **600s Technology (Applied sciences)**

**Influencing Factors:** Public library patrons have extensive interests in these areas. The demand for relevant and current information on these high-profile subjects is heavy.

Medical/health (610s): Attention is paid to authors and books spotlighted in the media, with an emphasis on materials for the layperson.

Engineering (620s): Popular areas include repair books on computers, cars, boats, motors, and home electronics. This section also includes inventions and space travel.

Agriculture (630s): Included are gardening books that emphasize Zone 5, northern, or Midwest gardening. Pet books include the common as well as unusual pet.

Home Economics/Family Living (640s): Materials in this area deal with home economics, cooking, housing and household management, sewing, clothing, family living, and child rearing.

Management/Business (650s): Materials that deal with resumes are collected; management techniques and running a small business are emphasized.

Chemical Engineering (660s): This is a very small collection, but does include soap and potpourri making.

Manufacturing (670s-690s): Included are books on home workshops, furniture making, printing, toy making, and construction. This area requires a broad selection with an emphasis on how-to materials.

**Selection Plan:** Standard review sources and publishers' catalogs are used for selection. Standard sources generally provide adequate coverage of medicine, agriculture, and home and family management, while a greater reliance on additional sources may be necessary for other subjects such as electronics, engineering, manufacturing, and building.

610s: With the exception of classic works in such general areas as anatomy and first aid, most selections in the medical sciences are aimed at the general consumer. Reviews of human sexuality materials should include evaluations of illustrations included in the work.

620s and 660-690: Coverage of the more popular subjects in these areas needs to be broad in terms of level, from beginner to professional. Selections in other subjects, especially some in the 660s, 670s and 680's, are geared toward the nonprofessional.

650s: Career guides are generally not available in book format. Leadership and management books are popular and selected based on popularity of author and/or subject area, as well as reviews.

### **Weeding:**

620s: Due to the availability of the car repair database, only the Chilton's annual cumulative volumes are retained. In electronics repair, consideration is also given to the popularity of the device.

630s: General gardening books are useful up to ten years. Materials that discuss the use of pesticides and chemicals are discarded five years after copyright.

640s: Books that deal with sewing, grooming, and child rearing are evaluated for discard five years after copyright, unless updated sooner with a new edition.

650s, 660s, 680s, 690s: Materials are evaluated for discard five years after copyright.

670s: Since information on these subjects is not quickly out-dated, weeding is fairly light so that the collection covers as broad a range of topics as possible. Materials are evaluated for discard ten years after copyright date.

## **700s The arts – Fine and decorative arts**

The 700s encompass a wide range of subject matter of interest to students, casual art lovers, collectors, and handicraft and sports enthusiasts. The largest sections cover a wide range of arts and crafts, television and motion pictures, and sports. Virtually all items are at a popular level.

**Influencing Factors:** Popular trends, media influence, and patron interest influence selection in this area.

Arts, Architecture, Drawing and Decorative Arts, Painting, Graphic Arts, Photography (710-770s): These areas are a combination of how-to books (craft, art, photography) and art/art history. The former circulate very well and are updated as needed; the latter cover a broad range of history, but have minimal circulation.

Music (780s): This collection emphasizes general principles of music, types of music, and vocal music. Collections of scores are primarily for piano, voice, or guitar.

Recreational and Performing Arts (790s): The emphasis is on popular materials. This area primarily includes sports.

**Selection Plan:** Standard library selection sources are consulted along with specialized publishers' catalogs.

Collectibles price guides are included in this section.

Books about performing artists and sports figures are selected for this area if the emphasis is on the art or the sport; materials on the individual's life history are biographies.

**Weeding:** Books on music theory and history, museums, sculpture, and art history are retained as long as use indicates continuing patron interest. Information in these subject areas is stable and not time sensitive; however, care is taken to maintain currency and freshness in the collection by the regular acquisition of carefully selected new titles. The same applies to books on popular music; the history of movies, radio, theater, and television; and background information on various sports. Handicrafts, hobbies, collectibles, and sports teams and rulebooks are kept current.

Coin (730s) and stamp (760s) catalogs are kept up-to-date. Historical treatments of coins may be kept indefinitely, but materials that provide market values are updated or kept no more than three years.

745s: General home decorating books are evaluated for discard ten years after copyright.

770s: Photographic technique and equipment books are evaluated for discard five years after copyright.

790s: Recreation materials are evaluated for discard ten years after copyright. Materials are replaced as rules and interests change.

## **800s Literature (Belles-lettres) and rhetoric**

Writing: Material in this collection is intended to aid the writer or aspiring writer of fiction and nonfiction for adults, children, or more specific audiences. It includes advice on writing techniques and publishing. Writing term/research papers, articles for periodicals, letters, and technical reports are some of the popular subjects selected for this area. Also included are style manuals, handbooks on English composition, and books on preparing and delivering speeches and toasts.

Literary history and criticism: Titles are selected to cover the literatures of the world and the various forms of literature. They may also consist of surveys of one or more national or regional literatures or studies of individual authors and individual works.

Collections of speeches, essays, and humorous writings; anthologies of short stories; and plays and poems in both single author volumes and anthologies: Emphasis is on American and British literature. Basic and representative core works of world literature are selected in translation.

**Influencing Factors:** Required reading in local high schools centers on major American and British authors and the collection reflects this emphasis. School literary assignments, continuing education, and recreational needs of the public library community necessitate a literature collection responsive to demand.

Interest in poetry is subject-oriented, including topics such as friendship and love, rather than literary.

**Selection Plan:** Standard selection journals and publishers' catalogs are consulted to maintain the literature collection. Concentrated purchasing is done in the area of style manuals and publication of all forms of writing. Titles with a good history of use are replaced as often as necessary, but preference is given to selecting new titles.

**Weeding:** Classic and current authors are retained, with weeding done on the basis of lasting influence and demand.

## **900s History, geography, and auxiliary disciplines**

This collection consists of popular works intended for a general audience, and supplemental material to support student use, such as United States and Western European history. There are

also numerous titles covering World War II. There is considerable demand for current travel guides to some international and national locales.

**Influencing Factors:** The main emphasis is basic travel books for all parts of the globe. Popular areas include Florida, California, the Caribbean Islands, and the Bahamas.

Basic histories of countries and states are purchased.

Most new Indiana history and geography titles, and works dealing with Kokomo or Howard County, are selected.

Genealogy materials are of a general nature with an emphasis on how-to materials. Baby name books, including those of various national and ethnic backgrounds, are heavily used.

**Selection Plan:** In addition to the standard review sources, publishers' catalogs are checked regularly. Travel materials are selected through the standard review sources as well as through publishers' and vendors' catalogs. A wide variety of countries are represented. Many of the annual travel guide series, such as Fodor's and Frommer's, are on standing order.

**Weeding:** Some classic history titles are retained longer than other titles. Guidebooks are not retained more than 3 years. Titles that deal with Indiana, Howard County, or Kokomo are routed to the Genealogy and Local History Department before discarding.

Broad histories of conflicts are favored over personal narratives and war memoirs, unless the author is local, or the book is cited in a bibliography as outstanding.

## Biography

The biography collection consists of materials about people from all walks of life, both past and present. Autobiographies, memoirs, and letters are included in this collection.

**Influencing Factors:** Biography appeals to a wide spectrum of readers, and the library's collection in this area strives to present a broad range of subject interests. Popular works and some scholarly volumes are collected.

**Selection Plan:** The standard review sources are consulted. Publishers' catalogs and popular magazines are also consulted. The quantity and quality of photos are considered. Biographies of performing artists and sport figures are selected for this section only if the material pertains to the individual's life history.

**Weeding:** When weeding is due to space limitations, autobiographies are given preference over biographies of the same person unless the biography is considerably newer.

## FICTION

The primary purpose of the fiction collection is to satisfy the heavy demand from recreational readers for popular, new titles. A limited number of materials that have been translated into English are purchased. The collection includes separate genre collections:

- Fiction
- Christian

- Mystery
- Romance
- Science Fiction/Fantasy
- Western

All of the fiction collections are primarily hardback, but original paperbacks, both trade and mass market, are also included. Paperback editions are sometimes purchased as replacements for hardbacks no longer in print or as book discussion titles.

Popular authors have been identified and are automatically ordered by standing order or lease. Enough copies are ordered to fulfill anticipated holds, as well as "Hot Pick" copies that are not used for holds.

For fiction and genre titles: literary classics, regional authors, and well-recognized contemporary authors are retained, sometimes in duplicate, as fits demand.

## **Fiction (FIC)**

Popular bestsellers, popular series, critically acclaimed authors, and classics primarily make up the general fiction collection.

**Influencing Factors:** Fiction circulates well. A ready audience and a heavy demand for popular authors dictate selection in the bestseller category. The needs of student populations in high schools and universities influence selection of authors and titles. Short stories generally appeal to a small audience; the selection of such titles is restricted to major authors or award-winning titles.

**Selection Plan:** Patron demand heavily influences selection. The standard review sources are consulted. Consideration is given to authors and series that the library already owns. Popular authors have been identified and are either on standing order or leased. The author's website/social media pages are consulted, as well as *Novelist* and *Fantastic Fiction*, for determining series titles or genre information. The winners selected for the annual National Book Award, Pulitzer Prize, Stonewall, and Man Booker Awards are usually selected.

## **Christian Fiction (CHR)**

In Christian fiction, the conflict must have something to do with Christian principles. Typical readers of this genre are looking for a good story with strong values, likable characters, a fast-moving plot and a satisfying ending. The genre includes mysteries, romances, and some science fiction/fantasy. The collection includes popular Christian authors and series. This collection circulates very well.

**Influencing Factors:** Well-known authors and continuations of series are popular.

**Selection Plan:** Christian authors are reviewed primarily in *Library Journal* and *Publishers Weekly*. Consideration is given to authors and series that the library already owns. Popular authors have been identified and are either on standing order or leased. The author's website/social media pages are consulted, as well as *Novelist* and *Fantastic Fiction*, for determining series titles or genre information. The winners selected for the annual Christy and Christian Book Awards are usually selected.

## **Mystery (MYS)**

A mystery is a work of fiction in which the reader is involved in solving a puzzle. The essential ingredients are an element of crime mixed with an element of detection. The collection includes a wide range of mystery and detective writers. The collection is representative of the various sub genres and includes works of popular and/or significant authors. Well-received new authors are also included.

**Influencing Factors:** Well-known authors and continuations of series are popular.

**Selection Plan:** The standard review sources are consulted. Consideration is given authors and series that the library already owns. Popular authors have been identified and are either on standing order or leased. The author's website/social media pages are consulted, as well as *Novelist* and *Fantastic Fiction*, for determining series titles or genre information. The winners selected for the annual Edgar and Agatha Awards are usually selected.

## **Romance (ROM)**

A romance is a book wherein the love story is the main focus of the novel, and the end of the book is emotionally satisfying. The collection is representative of the various sub genres.

**Influencing Factors:** Well-known authors and continuations of series are popular.

**Selection Plan:** Romances are reviewed primarily in *Library Journal*, *Booklist*, and *Publishers Weekly*. Consideration is given authors and series that the library already owns. Popular authors have been identified and are either on standing order or leased. Winners of the annual RITA awards are considered. The author's website/social media pages are consulted, as well as *Novelist* and *Fantastic Fiction*, for determining series titles or genre information.

## **Science Fiction/Fantasy (SF/FANT)**

Science fiction involves a time and place marked by scientific or technological advances. Fantasy books include magic, which causes impossible and often wonderful events to occur. Science fiction and fantasy from both classic and contemporary authors comprise the collection. Horror books are included in the library's fiction collection.

**Influencing Factors:** Well-known authors and continuations of series are popular.

**Selection Plan:** In addition to the standard review sources, vendor catalogs are consulted regularly. Popular authors have been identified and are either on standing order or leased. The author's website/social media pages are consulted, as well as *Novelist* and *Fantastic Fiction*, for determining series titles or genre information. The winners selected for the annual Philip K Dick, Nebula, and Hugo Awards are usually selected.

**Weeding:** Some series develop slowly with a long period of time between titles, so need to be retained for a longer period of time.

## **Western (WEST)**

Westerns are strong on adventure and thrilling action, have readily defined characters, supply a straightforward resolution of conflicts and are set in the West. Most of the collection is in paperback.

**Influencing Factors:** Well-known authors and continuations of series are popular.

**Selection Plan:** The standard review sources, *Library Journal*, *Booklist*, *Kirkus*, and *Publishers Weekly*, are consulted. Most consideration is given to the authors that the library already owns. Several series are maintained. Popular authors have been identified and are either on standing order or leased. Vendor catalogs are consulted for original paperback issues. The author's website/social media pages are consulted, as well as *Novelist* and *Fantastic Fiction*, for determining series titles or genre information. The winners selected for the annual *Spur Awards* are usually selected.

## GRAPHIC NOVEL (GN)

Graphic novels are original stories and standalone stories published in comic book style or collections of stories previously published as an ongoing series of comic books. They are not "comic strip" collections such as *Farside*. Nonfiction titles are interfiled with the adult nonfiction books.

**Influencing Factors:** Memoirs told as graphic novels are growing in popularity and are often reviewed well, and reach a more mainstream audience. Graphic novels had been traditionally targeted for male audiences; titles meant to appeal to females are sought for purchase. Titles being made into movies or TV shows are given special consideration based on expected demand. Titles receiving awards such as the *Eisner* or *Harvey Awards* are given special consideration, as are those recognized by ALA.

**Selection Plan:** Selection of graphic novels is based on story quality, illustration quality and popularity.

Reviewed titles are given priority; review sources include *Library Journal*, and *Publishers Weekly*. Additional sources are publishers' catalogs that include age-appropriate levels. Ingram is the primary vendor.

**Weeding:** Many books are withdrawn due to damage or loss.

## LARGE PRINT

The Large Print collection is primarily a duplication of titles already in the library in regular print. Popular fiction, genre fiction, and classics make up the fiction collection. The nonfiction collection consists of biographies, travel memoirs, self-help, medical, humor, and other popular works. Large print materials are available at all locations.

**Influencing Factors:** Patrons using these materials are generally looking for entertaining light reading. Fiction, specifically best-sellers and cozy mysteries are much more popular than nonfiction. Where there is a choice, paperback versions are preferred. As the population ages, this collection may be in greater demand and may need to grow. The *Homebound* and *Senior Citizen* services use Large Print almost exclusively.

**Selection Plan:** Selection is primarily done through large print vendors' catalogs. The popularity of the regular print version is considered. Thorndike and Center Point are the primary large print vendors.

## REFERENCE

The goal of the library is to provide current and historical information that is likely to be in demand. All of the library's collections are used to meet requests for information in all subject areas. The reference collections at KHCPL Main and KHCPL South cover many Dewey areas. The reference collection at KHCPL Russiaville is at a minimal level; information requests are generally limited to school assignments, employment, business, health, consumer concerns, and recreational pursuits. The bookmobiles do not have reference collections.

Reference books are generally designed to be consulted for definite items of information rather than to be read comprehensively. They do not circulate. These materials vary in degree of difficulty from basic introductory level to beginning research level.

**Influencing Factors:** Whatever the information need, the public expects that the library will either have the answer or know where to find it. The library attempts to meet this expectation and need. As technology develops, attention is paid to electronic sources that enhance or exceed the capabilities provided by print reference sources.

**Selection Plan:** Selection of reference materials is based on usefulness, subject coverage, timeliness, cost, and reputation of the publisher. New reference sources are rarely purchased without reviews. Journals that are consulted include *Library Journal* and *Booklist*. Publishers' catalogs are checked for updated titles. A copy may also be purchased for the circulating collection if the content and format are appropriate.

Regularly published titles are placed on standing order to insure prompt receipt of the most current edition. Serial reference titles are considered for the standing order plan, except in cases in which price, frequency of publication, or overlap with other titles indicate otherwise. If the cost is prohibitive, an alternative to the annual cycle is considered, such as ordering the title every two or three years.

The practice for all collections is that the branches do not own titles that KHCPL Main does not have. An exception can be made for reference books. Reference books at KHCPL Main often have more depth than those at the branches, so KHCPL South or KHCPL Russiaville may have simplified versions of titles that suit their basic needs.

**Weeding:** Usage of reference sources is monitored annually. Retention is based on the timeliness of a title and its informational content as well as the likelihood of an historical interest in the field. Titles with a copyright date of more than ten years are considered for discard; materials in the medical area are considered after five years.

When an updated reference title is added to the collection, the previous edition is transferred to another location, added to the circulating collection, or discarded.

## PROFESSIONAL COLLECTION

The majority of these books deal with librarianship, administration of libraries, library job duties, and programming. These titles are cataloged and are either located in an office area (as reflected on the item record) or in the public collection.

**Influencing Factors:** Titles often reflect new trends or changes in laws or practices. "Best Books for..." and programming titles are also prevalent.

**Selection Plan:** Staff may request for titles to be purchased. Titles will be purchased as budget allows.

**Weeding:** Items are often retained despite low usage. Staff is consulted before withdrawing.

## PERIODICALS

The periodicals collection consists of magazines and newspapers, both circulating, and non-circulating. Print periodicals are only purchased for the adult collections. The library's objective is a well-balanced general periodical collection that is appropriate to a public library serving a diverse clientele.

**Influencing Factors:** This collection is primarily a recreational collection. Usage statistics, space, cost, and online availability are important factors in determining selection.

Professional periodicals are purchased to aid in selection of materials, keeping up-to-date with library trends, and other professional duties of library staff.

*BookPages* is a very popular monthly publication that is purchased in bulk and given freely to patrons. It contains book reviews, author interviews, and other readers' advisory information. It is a valuable and useful tool for our patrons and staff.

**Selection Plan:** New titles are generally found via patron and staff requests, and observing other library collections. FirstSearch may also be consulted to see if, and how many, other Indiana libraries own considered titles. The websites of potential magazines are frequently checked for content, layout, and audience appropriateness. EBSCO is used as the library's primary print vendor. *Magazines for Libraries* may also be consulted.

The newspaper collection currently includes *Barron's*, *Indianapolis Recorder*, *Indianapolis Star*, *Investor's Business Daily*, *Kokomo Perspective*, *Kokomo Tribune*, *Tipton County Tribune*, *USA Today*, and *the Wall Street Journal*. The bookmobiles do not carry newspapers.

Periodical subscriptions are occasionally offered as donations to the library. Periodicals are subject to the criteria listed above. Materials of a proselytizing nature are excluded in favor of objective presentations.

**Weeding:** Magazine titles are kept for 2 years at KHCPL Main. The branches generally retain magazines for one year, or as space allows. The bookmobiles have very limited space and discard magazines as necessary, generally keeping them for four to six months. Standard review sources (see Appendix A) are kept for one year.

Newspapers are retained for no more than six months. Print versions of *the Kokomo Tribune* are retained until the microfilm arrives, then are discarded or offered to the Genealogy and Local History Department.

*INSPIRE* may be consulted to see if titles are available full-text. IUK's catalog may be consulted for availability.

Periodical and newspaper subscriptions may not be renewed based on the following:

- No longer significant
- Poor circulation statistics
- Lack of shelf space
- Untimely deliveries
- cost
- lack of availability (titles are discontinued, production is suspended, etc.)
- high incidents of theft

Titles not renewed based on the criteria above are discarded about 3 months after last issue is received, or earlier if space is needed, or if title was not being checked out.

## AUDIOVISUALS

### MOVIES & TELEVISION SHOWS

This collection contains adult feature and informational films, and television series. The feature films include current titles of high interest, classics, and foreign films with English subtitles. Informational titles include such popular subjects as travel, sports, exercise, parenting, cooking, business, language, documentaries, arts, hobbies, and home repair. Television series are added at Main and South, depending on budget, space and general appeal. Popular television movies are also added, such as Hallmark movies. Most of the collection is for home use, but the library may purchase public performance titles if they are the only option.

This collection currently consists of DVDs and Blu-Rays. Movies are purchased with MPAA ratings of G, PG, PG13, or R. Some titles are purchased that are Not Rated (NR), such as older movies that were made before the MPAA rating system began, foreign films that are outside the jurisdiction of the MPAA, nonfiction titles, and television shows. However titles that are Not Rated (NR) or Unrated (UR) due to expected stricter than R ratings are not acquired, unless they are bundled with a lower rated version. Television series will not be purchased from x-rated or "adult" channels, such as Playboy. The collection does not contain erotic, pornographic, NC-17 rated, or X-rated movies.

When the ratio of holds for movies is 6:1 the library generally acquires additional copies.

**Influencing Factors:** Circulation statistics, budget, and space play a large part in determining purchases. The DVD and Blu-Ray collections at the branches and on the bookmobiles emphasize popular releases. Changing technology is always considered in the long-range development of the collection.

**Selection Plan:** In addition to the standard review sources, *Library Journal*, *Entertainment Weekly*, the *Internet Movie Database*, Rotten Tomatoes, and Midwest Tapes are regularly consulted. Publishers' catalogs and ads are also used to identify current high interest

releases and nonfiction films suitable for purchase. Wide screen versions are preferred. Preference is given to the purchase of new titles rather than replacements, but high demand titles may be replaced. "Hot Flick" copies that are not used for holds are purchased. Midwest Tapes is the primary vendor of DVDs and Blu-Rays.

A spread sheet is used to show how many copies each location gets of titles. Box office sales, anticipated holds, circulation stats, space, and budget are used in determining the number purchased.

**Weeding:** Nonfiction titles are weeded as they become outdated (e.g., medical collection).

When the need for multiple copies has diminished, the library may retain some copies in storage for use as replacement copies.

## MUSIC

The music collection covers all varieties of music, including blues/R&B, classical, contemporary Christian/Gospel, country, jazz, musicals, new age, rap/rock, and soundtracks. Currently the collection consists of CDs.

When the ratio of holds to CDs is 3:1 the library generally acquires additional copies.

**Influencing Factors:** Circulation statistics, budget, and space play a large part in determining purchases of music. The collection is varied and contains materials that appeal to a wide variety of tastes. Demand dictates a strong collection of popular, mainstream recordings. Changing technology is always a factor in the long-range development of the collection. Our Freegal Music subscription may influence how many copies are purchased or what titles get reordered.

**Selection Plan:** Selection review sources include *Billboard*, *Entertainment Weekly*, Midwest Tapes, Allmusic.com, and magazine and newspaper reviews. Online sources, such as Amazon are also used. Self-published recordings are rarely purchased. Edited editions are not purchased. Midwest Tapes is the primary vendor for the music CDs.

**Weeding:** When the need for copies at multiple locations has diminished, the library may retain some copies in storage for use as replacement copies.

## AUDIOBOOKS

This collection consists of both fiction and nonfiction. When available, the library purchases the print version of these titles. The fiction collection includes contemporary works and classics, with the emphasis on contemporary fiction. The nonfiction collection covers a range of subject areas, including best-sellers, instructional, and self-improvement titles. Sound effects and spoken performances are also included. Currently this collection consists of CDs, MP3 discs, and Playaways.

When the ratio of holds to audiobooks is 3:1 the library generally acquires additional copies.

**Influencing Factors:** Circulation statistics, budget, space, and availability play a large part in determining purchases. Because of its popularity among patrons, fiction is

purchased more heavily than nonfiction. Changing technology is always a factor in the long-range development of the collection.

**Selection Plan:** Baker & Taylor is the preferred CD audiobook vendor, as the items arrive pre-processed. Other vendors may also be used when titles are not available from Baker & Taylor. Findaway is the preferred vendor for Playaways. In addition to standard review sources, vendors such as Baker & Taylor, Ingram, Recorded Books, Inc., and Books on Tape are used. MP3 discs are no longer being purchased, but will be retained as long as use is evident. Only unabridged editions are considered for purchase. Lease plans are not considered.

## VIDEO GAMES

This collection is comprised of popular games rated E for Everyone, T for Teen, and M for Mature. Consoles are not included in this collection.

**Influencing Factors:** Games will be purchased for PlayStation4, Xbox, and Nintendo Switch. Both new and older games will be purchased. Only games that have been rated by the ESRB will be purchased. Any game may be excluded for content. M for Mature can cover a lot of territory in what is considered "mature" so close attention will be paid to the tags given to those games. Games with "strong sexual content" will rarely be purchased. AO rated games will not be purchased. Games that require a subscription to play will not be purchased. The collection will have both popular and classic games, with a balance of ratings, and be well rounded for content. Many games are available for both platforms, so very popular games will be purchased for both Playstation and Xbox platforms. A balance between the two platforms will be maintained. Cost is a factor. Changing technology is also a factor in the development of the collection. Duplicates may be purchased for very popular games. The holds ratio is 6:1.

**Selection Plan:** New games will be purchased when possible, but availability and budget may result in used games being purchased. Used games will be tested soon after purchase to ensure usability. Amazon will be the primary vendor for new games. Best Buy, GameStop, and other vendors may also be used. ESRB ratings and content information are at [http://www.esrb.org/ratings/ratings\\_guide.aspx](http://www.esrb.org/ratings/ratings_guide.aspx).

**Weeding:** With this collection non-return is a concern, so the titles may get weeded in that manner. Changing technology is ongoing and outdated platforms will be weeded as necessary.

## TEEN AND JUNIOR HIGH COLLECTIONS OVERVIEW

Materials in this collection meet the recreational and informational needs of students in grades 6-12. Materials are separated into two collections to accommodate the range of maturity levels during these years. The Junior High collection consists of titles written specifically for students in grades 6-8. The Teen collection consists of titles written specifically for teens in grades 9-12.

When the ratio of holds to books or audiobooks is 3:1 the library generally acquires additional copies. Occasionally, when there are several holds and the titles are available in hardback, multiple copies are leased.

Self-published works are rarely purchased.

## TEEN COLLECTIONS BOOKS

Programming influences the purchase of some materials. Titles used for book talks, book discussions, and "Battle of the Books" are purchased, borrowed, or leased. At least one copy of each "Battle of the Books" title is available at KHCPL Main and KHCPL South.

### NONFICTION & BIOGRAPHY

This collection focuses on teen issues and current interests. Other nonfiction and biographies written specifically for teens are also purchased. YA nonfiction graphic novels are interfiled with books in this section.

**Influencing Factors:** The concerns and interests of teens are the primary factors influencing the selection of titles in this collection. The emphasis is on subjects written specifically for teens, high schoolers, or young adults, such as leisure activities, dating, or health concerns. (Example: "A Teens Guide to . . .") Subjects of interest to the general population are included in the adult collection, even if they are potentially used by teens. (Example: resources for term papers on gun control)

**Selection Plan:** Books are selected from, *School Library Journal*, *Booklist*, vendor catalogs and publishers' catalogs. Recommended reading lists are consulted. Baker & Taylor and Ingram are the primary vendors.

### FICTION

The collection consists primarily of teen novels, popular teen series, and titles on recommended reading lists. The main character is generally in grades 9-12. This may not be the case of characters in titles on recommended lists. The library often needs multiple copies of these titles, so a copy will be included in the teen collection as well as other appropriate collections (Examples: *To Kill a Mockingbird* or *1984*.)

**Influencing Factors:** Well-known teen authors, continuations of series, sequels, and titles on recommended reading lists are always considered.

**Selection Plan:** Some paperback series are on standing order. Other titles are selected from standard review sources, including *School Library Journal*, and *Booklist*. Titles are also selected from vendor and publisher catalogs. Baker & Taylor and Ingram are the primary vendors.

**Weeding:** When practical, KHCPL Main retains at least one copy of each title in the more permanent, long-running series.

## GRAPHIC NOVEL

Graphic novels are original stories and stand-alone stories published in comic book style or collections of stories previously published as an ongoing series of comic books. They are not "comic strip" collections such as *Calvin and Hobbes*. Most of the collection is fiction. YA nonfiction graphic novels are interfiled with YA nonfiction books.

**Influencing Factors:** Traditional superhero titles are the most popular, but other genres are also selected. Manga series are popular and are purchased accordingly, often as user requests. Titles being made into movies or TV shows are given special consideration based on expected demand. Titles receiving awards such as the Eisner, or Harvey Awards are given special consideration, as are those recognized by ALA.

**Selection Plan:** Selection of graphic novels is based on age appropriateness in both story and illustrations, popularity, story quality, and illustration quality. Review sources include *Library Journal*, *Publishers Weekly*, and *School Library Journal*. Additional sources include publishers' catalogs that list age levels. Ingram is the primary vendor.

**Weeding:** Many books are withdrawn due to damage or loss.

## AUDIOVISUALS

### AUDIOBOOKS

This small collection for teens consists of both fiction and nonfiction. When available, the library tries to have the print version of these titles. The fiction collection is primarily contemporary works by best-selling teen authors. Nonfiction titles are specifically geared toward this age group. Currently this collection consists of Playaways and CDs. Changing technology is always considered in the long-range development of the collection.

**Influencing Factors:** Appropriateness, circulation statistics, budget, and space play a large part in determining purchases. Fiction titles are purchased more heavily than nonfiction. Playaways are purchased unless a desired title is only available on CD.

**Selection Plan:** Baker & Taylor is the preferred CD audiobook vendor, as the items arrive pre-processed. Other vendors may also be used when titles are not available from Baker & Taylor. Findaway is the primary vendor of Playaways. Only unabridged editions are considered for purchase.

## JUNIOR HIGH COLLECTIONS BOOKS

### NONFICTION AND BIOGRAPHY

This small collection focuses on junior high issues and current interests. Other nonfiction and biographies specifically written for this age group may also be included.

**Influencing Factors:** The concerns and interests of junior high students are the primary factors influencing the selection of titles in this collection. The emphasis is on subjects written specifically for junior high students.

**Selection Plan:** Books are selected from *School Library Journal*, *Booklist*, vendor catalogs, and publishers' catalogs. Recommended reading lists are consulted.

## FICTION

The main character in these novels is generally in grades 6-8. These materials may contain elements not found in juvenile fiction, such as some questionable language or references to sexual or violent situations, but not to the extent of those found in some materials for older teens.

**Influencing Factors:** Well-known authors, continuations of series, sequels, and titles on recommended reading lists are always considered.

**Selection Plan:** Titles are selected from standard review sources, including *School Library Journal*, and *Booklist*. Titles are also selected from vendor and publisher catalogs.

**Weeding:** When practical, KHCPL Main retains at least one copy of each title in the more permanent, long-running series.

## GRAPHIC NOVEL

Graphic novels are original stories and stand-alone stories published in comic book style or collections of stories previously published as an ongoing series of comic books. They are not "comic strip" collections such as *Calvin and Hobbes*. Most of the collection is fiction. Jr. High nonfiction graphic novels are interfiled with Jr. High nonfiction books.

**Influencing Factors:** Traditional superhero titles are the most popular, but other genres are also selected. Manga series are popular and are purchased accordingly, often as user requests. Titles being made into movies or TV shows are given special consideration based on expected demand. Titles receiving awards such as the Eisner or Harvey Awards are given special consideration, as are those recognized by ALA.

**Selection Plan:** Selection of graphic novels is based on age appropriateness in both story and illustrations, popularity, story quality, and illustration quality. Review sources include *Library Journal*, *Publishers Weekly*, and *School Library Journal*. Additional sources include publishers' catalogs that list age levels. Ingram is the primary vendor.

**Weeding:** Many books are withdrawn due to damage or loss.

## AUDIOVISUALS

### AUDIOBOOKS

This small collection for junior high patrons consists of both fiction and nonfiction. When available, the library tries to have the print version of these titles. The fiction collection is primarily contemporary works by bestselling authors for junior high patrons. Nonfiction titles are specifically

geared toward this age group. Currently this collection consists of Playaways and CDs. Changing technology is always considered in the long-range development of the collection.

**Influencing Factors:** Appropriateness, circulation statistics, budget, and space play a large part in determining purchases. Fiction titles are purchased more heavily than nonfiction. Playaways are purchased unless a desired title is only available on CD.

**Selection Plan:** Baker & Taylor is the preferred CD audiobook vendor, as the items arrive pre-processed. Other vendors may also be used when titles are not available from Baker & Taylor. Findaway is the primary Playaway vendor. Only unabridged editions are considered for purchase.

# JUVENILE COLLECTIONS OVERVIEW

The juvenile collections serve children from infancy through grade 6. The collections include books, DVDs, Blu-Rays, CDs, Readalongs, Playaways, Playaway Bookpacks and Launchpads, Library binding is preferred when available for the majority of the print collection, although paperback bindings may be preferable for some middle reader or juvenile fiction series.

The juvenile collections strive to achieve a balance between well-loved, favorite classics, up-to-date materials for homework assignments, and a wide selection of popular interest topics and titles. Material selection is also influenced by patron demand and inclusion in award or reading lists. The library purchases at least one copy of Newbery and Caldecott winner titles.

Materials are selected through standard review sources, blogs, e-journals, social media and publishers' catalogs. Inclusion in recommended reading lists also influences selection of materials. KHCPL's standard review sources for children's materials include: *Kirkus*, *School Library Journal*, *Booklist*, *Hornbook*, and *Publishers Weekly*. Standing order plans from vendors are also used for select fiction and non-fiction series.

The library distinguishes between fiction and nonfiction, and also separates the collection according to reading levels.

The Teacher Collection program, which allows teachers in the area school districts to request subject collections of books for their classrooms, is primarily centered at KHCPL Main. Due to demand for certain seasonal topics and extended loan periods, multiple copies of popular titles and "hot" topics may be purchased.

Pop-up books and novelty books with "gimmicks" such as wheels or detachable parts are not purchased for the circulating collection, but may be considered for the Story Time collection.

A small number of international language materials for children is available at KHCPL Main, South, and both bookmobiles. This collection consists of fiction and nonfiction titles, and includes introductory, instructional materials in both print and nonprint formats. Fiction titles are either bilingual or translations of popular children's titles. The collection helps children learn other languages and maintains the linguistic heritage of native speakers.

Self-published works are rarely acquired.

## BOOKS

Programming influences the purchase of some books. Titles used for book talks, book discussions, and programming are purchased, borrowed, or leased.

When the ratio of holds to books is 3:1 the library generally acquires additional copies.

Baker & Taylor and Ingram are the primary book vendors, but books are also purchased from vendors such as Scholastic, Capstone, and Lerner.

## **NONFICTION**

Picture Book nonfiction books present information in a picture book format. These books are generally appropriate for an audience of preschool through first or second grade.

Easy Reader nonfiction books present information in a controlled vocabulary format, with illustrations or photographs. These books are generally appropriate for an audience of kindergarten through second grade.

Juvenile nonfiction books contain informational materials selected to meet the needs of children from approximately third through sixth grade. In general, these materials will include an index, glossary, bibliography, or chapter notes.

Graphic Novel nonfiction books present information in a graphic novel format. Materials in this collection may meet the needs of children from the first through sixth grade.

### **000s Computer Science, information, general works**

**Influencing Factors:** Books on the mysteries of the universe, such as aliens and UFOs, are popular. Books on world records are also very popular.

**Weeding:** Computer information is updated and replaced as needed. Annuals are generally kept for the current year and one previous year.

### **100s Philosophy, parapsychology and occultism, psychology**

**Influencing Factors:** Books on ghosts and haunted houses, and psychology topics are often requested and circulate well. When selecting psychology books, consideration is given to books that cover a wide range of topics of interest and reading levels. Books on emotions, friendship, and human relationships are purchased when they are oriented toward helping the child rather than the adult working with a child.

### **200s Religion**

**Influencing Factors:** Students frequently use the mythology section for school assignments. Coverage includes other cultures, but the focus is on Greek and Roman myths. Old and New Testament Bible stories circulate well.

### **300s Social sciences**

**Influencing Factors:** Holiday books are seasonally in demand for all age levels. Societal issues such as civil rights, immigration, homelessness, and violence are also in demand. Books in the 360s may be used for bibliotherapy in the case of specific traumatic childhood experiences, such as abuse, hospitalization, etc., as well as to provide information.

Workbooks for various subjects and grade levels are included here, with the exception of math workbooks, which are found in the 500s.

The 398s will include authentic folk tales. Modern variants on folk tale and fairy tale themes are usually cataloged as part of the Picture Book collection. Authentic tales which are presented in a picture book format are cataloged in the PIC 398s. Anthologies may be purchased for classic tales, such as those of Grimm or Anderson, but single title editions are preferred.

## **400s Language**

**Influencing Factors:** English language dictionaries and thesauruses are selected for various reading levels. Titles that deal with the study of a language other than English are also selected. Books on sign language are a popular portion of the 400s collection.

**Selection Plan:** The publisher's reputation is considered when selecting dictionaries, thesauruses, and language skills materials - particularly when reviews are unavailable.

## **500s Natural sciences and mathematics**

### **Influencing Factors:**

Books on space, dinosaurs, weather, and animals are in high demand. Science Fair/science experiment books are also in demand, and selection criteria for these will include availability of materials, suitability for children, clear illustrations, easy-to-follow procedures, and safety precautions. Math workbooks are also found in this area.

**Weeding:** Science materials older than 5 years will be evaluated for discard.

## **600s Technology (Applied sciences)**

### **Influencing Factors:**

Books on technology, transportation and cooking are in high demand. Other high demand topics are inventions and body systems. Books on puberty and human reproduction are limited to those intended to be read by children.

**Weeding:** Medical/health and engineering/technology materials older than 5 years will be evaluated for discard.

## **700s The arts – Fine and decorative arts**

### **Influencing Factors:**

Areas of this collection most in demand are drawing, crafts, sports, and movie/media guides. Sports team books are essential purchases, especially those of regional interest. Books about performing artists and sports figures are selected for this area if the emphasis is on the art or the sport; materials on the individual's life history are biographies.

## **800s Literature (Belles-lettres) and rhetoric**

**Influencing Factors:** Popular poets such as Shel Silverstein, and Jack Prelutsky, along with joke and riddle books, are in demand. Standard anthologies with an index are useful.

## **900s History, geography, and auxiliary disciplines**

### **Influencing Factors:**

Materials in the 900's are typically in high demand at specific times during the year due to school assignments focusing on states and/or countries, or Native Americans. Thus, this collection includes multiple materials on the fifty states, as well as a wide variety of materials on countries and various Native American tribes.

**Weeding:** State and country books older than 7 years are evaluated for discard.

## **Biography**

This collection includes biographies and autobiographies about people from all walks of life, both past and present.

**Influencing Factors:** To satisfy popular demand, biographies of currently popular individuals such as pop singers, screen stars, or sports figures are included. Color photographs rather than black and white illustrations are preferred.

**Weeding:** Biographies of currently popular individuals that have a publication date older than 5 years previous will be evaluated for discard.

## **FICTION**

The fiction section is comprised of the following collections:

- Board Book
- Picture Book
- Easy Reader
- Middle Reader
- Juvenile Fiction
- Older Reader
- Graphic Novel

### **Board Book**

Board Books are appropriate for infants through the toddler age. The pages are stiff cardboard and can withstand a great deal of use. The simple text usually identifies familiar objects, animals, or activities.

**Influencing Factors:** The text, illustrations, and concepts should be appropriate for the very young child.

**Weeding:** These books are checked frequently for condition and are discarded if soiled or damaged. Most are not replaced, and branch and bookmobile locations may own board books that Main does not own.

### **Picture Book (PIC)**

This collection is a fiction collection, where pictures and words are integrated to tell a story. Most titles in this collection are meant to be read aloud. This is one of the most heavily used areas of the juvenile collections, and contains a wide variety of classic picture book favorites, popular media character titles, and newer titles by critically acclaimed authors and illustrators.

**Influencing Factors:** This collection is heavily used by teachers and adult caretakers, who may request titles on specific topics, such as seasonal, friendship, family, self-esteem, etc. Popular television program characters are also heavily requested.

### **Easy Reader (ER)**

Easy readers help children take first steps into independent reading. These books have controlled vocabulary and are illustrated. Many designate a reading level.

**Influencing Factors:** Teachers often request collections of Easy Readers for their classrooms, and parents select books to encourage beginning reading. Books which introduce children to phonics are essential selections.

### **Middle Reader (MR)**

These books bridge the transition from Easy Reader to Juvenile Fiction. These "chapter books" have some illustrations, usually in pen and ink, and may have larger typeface and more white space than juvenile fiction. They are often shorter in length than juvenile fiction. The subject matter appeals to children in second and third grades, although readers younger or older may also find them appropriate. Middle readers are also recommended for reluctant readers who would enjoy the high interest plots and relatively short length of the text.

**Influencing Factors:** Middle readers are often popular series with readily identifiable characters.

**Weeding:** The KHCPL Main and KHCPL South make every attempt to maintain the entire run of a series as long as interest is evident.

### **Juvenile Fiction (JUV FIC)**

These books are suitable for fourth through sixth graders. The collection includes classics, award winners, and various genres of fiction.

These books are generally a step above middle readers in difficulty and length. The illustrations are supplemental rather than essential to the text. Difficulty ranges from simple stories to books for a sophisticated reader with a large vocabulary, wide literary knowledge, and high reading skills.

Juvenile Fiction also includes large print books, which work well with reluctant readers or for children with vision problems.

**Influencing factors:** Award-winning titles are purchased for personal enjoyment and classroom use.

### **Older Reader (OR)**

These are picture books that communicate complex concepts and may use more sophisticated language and longer spans of text than those for younger children. The short format of picture books makes them ideal for introducing difficult issues such as racism or death, or to describe certain historical events. They are appropriate for more mature readers, typically in third to fifth grade.

**Influencing Factors:** This collection offers noteworthy titles that are not suitable for preschoolers. They also lend an ease and comfort to visual learners.

## Graphic Novel (GN)

Graphic novels may be stand-alone stories published in comic book style or collections of stories previously published as an ongoing series of comic books. Comic strip collections are also shelved in this section.

**Influencing Factors:** Popular characters, particularly from movies or TV shows are given special consideration. Age appropriate anime is also considered.

## BOOKS PLUS CD

This collection includes a physical book and an audio CD of the story. Titles in this collection include mostly picture books, older readers, easy readers, and non-fiction.

**Influencing Factors:** This is an important collection for children who are struggling or reluctant readers. They can listen while following along with the text. Teachers often request collections of Books plus CDs to be used in the classroom, and parents select books to encourage reading. This collection contains a wide variety of classics, popular media characters and titles by critically acclaimed authors and illustrators.

## READALONGS

Readalongs are a print book with a ready-to-play audiobook inside. The audio device is permanently attached to the reinforced cover of the book. The device contains a speaker for parent/child or group listening plus earphone jack for individual use. This collection is highly desirable by both parents and teachers because it is all one device with no pieces to lose. Titles in this collection include picture books, easy readers, and chapter books.

**Influencing Factors:** This is an important collection for beginning readers and reluctant readers. This collection is highly desirable by teachers to use in the classroom for individual reading time. This collection contains a wide variety of classics, popular media characters and titles by critically acclaimed authors and illustrators.

## BRAILLE

A small collection of books in Braille is available at KHCPL Main. The collection consists of fiction and nonfiction titles.

**Influencing Factors:** Since this is a small collection, patrons are referred to resources which they can access directly, such as the Special Services Division of the Indiana State Library. A large number of these books are sent to the library free of charge from the American Action Fund by Blind Children & Adults. This collection also includes a small number of touch and feel board books.

**Weeding:** Because this is a small, highly specialized collection, titles are evaluated for discard much more selectively than other collections.

## REFERENCE

Reference books consist of both general and subject specific encyclopedias, dictionaries, almanacs, and other materials helpful for meeting research needs. KHCPL Main and South collect a small number of specialized juvenile bibliographical and reader's advisory tools for system-wide assistance. The reference collection at KHCPL Russiaville is at a basic level. The bookmobiles do not have non-circulating reference books.

**Influencing Factors:** Many reference questions in the children's departments can be answered with materials from the circulating collections, or online resources, so reference collections are small.

**Selection Plan:** KHCPL Main, and South purchase a new edition of the *World Book* annually.

**Weeding:** Usage of reference sources is monitored annually. When an updated reference title is added to the collection, the decision is made whether to transfer the previous edition to another location, make it a circulating copy, or discard it.

## STORY TIME COLLECTION

The Story Time Collection includes diverse materials for use by library staff for planning and presenting programs. Materials are shelved in staff work areas and are suppressed in the public catalog.

**Influencing Factors:** Public service programming staff primarily request the purchase of these materials. Highly engaging materials are chosen to enhance the programming experience of groups including children and, often, their adult care-givers. Print materials include professional resources, novelty books such as pop-ups, and oversized books meant to facilitate viewing by a group. Duplicates of picture books in the general collection may be purchased so that titles remain accessible to patrons. Duplicate copies of board books for use in Parent/Toddler programs may be purchased as part of this collection.

**Weeding:** Story Time items receive limited, careful use and are kept as long as they are useful, appealing, and in good working order.

## AUDIOVISUALS

### MOVIES & TELEVISION SHOWS

This collection consists of a variety of feature films, classics, and film and television series and movies. The primary focus is on children's and family viewing films. Informational titles are also purchased for high demand topics such as potty training, animals, or sports. Television series may be added, depending on popularity, budget, and space. Most titles are designated for home use only but the library may purchase public performance titles if they are the only available option. This collection currently consists of DVDs, Blu-Rays, and Video Tablets.

Ratings include G, PG, and items without ratings.

When the ratio of holds for movies is 6:1 the library generally acquires additional copies.

Video Tablets are electronic tablets that are pre-loaded with 3 or more children's videos. The tablets are designed for easy-use by children and are 100% secure. There is nothing to download and no access to the internet. Video Tablets come with a durable protective bumper and double tempered glass to minimize damage. This collection is very small and is currently only at KHCPL Main.

**Influencing Factors:** Circulation statistics, budget, and space play a large part in determining purchases. . The movie collections at the branches and on the bookmobiles emphasize popular releases. Changing technology is always considered in the long-range development of the collection.

**Selection Plan:** Reviewing sources are regularly consulted. Midwest Tapes and the Internet Movie Database, as well as publishers' catalogs are also used to identify current high-interest releases. Wide screen versions are preferred. Preference is given to the purchase of new titles rather than replacements except for high demand titles. "Hot Flick" copies that are not used for holds are purchased. Midwest Tapes is the primary vendor of DVDs and Blu-Rays. Findaway is the vendor for Video Tablets.

A spread sheet is used to show how many copies each location gets of DVD and Blu-Ray titles. Box office sales, anticipated holds, circulation stats, space, and budget are used in determining the number purchased.

**Weeding** Nonfiction titles are weeded as they become outdated. Since the Video Tablet collection is so small, titles are retained as long as the device is in good working order.

When the need for multiple copies has diminished, the library may retain some copies in storage for use as replacement copies.

## MUSIC

The collection includes a wide variety of music styles for children. Currently the collection consists of CDs.

When the holds ratio is 3:1 the library will consider purchasing additional copies.

**Influencing Factors:** This collection is heavily influenced by patron interest and demand. Daycares on the bookmobiles use this collection heavily. Changing technology is always a factor in the long-range development of the collection.

**Selection Plan:** Selection is done primarily from catalogs such as Kimbo, as well as from Midwest Tapes. Midwest Tapes is the primary vendor.

**Weeding:** When the need for copies at multiple locations has diminished, the library may retain some copies in storage for use as replacement copies.

## AUDIOBOOKS

The audiobook collection includes classics of children's literature and popular contemporary works. Nonfiction purchases may include instructional titles for learning a foreign language, children's poetry, or folk tales. Formats in this collection are CDs, Playaways, and Playaway Bookpacks.

When the holds ratio is 3:1 the library will consider purchasing additional copies.

**Influencing Factors:** This is an important collection for children who cannot read or are reluctant readers. There is also a demand for use during extended car trips. Award list titles are priority acquisitions for KHCPL Main. Changing technology is always a factor in the long-range development of the collection.

**Selection Plan:** Baker & Taylor is the preferred CD audiobook vendor, as the items arrive pre-processed. Other vendors may also be used when titles are not available from Baker & Taylor. Findaway is the primary vendor of Playaways. In addition to standard review sources, vendors such as Baker & Taylor, Ingram, Recorded Books, Inc., and Books on Tape are used. Only unabridged editions are considered for purchase.

## LAUNCHPADS

Launchpads are electronic tablets that are pre-loaded with content such as learning apps, videos, and storybooks for children. The tablets are designed for easy-use by children and are 100% secure. There is nothing to download and no access to the internet. Launchpads come with a durable protective bumper and double tempered glass to minimize damage.

**Influencing Factors:** This collection is popular for parents and caregivers looking for additional resources to help children learn. The combination of sight, sound and interactive play gives children the tools to learn in multiple ways. All apps are selected by educational app experts and include well-loved and award-winning brands. This collection is highly desirable because the tablets do not use Wi-Fi so they can be used anywhere.

**Selection Plan:** Findaway is the vendor for Launchpads. Within the first year, replacements are free, and after that they may be purchased at a reduced rate.

## VIDEO GAMES

This small collection is comprised of popular games rated E for Everyone. Consoles are not included in this collection.

**Influencing Factors:** Games will be purchased for PlayStation4, Xbox, and Nintendo Switch. Both new and older games will be purchased. Games that require a subscription to play will not be purchased. The collection will have both popular and classic games, and be well rounded for content. Many games are available for both platforms, so very popular games will be purchased for both Playstation and the Xbox platforms. A balance between the two platforms will be maintained. Cost is a factor. Changing technology is also a factor in the development of the collection. Duplicates may be purchased for very popular games. The holds ratio is 6:1.

**Selection Plan:** New games will be purchased when possible, but availability and budget may result in used games being purchased. Used games will be tested soon after purchase to ensure usability. Amazon is the primary vendor for new games. Best Buy, GameStop, and other vendors may be used. ESRB ratings and content information are at [http://www.esrb.org/ratings/ratings\\_guide.aspx](http://www.esrb.org/ratings/ratings_guide.aspx).

**Weeding:** With this collection non-return is a concern, so the titles may get weeded in that manner. Changing technology is ongoing and outdated platforms will be weeded as necessary.

# GENEALOGY AND LOCAL HISTORY DEPARTMENT COLLECTIONS OVERVIEW

The genealogy and local history collections are located at KHCPL Main. The collections are intended to serve family and local historical research needs of patrons with at least a junior high reading level, although parts of the collection may be appropriate for students in fifth and sixth grades working on school projects. In addition to books, the GLHD collections include local history audiocassettes, DVDs, VHS tapes, microfilm and microfiche, CD-ROMs, periodicals, maps and atlases, newspaper clippings, vertical file materials, title abstracts, photographs, letters, memoirs, and other original source documents, and electronic information on the Internet. The Department acquires materials through purchase, donations, transfers from other departments, or through exchanges with other libraries.

Patrons visiting the Genealogy and Local History Department are not allowed to check out most materials; however, some replaceable or nonessential materials may be checked out to patrons or are circulated via interlibrary loan with the provision that they are used on the premises of the borrowing library.

The genealogy collection is intended to provide new and experienced family researchers with a well-rounded body of research resources, mindful of the existence of a major genealogical facility 90 miles away in Ft. Wayne, Indiana. The focus of the collection is on United States genealogy, with particular emphasis on Howard County families, the migration pathways of past and current Howard County residents into and out of the County, 'how-to' materials, resource guides, and general resources, in addition to topics such as Quaker, African American, Native American, German and British genealogy, and passenger lists and immigration resources.

The local history collection is intended to preserve and make available materials of past, present, and future historical interest. The focus is on Howard County and the immediately adjacent counties of Carroll, Cass, Clinton, Grant, Miami and Tipton. Of secondary interest are other counties in Indiana, particularly those along the migration pathways into and from Howard County. Works of state-wide historical interest are limited. Not included are regional and state materials unrelated to genealogical research, such as Indiana Codes, current census data, and current information. With the exception of a few artifacts for use for display purposes, realia are not collected.

Because most items in the GLHD collections do not circulate, certain titles may be purchased by other library collections to enable them to be checked out or utilized at a branch location. Other materials may be added as they lose their timeliness in other departments of the library. First copies of purchased or donated materials of genealogical or local historical interest are placed in GLHD; additional copies may be placed in the circulating collections in other locations. Due to the research focus of the Department, materials are rarely discarded. Many may be out of print, or difficult or impossible to replace, so their long-term preservation is important. Many genealogical materials are published in paperback; most are bound as they are added to the collection. Materials may be mended, rebound, photocopied onto acid-free paper, encapsulated or encased, as appropriate. Multiple copies of Howard County materials may be purchased or retained. Preservation emphasis is on information rather than format. Books and other materials that are discarded may be sold by auction or traded to other libraries. GLHD collections are augmented by the use of interlibrary loan and rental services to provide

materials not available in-house.

## INDIANA

The collection depth of Indiana materials is divided into four categories and is defined as follows.

- *Basic* - General works on a county's history and genealogy, such as county histories and WPA vital records indexes, are purchased; donations of other materials are accepted.
- *Moderate* - In addition to general works, those covering a broader genealogical subject, such as cemetery records for an entire township, are purchased; donations of other materials are accepted.
- *Strong* - Textual materials include county, township, and town/village histories, school yearbooks, city and farm directories, telephone books, organizational, institutional, school and church histories, vital records, census, cemetery and church book compilations, biographies and family histories, architectural histories, maps, and atlases, in addition to vertical file material on important topics.
- *Comprehensive* - Textual material is collected in all formats, including county, township, and town/village histories, school yearbooks and reunion booklets, city and farm directories, telephone books, non-textbook works by local authors, organizational, institutional, school and church histories, booklets and newsletters, materials pertaining to local governmental bodies, vital records, census, cemetery and church book compilations, biographies and family histories, maps and atlases, property abstracts, and architectural compilations, and ephemera. Occasionally, donated photographs, original documents and records, and local history materials such as oral histories on audio and VHS cassettes are added to the collection.

The collection depth in the department of a given county is illustrated on the accompanying map and table:

| <b>County</b> | <b>Comprehensive</b> | <b>Strong</b> | <b>Moderate</b> | <b>Basic</b> |
|---------------|----------------------|---------------|-----------------|--------------|
| Adams         |                      |               |                 | X            |
| Allen         |                      |               |                 | X            |
| Bartholomew   |                      |               |                 | X            |
| Benton        |                      |               |                 | X            |
| Blackford     |                      |               | X               |              |
| Boone         |                      |               | X               |              |
| Brown         |                      |               |                 | X            |
| Carroll       |                      | X             |                 |              |
| Cass          |                      | X             |                 |              |
| Clark         |                      |               | X               |              |
| Clay          |                      |               | X               |              |
| Clinton       |                      | X             |                 |              |

| <b>County</b> | <b>Comprehensive</b> | <b>Strong</b> | <b>Moderate</b> | <b>Basic</b> |
|---------------|----------------------|---------------|-----------------|--------------|
| Crawford      |                      |               | X               |              |
| Daviess       |                      |               | X               |              |
| Dearborn      |                      |               | X               |              |
| Decatur       |                      |               |                 | X            |
| DeKalb        |                      |               |                 | X            |
| Delaware      |                      |               | X               |              |
| Dubois        |                      |               | X               |              |
| Elkhart       |                      |               |                 | X            |
| Fayette       |                      |               | X               |              |
| Floyd         |                      |               | X               |              |
| Fountain      |                      |               | X               |              |
| Franklin      |                      |               | X               |              |
| Fulton        |                      |               | X               |              |
| Gibson        |                      |               | X               |              |
| Grant         |                      | X             |                 |              |
| Greene        |                      |               | X               |              |
| Hamilton      |                      |               | X               |              |
| Hancock       |                      |               | X               |              |
| Harrison      |                      |               | X               |              |
| Henry         |                      |               | X               |              |
| Howard        | X                    |               |                 |              |
| Huntington    |                      |               | X               |              |
| Jackson       |                      |               |                 | X            |
| Jasper        |                      |               |                 | X            |
| Jay           |                      |               |                 | X            |
| Jefferson     |                      |               | X               |              |
| Jennings      |                      |               |                 | X            |
| Johnson       |                      |               |                 | X            |
| Knox          |                      |               | X               |              |
| Kosciusko     |                      |               | X               |              |
| LaGrange      |                      |               |                 | X            |
| Lake          |                      |               |                 | X            |
| LaPorte       |                      |               | X               |              |
| Lawrence      |                      |               | X               |              |
| Madison       |                      |               | X               |              |
| Marion        |                      |               | X               |              |
| Marshall      |                      |               | X               |              |
| Martin        |                      |               | X               |              |

| <b>County</b> | <b>Comprehensive</b> | <b>Strong</b> | <b>Moderate</b> | <b>Basic</b> |
|---------------|----------------------|---------------|-----------------|--------------|
| Miami         |                      | X             |                 |              |
| Monroe        |                      |               | X               |              |
| Montgomery    |                      |               | X               |              |
| Morgan        |                      |               | X               |              |
| Newton        |                      |               |                 | X            |
| Noble         |                      |               |                 | X            |
| Ohio          |                      |               | X               |              |
| Orange        |                      |               | X               |              |
| Owen          |                      |               | X               |              |
| Parke         |                      |               | X               |              |
| Perry         |                      |               | X               |              |
| Pike          |                      |               | X               |              |
| Porter        |                      |               |                 | X            |
| Posey         |                      |               | X               |              |
| Pulaski       |                      |               | X               |              |
| Putnam        |                      |               | X               |              |
| Randolph      |                      |               | X               |              |
| Ripley        |                      |               |                 | X            |
| Rush          |                      |               | X               |              |
| St. Joseph    |                      |               | X               |              |
| Scott         |                      |               |                 | X            |
| Shelby        |                      |               | X               |              |
| Spencer       |                      |               | X               |              |
| Starke        |                      |               | X               |              |
| Steuben       |                      |               |                 | X            |
| Sullivan      |                      |               | X               |              |
| Tippecanoe    |                      |               | X               |              |
| Tipton        |                      | X             |                 |              |
| Union         |                      |               | X               |              |
| Vanderburgh   |                      |               | X               |              |
| Vermillion    |                      |               |                 | X            |
| Vigo          |                      |               |                 | X            |
| Wabash        |                      |               | X               |              |
| Warren        |                      |               |                 | X            |
| Warrick       |                      |               | X               |              |
| Washington    |                      |               |                 | X            |
| Wayne         |                      |               | X               |              |
| Wells         |                      |               |                 | X            |

| County  | Comprehensive | Strong | Moderate | Basic |
|---------|---------------|--------|----------|-------|
| White   |               |        | X        |       |
| Whitley |               |        |          | X     |

-  = Comprehensive
-  = Strong
-  = Moderate
-  = Basic



## HOWARD COUNTY

Materials on Howard County are comprehensive. Material on the Greentown Glass Company is strong. The archives of the Kokomo-Howard County Public Library are comprehensive.

**Influencing Factors:** Everything related to Howard County residents, institutions, and activities is deemed to be of interest. Ephemera are of particular interest and will be

collected.

**Selection Plan:** Materials are collected in all formats. Titles or items may be purchased, donated, received in trade, or photocopied or scanned from borrowed originals. Local newspapers, publishers' flyers, and personal contacts are frequent sources of information about materials of interest. Large collections of photographs, personal papers, and other archival materials are not collected without consultation between the Head of GLHD and the library director. Donated items whose artifactual value is significant may be copied and the originals transferred to the Howard County Historical Society or another appropriate institution. Multiple copies of materials that are expected to be used heavily will be collected.

**Weeding:** Materials on Howard County are periodically reviewed. Damaged or fragile materials may be photocopied or microfilmed, as needed. When multiple copies of materials exist, those in the best condition are retained, and more damaged ones discarded.

## **LOCAL HISTORY AREA (COUNTIES OF CARROLL, CASS, CLINTON, GRANT, MIAMI, AND TIPTON)**

Materials on the six counties surrounding Howard County are strong.

**Influencing Factors:** Emphasis is on published or compiled works, and materials that provide information on the genealogy or history of residents, organizations, or institutions of these counties. Vertical file materials of important individuals, landmarks, or institutions may be collected. Original documents and family records are collected as donations only. Works dealing with topics such as governmental bodies are generally not collected.

**Selection Plan:** Materials may be purchased, received as donations, or in trade. Photocopies or scanned copies of non-copyrighted materials may be made, if original material cannot be acquired by other means. Multiple copies of materials such as county histories or other hard-to-find items may be acquired, but generally, purchases will be made of single copies.

**Weeding:** Materials on the surrounding counties are periodically reviewed. Damaged or fragile materials may be photocopied or microfilmed, as needed, or replaced by copies in better condition, when available.

## **OTHER INDIANA COUNTIES**

The depth of materials related to Indiana counties outside the GLHD local history area is determined by their importance in connection with the migration paths to and from Howard County.

**Influencing Factors:** Emphasis is on published or compiled works and other resources that provide information on the residents of these counties. Vertical file materials of important individuals, landmarks, or institutions may be collected.

**Selection Plan:** Materials suitable for the collection depth of all Indiana counties on the previous table may be purchased, received as donations, or in trade. Any donated materials for 'basic' counties may be added to the collection. Publishers' catalogs, flyers, and reviews in genealogical periodicals are used as sources of information for new publications and reprints.

**Weeding:** Materials on Indiana counties are periodically reviewed. Damaged or fragile materials may be photocopied or microfilmed, as needed, or replaced by ones in better condition, when possible.

## STATE-WIDE MATERIALS

Indiana state-wide materials that are of genealogical significance are strong. They include bibliographies, genealogical compilations, military histories and related works, gazetteers and atlases, and materials on land ownership and settlement patterns. State directories of business firms, university yearbooks, social, religious, educational and institutional histories, and directories are also collected. Material dealing solely with Indiana history, politics, architecture, and folklore are collected only if it has major relevance to one of the above topics or to the GLHD local history area, such as the Ku Klux Klan in Indiana. Individual biographies of Indiana residents are collected only for major figures having relevance to the GLHD local history area. Compiled biographies are collected, especially where the emphasis is on individuals in a given trade or profession.

**Influencing Factors:** Emphasis is on published or compiled works and other resources that have more genealogical than historical content or which contain significant information of interest to family researchers. Vertical file materials will not be collected. Print materials will be considered over non-print media.

**Selection Plan:** Publishers' catalogs, reviews in Indiana, regional, and national genealogical and historical periodicals are primary sources for new publications. Additionally, flyers and word-of-mouth sources may be used. Used-book dealers and exchange sources are useful for older works. Donated materials will be added to the collection only if their contents meet the above guidelines.

**Weeding:** Materials on Indiana are periodically reviewed. State-wide genealogical resource guides should be checked every few years, and replaced when updated material becomes available. Fragile and/or irreplaceable materials may be photocopied or microfilmed, as needed, or replaced by better copies or in other formats, when available.

## OTHER STATES

Materials collected on other states should emphasize genealogy rather than history. When an item is historical in nature, its subject should provide background information which would enhance genealogical research in that area. The depth of state materials is determined by the state's importance as a migration pathway to or from Indiana, according to the following definitions:

- *Basic* - Only standard and general works on genealogy, such as a state-wide research guide, are collected; donations not fitting this criterion are not collected.
- *Moderate* - In addition to standard and general works, state-wide, multi-county, and single-county works are purchased, with preference given to works or sources providing broader geographical or temporal coverage, and/or those counties known to have connections to the GLHD local history area. Works not fitting these criteria may be accepted only as

donations or through exchange.

- *Strong* - In addition to the above, a wide range of county-level genealogical materials are collected, with preference given to those works covering a longer temporal period. Donations of additional materials are accepted.

The depth of a given state's collection is stated in the following table:

| State | Strong        | Moderate | Basic | Notes                              |
|-------|---------------|----------|-------|------------------------------------|
| AL    |               | X        |       |                                    |
| AK    |               |          | X     |                                    |
| AZ    |               |          | X     |                                    |
| AR    |               | X        |       |                                    |
| CA    |               |          | X     |                                    |
| CO    |               |          | X     |                                    |
| CT    |               | X        |       |                                    |
| DE    |               | X        |       |                                    |
| DC    |               | X        |       |                                    |
| FL    |               |          | X     |                                    |
| GA    |               | X        |       |                                    |
| HI    |               |          | X     |                                    |
| ID    |               |          | X     |                                    |
| IL    | X             |          |       | Cook Co, eastern & south counties  |
| IN    | Comprehensive |          |       | Extensive county-level materials   |
| IA    |               | X        |       |                                    |
| KS    |               | X        |       |                                    |
| KY    | X             |          |       |                                    |
| LA    |               |          | X     |                                    |
| ME    |               |          | X     |                                    |
| MD    |               | X        |       |                                    |
| MA    |               | X        |       |                                    |
| MI    | X             |          |       | Counties bordering on IN & Detroit |
| MN    |               |          | X     |                                    |
| MS    |               |          | X     |                                    |
| MO    |               | X        |       |                                    |
| MT    |               |          | X     |                                    |
| NE    |               |          | X     |                                    |
| NV    |               |          | X     |                                    |
| NH    |               |          | X     |                                    |
| NJ    |               | X        |       |                                    |
| NM    |               |          | X     |                                    |

| State  | Strong | Moderate | Basic | Notes |
|--------|--------|----------|-------|-------|
| NY     |        | X        |       |       |
| NC     | X      |          |       |       |
| ND     |        |          | X     |       |
| OH     | X      |          |       |       |
| OK     |        |          | X     |       |
| OR     |        |          | X     |       |
| PA     | X      |          |       |       |
| RI     |        |          | X     |       |
| SC     |        | X        |       |       |
| SD     |        |          | X     |       |
| TN     | X      |          |       |       |
| TX     |        |          | X     |       |
| UT     |        |          | X     |       |
| VT     |        |          | X     |       |
| VA     | X      |          |       |       |
| WA     |        |          | X     |       |
| WV     | X      |          |       |       |
| WI     |        | X        |       |       |
| WY     |        |          | X     |       |
| TOTALS | 10     | 15       | 26    |       |

**Influencing Factors:** Published works and other resources that provide genealogical information on the residents of these states, 'how-to' books, and materials aiding genealogical research are collected. An attempt is made to complete or continue materials published as a series. Materials are collected in both print and non-print formats, with as little duplication as possible. Emphasis is on print materials.

**Selection Plan:** Publishers' catalogs, reviews in national and state-wide genealogical periodicals, annual bibliographies, the Internet, and flyers are used as sources of information for new publications. Published bibliographies and used-book dealers are helpful in locating older, out-of-print materials.

**Weeding:** Materials on other states are rarely weeded, but research guides should be reviewed every three to five years and replaced, if new material is available. Damaged or fragile materials may be repaired, photocopied or microfilmed.

## REFERENCE

Frequently used materials for general and Indiana genealogical research are collected for the departmental reference collection. These include international, national, and Indiana research and census guides, interlibrary loan catalogs, documentation guidelines, general and specialized dictionaries, name and date books, library and vital records, office directories, a general encyclopedia, computer software, and Internet guides, as well as locally created materials.

**Influencing Factors:** The latest edition of frequently used materials helpful in providing ready reference assistance is collected to provide researchers with telephone numbers, postal and web addresses, and document prices, as well as to answer other frequently asked questions. Although emphasis continues to be on print format, it is expected that increasingly this material will be available electronically.

**Selection Plan:** Reviews in national genealogical periodicals, annual bibliographies, the Internet, and flyers are used as sources of information for new publications.

**Weeding:** All materials with time-specific information, especially those related to the Internet, should be periodically checked for more current editions and replaced. If not obsolete, earlier editions may be transferred to the general genealogy collection.

## GENERAL GENEALOGY

General genealogical and historical materials covering the United States or specific regions are strong. Included are bibliographies, religious, transportation, and social histories, specialized how-to books, name books, heraldry reference works, transportation, migration, and settlement histories, military compendia and pension indexes, and census indexes. General works outside the range of the special collections, such as those on Canadian and European genealogical topics, will be collected.

**Influencing Factors:** General works and other materials helpful to genealogical researchers of all levels will be collected. A small number of basic 'how-to' guides are collected for reference purposes. 'How-to' materials in audio or VHS cassette format are not collected, but may be recommended for the Adult Services Department's circulating collections. An attempt is made to keep up or continue materials published as series. Although emphasis will continue to be on print format, it is expected that increasing amounts of material will be collected in electronic format.

**Selection Plan:** Publishers' and vendors' catalogs, reviews in national genealogical periodicals, annual bibliographies, the Internet, and flyers are used as sources of information for new publications. Published bibliographies and used-book dealers specializing in genealogical literature are helpful in locating older, out-of-print materials. Standing orders may be placed for materials of exceptional utility.

**Weeding:** Materials are periodically reviewed. Guides to research in a particular geographic or subject area should be reviewed periodically and replaced with up-to-date material. Damaged or fragile materials should be repaired, photocopied or microfilmed.

## FAMILY HISTORIES

Family histories, although of varying quality and compass, are often useful for genealogical researchers looking for family links. The GLHD collection is moderate.

**Influencing Factors:** Individual or collective family histories or genealogies dealing with families connected with Howard and the surrounding counties are purchased. Other family histories may be accepted as donations or in trade. Preference is given to compilations with documentation and/or indexes, or which are organized in such a way

as to facilitate easy reference. Material that does not meet these criteria and loose family records may be added to the department's vertical file collections at the discretion of the Department Head.

**Selection Plan:** Bibliographies, used-book dealers, and flyers are helpful in finding new and older materials. Generally, purchases will not be made unless it is clear that the material has a local genealogical connection. Donations of family histories are welcome, and in some instances, solicited. Multiple copies of locally important works may be acquired.

**Weeding:** Family histories are not weeded. Poorly bound or fragile materials are considered for binding or other means of preservation.

## SPECIAL COLLECTIONS

The special collections area consists of material in the following high interest subject areas: Quaker, African-American, and Native American genealogy, British Isles and German genealogical resources, passenger lists and immigration resources, and census indexes. Materials in these areas are strong.

**Influencing Factors:** Well-reviewed materials on the above special collections topics, or items which complement or supplement the collection are purchased. All major published works on immigration and passenger lists compilations and census indexes are collected. Census materials are available on our subscription databases. The Crook Collection is augmented by the acquisition of published Indiana Civil War regimental histories, memoirs, and personal letters. Original Civil War manuscript materials are not collected unless associated with individuals in the local history collection area. Civil War emphasis is on recently published rather than out-of-print materials. Items are acquired through purchase, donation, or exchange in both print and nonprint formats.

**Selection Plan:** Journal reviews, publishers' catalogs, and flyers are helpful in finding new materials. Donations of relevant works not currently held will be added.

**Weeding:** In general, materials in these areas will not be weeded, unless newer, supplementary editions are published. Poorly bound or fragile materials are rebound or preserved by other appropriate means.

## PERIODICALS

Periodicals are an important genealogical resource and are often donated to the department. A broad cross-section of national, state, local, and specialized genealogical periodicals are collected, as well as available indexes to periodicals.

**Influencing Factors:** All major national genealogical journals are collected. An attempt is made to collect genealogical periodicals for the same areas and to the same depth as their equivalent sections in the book collection. Historical titles are collected for Indiana and the '*strong*' depth states, but will not otherwise be added. Additionally, retrospective state-wide or regional periodicals for '*strong*' depth states may be acquired when available. Donations of periodicals in the '*strong*' and '*moderate*' states are accepted. Periodicals and newsletters relating to Howard County organizations and institutions are strong. Donations and additional titles are collected, and retrospective

issues actively solicited.

**Selection Plan:** Periodicals are purchased, received as donations, particularly via the Howard County Genealogical Society exchange program, or obtained through exchange with other libraries. Donated periodicals are evaluated for their 'fit' in the collection, their range, usefulness of information, and whether it is likely that future issues will be received. EBSCO is used as the library's primary vendor.

**Weeding:** When acquired, periodicals are assigned a retention period ranging from one year, for time-dated newsletters, to permanent, for materials of lasting interest. Most periodicals (except local) are retained for 2 years. Patrons have access to articles through PERSI on HeritageQuest. Single issues of Howard County periodicals and newsletters are kept permanently, and attempts are made to make runs as complete as possible. Howard County newspapers are microfilmed for preservation; other local titles are periodically evaluated for microfilming.

## ELECTRONIC RESOURCES

Electronic resources have become an integral part of genealogical and historical research. CD-ROMs containing genealogical data and resource material are purchased; other resources, such as *HeritageQuest Online*, *Newspaperarchive.com*, and *Ancestry Library Edition*, and others may be made available through subscription. Changing technology plays a role in the choices made. An informative departmental web site with local genealogical and historical data and links to relevant sites is maintained.

**Influencing Factors:** The content, source citations, and quality of current CD-ROM products are highly variable, and it is often difficult to ascertain the contents or format of a product prior to purchase. The life span of this medium is also uncertain. However, increasing numbers of patrons expect to find data in these resources, and CD-ROM prices are declining. Priorities for purchase are given to materials from known vendors dealing with materials such as vital records, periodical indexes, military, census, land records, genealogical compilations, and passenger lists, but the medium will be considered a secondary, supplemental one to print or microform formats for the foreseeable future. Subscriptions or leases to Internet resources will be weighed against the frequency of patron use and the availability of other resources at no cost on the Internet.

**Selection Plan:** As much as possible, reviews in national and computer genealogical journals will be consulted prior to purchase, although materials supplementing or complementing currently held material from known or reliable vendors may be purchased without prior review. Donations of materials not currently held are accepted. The following criteria are considered before an Internet site is linked from the library's web site.

- 1) The site originates from the creating or responsible source, not a third party.
- 2) Material is up-to-date, preferably with a date and e-mail address available.
- 3) The site is accessible using standard equipment and software.
- 5) Visual effects are enhancing and graphics do not impede loading.
- 6) The site is convenient and effective to use with clear commands, help screens, a user-friendly interface, and readable screens.
- 7) Links are current and accessible.

**Weeding:** Damaged materials are withdrawn as needed and replaced if appropriate. Changing technology is also a factor to be considered in retention of titles and weeding of the collection.

## VERTICAL AND CARD FILES

Vertical file materials include correspondence, newspaper clippings, brochures, and other ephemera related to Howard County individuals, institutions, and topics. A variety of genealogical and local historical material from the *Kokomo Tribune* is clipped and/or indexed. Material is collected for the surrounding six-county local history area. A limited amount of materials for other counties, topics of current interest outside Howard County, or of general state-wide interest are not collected. Selected special topics related to genealogy may be collected. Maps of all Indiana counties, U.S. states, and other localities are collected.

**Influencing Factors:** It is expected that much of the genealogical data currently in vertical card file format will be digitized and made available through the departmental website in the near future. Genealogical correspondence and research notes and biographical sketches are kept to assist with future queries. To facilitate local history research, newspaper materials on a limited number of topics are clipped. Subject indexes to these materials are available in paper format, but will gradually evolve into digitized form.

**Selection Plan:** Vertical file materials come from a variety of sources generated either in-house or from donations. Older materials are also periodically received from the Adult Services Department. Items relating to Howard County continue to be solicited and collected. Donations of other material are evaluated for their appropriateness to the collection. Items not ephemeral in nature, such as organizational booklets, are evaluated for adding to the archival or cataloged collections.

**Weeding:** In general, materials relating to Howard County and its six neighboring counties are periodically reviewed. Transfer to another medium is likely for newspaper clippings and some ephemera. Materials outside the local history area are re-evaluated for relevancy to the collection.

# APPENDIX A:

## STANDARD REVIEW SOURCES

**Booklist** -- "Booklist is the premier source of book and media reviews for librarians, educators, and the general reader. It features concise, engaging, recommended-only reviews of new and recent library materials in a variety of formats for youth and adults. Quality and anticipated demand are factors for inclusion... Reviews contain critical evaluation of materials and point out limitations and weaknesses as appropriate... An essential resource for school and public librarians..."\* (Adult, Teen, and Juvenile)

**The Horn Book Magazine: about books for children and young adults** -- "The Horn Book Magazine is for anyone interested in literature—including fiction, nonfiction, poetry, and picture books—for children and young adults... [It] comprises commentary, articles, book reviews of selected new titles, and more... The Horn Book Magazine is recommended for school and public libraries..."\* (Teen and Juvenile)

**Kirkus Reviews** -- "Kirkus publishes more than 500 book reviews each month, including fiction and nonfiction, and children's and young adult books. The reviews are written by specialists selected for their knowledge and expertise in their particular fields, and Kirkus editor assign a star to book sof "remarkable merit"... An extremely useful collection development tool for public and academic libraries..."\* (Adult, Teen, and Juvenile)

**Library Journal** – "Library Journal's mission is to be a "one-stop source for the information needs of all librarians. Each issue contains letters to the editor, opinion pieces, library news, feature articles, interviews, and reviews of books, DVDs, and software...Recommended for all library professionals..."\* (Adult and Teen)

**Publishers Weekly:** – "PW informs publishers, sellers, agents, and librarians on the creation, production, marketing, and sale of the books in all formats. Focusing mainly on the U.S., issues cover industry news and book industry statistics, and provide critical reviews of print, audio, and e-books as well as in-depth author interviews. Regular bestseller lists...weekly columns, calendars of book-related events, advertisements, and classifieds provide a wealth of current information, but the signed book reviews are the backbone of this weekly publication. Short and readable, these reviews critique each book and assign a star to notable titles...A core resource, especially for public libraries..."\* (Adult, Teen and Juvenile)

**School Library Journal** – "This monthly publication contains news, trends, and literature reviews relevant to librarians who provide services for children and young adults...Essential reading for all young adult and children's librarians..."\* (Teen and Juvenile)

\* Summaries excerpted from *Magazines for Libraries, 2014*, created by Bill Katz

## APPENDIX B:

### 2019 Indiana Code

#### Title 35. Criminal Law and Procedure

#### Article 49. Obscenity and Pornography

#### Chapter 2. General Provisions

#### 35-49-2-1. Obscene matter or performance

**Universal Citation:** IN Code § 35-49-2-1 (2019)

IC 35-49-2-1 Obscene matter or performance

Sec. 1. A matter or performance is obscene for purposes of this article if:

- (1) the average person, applying contemporary community standards, finds that the dominant theme of the matter or performance, taken as a whole, appeals to the prurient interest in sex;
- (2) the matter or performance depicts or describes, in a patently offensive way, sexual conduct; and
- (3) the matter or performance, taken as a whole, lacks serious literary, artistic, political, or scientific value.

*As added by P.L.311-1983, SEC.33.*

# APPENDIX C:

## MATERIAL RECONSIDERATION POLICY & FORM

### PROCEDURES

1. When a patron complains about a book or other material, the staff person must exercise judgment in determining what to do. Sometimes a patron merely wants to express an opinion and listening is all that is required.
2. When a patron seems to want to carry the matter further, the staff person should ask if the patron would like to speak to someone else about this book, DVD, etc. If the answer is yes, the employee should follow these guidelines.

Ask the patron to fill out the KHCPL MATERIAL COMPLAINT form shown here. Staff may also fill it out. Be sure to include staff initials and date on the bottom of the card. Send the card to the Head of Outreach & Collection Services, along with the item when possible. If the patron includes a phone number, tell him/her that he/she will receive a phone call. A form is to be filled out for each item.

**KOKOMO-HOWARD COUNTY PUBLIC LIBRARY** **MATERIAL COMPLAINT**

Patron's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Material Type (Book, DVD, etc.) \_\_\_\_\_

Title of Material \_\_\_\_\_

Complaint \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Library Employee's Initials \_\_\_\_\_ Date \_\_\_\_\_

3. The Head of Outreach & Collection Services should contact the patron to discuss the complaint. They should explain to the patron that it is our policy to allow individuals to accept or reject materials for themselves, but to not impose their judgment upon others. Furthermore, the department head should remind the patron that the library serves a pluralistic community and library materials that are acceptable to one patron may not be acceptable to another. If the objection is that children will have access to inappropriate materials, the department head should explain that the responsibility for screening what a child reads, views, or listens to belongs to the parent or guardian. The department head may offer the patron a copy of the Collection Development policy.
4. If the patron is a KHCPL resident and wants to proceed further with the complaint, the department head should offer the patron a Patron's Comments on Library Materials form with an explanation of how to fill it out.

The department head should notify the director and assistant director that a formal complaint might be forthcoming and should retrieve all owned copies of the item in question.

5. Upon receiving a completed Patron's Comments on Library Materials form the department head should show it to the director and assistant director. The department head, director and assistant director will review the item in question to evaluate whether it complies with the Collection Development policy. The department head will then respond to the patron in writing within 30 days (30 days per title). Necessary steps should be taken to be sure that the decision is shared with library staff and applied uniformly to all copies of the item in all locations.

6. Patrons wishing further discussion will be referred to the director, who will document the discussion.

7. Patrons may appeal to the library board after completing the preceding steps. The library board has the final authority.



# KOKOMO-HOWARD COUNTY PUBLIC LIBRARY

## Patron's Comments on Library Materials

(Use additional sheets as needed)

Please complete the form and return it to:

Head of Outreach & Collection Services

Kokomo-Howard County Public Library

220 N Union St

Kokomo, Indiana 46901-4614

khcpl@khcpl.org

Fax: 765.450.6290

|                           |  |
|---------------------------|--|
| <b>Patron Information</b> | Date: _____ Phone: _____   |
|                           | Name:<br>_____   |
|                           | Address:<br>_____  |
|                           | In what Howard County township do you reside or own property? __Center<br>__Clay __Ervin __Harrison __Honey Creek __Howard __Monroe __Taylor |
|                           | Do you represent: _____ Yourself? _____ An organization or group?  |
|                           | Organization or group name:<br>_____   |

|                             |  |
|-----------------------------|--|
| <b>Material Information</b> | Type of material (example: book, DVD, CD) _____  |
|                             | Author:<br>_____   |
|                             | Title:<br>_____  |
|                             | Publisher and date:<br>_____   |
|                             | From what location did you obtain the work?<br>_____ KHCPL Main    _____ KHCPL South    _____ KHCPL Russiaville<br>_____ Bookmobile    _____ Home delivery |

**KOKOMO-HOWARD COUNTY PUBLIC LIBRARY**  
**Patron's Comments on Library Materials**

Please answer the following questions to the best of your ability. Thorough answers will assist the library evaluation.

How did this material come to your attention?

Have you read/viewed/listened to the entire work? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If not, which sections did you read/view/listen to?

What do you see as the theme or purpose of the work?

What did you find of value in the work?

What do you find objectionable about the work? (Please list specific pages or sections.)

What do you think might result from reading/viewing/listening to this work?

What material on this subject would you suggest for the library collection?

**KOKOMO-HOWARD COUNTY PUBLIC LIBRARY**  
**Patron's Comments on Library Materials**

What would you recommend the library do about this work?

Additional comments:

---

Signature

Date

Additional pages attached