



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Library Materials  
Conspectus and Collection Guidelines

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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

## Conspectus and Collection Guidelines

Each year, the Poughkeepsie Public Library District spends over \$600,000 on content which is made available to patrons in both print, AV, and digital formats.

This conspectus describes collection management guidelines for the Library District's collections, District-wide. Collections at branch locations comply with these guidelines to the extent it is practical and reflective of location size, mission, and use patterns. Selectors are assigned responsibility to manage collections in specific areas and/or formats.

Digital content is developed in two ways, as follows:

- Title-by-title selection for licensing through OverDrive following the guidelines in each content area described herein
- Collection-wide access on a cost per use basis to an open catalog of content licensed by the vendor (such as Midwest's hoopla, Freegal, Kanopy, and InfoBase's AVOD video on demand).

The Library District's Statement on Collections is an important aspect of the responsibility of staff in regards to describing the collection's content and descriptions, particularly those items of an historic nature. The Statement is contained in Appendix A.

The Conspectus and Collection Guidelines are reviewed at least bi-annually for accuracy and appropriateness.

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## **Collections for Adult Patrons**

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**Fiction [FIC]: Collection Goal:** maintain collection size; increase numbers of items in demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Buy multiple leased copies of items in heavy demand. Regularly purchase attractive new editions of classics or habitually missing or billed books. Follow MHLS Resource Sharing guidelines -- at least one copy for every seven reserves.	Booklist, LJ, PW, NYT, local newspapers, popular media. Online sources - Amazon, TS3. Goodreads Various bestseller lists Bibliographies Patron suggestions BookLetters MHLS High Demand Holds	Refer to Crew Manual for general guidelines. Weed classics by condition, weed pop fiction when demand subsides, replace worn items still in demand Generally, weed items with no circs in 3 yrs Weeding must be frequent to keep up with space constraints	Continue to weed as space is limited and we buy fiction heavily. Buy more urban fiction to meet demand. Genre subject to heavy losses. Focus on books by authors from diverse backgrounds and points of view.
Mysteries Mys	Declining popularity however replace/buy popular authors if possible.	Same as standard Fiction	By condition No circs in 3 yrs	
Science Fiction Sci Fic	Monitor very popular author/series and buy if MHLS demand warrants.	Same as standard fiction	By condition No circs in 3 yrs	
Bestsellers	Purchase multiple copies. Buy new copy for every 7 holds Buy everything on NYT bestseller lists Purchase materials through the WOW program	Pre-Pub lists in LJ and Booklist MHLS High Demand Holds Media Patron suggestions Amazon best seller lists	Books will rotate out of this classification as they fall off the list and are replaced with newer titles.	Display on New book shelf. After 6 months move to regular fiction. Review demand and discard most duplicates.
Graphic Novel GN	Collect Diverse Titles	PW, Booklist, All Flying No Tights, LinkCat Monthly Lists, Comics Worth Reading, Etc...	Weed by usage and condition, no circs in 3 years.	Add Shelf Space for Growing ADR Collection
eBooks	Collect popular, in demand fiction	Many materials pre-selected in bundle subscriptions, eg. Overdrive or Hoopla. Individual titles considered by demand.		

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**General Works [000-099]. Collection Goal:** maintain collection size except for technology books which will increase considerably.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as whole	Small collection, except for computer & technology books	Standard review sources Publishers' Catalogs Amazon, B&N PW, LJ	Check at 3 - 5 yrs Only titles of continuing interest, or historical significance, should be kept more than 10 yrs	
Computers 004-006	Collect for beginning through advanced users Concentrate on operating systems, office applications, databases, Internet, programming Very high circulation and very high turnover rate. Collect heavily.	TAB, Prima, Que, Microsoft Press, O'Reilly, IDG, SAMS, Sybex, Osbourne, Waite, Peachpit, Wiley Computer best-seller lists Known series	Consider for weeding after 3 yrs. Keep titles on programs still in use. Internet titles - two yrs Most titles weeded after 5 yrs	
Library Science 020-029	Especially titles for public libraries Some desk copies Support for the Professional collection for Mid-Hudson Library System member libraries as part of Central Library role.	LJ, Scarecrow Press, Neal Schumann, ALA Press	Most title weeded after 10 yrs	
General Encyclopedias 030	Internet has reduced importance of general encyclopedias--No new purchase of print encyclopedias		Only keep a couple of sets. Do not retain for more than 5 years; preferably 3 years maximum. Make most circulating.	
Journalism 070	Collect popular, general interest, particularly in support of writers. Some media history should be retained	Standard review sources.	Agent directories should be no more than 3 years old.	



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**Philosophy and Psychology [100-199]. Collection Goal:** maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as whole	Philosophy does not need constant updating and weeding; psychology does	Standard review sources Popular media Patron suggestions Standard works	Keep general information books and classics	
Philosophy 100-129 140-149 180-199	Collect ancient, medieval, Chinese, Indian, and modern philosophy Modern and traditional classics Collect for general interest and secondary school use		Weed and replace classics by condition; follow Crew Method guidelines (manual 2008).	Update classics
Parapsychology/Occult 130-139	Popular, high loss area Select quality titles Collect for school assignments		Patrons "weed" for us; be alert for need to replace lost titles	
Psychology 150-159	Self-help and child development titles very popular Steady interest in classics		Weed as trends change and interest fades	Update classics
Logic/Ethics 160-179	Collect different views on ethical questions		Weed as trends change and interest fades.	Update classics

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**Religion [200-299]. Collection Goal:** maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Religion 200-289	Collect in major religions of the world, denominations and sects; collect scriptures of major religions; collect inspirational titles in demand Collect some evangelical, New Age, and spiritual titles Collect for lay reader and student	Standard sources Publishers' catalogs	Weed by condition and use Replace old, unattractive additions of classic works with new, attractive editions	Buy more inspirational titles to meet demand  Improve New Age and Wiccan holdings  Buy more Hinduism, Jainism, and other non-Buddhist Asian religions titles
Mythology 290-299	Collect heavily in classical mythology. Buy attractive editions for heavy student use.	Standard sources Publishers' catalogs	Weed classical mythology by condition; others by use and condition	

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**Social Sciences [300-399]. Collection Goal:** maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as whole	Covers a very wide range of topics, generally in the following areas: stages of life, roles, relationships, society, habitats, and ethnic groups Collect mostly for general readers, with some more specialized items suitable for informed laypersons	Standard review sources PW, LJ, Kirkus Reviews, Booklist, HV reads, NYT Best Seller list.	Check at 5 yrs. Only titles of continuing interest should be kept more than 10 yrs	
Sociology 300-309	Concentrate on abortion, immigrants, stages of life, sex roles and gender issue, women's studies, race/ethnicity, Black studies, anthropology, marriage and the family, divorce, death.			
Statistics 310-319	Minor development. Very small collection, dominated by almanacs transferred from Reference			Weed converted Reference titles if they do not circulate
Political Science 320-329	Sources related to diverse aspects of the federal government developed and maintained. For international relations, a current representation of countries experiencing major change or having significant impact on the United States is developed and maintained.		A core of sources on structure, history, and processes of the federal government is retained.	
Economics 330-339	Collect books on the U S economy, and the economies of major powers Concentrate on jobs and work issues, women at work, career guidance, money management for all stages of life, investing		Titles by major historical and contemporary authors are retained. Personal finance sources and investment sources are weeded in five years.	

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	for lay persons, both beginners and advanced, real estate, poverty, taxation issues			
Law 340-349	Collect materials that help the layperson with common legal problems and situations -- taxes, legal actions, marriage law, social security, medicare, adoption, estate planning, bankruptcy, immigration, landlord/tenant law Also LSAT preparation, material is maintained.	Mostly publishers' catalogs (Nolo, especially)	Check at 5 years	
Public Administration 350-359	Collect U.S. government manuals, public administration sources concerning the U.S., books on the Presidency, the FBI, war, military issues and history, defense			
Social Problems and Services 360-369	"Problem" books like living with diseases, AIDS, mental health, drug and alcohol abuse, info for and about people with disabilities, elder issues, child welfare, abuse, gun control, the environment. Collect lay titles on hospitals, health care policy, insurance, prisons. True crime is very popular.			
Education 370	Collect materials about issues, methods, and trends in education, for the general public, and to help parents in educating their children -- special needs, learning disabilities, early childhood ed, helping children succeed in school. Also private school and college directories, test	Publishers' catalogs (Barrons, Petersons) Transfers from Reference		

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	preparation guides. Emphasizing parents' perspectives and concerns more than those of teachers and administrators.			
Commerce 380-389	A small collection. Domestic and international trade issues, historical railroad sources are maintained.		Check at 5 years	
Customs, Etiquette, Folklore 390-399	Some costume and fashion sources are maintained. Sources by popular etiquette writers and other works are developed. Wedding planning sources and folklore sources are maintained.		Replace etiquette books when new editions come out Others weed by use and condition	Focus on underrepresented cultures and minority groups. Look for new versions of dated materials in this scope.

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**Language and Linguistics [400-499]. Collection Goal:** maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect dictionaries, grammars, phrase books in languages taught in schools, and/or represented by local populations Emphasis on English, English as a Second Language, Spanish, American Sign Language. Book collection is supplemented by language audio	Standard sources Publishers' catalogs	Replace by condition Consider for weeding after 10 years Add items transferred from reference as newer reference editions are added	Introduce multimedia language titles and process as Adult Kits

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**Pure Sciences [500-599]. Collection Goal:** maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	<p>Put titles of popular interest at Boardman Road, more educational titles at ADR. Basic titles (such as review books) at both locations.</p> <p>Update 'classics' when new editions are available</p> <p>Field guides may have new publishers and covers, but check the copyright page – sometimes they are an older guide with just a new cover.</p>	<p>Standard sources</p> <p>Publishers' catalogs (DK)</p> <p>"Choice" in BT reviews (library does not subscribe to paper version). Avoid scholarly, professional, or graduate level works.</p> <p>Scientific American Book Club – for title suggestions, verify with other sources.</p>	<p>Consult CREW manual.</p> <p>Special weeding required for major changes in scientific theory or breakthroughs that make existing titles obsolete or incorrect.</p>	
Review books and study guides (math, earth science, biology, chemistry, and physics)	<p>Obtain new Regents review books and test books every year for all math and science Regents exams. Check Regents web site at NYSED for current Regents exams.</p> <p>Order new SAT subject test and AP exam books every year. If more than one publisher, perhaps rotate publishers. See College Board website for SAT and AP exams.</p>	<p>For Regents review books: Barrons</p> <p>For SAT, AP: Kaplans, Princeton Review, Barron's, Petersons, McGraw Hill</p>	<p>Keep most recent 2 editions, 3 years at most if no changes in the test formats</p>	<p>These titles mostly purchased by Youth Services Dept, as part of YA Collection</p>
Natural history 500-509	<p>Focus on new, well reviewed titles in this area, general science books and mainstream popular works; low demand for dictionaries/encyclopedias</p>	<p>Standard review sources</p> <p>Popular media</p> <p>Patron suggestions</p> <p>Standard works</p>	<p>Keep longer if in good condition; natural history does not age like some of the other sciences</p>	
Mathematics 510-519	<p>Major interest in "basic math", as needed for job applications; items that</p>			

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	fit high school curricula. Focus on subject review books & Regents prep guides			
Astronomy 520-529	Focus on new, well reviewed popular titles, general interest level, not advanced academic level works	Standard review sources Popular media Publisher catalogs		
Physics 530-539	High interest level in this field, collect new, well reviewed materials aimed at the general public, mainstream popular science works. Focus on subject review books & Regents prep guides.			
Chemistry 540-549	Collect materials that align with high school curricula, little demand for undergraduate level or higher. Focus on subject review books & Regents prep guides	Standard review sources Popular media Publisher catalogs		
Earth Science 550-559	Collect materials that align with high school curricula, little demand for undergraduate level or higher. Focus on subject review books & Regents prep guides	Standard review sources Popular media Publisher catalogs		
Paleontology 560-569	At Boardman Road, dinosaurs of particular interest for children (even in the adult collection)			
Biology 570-579	Collect materials that align with high school curricula, little demand for undergraduate level or higher. Focus on subject review books & Regents prep guides	Standard review sources Popular media Publisher catalogs		
Botany 580-589	Look for new, popular titles, as well as field guides, esp. for local regions	Standard review sources Popular media Publisher catalogs		



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Zoology 590-599	At Boardman Road, animal books are needed for student reports. Field guides and texts on birds/birding remain popular and in demand.			
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**Applied Science and Technology [600-699]. Collection Goal:** increase collection size as medicine, pets, gardening, business and building circulate heavily.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Purchase generally for practical use. Look for well-written up-to-date manuals and surveys with clear instructions for laymen. Select up-to-date career and examination books. Purchase multiple copies of heavily requested material. Some classics and authoritative works in subject areas. Most usage is by adults.	Standard sources Publishers' catalogs Book suggestions	Timeliness very important for manuals, exam books, career, disease books Check at 5-7 yrs Others weed by condition and usage	
Medicine 610-619	Purchase at lay level: health careers, examinations, specific diseases (especially the most common chronic conditions), prescription drug handbooks, diet and exercise, basic anatomy, history of medicine, Alternative health, caregiving resources. Purchase for lay and student use: AIDS, eating disorders, drug and alcohol abuse, smoking. - Scrutinize carefully by publisher, author, reviews. Watch for books on new therapies/medical updates. Collect some basic support materials for nursing students.		Check for currency at 3-5 yrs Most titles weeded after 10 yrs	
Engineering 620-629	Buy general books on basic processes - how things work Update repair books for non-experts regularly as technology changes.	TAB Chilton Publisher's lists (McGraw-Hill, Auden, etc.)	Weed by condition and usage Keep an eye on technological change Check at 7-10 yrs Maintain some repair manuals for older equipment and vehicles	Update electronics

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<p>Gardening/Farming 630-635</p>	<p>Collect gardening books from beginners to advanced Highlight regional Northeast planting practices Maintain small collection on farming, issues of food production, and sustainable agriculture (regenerative farming, biodiversity, pollinators). Current interest in amateur homesteading</p>		<p>Periodically check for water damage.</p>	
<p>Pets and farm animals 636-639</p>	<p>Collect books on pet care, pet selection, exotic pets, dog and cat breeds, some works on single common breeds Maintain small collection of personal accounts to meet demand and books on farm animals</p>			
<p>Cookery 641</p>	<p>Very popular area. Collect at the simple to medium level of difficulty Collect classic authors, types of cooking, types of food, recipes from different countries, vegetarian cooking, recipes for medical conditions, cooking for crowds or few, local and well-known authors Keep abreast of new food interests and concerns (low fat, high fiber, roasting, low carb, etc.)</p>		<p>Keep classics, but look for newest editions and update with 'anniversary' editions, when possible, to refresh appearance Periodically check for food stains and water damage</p>	
<p>Household 642-648</p>	<p>Collect at the lay level on up-to-date home improvement/remodeling, home sewing, beauty and personal style, organizing, food/lodging, family life, retirement issues</p>			

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Childrearing 649	Current works by well-known authors (and very selective classics-Spock, Brazelton, Leach). Cover specific age groups, gender-identity differences, discipline issues		Keep some classics, but most should be current 5-10 years	
Business 650-659	Collect practical and theoretical works at various levels of expertise - resume writing, small/home business, entrepreneur: startup & management, secretarial and accounting handbooks, management theories and practices. Concentrate on the use of computers for business applications Management is very popular as is small business startup (business plans, financing, etc.).	Wall Street Journal, NYT, Business Week, AMACOM, Broadway, Dearborn Financial, JIST, Prentice Hall, Warner, Entrepreneur, Harvard Business School, ALA-BRASS	Keep most titles no more than 10 years  Update practical manuals  Retain classics in business management (e.g.-Deming; Drucker; Peters, etc.)	
Manufacturing Woodworking 660-689	Carpentry projects and manuals for non-experts Keep small but updated collection on manufacturing Some current craft topics of interest (papermaking, soapmaking, etc.)	Sunset, Audels, Taunton, Fine Woodworking, Creative Homeowner; Ortho, Black and Decker, etc.	Project books weeded when they are no longer fresh and attractive	
Buildings 690-699	Collect how-to-do-it manuals on particular projects/systems - heating, plumbing, cooling, construction estimating, electrical, house painting. Current building codes for homes. Generally collect at the non-expert level	Audels, Taunton, Fine Homebuilding, Creative Homeowner	Check at 7 yrs for obsolescent technologies	

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**Arts [700-799]. Collection Goals:** maintain collection size. Replace older material when newer ones are available.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Large, culturally diverse and varied class ranging from durable, expensive art books to rapidly changing subjects like party planning, stamp collecting and sports Strong interest in this area; keep up with changing trends in music, film, games and sports.	Standard review sources Popular media Publisher catalogs (Meredith, Better Homes and Gardens, Sunset, Betterway, Rockport) Patron requests Gifts	See specific areas	
Landscaping 710-719	Strong interest in landscape design	Gardening journals, Library Journal & other standard review guides	Keep items of historical interest	Regular maintenance. A heavy weeding every 5 to 7 years.
Architecture 720-729	Concentrate on home building and design (regional/Northeast emphasis) Books on architectural history and styles (schools) also sought.	Architectural Digest. Booklist, Library Journal	Weed home building titles after 10 yrs., others by condition.	
Sculpture Plastic Arts 730-739	For general and, to a lesser degree, scholarly audience. Currency is not of paramount importance but should reflect what is currently popular. Sculpture, carvings, paper folding, coins, ceramics, metalwork, jewelry.	Art News. Art in America. Library Journal. Northern Light catalog.	Weed by condition.	Regular maintenance. A heavy weeding every 7 years.
Drawing 740-744	Cartoons, caricatures, comics, drawing technique, graphic design (very popular), illustration, commercial art	Standard review sources Popular media Publisher catalogs. Northern Light catalog.	Weed by condition.	Regular maintenance. A heavy weeding every 5 years.
Decorative Arts 745-749	Very popular area. Need to keep fresh. Purchase newest needlework books. Also covers antiques, industrial	Standard review sources Popular media Publisher catalogs	Weed by condition keeping in mind that older books in this area can prove valuable.	Regular maintenance. A heavy weeding every 5 years.

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	design, crafts, toys, calligraphy, floral arts, weaving, quilting, interior decoration, furniture			
Painting 750-759	Popular area. Include titles on materials, techniques, watercolors, oils, periods.	Library Journal. Art News. Kirkus. Phaidon Taschen and Rizzoli catalogs and Books published to accompany current Museum shows.	Replace only when newer versions are available.	Weed or repair some of the older art books.
Prints 760-769	Small collection, including baseball cards, paper money. Lightly used, buy accordingly			
Photography 770-779	Include standard works, as well as current titles. Collect directories, titles on techniques, manual/digital cameras, equipment, programs and photographs.	Photography magazines Amazon Arts & Photography section. Standard library review sources.	Weed dated and shabby materials. Keep in mind that some books on older techniques and methods should be retained	Regular maintenance. A heavy weeding every 7 years.
Music 780-789	Collect works on classical, opera, jazz, pop, rock, blues, folk, country, new age, world. Include some standard sheet music for piano and guitar and Broadway musicals. Collect encyclopedias, dictionaries, histories, biographies, techniques, song collections, books on musical instruments & instruction and musical styles & performers/groups	Popular media. Publisher's Weekly. Booklist.	Weed by condition & usage.	Regular maintenance. A heavy weeding every 7 years.
Performing Arts 790-792	Collect works on movies, TV, theater, acting, dance, circus, radio, opera & stage (media) production & craft.	Standard Library review sources	Weed by condition & currency/popularity of topic	
Indoor Games 793-795	Collect books on games, parties, showers, puzzles, magic, chess, bowling, games of chance, board and card games	Game magazines & Library Journal & other standard review sources.		Look for new editions on classic topics, many items in this class are very dated looking, even if the information may be sound

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Sports 796-799	Very popular. Needs constant updating as trends, teams, and methods change rapidly. Collect titles on individual sports, team sports, coaching, women's sports, Olympic games, outdoor life, camping, cycling, martial arts, boating, horsemanship, horse racing, fishing and hunting.	Sport magazines Publishers catalogs	Weed dated materials.	
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**Literature [800-899]. Collection Goal:** maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collection is 90% retrospective in nature. Look for current trends (world lit) as well as popular, emerging and canonical poets. Purchase contemporary releases of humor and essays. Works on formatting and writing/writerly self-help. Focus on series like Norton Anthologies, Penguin Books of ..., Oxford Anthologies, Library of America, Modern Library editions, etc. Purchase critical material on popular authors Supplement with reference sets Purchase for assignments at the high school level, including multiple copies for items in demand (Shakespeare, Greek classics, American authors, etc.)	Standard review sources Public Library Catalog Best Books lists	Weed by condition, replacing heavily used standards with new, attractive editions  Weed trendy authors when interest fades	Currently shelf space and collection size are well balanced
American Lit New York Lit	Identify authors and collections/criticisms of the work			
World Lit	Collect for new immigrant groups in the Hudson Valley – South Asian, East Asian  Maintain basic collection of standard works in other languages in current translations.	Specialized catalogs Specialized book stores	Weed by condition, replacing heavily used standards with new, attractive editions  Weed trendy authors when interest fades	



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**History [900-999]. Collection Goal:** maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Popular works for general reading Books to support research at the high school and early college level	Standard review sources Bibliographies University press catalogs Publishers catalogs for Popular media	Replace dated materials with newer materials If possible, replace standard titles that are in demand and in print. Ensure all geographical and chronological areas have representation	
Overview World History	World histories, timelines, and chronologies  Update when new editions are available, otherwise keep as long as condition warrants New works on explorers are in demand for student assignments, as are overviews of "decades"	History section of Amazon. Booklist. Publisher's Weekly. History Book Club.	By condition and circulation Replace standard works with newer ones.  Regular maintenance. A heavy weeding every 8 to 10 years.	Focus on titles featuring underrepresented cultures, countries and regions
Geography 901-909	Buy popular works intended for general public and armchair travelers, materials for general research, adventure/survival books, a few undergraduate level geography texts, atlases, area handbooks. Rely on some electronic formats (atlases, maps).	Publisher's catalogs	Keep narratives 5-10 years unless still popular Weed atlases ruthlessly in areas that are undergoing political change Weed area handbooks, chronologies and timelines when new material is available.	Weed area handbooks by date
Social Life & Customs, Travel 910-919	Collect for general interest and school assignments, especially handbooks Support middle school and high school research Daily life in different countries, social conditions and customs of different places and US states of interest to travelers and students	Library journal. Booklist. Publisher's Weekly.	Weed area handbooks/travel guides when new editions come in, whenever possible, remove travel guides older than five years old, as long as suitable replacements can be found	Regular maintenance. A heavy weeding every 5 to 7 years.

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	Multiple copies of some titles is appropriate. Heavy emphasis on travel guidebooks			
Ancient History, European History, World Wars 930-949	Buy general histories of individual countries for student use Collect general histories of wars, some books on battles	New titles in History Book Club. University Press catalogs. Kirkus. NYTbook review. NYRB. Booklist. "In Demand" list on OPAC. Check Hudson Valley Reads for titles.	After 10 years and low circ numbers. Consider replacing with another book on topic. Consider if it's rare, seminal or historic work.	Regular maintenance. A heavy weeding every 8 to 10 years.
United States History 970-979	General histories of US regions and states, for students Multiple copies of titles of local interest Buy heavily -- Presidents and Native Americans Local interest in Civil War	New titles in History Book Club. University Press catalogs. Kirkus. NYT book review. NYRB. Booklist. "In Demand" list on OPAC. Check Hudson Valley Reads for titles.	After 10 years and low circ numbers. Consider replacing with another book on topic. Consider if it's rare, seminal or historic work.	Regular maintenance. A heavy weeding every 8 to 10 years.
South America and other areas 980-990	Current materials for South America.	New titles in History Book Club. University Press catalogs. Kirkus. NYT book review. NYRB. Booklist. "In Demand" list on OPAC. Check Hudson Valley Reads for titles.	After 10 years and low circ numbers. Consider replacing with another book on topic.	Regular maintenance. A heavy weeding every 8 to 10 years.

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**Biography [B]. Collection Goal:** maintain collection size; increase numbers of items in demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Biography collection consists of materials by and about people from all professions, occupations, and nationalities, from ancient times to the present. It has a wide range of people for the varied purposes of pleasure reading, information, and classroom assignments. Autobiographies, memoirs, and letters/diaries are included in the collection. Multiple copies are purchased only to fulfill multiple hold requests.	Standard library review sources, New York Times Book Review section, local newspapers, popular media, McNaughton selection, etc.	<p>Keep permanent interest and important works, such as U.S. Presidential collection, despite low circulation.</p> <p>Keep biographies of outstanding literary value until worn.</p> <p>Replace poor quality of major figures with better one.</p> <p>Discard popular works about people of current interest as soon as demand lessens.</p>	
Individual biography	Keep up with popular demand and maintain a well-balanced and wide-ranging collection.			
Autobiographies Memoirs	Memoirs currently very popular			
Letters Diaries	<p>Letters are often written in a very literary style. Then, they can be placed in 800s.</p> <p>Purchase only when heavily reviewed and demand is anticipated</p>			

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**Large Print [LP]. Collection Goal:** maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect both hardcover and paperbacks; many older readers prefer the paperbacks.	<p>Many large print titles now published simultaneously with regular edition.</p> <p>Major LP publishers are Centerpoint and Thorndike. Catalogs monthly; website.</p> <p>Use standard reviewing sources</p> <p>Also consider patron suggestions</p>	Weed by condition and use. Keep collection size static.	
Fiction	Collect popular titles - bestsellers, mysteries, romances, adventure, some westerns. Collect some classics.			
Nonfiction	Collect small amount of timely, popular nonfiction.			

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**Local History & Genealogy. Collection Goals:**

<b>Major Subclasses</b>	<b>Collecting Guidelines</b>	<b>Selection Sources</b>	<b>Weeding Guidelines</b>	<b>Action Items</b>
<p>Printed Material (Books, periodicals)</p>	<p>Purchase annual yearbooks for high schools within the library district; new non-fiction titles written on local areas of interest and/or by local authors.</p> <p>Most materials will be acquired via donation. Materials accepted into the collection must be relevant to the history of the City or Town of Poughkeepsie, or Dutchess County. Primary source documents and items of unique significance given preference, in consideration of space.</p>			

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**Spanish Language [Spanish]. Collection Goals:** maintain or increase collection size, depending upon needs of community

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Printed Material (Books, periodicals)	Collect across all Dewey nonfiction, as well as popular Spanish fiction titles and Spanish translations of popular works. Collect bi-lingual and ESL material, as well.	Criticas, Spanish Book Distributors (SBD), Nielson retail bestsellers (Ameridareadsspanish.com),popular demand	Weed by condition and use. Follow guidelines for fic, non-fic as in English.	Reach out to Spanish speaking community to assess what is needed.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
Conspectus and Collection Guidelines

**Job tests [JOB TESTS].** Collection Goal: maintain collection size.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect wide range of job and test preparation books, especially for jobs with lower entrance requirements (high school).  High interest in nursing professions (NCLEX)  Keep current with teaching certification (NYSTCE).	BTOL amazon.com	Keep only latest versions of books that deal with exams	Review collecting responsibilities for certain categories of testing materials, especially at the graduate school and professional level – what items should be JOB TESTS, and what items should be in their respective disciplines, e.g., ASVAB, CPA, computer certifications, etc.
CSEA booklets	Keep multiple copies of all titles available, with more copies of booklets for entry jobs like clerks.	Direct ordering from CSEA 1000 web site	Keep only latest editions	
National Learning Corporation Passbook Series	Significant portion of the collection. Not sure if should continue ordering these. Accuracy questionable.	Direct ordering for most titles; some may be available from BTOL	Keep only latest editions	Determine if these are worth the cost. Find substitute.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
Conspectus and Collection Guidelines

**Reference Collection [R]. Collection Goal:** reference materials continue to see decreased usage. Other than Continuations orders for serial publications, few titles should be purchased that are not meant to circulate in the general collection.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Maintain a small collection of true Reference Materials, i.e. legal, governmental and items such as Scott's Catalogs	Professional review journals such as Library Journal, and Booklist, and publisher catalogs	Check all material regularly for currency and/or outmoded ideas and information	Check on Circ stats for materials converted to circ. Emphasis on weeding materials >  10 years old



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
Conspectus and Collection Guidelines

**Library of Things. Collection Goals:** maintain or increase collection size, depending upon needs of community

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Technology	Purchase and maintain a small variety of equipment useful for recreation, exploration, and home management.			
Seed Library	Contact and request seeds annually from a variety of Seed Companies that participate in donating excess seed inventory to libraries & non-profits			
Tool Library	Purchase a variety of easy to use home tools, such as cordless drills, hammers, etc. for lending. Tools should not require special skills to use, nor have a prohibitive price point should they be lost or damaged by patrons			
MAP Passes	Acquire passes to museums, parks, and attractions of interest to Library District residents.			

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
Conspectus and Collection Guidelines

**Periodicals and Newspapers. Collection Goal:** reduce collection due to decreased demand for print periodicals.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Maintain a collection of widely used and popular periodicals  Consider whether available electronically in full text  Consider price per issue/potential usage	Review journals, as needed by staff for collection development  Patron requests  Staff suggestions	Check circulation statistics to determine value of continued subscription.  Retain as per established retention guidelines	Keep inventory of materials used both in house and circulating, focus on reducing collection to materials that are in high demand
Popular magazines	Maintain a collection of widely used and popular periodicals			
Scholarly/trade journals	Consider those of great demand (medicine, education), declining demand			
Professional library journals	Collect the standard library journals and others used by staff for general info and reviewing			
Newspapers	Collect newspapers of national importance (New York Times, Wall Street Journal) and local interest (Poughkeepsie Journal.)			

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
Conspectus and Collection Guidelines

**Audio Books [AUDIO CD]. Collection Goal:** Reduce size of audio CD collection, based on usage statistics. Increase size of eAudio selection.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	<p>Collect fiction, mysteries, science fiction, short stories, biographies, and general nonfiction</p> <p>Collect just a few educational series</p> <p>Collect just a few success/motivation series</p> <p>Selection criteria are excellence in quality of writing, narrative voice and style, vocal characterizations, appropriateness for audio format, enhancement of text, packaging, and demand.</p>	<p>LJ, PW, Publishers catalogs (Teaching Company, Chivers, ISIS, BOT, Blackstone, BBC Audio)</p> <p>Patron requests.</p>	Weed by condition and number of circulations.	Reduce the size of physical collection based on decreasing usage, focus resources on eAudio format
Unabridged	Our patrons prefer unabridged and our policy is to buy mostly unabridged recordings			
Abridged	Add only those gifts that are of current interest, as well as some popular classics.			
eAudio [Digital]	<p>Emphasis on best sellers and other new titles</p> <p>Collect fiction, mysteries, science fiction, biographies, and general nonfiction</p> <p>Collect some business, success and motivation titles</p> <p>Buy multiple copies to meet demand</p>	<p>Best seller lists</p> <p>Patron requests</p> <p>Popular media.</p> <p>Many materials pre-selected in bundle subscriptions, eg. Overdrive or Hoopla.</p> <p>Individual titles considered by demand.</p>	No need to weed.	Maintain or increase collection of popular, high demand titles, focusing on fiction more heavily.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
Conspectus and Collection Guidelines

**Music [CD]. Collection Goal:** maintain a strong DVD collection based on demand in particular areas.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Focus on Broadway, opera, and major classical music; other digital content is readily available through Freegal and hoopla	Specialized catalogs Online sources Patron suggestions	Weed by condition  Weed if last out date >3 year ago (hold off if item is popular/classic or last copy in system)	Replace billed and lost and paid for items in consultation with the selector Replace damaged items
Broadway	Collect new and retain most older content; look to maintain a fairly comprehensive collection of the genre			
Opera	Maintain collection of major operas from major composers			
Christmas	Collect new and retain most older content; look to maintain a representative collection of the genre from sacred to secular			

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
Conspectus and Collection Guidelines

**Film & Television [DVD]. Collection Goal:** maintain a strong DVD collection based on demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Focus on feature films & popular television series, high demand titles	Video Librarian, Entertainment Weekly, Indiewire, IMDB, Metacritic, Rotten Tomatoes, B&T catalog, LJ Specialized catalogs Online sources Patron suggestions	Weed by condition DVDs have a tough time holding up to library circulation  Weed if last out date >1 year ago(hold off if item is popular/classic or last copy in system)	Replace billed and lost and paid for items Replace damaged items Add shelf space as collection is starting to overfill section
Feature Films	Collect new popular films, purchase at release date. Collect some well-reviewed art/independent films Add classics as budget permits.			
Foreign Films	Collect well-reviewed films			
Documentaries	Collect well reviewed titles			
High Demand DVDs	Collect multiple copies of new titles.			

## **Collections for Young Patrons**

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
Conspectus and Collection Guidelines

**E/EEs:** Collection Goal: maintain collection size

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole				
E	<p>Both the Adriance and Boardman Road picture book collection should consist of well-reviewed, high quality titles, well-known classics, titles and authors that are currently popular with children and their parents. Duplicate copies of the most popular titles and authors are to be ordered. Award-winning titles are purchased for both libraries.</p> <p>The collection should be culturally relevant, and well-balanced with still-popular classics</p> <p>All picture books should be purchased in either a library or hardcover format.</p>	<p>Standard review sources, publishers' catalogs, Amazon, Barnes and Noble, Horn Book, Kirkus, School Library Journal, Baker and Taylor Fast Facts, curated lists on various literary websites, New York Times Best Sellers, YouTube and TikTok promotional videos.</p>	<p>Refer to the latest CREW manual for general guidelines. Weed and replace classics by condition. Weed popular titles when demand subsides, replace worn items still in demand. Generally, weed items with no circs in 2 years.</p>	<p>Be mindful of popular classic titles that have been lost or discarded. Replace accordingly.</p> <p>Continually weed as we buy picture books heavily.</p> <p>Audit collection for relevancy every two years.</p>
EE	<p>Both board book collections should feature short stories or simple concepts. Pages should be durable and not contain any small pieces that could become a choking hazard.</p>	<p>Standard review sources, Publishers' catalogs, Amazon, Barnes and Noble, School Library Journal, Baker and Taylor Fast Facts, curated lists on various literary websites.</p>	<p>These books deteriorate quickly. Weed frequently and mainly by condition.</p>	<p>Continually weed as space is limited and board books are purchased often.</p>

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT  
Conspectus and Collection Guidelines

**J FIC:** Collection Goal: maintain collection size; increase number of items in demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	<p>Buy multiple copies of items in heavy demand.</p> <p>Regularly purchase attractive new editions of classics and award winners. Have diversity audit every 2 years.</p> <p>Follow MHLS Resource Sharing guidelines.</p>	<p>SLJ, HB, BL, Kirkus, NYT Bestseller list, Request. School summer reading lists. B&amp;T CATS catalog.</p>	<p>Refer to Crew Manual for general guidelines.</p> <p>Weed classics by condition, weed pop fiction when demand subsides, replace worn items still in demand</p> <p>Generally, weed items with no circs in 2 yrs.</p> <p>Weeding must be frequent to keep collection shelved!</p>	<p>Add more Spanish titles.</p>



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Conspectus and Collection Guidelines

**General Works {J 000 – 099}:** Collection Goal: Spend considerable funds on trivia and world record books. Follow CREW recommendations for weeding. Due to space constraints and size of budget, weeding should be done every 2-5 years as indicated below.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Up-to-date moderate/tight collection	SLJ, BL, HB, VOYA, Request	Weed for space, condition, and currency. Use Crew recommendations for weeding. Due to space constraints and size of budget, weeding should be done every 2- 5 years for PPLD.	
001	Cryptozoology- moderately popular	SLJ, BL, HB, VOYA, Request	Every 5 years	
Computers 004-006	Keep current. Small collection. Weed heavily. History of computers and Internet useful. Keep age appropriate topics on computers and social networking sites if published.	SLJ, BL, HB, VOYA, Request	Every 2 years	
Library Science 020-029	Keep a small collection on library science such as learning the Dewey Decimal System. General juvenile books about libraries.	SLJ, BL, HB, VOYA, Request	Every 5 years	
General Encyclopedias 030	Put superseded copy of World Book Encyclopedia in circulation at ADR Children’s Room. Replace circulating almanac s every year. Buy 3 copies for ADR and 2 for BRD. Buy Ripley’s Believe It or Not yearly guide. Buy 2 copies for ADR and 1 copy for BRD.	SLJ, BL, HB, VOYA, Request	Yearly, keep preceding year if in good shape and have room.	

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Conspectus and Collection Guidelines

**Philosophy and Psychology [J 100 - 199]: Collection Goal:** Small, concise collection overall.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Philosophy does not need continuous updating. Psychology series on character traits and emotional issues should have updated fresh covers.	SLJ, BL, HB, VOYA, Request, Publisher Flyers. Social Media advertising	Every 5 years except for Parapsychology titles. These should be weeded quite frequently.	
100-129	Very small collection.	SLJ, BL, HB, VOYA, Request	Every 5 years	
Parapsychology/Occult 130-139	Keep updating continuously. Books on ghosts and witches circulate more frequently.	SLJ, BL, HB, VOYA, Request	Every 5 years. High interest. Books may become long overdue or stolen. Keep checking collection and replace.	
Psychology 150-159	Self-help and child behavioral issues very helpful. Need to have but keep a tight/small collection.	SLJ, BL, HB, VOYA, Request	Weed as titles and subjects become outdated. Add new self-help subject trends.	
Logic/Ethics 160-169	Character traits such as honesty, sharing etc. should be kept in this section.	SLJ, BL, HB, VOYA, Request	Every 5 years to keep book covers up to date.	

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Conspectus and Collection Guidelines

**Religion [J 200 - 299]:** Collection Goal: Maintain a multicultural collection.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	<p>Represent all religions and keep a broad scope on certain faiths.</p> <p>Keep a moderately sized collection.</p>	SLJ, BL, HB, VOYA, Request	<p>Every 5 years. Weed by condition and use.</p> <p>Replace old, unattractive additions of classic works with new, attractive editions</p>	
Religion 200-289	<p>Religious holiday titles circulate a certain time of year only. Keep a sizable collection of non-holiday books in this area. Always keep general religious works based on a particular faith. Represent all religions around the world.</p>	SLJ, BL, HB, VOYA, Request	<p>Every 5 years. Weed by condition and use.</p> <p>Replace old, unattractive additions of classic works with new, attractive editions</p>	
Mythology 290-299	<p>Purchase classical mythology titles for homework support.</p>	SLJ, BL, HB, VOYA, Request		

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Conspectus and Collection Guidelines

**Social Sciences [J 300 - 399]:** Collection Goal: maintain collection size

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Continuous weeding should be done on this section. There are space constraints so checking circ. rate is crucial.	SLJ, BL, HB, VOYA. Request	Every 5 years on average, unless classic/award winners can be replaced by new editions.	
363	Environmental Science- Keep up-to-date. Timely subject	SLJ, BL, HB, VOYA. Request	Every 5 years	
394	Holidays around the world. High use around particular holiday only. Housed for a long time but circulated only once a year. Moderately sized depending how popular the holiday is celebrated. Represent smaller holidays with fewer books i.e. President's Day.	SLJ, BL, HB, Request	Every 5 years if available. Replace older books with up-to-date versions.	
398	Folklore, Fairytales, Creation Myths. Largest section of 300s. Develop collection extensively. Represent all cultural and geographic areas of the world.	SLJ, BL, HB, Request	Every 5 years on average, unless classic/award winners can be replaced by new editions.	
398.8	Include popular nursery rhymes and books that support our early childhood programs.	SLJ, BL, HB, Request	Every 5 years on average, unless classic/award winners can be replaced by new editions.	

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Conspectus and Collection Guidelines

**Language & Linguistics [J 400 – 499]:** Collection Goal: maintain collection size

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	<p>Collect dictionaries, grammar, books in languages taught in schools, and/or represented by local populations.</p> <p>Emphasis on English, English as a Second Language, Spanish, American Sign Language.</p>	SLJ, BL, HB, VOYA, Request, Publishers' catalogs (including DK)	<p>Replace by condition</p> <p>Consider for weeding after 5 years or as space permits</p>	

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Conspectus and Collection Guidelines

**Pure Sciences [J 500-599]:** Collection Goal: Maintain collection size

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Put well-reviewed titles that fit NY State curriculum demands and core standards and titles of high interest at both Adriance and Boardman Road.	School Library Journal, publishers' catalogs, Baker and Taylor Fast Facts, curated lists from literary websites.	Consult latest edition of the CREW Manual. Special weeding required for major changes.	Continually weed both collections to make room for updated titles. Look at series that consistently need replacement.
Natural Sciences J 500-509	Order relevant general science books and encyclopedias. There is a high demand for science fair ideas and experiments.		Continually examine books for outdated and unsafe practices.	
Mathematics J 510-519	Includes books on addition, subtraction, multiplication, division, fractions, decimals, sequences, shapes, estimating, graphing, real-life math, pre-algebra, rounding, math terminology. This is a popular section.		Replace older material with revised editions. Discard books with outdated teaching methods and fads.	Add to this collection as possible.
Astronomy J 520-529	Order current titles on the space, planets, telescopes, stars, the sun, Earth, time.		Weed titles that are out-of-date that do not feature up-to-date space expeditions.	
Physics J 530-539	Includes books on force and motion, matter, solids, liquids, gases, measurement, water, air and sound information and experiments, light, heat, electricity, magnets, atoms		Weed by condition and replace older material with revised editions.	

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Chemistry J 540-549	Order titles relating to chemistry, elements, mixtures, solutions, acids and bases, crystals, gemstones, minerals.		Weed by condition and replace older material with revised editions.	
Earth Science J 550-559	Includes books about how the earth works, weather, forces of nature, landforms, glaciers, rocks and minerals, diamonds, gemstones, gold, salt, sand, water, natural wonders, the moon.		All general materials should be replaced when new developments occur in the field. Weed outdated books on major disasters and replace with titles discussing long-term aftermath.	
Paleontology J 560-569	Includes books on fossils, various dinosaurs, prehistoric life. A heavily used area.		Materials not being used indicate that it is probably out-of-date.  Discard books without color illustrations.	
Life Sciences J 570-579	Includes books on biology, plant and animal-related science experiments, cells and cell function, DNA, stems, seeds, leaves, genetics, food chains, ecosystems, ecology, the forest, grasslands, habitats, microlife, fungus		Weed on condition and discard titles that appear to be dated.	
Botanical Sciences J 580-589	Collect titles on plants, seeds, flowers, leaves, trees		Weed books that lack color illustrations or appear dated.	
Zoology J 590-599	Includes books on general animals, zoos, earthworms, sponges, worms, mollusks, jellyfish, starfish, shells, octopus, squid, snails, crustaceans, insects, skeletons, fish and sea life, amphibians, reptiles, birds, mammals. This is a heavily used area.		Weed on condition and lack of appeal.	

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**Applied Science and Technology [J 600-699]:** Collection Goal: Maintain collection size

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Put well-reviewed titles that fit NY State curriculum demands and core standards and titles of high interest at both Adriance and Boardman Road.	School Library Journal, publishers' catalogs, Baker and Taylor Fast Facts, curated lists on literary websites.	Consult CREW manual. Special weeding required for major changes.	Continually weed both collections to make room for updated titles.
Inventions J 600-609	Include titles about various inventions and inventors.		Weed on condition and currency of information.	
Medicine J 610-619	Purchase titles about medicine, the human body, the five senses, health, growing up, nutrition, yoga, keeping fit, bones, disease, medicine, stem cells, immunization, injury, going to the doctor.		Check for currency at 3-5 years. Check for books that contain harmful information. Most titles are weeded and updated after 10 years.	
Engineering J 620-629	Includes titles about building materials, energy, inclined planes, levers, pulleys, springs, screws, wheels, axles, castles, fighter planes, boats, bridges, buildings, tunnels, trains, dams, environmentalism, fire trucks, airplanes, cars, trucks.		Weed by condition and usage.	
Gardening/Farming J 630-635	Collect titles about farming, tractors, soil, growing fruits and vegetables, gardening.		Discard titles with black and white photographs.	
Pets and farm animals J 636-639	Includes titles on pet care, how to select a pet, types of pets, cows, horses, bees, reptiles, fish		Discard titles with outdated training methods.	



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<p>Cookbooks, organizing, sewing J 640-649</p>	<p>Order titles that are about recycling, food, cooking, nutrition, party planning, sewing, clothing design, fashion, masks, gender-specific interests, babysitting. Also collect cookbooks that reflect diverse cultures.</p>		<p>Weed by physical condition. Nutrition books should reflect food pyramid, not four food groups.  Discard dated sewing books.</p>	
<p>Careers, secret codes J 650-659</p>			<p>Weed by physical condition. Keep titles no more than 10 years.</p>	
<p>Manufacturing J 660-689</p>	<p>Includes manufacturing of food, gasoline, oil, gold, iron, the printing press, Legos.</p>		<p>Weed when the books are no longer current and attractive.</p>	
<p>Buildings J 690-699</p>				

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**Arts [J 700 - 799]:** Collection Goal: To maintain collection size

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Put well-reviewed titles that fit NY State curriculum demands and core standards and titles of high interest at Adriance.  Maintain a tight and current collection of titles at Boardman Road..	School Library Journal, publishers' catalogs, Baker and Taylor Fast Facts, curated lists on literary websites.	Consult CREW manual. Special weeding required for major changes.	Continually weed both collections to make room for updated titles.
Art History J 700-709	Collect books that cover major periods with students and general interest in mind.		Discard works that are no longer useful and do not include good reproductions of major works of art.	
Architecture J 720-729	Includes regional and well-known relevant architecture		Weed by condition and after ten years.	
J 730-739	Collect books about sculpture, carvings, paper folding, coins, ceramics, metalwork and jewelry.		Weed by condition	
Drawing J 740-744	Cartoons, caricatures, comics, drawing technique, graphic design, illustration. Graphic novels are not included in this collection.		Weed by condition	
Crafts, sewing, knitting J 745-749	Purchase newest craft books. Be mindful not to order craft books that come with materials (yarn, needles, etc)		This collection needs to be fresh and current. Weed by condition.	
Painting J 750-759	Include child-appropriate titles on materials, techniques, periods.		Weed on condition and replace with newer versions when available.	
Prints J 760-769	A small collection. Includes fingerprint art or stamping.			

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Photography J 770-779	Collect age-appropriate titles on materials, techniques and periods.		Weed by condition and date. Current emphasis is on digital photography.	
Music J 780-789	Collect encyclopedias, histories, dictionaries, techniques, song collections, books on musical instruments, music instruction and musical styles		Weed by condition and usage	
Indoor games J 790-795	Collect books on games, parties, puzzles, magic, chess, games of chance, card games. Be mindful not to order books with additional materials.		Weed by condition and currency of topic	
Sports J 795-799	Very popular. Needs constant updating as trends, teams and methods change rapidly.		Weed dated materials.	

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**Literature [J 800 - 899]:** Collection Goal: Maintain Collection Size

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Purchase short stories, writing instruction, classic children’s poetry, as well as popular authors, anthologies, retellings of classic literature abridged for children (Shakespeare, Greek classics, Beowulf, etc...), and joke/riddle books. Include authors representing diverse groups of people.	Standard review sources - School Library Journal, Book List, Kirkus, Best of Lists, The Horn Book.	Weed by condition, replacing heavily used standards with new, attractive editions. Weed trendy authors when interest fades. Consider weeding if item hasn’t circulated in 5 years.	

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**History [J 900 - 999]:** Collection Goal:

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Popular works for general reading. Books to support research, curriculum at the elementary and middle school level.	Standard review sources such as Kirkus, SLJ, Booklist, NYT Best Sellers List, Horn Book Review; best of lists (i.e. Notable Social Studies Trade Books for Young People); award lists (i.e. ALA Youth Media Award winners, ); and Publishers catalogs like Marshall-Cavandesh, Scholastic, Mason Crest.	<p>Replace dated materials with newer materials. If possible, replace standard titles that are in demand and in print. Ensure all geographical and chronological areas have representation</p> <p>Books should be no more than 5 years old but consider condition and circulation and take into account if it's rare, seminal or historic work.</p> <p>Replace standard works with newer ones.</p>	
Overview World History	Demand often drives purchase. Collection should tie into the curriculum. Acquire bios of previously underrepresented groups (women, African-Americans, Hispanics, Asian Americans, Arab Americans, Native Americans, Hispanics, individuals from around the world, individuals with disabilities). Current collection is strong.	<p>World histories, time lines, and Chronologies</p> <p>Update when new editions are available, otherwise keep as long as condition warrants.</p>		
Geography, Travel, and the Ancient World  J 901-919	<p>Atlases, historical geography, ancient world, Europe, Asia, Africa, North America, South America, Other areas</p> <p>Buy new editions, popular works</p>			

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<p>Ancient History, World Wars, and European, Asian, &amp; African Histories J 930-969</p>	<p>Buy general histories of individual European, Asian, African countries for student use.</p> <p>Collect general histories of wars, some books on battles</p>			
<p>History of North &amp; South America, and the South Pacific including Antarctica J 970-999</p>	<p>General histories of US regions and states, and current general histories of North, South and South Pacific Countries for students. Multiple copies of titles of local interest. Buy heavily -- Presidents, Native Americans, African American history, New York State history.</p>			

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**J Biography:** Collection Goal: maintain collection size; increase numbers of items in demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Purchase bios that represent diverse groups - African American, Hispanic American, Asian American, Arab American, BIPOC, LGBTQ, women, artists, inventors, scientists, athletes, musicians, civil rights leaders, presidents	Standard review sources (Kirkus, SLJ, Booklist, NYT Best Sellers List, Horn Book Review); best of lists (i.e. Notable Social Studies Trade Books for Young People); award lists (i.e. ALA Youth Media Award winners, ); and Publishers catalogs like Marshall-Cavandesh, Scholastic, Mason Crest.	Replace older bios with new ones of better quality. Replace standard titles still in demand, unless newer books exist. Discard carefully when demand subsides.  Weed biographies of celebrities when interest fades.	
Individual Biography	Demand often drives purchase. Collection should tie into the curriculum. Acquire bios of previously underrepresented groups (women, African-Americans, Hispanics, Asian Americans, Arab Americans, Native Americans, Hispanics, individuals from around the world, individuals with disabilities). Current collection is strong.			
Collective Biographies	Acquire collective bios of minority groups (women, African-Americans, Hispanics Asian Americans, Arab Americans, Native Americans, Hispanics, individuals from around the world, individuals with disabilities). Cur		Weed items on outdated interests and collections that feature gender or race bias.	Consider moving low circulating materials to the J Reference Collection.

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<p>Autobiographies Memoirs</p>	<p>Include autobiographies that tie into curriculum frameworks (i.e. authors) from diverse groups of people.</p>			
<p>Letters/Diaries</p>	<p>Low demand from children, teachers, or parents. Change this to “include diaries and letters that tie into the curriculum and include diverse peoples.”</p>			



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**JPC Collection:** Collection Goal:

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	<p>Small, authoritative collection used by adults and sources for educators.</p> <p>Includes books on general parenting topics and those geared toward the parenting of a special needs child for early childhood through college years.</p> <p>Purchase generally for practical use.</p> <p>Look for well-written, up-to-date materials, and revisions. Avoid trendy titles.</p>	<p>Standard review sources, i.e. Library Journals "Parenting Short Takes", Kirkus</p> <p>Publishers' catalogs, like Woodbine House, Prufrock Press, Active Parenting, Free Spirit.</p> <p>Book suggestions</p>	<p>Timeliness is very important. Check at 3 - 4 yrs.</p> <p>2 - 3 years at FPC</p> <p>Weed others by condition and usage.</p> <p>Weed as trends change and interest fades</p>	
Generalities 011-028	<p>Bibliographies on best books for children and early literacy development as well as family literacy.</p>			
Psychology 150-159	<p>Child development titles on topics such as self-esteem, friendship, dealing with bullying.</p>			
Religion 200s	<p>Religious/moral parenting. Collect lightly.</p>			
Social Science 300s	<p>Purchase materials for lay person on social, emotional, character, and behavior development of children, step-parenting, grandparenting, divorce and custody, advocacy, and fiscal responsibility. Also,</p>			

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	collect education books; homeschooling, guides for advocating for children in their school. Ex. books on understanding IEPs.			
Language 419	Speech development, baby signs, foreign language instruction.			
Math 510	Collect materials that instruct parents how to teach children math.			
Medicine 610-619	Purchase for lay person on health issues, specific diseases/conditions, autism, ADHD, diet and exercise, basic anatomy. Scrutinize carefully by publisher, author, reviews. Watch for books on new therapies/medical updates.		Check for currency at 3-5 yrs.	
Cookery 641	Collect materials on nutrition/recipes, food allergies, food sensitivities, gluten free, diets for special medical conditions.			
Childrearing 649	Current works and/or authoritative texts by well-known authors (and very selective classics-Spock, Brazelton, Leach). Cover specific age groups, gender differences, discipline issues. Check for revisions.		Keep some classics, but most should be Current, past 5 years.	
Art and Recreation 700s	Collect materials on art and music, play, outdoor and indoor games, family fun, birthday party activities, sports.			

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Literature 800s	Choose poetry for children written by well-known and award winning BIPOC authors.  Riddle and joke books.  Choose sources for educators.	Look for experts in the field of youth literature.		
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**ER: Collection Goal:** maintain collection size; increase numbers of items in demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	<p>Buy for beginning reader levels. Focus on Pre-K, Grades 1-2, and phonics.</p> <p>Buy multiple copies of items in heavy demand.</p> <p>Regularly purchase attractive new editions of classics.</p> <p>Follow MHLS Resource Sharing guidelines. Defer to the hardcover. Allow trendy titles in paperback. Have diversity audit every 2 years.</p>	<p>SLJ, HB, BL, Kirkus, NYT Bestseller list, Request. School summer reading lists.</p> <p>B&amp;T CATS catalog.</p>	<p>Heavy weeding once a year. Consistent weeding based on space and conditions. Weed items with no circs in 2 years. Use Crew Manual.</p>	<p>Add more Spanish titles.</p>

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**YR: Collection Goal:** maintain collection size; increase numbers of items in demand.

<b>Major Subclasses</b>	<b>Collecting Guidelines</b>	<b>Selection Sources</b>	<b>Weeding Guidelines</b>	<b>Action Items</b>
Class as a whole	<p>Buy series in heavy demand. Maintain attractive new copies of award winners.</p> <p>Follow MHLS Resource Sharing guidelines. Use standing orders for series. Have diversity audit every 2 years.</p>	<p>SLJ, HB, BL, Kirkus, NYT Bestseller list, Request. School summer reading lists. B&amp;T CATS catalog.</p>	<p>Heavy weeding once a year. Weed items with no circ. in 2 years. Consistent weeding based on space and conditions. Use Crew Manual.</p>	<p>Add more Spanish titles.</p>

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**J AUDIO CD: Collection Goal:** Reduce collection size; CD format becoming obsolete. Increase number of digital audiobook titles in demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	No longer purchase.		Weed by space considerations and condition of item.	No longer purchase. Buy Read Along items. Increase online e-collection.

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**J AUDIO KIT: Collection Goal:** Reduce collection size; CD format becoming obsolete.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	No longer purchase.		Weed by space considerations and condition of item.	No longer purchase. Buy Read Along.

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**J READ ALONG: Collection Goal:** Increase collection size; increase number of items in demand.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Regularly purchase copies of popular and bestseller titles. Have diversity audit every 2 years.	SLJ, HB, BL, VOYA, NYT Bestseller list, Request. School summer reading lists. B&T catalog. Wonderbook/Playaway catalog. Purchase from other Read Along vendors.	Refer to Crew Manual for general guidelines.  Generally, weed items with no circs in 2 yrs.  Weeding must be frequent to keep collection shelved!	Add more Spanish titles.



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**J DVDs: Collection Goal: Maintain a strong DVD collection**

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
J DVDs		Midwest New Titles, School Library Journal, Video Librarian, Amazon, specialized catalogs, online sources, patron suggestions, donations	Weed by condition. When shelves are getting tight, weed DVDs that are no longer in high demand. Look at the condition of the material when the circulation is high.	Replace billed, missing and lost and paid items. Replace damaged items.
Feature films	Collect new popular films, purchase at release date. Add classics as budget and demand permits.			
High demand DVDs	Collect multiple copies of high demand titles based on resource sharing standards			
Educational DVDs	Collect well-reviewed non-fiction titles			
Television shows	Collect popular children's television shows as budget permits.			

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**J Graphic Novels:** Collection Goal: Maintain popular graphic novel collection

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
<p>Juvenile Graphic Novels</p>	<p>Stand-alone collection as J GN; wide range of reading levels from Pre-K to grade 7; includes popular and well-reviewed titles including manga and nonfiction in graphic novel format. Take note of multi-author series: cutter is the series title.</p> <p>Effort is placed on the collection reflecting a variety of diverse viewpoints and experiences. Considerations include but are not limited to race, gender, physical ability, neurodivergence, ethnicity, and cultural identity.</p> <p>Cultivate a Spanish language collection of JGN. Purchase translations of popular English language series/books, at all levels and when possible, JGN originally published in Spanish.</p>	<p>Kirkus, SLJ, a variety of review blogs and social media</p> <p>Replacement of popular titles</p>	<p>Weed according to the CREW manual and additionally for condition and space.</p> <p>When space demands weed items that have not circulated within one year.</p> <p>replace popular titles and missing/billed installments within series.</p>	<p>Increase space. Interest is not waning and publishing is increasing.</p> <p>In consideration of space, limit new series adaptations to 3 or 5 of the first installments.</p> <p>Evaluate popular series and fill in missing installments.</p>

## **Collections for Teen Patrons**

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**Teen Fiction:** Collection Goal: Purchase popular and in-demand titles which will be purchased in duplicate on a case by case basis.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Popular and in-demand titles New releases Prioritize increasing # of titles from genres that have low representation in the collection	Kirkus SLJ Book lists from publishers, professional library organizations, and reputable book blogs Patron (teens ages 12-18) recommendations	After 3 years of non-circulation Out of date Unreadable/damaged	Routine weeding.

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**Teen Non-Fiction:** Collection Goal: Collection is focused on non-fiction titles representing multiple points of view and specifically pertaining to the needs and interests of patrons ages 12-18.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
<p>Class as a whole (000-999)</p>	<p>Relevant topical areas with representative and multiple points of view.</p> <p>Topical areas include financial literacy; life skills; college and career development; gender, sexuality, and reproductive rights; voting rights; immigration; cooking; pop culture; the environment and sustainability; substance abuse; social emotional learning; hobbies; social and racial justice; science; history; and biography.</p> <p>No encyclopedias, serial publications, manuscripts or rare books are collected</p> <p>Additional topics may be added or updated as interest/need arise in our teen audience</p>	<p>Kirkus SLJ Book lists from publishers and reputable book blogs School recommendations for curriculum work Teen (ages 12-18) recommendations</p>	<p>Titles published 5+ years ago (2019 and under)</p> <p>Consider for weeding depending on subject, relevancy, and accuracy</p> <p>Titles that are outdated</p> <p>Unreadable/damaged.</p>	<p>Routine weeding.</p>

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**Teen Music:** Collection Goal: Cease acquisition of music CDs.

<b>Major Subclasses</b>	<b>Collecting Guidelines</b>	<b>Selection Sources</b>	<b>Weeding Guidelines</b>	<b>Action Items</b>
Class as a whole	No longer purchase.		Weed by space considerations and condition of item.	No longer purchase. Buy Read Along.

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**Teen Video Games:** Collection Goal: Cease acquisition for circulation purposes. Weed games for outdated consoles. Purchase more Nintendo Switch games for Teen Video Gaming program (non-circulating)

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Collect popular games that are of the following ratings: <ul style="list-style-type: none"> <li>○ E - Everyone</li> <li>○ E10+ - Everyone 10+</li> <li>○ T - Teen</li> <li>○ Purchase games for Nintendo Switch</li> </ul>	Patron requests Teen recommendations	Weed by outdated gaming consoles (Xbox 360, WiiU, Wii, Playstation 2, etc.) After 2-3 years of non-circulation Unplayable/Non-functioning	Replace damaged non-circulating games (for program use)  No replacements to be purchased for circulating collection

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**Teen Graphic Novels:** Collection Goal: Increase size of collection because of increased interest in this format

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Increase collection size, popularity for genre is growing <ul style="list-style-type: none"> <li>● Obtain popular titles</li> <li>● Obtain indie titles</li> <li>● Expand the diversity representation in the collection.</li> </ul>	Kirkus SLJ Book lists from publishers, professional library organizations, and reputable book blogs Patron (teens ages 12-18) recommendations	After 3 years of non-circulation Out of date Unreadable/damaged	Routine weeding
Teen Japanese Manga	Increase collection size, interest in genre is high and exponentially expanding <ul style="list-style-type: none"> <li>● Obtain popular titles</li> <li>● Continue purchasing new volumes in popular series runs</li> <li>● Purchase volumes 1-3 OR 1-5 of existing series we do not own</li> <li>● High turnover rate/non-return rate.</li> </ul> Monitor collection for gaps in series runs. Replace popular and in-demand series	VIZ Media Book lists from publishers, professional library organizations, and reputable book blogs Patron (teens ages 12-18) recommendations	After 3 years of non-circulation Out of date Unreadable/damaged	Genre subject to heavy losses.  Monitor collection for gaps in series runs.  Replace popular and in-demand series



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**Teen Audiobooks on CD:** Collection Goal: Cease acquisition.

<b>Major Subclasses</b>	<b>Collecting Guidelines</b>	<b>Selection Sources</b>	<b>Weeding Guidelines</b>	<b>Action Items</b>
Class as a whole	Cease acquisitions.		After 2-3 years of non-circulation.	Continue to weed/no replacements to be purchased

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**TEEN DVDs: Collection Goals:** Cease acquisition.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	Cease purchasing *unless requested ( <i>see above in <b>Collection Goals</b> section</i> )	Patron requests	After 2-3 years of non-circulation Unplayable/Non-functioning Outdated/Misinformative	Continue to weed/run lists for TEEN DVD collection Move items to SPDY/A Interfile entire collection with ARLA DVD collection No replacements to be purchased

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**Appendix A: Statement on Library District Collections**

The catalog, web pages, and commercially licensed databases of the Poughkeepsie Public Library District provide access to both digital and physical content, including that of an historic and archival nature. Some of this content is not under the exclusive control of the Library District. For example, the Library District participates in a public catalog shared with other members of the Mid-Hudson Library System, and it leases some copyrighted and licensed content from third parties.

It is part of the Library District's charge to make such historic content accessible. This content contains images and text that spans the history of the United States as well as significant periods of world history. As a result, some of the materials accessed may reflect violent or graphic events as well as outdated and offensive views and opinions.

The Library District is committed to working with staff, communities, and peer institutions to assess and update descriptions used to describe the content and to establish standards and policies related to staff-generated descriptions.

**What content may be found in the catalog, web pages, and commercially licensed databases?**

Some items may:

- reflect racist, sexist, ableist, misogynistic/misogynoir, and xenophobic opinions and attitudes;
- be discriminatory towards or exclude diverse views on sexuality, gender, religion, and more;
- include graphic content of historical events such as violent death, medical procedures, crime, wars/terrorist acts, natural disasters and more; or
- demonstrate bias and exclusion in institutional collection development.

**Why does the Library District make this content available?**

Part of the Library District's mission is to provide access to historic records and other published materials. Working in conjunction with diverse communities, the Library District will seek to balance the preservation of and access to the historical record with sensitivity to how these materials are presented to and perceived by users.

**How is staff working to help users better understand such content?**

Examples include:

- informing users about the presence and origin of objectionable content;
- revising descriptions and standardized sets of descriptive terms, supplementing description with more appropriate terms, or creating new standardized terms to describe materials;
- researching the problem, listening to users, experimenting with solutions, and sharing our findings with each other;
- evaluating existing processes for exclusionary practices or institutional bias that prioritize one culture and/or group over another;
- making an institutional commitment to diversity, equity, inclusion, and accessibility.

**How do I report outdated language in archival descriptions in the Catalog?**

Please note: this process applies only to language found within descriptions of the records, not to the content of the material. The Library District does not alter the content of original material.

You can help us by reporting outdated language that you see in descriptions in the Library District's catalog, web pages, and commercially licensed databases.

Email us at [administration@poklib.org](mailto:administration@poklib.org) and include:

- the content and the descriptive language
- a quote of the specific language you feel is harmful

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- a suggested alternative if you have one

The Library District will review the report considering input from affected communities, accurate preservation of the historical record, professional best practices, and allocation of staff resources.

The Statement on Library District Collections will be reviewed at least annually to ensure continued relevance.