

Table of Contents	Page
1. Children's Services clientele	1
2. Scope of the collection	1
3. Selection of materials	2
4. Evaluation and withdrawal of materials	3

The Children's Services collection management policy is supplemental to the general library collection management policy, section II-A.

1. CHILDREN'S SERVICES CLIENTELE

Children's Services provides a collection suitable to children from infancy through grade five. The materials are selected with regard to the stages of emotional and intellectual maturity of children.

The collection also provides parents and caregivers with materials that relate to the well-being of children and provides educators with materials to complement instruction.

2. SCOPE OF THE COLLECTION

To encourage life-long reading habits, the children's collection provides materials in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of Urbana.

a. Fiction

The fiction collection includes baby books, picture books, easy-to-read books, first chapter books, and fiction for elementary school students through fifth grade.

b. Non-Fiction

The non-fiction collection offers a wide range of materials that support the educational, cultural, and recreational needs of children. Languages other than English may be found in the 400s section of non-fiction.

c. Magazines

A collection of popular children's magazines is maintained for children birth through fifth grade, along with magazines for parents and educators.

d. Audio and Video

Audio and video materials for children are provided, sometimes as independent formats, and sometimes in combination with books. Children's audio and video collections provide music and movies for age-appropriate entertainment and for stimulating education.

e. Online Resources

The Children's Services collection includes online resources appropriate for children and for those providing services to children.

f. Reference Materials

Children's Services also includes a collection of print reference and online subscription materials.

g. Professional Collection

A professional collection is maintained to assist the department with programming, bibliographic instruction, collection management, and outreach.

h. Collection Strengths

Particular strengths within the Children's Services materials include folk tales and fairy tales of many cultures, educational DVDs, a parenting collection, and a teacher collection. There also is a non-circulating collection of historic children's titles.

3. SELECTION OF MATERIALS

Children's Services staff use reviewing sources, professional experience and judgment, knowledge of the strengths and weaknesses of the collection, familiarity with the demographic composition of the community, and circulation statistics in their purchasing decisions.

a. Selection Criteria

All materials, whether purchased or donated, are considered according to one or more of the following criteria:

- o Reviews in journals, newspapers, or online sources
- o Age-appropriate reading levels
- o Creative or literary quality
- o Personal knowledge and subject expertise of the staff
- o Format suitability and ease of use

- Popular interest or contemporary significance
- Library user recommendation
- Relationship to existing materials in the collection
- Reputation of author, director, publisher, illustrator, performer, etc.
- Relationship to a popular television or movie character
- Winners or honorable mentions for annual awards, such as the Newbery, Caldecott, or Coretta Scott King awards
- Appearance on the New York Times best seller list
- Selection for television / radio programs that review books or media
- Local author, plot with a local setting, or local recording artist
- Connection to a local event or local performance
- Inclusion in standard library bibliographies (e.g., *Children's Catalog*, *A to Zoo*, *Best Books for Children*, etc.)
- Cost and availability

b. Reviewing Sources

Whenever possible, reviews are consulted to aide professional staff in the selection process. The review journals used by Children's Services staff include, but are not limited to: *Booklist*, *School Library Journal*, *B&T Books for Growing Minds*, *The Bulletin of the Center for Children's Books*, and *The Horn Book Magazine*.

Award winners, as well as titles that are related to popular television or movie characters, are often purchased without regard to reviews.

Because children's audio and video materials are not as frequently reviewed, staff may rely on publisher catalogs for information.

4. EVALUATION AND WITHDRAWAL OF MATERIALS

The library staff routinely evaluate and withdraw material from the various collections.

Items considered for withdrawal from the collection are evaluated by the following criteria.

- physical condition
- frequency of use
- date of publication

- duplication within the existing collection
- availability through interlibrary loan
- long-term or historical significance or interest
- cooperative collection agreements or collection strengths
- incorrect or outdated information

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