

Policy and Procedure Manual	Section B 7.2
Public Policy Collection Development Plan Outreach Services Department	Issued : April 21, 2008; amended August 17, 2009; amended April 18, 2011; amended April 17, 2014; amended May 15, 2017, amended April 15, 2019 Approving Authority: Administration

## OUTREACH SERVICES DEPARTMENT COLLECTION DEVELOPMENT PLAN

### General Introduction

The Outreach Services Department, in accordance with established Orland Park Public Library policies, serves those patrons with little or no means of traditional library attendance. Those groups are defined as follows: homebound and/or patrons with disabilities within single family homes as well as assisted living facilities and senior citizens. The Outreach Services Department may select for its' collection current popular fiction and non-fiction in user-friendly material formats such as large print books, magazines, books on CD, Blu-rays and DVDs. Items of interest, not purchased by Outreach Services, will be obtained through the Adult Services collection. The total Outreach Services collection level shall not exceed 7000 items.

### Standards of Selection

Library policy directs that the selection of books and/or library materials shall be made on the basis of their value to interest, enlighten and inform all residents of the Village of Orland Park. No library material shall be excluded because of the race, gender, disability, culture or sexual orientation, nationality, political or social views of the creator.

### Selection of materials will be based on the following criteria:

1. Relevance, both current and historical, and permanent value to the existing collection
2. Input garnered from critical reviews and selection sources
3. Price as a reasonable value for anticipated use
4. Reputation and qualifications of the creator, publisher or producer
5. Timeliness or currency of subject matter
6. Quality of format, including technical quality and durability
7. Popular demand
8. Hardware and software requirements
9. Ease of use (user friendliness, searchability, connectivity)
10. System-wide accessibility potential
11. Availability

12. Suitability of physical format for library use
13. Licensing restrictions

### **Tools for Selection**

Tools for selection include professional journals, trade journals, subject bibliographies, publishers' catalogs, promotional materials, standard review sources and lists of recommended titles. Purchase suggestions from patrons are also an important source.

Patron request does not guarantee purchase of an item, but may be obtained through resource sharing.

Basic educational trends are collected, but professional level material and textbooks will not be purchased.

Self-published books by local authors are generally not included in the collection.

Standard review sources include, but are not limited to, the following: Booklist, Chicago Tribune Book section, Kirkus, Library Journal, and Publishers Weekly, and large print publication websites; i.e., Thorndike and Random House.

### **Formats Purchased**

Materials are purchased with respect to durability, utilization, and transport. Formats are often selected to run parallel to the physical needs of homebound and physically challenged individuals. Current and popular materials are purchased in large print format when available. Of those large print editions purchased, hard cover as well as soft is purchased with separate but distinct patron preferential motivations. Non-print materials are purchased in digital format including Books on CD, DVDs, and Blu-rays.

### **Collection Print Materials**

#### **Non-Fiction**

Topics in the non-fiction collection include computer science, inspirational and motivational works, religions, financial and investment, cooking, gardening, health and fitness, and home remodeling, crafts, hobbies, home decoration, medical, quilting, sports, ~~cosmetics~~, essays and humorous writings.

#### **Biography**

The biography collection consists of non-fiction materials about people from all walks of life; from the earliest times to the present. Autobiographies, memoirs and letters are also included in this collection. Patron popular demand plays a significant role in developing this collection.

## **Magazines**

Outreach Services holds a small collection of large and regular print magazines including crafting, cooking and entertainment topics of interest to seniors. The library only keeps the current year of print copies. An additional collection of magazines is available to Orland Park Public Library cardholders through a digital platform.

## **Fiction**

The fiction collection consists of general fiction, mysteries, romance, inspirational and westerns. The collection is driven by patron request for best-selling and popular fiction. Preference with respect to durability, longevity and user ease will drive purchase selection. Currently, hard cover volumes are preferred but Outreach Services purchases soft covers for those target homebound patrons with a need for this format.

## **Audio-Visual Collection**

### **DVDs and Blu-Ray**

The DVD and Blu-ray collection provides popular movies of all genres including American feature films, foreign films, television series and documentaries. All DVDs and Blu-rays selected are wide screen versions. If that is not available, full screen will be purchased.

### **Music CDs**

This collection is non-circulating and only used for programming.

### **Audio Books**

Popular fiction and non-fiction titles are purchased and selected in various genres; mystery, romance, inspirational, western and best-selling topics. All books on CD are unabridged versions.

### **Deselection**

Materials may be deselected as they become damaged or less current. Those items deselected and still in good condition may be absorbed into the Adult Services collection.

### **Bi-Focal Kits**

This interactive collection of kits provides a variety of materials of interest for seniors. They are program based for assisted living facilities. Development of this collection is according to production.

## **Special Collections**

Outreach Services maintains special collections of artifacts for the benefit of the community. These collections include National Aeronautics and Space Administration, NASA artifacts, antique and rare books, John F. Kennedy and Jacqueline B. Kennedy memorabilia and The Founding and Historical Documents Collection. The largest of these collections rests with the NASA Special Collection and The Founding and Historical Documents Collection.

NASA Collection items are researched and acquired with respect to the following categories; Book/Print/Published Item, Clothing, Electronic, Exploration Equipment, Food/Consumables, Medical, Models/Training Aids, Raw Materials, Sewing and Construction Tools, Shuttle Hardware, Stowage and Protective Containers, Testing Equipment, and Textiles.

The Founding and Historical Documents Collection items are researched with respect to the following categories: Works Progress Administration, Annual and Monthly Reports, Building History, Circulation, Correspondence, Financials, Proposals, Realia, Special Events and Miscellaneous.