

3: Youth Services Collection Development Policy

A. Introduction

1. Purpose: The purpose of this Collection Development Policy is to state the considerations and criteria that govern the selection of materials for the Youth Services Department of the Library and their placement in collections within the Library.

The purpose of the policy is to implement the System's stated mission:

The York County Library System serves as an educational and recreational resource for the community. It provides material and services to help residents meet their personal, educational, and professional needs. Emphasis is placed on providing citizens information through an ever-changing variety of media resources.

2. General Considerations: The Library recognizes its responsibility to make available a representative selection of fiction and nonfiction materials on subjects of interest to or relating to children from birth through age 18. The Youth Services Department serves a diverse community, including children, teens, parents, caregivers, homeschoolers, college students, teachers and other adults interested in children's literature as a field of study.

The Library's collection should reflect its community. The Youth Services staff is sensitive to the need for children to see themselves and their environment reflected in books and other materials and actively seeks out works that accurately and respectfully do this. The collection should also reflect the broader world and offer children a perspective that goes beyond their immediate surroundings.

The Governing Board vests responsibility for selection of library materials in the Director, who may delegate authority to other members of the professional staff. The Head of Collection Management has primary responsibility for the selection and maintenance of collections for patrons from infancy through 12th grade, their parents, teachers and caregivers. The range of constituents served include preschool children significantly those in day cares and preschools; home schooling families, private and public school students; and university students of Education, especially Children's Literature.

The Youth Services staff is trained to assist children and adults with identifying items in the collection that fit general reading level and subject criteria. It is the responsibility of the parents or other care-giving adults, however, to determine which materials are appropriate. They can best choose materials in accordance with their child's interests, reading level, reading comprehension, level of maturity and the family's values.

In materials dealing with religion, social issues and politics, variety and a balance of opinion are sought. Some materials may contain frank treatment of certain situations or unorthodox language that may be objectionable to some people. If these materials

provide accurate information and/or feature realistic or well-portrayed characters and situations in the context of the genre, and as long as they meet the selection criteria outlined below, they may be purchased to meet a perceived or stated community need. A parent or guardian may determine what is right for his or her own child; however, an adult may not dictate what is right for someone else's child.

The Library shall apply the same principals and criteria to the selection of children's materials as materials selected for adults. The Library shall strive to acquire materials that combine high literary quality with popular appeal. Some of the popular items purchased may not meet the highest standard of literary quality, but they can serve as a draw for reluctant readers and provide a wider range of choices for avid readers.

"[L]ibrarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child." The Library will not act to restrict the reading, listening or viewing of any piece of material acquired within the guidelines of this policy. This position, set forth in two American Library Association statements, "Free Access to Libraries for Minors" and "Restricted Access to Library materials," is that parents - and only parents - have the right and responsibility to restrict children - and only their children - to library resources.

An effort is made to support the reading programs of the local public, private and home schools. However, the Library does not attempt to acquire textbooks or other curriculum-specific materials except as such materials also serve the general public. Students' school-related needs are served with supplementary materials and reference works. It is expected that each school will meet its own curriculum demands with adequate books and other materials and that school districts will provide curriculum-related resources for sharing by teachers. The Youth Services Department retains a current Accelerated Reader (AR) list for each of the eight lower York County elementary schools; however, the Library does not make an effort to match its collection to the AR lists. The mission of the Library and the selection process for the Library's collection are designed to complement but not duplicate school library collections and services.

Children's literature written by Virginia authors and/or set in the Hampton Roads region is considered a highly desirable part of the collection. Of particular interest are materials focusing on the Historic Triangle encompassing Yorktown, Williamsburg, and Jamestown.

Age ranges for specific collections are indicated in the sections that follow. These age ranges are suggested because reading abilities and maturity levels vary from child to child, even when they are the same age. Professional reviews, publishers' recommendations, and staff experience are used to decide the appropriate collection designation for each item.

In the event of a complaint about an item in the Youth Services collection, the Division follows the procedure for Challenged Materials as stated in the Policies of the York County Public Library System. For the Youth Services collections, the following

statements are particularly relevant: the Library Bill of Rights, Free Access to Libraries for Minors, The Freedom to Read Statement, and Libraries: An American Value Statement.

3. Selection Criteria: Criteria for the individual collections housed in Youth Services are highlighted in the following sections. There are general criteria that apply to the selection of materials for all Youth Services collections, including:

- Overall features of a book or other item
- Representation of the subject in the existing collection
- Demand or anticipated demand for the title
- Timeliness of the subject
- Positive reviews in professional journals
- Originality of the work
- Quality of the writing and/or illustrations
- Currency and accuracy of the information
- Reputation of the author/illustrator
- Reputation of the publisher
- Availability of material on the subject
- Special features (indexes, bibliographies, etc.) of the work
- Appropriateness of the format appropriate for a library collection
- Quality of the print, paper, and binding
- Inclusion of the title in special bibliographies or indexes
- Price and affordability
- Historical significance
- Space in library collection

Additional selection criteria for materials for youth include:

- Age and interest appropriate content and presentation
- Emphasis on quality, critically acclaimed materials as demonstrated in awards, specialized bibliographies and/or reviews
- Quality and aesthetics of illustrations to stimulate the imagination
- Awareness of curriculum-based needs of public, private, and home school students, and secondarily, university students of Children's literature
- Information and stories, which represent a spectrum of family styles, values and interests
- Materials, which represent the richness and diversity of young people's local and world community
- Materials which meet the particular developmental needs of youth at different stages

4. Reviews: In most cases, decisions are made with the help of journals which review materials for children, including general titles such as the New York Times Book

Review, Kirkus Reviews, Booklist, Publishers' Weekly, School Library Journal, Horn Book, and VOYA (Voice of Youth Advocates). Online review sources, news articles, youth-related web sites, and bibliographies produced by recognized and respected organizations (such as the American Library Association, the National Book Awards committee, etc.) may also be consulted for reviews and recommendations. Some items are ordered without reviews, including some small-press publications, popular series, and spin-off series. When there are no reviews available for particular items, professional judgment is used.

5. Currency: The Library strives to acquire new titles as close to their publishing date as possible to assure currency and to respond to the public's demand for new, high-interest titles. Pre-publication reviews and publishers' catalogs are also consulted for new and upcoming titles.

6. Patron suggestions and donations: Patron suggestions are welcomed and honored as long as the items meet the stated selection criteria. Donations are considered for addition to the Youth Services collection on the same basis as those selected and purchased with library funds. The Library reserves the right to dispose of all gift material that is not in good condition or cannot be used. The Library is under no obligation to replace lost, damaged, worn, or obsolete gift books.

7. Replacement: The Library will consider replacing damaged or lost materials applying the same guidelines used for selection. As a general rule, if one branch of the Library owns a copy, a second copy will not be purchased for replacement purposes.

B. Juvenile Print Collections

1. Board Book Collection

Collection overview: The Board Book collection is for babies and toddlers. These books have cardboard pages, which make them durable and help to introduce young children to basic book handling concepts. Many board books in the collection deal with simple concepts, such as shapes, colors, and counting. Board book editions of previously issued picture book titles are purchased only if appropriate to a toddler audience. Format is a factor in the selection of titles. For example, board books with plastic moving parts or toys affixed to them, cloth books, those with scent strips or stickers, and books that are consumable or ephemeral, as well as those books smaller than 4" by 4," are not generally purchased for the Board Book collection.

Selection plan: Review sources include standard selection tools, publishers' catalogs (particularly those specializing in parent and teacher resources), suggestions from patrons and staff, and lists of recommended titles. Books that support early literacy programs such as Tiny Tales, Toddler Tales, and Babies and Books programs are especially important.

Retention and weeding: Board book titles are retained as long as they are in good condition and continue to circulate. Due to heavy usage, it is necessary to continually

maintain this collection and frequently discard those titles no longer in circulating condition. Board books that have been identified by standard review sources as core titles in this genre are replaced if they are available.

2. Picture Book Collection

Collection overview: This collection consists of picture books, which display pictures or illustrations on every page, telling the story through images that are accompanied by a few lines of text. These books are primarily meant for reading aloud to children from birth through approximately age eight. Most picture books are 24 or 32 pages in length.

The Picture Book collection is maintained as a popular collection of titles that is consistent with the diverse backgrounds and interests of all sectors of the community. This collection serves children, parents and caregivers living in the Hampton Roads region, as well as college students, teachers and other adults interested in children's literature as a field of study.

In recent years, more picture books have been published in which subject, style, illustrations and language are developmentally more appropriate for readers over the age of eight. In these cases, content takes precedence over format, and the books are usually placed in the Juvenile Fiction collection. Overall treatment of the subject as it relates to age-appropriateness is key in choosing between collections. As in all library collections, we recommend that parents or other care-giving adults supervise a child's choice of library materials.

The Picture Book collection includes a separately shelved collection of holiday books with devoted to the following holidays: Valentine's Day, St. Patrick's Day, Easter, Halloween, Thanksgiving, Hanukkah, Christmas, and Jewish holidays.

Selection plan: When considering titles for purchase it is desirable to locate at least one positive review, when possible. Standard selection review journals are consulted, as well as other magazine and newspaper reviews. Patron suggestions for purchase are also encouraged. Award winning titles, particularly Caldecott Award and Honor books, are automatically purchased, as are many titles by established authors. Caldecott Award books are purchased in the following ratio: 4 Tabb and 2 Yorktown. The purchase of books with local interest or by local authors or illustrators is a priority. The Library is also interested in supporting early literacy in children and therefore purchases books to support this initiative. Books that are in great demand by children of the ages served are often purchased in multiples.

Retention and weeding: Picture book titles are retained as long as they are in good condition and continue to circulate on a regular basis. Worn copies of classics may be retained if the title is no longer in print. Books that have historical value may also be retained. Reference sources such as Best Books for Children are consulted during the weeding process. Particular attention is paid to maintaining a well-rounded collection, which may necessitate replacing worn or missing copies of titles.

3. Easy Reader Collection

Collection overview: These are books intended primarily for beginning readers in grades kindergarten to third. The books range from books for emerging readers (readers who know the alphabet and are ready to make the first steps toward reading) to books with simple sentences and short chapters for those who are ready to transition to longer, more difficult books for independent readers. Most of the books contain word lists, controlled vocabulary, large typeface, illustrations on nearly every page, and few words per page. Some take a phonetic approach to teaching reading.

The books in this collection are fiction titles. In recent years, there has been a trend toward publishing nonfiction easy readers. The Library purchases well-reviewed titles for our nonfiction collection on a regular basis.

Selection plan: Books with subject matter that is appropriate for and appealing to beginning readers are sought. Many easy readers are published in series and are in high demand. Books teaching reading with the phonics method are also popular and therefore purchased on a regular basis. Professional reviews for many easy readers are available in journals and through online sources. Emphasis is placed on high-quality general-interest titles. Typically at least one positive review is required for purchase. In response to popular demand, the collection includes a sampling of titles considered to be of transitory interest (for example, tie-ins with TV shows and movies). Some series are on standing order.

When available, hardcover editions of titles expected to be in highest demand are purchased. Due to space and budget considerations, where multiple copies of a title are needed, the collection is supplemented with paperback editions.

Retention and weeding: Books are kept as long as they are in good condition and continue to circulate. Periodic reports are run (ideally once a year) to determine which books are not circulating well. Those that have not circulated within two years, unless they are classics deemed important to keep, are withdrawn.

4. Juvenile Fiction Collection

Collection overview: This collection contains books of current interest as well as classics for independent readers from about grades two through six. It includes general fiction, mysteries, and science fiction/fantasy and represents a wide variety of subjects, themes, developmental issues, and life situations. Abridgements and adaptations of classics are kept here. The Library buys hardcover and paperback format. The collection represents local (Hampton Roads and Virginia) children's authors and interests.

Selection plan: Emphasis is placed on literary quality when purchasing hardcovers. Award winning titles, particularly Newbery Award and Honor books, are automatically

purchased, as are many titles by established authors. Newbery Award books are purchased in the following ratio: 4 Tabb and 2 Yorktown. The purchase of books with local interest or by local authors is a priority. Professional reviews are consulted; in most cases, at least one favorable review is required. Multiple copies are purchased when high demand is evident or anticipated.

Many juvenile fiction books are published in series and are in high demand. A series is defined as a group of separately published works issued in succession by a single publisher. Efforts are made to identify series and purchase full series as the budget allows.

The Library sponsors the York County Battle of the Books program. To support this reading program for students in grades 4 through 8, the Library purchases copies of the twenty titles from both the elementary and the middle school lists in the following ratios:

Grades 4-5:	1 Professional Collection	6 Tabb	3 Yorktown
Grades 6-8:		3 Tabb	2 Yorktown

The Library purchases at least one copy of each primary, elementary, middle school, and high school book on the Virginia Young Readers annual book list. The Library purchases at least one copy of the annual Virginia Library Association Jefferson Cup winner.

Retention and weeding: Books are kept as long as they are in good condition and continue to circulate. Periodic reports are run (ideally once a year) to determine which books are not circulating well. Hardcover that have not circulated within three years, unless they are classics deemed important to keep, are withdrawn. Paperbacks, with the exception of classics and award-winners, are weeded more frequently. Paperback copies of Battle of the Books titles from previous years are retained one year in case the title is repeated for the program.

5. Honor Books

Collection overview: The Youth Services Department has two collections of Honor Books for patrons who want to check out books but do not have a library card. There is no set circulation period. All titles in the honor books collections are fiction. At Tabb, there is one collection in the Children's area and one collection in the young adult area. At Yorktown, there is a young adult honor book collection.

Selection plan: Classics and award winning books as well as books by established authors are added to the honor book collections. Donations are the source of most of the honor books.

Retention and weeding: At least once a year, all honor book titles are reviewed for possible weeding.

6. Young Adult Fiction

Collection overview: The target audience for this collection of general fiction, romances, and mysteries is young adults, defined by the Young Adult Library Services Association as ages 12-18. However, emphasis is given to interests pertaining to the younger and middle ages of the range, as older teens gravitate toward the adult collections. The collection attempts to reflect the current needs and interests of this age group and to complement the reading programs of the schools.

When mature subject matter is involved, information in published reviews often helps determine whether the matter's treatment is appropriate for young adults. When warranted, Youth Services staff members inspect the books more closely. Teens are maturing younger, and in this electronic age of easy access to information, it is more important than ever to provide accurate and well-written books that address their concerns.

Selection plan: Books are chosen for their literary quality and recreational reading appeal. Professional reviews are consulted; in most cases, at least one favorable review is required. Multiple copies are purchased when high demand is evident or anticipated. Multiple copies of titles on the York County School Division's Advanced English and AP Summer Reading Lists are purchased.

Retention and weeding: Books are kept as long as they are in good condition and continue to circulate. Periodic reports are run (ideally once a year) to determine which books are not circulating well. Hardcover that have not circulated within three years, unless they are classics deemed important to keep, are withdrawn. Paperbacks, with the exception of classics and award-winners, are weeded more frequently.

7. Juvenile Nonfiction Collection

Collection overview: The Juvenile Nonfiction collection contains information on subjects of popular interest as well as basic subject-oriented and homework related materials for patrons up to age 18. A variety of reading levels is included, ranging from picture book format to easy reading to more advanced elementary, middle school, and high school materials.

The Juvenile Nonfiction collection is split into two separate collections: Beginning Nonfiction serving patrons through third grade and Juvenile Nonfiction for patrons in fourth grade and higher. At the Tabb location, Beginning Nonfiction is shelved in the Children's area and Juvenile Nonfiction is interfiled with Adult Nonfiction. At the Yorktown location, both collections of Juvenile Nonfiction are shelved with the Adult Nonfiction.

Selection plan: When considering titles for purchase, standard review sources are used. In addition, lists of recommended books, award-winning books, vendors' online catalogs (which sometimes contain reviews), and publishers' catalogs are consulted. A

small number of publishers' representatives are invited to bring in new titles for hands-on examination. More than one edition or version of a work may be purchased, particularly if the illustrator or adaptor has received a recommendation in professional reviews. Multiple copies are purchased when high demand is evident or anticipated.

Materials should meet high standards of quality in content, expression and format, interest to individuals or community, wide coverage of subjects and viewpoints, clear colorful illustrations, and an accurate representation of the subject.

The Library in cooperation with the York County School Division does attempt to have a core collection of the division's textbooks for grades K through 12. The Library also attempts to collect materials that support the Virginia Standards of Learning. However, it is expected that each school will meet its own curriculum demands with adequate books and other materials. The mission of the Library and the selection process for the Library's collection are designed to complement not duplicate school collections and services. Because the public library is open in the evening and on weekends, high school, middle school, and elementary students frequently use its facilities and collections for research and study purposes. For that reason, materials are selected specifically with their study needs in mind.

Retention and weeding: Weeding of the collection is an ongoing process to cull out unused titles, books containing out-dated or inaccurate information, unneeded duplicate copies, or books damaged beyond repair. This makes room for new titles and replacements of damaged materials. The collection is continually monitored to identify books requiring mending by Library staff or replacement with a new or updated copy. Use of the collection, the needs and interests of the community, requests and reserve lists, and the cost and availability of similar materials or of specific titles will be considered in determining the number of copies of each title the Library should have and when an item should be replaced, repaired, or withdrawn. The same principles applied to the selection of materials are applied to their removal from the collection. A nonfiction collection that has both depth and breadth, with accurate and timely material, is essential.

8. Graphic Novels

Collection overview: The graphic novel is a format in which a narrative is conveyed with sequential art. The graphic novel format holds great appeal for reluctant and avid readers alike. While this format has been in existence for many decades, its acceptance in the United States as an important and popular format has only recently been recognized.

The graphic novel format includes a wide variety of genres and subjects. Graphic novels can be nonfiction, adaptations of classic novels, science fiction, realistic fiction, fantasy, horror, romance or superheroes.

The graphic novel has worldwide popularity, with many foreign books being translated into English, particularly from France, Japan, and Korea. Readers should be aware that there may be cultural differences reflected in both the art and writing of the graphic novel.

Youth Services staff members are trained to assist children and adults with choosing developmentally appropriate materials for young people, but it is the responsibility of the parents or other care-giving adults to determine which materials are appropriate for their child.

Selection plan: When considering titles for purchase, standard selection review journals are consulted, as well as other magazine and newspaper reviews and online resources. Patron suggestions for purchase are also considered. Individual titles and series that are popular may be purchased in multiples.

Retention and weeding: Graphic novels are retained as long as they are in good condition and continue to circulate. Worn copies of classic or popular titles may be repaired or replaced depending upon availability. If a publisher produces books with bindings that do not stand up to typical library use, these books are not purchased or replaced.

9. Magazines

Collection overview: Magazines are purchased to support the educational and entertainment interests of children, parents, and teachers. They are separated into Juvenile, Young Adult, and Parents Corner collections and are shelved adjacent to their respective book collections.

Selection plan: Magazine titles are chosen to supplement the book collections. Parent magazines provide information on childcare, parenting, education, and homeschooling. The Juvenile and Young Adult magazines are selected for entertainment and educational purposes in appropriate age ranges. Professional and popular review sources are used to select titles. The Library usually obtains sample copies for reviewing purposes.

Retention and weeding: Most magazines are kept for one to three years before being removed from circulation. Magazine titles are reviewed for age appropriateness and may be dropped if the title no longer suits the collection. If a magazine goes out of print, another title with similar content may be added.

10. Parents Corner Collection

Collection overview: This nonfiction collection contains materials intended for use by parents, teachers, childcare providers and youth advocates. It is primarily a book collection. The emphasis is on practical materials rather than academic or theoretical. Areas of emphasis include:

Collection Policies

- Books on parenting
- Books on child development
- Books dealing with the educational needs of children
- Books offering suggestions for entertaining children (activities, crafts, family outings)
- Bibliographic reference works and readers' advisory materials (for example, A to Zoo, Great Books for Babies and Toddlers)
- Books related to children's literature
- Homeschooling resources
- Reports from relevant agencies (for example, Virginia Department of Social Services and the National Association for the Education of Young Children)

Selection plan: Parents Corner materials are selected using the general criteria and review sources listed in the Introduction to the Youth Services Collection Development Policy. Suggestions from patrons and staff are encouraged. Special emphasis may be given to materials that deal with topics of current interest or important research, such as early literacy and brain development. Because many parents and caregivers look for parenting information while visiting the Library with their children, the Parents Corner collection is housed in the Youth Services Department near the picture books. For this reason, materials may occasionally duplicate holdings in the Adult Nonfiction section.

Retention and weeding: Usage, condition, currency, and space are factors in weeding this collection. To aid the process, computer reports are run periodically to determine which books have not been circulating. The same principles applied to the selection of materials are applied to their removal or replacement.

11. Professional Collection

Collection overview: The Professional Collection is a non-circulating, cataloged set of books used by Library staff for story times and story time preparation. Because most story times presented are to preschoolers, the majority of the collection is geared toward that age. It consists of picture books and professional resources (with storytelling tips, prop-making instructions, and collections of finger rhymes, action rhymes, and children's songs).

Selection plan: Picture books and big books are selected with the same criteria as used for the circulating collection and for their suitability for reading aloud to groups of children. Simple concepts, appealing story lines, and clarity of illustrations are a must.

New professional resources are added to the collection when they are positively reviewed and fill a need as perceived by the staff members who present story times.

Retention and weeding: Periodically, staff members review the collection for the purpose of weeding. Those that are not being used often are candidates for withdrawal.

12. Reference Materials

Collection overview: In most cases, these materials are useful for gathering information rather than for reading from cover to cover. Examples include dictionaries, encyclopedias, atlases, almanacs, and bibliographies. These books may only be used in the Library to ensure their availability. They are shelved in two locations:

Children's Reference Collection (Tabb only)

This collection is for children up to third grade and is used for personal information as well as for school assignments. It includes beginning level reference sources.

Juvenile Reference Collection

This collection is intended for upper elementary children and young adults. Its scope is personal use as well as for school assignments. It is shelved with the adult reference materials at both libraries.

Selection plan: As with the Juvenile Nonfiction collection, standard selection tools and other resources are used. Materials should meet the same standards of quality. Topics with heavy use may be duplicated in the appropriate circulating collection. Sometimes the newest edition is placed in a reference collection and the older edition is transferred to the circulating collection. More than one edition may be kept in the circulating collection if the title is in high demand and still relatively timely.

Retention and weeding: Weeding of the collection is done periodically to remove outdated materials. A new edition of the same title or a new edition of a similar title may replace outdated books.

C. Juvenile Media Collections

1. Recorded Books

Collection overview: This collection contains recorded books in audio-cassette and compact disc formats. It is intended to serve preschoolers through high school students. Emphasis is placed upon beginning reader materials. Age appropriate fiction and non-fiction titles are also selected for older children and young adults.

Cassettes with books are purchased for recreation, help with literacy and reading skills, and simple foreign language instruction.

Selection plan: As with the Juvenile and Young Adult fiction collection, standard selection tools and other resources are used. Emphasis is placed on literary quality. Multiple copies are purchased when high demand is evident or anticipated. Books on cassettes and CDs are purchased for older readers as a stand-alone format. Currently, both formats are purchased with a preference for books on CD.

The primary consideration in selecting most titles is the original book. When the book is popular or an award winner, the title is purchased in audio format. Reviews in various professional journals are consulted when available.

Retention and weeding: Audiobooks are retained as long as they are in good condition and continue to circulate. Worn copies or sets with missing pieces may be replaced depending upon availability.

2. Music

Collection overview: The juvenile music collection includes popular music and educational songs in compact disc format. It is intended to serve infants through elementary aged students. The young adult music collection is geared for patrons in middle and high school. Because of space constraints, currently there is only a collection of juvenile and young adult music at the Tabb location.

Selection plan: Selection tools include publisher catalogs, specialized web sites (TheBestChildrensMusic.com, CDBaby, Kiddo Music), standard selection tools, and recommended lists. Patron suggestions will be considered.

The young adult music collection includes popular music in compact disc format. Music with a parental advisory warning for lyrics will not be purchased. The Library will not necessarily order all titles by a particular artist or band. Input from the Teen Advisory Board will be solicited for titles for the young adult music collection.

Retention and weeding: Music titles are retained as long as they are in good condition and continue to circulate.

3. Videocassettes/DVDs

Collection overview: This collection includes films in video (VHS) or digital video disc (DVD) formats. It is intended to serve the educational and recreational needs of children, ranging from infants through high school students. The collection includes both fiction and non-fiction selections. The collection exists to serve the general informational, educational and recreational needs of the Library community. It is not intended to serve the same function as a video rental store.

An exception to this premise is the young adult video collection. Feature films with an intended teen audience will be purchased.

Selection plan: Appropriateness and expected long-term use and value to the collection are deciding factors in the selection of children's videos. The Juvenile video collection includes titles from several popular educational television series as well as Disney classics. In addition, family films and animated films are purchased for the collection (as long as they are rated G or PG). Titles will be purchased in both VHS and DVD format.

Titles purchased for young adult patrons require at least one positive review and must be rated PG or PG-13. R-rated movies will be selected only if it is critically acclaimed and/or based on a book. Input from the Teen Advisory Board will be solicited for titles for the young adult video collection. Titles for this collection will be purchased only in DVD format.

Retention and weeding: Because the video/DVD collection is constantly growing, diligence in weeding is crucial. Titles with little or no circulation will be considered for withdrawal. Titles that have circulated over 150 times will be considered for withdrawal or replacement.

D. Online Resources

Introduction: To assist customers in using the Library, the Youth Services Department provides selected online resources (Internet sites and subscription databases) for use by children, teachers, parents and caregivers. These online resources are available through the Duluth Public Library web site and at the Library's Internet computers. As with other library materials, restriction of a child's access to online resources, especially the Internet, is the responsibility of the parent or other care-giving adults. Parents are encouraged to work closely with their children to select material that is age-appropriate and in keeping with personal and family values.

1. Youth Services Internet Sites

Collection overview: To assist customers in using the Internet, the Youth Services Division provides lists of selected Internet sites on the Library's Youth Services web pages. These sites are chosen by Library staff in an effort to help meet the anticipated educational, recreational, or informational needs of children, teens, parents, and teachers.

While offering a wealth of valuable learning and entertainment resources, the Internet is a vast and rapidly changing medium. The content or purpose of sites can change suddenly and without notice. In an effort to provide quality information for those using our web pages, the Youth Services staff has established a policy for reviewing its selected sites on a regular basis. Staff cannot, however, be held responsible for changes in the content of any Internet sites, including those we select. In addition, staff recommendations apply only to the sites directly linked to the Kids and Teens pages and not to external links from those sites.

Selection plan: The guidelines used when selecting sites are listed in the *Great Web Sites for Kids Selection Criteria* developed by the Association for Library Service to Children (ALSC), a division of the American Library Association (ALA). The criteria address the topics of authorship or sponsorship, purpose, design and stability, and content. The review sources used when selecting new sites include Internet-based review sources such as The Librarian's Index to the Internet (LII), Surfnet Kids

Newsletter, and WebFeet, the journals and tools listed in the Introduction to the Youth Services Collection Development Policy, and other miscellaneous sources such as school newsletters. Suggestions from patrons and staff are accepted for review.

Retention and weeding: Links on the Youth Services web pages are checked at least every two months. Address changes are corrected and links to sites that no longer exist are removed. A site will also be removed if its content no longer meets our guidelines.

2. Electronic Resources

Collection overview: Electronic Resources are computer-based resources available online through the Library. Most of the electronic resources are subscription databases. Many are part of Find it Virginia and are paid for by the Library of Virginia.

Selection plan: The databases selected for the Databases for Kids and Teens page are chosen from the broader list of Electronic Resources for their anticipated use as informational or educational resources. Content, search features and overall ease of use should be appropriate for students in grades K-12. Grade or age-level indicators should be available when appropriate, as with the Infotrac magazine indexes Kids Infobits, Junior Edition, and Senior Edition. Resources with full-text information are preferred over those that offer only abstracts or citations, especially when intended for use by younger students. Other factors that are considered include authority and reputation of the author or publisher, currency, and frequency of updates. Databases are preferred that have a typeface that is legible for low-vision students and an overall design that will not intimidate youth.

Retention and weeding: Retention of many of the Electronic Resources depends primarily on the outcome of the selection and review activities of the Library of Virginia. Any weeding that occurs would be the result of a change in focus, design, or ease of use that would make it inappropriate for use by K-12 students. Databases may also be dropped due to cost.

Amended August 11, 2011