

Collection Development Policy

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Purpose Statement

The purpose of this collection development policy is to guide the coordinated development of the Ingram Public Library's holdings, including print, digital, electronic, and other media. This document includes a summary of patron demographics and recent needs assessment findings, as well as an analysis of current and projected holdings. Based on the library's budget and other criteria discussed within this plan, the library purchases and weeds materials to meet patron needs. Policies for managing gifts, replacements and special collections are also outlined. While educational and recreational programs are integral to the library's mission and goals, they are excluded from this plan.

In outlining this policy, Ingram Public Library expressly adopts the American Library Association's "Bill of Rights," "The Freedom to Read," "The Freedom to View" and "Free Access to Libraries for Minors." Further explanation is outlined later in this document as part of a discussion on intellectual freedom.

Background Statement

Ingram, Pennsylvania - Demographics

Ingram is located in rural, eastern Pennsylvania, and like many towns in the area, Ingram's demographics are rapidly changing. As of the 2010 town census, the town of Ingram had a population of 22,783, with 92% identifying English as its primary language, and eight percent identifying Spanish as its primary language. However, the town's 2015 census demonstrated a 5% growth vs. the prior survey, including a new population of Russian and Polish speaking residents. This growth is due in part due to a rejuvenation of the area's anthracite coal mining industry. Long abandoned, new investors have focused on re-opening the region's historical coal mines, prompting new migrants, who are predominantly Slavic, to move into the region.

Q: What is your primary spoken language?

	Male		Female		TOTAL	%
	> 18 years	<= 18 years	> 18 years	<= 18 years		
English	2934	7126	3354	7546	20960	92%
Spanish	255	620	292	656	1823	8%
Russian	-	-	-	-	-	
Polish	-	-	-	-	-	
Other	-	-	-	-	-	
TOTAL	3190	7746	3645	8202	22783	100%

Source: Hypothetical Ingram, Pennsylvania Town Census (2010)

	Male		Female		TOTAL	%
	> 18 years	<= 18 years	> 18 years	<= 18 years		
English	2796	6790	3196	7190	19972	81%
Spanish	294	714	336	756	2100	9%
Russian	184	629	178	400	1850	8%
Polish	75	251	118	266	710	3%
Other	-	-	-	-	-	
TOTAL	3349	8384	3828	8612	24632	100%

Source: Hypothetical Ingram, Pennsylvania Town Census (2015)

Ingram Public Library Location, Facilities and Services

Ingram Public Library's single branch is located at 8226 Main Street. Originally constructed in 1922, the Library has undergone two remodeling efforts during its existence. While opportunities for dramatic expansion of physical space are limited due to the library's historic location in downtown Ingram, the library has been able to significantly augment its collection through a cooperatively maintained eBook collection that is shared among five neighboring towns. Its traditional collection of physical books includes over 15,000 volumes, and is augmented by electronic resources, compact discs, DVDs, and video games. Other notable services include desktop computer access, information literacy classes, monthly job fairs, tutoring services and children's reading parties. The library is additionally beta testing a laptop lending program to accommodate patrons' off-hours needs for technology access.

Ingram Public Library is supervised by the Town of Ingram's Library Board of Trustees, which consists of five members. These members are appointed by the Ingram County Commission, and each member serves a term of five years. The term of one trustee expires each year so as to manage turnover. The Board meets in the library on the third Thursday of each month at 5:00pm.

Results of 2016 Needs Assessment Study

Recognizing the recent shift in town demographics, and in furtherance of its previously stated mission, Ingram Public Library undertook a comprehensive needs assessment study in early 2016. Through focus groups and surveys, the library learned that minor policy changes and new programs were needed to support library access for non-standard shift workers, the high school's community service requirements, and integration of new residents into Ingram's community. The library also learned that multilingual support is needed for the growing population of patrons whose primary language is not English.

The needs assessment study also highlighted an urgent need to adjust the library's collection development policy. There is an overwhelming demand for the library to begin incorporating books in Slavic languages into their collection, both for adults and children, as these patrons feel underserved. Of particular interest to these patrons are Russian translations of best sellers; Russian, Polish and Ukrainian translations of literary classics and popular series of children's and young adult books, as well as Slavic newspapers and periodicals.

Responsibility for Collection Management/Development

Ultimately, Ingram Public Library's Director holds authority for management of the library's collection. Under the director's supervision, day-to-day selection and maintenance of holdings is delegated to the library's professional staff. Community members are strongly encouraged to suggest materials to augment the library's collection, particularly in areas where new collection needs have been identified as a result of Ingram Public Library's recent needs assessment survey. These suggestions will be evaluated in accordance with the development principles set forth in this document.

Mission, Goals, and Objectives Statements

Mission

The Ingram Public Library enriches the lives of the town of Ingram's residents through opportunities for lifelong learning. The Library inspires intellectual, cultural, and recreational growth in an atmosphere that is safe, welcoming, and respectful for all patrons.

Approved by the Ingram Public Library Board of Trustees, June 6, 2008.

Goals

Ingram Public Library strives to provide a broad and relevant collection of library holdings and educational programs in support of its stated mission. These offerings shall be supported by knowledgeable staff who provide library patrons with exemplary service.

Objectives

The objective of this Collection Development Policy is to support the Mission and Goals of Ingram Public Library as outlined above. Specifically, this policy:

- Defines the scope of the existing library collection for the library's audiences,
- Provides a framework for managing the library's collection, including materials selection and weeding,
- Drives future library program and service development, and
- Communicates these decisions to the library's constituents in furtherance of transparency and collaboration.

Target Audiences

Ingram Public Library's holdings and services are developed for the purpose of supporting the intellectual and creative pursuits of the community of Ingram, Pennsylvania. In addition to the needs of the general community, the library also strives to acknowledge those of unique constituencies. These include the town's students, who require resources that support their K-12 education, and senior citizens who desire large print materials and technology education services. Finally, as noted previously, the town has experienced a recent growth in residents for whom English is a second language, and while the library

must continue to support collection and service expansion for English speakers, it strives to augment its offerings for this rapidly expanding audience.

Budgeting and Funding

Ingram Public Library receives its budget from the county's Board of Trustees. For fiscal year 2016, the library received an operating budget of \$500,000. The Board of Trustees utilizes money from a general fund in order to maintain the library as a public service to the community. Additional funding is received from periodic grants, such as the H.W. Wilson Library Staff Development Grant, which was awarded to Ingram Public Library in 2016. Library advocates, including the Friends of the Library, also raise money through book sales, with proceeds benefitting Ingram Public Library.

Evaluation Criteria

As a recipient of public funds, the Ingram Public Library judiciously utilizes money that has graciously been provided by the county and its residents. In order to ensure that money is spent in the best possible manner, the library carefully examines many factors in the acquisition and maintenance of its collection.

General criteria utilized in order to ascertain community needs include surveys, usage statistics, patron requests, census records, a needs assessment study, societal trends, and changes in technology.

In order to determine whether any material will be purchased or continue to be purchased in the case of journals and databases, the library will consider cost, quality of material in relation to the general collection, suitability of materials as reference sources, author/publisher reputation, and the relevance that a resource has to the town's population.

For electronic materials, resources that require limited computer knowledge, maintain patron privacy rights, and meet Americans with Disabilities Act (ADA) requirements are preferred. The library does not purchase academic textbooks, but will retain them for reference use within the library, if they are provided by teachers, instructors, or other school representatives.

Special consideration will be given for the purchase of multicultural resources that help the library to achieve its mission. The library does not discriminate on the basis of age, of race, religion, national origin, marital status, color, sex, age, veteran status, or disability.

User Needs & Wants

Ingram Public Library utilizes a variety of methods to ascertain user needs and wants, including conducting a needs assessment study, coordinating focus groups, surveys, patrons requests, familiarity with community issues, and from recommendations provided by library journals, such as *BookList* and *Library Journal*.

In addition to the standard evaluation criteria, the library utilizes a system called patron-driven acquisitions. This system relies on patrons accessing e-books through the library's website. After 100 unique patrons download a particular title, the library will prioritize that work as a title to purchase as soon as money is available.

Holdings of Other Libraries

When considering a purchase, the library will utilize its evaluation criteria. If a resource is useful but its cost exceeds \$50, the library will strive to utilize interlibrary loan to obtain such materials, if requested by patrons. If a particular work has been requested at least ten times through inter-library loan it will be prioritized for purchase if it meets the specific evaluation criteria. This applies to print or electronic books but does not apply to standard reference guides. Reference guides will be purchased, regardless of cost, based on the standard evaluation criteria and will be made available for in-house use only.

Gaps in the Collection

The library strives to meet the needs of all community residents; however, occasionally the library will not have a particular title on hand. When such a situation arises, the library will utilize inter-library loan to acquire a title. If a particular work has been requested at least ten times through inter-library loan it will be prioritized for purchase if it meets the library's evaluation standards. Special consideration will be given for resources that promote multiculturalism. The library does not discriminate on the basis of age, of race, religion, national origin, marital status, color, sex, age, veteran status, or disability.

Recency

The Ingram Public Library strives to maintain up-to-date resources and books for its patrons. However, the library is aware that fields, such as math and science experience rapid changes that necessitate more up-to-date resources than in other fields, such as the humanities. Whereas materials in math and sciences require up-to-date information, humanities disciplines often require studies of classical works in a particular area of interest. Therefore, notable books may be retained by the library, regardless of age, as long as they contribute to the general collection. In addition to its general evaluation criteria, when considering whether to purchase new materials, library staff will consider the popularity of resources, quality of resources, and whether the item makes a unique contribution to the general collection.

Author/Publisher Reputation

Whenever possible, the library will purchase books by established authors as they are the books that are most commonly requested by patrons. The library will also attempt to purchase books from the largest publishers as those publishers are more likely to publish books with a casual audience in mind. Books by smaller publishing houses and less notable names will be examined on a case-by-case basis. These books will be added based upon the standard evaluation criteria, uniqueness among general collection, and significance of topic for Ingram residents and usage statistics for related topics.

Analysis of Subject Fields

The Ingram Public Library strives to be an accessible resource to all visitors. To be consistent with other public libraries, it has arranged its non-fiction collection based on the Dewey Decimal System. The library has posted signage in English, Spanish, Russian and Polish to assist patrons in locating specific subject areas in the stacks.

The library has segregated the materials in other languages in the Spanish Materials special collection and the Russian / Polish Materials special collection. This section contains all printed works of fiction and

non-fiction, as well as DVDs, music CDs and translated materials about local agencies and support services.

Periodicals and newspapers are shelved on unique racks in the reading common area. Items that are considered audio/visual materials are located in the stacks closest to the circulation desk. These include the music CDs, CD and MP3 audiobooks, video games and the DVD and Blu-ray movies.

In addition to circulating volumes, copies of commonly requested reference materials like GED test study guides, preparation manuals for taking the U.S. Citizenship exam, taking the Pennsylvania driving exam and voter registration information are kept on shelf within reach of the reference desk.

Figure 1. Subject Analysis of the Ingram Public Library Collection

Classification by Dewey Number	Description	Percentage of Collection	Percentage of Circulation	Goal	Comments
000 - 099	Generalities	0.75	1.0	Weed outdated technology resources and obsolete computer assistance manuals	Computer assistance materials circulate consistently but become obsolete quickly; new interest in materials about self-publishing and e-publishing
100 - 199	Philosophy	1.0	.75	Let patron demand guide decisions	Materials rarely circulate
200 - 299	Religion	1.0	.50	Let patron demand guide decisions	Materials rarely circulate
300 – 399	Social Science	9.0	11.5	Acquire current test preparation materials and promote these materials as well as on-line resources; add materials about planning for retirement and funding for college	General law and social service assistance materials are popular; GED & CLAST resources in high demand and US Citizenship study guides; new interest in financial planning
400 – 499	Language	4.0	6.5	More English language assistance materials are needed; replace damaged and outdate resources	Most demand for foreign language materials comes from patrons at other libraries in our cooperative system
500 – 599	Natural	3.5	2.0	Weed titles that have not circulated; acquire	Inconsistent circulation among materials in this

	Science			more volumes about animals native to this region	section but some interest in the behavior of deer and other small wild animals
600 – 699	Applied Science	9.0	10.5	Weed outdated cookbooks; acquire new parenting / child care materials	Cookbooks, home repair and automotive maintenance manuals are in high demand; new interest in yoga and exercise books
700 – 799	Fine arts and Recreation	5.1	3.5	Weed outdated photography materials and acquire graphic design manuals	Digital photography, jewelry making and some music books are popular
800 – 899	Literature	6.5	3.5	Weed plays and outdated anthologies	Low demand for criticism texts and ancient literature studies
900 – 999	History and Geography	14.0	8.5	Weed outdated and non-circulating materials; acquire more materials on European history	Everything Ingram collection and Gettysburg materials are popular
B	Biography	2.5	1.5	Let patron demand guide decisions; consider large print versions for new acquisitions	Scandals, military leaders and politicians are most popular
CD / MP3	Music CDs and audio – recordings of books	0.50	0.5	Acquire more English learning materials	Rock and pop music in high demand, English learning materials and popular fiction
DVD / BLU	DVD and Blu-ray movies	0.75	1.0	Weed damaged discs and unpopular titles	Children’s movies and new releases circulate heavily
F	Fiction (including Juvenile, Young Adult, large print and paperbacks)	38.75	46.0	Increase the large print collection; replace heavily damaged titles that circulate frequently; acquire multi-lingual children’s titles and more tween titles	New releases circulate heavily; children’s books are popular but often go missing or are marked as lost; young adult fiction circulation is increasing along with interest in graphic novels

FL	Foreign Language	1.0	1.75	Acquire more foreign language volumes, especially popular new releases	Polish, Russian and Spanish-language fiction and non-fiction materials are shelved in the Foreign Language Section
PER	Periodicals	.50	0.0	Cancel subscriptions to titles that are no longer of interest to the community	Non-circulating; Consumer Reports and news and political are most requested; pop-culture periodicals often go missing
REF	Reference	2.0	0.0	Weed outdated materials when they can be replaced by on-line or digital based resources	Patrons and staff rely heavily on on-line resources; print materials are rarely used
VG	Video Games	0.15	1.0	Acquire more games and promote teen and tween events	Console and CD-ROM games circulate with high frequency; also damage easily and are reported lost

Analysis of Collection By Format

The Ingram Public Library maintains a collection of 15,000 physical books. To meet the needs of the general community, these books cover a broad spectrum, ranging from board books for early readers, to classic and contemporary fiction, from volumes about history and sciences, to books in large print and non-circulating volumes for in-library reference use.

The library strives to be a successful resource for patrons by providing the most current manuals for GED preparation, CLAST exams, SAT testing, obtaining a Pennsylvania driver's license and U.S. Citizenship and Immigration materials. The library also has two computers specifically purposed for visiting the PA.gov site regarding driving information, the department of education, the department of human services, information on unemployment, birth and death certificates, veterans information, park and recreation information, and parent and child services agencies. The computer also provides access to my.uscis.gov to obtain immigration information, <https://www.ssa.gov/> for Social Security information, <https://www.irs.gov/> for tax information, and <https://www.healthcare.gov/> for health insurance enrollment.

As part of the Everything Ingram special collection, the library acquires any new books written about the history of Ingram, as well as its community, culture and industry. The collection also includes volumes about general Pennsylvania history, Appalachian history, the Civil War and the Battle of Gettysburg. The library also has a section of books in Spanish housed in the Spanish Materials special collection. And the Ingram Public Library also maintains a special collection of volumes that are in Polish and Russian. The

library utilizes a website called [Children's Books On-line: The Rosetta Project](#) to download children's books that have been translated in other languages and are used during Russian and Ukrainian storytime.

Due to its proximity to New York, the library has a daily subscription to the local newspaper as well as *The New York Times*, *The Wall Street Journal*, and *USA Today*. The library also has a subscription to *Vecherniy New York* (The Evening New York), a weekly Russian newspaper that is delivered every Friday. A digital subscription to *The Ukrainian Weekly* allows patrons to read and download the latest issue as a PDF. The subscription also provides access to the newspaper's stories archive and PDF archive. The Ingram Public Library also has digital subscriptions to several on-line versions of newspapers including *The Philadelphia Inquirer*, *The Washington Post*, *The New York Post* and *The Huffington Post*.

The library has continued to renew subscriptions to consumer magazines like *Time*, *Sports Illustrated*, *Consumer Reports*, *GQ*, *Vanity Fair*, *Ladies Home Journal*, *Better Homes and Gardens*, *O* (The Oprah Magazine), *Car and Driver*, and *National Geographic*. Since the library is unable to store copies of previous years' issues, the library is considering converting print subscriptions to digital options providing access to publisher's archives.

The library has a small collection of music CDs available for circulation, but still relies heavily on the CDs available in the collections of the other five cooperative branches. The Ingram Public Library has approximately 50 titles available on CD/MP3 discs and another 300 audiobooks on CD. There are also instructional CD sets that teach other languages, and CD/ book kits for math, history and science. The Ingram Public Library is slowly establishing a collection of console style video games that circulate, in addition to CD-ROM style games for computers. As patron demand strengthens, the library plans to add more Blu-ray discs to its collection, but the current selection of DVDs circulates frequently. As discs become damaged or no longer play properly, the library tries to repair or replace as many titles as possible.

Selection Aids

As part of a cooperative with five other libraries, the Ingram Public Library has some flexibility in the manner in which it chooses to acquire new and replacement materials. Knowing that the other libraries will invest in the newest popular titles and bestsellers, it allows the staff of the library in Ingram to utilize a plethora of resources to acquire unique and non-traditional materials that meet the needs of its unique community.

Patrons want to read the books on the best sellers lists while they are still on the list, not after being put on a hold list for eight months. The professional staff at the Ingram Public Library is sensitive to this expectation of its patrons. The staff also knows the readers of the library and is confident in its readers' advisory skills and its ability to recommend read alikes or suggest new authors to patrons to try. For those reason, the staff reads as many pre-release reviews as possible to be proactive when acquiring new titles. They rely on traditional sources such as *Library Journal*, *The New York Times* book reviews and *Booklist*. They also follow the current trends discussed in *Entertainment Weekly* and on countless blogs. The library staff has a subscription to [NetGalley](#) which allows staff to read advance copies of soon to be published titles and make early determinations of titles to add to the collection with confidence they will circulate.

The Ingram Public Library is also comfortable in giving some selection power to its patrons. The library uses a patron-driven acquisition system to manage the purchases of e-books to be added to the circulation

collection. The library also provides complimentary copies of *BookPage* to its patrons and encourages them to use on-line readers' gallery sites like Goodreads.com and Bookmarks Magazine.

The library staff also realizes they need assistance in acquiring no-fiction titles that will be relevant to the community. They have come to rely on recommendations from local professors for new volumes relating to math and sciences. They also study academic press catalogs such as the Smithsonian Institution Scholarly Press and the MIT Press. The Ingram Public Library relies on the recommendations found on Publishers Global to locate publishers of books in Russian, Polish, Ukrainian and Spanish.

Intellectual Freedom

The Ingram Public Library will uphold the American Library Association's Library Bill of Rights.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.*
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.*
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.*
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.*
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.*
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

The Ingram Public Library will follow the following procedure if a patron has a complaint about library materials.

1. The patron will have the opportunity to discuss his/her concern with the staff member responsible for selection. If the issue is not resolved to the satisfaction of the patron, the patron must complete a Statement of Concern form.
2. The Library Director will review the form and respond in writing to the patron within two weeks.
3. If the patron is still not satisfied with the outcome, the form will be forwarded to the library board, along with any supporting documentation from the patron and/or the Library Director.

4. The library board will review the documentation and respond in writing to the patron within 30 days.

Collection Maintenance/Weeding

The collection of the Ingram Public Library is maintained and weeded at the discretion of the library in order to maintain a balanced and relevant collection for the community that the library serves. The collection is reviewed and weeded on an ongoing basis by the library staff, according to professional practices described in The CREW Manual. Items are removed from the collection when they are no longer in good condition, when they contain obsolete information, or when they are no longer relevant to the community.

Gift Policy and Procedures

The Ingram Public Library encourages and welcomes donations of current books, audio books, and DVD's. The library also encourages donations of books written in Spanish, Russian, or Polish. The library does not accept textbooks, music CD's, or encyclopedias.

Items should be clean and in good condition. All items immediately become the property of the library and are received with the understanding that they may not be added to the collection. Some donated items may be sold at the Friends of the Library book sale, while some may be recycled or discarded. Donated items cannot be returned. Donated items are subject to the same inclusion and removal policy as purchased items.

The library also welcomes monetary gifts for materials to be purchased for the library. A donor may suggest a specific addition to the collection with the understanding that monetary gifts are used at the discretion of the library, and may be used to purchase books, DVD's, equipment, or other items deemed necessary by the library.

The library accepts donations and monetary gifts from Monday through Friday, 10:00 a.m. – 4:00 p.m. If a donor needs a receipt, the library will provide one, but the library cannot assess value to the donated items.

Replacements

In the event that an item is lost, stolen, or damaged beyond repair, the Ingram Public Library will assess the patron the full replacement cost.

An item may or may not be replaced by an exact duplicate. Replacement of the item will be subject to the same acquisition policy as other purchased materials. Demand for the specific item will also be considered.

Special Collections

The Ingram Public Library houses three distinct special collections: Spanish Materials, Russian/Polish Materials, and Everything Ingram. The Spanish and Russian/Polish collections highlight and encourage the use of books and DVD's in Spanish, Russian, and Polish. These collections aim to help patrons locate

materials in these languages quickly and easily. The Everything Ingram collection holds items that were published in Ingram or were written about Ingram. Items include books about Ingram's history, CD-ROM's containing past issues of Ingram's local newspaper, and lists of major government services found in and around Ingram.

Appendix

Ingram Public Library Material Reconsideration Request

Title of Item _____ Author _____

Type of Item _____

Patron's Name _____

Patron's Address _____

1. Have you read / viewed the entire item in question? If not, what part have you read / viewed?

3. Reason you are requesting the item be reconsidered (please be specific): _____

4. For what age group would you recommend this item? _____

5. Have you discussed your concern with a library staff member? _____

6. Do you have any additional comments? _____

Signature of Patron

Date: _____

Please return this request to the Library Director at the Ingram Public Library.

You will receive a written response from the Library Director within two weeks of the receipt of your completed request.

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