

Attachment B-3

Overview of Types of Works in Collection

ADULT

Fiction

The library's collection includes a variety of contemporary works of fiction representing all genres, international works of fiction, classics and important novels of the past. The library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves, and to satisfy the diversity of interests and recreational needs of its users.

Non-Fiction

The library acquires materials which provide a core of basic knowledge. In addition, the library selects, makes accessible, and promotes the use of materials which:

- address contemporary issues
- provide self-help information
- facilitate continuing education
- enhance job-related knowledge and skills
- increase knowledge of affairs of the community, the country, and the world
- support school work
- support business, cultural, recreational and civic interests in the community
- nourish intellectual, aesthetic, creative and spiritual growth
- present different viewpoints on issues

CHILDREN

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 the Bulverde Area Rural Library District, from infancy through grade eight. The materials are selected with regard to the stages of emotional and intellectual maturity of the children. The collection also provides adults with materials that relate to the well-being of children, enrich preschool and school curriculums, and aid in the study of children's literature.

YOUNG ADULT

The library will collect materials for young adults to satisfy the needs of patrons from the approximate age of 13 to 18 years. It is a transitional collection for the reader, moving from the children's collection to the adult collection. The type of materials selected differs significantly from the junior high level because of the social, emotional, and intellectual maturity required to read them. As this is primarily a browsing collection, fiction and paperbacks are emphasized with a selection of topical non-fiction and

hardback books. While materials of overall "good literary quality" are included in this collection, popular titles, graphic novels, and themes of contemporary interest to the target age groups are stressed.

ELECTRONIC DATABASES

Online computerized databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by patrons and library staff to enhance and supplement reference service. Many of the databases contain specialized information beyond the scope of the library's print collections; others have information that does not exist in print format.

Some databases duplicate print sources which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to library users.

LOCAL HISTORY

As the information center for the community, the library places a high priority on acquiring comprehensive information and resources about the Bulverde/Spring Branch area, both past and present. The library collects reference and circulating materials reflecting the area's historical and cultural and economic development. Materials will be collected in all formats and for all ages. Local newspapers, community directories and works by area authors will be collected and maintained.

The library does not actively seek manuscripts, collections of papers, memorabilia, or three-dimensional materials, although it does selectively accept gifts of this nature, particularly when the material relates to the local history, its official functions and its sister cities.

REFERENCE COLLECTION

The library maintains a reference collection which is used to answer questions and to serve the informational needs of library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic.

They remain in the library to be readily available to all citizens. Selection criteria of particular importance for reference sources are: accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing.

Reference sources are consulted for specific items of information rather than to be read consecutively and include: bibliographies, indexes, directories, dictionaries, catalogs, yearbooks and annuals, statistical compendia, atlases and gazetteers, biographical dictionaries, and almanacs. Reference sources which describe, condense, and summarize information include encyclopedias, histories, handbooks, abstracts, and special reports with difficult-to-find information.

The reference collection contains standard works in areas of general reference, the humanities, social sciences, physical and biological sciences, technology, history and area studies. It maintains in-depth collections in local and Texas history. Electronic resources, such as Internet websites and databases are used to supplement the print collection.

PERIODICALS

The library's newspaper and magazine collection provides current and retrospective information aimed at meeting the research and recreational reading needs of the community. The collection also contains periodicals that serve the professional reading needs of the library staff. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and presenting a less in-depth treatment of a subject than is usually found in books.

The periodical collection consists of a diversity of publications in fields which are of broad interest to the community. It includes popular reading, foreign language, and a selection of business and trade publications. To provide optimal access to information for those conducting research, an emphasis is placed on selecting titles that are included in standard periodical indexes. Journals which are highly technical or scholarly are generally not included in the collection. In addition to magazines, the collection includes newspapers published locally as well as from major geographical areas of interest to the community.

PAPERBACKS

The library maintains a paperback collection to provide recreational reading in popular areas of interest. The collection may duplicate many hardcover books, including best sellers, classics and works of perennially popular authors.

LARGE PRINT

The large print collection meets the needs of visually impaired patrons. The major thrust of the collection is popular fiction, including mysteries and westerns, along with high interest non-fiction, such as biographies and health-related materials

PAMPHLETS

The library maintains a few pamphlets on select topics to augment reference service. The pamphlets provide information on topics of current interest and are also used to quickly locate difficult-to-find information on frequently requested topics.

TEXTBOOKS

Recognizing the responsibility of schools and universities to provide access to required textbooks for their students, the Bulverde/Spring Branch Library does not acquire textbooks required for school curricula.

FOREIGN LANGUAGES

The library maintains a collection of foreign language materials aimed at meeting the recreational and many of the informational needs of the Bulverde/Spring Branch area. Resources will include books, magazines, and newspapers, DVDs and sound recordings, in the languages used by individuals in the community.

The library's collection also includes materials which aid in learning a second language. These resources include books such as grammars and dictionaries, audio cassettes/CDs, and DVDs for learning the languages most frequently studied in the community.

MEDIA

DVD

The library collects DVDs to meet the educational and recreational needs of adults and children.

The library offers a wide selection of feature films and educational materials not readily available elsewhere in the community. The collection focuses on Hollywood classics, foreign and independent cinema, critically acclaimed documentaries, premium television and cable programming. The library also collects educational and informative materials addressing all subject areas. Films will be selected using the same general criteria for selecting print materials and when possible, the library will purchase DVDs with public performance rights.

SOUND RECORDINGS

Audio books (Books on Tape) are an integral part of the Bulverde/Spring Branch collection and the library acquires adult and children's titles, both fiction and non-fiction, using the same criteria guiding print selection. With rare exception, audio books will be purchased in unabridged format. All titles will be purchased in compact disc (CD) format, although the library gladly accepts donations of books on cassette.

Music recordings are purchased only in CD form because of their availability, cost and popularity. The adult music collection consists of works by major classical and contemporary composers, as well as popular music in all genres.

NEW MEDIA

The library must continually assess new electronic media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, user

demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training.