

## **Chambers County Library System Comprehensive Collection Development, Materials Selection, and Collection Maintenance Policy and Procedures Manual**

The Chambers County Library System provides to the citizens of the area an informational resource comprised of print, audio-visual, electronic, and ephemeral materials. These materials are acquired through purchases using county, state, and private funds as well as through donations of in-kind gifts. The library mission statement addresses the direction and scope of collection development for the county library system:

The Chambers County Library System attempts, within its financial means, to collect, organize, make accessible and distribute library materials to meet the informational needs of individuals and groups, to facilitate informal self-education, to encourage positive recreation and constructive use of leisure time, and to act as a supplemental resource in the formal education of the children and young people in the community.

It is the role of the County Librarian, in conjunction with the staff, to develop the collection to provide the optimum response to its mission statement. The county library system is at heart, a basic popular library for the community. It does not aspire, nor does it need to be, a research facility. The needs of those patrons seeking such a resource can be satisfied in the larger public and college libraries of the area, and through interlibrary loan in the county facilities. Foreign language materials, chiefly Spanish, are acquired, but in a very limited way due to financial considerations and the size of the library population using these materials. Materials are added to the collection in a variety of formats in response to the interests of the public.

The county library system does not attempt to promote beliefs or points of view, but recognizes its responsibility to provide materials presenting all points of view on public questions, in so far as possible. Materials chosen by these principles shall not be proscribed or removed from the shelves because of partisan or doctrinal disapproval by groups or individuals. It is not the library's role to decide which ideas are appropriate for the individual family and its members.

The county library system is not a judicial body. Laws governing obscenity, subversive materials, and other questionable materials are subject to interpretation by the courts. Consequently, no challenged materials will be removed from the library for complaints of obscenity, pornography, subversiveness, or any other category covered by law until after an independent determination is made by a judicial officer in a court of competent jurisdiction. Conversely, no materials will knowingly be selected which have previously been adjudicated to be in non-compliance with the law. Library users who feel that certain materials are inappropriate for the public library collection may submit a "Request for Reconsideration of Library Materials" form in person to the County Librarian.

The library is dedicated to and aspires to uphold the principles of intellectual freedom, as stated in the attached documents:

American Library Association - Library Bill of Rights Statement on Labeling  
Freedom to Read                      Free Access to Libraries for Minors  
Texas Library Association - Intellectual Freedom Statement

Standard library aids are employed in the choice of materials for the collection. These library aids include professional publications, such as Kirkus, popular publications, such as the reviews in the Houston Chronicle and materials from publishers. The library system welcomes patron recommendations, and will seriously consider each request. Every library on a limited budget must, of necessity, employ a policy of selectivity in acquisition. The most diverse collection possible is provided. A series of considerations are exercised, including:

- 1) appropriateness to the collection
- 2) timeliness
- 3) quality
- 4) patron demand
- 5) expense
- 6) format
- 7) availability
- 8) professional judgment

Donations of books and other materials to the library, whether older materials or new purchases for memorials and honorariums, become library property, as noted in the Gifts and Donations Policy. Inclusion in the collection of these materials follows the same selection and retention guidelines as purchased items.

Systematic withdrawal of lost and damaged materials is expected. Lack of reader use, as well as outdated or inaccurate information are also sufficient justification for consideration of removal from the collection. Controversial materials shall not be removed until the material has been subjected to a full formal review.

Upon receipt of a written Request for Reconsideration of Material, the County Librarian will meet with the patron submitting the request. The County Librarian will provide for the discussion copies of reviews of the item in question, information on patron usage of the material, or other pertinent details. Should the patron wish to pursue further action, the matter will be presented to the County Library Advisory Board for consideration. They are a deliberative citizen body, and can make a recommendation to the Commissioners' Court. This recommendation will be presented to the Court, at which time, the patron may make a public presentation of his or her concerns.

## **Non-fiction Book Collection: Reference, Adult, Children's, and Young Adult**

The non-fiction book collection is the heart of good library service. Libraries as a source of information and knowledge do well to provide the best possible collection of materials, in a wide range and of relative currency. Outdated materials in a collection pose a problem that may be not only inaccurate, but dangerous to the library patron. The acquisition of materials must be matched by an equal attention to the retention of materials that are worthwhile and the elimination of materials of little use to the library system user.

The Chambers County Library System is a small multi-branch system. Major expansion of the collection is not practical or possible. Consequently, the library system will operate in a "no growth" mode for collection development. This means that constant attention will be devoted to ensuring the purchase of new and appropriate materials while eliminating others, maintaining a collection of a stable size.

The following guidelines have been provided to give indication of the philosophy behind, and procedures for the ongoing development of the Chambers County Library System collection. This section follows the Dewey Decimal Classification System scheme, by which the library shelves its books.

000 - Generalities

004, 005, 006 - Computer materials

This collection is aimed at the home or small business computer user. The presence of a very active public computer user group provides strong encouragement for development in this collection. Attempts will be made to provide materials for both the PC and MacIntosh platforms, proportional to their use. Materials will be weeded at 7 years.

011- Bibliography, and 020 - Library Science

Keep up to 10 years. Most of these materials will be in the professional collection.

030 - Encyclopedias, almanacs

Encyclopedias are readily available online. The Texas Almanac should be retained indefinitely.

100 - Philosophy, Psychology

Retain classic materials on the various philosophical schools.

133 - Parapsychology

This section contains materials on a variety of occult sciences, as well as materials on serious extra-sensory perception research. Due to constant patron interest, materials are retained for 15 years.

### 150-158 - Psychology

Standard texts for the serious student should be retained 5 years. Self-help and interpersonal relations materials should be of interest 5-10 years.

### 170 - Ethics

Materials in this area tend to be topical, with rapid changes responding to current events. Retain items no longer than 10 years, except for basic texts.

### 200 - Religion

At present, the collection is virtually all Christian-based. Given the county demographics, this is appropriate, but interest in other faiths and belief systems has been expressed. A small collection to cover beliefs in the major world religions will be retained, along with inclusion of basic texts from the local Christian churches.

All religions and denominations are represented as fairly as possible, but sectarian materials of a proselytizing nature may be excluded in favor of unbiased, informative presentations.

Bibles, concordances, and materials concerned with biblical study will be maintained indefinitely. Popular Christian reading (248, e.g.) will reflect current prominent authors and patron demand. These materials will be retained 15 years.

### 290-299 - Other religions, mythology

Mythology is covered in this area and in the folklore section. Development will reflect mainly Greek, Roman, and Teutonic myths. Basic texts on Judaism, Islam, the primary Eastern beliefs, and sects of current topical interests will be acquired to balance the collection.

### 300 - Sociology

Controversial issues should be well represented from all sides. Keep textbooks and popular titles 5 years. Only titles of on-going interest should be kept longer.

### 310 - Almanacs, statistics

These materials are generally of a current nature. Unless historical statistics are included and demanded by patrons, keep the latest edition plus one.

### 320- Political science

Retain up to 10 years for significant historical materials.

### 325 - Immigration

Due to local need and frequent change, acquire latest editions of titles for this area. Weed all earlier editions to eliminate inaccurate information.

### 330 - Economics

Retain basic texts no longer than 10 years. Career materials should be weeded on a similar schedule, but pay attention to rapid changes in fields such as computer science, and develop the collection accordingly.

### 332 - Personal finance

Almost all material in this area is out of date within 5 years. Be aware of changes in the tax laws which could alter theories and practices.

### 333 - Real Estate

Retain 5 years, but be aware of changes in laws; exam books - 3 years.

### 340 - Law

Law materials date rapidly. Weeding must be done on a continual basis. Tax law in particular is of vital interest to patrons; keep materials from 7 years previous to assist patrons if they are audited. Great interest in will and probate materials, and in divorce and custody issues, require multiple copies of latest editions. Weed earlier editions due to inaccuracies.

### 350 - Government

Keep 10 years or less.

### 355-359 - Military science

Retain materials of a classic nature on military science. Career materials and test books should be as current as possible due to high demand.

### 361-363 - Social problems

Currency is critical; retain for 5 years. Student demand for "pro and con" materials necessitate an attention to the latest publications on high interest issues.

### 364-365 - Criminal science and penology

"True crime" stories are of lasting interest to the public. Weed on condition only. Other materials on criminology should be weeded on a 10 year basis.

### 366-369 - Associations, societies

Most materials relating to this area are retained indefinitely.

### 368 - Insurance

Retain materials 5-7 years.

### 370 - Education

The library system collection focuses primarily on the practical aspects of childhood education and materials to assist the college-bound student. Included as well are books for home school students, basic literacy and limited English speakers. Standardized tests for GED, SAT, etc. will be collected on a regular basis, with earlier editions discarded. Other standardized testing materials will be added as funds allow including the STAAR.

### 390 - Etiquette, Folklore, Costume

This area has a long shelf life. Retain 15 years or longer in the costume and folklore sections. Etiquette books should be updated reflecting new social conventions.

### 400 - Language

The library collections emphasize English language acquisition for the native and foreign-born speaker; foreign language acquisition for a few Western European languages, primarily Spanish; and a few materials on other topics such as sign language, etymology, and dialects. Development of the print collection for the 400 section is secondary to acquisition of audio-visual materials for the library user, since language acquisition lends itself to such formats. This collection will remain very small, with retention of basic titles indefinitely, and acquisition of new ones infrequently.

### 500 - Pure Sciences

Science experiments for school-aged children cover all disciplines in this area. Intense acquisition has provided the entire county collection with a strong variety of materials, which do not generally date. Materials on science experiments will be acquired as new editions are published.

The sciences vary widely in the amount of change occurring within the discipline. Mathematics and chemistry are extremely stable; weeding will be infrequent. Physics and life sciences are volatile, and attention must be paid to outdated materials. Books on genetics, for example might need weeding every 2 years.

Field guides in the earth and life sciences should be checked for current information, particularly with respect to threatened species or activity of earthquake and volcano areas. Retention of these materials is generally indefinite otherwise.

### 600 - Applied Sciences

Other than the history section, there is no larger collection than the 600s, and diversity of materials is the watchword. Care must be taken to keep this area from outgrowing the physical space available at the expense of other topics.

### 610 - Medicine, Health

Medical books should be aggressively weeded for currency. The popularity of specific diet and exercise books frequently lessens after two years. Only anatomy, physiology, and the history of medicine should be kept longer than 5 years. Development of this area should focus on increasing the variety and currency of books on diseases and their treatment.

### 620 - Engines, Motors, Electronics

The library system acquires materials for home appliance and automobile repair. The current goal is to acquire online access for these as well. Consider the state of technological development, not the year, for retention and weeding in this section. Generally, all repair books should be kept. Driver education materials should be checked for relevant changes in the law.

Astronautics is of general historical and current news interest. Classic historic materials in the 629.4 area should be retained, and materials on the latest topics should be acquired.

### 630 - Agriculture, Animal Sciences, Conservation

Strong agricultural interests, primarily in livestock and home gardening, dictate serious development of this section. Some general reference tools on agriculture should be acquired and maintained, but few practical materials of a textbook nature on soils, crop science, etc., are requested.

Consumer concerns on food safety and contamination provide areas to check in older materials. Weed titles that discuss banned chemicals. Books with specific plant species lists may be dated, and the mentioned varieties no longer available.

Pet books covering dogs and cats should be noted for additions to breed choices. Training of dogs should be checked for outdated methods, such as use of force as a tool. Issues of health care, such as Lyme Disease, should be mentioned in animal books.

### 640 - Home Economics, Consumer Sciences

Materials in this area should be checked for outdated techniques, equipment, or materials. Cookbooks comprise by far the largest single area of the non-fiction library collection, due to high demand, a wide selection of materials published, presentation of titles as memorials and honorariums, and a general reluctance to discard in such a heavily trafficked area.

Worn and aged materials provide one means for a weeding decision. Consider poor illustrations as well. Local fund-raising cookbooks should be retained for high user demand, but consider rebinding.

#### 649 - Parenting, Home Care of Infirm and Elderly, Day Care, Home Schooling

Consider current schools of thought on methodology for child rearing and home care as justification for retention or weeding. Home school materials should be collected to reflect the intense interest in this area. Day care topics should cover parenting concerns, small business start up and professional topics. Weed at 10 years.

#### 650 - Business

Small business materials should be the focus for the county library collections. Office practice, such as keyboarding, should reflect current technological advances, and should be no more than 5 years old. Resume preparation books are perennially popular, and should be weeded when worn. Online resources are also available for resumes, cover letters, etc. Donated textbooks may provide basic coverage on general business topics; maintain currency up to 10 years.

#### 660-690 - Applied manufacturing and business trades

Weed lightly in this area, but attention should be paid to outmoded materials (e.g., iron pipe vs. pvc). Keep collector books indefinitely. Development will focus on basic texts.

#### 700 - The Arts

Books on museums, sculpture, or art history should be retained as long as use indicates continuing patron demand. Check for poor illustrative matter. Techniques for painting, drawing, graphic arts, and photography should be checked for dated materials, etc., and equipment changes and methods of development in photography. Online resources are available for classic artwork.

#### 740 - Handicraft, Floral Arts, Needlework, Interior Design

This large collection should provide basic techniques for a wide variety of crafts and topics. Weeding should be heavy in older areas, but do not eliminate the last book on a craft if it has merit and is still in use. Consider craft encyclopedias to cover crafts that have fallen out of style, but might revive.

General antique price guides should be withdrawn by year 5, but price guides on specific topics (e.g., Depression Glass) may be kept due to other information on history, background for collecting, etc. General antique and restoration books may be kept indefinitely.

Currency is a significant factor in the area of interior design. Withdraw obviously dated materials. Books that focus on basic design concepts may be retained.

#### 780 - Music

This section is minimal in the library system, and demand is quite low. Other than basic reference texts, biographies of popular singers, and a few introductory materials on playing instruments, there will be little development, and the collection will be changed out irregularly. Alternate formats are available instead of print.



## 790 - Recreation, hobbies, sports, hunting and fishing

Rule books and basic techniques on a variety of games, activities, and organized athletics are a major portion of the 790s. Hunting and fishing in 799 make up nearly as great a part of the collection as do the rest of the 790 titles, due to extremely high demand, and to the use of these books by a great majority of memorial donors. Generally, sports take second place to hunting and fishing, and that emphasis will not change. Hunting titles do not tend to date other than through wear and illustrative matter. Sports rules and other related items will be checked for dating, and retained on average about 10 years.

## 800 - Literature

The core of this collection is based upon the high school and junior college curricula; as such, it features American and British works in the recognized literary canon. Development will continue to broaden the currency and the multicultural areas of literary activity; the emphasis will be on the original works, rather than the criticism, although recent multicultural approaches require investment in new materials. Online databases also cover criticisms. Poetry, drama, speech, and essays are housed here; full-length fiction is housed elsewhere, but short story collections are shelved here.

Aspiring and accomplished local authors should be able to find appropriate and current style manuals, manuscript preparation techniques, and publishing information. Weed at 5 years.

## 900 - Geography and World History, Texana

Once again, the collection emphasizes the popular interest, whether for the high school and junior college student doing coursework, or the adult traveler or armchair historian. Many works of history are classic titles and should be retained. Basic texts for the history of each country or geographic area should be acquired. Travel books date quickly, and should be retained for no more than five years. Current emphasis in the travel and history sections is on Western Europe and should be expanded. Travel plays a minor role in this library system collection, and should focus on United States, Caribbean, and Mexican destinations.

Travel narratives tend to be biographical in nature, as do many of the currently popular archeological titles. These works show interest when published, but peak quickly. Weed depending upon circulation.

Texana, genealogy, and local history are a prime interest of all age levels using the library system. Prime consideration should be given to collecting as many appropriate works as possible in this area, and to retain the classic works by rebinding or purchasing newer editions. Multiple copies should be purchased for the reference and circulation collections when warranted. Weeding should be kept to a minimum, and germane to updated editions rather than weeding less-used classic titles.

## 92 - Biography

The biography collection is housed separately from the rest of the non-fiction titles with the designation of "92" rather than 921, 922, etc. Titles are filed by the name of the biographee. The readership of the biography collection tends to be high, but interest wanes quickly on current popular cultural figures. Most should be retained about 5 years.

Biographical works of long-standing merit should be retained indefinitely; consider the use of these materials by the school children for report work as an indicator. Care must be taken to maintain a no-growth rate in this large group.

## **Special Collections**

### **Adult Fiction**

The popular recreational reading collection is the model for this part of the library holdings. Other than the classics of American and British fictional literature, which can also be seen as "popular," the emphasis is on currency and the popularity over time of the most highly requested fiction authors. The library patrons provide the greatest input on retention in this collection by usage of individual titles, and this selection aid, will determine the holdings pattern.

Development is not so much an appropriate term here as accession to demand by the reading public. The use of "automatic author" plans from vendors, and leased-book plans are tools that allow this collection to cater to the most vocal library users.

### **Children's Fiction**

Children from birth through junior high school are the target groups in the Young People's collections of materials. The fiction collections are in several separate prefixes: the E prefix, for "Easy," contains picture books, wordless books, phonics, extremely simple non-fiction concept books, and basic readers for early readers through grade 2. Books designed for reading to the child are housed here (such as nursery rhymes) as well as books that early readers can master.

The emphasis is on strong illustrative matter and in the case of the non-fiction, clear concept definition. Due to heavy usage of this collection, wear constitutes one of the greatest factors in weeding. Few titles are left on the shelf unread for any appreciable length of time, but if they remain 3 years, they should be withdrawn.

The "j" collections take the younger reader into the realm where illustrative matter gives way to text. Like the adult fiction collection, reader demand for current authors and timely subject matter is a prime consideration. The rise of Accelerated Reader programs, annual Lone Star and Bluebonnet reading programs, and home school curricula for recreational reading tend to dictate the acquisition of new titles. Weeding in this area can be heavy at this time, and should be done to develop exciting and attractive-looking shelves to capture the interest of the reluctant young reader as well as the natural learner.

### **Young Adult literature**

Young adult is the most popular and fastest growing collection in the library. It consists of fiction, non-fiction, periodicals, and graphic novels appealing to ages 12-18.

Retention & Weeding: Due to space limitations and circulation statistics, only popular, circulating titles should be retained. Weeding should be continual and titles should be replaced by new materials of current need and interest.

The graphic novel collection (or Manga) is an integral part of this collection. Graphic novels in the Young Adult section include many popular series based on requests from teens, peer reviews, and purchases and generally based on reviews from professionally reviewed magazines and websites such as Booklist, Texas Library Association and other online review websites. Graphic novels are rated based on content as follows:

A – all ages

Y – youth ages 10+

T – teen ages 13+

T+ - Older teens 14-15

OT – Older teens 16+

M – Mature ages 18+

Books rated M will be found in the adult non-fiction section under 741.5952 and/or 741.5973. Ratings are usually found on the back cover of the graphic novels.

### **Paperbacks**

The paperback collections, adult and juvenile, are considered ephemera. Western, Romance, Mystery and Non-fiction paperbacks are purchased, and are purchased due to the high demand.

Accelerated Reader paperbacks and paperback editions of the classics should be fully processed and placed in the collection for maximum access. Easy covers should be placed on any paperback books placed in the regular collections. Quality trade paperbacks should be purchased rather than hardbacks in low-circulation sections to save funds.

Aggressive weeding should be done on the paperback collection to maintain attractiveness and currency. Paperbacks older than 2 years will not be added to the collection unless they are popular/bestselling titles or considered classic literature.

## **Spanish Titles**

Children's titles in Spanish have grown in popularity over the past couple of years. Bilingual editions are consistently used. The bilingual works are used in the Limited English Speaking program as well as in the bilingual households for private use. Continued acquisition of these editions of popular titles will remain.

Adult Spanish fiction titles are limited, but the library system will acquire popular Spanish reading materials as needed. Retention of all titles will be the norm until a sufficient collection is developed.

Adult Spanish non-fiction titles are purchased on a very limited basis:

## **Large Print**

Large print titles are held at each branch. A standing order plan of 8 large print titles each month are purchased and kept at the main library. A handful of large print titles are rotated monthly with the branches to keep their collection varied.

## **Vertical Files: General Topics and Local History**

The vertical files provide the potential for archival ~~prime~~ reference work. The current state of the files makes that a goal to reach. Vertical file subject folders will be added to the automated data base as time allows for access through the catalog.

Local historians have been donating materials from their collection to enhance the library files. These materials will continue to be publicized, in part to promote additional donations. Duplicate materials will be shared with the County Historical Commission and other area libraries.

## **Compact Discs**

The library system purchases a small number of compact discs each year. The size of these items, breadth of public interest, and limited funds demand some restraint in collection development, and this is an area where we have chosen to exercise that restraint. Donated items will be processed and added to the collection based on interest. Online music services are now available at the Chambers County Library System.

## **Periodicals**

A limited number of magazines are available at each library. Title selection is based on patron request and recommendations from the Branch Librarians. Donations of various magazines are also part of the library system acquisition scheme. Space considerations limit the long-term holdings of most titles. Generally, titles are kept for the current year and one previous year.

Full-text journal article access is currently available through the State Library to satisfy the needs of most patrons; interlibrary loan can supply other needs, but takes some time. The library collections concentrate on the very few most popular magazines as a result, and all the local newspapers. The county newspapers are retained indefinitely for archival purposes. Microfilm copies of all past years of the local papers started in 2010 and will continue as funds allow.

## **Talking Books (Books on Tape and CD)**

Weeding in this collection is a result of tape and CD destruction. Replacement of some popular fiction items is unlikely. Unabridged works usually are supplied by vendors who will replace damaged parts free, so retention is indefinite.

Non-fiction audio books will be purchased on a 10 to 1 ratio until the collection shows sufficient signs of maturity. Non-fiction topics are too wide-ranging to satisfy a large group of readers at one time.

Children's and Young Adult audio books are in two different formats. Talking books with read-along books for the younger children are located in bags in the children's areas of the library branches. The talking book bags are not heavily used, and are not acquired in large numbers. The older children's CDs will be acquired to develop a quality literary collection (i.e., Newbery winners, etc.), but the prime emphasis on talking books will remain with the adult collection development. Online downloads for audio books available at CCLS is continuing to grow.

## **Microfilm**

The library system's collection of early Texas publications and U.S. Census materials on microfilm is small, but significant. Retention is indefinite

## **CD-ROMs and Software**

Software and cd-roms are a very small part of the collection. Currently, some items are available for circulation, but most are used in-house.

## **Electronic and Digital Media**

The Library currently has access to over 10,000 e-books, 5,000 audio-books, and 1000 videos through the Houston Area Digital Media Catalog (HADC) through OverDrive, the providing vendor. Also, over 30,000 e-books are available through the Texshare databases for research purposes. The library obtains new titles in digital format and audio/video download on a regular basis each year. Purchases are made by libraries that participate in the Houston Area Digital Media Catalog based on patron requests and reviews by librarians. The Chambers County Library System has no plans to purchase titles since this is currently being done by other members of the Houston Area Digital Media consortium.

## **DVD Collection**

The video collection contains adult and juvenile titles. A varied selection of feature films, documentary works, exercise tapes, educational materials, and children's entertainment and learning videos are cycled branch to branch in the course of the year. Closed caption films are provided whenever possible, and seem sufficient for the current demands by the hearing-impaired population. Public performance rights are not generally acquired unless it comes with the purchase of the material.

The DVD collection continues to grow in response to community demand and interest. The emphasis is on acquisition of high-interest feature films and quality entertainment programs for children. Deciding factors in purchase of films include expected long-term use, and factors compatible with selection criteria in other areas of the library. The ultimate size of the collection will be determined by long-range decisions affecting shelving and storage options.

Donations of retired feature films from area retail video stores have been welcome additions to the collection, and will be sought in the future.

Most videos are replacement candidates after 150 circulations. Equipment for discerning disc problems is owned by the library system to monitor the collection for quality.

## **Graphic Novels, Manga, Comic Books**

Rationale: Along with Bluebonnets, Lone Star Lists, etc., a new "Maverick" list will begin in 2009-2010, which features graphic novel titles. Since this will expand our collections significantly, it seemed appropriate to review present practice and to incorporate any new procedures before we purchased the new Maverick titles.

Comic Books, for CCLS, are defined as a sub-type of magazines. They have a specific size format, come out monthly in numbered sequence, and are generally spinoffs of "traditional" comic book characters, with the recent addition of movie tie-ins. They are

always paper, not hard cover. They will be given the media type of Magazine, with the location of Comics, and there is no differentiation of adult, juvenile, etc.

Comic Books will be treated in “issue” format, like other magazines.

CCLS – Anahuac – Comics

Call Number Comics 09 Sep

Graphic Novels are a blocked-format type of book. They are, in effect, an outgrowth of traditional novels in word format, developed into illustrative works. Individual titles can have multiple volumes in numbered sequence, but these are considered volumes, not editions (as in comics). Manga are graphic novels from Japan, with the artwork and story lines typical of Japanese illustrative art. Manga are a sub-type of graphic novels.

Graphic Novels/Manga will be put into the media type of Books. There are 4 different age-related locations for GN: Adult, Young Adult, Juvenile, and Easy. Here are the breakdowns

CCLS – Anahuac – Adult Graphic Novel

Call Number GN A 741.59...Nam

CCLS – Anahuac – Young Adult Graphic Novel

GN YA 741.59...Nam

CCLS – Anahuac – Juvenile Graphic Novel

GN j 741.59...Nam

CCLS – Anahuac – Easy Graphic Novel

GN E 741.59...Nam

Depending on the country of origin, the 741.59 will be extended (741.5952 for Japanese, 741.5973 for USA, etc.)

Graphic Novels will get a “Graphic Novel” label on the spines.

n.b.: Staff will note that at this date, our young adult GN titles are in a different call number format. These will be changed over much like we did the cycle changes on media.

Shelving: Comics can be shelved as a group into a Princeton file and placed somewhere appropriate – for example, the YA areas. There will never be many of these.

GN titles: the YA group will remain as is in the YA sections. Any adult, juvenile, or easy titles that are at the branches can either be shelved in their appropriate Dewey order in the stacks or placed in a separate section – that’s a branch decision.

Chambers County Library System Advisory Board  
May 1996, August, 2007, Revised, August, 2012