
TOPICS

Why Nonfiction?

Selection & Weeding

Evaluation & Analysis

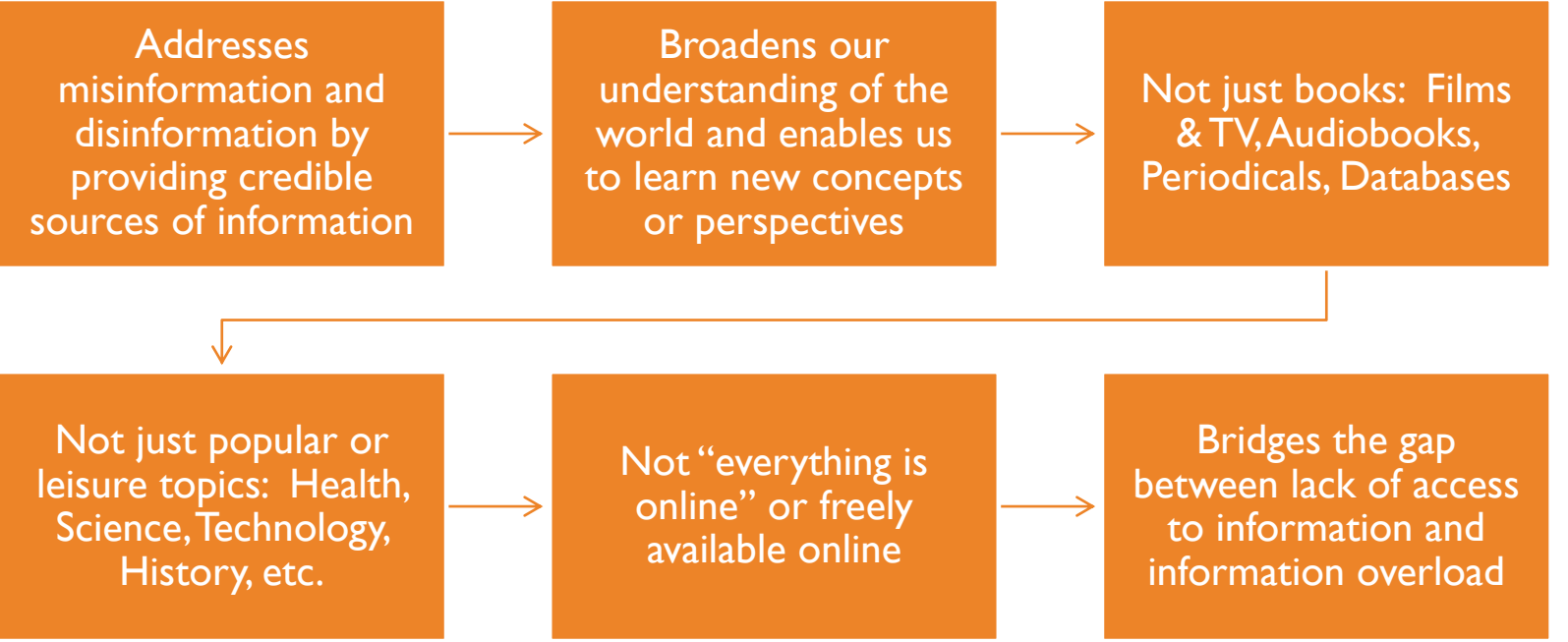
Policies

IFLS can help!

WHY
NONFICTION?



WHAT'S THE
POINT?



WHY NONFICTION?



NONFICTION COLLECTIONS

SELECTION,
WEEDING, &
EVALUATION





SELECTION QUESTIONS TO ASK

Who is responsible for selection?

What is the library's budget for nonfiction materials?

What are people asking or excited about?

What titles might compliment library programs and services?

What subjects or titles continue to be popular year after year?

What's happening in the community?

What gaps have you identified in the collection that would benefit from new/updated titles?

How can I stay current with nonfiction trends?



STAYING CURRENT

- **Traditional Reviews:** Library Journal, Publisher's Weekly, Kirkus, Booklist, NYT
 - **TIP:** Use NovelList Plus to browse NF titles and see subscription reviews and media mentions
- **Award Winners:** Pulitzer Prize, National Book Award, Whiting Award, Lambda Literary Awards, PEN America Literary Awards, etc.
- **Non-traditional Sources:**
 - Literary Hub – Book Marks
 - NPR Books
 - Vulture Books
 - Social Media: Author mentions, BookTok

WEEDING BEST PRACTICES



Weeding or deselection should be part of your library's collection development policy and collection goals

What is the purpose of the nonfiction collection?
Are there materials in your collection that don't meet policy criteria?



Start small!

Focus on low use, duplicate copies, or condition



Work towards more comprehensive weeding as time allows

Content: Is the information outdated, inaccurate, misleading, or biased?
Relevance: Is the material relevant to current needs and interests of the community?

WEEDING TIPS

- Make weeding a part of your collection management routine:
 - Determine who among library staff will be responsible for weeding
 - Create a weeding plan (see the [CREW manual](#)'s 10-step process)
 - Use Decision Center to send you scheduled/automated reports



EVALUATING NONFICTION COLLECTIONS

QUESTIONS TO ASK:

Community Needs

- Is the collection meeting the needs and interests of the community?
- Are there unmet information needs in the community that the library could provide? For example: health, social services, sexual/reproductive services, employment services, etc.
- Keep in mind that circulation data may not tell the whole story about community needs.

Collection Standards

- Is the collection meeting the standards outlined in the library's collection development policy?
- Is the collection meeting the standards outlined by MORE?

EVALUATING NONFICTION COLLECTIONS

QUESTIONS TO ASK:

Age of Collection

- How old/current is the collection?
- How old/current are specific areas of the collection that may age more quickly
- See shelf-life guidelines in the CREW Manual and compare age of collection statistics to these guidelines.

Collection Usage

- How is the collection currently being used?
- How has collection use changed over time?
- Would the collection benefit from updating/weeding/promotion to increase usage?

RELATIVE USE EQUATION

$$\text{Relative Use} = \frac{\text{section circs} \div \text{library circs}}{\text{section items} \div \text{library items}}$$

- Ratio of the percentage of a collection's circulation vs. the percentage of holdings in that particular area
- Can be broken down into separate library sections or locations
- **Goal is a 1:1 ratio**
 - If relative use is **greater than 1**, it indicates that circulation is higher than holdings, and we should consider increasing the size of the collection
 - If relative use is **less than 1**, it indicates that circulation is lower than holdings, and we should consider weeding the collection or promoting it to encourage better circulation
 - If relative use is **near or exactly 1**, this indicates that we are adequately adding to and weeding the collection

Fort Thomas

Adult Nonfiction	Collection Size	% of Total Adult Nonfiction	Circulation	% of Adult Nonfiction Circulation	Relative Use
Adult 000-099	136	2%	493	3%	1.54
Adult 100-199	490	7%	1,560	9%	1.36
Adult 200-299	393	5%	986	6%	1.07
Adult 300-399	1,684	23%	2,948	17%	0.75
Adult 400-499	64	1%	184	1%	1.22
Adult 500-599	332	4%	513	3%	0.66
Adult 600-699	1,783	24%	5,273	30%	1.26
Adult 700-799	976	13%	2,028	12%	0.88
Adult 800-899	419	6%	712	4%	0.72
Adult 900-999	1,113	15%	2,656	15%	1.02

Source: Campbell County Public Library
(via KDLA Library Development Branch)



DIVERSITY AUDITS

- Inventory and analysis to determine the amount of diversity within the collection
- Ensures a wide variety of representations, points of view and experiences are included
- Well balanced collections contain materials that are:
 - Mirrors (reflect a reader's experience)
 - Windows (allow readers to consider other perspectives)
 - Sliding glass doors (allow readers to “step into” the lived experiences of others)

(See Dr. Rudine Sims Bishop's 1990 essay “Mirrors, Windows, and Sliding Glass Doors”)

TYPES OF DIVERSITY

Race/ethnicity	Refugees and new immigrants	Gender roles/gender bias
LGBTQIA+	Family structures	Adoption and foster care
Homeless or without stable accommodation	Socioeconomic diversity	Disability
Neurological challenges	Mental health/illness	Allergies and food intolerances
Complex health concerns like cancer, terminal illness, and those undergoing treatment	Culture and religion	Intersectionality





STARTING SMALL WITH NONFICTION DIVERSITY AUDITS

- Small audit options
 - **Book order audit** – Carefully review orders to ensure diverse titles are purchased each time
 - **“Shelfie” audit** – Recommended nonfiction area: Biographies/Memoirs (Dewey range 921)
- Collection or “Shelfie” audit steps:
 1. Run a shelf list for the part of the collection you wish to audit
 2. Import your shelf list to a spreadsheet
 3. Add tally column headers to the spreadsheet (categories could include race, disability, LGBTQ, etc)
 4. Go through the list and add tally marks for each category for each title (some may have multiple tallies)
 5. Calculate the number of titles in each category as a percentage of the total number of titles in the collection (or section)
 6. Compare these numbers to your target goal numbers (which may be based on U.S. Census data for both local and national populations)

EXAMPLE “SHELFIE” NONFICTION DIVERSITY AUDIT

	A	B	C	D	E
1	Category	# of Titles	% of Total Titles	Comparison to local population	Comparison to U.S. population
2	Black male	25	12.76%		
3	Black female	20	10.20%		
4	Asian male	3	1.53%		
5	Asian female	4	2.04%		
6	Latino/Hispanic male	3	1.53%		
7	Latino/Hispanic female	5	2.55%		
8	White male	78	39.80%		
9	White female	46	23.47%		
10	First/Native Nation male	5	2.55%		
11	First/Native Nation female	10	5.10%		
12	Other non-white male	0	0.00%		
13	Other non-white female	1	0.51%		
14	Person with disabilities male	0	0.00%		
15	Person with disabilities female	5	2.55%		
16	LGBTQ	8	4.08%		
17					
18	Male	114	58.16%	50.4%	49.60%
19	Female	91	46.43%	49.6%	50.40%
20	Black	45	22.96%	0.7%	13.60%
21	Asian	7	3.57%	1.0%	6.30%
22	Latino/Hispanic	8	4.08%	5.8%	19.10%
23	White	124	63.27%	88.0%	75.50%
24	First/Native Nation	15	7.65%	3.2%	1.30%
25	Other non-white	1	0.51%	3.4%	0.50%
26	Person with disabilities	5	2.55%	10.2%	8.70%
27	LGBTQ	8	4.08%		8%

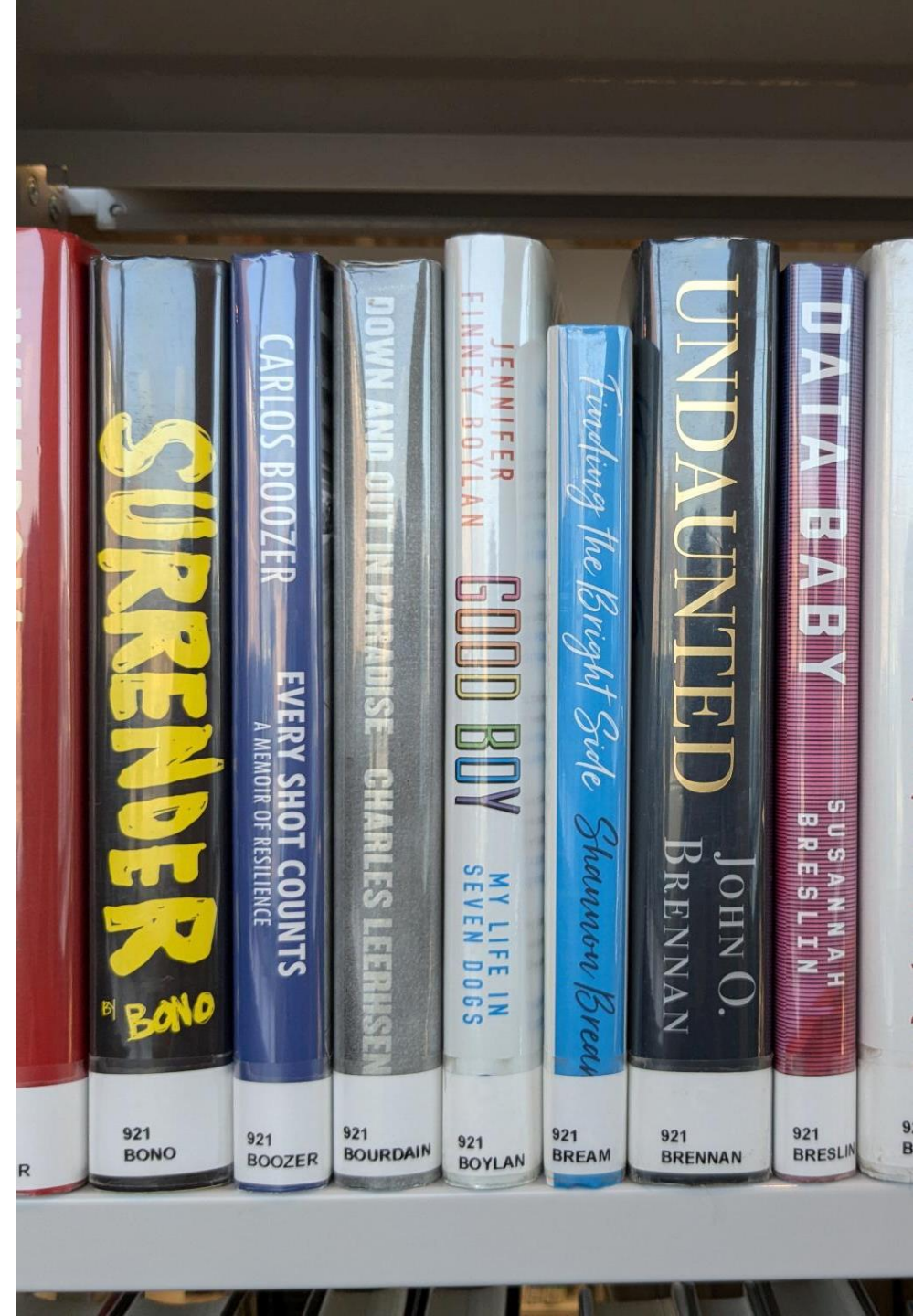


COLLECTION DEVELOPMENT POLICIES



THE IMPORTANCE OF POLICY FOR NONFICTION COLLECTIONS

- Policies provide guidance and clarity on
 - the purpose of the nonfiction collection
 - what materials the library collects
 - what the library doesn't collect
 - how the library deselects or weeds materials
- Helps ensure the library is meeting collection goals and standards
- Helps provide support in the event of a challenge





POLICY CONSIDERATIONS FOR NONFICTION COLLECTIONS

Do nonfiction materials reflect the library's collection development policy?

Is your policy determined by community needs?

Do materials reflect a broad spectrum of knowledge and cultures?

Are you placing principle above personal opinion and bias?

Does your policy explain what nonfiction you collect and why?

EXAMPLE COLLECTION DEVELOPMENT POLICY

Source: Mount Prospect Public
Library Collection Development
Policy

MOUNT PROSPECT PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

Administration. The Executive Director will contact such patron for discussion of the resource. This form is available at all public service desks.

K. Revision Statement

This Collection Development Policy will be reviewed annually by Library staff to ensure that it meets community needs and interests. It may be revised only with the formal approval of the Board of Trustees.

ADULT SERVICES COLLECTION

A. Specific Adult Selection Area Guidelines

1. 000 – Generalities

The 000s include works on general knowledge, communication, computer science, controversial knowledge, journalism, and library science. This collection is maintained at the **basic level**. Computer and library information science are developed on the **general interest level** to serve students and practitioners; this is a **limited growth** collection.

2. 100 – Philosophy and Psychology

The 100s include works on philosophy, psychology, and the occult sciences.

Philosophy: In the field of philosophy, resources in this **limited growth** collection are collected at the **general interest level**, including those works representative of significant, major philosophers, classical and modern, as well as popular works in the field.

The occult sciences: The occult sciences include works on astrology, dream interpretation, extraterrestrial visitations, para-psychology, witchcraft, and palmistry. Attempts are made to satisfy public demand but **not at the expense of overall quality**. This capped collection is developed at the **basic level**.

Psychology: This **limited growth** collection is selected at the **general level**, including introductory works as well as those in the self-help or "pop" psychology area. Also included are works on the wide range of psychological theories, and selected critical and explanatory works on major issues in contemporary psychology.

MOUNT PROSPECT PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

3. 200 – Religion

Mount Prospect Public Library will maintain a **limited growth** collection at the **basic level** in areas including but not limited to, inspirational, self-help titles; representative works on atheism, agnosticism, and various cults. Titles will be collected at the **general interest level** on the history, major works and practices of **diverse** world religions, mythologies, and representative works of various religious texts and commentaries.

4. 300 – Social Sciences

The social science collection includes resources reflecting current and historical trends and perspectives. A **balance will be provided in each social science, representing as many views as possible**. Resources are collected in the following areas on the **basic level**: company histories, costume, customs, education, folklore, etiquette, public administration, military science, commerce, and statistics. Multiple copies of **test preparation guides are maintained and weeded regularly**. The following areas are collected at the **general interest level** and have **limited growth**: law for the layperson, railroad history, social sciences, political science, social problems, and economics.

5. 400 – Language and Linguistics

The 400s, a **limited growth** collection, include works on the history and structure of the English language and major world languages. English language resources are included that provide **basic level** coverage of the history, study, and use of the English language. "Teach Yourself" texts on grammar, usage, and reading instruction in various major world languages are emphasized. The Library's collection includes language dictionaries and study texts for numerous world languages. Audiovisual resources for learning a language are interfiled in the 400s.

6. 500 – Pure Sciences

The pure sciences includes resources on mathematics, astronomy, physics, chemistry, earth sciences (encompassing geology, hydrology, and meteorology), paleontology, life sciences, botany, and zoology. This collection has **limited growth**; it is intended to provide information at the **general interest level**, with the exception of mathematics resources that are **collected on all levels**.



IFLS CAN HELP!

- Submit a Help Desk Ticket or
- Reach out to us individually via email



Answer general questions about nonfiction collection development



Review collection development policy drafts and updates



Identify and help run reports in Decision Center



Assist with diversity audits



Navigate nonfiction electronic resources and databases like Badgerlink

RESOURCES

- [IFLS Collection Development Page](#)
- [CREW Manual](#)
- [MORE Collection Standards](#)
- Non-traditional Review Sources:
 - [Literary Hub – Book Marks](#)
 - [NPR Books](#)
 - [Vulture Books](#)
- [Diversity Audits 101: How to Evaluate Your Collection](#)
- Policy Example for Nonfiction:
 - [Mount Prospect Public Library](#)

QUESTIONS?

THANK YOU!

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