**RIDGELAND AREA LIBRARY GUIDELINES**

**1. Vision and Mission**

The Ridgeland Area Library is the community’s center for educational resources for individuals of all ages. The library is a source of reliable information and of challenging ideas that enlighten and enrich. Materials of assorted formats are available to the public to enhance leisure time and expand knowledge. The library promotes and encourages the love of reading in children, young adults and adults and offers assistance to people in the areas of reference, computer skills, electronic resources and recreational reading.

The general goals of the Ridgeland Area Library shall be:

1. To provide services to all residents of the community and surrounding areas.

2. To acquire and make available library recreational and educational materials to a broad audience.

3. To promote and encourage young children and teenagers to read and pursue knowledge.

4. To provide useful and popular programming for adults and children, such as Story Hour.

5. To provide resources for educational use and to assist in frequently requested materials.

6. To build, organize, and maintain a collection for children, young adults, and adults of all skill levels to promote learning.

7. To promote and encourage the Library Bill of Rights and the Freedom to Read statements.

8. To provide and maintain a quiet and comfortable library facility for studying, research, and group activities.

9. To continually update and revise library policies to better meet the needs of library patrons.

 **2. Collections, Formats & Resources**

The Ridgeland Area Library selects materials for the collection based on demographic trends of the service population. The collection may change as the community changes.

Collection development is concentrated in the following formats:

 Books in print, including large print

 Audio visuals: CDs, DVDs (cassettes and videocassettes and older technology will not be purchased, but may be included in the collection depending on usage).

 Periodicals

 Newspapers

 Limited governmental documents—tax forms, etc.

**3. The Library Collection**

**Adult Fiction**

This collection consists of selected titles and popular fiction chosen by the Director using patron requests or suggestions, reviews in professional journals, along with suggestions from library staff.

Duplicate copies are rarely shelved because of space limitations. Paperbacks may be purchased, but generally are accepted by donations from the public. Only paperbacks in good clean condition will be accepted for the collection.

**Non-Fiction**

(The same criteria and limitations as for adult fiction.)

**Periodicals**

The collection is carefully selected to reflect the interest of area patrons. The circulation of periodicals will be reviewed on an annual basis. Donations and patron requests are encouraged, but decisions of subscriptions must be approved by the Library Director.

Back issues of most magazines are kept by the library for 6 months, due to lack of shelf space or storage.

The library currently subscribes to the following newspapers:

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**Videotapes and DVDs**

The library has an ever increasing collection of movies for public entertainment. The collection is separated into three selections: Adult’s, Children’s and Non-fiction. The video & DVD collection is weeded periodically. The library will not purchase VHS format movies.

**Audio Books on Cassette and CD**

This collection mainly consists of fiction titles of various genres, with some non-fiction titles of interest. In situations where a cassette or CD is damaged while checked-out to the patron, the library will assess the damage and may charge a fee if mistreatment of the material is apparent. When a patron borrows a material from another library, it is the responsibility of the patron to pay any replacement fees.

**Music CDs**

The Ridgeland Area Library has a small collection of diverse music CDs. The Library will not dedicate budget monies toward purchase, the collection will be donation driven only.

**Reference Materials**

Materials in the Reference collection do not circulate due to material costs and availability to customers as needed. Reference materials are also used by the library staff to help answer reference questions. Patrons are welcome to use reference materials in the library. Items of interest in the Reference selections may include: Encyclopedias, Almanacs, fact books, statistics, local telephone directories, medical guide books, Ridgeland, Dunn and Barron County history, plat maps, atlases, etc.

**Children’s Collection**

The children’s collection consists of books for children ages 1 to 6 years old. Materials are selected according to author works, literary and artistic merits, content and vocabulary intended for young children.

**Juvenile Collection**

The Juvenile collection consists of both fiction and non-fiction titles located in the Juvenile area. The designation of a “J” indicating a Juvenile book, along with the first three letters of the authors name are listed on the spine label. The Juvenile collection is selected for children ages 7 to 12 based on interests, backgrounds, reading skills and developmental levels.

**Other Juvenile collections:**

The library has Beginning Readers for those children starting on their reading journey. These include series of books by an author or subject which makes the group of books easier to find for the reader.

**Young Adult Collection**

The Young Adult collection consists of reading materials for teenagers between the ages of 13 to 18 years old. Books in this collection will be listed with a ‘YA” on the spine label. This collection of books is located in a separate section outside the Children’s area. Both fiction and a small non-fiction YA section are included.

**Large Print Collection**

The large print collection consists of books for adults. Text size is large and easier to read with a choice of hardcover and soft cover. The titles in the library’s large print collection are primarily fiction; however, the library does have some non-fiction large print books. Selection and purchases are based on genre interest.

**Labels and Shelving**

Library materials are not marked or identified to show approval or disapproval of the contents. Signage throughout the library helps patrons find the different collections.

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