

Elements of a YA Collection Policy

Use this sheet as a guide for elements to include in your young adult collection policy. Handy reference for development of new policy or for revision.

A. Purpose

- Fulfillment of your library's service roles
- Consistent with library's collection development policy by creating a well-balanced collection that meets the unique needs of young adults
- Meets your library's mission

B. Target Audience

- State who the collection is for
 - young adults, ages 12-17 (insert your library's definition of young adult)
 - parents, teachers
 - other adults that work with youth

C. Responsibility

- Who will select materials?

D. Scope of Collection

- Types of materials
 - new materials
 - will you accept donations from the public?
- What media will you include in the collection
 - print (books, periodicals)
 - non-print media (DVD, CD, CD-Rom, Games, etc.)
 - digital resources (Web sites and databases)
- Will you include equipment as part of your collection?
 - iPods
 - earphones
 - laptops
- Do you have any special collections that should be included?
- How the scope is determined for each branch, if different

E. Formats

- Hard copy
- Paperback
- Graphic Novels/Comics
- Reference
- Periodicals
- Foreign language materials
- Audio tapes and CDs
- Videos/DVDs
- Music CDs

- Electronic Resources
- F. Procedures for Selection
- List the review sources your library will use
 - Criteria
 - will you only choose books with starred reviews?
 - will you only purchase titles recommended in at least two sources?
 - How will you handle replacement items?
 - How will you handle patron requests?
 - Will you purchase additional copies of high demand items?
- G. Deselection
- Who will weed?
 - Set specific criteria for deselection
- H. Challenges to Materials
- What is your library's procedure when an item is challenged?
 - Who handles the challenges?