

## **COLLECTION DEVELOPMENT POLICY**

### **Statement of Purpose August 2011**

This manual serves as a plan and a guide for those who are responsible for developing and managing the collection at Multnomah County Library. This manual supports the library in its mission and philosophy, defines the purpose and scope of the collection, and guides collections work throughout the library.

While a collection development policy cannot replace the judgment of staff responsible for the selection of library resources, this policy serves to:

1. Provide a written framework for the process of planning, building, and maintaining a library's information resources in a cost-effective and user-relevant manner
2. State priorities and indicate boundaries to assist staff in choosing, maintaining and evaluating materials that best meet the needs of the community while maintaining budgetary responsibility
3. Spell out limits of acceptable action and grant freedom to exercise professional judgment when operating within those limits
4. Describe how materials for the library are selected, maintained and evaluated
5. Inform the public about the principles of material selection, and provide guidance to professional staff about the principles and criteria upon which resources are selected and retained

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## **ABOUT MULTNOMAH COUNTY LIBRARY**

Founded in 1864, Multnomah County Library is a magical place in our community. The library has fostered a love of books and reading, provided free and accessible information and brought knowledge to millions of people. Books have been supplemented by 21st-century technology, and tax dollars have been spent wisely and responsibly.

Multnomah County Library is Oregon's largest public library, serving over one-fifth of the state population. Central Library and 18 branches house nearly 1.8 million books and over 500 public computer search stations. Together these libraries serve the ethnically and linguistically diverse populations of Multnomah County as well as the three other counties that make up the Greater Portland Metropolitan area.

Located throughout Multnomah County, the libraries offer materials for all age groups in languages and formats that represent and are responsive to the character of the neighborhoods that they serve. The library:

- Serves as the people's university by providing materials that support lifelong learning and professional growth at a general level to patrons not affiliated with a school or university
- Supports K-12 students by offering materials that correlate with the school curriculum and directly working with teachers
- Provides a rich mix of recreational and entertainment materials in all formats.

Budget constraints and space limitations prevent Multnomah County Library from duplicating specialized and comprehensive collections in all agencies. Instead, access to the library's collections is provided through an online catalog, a system of materials reserves, and various delivery mechanisms to ensure cost-effective, efficient, and equitable access to materials from any location. In addition, Multnomah County Library actively participates in regional, state and national cooperative networks, facilitates interlibrary loan, and works with consortia to share resources.

## **MULTNOMAH COUNTY LIBRARY MISSION & PHILOSOPHY**

Multnomah County Library enriches lives by fostering diverse opportunities for all people to read, learn and connect.

Multnomah County Library upholds the principles of intellectual freedom and the public's right to know by providing people of all ages with access and guidance to information and collections that reflect all points of view.

We believe in:

### **I. The principles of intellectual freedom**

- We will provide books, programs and other library resources that present a wide range of views on current and historical issues for the interest, information and enlightenment of the community.
- We will not exclude materials because of their origin or background or the views they express, nor will we remove materials because of partisan or doctrinal disapproval.
- We will challenge censorship and cooperate with all persons and groups concerned with resisting the abridgement of free expression and free access to ideas.
- We will neither deny nor abridge a person's right to use a library because of his/her age, economic levels, beliefs, race, personal or physical characteristics.
- We will make existing meeting rooms available to the public on an equitable basis.
- We will ensure regular staff training in the principles of intellectual freedom.

### **II. Respect for the public we serve**

Regardless of age, economic level, beliefs, race, personal or physical characteristics:

- We will treat each patron in a courteous and attentive manner.
- We will give all individuals the same consideration and level of service.
- We will see that the library's behavioral rules are upheld in order to make the library a pleasant place for all patrons.
- We will act in accordance with the intent of our library policies and procedures, both in their application and in any exceptions made to them.

### **III. Effective and efficient service**

- We will strive for accuracy and quality in the services we provide.
- We will view all interaction with the public as an opportunity to promote and support the library.

- We will review and update policies and procedures as needed.
- We will provide materials for public use in a timely manner.

#### **IV. Library resources that anticipate and respond to community interests and needs**

- We will regularly review and be aware of the community profile for the area we serve.
- We will seek and respond to public input concerning services and materials.
- We will choose materials and programming based on library roles and the Library mission statement.
- We will investigate and suggest innovative library services, programs and technological advancements.
- We will represent the library in community events and interact with neighborhood organizations.

#### **V. Friendly, inviting and safe facilities**

- We will participate in regularly scheduled safety programs.
- We will stay informed about emergency procedures.
- We will take the responsibility for the general appearance of our work areas.
- We will provide ongoing input to buildings and grounds projects and identify safety issues.

#### **VI. Professionalism and employee involvement with respect for the worth and ability of each employee**

In our commitment to provide a high standard of public service:

- We will provide clear written and oral expectations of job requirements.
- We will provide staff with the tools necessary to do the best job possible, including equipment, training and information.
- We will promote staff development through workshops, seminars and/or job-related courses.
- We will provide timely performance appraisals in conjunction with on-going informal dialogue between employee and supervisor.
- We will ensure meaningful recognition and acknowledgment for job performance.
- We will establish and maintain open lines of communication at all levels.
- We will ensure that personnel are selected according to library standards.
- We will allow clearly defined time for input into decision-making.

## COLLECTION VISION

The purpose of Multnomah County Library's collection is to make books and other materials available to enrich the cultural, recreational, educational and civic lives of the people of Multnomah County. The library recognizes that within Multnomah County there are groups and individuals with widely diverse interests, backgrounds, ages, ethnic and cultural heritages, social values, educational levels, and reading abilities. The diversity of community interests requires a wide range of subjects and the presentation of multiple points of view varying in treatment from the simple to the complex. The library strives to create and maintain a broad collection that reflects this diversity and encompasses both popular works and works of lasting value.

The library's collection is, by necessity, a series of contradictions: old and new, low tech and high tech, reliable yet surprising. We protect and savor what is wonderful and unique from the past. We acknowledge and respect the ideas and forces of the present. We look toward the future and plan actively for change. The library collection offers an ever-changing populace what they want and need in an efficient and timely manner, using the latest technologies. We also promote and present works that are beautiful, well-written, provocative and memorable.

The collection is:

Available:

- from all library locations, home, work, and online 24/7
- using current communication and mobile technologies
- in many formats, including digital
- because it is well organized and accessible
- via speedy and efficient document delivery
- via cooperative agreements

Enriched:

- by the involvement of the diverse communities we serve
- by the dedicated, careful work of our staff
- by the re-packaging of significant & unique collections
- because we have protected and preserved local works

Flexible and intentional:

- responsive to new populations
- enabled for the uses and applications of new technologies
- driven by the goals & programs as well as the limitations of the library
- provides efficiency and good value for the people we serve
- fresh & weeded regularly, using a plan

- changing but dependable
- uses data to assess and plan

Worthwhile:

- fun and popular
- thought provoking
- a repository of our cultural history
- contains works of lasting value

## COLLECTION DEVELOPMENT

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. By the Director's delegation, the Director of Collection Services has responsibility for the selection of materials. All staff members and the general public are encouraged to recommend materials for consideration. Current tools designed to capture patrons' comments, ideas, and opinions about the library include the [Comment Card](#) and the [Suggest a Purchase](#) form, also available at any library service desk.

In support of its Mission, materials available in the library present a diversity of viewpoints, allowing people of all ages access to the information needed to make the informed choices so crucial in a democracy.

Multnomah County Library will routinely gather [statistics](#) to determine user characteristics, expectations and needs, and apply the latest tools and innovations to our collection development practices, maintaining the depth and diversity of our collections. Anticipating the community's interests and needs, observing their responses to innovations, and acting quickly in response to these needs will serve as the underlying framework for material selections and practices. Operating as good stewards of the public's tax dollars requires constant re-evaluation of current distribution and selection plans, as library staff imagines and implements alternative, cost-effective ways to provide services, aligning resources to demand. Positive collection strategies may include:

- purchasing multiple, or additional, copies of titles in response to demand
- supporting benchmarks (especially as related to youth)
- enhancing collections to meet defined service responses
- monitoring trends, format trends and new technologies

General criteria for selecting material include:

- patron interest
- importance of subject matter
- contemporary significance or permanent value
- timeliness of material
- value of maintaining already established collection depth
- prominence of the author

- accuracy
- local emphasis
- suitability of subject and style for the intended audience
- critical reception
- award winning
- format suitable for a library collection

In addition to examining materials that come to the library through publisher and vendor distribution plans, library staff regularly consult professional review sources, such as *Library Journal*, *Publisher's Weekly*, *Booklist*, *School Library Journal*, *Choice*, *Kirkus*, *Voya*, *Horn Book* and numerous Internet-based sources. Selection practices include: reliance on the individual subject expertise of staff or community members, suggestions from patrons, promotions in local bookstores, media, standard bibliographies, and professional reviews. For specific information about how materials are selected, please contact the [Director of Collection Services](#). More information about selections procedures can be found in the [Materials Selection Manual](#).

Formats collected include print (including large print), music CDs, DVDs, research databases, government documents, audio books, magazines, newspapers, and pamphlets. An increasing number of materials are purchased in digital format, including books and music, which are delivered via download or are accessible through the library website. All formats are cataloged and can be found in the library's catalog. Additional access is provided on the library [Research](#) Web site.

While most materials are acquired in English, Multnomah County Library has a few items, such as a dictionary or a Bible, in more than forty international languages. Current selection practice includes building substantial collections in Spanish, Chinese, Vietnamese and Russian at some locations in response to increasing public demand and demographic trends.

## COLLECTING LEVELS

Collection development is guided by defined collecting levels, which designate the depth or comprehensiveness of the collection for specific types of materials or areas of the collection. Collecting levels are determined in response to current use patterns, changing community needs, budgetary constraints, evolving technology, and the library's mission and purpose as a public library. Collecting levels are evaluated and adjusted periodically, with consideration given to the availability of materials at other local institutions or on the Internet. The four collection levels are:

- **Basic:** A highly selective collection that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. The emphasis is on popular materials and materials that provide a general overview. It includes popular titles, significant works or classics, some

major reference works, and a few periodicals in the field. Growth and development are kept at a minimum and titles are discarded when usage drops off.

- **General Interest and Study for All Ages:** A collection that is adequate to support general interest and initial study, including important current titles that are consistently updated. The emphasis is on meeting general community needs. It includes a judicious selection of currently published titles supported by selected retrospective titles, a broad selection of important writers, a limited selection of the most significant works of secondary writers, a selection of major journals and current editions of the most significant reference tools.
- **General Interest and Study for Children and Teens:** A collection that supports the research and information needs of young people through high school. Most available works on a subject are purchased, very often in multiple copies. Selected relevant adult titles may supplement the youth collection in order to provide breadth and depth in a subject area appropriate for use by young patrons and beyond the range available in published children's and young adult titles.
- **Advanced Interest and Study for Adults:** A collection that supports post-high school or practitioner levels, sustained independent study, or is adequate to maintain knowledge of a subject required for student or occupational needs of less-than-research intensity. It contains a large and diverse number of titles representing many aspects of a subject and some titles that will be kept for historical value. The emphasis is on developing a comprehensive collection that will support special users in the community but will also cover the needs of a wide range of users. It includes a broad spectrum of current and retrospective materials, a complete collection of the works of more important writers, composers, performers and artists, selections from the works of secondary writers, a selection of representative journals; and new, specialized, and some older reference and bibliographic tools pertaining to the subject.
- **Beginning Research Level:** A collection that includes major published source materials required for independent research or graduate-level study. Most works in the subject are purchased and retained. The emphasis is on extensive and in-depth coverage of a subject and the development of specialized collections to serve highly specific and specialized portions of the community. Bibliographies, indexes, and databases of scholarly or technical nature are purchased. Local materials both of general interest and of a unique and specialized nature are included.

## GIFTS

The library welcomes gifts of materials in support of the library collection. Due to space constraints, materials offered as gifts must meet the library's criteria for collection

development and anticipated need before being added to the collection. The Selections Office reviews gift materials and determines whether to place the items into the collection. Most gift materials are given to the Friends of the Library for use in their biannual book sale. Proceeds from the sale supplement the library budget to support a variety of programs and services.

## COLLECTION MAINTENANCE

Maintenance of the library's collection through constant evaluation by the library staff ensures its usefulness and relevance to the community. This evaluation relies on the staff's professional expertise to assess the content of the collection and the ever-changing needs of the community. Library materials may be discarded for any of the following reasons:

- obsolescence: the material is no longer timely, accurate, or relevant
- damage or poor condition
- space limitations
- number of copies in the collection
- insufficient use or lack of customer demand
- availability in other collections

It is the responsibility of the library staff to assess the need for replacing material that is damaged, withdrawn or otherwise lost from the collection. This decision may be influenced by popular interest, adequacy of coverage in the subject area, the number of other copies in the library system, significance, cost, and availability. Some materials may be bound or mended in consideration of the same factors that influence replacement decisions. A decision to bind may also consider the cost of binding versus the cost of replacement, feasibility of binding, and adverse impact on use due to appearance or functionality.

Items that have become historically significant, assumed reference value, or increased dramatically in monetary value may be considered for inclusion in special collections, stored in stacks, or sent to remote locations for "on-demand" retrieval.

In addition to daily weeding by library staff, a team of staff and volunteers do a scheduled agency weeding each month. Resources that no longer meet expectations for the collection are discarded. They may then be declared surplus in accordance with library policies and:

- sold to benefit the library at the Title Wave Bookstore
- given to other libraries, government offices, or community agencies
- destroyed or recycled

## COOPERATIVE AGREEMENTS

Multnomah County Library recognizes that it cannot provide everything that its patrons request within its own collection of resources. Therefore, the library is committed to the cooperation and sharing of resources among libraries and other agencies that acquire, house, and make information and materials accessible. Multnomah County Library participates in a number of cooperative agreements designed to allow it to take advantage of the specialized resources that other libraries may have, while making its collections available to patrons at other libraries. The library supports cooperative use agreements that span library district and agency lines, thus allowing users access to the broadest array of resources and information. The library also participates in local and regional consortia that facilitate purchasing and access to a variety of digital resources and services.

Multnomah County Library supports cooperative collection development activities when feasible as a means of providing the best access to the most information for the most people. In addition, the library offers Interlibrary Loan as a means of providing access to specialized, out-of-print, and other materials not acquired. Multnomah County Library makes every effort to satisfy the needs of its customers through its own collection or through other local resources. Requests for materials not in the library's collection are considered for purchase and may be purchased if the material meets the library's mission and falls within budget constraints. The library is committed to building a collection of resources that responds to and is capable of filling most of its patrons' needs.

## INTELLECTUAL FREEDOM, CENSORSHIP & THE LAW

The primary purpose of the Multnomah County Library is to meet the informational, educational, cultural, and recreational needs of all of the communities it serves. The library subscribes to the principle that the freedom to read is essential to our democracy, and that free communication is essential to the preservation of a free society. To insure free communication and the rights of the residents of Multnomah County to a broad range of ideas and concepts, the library endorses the American Library Association's [Library Bill of Rights](#), the [Freedom To Read Statement](#), and the [Freedom to View Statement](#).

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the "Library Bill of Rights", and which is approved by the appropriate governing authority.

Challenged materials that meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The "Library Bill of Rights" states in Article I that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation" and in Article II, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval". Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression

only by a fine and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure. Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged."

*Adopted June 25, 1971; amended July 1, 1981; amended January 10, 1990, by the ALA Council.*

Multnomah County Library will respond to patron [Complaints About Library Materials](#). Patrons may request that library materials be re-evaluated with reference to the library's selection criteria. Patrons will be asked to complete a "Statement of Concern About Library Resources" form when filing their objection.

The library reports all challenges to materials to the Oregon Intellectual Freedom Clearinghouse. The [Oregon Intellectual Freedom Clearinghouse](#), a project of the Center for the Book at the Oregon State Library. The Clearinghouse collects reports about challenges against all types of library materials in all types of Oregon libraries in an attempt to document the level of censorship attempts in Oregon. An Annual Report of the Oregon Intellectual Freedom Clearinghouse is produced and released during September of each year. While the Oregon Intellectual Freedom Clearinghouse cooperates with other persons and groups concerned with intellectual freedom or related issues, it is intended that the Clearinghouse be an unbiased information resource.

## ABOUT THE COLLECTION

### NEIGHBORHOOD LIBRARIES

(Albina, Belmont, Capitol Hill, Fairview-Columbia, Gregory Heights, Holgate, Kenton, North Portland, Northwest, Rockwood, Sellwood-Moreland, St. Johns, Troutdale, Woodstock)

Neighborhood libraries, ranging from small to medium size, offer a selection of materials and serve as an anchor for the communities they serve. Patrons can expect to find materials in all formats, including the electronic collections available throughout the OR library system. Neighborhood libraries generally offer materials at the **Basic** or **General Interest and Study** collecting levels. They rely on the Regional Libraries and on Central Library for more specialized materials.

Users can find the following types of materials at their neighborhood library:

- an up-to-date, circulating collection of popular, general interest books (including large-print books) and audiovisual materials

- a broad collection of materials for children and teens in many formats, organized in age-appropriate ways
- Lucky Day copies of current print titles
- a growing selection of ebooks in either downloadable or web-accessible form, depending on the title
- streaming and downloadable music
- a selection of frequently-consulted reference resources that meet many of the community's needs
- a small collection of popular periodicals that can be checked out; access to a wide collection of electronic periodicals
- a selection of unique titles to meet the needs of their community
- materials in Russian, Chinese, Vietnamese and/or Spanish in selected neighborhoods where these languages are spoken
- a small collection of zines in many locations
- in-person assistance with locating information or specific titles

### **REGIONAL LIBRARIES**

(Gresham, Hillsdale, Hollywood, Midland)

The four regional libraries serve as an expanded resource for patrons outside of the downtown area. The regional libraries are larger facilities that house expanded collections with more variety than the smaller neighborhood libraries. Regional libraries offer materials at the **Basic** and **General Interest and Study** collecting levels but there is a greater choice of materials, a wider selection of titles, and more breadth of coverage than in the neighborhood libraries. While each regional library has unique characteristics that match its service area, they share the mission to supply a greater array of library materials directly to the communities they serve.

Patrons can find the following at a regional library:

- a broad collection of popular fiction and media
- an extensive selection of children and teen titles
- Lucky Day copies of current print titles
- expanded reference collections, especially at Gresham and Midland
- mid-sized collections of periodical titles selected for general interest and browsing
- many print and media titles in Russian and Spanish at Gresham
- many print and media titles in Russian, Spanish, Chinese and Vietnamese at Midland
- a small collection of Russian and Spanish print titles at Hillsdale
- a small collection of Vietnamese and Spanish print titles at Hollywood
- extensive auto repair collections at Gresham and Midland
- a complete back-file of the *Oregonian* and the *Gresham Outlook* on microfilm at Gresham
- a selection of zine titles

## CENTRAL LIBRARY

Central Library, located in downtown Portland, opened in 1913 and is a National Historic Landmark. In 1997, the extensive awarding-winning \$24.6 million renovation of Central Library was completed. As the library's largest facility, Central Library houses an expanded collection and acts as the resource and referral center for the entire library system. Staff at neighborhood and regional libraries refer patrons to Central for in-depth reference help and access to materials beyond the scope of the smaller locations.

Materials collected at the **Advanced Interest and Study** and **Beginning Research** levels are generally housed at the Central Library. The Central Library also houses the library's historic and special collections. Notable among these are the John Wilson Special Collection, the Oregon Collection, U.S. and Oregon government document depository collection and the sheet music collection. Patrons living in the downtown area use the Central Library as their neighborhood library.

Patrons at all locations can request that circulating titles at Central Library be delivered to their neighborhood library by placing a request through the library's online system.

Patrons visiting Central Library can expect to find:

- a large collection of fiction, audio books, and DVDs that includes current titles and enduring classics in the Popular Library
- single copies of advanced level titles on subjects the library collects
- a large children and teen collection
- a broad reference collection that covers all topics
- a broad collection of music CDs
- research level materials the documents Portland, Multnomah County and Oregon history
- an in-depth collection of general interest periodicals in print and other formats, including historical coverage sufficient to meet the diverse needs of the Library's users system-wide
- Lucky Day titles in Popular Library
- Publications from the U.S. government, State of Oregon and local jurisdictions
- maps and atlases to support general interest travel and local research
- a comprehensive selection of auto repair manuals in print and online
- a comprehensive collection of printed sheet music
- access to specialized periodicals and databases
- materials in Russian, Chinese, Vietnamese and Spanish
- a small collection of zines

## COLLECTION PROFILE

### **Art and Architecture (call number areas: 700-770)**

The Art and Architecture collection includes materials about various art media – architecture, ceramic arts, metalwork, jewelry, drawing and works on paper, textile arts, glass, furniture, painting, and photography – as well as graphic design, calligraphy, interior design, crafts such as knitting and needlework, art marketing and business, and collectibles (from stamps to antiques to pottery).

This collection encompasses a broad range of topic areas, but in general materials cover technique, history, and biography in each subject (e.g., painting or photography will have books covering these three areas). Reference materials such as encyclopedias, dictionaries, and guides to artistic schools, historical periods, or the art and craft of a particular country, city, or region are also a major part of this collection.

Areas of particular strength include: materials on printmaking; reference works listing auction prices; guides to collecting art, photography, furniture, handcrafts, and other objects; practical works on calligraphy and historical treatments of the subject; interior design; explanations of historical processes; materials discussing vernacular or green architecture; works containing information about local architects or architectural works; and urban planning.

Artists, students, collectors, hobbyists, teachers, and people with a casual interest or an independent research project all use the Art and Architecture collection. The part of the collection that contains historical treatment of painting supports students doing masters level research.

Further materials on urban planning, most particularly those that deal with the sociology and history of communities, are also found in the Social Sciences collection. Works discussing landscape architecture and the construction and design of garden structures are kept with the House and Home materials. Some materials on craft subjects (such as sewing) are also housed in the House and Home collection. Works on home and building construction are part of the Technology collection.

Books and other materials that discuss the collecting of objects, or that list values and give historical information intended for collectors are mainly housed in the Art and Architecture collection, but some books about collecting some kinds of items fall in other areas. Some examples are: collectible radios and televisions, and automobiles (which are all kept in the Technology collection), and general kitchen collectibles (kept in the Manufacturing collection).

Multnomah County Library also has an extensive picture file, which has been added to and maintained since the early 1920s. The picture file contains magazine clippings on a

wide array of subjects, as well as pictures from calendars, books, prints, cards, and other sources. Some areas of focus are: art subjects (including painting and photography), interior design and fashion (by country, designer, and decade), architecture, furniture, theater, methods of transportation, countries and cities, gardens, and animals. The picture file is located in the Humanities room at the Central Library.

### **Audio (call number: CD- , downloadable audio book)**

The Audio collection contains audio versions of books as well as works that were originally produced in audio format, such as radio shows. Both fiction and nonfiction are included in this collection. Some of the most popular materials are mysteries, popular fiction, self-help materials, and old radio shows. The collection also includes sound effects recordings and audio works on social history, biography, investing, interviewing, business subjects, language learning, travel adventure, and some poetry.

The library attempts to purchase unabridged audio materials where possible, but the collection does include some audio books that are only available in abridged format. Audio titles are available in both CD and downloadable formats. Downloadable audio titles are available through the Library2Go service and can be found in the library catalog.

The Audio collection is used by commuters and travelers, by people who cannot or do not read printed books, by people who like to read while working, and by students who prefer to listen to assigned reading. It is also used by beginning readers, learning disabled patrons and those who are learning English and who might use an audio format in combination with a book. This collection is heavily used by visually impaired people.

Visually impaired library patrons may also find materials of interest in Large Print form.

### **Biography (call number areas: B, 920-928)**

The Biography collection has two main parts: reference sets that include shorter biographies of many individuals, and book-length biographies of individuals (or occasionally of famous families, business partners, siblings, or the like). Book-length biographies of individuals are the biggest priority in this collection.

For book-length biographies, the library focuses on titles describing the lives of Oregonians and other Pacific Northwesterners, and on people who are internationally or nationally well known.

The Biography collection is used primarily by students doing research for school or college projects, by teachers, by amateur researchers, and by general readers who are simply looking for a good book.

Biographies of individuals who are known for their activities in the visual or performing arts (painters, musicians, actors, film directors, architects, cartoonists, dancers) or in the world of sports and games (chess players, basketball stars, Olympic athletes) are

generally kept with the subject collections. This means that a biography of a photographer would be with the Art and Architecture collection, and a biography of a snowboarding star would be with the Sports collection.

In addition, reference books and sets that contain biographies of people grouped by profession or occupation are generally kept together with the subject the profession fits into. For example, a book of biographies of women scientists would be found with other materials on the natural sciences.

### **Black Resources Collection (call number areas: varies)**

Multnomah County Library's Black Resources Collection (BRC) was originally housed at the North Portland Branch Library. Beginning in 2010, the BRC was redefined as a system-wide collection, with titles located in locations throughout the system. The largest concentration of BRC materials remains at the North Portland Branch. Materials in the BRC are interfiled with the general collection and can be identified in the online catalog by searching under series "Black Resources Collection".

The BRC offers materials relating to the African American experience, with special focus on the Pacific Northwest. Materials are purchased in many formats, including books, DVDs, music CDs, audio books, magazines, and newspapers. The complete BRC collection development policy can be found in the [Materials Selection Manual](#). There are currently over 7000 items in the collection.

The BRC includes fiction and non-fiction for juvenile through adult users. Materials for early childhood through 12<sup>th</sup> grade students form a significant part of the collection.

A special feature is the 385-volume Fisk University Collection, which contains reprints from the Fisk University Library Negro Collection. Available nowhere else in Oregon, these reprints are significant historical works written by African-American authors between 1800 and 1930.

While most items in the Black Resources Collection may be checked out, some reference materials, such as the Fisk University Collection, must be used in the library.

### **Business and Economics (call number areas: 330-339, 380-389, 650-659)**

The Business and Economics collection covers many subject areas, including finance and investing, economic systems, commerce and trade, production, energy and power generation economics, job-searching and career materials, personal financial management, communications, management, advertising, and transportation business.

In the economics portion of this collection, there is a focus on investing and finance, as well as economic systems, economic theory, and subjects such as real estate, international

trade, economics as it relates to natural resources and energy production, and financial management.

The business portion of the collection is strong in industry statistics and directories, business cycles, general how-to books for starting a business, business management, and incorporating a business or non-profit. The collection also includes descriptive works about specific kinds of businesses, and extensive reference materials that support research in advertising, trade, and other business subjects.

Professional business persons, small business owners and prospective owners and college students are the most vigorous users of this collection; though it is also used by general readers for many purposes, such as researching careers and investments or learning to use computer applications for business.

Some materials on energy and transportation (especially aerospace and motor vehicle engineering, and general materials on automobiles, motorcycles, airplanes, etc.) are kept with the Technology collection. Circulating documents are interfiled with general collection materials.

**Children's Collection (call numbers areas: jBB, jE, j, LGE-TYPE j, jgn, j B, j 001- j 999, Beginning Facts, Concept, Reader, Beginning Reader, Parenting, Holiday, Preschool, Toddler)**

The Children's collection contains materials for children from infancy to age twelve. The bulk of the collection is made up of juvenile fiction and nonfiction books, audio books, DVDs, music CDs, electronic downloadable books and games, magazines and curriculum kits. Educational materials to promote early literacy skills, and reference materials for children's literature research aimed at adults are primarily found on adult nonfiction shelves, with a limited few in children's reference.

The juvenile nonfiction collection covers age-appropriate factual topics geared to a variety of reading skill levels. The Children's fiction collection covers many genres by children's authors and illustrators, including award-winning titles, classics, realistic fiction, humor, mysteries, science fiction, fantasy, historical fiction, short stories, children's graphic novels, beginning readers, toddler books, picture books and board books.

The Children's collection contains fiction and nonfiction materials in languages other than English. The focus is on materials geared to native speakers. The majority of the bilingual books in the Children's collection are picture books. Materials in Multnomah County Library's four target languages (Spanish, Chinese, Russian, and Vietnamese) make up the majority of this part of the collection, though the Children's collection also includes a smaller selection of materials in French, German, Arabic, Japanese, and other languages. Target language materials include audio books, movies and recorded music as well as books.

Some materials in the Children's collection are intended for adults to use together with children. The parenting collection contains books about topics adults want to read and use with children in order to give personal guidance. The collection is primarily for children under six years of age but is also intended for adults to use with children in early elementary grades who are not yet able to read independently. Examples of parenting topics are new babies, potty training, divorce, bullies, and death.

A portion of the Children's collection is devoted to audiovisual materials. Audio books are aimed at school-age children, as well as book/CD sets for younger children. The majority of audio books in the Children's collection are fiction. DVDs are heavily used. Book-based films (animated and live action), children's TV shows, and children's entertainment feature films are popular. Children's nonfiction DVDs include popular topics such as children's music, animals and transportation.

Older children may find additional items of interest in the Young Adult collection.

The Children's collection at Central Library contains resources that are not available elsewhere in the library system. Chief among these are reference collections of award-winning and Oregon-related books, reference books on the history of children's literature, and many older materials such as folk and fairy tales, poetry and historic juvenile fiction.

### **Computers and Information Science (call number areas: 003-006)**

The Computers collection includes materials that discuss programming languages, operating systems, web design, systems theory, and the history of computers and computing. The library maintains a limited but significant collection of professional-level technical works in computing theory, programming, and related topics. Career information materials for computer programmers, technicians, and people in other computer-related occupations are also a part of this collection.

The reference portion of the Computers collection contains dictionaries, encyclopedias, and works on computer history and chronology, and biographies of computer pioneers.

Many computer books are kept with other collections. For example, books about using a particular word processing application are in the Business and Economics collection, and materials on architectural design software are cataloged in both the Engineering and in the Art and Architecture collections.

### **Customs (call number areas: 390-399)**

The Customs collection covers many subject areas – social etiquette, folklore, costume & dress, and customs relating to many areas of life.

The library collects materials on the customs of weddings, funerals and death, births, food and eating, drink and drinking, etiquette, war, and diplomacy. Materials on tattooing and other body modifications, the history of costume & fashion, and personal appearance

are also collected, as are folklore, folk tales, and materials relating to folk and traditional symbolism.

This collection is used by high school students and undergraduate researchers, and by adult general readers. The costume and fashion materials are well used by theater and film professionals and home sewers. The materials on wedding customs and international business etiquette are among the most heavily used items in the Customs collection.

Materials about the traditions and customs of meals and table service (e.g. napkin folding, table decorations, formal table service) and those about sewing and clothing construction are kept in the House and Home collection. Items discussing clothing and textile manufacture are part of the Manufacturing collection.

Materials dealing with other textile crafts are part of the Art and Architecture collection. Materials on theatrical make up and set design are kept with the Performing Arts collection.

**Digital Collection (call numbers: electronic book, downloadable ebook, downloadable audio book, downloadable video, electronic journal, Internet)**

The Digital Collection includes materials in electronic form such as electronic books, online journals, downloadable audio books, reference databases and downloadable and streaming music. The library acquires digital resources through purchasing perpetual access, annual subscriptions and selectively adding open access Internet resources that meet the Library's selection criteria. Most commercial electronic resources are subject to negotiated contracts that stipulate the terms and conditions of access.

The library is working actively to expand its digital collection and to offer materials in electronic form to patrons of all ages, including children. Digital materials are evaluated by the same criteria that are applied to any addition to the collection; these include factors such as timeliness, content, authority, scope, arrangement, ease of use and accessibility. MCL's complete selection criteria guidelines are found in [Electronic Resources Selection Criteria](#).

Library cardholders can access the library's digital collection through the online public access catalog and the library's website. All digital titles are cataloged. Almost all digital titles are available remotely via personal computer and a wide variety of personal mobile devices, readers and smart phones. The library places a priority of enabling remote access whenever possible.

Digital resources may be removed from the library's collection for the same reasons that books or other materials are weeded. They may be out-of-date, inaccurate, unnecessary and duplicative, or rely on outdated technology. Many digital resources are annual subscriptions rather than purchases. As with other materials that must be renewed annually, continued access to digital materials is subject to the availability of funds in each budget year.

### **Education (call number areas: 370-379)**

The Education collection contains practical materials for elementary and secondary school teachers, college-level works on education theory, and general interest materials on a wide variety of education-related topics such as school reform, home schooling, and books aimed at parents of school-aged children.

This collection includes a large number of standard test guides (for the SAT, GRE, GED, and others), as well as many college and trade school comparison guides, scholarship directories, and other titles intended to help people who are getting ready to attend college. Since test guides, scholarship information, and school comparison guides become outdated quickly, this part of the Education collection is constantly being weeded and replenished.

The library also maintains a non-circulating collection of directories, encyclopedias, and other reference works on education. Examples are: collections of biographies of educators, works on education systems around the world, and materials on the history of education.

Teachers and school staff members, graduate education students, parents, and high school students all use the Education collection. Primary and secondary school teachers are perhaps our heaviest users. Some materials on home schooling and parenting are part of the Social Science collection.

### **Fiction (call number areas: FICTION, GN, MYSTERY, SF, WESTERN)**

The Fiction collection includes general fiction as well as science fiction, graphic novels, westerns, short stories and mysteries. In general, this collection is heavily used, and it is always changing. Newly published materials and replacement books are constantly added, and older items that are worn or that are not being used are weeded from the collection on a regular basis.

There is heavy demand for current books, especially “genre” books (like science fiction or romance), as well as current well-respected literary writers. Classics are also heavily used. The library strives to anticipate the needs of the reading public, and is always looking for areas in which the collection should be augmented.

Fiction materials of local interest and books by local authors, as well as new experimental fiction are an important part of the Fiction collection.

The library has recently been focusing on increasing its collection of graphic novels. The graphic novels portion of the Fiction collection includes comic book serial re-issues, literary adaptations, manga serials, new serials and stand-alone fiction. All genres are

represented, including science fiction, fantasy, horror, mystery, romance, general fiction, humor, as well as some nonfiction topics. Collections of comic strips (such as one- to four-panel newspaper strips) are located with the art materials, as are work on how to draw comics and about the comics industry.

Genre fiction, including fantasy, westerns, science fiction, romance, historical fiction, mysteries and urban literature are a popular part of the Fiction collection as well. The library seeks to retain classic titles and representative works by major authors of all eras, as well as continuing to purchase new genre fiction as it becomes available.

Reference materials to support readers' advisory, book club guides and other materials to help patrons find leisure reading that interests them are part of the Fiction collection. Reference materials on literature, critical editions of classic works and literary criticism are primarily housed with the Literature and Writing collection.

The Fiction collection is used by a varied group of readers from all age groups, including students and independent learners, leisure readers, teachers, and writers.

#### **Film (call number areas: DVD, downloadable video)**

The Film collection consists of entertainment and nonfiction DVDs on a wide variety of subjects. Documentaries, educational films, instructional videos, short films, and DVD re-releases of feature films and television series are all part of the collection. Some of the most popular items are feature films. Documentaries and other nonfiction films on topics such as yoga, travel, business, the arts, history, sports, and health are also popular. The collection is heavily used, and both new and replacement materials are constantly sought.

The DVD collection is heavily used by adults seeking general entertainment, as well as by students, non-English speakers and non-readers. Business people, film makers, educators, people with visual impairments, aural learners and those with learning disabilities use the collection heavily.

Language learning materials in visual formats are part of the Language collection.

#### **Genealogy (call number: 929)**

The library maintains a Genealogy collection that focuses on "how-to" titles and reference material, especially that relating to Oregon and the Pacific Northwest. Genealogical reference materials include passenger lists, censuses and census indexes, cemetery burial lists, land records, and lists of obituaries from important newspapers. Reference materials on the states in the Northeast and Southeast are well represented in the genealogy collection, and the library is seeking to increase the collection of material describing Ohio and the Midwest, as well as the Pacific Northwest.

Genealogies of individual families are not usually purchased, as they are numerous, specific, and collected by other libraries in the area.

The Genealogy collection is used both by experienced genealogists and by people who are just beginning to research their family histories. Since Multnomah County Library has maintained its genealogy collection over many decades, people often come from other parts of Oregon, or from outside of the state to use this collection.

Some materials that will be helpful to genealogical researchers are located in the History and Biography collections.

**Geography (call number areas: 910-919)**  
(includes maps and travel)

This subject area includes geographical studies of U.S. states and countries of the world, travel guides, personal travel narratives, atlases, and maps. Maps, atlases, and some kinds of geographies need to be replaced whenever place names and borders change; and the collection of travel guides need updating as travel, tourist, and sight-seeing information changes. Therefore, the library is constantly replacing out-of-date materials with newer items, as well as expanding the collection to include maps, geography, and travel books describing different parts of the world.

The library maintains a circulating collection of some materials, such as travel guides, maps of major world cities and countries, and personal travel narratives. The collection of travel guides focuses on guides to places in the Pacific Northwest of the United States, but also contains guides for U.S. cities and states of other regions, and guides for countries and regions of the world, most particularly those that are popular destinations for Multnomah County Library users. Personal travel narratives that have received good reviews are also collected. Travel maps, reference maps, and general atlases are also collected, again with a focus on the Pacific Northwest.

The Geography collection also includes historical atlases and atlases that focus on particular themes such as geology, culture, or climate, particularly those that compliment other aspects of the library's collection. Chronologies, gazetteers, and geographical encyclopedias are collected to support research and study in geography and related subjects.

The library's collection of geography & travel materials and maps are used by a wide range of patrons: high school and college students, amateur genealogists and historians, independent and adventurous travelers, hikers and other outdoors-persons, and businesses.

Maps and atlases of the stars and planets are kept in the Physical Sciences collection.

**Government Documents (call number areas: Superintendent of Documents numbers for non-circulating U.S. government titles, Dewey call numbers for circulating titles, Oregon State document call numbers for state documents)**

The Government Documents collection consists of materials that are grouped together because of their source, rather than their subject matter or use. Materials in the Government Documents collection are received from the federal and state governments, and from local governments such as the city of Portland, Multnomah County, and Metro. Items in this collection are in many formats (books, pamphlets, periodicals, microforms, DVDs, CD-ROMs, online electronic, etc.), and may be on any subject – careers, consumer information, health & nutrition, legal and regulatory information, demographics, gardening and agricultural information, and more.

Multnomah County Library is a depository for both United States and Oregon documents. This means that the state and federal governments deposit items with the library for public use (depository items are still owned by the government). Federal documents are distributed through the Federal Depository Library Program, and the library complies with depository requirements and uses the guidelines, selection tools, bibliographies and other resources provided through the program.

Federal documents selections are made by the documents librarian, who consults with other staff as needed. A full collection development policy for federal documents is found in the [Materials Selection Manual](#).

Most Oregon documents are automatically deposited by the state government; other local, state, and federal documents are selected by the library's government documents staff. In addition, other government publications are purchased or acquired as gifts. Gifts may be unsolicited, or may be obtained through specific requests by library staff. Commercially published materials that support and compliment the Government Documents collection are purchased as well.

One important element of the Government Documents collection is that it now contains many items which are only produced in electronic formats. Government agencies produce documents in CD, DVD, and other electronic storage formats, and many resources are available only in Web-based versions. Multnomah County Library includes these Web resources in its Library catalog so that they will continue to be accessible to library patrons. Beginning in 2011, most federal depository titles that are available on the Web are not retained in physical form. Federal documents in CD and DVD form circulate to library patrons, and computer access is provided in the library for those who need it.

Multnomah County Library has been a depository library for United States documents since 1884, and the collection contains many important historical series including the *Congressional Record* and other records of the business of the U.S. Congress, reports of patents and trademarks filed, and records of cases decided in the United States Supreme Court. Because of the near proximity of a regional depository (at Portland State University Library), the library acquires only select series and items. Titles of lasting interest are maintained; they are mended and bound as needed. Weeding is ongoing and it is done according to depository requirements. Age, use and format are major considerations.

The library has been a depository for Oregon state documents since 1907, and the Government Documents collection includes state documents from the 19th century through the present, including records of cases decided in the state Supreme Court, the laws and regulations, and records of various state agencies.

Some examples of other materials in the collection are: audit reports from the City of Portland and Multnomah County, governing documents of Tri-Met (the Tri-County Metropolitan Transportation District of Oregon), income tax information for individuals and businesses from the Internal Revenue Service and the Oregon Department of Revenue, statistical information from federal censuses, and consumer-oriented publications on cooking and nutrition from the Department of Agriculture.

A large portion of the Government Documents collection is limited to in-library use (including the entire collection of Oregon documents), but there is a significant collection of federal and local materials that circulate to the public. The circulating collection covers a wide variety of topics.

The collection is used by students of all ages, business and law professionals, researchers, and by the general public. Many patrons use the collection to do their own legal research.

Since the Government Documents collection's scope is not limited to a particular subject or set of subjects, patrons will find related materials throughout the library's collections. However, the Law, Political Science, and Business and Economics collections may be of particular interest to users of the Government Documents collection, as many of the subjects covered in them overlap significantly. Maps, including maps that are depository items, are kept with the Geography collection.

Many other materials relating to Oregon are part of the Oregon collection, which is a reference collection and does not circulate to the public. Most of the materials in the Oregon collection are at the Central Library, where they are kept in the closed stacks (see pg 55 for a full description of the Oregon collection).

See page for a full description of the Oregon collection.

### **History (call number areas: 900-999)**

The History collection includes historical works about regions of the world, the ancient history of Europe, Asia, India, and Mesopotamia, and general works on archaeology. Materials about the history and contemporary culture and society of the native peoples of North America are a part of this collection as well.

For the most part, materials in the History collection focus on the military and political history of regions and nations of the world. Materials that will be of interest to adult history enthusiasts and to high school and college students and other researchers are emphasized. The collection includes many reference works such as encyclopedias, bibliographies, and guides to specific time periods or events.

Some regions of the world are better represented in the collection than others. The History collection is strong in materials that deal with the United States or its western regions generally, and materials that discuss the history of the Pacific Northwest, Oregon and the Oregon Territory, Multnomah County, and the city of Portland.

The collection of materials discussing the history of the native peoples of North America includes works on American Indians from all parts of the continent, but focuses on the native peoples of the Pacific Northwest. Works on the ancient history of China, Egypt, Palestine, India, Mesopotamia, and Europe are kept with this collection, and the library is expanding the collection in this area. The History collection also contains general materials on archaeology, including reference materials such as encyclopedias and collections of bibliographies.

High school and college students, independent learners, amateur historians and genealogists all use the History collection.

Many materials relating to the history of slavery, political movements and parties, legislation, and other aspects of political history are part of the Political Science collection.

Histories of particular fields are kept with the other materials on those fields. This means that histories of the theater would be with the Art and Architecture collection (in the Humanities rooms at Central Library), and histories of the American labor movement would be with the Business and Economics collection.

Though some materials dealing with physical anthropology are with the History collection, most works on paleontology and physical anthropology are in the Natural Sciences and Physical Sciences collections, and general anthropology materials are part of the Social Sciences collection. In addition, forensic anthropology materials are part of the Medicine collection (they are with other materials on forensics). Older reference materials on anthropology are in the Natural Sciences collection.

### **House and Home (call number areas: 636-684, 712-717)**

The House and Home collection covers several major subject areas, including gardening, animal husbandry and pets, home economics, cooking and entertaining, household furnishings, home repair and remodeling, sewing, furniture (including manufacture, construction, and repair), and landscape architecture. Materials discussing the collecting of household items such as kitchen implements are part of this collection as well.

The materials on gardening and landscape architecture focus on general and beginning gardening, organic gardening, and the propagation of garden plants. The library is always looking to enrich its collection of gardening books that focus on the Pacific Northwest, as well as those on Japanese gardens, Chinese gardens, and specialized books on particular plants (trees, bulbs, bamboo, and so on).

Items about pets, domestic animals, and animal husbandry cover a wide range of animals and animal topics, but especially chickens, goats, pigs, pheasants, peacocks, rabbits, horses, cattle, sheep, llamas, ducks, pigeons, geese, dogs, cats, and rodents and birds as pets. Also included are materials on animal breeds, careers in livestock, and veterinary materials written for farmers, pet owners, or ranchers.

The House and Home collection contains a very well-developed collection of materials on cooking, food, and beverages. This subject area includes recipe books, histories of food and cuisine, information about specific chefs and restaurants, materials on wines, grapes, and wine regions of the world, and materials detailing or discussing regional and ethnic cuisines of the world.

Sewing, beauty and grooming, personal fashion and dress are part of this collection, including sewing methods, pattern making, sewing different kinds of fabrics, sewing for the home, sewing different garments, beauty instruction, hairdressing and hair cutting, and cosmetics.

The woodworking portion of the House and Home collection covers a wide range of topics, including upholstery, tools, workshops, hardware, furniture, cabinetry, furniture repair, toys, jigs, joinery, woodturning, routing, scroll saw work, and outdoor projects. Garden architecture is also part of this collection, and includes works on landscaping, garden design, garden structures, and the history of landscape and garden design.

In general, the House and Home collection is intended for general interest readers such as people who are looking for practical information on how to make furniture or the difference between the various breeds of horses. Teachers, parents, students, and anyone who is interested in the various domestic, home-making, and home-keeping subjects use House and Home collection.

The library's collection of materials about dogs and dog breeds is quite in-depth, as are the collections of materials on cooking and food, landscape design, and garden architecture. Therefore, the House and Home collection is also used as a professional and vocational resource by chefs, cooking students, restaurateurs, architects, and garden designers.

Further materials on the history of furniture, and on architecture can be found in the Art and Architecture collection, and some materials on architecture as it relates to urban planning are part of the Social Science collection.

Works on theatrical make up are part of the Performing Arts collection, and those on costume design and fashion are part of the Customs collection. Materials discussing clothing and textile manufacture are part of the Manufacturing collection.

Nutrition and other materials about the human diet are kept with the Medicine collection. Materials on wild and non-domesticated animals are part of the Natural

Science collection. Farming, orchard culture, scientific information about tree crops and viticulture, and other related topics are with the agriculture materials in the Technology collection, as are materials on dairy science, beekeeping, and some domesticated animals not covered in the House and Home collection.

In addition, the library has an extensive special collection of materials on roses, rose gardening, and the history of roses that is housed in the John Wilson Room at the Central Library (see pg 54).

### **Language (call number areas: 400-499)**

The Language collection includes study and learning materials for students of English and other languages, including grammars, phrasebooks, thesauri, general dictionaries, bilingual dictionaries, works on vocabulary, pronunciation, spelling, and reading. Some works in linguistics, etymology and academic subjects like the history of language are also collected.

The Language collection focuses on materials for independent learning. Spanish, Italian, French, Vietnamese, Russian, Japanese, Chinese and American Sign Language are currently the most popular languages. The collection has a secondary focus on reference materials on the English language. This includes etymology, phrasebooks, and works on slang and regional language. The library is always looking for bilingual titles, especially bilingual dictionaries and grammars, for world languages that are lacking in the collection.

This collection is heavily used by students and teachers of English as a second language, as well as by students, travelers, and independent learners high school age and older.

Materials that are written primarily in a language other than English (including some bilingual materials) are generally kept in the World Languages collection. Practical and academic works on writing in the English language (style, syntax, and citation guides, for example), and some bilingual materials are kept in the Literature and Writing collection.

### **Law (call number areas: 340-349)**

The Law collection is mostly made up of materials aimed at laypeople who are seeking information about the law, legal systems, and related topics. Included in the circulating collection are self-help guides to various aspects of the law (wills, immigration, changing your name, intellectual property, bankruptcy, landlord-tenant, taxes, etc.), books of legal forms, legal histories, material on being your own lawyer, and career guides for legal assistants and lawyers. Some scholarly and popular works that analyze particular aspects of the law and legal systems are part of the collection as well. These include works on the Constitution, immigration, war crimes, religious freedom, privacy law, affirmative action, and other subjects.

Reference materials in the Law collection include guides to court procedure, biographies, directories of lawyers and law firms, legal encyclopedias, and dictionaries of legal terms.

The Law collection does not include textbooks, other materials designed for the law school student, or legal databases that provide access to records of court cases.

This collection is heavily used by general readers, people wishing to represent themselves, and people who are interested in educating themselves about a particular aspect of law or the legal system. It is also used by business people, and by high school and college students.

The library also has United States and Oregon laws and regulations (both in their statute and codified forms), and major reference sets such as the Federal Register, records of United States congressional hearings, House and Senate documents and reports, and records of cases decided in the Oregon Court of Appeals, the Oregon State Supreme Court, and the United States Supreme Court. These materials are part of the Government Documents collection. Materials on legal ethics are located in the Philosophy collection.

**Library Outreach Service Collection (call number areas: varies, includes LGE-TYPE)**

The Library Outreach Service collection is located in the Library Outreach area of the Library Administration Building on the 2<sup>nd</sup> floor. Some of it is also located in the compact shelving on the first floor. This collection is not available to the public for browsing.

The Library Outreach Service collection serves a diverse mix of outreach patrons who have in common their difficulty of coming to the library because of their physical inability to get there in person, or because of socio-economic barriers such as homelessness or incarceration. The clientele is divided roughly into thirds: patrons who are homebound or have limited mobility, inmates in Multnomah County jails, and shelter and transition home residents.

The collection for limited-mobility and homebound patrons consists of large and regular print fiction and nonfiction, DVDs, music CDs and audio-books. The fiction leans heavily towards mainstream fiction with a strong narrative, and genre fiction, particularly mysteries, legal thrillers, suspense and romances. Science fiction is not heavily bought for this collection. A few patrons in this category enjoy westerns. As for nonfiction, biographies, travel, humor and adventure are popular. Many nonfiction categories that are popular elsewhere are not bought for this collection; these include business, education, parenting and home repair. The collection also includes BiFolkal kits (multimedia kits used to evoke memory and conversation for groups of older adults with cognitive impairments). These are for use by activity directors in various facilities.

Incarcerated patrons are primarily men between 18 and 40 years old, many of whom are low-level or non-readers. Jails require that all books be paperback. The collection is specially geared to the clientele, concentrating on life skills, literacy, addiction recovery,

and mental health nonfiction, as well as recreational fiction. It includes some materials in Spanish, Russian, Vietnamese and Korean.

The Shelter Program serves men, women and children, with women and children making up around 50% of the total. Approximately 10% are Spanish speakers. A variety of popular fiction is included in this collection, with emphasis on science fiction, westerns, mysteries and suspense. Nonfiction concentrates on life skills, literacy, addiction recovery, and mental health, taking into account the special needs of these customers. Children's books are also included.

### **Library Science (call number areas: 020-028, 060-069)**

The Library Sciences collection is composed chiefly of practical titles in library and museum studies. Materials are collected on subjects such as library management and administration, cataloging, acquisitions, reference services, museum exhibiting, and museum administration. This collection also includes books listing recommended reading, and materials on the history of reading. Reference materials in the Library Science collection include directories, encyclopedias, manuals, and dictionaries.

For this collection, the library does not generally purchase items that are highly academic. Instead, the focus is on materials that will serve the needs of Multnomah County Library staff, library science students, small specialized libraries, and museum professionals.

### **Literature and Writing (call number areas: 010-019, 030-090, 800-899)**

The Literature collection consists of a wide array of poetry, plays, essays, literary criticism, and works on journalism. The collection also includes practical works on writing and journalism (creative writing, business and technical writing, style guides, guides to the publishing industry), books of quotations, and a collection of materials on rare books and book collecting, including auction guides, works on the history of books and printing, and collector's guides.

In general, the works of poetry, plays, essays, and literary criticism in the collection support local interest and study by high school and college students. Works of major American and Pacific Northwest poets, plays that are performed in the Portland area or at the Oregon Shakespeare Festival, monologue collections and audition pieces, literary criticism focusing on authors studied by high school students or focusing on one author or literary period, and essay collections by major writers are important parts of the collection.

Students, theater professionals, writers, journalists, book collectors, and general readers all use this collection. Many theatergoers read plays before attending performances of them, and both high school and college students make extensive use of the reference collection of literary criticism.

Dictionaries, materials on grammar and materials designed to support language learning are located in the Language collection. Most copies of works of fiction, including short stories and genre writing, are part of the Fiction collection. Audio versions of works of literature are part of the audio collection.

### **Lucky Day Browsing Collection (call number: LUCKY DAY)**

The Lucky Day collection contains additional browsing copies of popular titles that are available for spontaneous use and are not subject to hold queues. The Lucky Day collection is designed to be a high impact collection that provides quick access to current titles.

The Lucky Day collection contains print material for adult, teen and juvenile readers, divided approximately into 25% nonfiction and 75% fiction titles. Lucky Day titles float throughout the system and are found at all locations in small numbers. Three locations – Kenton, Troutdale and Central - serve as initial entry points for the system. They will typically have a larger quantity of Lucky Day copies available. Branch libraries occasionally send surplus copies to other locations in order to distribute Lucky Day copies more equally throughout the system.

Lucky Day items are identified by a large yellow wraparound label. They have special loan rules that prohibit renewal and holds, and limit patrons to two Lucky Day items at a time.

Lucky Day copies in poor or worn condition are weeded continuously. Titles are removed from the Lucky Day collection after one year to make room for newer materials. Discarded Lucky Day copies are sent to the Titlewave Bookstore.

### **Manufacturing (call number areas: 660-688)**

The Manufacturing collection is made up of materials that provide information about companies, practices, products, and processes in the manufacturing industry, materials providing information for collectors of manufactured products, and materials describing the history of the various parts of the manufacturing industry.

Some of the manufacturing industry areas that are well-represented in the collection are: wine and beer making and other beverage industry technology, food manufacturing and processing, soaps and cosmetics, clocks and watches, business machines, medical devices, leather products, footwear, toys (including books on toys, dolls, and fly tying), blacksmithing, locks and guns, large household appliances, printing, typography and bookbinding (both manufacturing and hand-binding and printing are covered), typography, metalworking, welding, electroplating, and explosives.

Materials on metallurgy are also a part of this collection, though the library focuses on materials for the layperson and the collection does not include the more advanced academic or technical titles as a general rule.

Historically, the Manufacturing collection has been strong in materials relating to lumber, papermaking and the timber industry, but as this industry has declined in importance in Oregon's economy, the library's collection of lumber industry materials has become less of a focus. Therefore, the Manufacturing collection is strong in older materials on lumber and timber, especially those that continue to provide an historical perspective on the industry and its technologies, but current materials are not a major part of the collection.

The Manufacturing collection is used by a wide variety of library patrons: professionals, college and high school students, collectors, teachers, arts and crafts enthusiasts, and general readers with an interest in the manufacturing subjects.

### **Maps (call number areas: varies)**

MCL's map collection is intended to provide convenient access to unique or practical map information for the public, in a format that is most suitable to the map's intended use. The purpose of the map collection is to: answer questions on a wide variety of geographical and travel topics, supply current information for recreational pursuits, with an emphasis on the Pacific Northwest, illuminate the history of the City of Portland, Multnomah County, Oregon and the Region, supply current editions of maps published by the State of Oregon and the U.S. government for Western states. The emphasis is on current information except for maps that have historical local or state significance.

Maps are found throughout the library collection, depending on either content or publisher. Maps that pertain to Oregon history or geography are part of the Oregon Collection. The Oregon Collection guidelines govern the selection, management and retention of these maps. Maps published by the Federal government or State of Oregon are selected and managed according to [MCL's Government Documents depository collection policies](#).

The map collection is housed at the Central Library. Circulating maps can be requested and delivered to branch locations through the delivery system. Maps in the Oregon Collection do not circulate. Photocopies and scanned images are provided in response to reference questions and Interlibrary Loan requests. Most maps are cataloged by individual title in the library catalog. Some depository maps are cataloged at the series level. Some access to specific titles in some series may be available through specialized indexes.

### **Mathematics (call number areas: 510-519)**

The Mathematics collection is intended to be both broad and deep. The collection focuses largely on the basics of arithmetic, algebra, geometry, calculus, trigonometry, statistics, and other mathematic topics that are taught in schools; but it also includes a significant minority of more specialized books on subjects such as number theory, vectors, matrices, and topology. Reference materials range from collections of biographies of mathematicians and works on mathematical history to encyclopedias, dictionaries and handbooks of formulas and functions.

The library attempts to focus on specific areas of mathematics: arithmetic, algebra, geometry, calculus, and trigonometry. Materials on other mathematical topics are part of the collection as well, but are purchased in smaller numbers. Mathematics general interest publishing is not always sufficient to meet the collection's needs, so the library resorts to purchasing somewhat more academic titles to satisfy the need for items in a particular mathematical subject. Highly technical and academic works are not purchased.

This collection is widely used by elementary, middle school, high school and college students working on homework or school projects. The collection is also used by independent learners, as well as by adults who are working on math skills for employment examinations. It is also heavily used by independent learners who enjoy the more academic topics.

Much of the material on chaos theory is kept with the Computer collection. Most works on logic are part of the Philosophy collection.

### **Medicine (call number areas: 610-619)**

The Medicine collection covers human anatomy, cell and tissue biology, human physiology, health promotion, incidence and prevention of disease, mental health and mental disorders, pharmacology, surgery, gynecology & obstetrics, dietetics, substance abuse, birth control, sex hygiene, physical fitness, forensic medicine (including forensic anthropology), and related subjects.

Reference materials in the collection range from guides to prescription and non-prescription drugs, medical dictionaries and encyclopedias, information on alternative medicine, works on the history of medicine, textbooks on specific disciplines of medicine, and biographies of medical pioneers.

The library strives for currency in the Medicine collection, as information in this subject area changes quickly.

Materials in the Medicine collection are generally aimed at the layperson, and include items that are helpful for health care consumers, high school and college students, general readers, and people researching a particular aspect of medicine and the history of medicine, diseases, or related subjects. The collection includes a few basic professional texts for medical and nursing students, but does not aim to be a comprehensive resource for students or professionals.

The Psychology collection contains many items which relate to mental health, mental diseases and disorders, and the practice of treating mental ailments. Materials on bioethics and medical ethics in general are located in the Philosophy collection. Materials about sports that do not focus primarily on the health aspects of physical activity are located in the Sports collection

### **Military Science (call number areas: 355-359, 623)**

The Military Science collection consists of a wide range of items, from social histories of life in the military to books about military administration to catalogs of uniforms, insignia, ships, aircraft, and other vehicles and equipment. In addition, the library is always seeking materials discussing military science in the Pacific Northwest, especially materials describing seacoast fortifications.

The library does not purchase many academic materials in military science, though important scholarly works are purchased in limited numbers. The Military Science collection includes both circulating materials and reference materials. A large number of the books in the Military Science collection are illustrated, especially those describing military uniforms and equipment.

This collection is used by amateur historians, authors, casual readers, and independent learners. Students, especially students looking for illustrations to complement their written assignments, also use this collection.

Materials on military history are kept with the History collection (including works about specific wars or military campaigns).

Works on the public administration aspects of the military are kept in the Social Science collection.

### **Music (call number areas: 780-792)**

The Music collection emphasizes a wide variety of musical styles, genres, and traditions, and includes books, musical scores, and recorded music. The collection contains reference materials, bibliographies & discographies, histories, biographies, and works about music business, song-writing, publishing, and recording.

Books in the Music collection focus on a wide variety of areas, including materials that assist musicians (amateur and professional) in pursuit of their vocation and avocation, recording, songwriting, performing, publishing, business & marketing, biographies, books discussing the history of a particular genre or style of music, books about music collectibles, and critical works.

Music scores and sheet music are considered one of the library's historic strengths. They have special status as one of the three special collections, and are described on page 58.

Recorded music of many genres is purchased in a variety of formats including CDs, streaming databases and downloadable MP3. The collection of popular recorded music includes jazz, blues, Christmas music, music of various folk traditions, rock and roll, country, rhythm and blues, rap, and popular music from around the world. The classical recordings complement the sheet music collection.

Students, teachers, composers, conductors, professionals, amateurs, and casual readers & listeners all use the music collection. Because of the music collection's comprehensive aspects, it serves as a backup collection for music students and faculty in local colleges.

Some items dealing with the recording industry are kept in the Technology collection (at 621.38), and some materials discussing radio and television broadcasting are kept in the Business and Economics collection (at 384).

### **Natural Science (call number areas: 500-509, 570-599)**

Materials that discuss natural science, biology, botany, and zoology are kept together in the Natural Science collection. Biochemistry, genetics and evolution, ecology, natural history, physical anthropology, and materials about specific microorganisms, plants, and animals are all part of the collection, as are general science books including the history and philosophy of science and many works of nature writing.

In some areas in the natural sciences, publishing is not always sufficient to meet the collection's needs, and the library is constantly seeking new materials. A few examples are: botany, surveys of wildlife and plants of regions of the world, botanical illustration, fish, and invertebrates.

Reference materials in the Natural Science collection range from encyclopedias, dictionaries, and directories to general works in the various disciplines, field guides to wildlife and plants, and collections of biographies of scientists. The Natural Science collection's reference materials on birds are extensive; however, the library is decreasing its focus on purchasing works on birds for the circulating collection. Too, the library is always seeking to add new materials that focus on Oregon or the Pacific Northwest.

The Natural Science collection is used extensively by adult and young learners who have interests in animals, plants, gardening, ecology, evolution, and related subjects. Elementary, high school, and college students, teachers, and parents also use the collection. As adult learners with an interest in science form a fairly sophisticated audience, the collection may be useful for introductory research into the natural sciences, but it is not intended to support higher academic work.

Some environmental science materials (particularly those dealing with ecology and ecosystems), are part of the Natural Sciences collection, but some are in other collections as well. For example, works on environmental science as it relates to social services are part of the Social Science collection, works on climatology and ocean sciences are kept with the Physical Science collection, and materials on energy production (including energy production as it relates to environmental topics like global warming) are kept with the Business and Economics collection. Gardening materials are part of the House and Home collection.

General works on anthropology are part of the Social Sciences collection. Materials discussing forensic anthropology are part of the Medicine collection (they are with other

materials on forensics). Current, circulating biographies of natural scientists are part of the Biography collection.

### **Nonprofit Resource Center (call number areas: varies )**

The Nonprofit Resource Center is located on the 2nd floor of the Central Library. This collection of materials primarily serves nonprofit organizations seeking funding.

The Nonprofit Resource Center at the Central Library provides comprehensive coverage of local and national grant-makers and some coverage of foreign grant-makers. The Multnomah County Library is a cooperating collection of the Foundation Center, a nonprofit organization dedicated to gathering, analyzing and disseminating information on philanthropic foundations. The Nonprofit Resource Center contains directories and indexes of grant-makers and grants published by the Foundation Center as well as other publishers. The collection is supplemented with major periodicals, statistical sources, and technical assistance manuals for nonprofit management. The collection contains current reference materials. Circulating materials on proposal writing, grants research, fundraising, and nonprofit management are heavily purchased.

As a cooperating collection, the library provides access to the Foundation Directory Online, Foundations Grants to Individuals Online and Philanthropy In/Sight at the Central Library. These databases are available at internet stations throughout the library.

### **Performing Arts (call number areas: 790-793)**

The Performing Arts collection consists of materials on theater and stage productions, film and the motion picture industry, dance, and musical theater, and some items on circuses, amusement parks, and puppetry. Biographies, histories, filmographies, genre studies, practical works on set design and make up, some materials on costume design for the theater, performing arts business and career guides, and studies of film, television, and the stage in the different countries of the world are all a part of this collection.

Reference materials in the Performing Arts collection include encyclopedias, dictionaries, directories, histories of specific time periods, genres, or artistic movements, collections of theater and film reviews, collections of cast and crew credits for past performances, and biography collections. The collection of historical theater and film reviews is particularly notable. The library owns significant works to support historical research into film and theater production, particularly the New York and London stages and the United States film industry. The dance portion of the Performing Arts collection contains many works useful for research on ballet production and history in the United States, particularly New York City.

Students, teachers, amateur and professional video and filmmakers, actors, dancers, designers, and recreational readers with an interest in the entertainment industry all use this collection.

Some materials relating to drama and theater are located in the Literature collection. These include complete plays, monologues, collections of scenes, critical works on drama and theater pieces, and instructional works on screenwriting and playwriting. Works on performance art may be kept with the Performing Arts collection, Art and Architecture collection, or the Literature collection, depending on their subject matter and treatment.

Though materials on make up for stage and screen are part of the Performing Arts collection, items on personal beauty, make up, and hairdressing are kept with the House and Home collection, and most works on costume design are part of the Art and Architecture collection.

Materials about advertising in television and radio are kept with the Business and Economics collection, and technical aspects of television and radio broadcasting are kept with the Technology collection.

### **Periodicals (call number: Periodical)**

The Periodicals collection provides current leisure and informational reading on a wide variety of topics that mirror the rest of the library collection. The print collection is as old as the library itself and includes many titles that run back to the 1800s in fields like art and Pacific Northwest history, as well as popular titles in fashion, lifestyle, homekeeping and hobbies. Periodical titles that have long-term interest for their historical value are retained in the long term; others that are largely valuable for their currency are kept for shorter periods of time. The library also has a growing collection of periodicals in electronic form that can be accessed online from any location.

The collection is particularly strong in periodicals that cover Portland, Oregon, Pacific Northwest history and lifestyle, current events, consumer issues, popular interests such as cooking and hobbies, general business and regional newspapers. The library strives to have the most significant newspapers from Portland neighborhoods, Oregon cities and towns, and some larger cities in nearby states. A notable holding is the complete back file of the Oregonian in print, microfilm and online.

Back issues of selected newspapers and periodicals are held on microfilm for permanent retention. As periodicals back files become available online, the library is transitioning to the digital format instead of print and microfilm back files.

The vast majority of the periodicals collection is housed at the Central Library. Branch and regional libraries have small browsing collections. All titles and their location can be found in the library catalog. The catalog lists the specific issues available for Central Library titles. Branch locations typically have only a small number of current issues.

The library offers a large number of databases and indexes that provide subject access to newspaper and magazine articles. Some of these cover periodicals published as far back as the 1800s. The library produced its own index to local newspaper articles between

1930 and 1987. It is available in card file form in the Humanities Rooms at Central Library, and also on microfilm.

### **Philosophy (call number areas: 101-120, 140-199)**

The Philosophy collection contains the works of major philosophers and materials discussing the major philosophical movements. These include metaphysics, epistemology, logic, ethics, and philosophical traditions of ancient & medieval peoples, and various contemporary cultures around the world. The collection of works on general philosophical theory is complete enough to provide support for basic study by high school and college students, while the rest of the collection will support only research for general interest or basic information.

Reference materials in the Philosophy collection include general encyclopedias and dictionaries of philosophy, collections of biographies of philosophers, histories, and encyclopedias of specific philosophical schools. This collection is most heavily used by college students, but it is also used by high school students, and by general readers and independent learners.

### **Physical Science (call number areas: 520-569)**

The Physical Sciences collection is made up largely of materials on astronomy, physics, chemistry, geology and earth sciences, and paleontology. This collection also includes materials on navigation, climatology, ocean sciences, optics, and on calendars and timekeeping, though these items are a smaller portion of the collection.

For the most part, materials in the Physical Sciences collection are intended for the general reader, but there are also some more technical books for the advanced adult learner. The collection contains many popular interest items, especially in physics, astronomy, and paleontology (which includes materials about dinosaurs, fossils, and prehistoric life).

This collection includes reference materials such as astronomical charts and maps, weather and climatological handbooks, guides to the periodic table, and geological or paleontological field guides, as well as encyclopedias, dictionaries, biographies, histories, and directories devoted to the various disciplines in the physical sciences. Circulating materials cover a wider range, and as mentioned above, many are general interest or somewhat more academic titles aimed at the adult learner.

The geology materials are a very strong portion of the Physical Sciences collection. The library owns extensive materials in this area, particularly geology materials dealing with the western region of the United States. In addition, the library is always searching for works on the geology of Oregon and the Pacific Northwest, as well as on oceanography, surveys for areas of the world, and materials discussing volcanoes and earthquakes in general and Mt. St. Helens in particular.

The library is always looking to improve the currency of the Physical Science collection, without sacrificing its strengths in older materials that provide historical information. Much of the general interest use of this collection is driven by popular interest in physical science topics, and the library strives to provide materials on the latest physical science topics in the news. In particular, the library is always seeking more materials in the fields of chemistry and paleontology, as few general interest or popular interest titles are published in these areas.

The Physical Sciences collection is heavily used by middle school, high school, and college students, as well as by general readers. As adult learners with an interest in science form a fairly sophisticated audience, the collection may be useful for introductory research into the physical sciences, but it is not intended to support higher academic work.

Materials on optical instruments are kept with the Manufacturing collection, and items on microscopy are kept in the Natural Science collection. Current, circulating biographies of scientists are part of the Biography collection.

Navigation charts are kept with the Geography collection (which includes maps, atlases, and charts). Other works on navigation are part of the Military Science collection.

### **Psychology (call number areas: 130-139, 150-158)**

The Psychology collection includes “self-help” materials, general works in the different fields of psychology, and materials on parapsychology, witchcraft, and the occult. The library is attempting to purchase more materials on general psychology, including works on perception, mental processes & intelligence, the subconscious, and developmental, comparative, abnormal, and applied psychology. This portion of the collection is being increased to better support study by college and high school level students.

Works on subjects relating to witchcraft, Satanism, the occult, dreams, astrology, fortune-telling, spiritualism, and parapsychology are heavily used by young adult and adult general readers and students. The more traditional psychology materials are used mostly by college and high school students, and self help titles are used by general readers.

Newer materials on psychiatry are kept in the Medicine collection (at 616.89).

### **Political Science (call number areas: 320-328, 350-354)**

The Political Science collection covers various subjects related to politics, government, and political systems, as well as political parties and the political process, the legislative process, civil rights, international relations and foreign affairs, slavery and emancipation, public administration, and the administration of local government.

General vocational materials for prospective and current government workers, and materials intended to help individuals prepare for civil service examinations are also part

of the Political Science collection, as are materials that discuss the administration of local government offices (e.g. city or local police, health, and sanitation departments).

Reference materials in this collection include biographical dictionaries, guides to political systems and systems of government, directories of party and government offices and officials (state, local, federal, and international), encyclopedias and guides to the history of civil rights (particularly in the United States), and materials on the history of espionage.

The Political Science collection is widely used by high school, middle school, and college students, and also by adult independent learners who are interested in politics, public administration, and government.

Many aspects of law enforcement and criminal justice are covered in the Social Science collection. Also, though the history of political parties and other organized groups is part of the Political Science collection, works of political history that cover more than a single party or group are generally kept with the History collection. Reference sets of laws, regulations, and legal codes are part of the Government Documents collection, as are congressional and legislative records, and many reference materials on law, the legal process, government administration, the judiciary, and introductions to the three branches of government. The majority of the Government Documents collection is at the Central Library.

### **Religion (call number areas: 210-299)**

This subject area includes works on Christianity, Hinduism, Judaism, Islam, Buddhism, and other religions. In general, the focus of the religion collection is on works that provide information about the beliefs and history of religions, religious groups, and organizations, rather than on materials that focus on converting new members.

The Religion collection includes materials on the study of the Christian bible, comparative religion, Eastern religions, Islam, and works on spiritual growth. Reference materials are available to support research and study, including encyclopedias, dictionaries, handbooks, directories, almanacs, commentaries on sacred texts, and concordances to sacred texts. When sacred texts that have been translated into English are purchased, the library attempts to buy bilingual editions, so that the original language of the sacred text is available to the user.

About half of the Religion collection is made up of works discussing or relating to Christianity, with the other religions together making up the other half.

The library is attempting to increase its collection of works on theology, and information about the Christian sects and their history in the United States.

The Religion collection is used by college students for class work, by general readers, by amateur theologians and historians, by people studying the Bible, the Torah, the Koran, the Upanishads, and other sacred texts, and by people looking for spiritual growth.

### **Social Science (call number areas: 300-310, 360-365, 649)**

The library's Social Science collection contains materials on sociology, general works on anthropology, and materials discussing social groups, communities, statistics, social welfare and social services, parenting, criminal justice, and crime. The collection includes both academic and research-oriented materials and more general interest materials. For example, books and other materials intended to help parents with childrearing and family responsibilities are in this collection, but so is a significant collection of materials on urban planning that is well-used by college students and urban planning professionals alike.

Reference materials in the Social Science collection include dictionaries & encyclopedias of the various academic subjects that are part of the collection (e.g. social work, sociology and criminology), directories of organizations, biographies of sociologists, social workers, and famous criminals, current and historical statistical and demographic information on the various regions of the world, and almanacs.

This collection includes general and introductory works on sociology, theories of noted sociologists, and the like, but also covers a wide range of related sociological topics: small group communication, the media and its influence, social movements (both current and historical information), intercultural communication, leadership, violence. Materials discussing the dynamics, impact, and culture of social groups are also here, including groups that are defined by age, gender, sexuality, race, ethnicity, national identity, political identity, and cultural identity.

Many materials on urban planning are in this collection, as are works on the sociology and history of communities, materials containing statistical and demographic information describing groups of people around the world.

The Social Science collection includes materials intended to serve social workers and related professionals, including reference materials such as directories of nonprofit organizations, and circulating materials on the practical aspects of the social work profession, and on social welfare issues and social problems such as drug abuse, homelessness, medical policy, and child and elder abuse.

Practical materials on parenting and the family are a part of the Social Science collection, and range from caring for newborns, toilet training, and the psychology of toddlers to understanding adolescent development, and tending the sick.

Crime, criminal justice, and true crime are kept with the Social Science collection. This includes materials discussing the causes of crime, crime prevention, profiles of criminals

and famous criminal acts, and information regarding prisons, jails, and other correctional institutions.

The Social Sciences collection is used by a wide variety of patrons – social work professionals, urban planners, architects, landscape designers, parents, caregivers, high school and college students, people who need population or other statistical information for various reasons, and general readers with interests in true crime, social organizations, social groups, or sociology.

Most materials dealing with anthropology are in the Natural Sciences collection, but those dealing with physical anthropology and archaeology together are part of the History collection. Works of forensic anthropology are part of the Medicine collection (they are with other materials on forensics). At the Central Library, the History collection is in the Humanities rooms, and the Natural Sciences and Medicine collections are kept in the Science & Business room.

There are more materials on urban planning in Art and Architecture collection, and a few items that touch on urban planning are kept with the landscape design materials in the House and Home collection

### **Sports (call number areas: 793.4-799)**

The Sports collection includes books and other materials that deal with team and competitive sports, as well as non-competitive sports, outdoor sports and activities, and indoor games. Some of the areas covered are hiking, mountaineering, fishing, card games, chess, magic tricks and sleight-of-hand, and role playing games.

The collection includes many "how-to" works, which provide information about coaching and teach the technical fundamentals of various sports and activities. Examples are: basketball, baseball, football, soccer, golf, tennis, skiing, hiking, fishing, snowboarding, the martial arts, chess, card games, and mountaineering. In addition, the library has sports and games reference materials of many kinds, including histories, biographies, encyclopedias & dictionaries, and sports statistics.

The heaviest users of this collection are people with an interest in sports as participants, such as individuals seeking to improve their skill level with a game or sport. Fans that are looking for statistics, history, and current events in sports and games also use this collection, as do students.

Materials related to athletic activities, but which focus largely on the health aspects of sports are kept in the Medicine collection (e.g. yoga, at 613.7046). Books and other materials about toys and games (including manuals on fly tying) are kept in the Manufacturing collection. Some materials on hunting and fishing, in particular those dealing with the commercial aspects of these topics, are kept with the Technology collection.

### **Target Language Collection (call number areas: varies)**

The library's collection goals for non-English materials were redefined in response to the 2006 Needs Assessment for the Russian-Speaking, Vietnamese and Chinese Communities. These languages were identified as the three most widely spoken languages in Multnomah County other than English and Spanish. Since 2006, purchasing in languages has been focused almost uniquely on these four languages under the new name of Target Language Collection. The library also provides materials on language instruction in book and non-book format for many languages, along with materials for non-English speakers.

The Target Language Collection is housed at library locations identified by the Needs Assessment as having significant numbers of language speakers in their service areas. These locations also have bilingual staff. The collections include juvenile and adult titles in print, DVD, music, periodicals and newspapers. Selectors are assisted by bilingual Target Language staff contacts who advise on current collection needs. The locations are:

Chinese: Holgate, Midland, Woodstock, and Central Library

Russian: Gresham, Holgate, Midland, Rockwood, Troutdale and Central Library

Vietnamese: Gregory Heights, Holgate, Midland and Central Library

Spanish: Fairview-Columbia, Gregory Heights, Gresham, Holgate, Kenton, Midland, North Portland, Rockwood, St. Johns, Troutdale and Central Library

The Spanish collection is the largest of the target languages collections and aimed at meeting the informational, educational and recreational needs of Spanish-speaking residents of Multnomah County. All neighborhood libraries have some Spanish-language materials, depending on neighborhood demographics and patron demand. The collection includes adult non-fiction materials – useful to new immigrants, and fiction – both classics and popular titles. Juvenile materials focus on early literacy support, non-fiction on homework topics and a general fiction collection. The Spanish collection contains books, CDs, DVDs, graphic novels and magazines.

### **Technology (call number areas: 600-608, 620-639, 690-698)**

Materials on various aspects of technology, including civil, electrical, and transportation engineering, mining, agriculture (including farming, orchards, fruits, forestry, and animals in agriculture or production), inventions, and construction and home remodeling are kept with the library's Technology collection. This collection's focus is largely on items that will be of practical use to the general public.

The Technology collection includes some important reference materials. Some examples are: building codes; encyclopedias, dictionaries, and other reference sets on inventions and the history of technology; biographical sets on engineers and inventors; engineering textbooks and engineering studies of local places or specific kinds of structures;

directories of mines and mining; general works on Oregon and Pacific Northwest agriculture; and an extensive collection of older reference materials in forestry.

General technology books, such as works on the history of inventions and practical works on patenting are part of this collection. So are materials on applied physics, including electronics, home wiring, computer repair and upgrading, telephony, fiber optics and optical networks, holography, wireless communication, computer networks, lasers, television repair, satellite television installation, audio engineering, small engine repair, refrigeration, conveyor systems, and basic materials on electric wiring, circuitry, and electrical engineering. Works discussing the technical aspects of energy generation are part of this section as well, including photovoltaic and solar power, and other aspects of power generation through various methods including utilization of wind, hydro-electrics, and nuclear energy.

Mining and forestry are two areas in which library has historically collected extensively, but which are being emphasized less at the present time. Therefore, there are many excellent reference and historical materials in both forestry and mining, but only some materials are kept up to date. The mining and forestry materials do provide an excellent historical picture of the two industries, with a focus on Oregon and the Pacific Northwest.

Works on civil engineering are part of the Technology collection, and they include railroad, hydraulic, and sanitary engineering, as well as materials on bridges, foundation behavior, soils, rock engineering and blasting, earthquake design, steel engineering, concrete structures, model railroads, steam locomotives, road building, highway design, paving, pollution, and waste disposal. This subject area is used by amateur enthusiasts, engineering and construction professionals, students, and homeowners, so it includes both basic and more technical works.

Materials on transportation engineering and motor vehicles span from the very practical to the very technical, and include works on vehicle repair (including automobiles, airplanes, and motorcycles), automotive history, robotics, aerospace exploration, practical materials for licensed pilots, aerospace engineering, and jet propulsion. This section is strongest in motor vehicles, especially automobiles.

The Technology collection is also where home improvement and construction materials are kept, including home decorating, remodeling kitchens and bathrooms, home buying and selling, professional materials on working as a construction contractor, green or sustainable building practices, masonry, cement work, framing walls, setting tile, roofing, siding, air conditioning and heating, energy efficiency, plumbing, painting, wallpapering, and how to build different kinds of buildings (barns, sheds, decks, etc.).

Materials discussing agriculture include works on permaculture, pruning, composting, berries, viticulture, orchard culture and tree crops, hydroponics, farm buildings, farm management, soils, pest and weed control, field crops, genetically modified plants, and gardening to encourage the promotion of wildlife. Because this subject also covers animals that are used commercially, materials on dairy science, eggs, beekeeping,

earthworms, aquaculture, whaling, oysters, and similar topics, as well as a few items on hunting and fishing are part of this collection as well.

The Technology collection is used by a wide variety of people, including students, farmers and ranchers, businesspeople, homeowners, construction professionals, gardeners, and adult learners.

Military and nautical engineering, including materials discussing non-military nautical engineering, is part of Military Science collection. Some other materials about the energy and transportation businesses are kept with the Business and Economics collection. Works on gardening, landscape design, and most domesticated animals are part of the House and Home collection. Further materials on the timber industry (largely of historical rather than contemporary significance) are located in the Manufacturing collection.

### **Young Adult (Teen) Collection (call number areas: y, y 001- y 999, y B, LGE-TYPE y, ygn)**

The Young Adult collection contains print and other materials that are written for adolescents, including older children and teens (ages 12-18). It is made up of fiction materials and an increasing number of nonfiction materials geared specifically to teens.

This collection has grown dramatically in recent years, partly due to public demand and to the greater availability of books and other materials geared specifically to teens. The library continues to build the Young Adult collection to meet community needs and patron demand.

An increasingly broad number of titles written specifically for teens (in nearly any subject area) are being added. Poetry by and for teens, books on teen sexuality, health topics, drugs, supernatural and new age topics, school success, relationships, homework materials (especially controversial issues in history and current events), teen pop culture, and mass media titles geared to teens are all a part of this collection.

Young Adult fiction covers as many subjects and genres as possible, including award-winning fiction, classics, realistic fiction, humor, sports stories, romance, teen graphic novels, mysteries, science fiction, fantasy, historical fiction, horror, fiction about sexual minority teens, and media tie-ins.

Teenagers will find materials that interest them in many other parts of the library. This is particularly true for nonfiction materials. Nonfiction materials in the children's collections may be of particular interest to younger teens doing school assignments, but older teens may require the greater breadth and depth of the adult nonfiction collections for their school projects or to meet their personal interests. Recorded music, materials in

languages other than English, audio books, DVDs, magazines, zines and electronic resources of interest to many teens are located throughout the general collection.

Additional materials discussing teen readers' advisory may be found in the adult nonfiction collection.

### **Zine Collection (call number: Zine)**

The Zine Collection is made up of self-published and independently produced publications. Items in this collection span a wide range of subjects, reflecting the same broad mission as the library collection as a whole. The zine collection is particularly strong in materials on grassroots and community organizing and political theory, queer & transgendered/transsexual culture and experience, cooking and homekeeping, parenting, and health, crafts, and bicycle culture. Independent comics (also called "minicomics"), literary zines, zines that feature do-it-yourself information, and zines about zines (review zines, how-to-make-zines zines, etc.) are well-represented also.

An effort is made to purchase zines on subjects that are not well covered by mainstream publishing, as well as zines that present unique points of view on popular topics. Personal zines or "perzines" (zines written from an individual's point of view, much like memoirs, but often focusing on a specific subject such as experiences of work, experiences of parenthood, or experiences in political life) are therefore an important part of the collection.

Because independent publishing is a strong thread in the cultural life of Multnomah County and our region, the library strives to reflect local independent publishing in the zine collection. Zines that chronicle the culture and history of Portland, Gresham and other local cities and their neighborhoods, or that meet the Oregon collection criteria, and zines by people who live in the Pacific Northwest are especially sought.

The Zine Collection is used by independent learners, people reading for entertainment and leisure, students of all ages, and by zine creators.

Zines are found at the Central Library and selected branch locations. All zines are cataloged and can be checked out.

### **SPECIAL COLLECTIONS**

The library has three significant special collections that offer research level materials in areas of special importance to the Multnomah County community. These collections stand apart from the general collection in that they are more comprehensive and the library has made a commitment to managing, preserving and retaining them on a more permanent basis.

The John Wilson Room houses the library's most rare and historic special collections. These collections are protected and preserved as permanent archival assets of the library.

The Oregon collection is organized around the theme of local and state history and is available for use in the library by paging it from a reference desk. The Sheet Music collection is a comprehensive collection of written sheet music that can be accessed directly and checked out for home use.

Detailed descriptions of each follow:

### **JOHN WILSON ROOM SPECIAL COLLECTIONS**

The John Wilson Room at the Central Library contains the rare and historic collections of Multnomah County Library. The Wilson collection contains rare books, manuscripts, correspondence, photographs, and other materials. The primary purpose of the John Wilson Room Special Collections is twofold: to serve the current users of the Multnomah County Library, while ensuring the preservation of these materials for use in the centuries ahead.

The users of the John Wilson Room Special Collections are as varied as the users of the Multnomah County Library with two notable exceptions: 1) because of the nature of the materials, the collection also attracts *scholars and other users from outside the primary audience and geographic scope* of the library; and 2) because of the valuable nature of many of the collection's materials, *fewer young adults and children* use the John Wilson Room than the rest of the library.

In addition to serving library users during regularly scheduled open hours, the John Wilson Room Special Collections also serves as a valuable resource for educational institutions, especially at the undergraduate level, throughout the Portland metropolitan area. Classes in various departments from these colleges and universities regularly schedule use of the collection for organized presentations by the John Wilson Room librarian.

Because of their unique characteristics, and often because of their strong visual appeal, the collections within the John Wilson Room Special Collections are regularly exhibited in Central Library's Collins Gallery. This allows more people to experience the materials without putting wear on them directly. Additionally, it provides outreach to publicize the library's collections and, when appropriate, an opportunity to publicly acknowledge a new gift to the library. Also, a new exhibition case within the John Wilson Room has been fabricated, and a schedule of six exhibitions a year has been established that will focus on highlights of the collections.

The collections currently contain approximately 10,000 volumes. These include many of the finest rare books ever published, in addition to materials that are less rare but have strong local significance. The primary format is books, but serials and periodicals are also present. There are also smaller collections of manuscripts, prints, photographs, and ephemera. English is the primary language collected, but Latin, Greek, and the major European languages are represented as well. A small number of materials in various Native American languages are also present.

Some collections are being maintained at their current size, although a number of collections are growing (see below under “Collection Profiles”).

Although there is no formal cooperative collection management between the John Wilson Room, Special Collections, and similar collections in the community, the holdings of these collections are usually consulted before acquisitions or gifts are considered. The John Wilson Room librarian is asked to produce a report each year for the Central Library Director to present to the Library Advisory Board that details notable new acquisitions and gifts, preservation activities, and outreach activities including exhibitions of the materials.

### **Acquisitions Policy**

The John Wilson Room Special Collections primarily collects books; other formats, however, are acquired if relevant to the collections involved. These include: serials, manuscripts, photographs, and ephemera. Audio and video recordings, unless closely associated with written sources (e.g., sound recordings attached to books) are not collected at this time. Generally, if a choice is available, cloth-bound titles are preferred over paper, but other formats may be desirable (e.g., association; significant edition change, etc.).

The John Wilson Room Special Collections may acquire duplicate materials, both inside the collection and outside (i.e., duplicating from the circulating and other collections in Multnomah County Library), if the item is considered significant to the holdings of the John Wilson Room’s collections. For example, a potential acquisition or gift, already in the John Wilson Room, may be considered if the item in question has a particularly strong associational value or other physical characteristic (e.g., signed by author, or a special binding). A title may also be considered for the John Wilson Room if it is part of a particular core collection, even if already owned in the circulating collections (e.g., Native American fiction).

Materials in the John Wilson Room Special Collections are mostly acquired with private monies directed through The Library Foundation or by in-kind gifts. Some materials are acquired with general funds of the Multnomah County Library.

The John Wilson Room librarian makes the final decision about all gifts to the John Wilson Room Special Collections. The gift policy is very selective: the same criteria are used for gifts as for purchased materials. The John Wilson Room librarian works closely with donors and potential donors and cannot provide appraisals or tax advice but can advise donors on resources, and also provides acknowledgments on all gifts. All monetary gifts and bequests are made in coordination with The Library Foundation.

### **Collection Maintenance, Preservation, Conservation and De-selection**

*Preservation:* the John Wilson Room Special Collections, by its very nature, attempts to keep its materials preserved for the indefinite future. All considerations of the proper

storage and use of these materials are made with this precept. Materials are continually examined to determine if preservation treatment is required and recorded on a form developed by the John Wilson Room librarian.

*Conservation:* many non-invasive conservation techniques are applied to books and other materials in the John Wilson Room by staff and volunteers, including the application of custom-made archival Mylar dustwrapper covers; sleeving of broadsides and photographs; and proper storage of manuscript collections using archival folders and boxes. Major conservation work is accomplished as materials are identified by the John Wilson Room librarian, and appropriate professional conservators are chosen to perform the work, as funds are available.

*De-selection:* materials are removed on occasion from the John Wilson Room Special Collections if they are identified as being outside the scope of or inappropriate for the collections; or if a copy of the same edition in significantly better condition is offered as a gift. These materials are routed to the appropriate subject specialists within Central Library for further decisions.

### **Collection Profiles**

The John Wilson Room Special Collections contains materials that have been in the library system since the origins of the library in the 1860s. In 1899, as a part of John Wilson's large bequest of more than 8,000 titles to the library, the foundation of the collection's antiquarian books was established (approximately 700 of John Wilson's original bequest remain in the John Wilson Room, Special Collections).

Within the 10,000 volumes, six major **core collections** have been identified, described below. Each of the core collections in the John Wilson Room Special Collections contains some of the most important materials ever published within those collections, and in many instances, Multnomah County Library is the sole holding, or one of a few holdings, nationwide that owns a particular material.

#### **Oregon and Pacific Northwest Collection**

Numbering approximately 2,000 volumes, the subject content generally mirrors that of the Oregon Collection in Central Library. The collection contains almost all significant overland and Pacific Northwest coast maritime exploration accounts, most in first edition (often in the earliest edition in languages other than English), usually complete with all maps and engravings. Other materials include early Oregon legislative documents; travel accounts to the Oregon Territory; a selected collection of early Oregon newspapers and periodicals; early historical materials for Portland, including city directories; manuscripts and ephemera related to the 1905 Lewis & Clark Centennial Exposition; primary materials related to Timberline Lodge; and original photographs.

This collection is primarily historical materials, and serves mostly scholars, students, or those interested in genealogy. It is one of the more heavily used collections.

The collection is not actively growing because other nearby institutions (notably Oregon Historical Society) cover this subject area more comprehensively. Gifts to the collection, however, are accepted if they fill a gap in the collection or replace an identical edition but in improved condition.

### **Natural History Collection**

This collection is particularly strong in three areas of natural history: ornithology, roses, and fly-fishing. The foundation of the ornithology collections is the four-volume double-elephant folio of John James Audubon's *The Birds of North America*, given to the Library in 1905; many later important editions of works by Audubon and other important early ornithologists are included. The Thomas Cook and Jesse Currey Rose collection was given to the Library in the 1930s, and is the foundation of the rose collection materials (see attached document for details), and contains the finest rose books ever published. In 1999, the library received a substantial gift from the Flyfishers Foundation of Oregon which is the base of the fly-fishing collection.

The collection is primarily historical materials, and mostly serves general users, as well as illustrators, horticulturalists, and others interested especially in the visual qualities of these materials. The fly-fishing collection is just recently cataloged and therefore its primary user group is not established yet.

The collection is growing slowly, with the intention of filling gaps when gift opportunities arise, for significant titles within the three sub-collections.

### **Children's Literature Collection**

The Children's Literature collection, known locally as the Junior Historical Collection, numbers around 2,000 volumes. It is especially strong in mid-twentieth-century illustrated books, but also includes very rare & important earlier titles, including *A Happy Pair*, Beatrix Potter's first illustrated book (1890), one of a dozen worldwide, in public collections. The collection was enhanced significantly with a major gift in 2000 from the estate of Katharine McCanna.

The collection is primarily historical materials, with more recent materials added if the collection is particularly strong with works by a certain writer or illustrator (e.g., Maurice Sendak) or one of local interest (e.g., Evelyn Lampman). The collection serves general users, including graphic designers, illustrators, authors, and scholar of children's literature.

This collection is growing slowly, with the intention of filling gaps, when gift opportunities arise, for significant titles by represented authors and illustrators.

### **Literature Collection**

The collection contains two major areas of emphasis: Charles Dickens and D. H. Lawrence. The Dickens materials, largely a gift from two donors (Charles F. Adams, and Genevieve Thompson Smith), contains the largest collection in the Northwest of first edition serial-publications; other materials include first trade editions, correspondence, and a steel plate used for an illustration in *David Copperfield*. The Lawrence materials are largely a gift in 2000 from Gwyneth Gamble Booth, and contains approximately 130 items, including many first edition signed copies, and other rare materials. The Literature collection also contains first and other important editions of books by George Orwell, Franz Kafka, Alexander Pope, Samuel Johnson, Seamus Heaney, Ernest Haycox, William Stafford, and other significant writers.

The collection is primarily historical materials, with retrospective materials added. The collection serves scholars and students, and general readers as well.

This collection is growing slowly with the intention of filling lacunae.

### **Native American Literature Collection**

The collection, developed in 2004, contains fiction, short stories, drama, and poetry by American and Canadian Indian writers. Also collected are memoirs by writers who are known primarily for their literary work. Books (primarily first editions), along with earlier forms, including manuscripts, uncorrected proofs, advance reader copies, review copies, special presentation copies, are collected; broadsides and anthologies are also collected. Literary magazines are generally not collected unless a significant work is found within (e.g., *New Mexico Quarterly* containing the first published version of N. Scott Momaday's *House Made of Dawn*), or if the issue is largely devoted to Native American writers.

The collection contains both historical and current materials, with retrospective materials added. At this date, the collection is not yet catalogued, but it is expected to serve scholars and students, and general readers as well.

This collection is growing rapidly with the intention of being as comprehensive as possible for all authors collected. A core collection of authors to be collected has been created (and constantly revised) and materials, both retrospective and current, are added when possible. As it exists today, the collection is the only one of its kind on the West coast, and one of the largest three collections in the United States.

### **Book Arts/History of the Book Collection**

This collection contains materials that comprise the wide history of the book, having bound manuscripts as old as the mid-13<sup>th</sup> century and as new as books by contemporary book artists produced by hand this year. Important binders, papermakers, typographers,

and printers, throughout all time periods, are represented here. Particular strengths include the English Private Press movement (especially, the Kelmscott, Doves, and Golden Cockerel presses), illustrated books and folios of prints (including Edward Curtis's *The North American Indian* and 10 volumes of etchings by Giovanni Piranesi), atlases and maps (including the 11-volume Blaeu atlas of 1662), books on books, and contemporary book arts by regional artists (including complete collections for select Portland artists). There is also an uncataloged major collection of printed ephemera (housed in manuscript boxes) organized by Press name.

The collection contains both historical and current materials, with retrospective materials added. This collection serves general readers and book collectors, and is used frequently by students and faculty from throughout the community with classes from metropolitan colleges and universities having arranged visits to the collection. Because Multnomah County, and the Pacific Northwest, has many practitioners in the book arts, this is one of the more heavily used collections.

This collection is growing moderately. Historical and current materials are added if they address a gap in the collection (e.g., type of binding, printing technique, book design, important private press), or to add to already strong holdings (e.g., of a particular press), or if they have particular regional appeal.

### **Thomas Newton Cook and Jesse A. Currey Rose Collection**

The John Wilson Room Special Collections has a notable collection of rose books formed by two important rose fanciers: Jesse A. Currey and Thomas Newton Cook. Currey, originally from Philadelphia, moved to Portland in 1926, and was the driving force behind the establishment of the International Test Gardens in Washington Park. Cook, of Newton, Massachusetts, was a paper manufacturer. In 1926, two years after Cook's death, Currey presided over the American Rose Society. Cook's widow willed the collection to Currey, and he accepted it on the condition that it would be bequeathed to the library. In the 1930s, Currey willed his own rose collection to the library and a small fund was given by the Portland Rose Society in his name to acquire additional titles on roses, which the library has done.

The main body of the collection included 187 titles from the bequest of materials owned by Cook. He acquired these from the Castle Craig Rose Library in Great Britain; these had been collected by a Scottish Earl, Lord Carmichael, the Master of Castle Craig on the Black Isle in Cromarty Firth, Scotland. The books, in languages including French, Italian, and Spanish, deal with the culture of roses from ancient times to the present day. They include bibliographies, catalogs, texts on rose cultivation and identification, and American Rose Society Annuals.

Materials in the Cook and Currey Rose Collection, considered one of the important historical rose collections in the United States, are included in the major rose bibliography (K. L. Stock, *Rose Books: a bibliography...1550-1975*, 1984; the John Wilson Room's holdings are listed under the "Library Association of Portland"). The

highlight is the first edition, three-volume set of *Les Roses* (Paris: 1817-1824) by Pierre-Joseph Redouté, the renowned painter of roses in the court of Empress Josephine Bonaparte. The Collection is also distinguished by the unique bindings designed by Cook. Many of his holdings were bound in ¾ rose-colored morocco, marbled end-papers, with tooled ornaments of roses on their spines.

The John Wilson Room Special Collections has materials published up until 1975 (the end-date of Stock's bibliography). Nothing is included in the collection published after 1975 unless the works are extraordinarily significant to the study of roses or unless they are a continuation of a serial that began at an earlier date that was already in the Collection. Materials in Stock that are not currently in the Cook and Currey Collection may be added when available as gifts or with gift monies.

### **Other materials in the John Wilson Room**

There are many volumes in the John Wilson Room Special Collections which do not fit neatly into one of the six core collections listed above. These include, among others, important and valuable holdings on art, architecture, Bibles and prayer books, music, the Occult, and travel accounts. There is also—at present—an unprocessed collection of approximately 1000 autographed photographs of music and dance performers who visited Portland in the early decades of the twentieth century, given to the library by Lois Steers in the 1930s.

The collection contains mostly historical materials, with retrospective materials added. This collection serves general readers, as well as those interested in specific materials represented here.

This collection is growing slowly, only as appropriate gifts are offered.

### **OREGON COLLECTION**

Multnomah County Library has collected materials on the subject of Oregon for the purpose of documenting state and local history since the library was founded in 1864. The focus of this special collection is on material that is unique, significant, has lasting importance, and that represents the cultural, political and social life in Oregon and its communities. The collection supports in-depth research on Oregon topics from pre-statehood through the present era by offering a comprehensive selection of secondary sources. Some primary sources are found in the Oregon Collection, although archival materials such as manuscripts and photographs are generally not collected.

Multnomah County Library's Oregon Collection exists as a comprehensive resource for the general public designed to complement, but not duplicate, other research collections on Oregon. Library staff refers patrons to other research institutions such as the Oregon Historical Society, the Oregon State University campuses or specialized libraries for access to archival materials beyond the scope of Multnomah County Library's collection.

## Acquisition Policy

Materials in all formats and from all sources are added to the Oregon Collection based on the subject content. For the purposes of this collection, the term *Oregon* refers to the state of Oregon (since 1859), and to the Oregon Territory (prior to 1859). Significant items related to the Westward Movement are considered within the scope of the term "Oregon Territory." Items describing a wider area than the state of Oregon after 1859 are acquired if they treat some aspect of Oregon extensively and authoritatively. Fiction and non-fiction materials are acquired if they deal with Oregon as a subject. State of Oregon and Oregon Territory documents and other federal and local government documents of lasting value (and that deal with Oregon or its communities as a subject) are added as well. Materials are acquired in electronic format when possible and appropriate.

More specifically, the collection includes the following:

- Important non-fiction materials that discuss Oregon extensively
- City directories and telephone books for Oregon and communities within Oregon
- Significant maps of Oregon localities
- Selected documentary films and motion pictures
- Selected sheet music and recorded music that treats Oregon as a subject
- Significant fiction describing life in Oregon at any period, or that has Oregon as a major subject
- Selected travel guides that give a historical view of Oregon places and geography
- U.S. Government documents that deal with or describe Oregon.
- State of Oregon depository documents
- Selected documents from regional governments such as Multnomah County, cities in the Portland metropolitan region, and other regional agencies
- Business directories and annual reports of local companies
- Highly selected publications of local, nongovernmental organizations (annual reports, directories, etc.)
- Current directories/catalogs for Oregon schools and colleges
- Selected periodicals the library anticipated to have long term importance, including periodicals of local significance
- Selected Oregon newspapers

- Local high school yearbooks
- Special materials about neighborhood history in some branch locations
- Juvenile and Young Adult materials using the guidelines above

Within the parameters of this policy, sections within the Central Library have the responsibility and authority to add materials in their subject areas and specialties to the Oregon Collection.

### **Cataloging Policy**

Some titles are purchased both for the Oregon collection and the library's circulating collection. All Oregon materials are cataloged and can be found in the library's online public access catalog. Oregon collection materials have an "O" preceding the call number.

### **Loan and Use Policy**

The Oregon Collection is a permanent reference collection primarily located at the Central Library. Items in the Oregon Collection do not circulate. Exceptions may be made at the discretion of Central Library section reference staff. Rare materials housed in the John Wilson Room are subject to the restrictions of that special collection. Oregon Collection DVDs, cassettes, CDs and other alternate formats (any materials requiring special equipment in order to view or play them) may be checked out on special loan, but only if the library does not own copies in its circulating collection.

### **Weeding and Discarding Policy**

Many Oregon Collection materials are retained permanently, however certain types of materials are removed on a regular basis to maintain collection integrity and manage its size. The professional staff has responsibility for maintaining the Oregon Collection by removing the following types of items:

- Materials that are irreparable and no longer usable
- Materials that are extraneous such as duplicate copies or of short-term interest
- Materials of a serial nature, where selected years serve the purpose and keeping every edition is not necessary (for example, travel guides, school directories, other statewide directories)
- Materials in formats that are no longer useable due to changing technology
- Material containing information that is easily found in other sources (for example, in new online sources)
- Materials that do not fit the parameters of this policy

In general, duplicate copies are not retained in the Oregon Collection. Duplicate copies may be retained for out of print titles that have significant value and/or may receive high use such as local histories, city directories and phone books.

Materials that are weeded from the Oregon Collection may be added to the library's circulating collection, discarded, or offered to another institution. Maintenance of the Oregon collection includes an obligation to regularly evaluate materials against the above criteria.

Certain materials are retained permanently because of their uniqueness, importance, or long-term value. Retention decisions are re-evaluated and may change over time. In general, the following are retained permanently:

- Business directories that cover Portland businesses, rankings and top employers lists
- Annual reports of local companies and nonprofit organizations if the information is not available online
- Metsker maps
- Telephone and city directories
- Back runs of local newspapers
- Local high school yearbooks
- Local building codes
- Oregon laws, administrative rules and bills that are not available online
- Special materials about neighborhood history in branch libraries

### **Preservation Policies**

When the physical condition of permanent Oregon collection items deteriorates, the library will consider restoration or preservation techniques rather than removing them from the collection. Preservation or restoration is considered on a case-by-case basis.

Finances permitting, the library undertakes to preserve and restore materials within the Oregon Collection, including regular vacuuming and cleaning of the Oregon Collection stacks. Where possible and appropriate, Oregon collection materials may be reproduced for preservation purposes (e.g. Metsker maps of Oregon).

## **MUSIC SCORES COLLECTION**

The Music Score Collection is one of the oldest sections of the library, based on decades of gifts from local musicians and consistent library purchasing. The collection is the largest publicly circulating sheet music collection in Oregon and one of the largest on the West Coast. The collection is particularly strong in piano music, vocal music, musicals

and operas, music for ensembles and guitar music. Classical music scores cover all eras from early music through the 21st century, and include solo instrumental and vocal music of major composers, beginning/intermediate instrumental books by instrument, chamber music with parts, theory and methods, miniature scores, opera, sacred music and hymns, and music history anthologies. The popular music scores include jazz, folk music, country, and other traditions, popular and folk music from around the world, scores for musicals and film soundtracks, children's songs, and religious music.

The primary goal of the collection is to provide a varied and deep collection of music for the educational and performance needs of local musicians whose interests span the complete range of popular, classical and contemporary music. The collection serves local musicians' interest in both the well-known repertoire as well as unusual works, lesser-known composers, and the unexpected, both for study and for developing performances. Selections of new materials and retention of older scores are based on this premise. The collection serves music students of all ages, along with amateur and professional performers.

The music scores collection is especially strong in historic sheet music which spans nearly two centuries of popular songs from 1800-1990. The historic sheet music must be used in the library. It supplements newer scores which can be checked out and the growing array of public domain popular sheet music published before 1922 which is now commonly available on the Internet.

The library also owns several series of published scores in bound volume form. These include several sets in the *Recent researches in music...* series from A-R Editions. These feature performance editions of scores by major eras which can be checked out for home use. Other sets, such as *Music Britannica*, provide a more scholarly collection of the complete works of major composers. These are available for reference use.

### **Collection Management Policy**

The library maintains the strength of the music scores collection by ongoing acquisitions and replacement of fragile and worn items. Special binding or casing is created when necessary.

The collection is weeded judiciously to maintain its integrity and manage its size by librarians with special expertise in music. The historic scores are considered permanent assets of the library. Contemporary sheet music is weeded selectively, taking into consideration its uniqueness and availability to the public elsewhere. Some published sets are retained for the long-term because of their authoritative nature, especially those which focus on performance scores. Many of these are not replaceable and are no longer being published.