

# San Francisco Public Library Collection Development Plan

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## **Introduction**

### **Purpose of Collection Development Plan**

The Collection Development Plan serves as a guide for the selection and retention of materials for the San Francisco Public Library system. The Plan is designed to support the Library's Mission Statement.

### **The Community and the Library**

The City of San Francisco prides itself on providing a welcoming and inclusive environment for all people. The Library has a long history of championing intellectual freedom and strives to provide services and collections which meet the needs of its users and the general citizenry.

Through the extensive resources of the Main Library, the twenty-seven branches which serve the neighborhoods of San Francisco and a virtual library of e-resources, the San Francisco Public Library serves residents of San Francisco, the Bay Area and beyond. Through the online catalog, the extended resources of academic and public libraries throughout California are available to augment the collections.

San Francisco is comprised of multiple discrete and diverse neighborhoods. In order to meet the needs of a changing population, library collection development managers consider such factors as neighborhood and city wide demographics, as well as projected changes for given neighborhoods.

The Library acknowledges the important role of the community in collection development by inviting suggestions for purchase, monitoring requests, and evaluating the collections on an ongoing basis.

## **Principles**

### **San Francisco Public Library Mission Statement**

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community.

### **Collection Development Policy**

# Collections

## Main Library Collections & Centers

The San Francisco Public Library is a primary source of information for those who live and work in San Francisco. The collections serve to enhance the cultural, literary, aesthetic and educational pursuits of all library users and are responsive to the needs and reflective of the diversity of the community.

The 1.3 million-plus holdings of the Main Library represent a range of popular-to-research-level books, magazines, newspapers, films, music, photographs, personal papers of local notables and other ephemera in a variety of formats such as print, compact disc, phonograph record, videos in DVD and VHS format, microfilm, and microfiche. As the oldest and largest public library in Northern California, the Main Library has significant resources that are unique and of continuing interest to the community, as well as core fiction and nonfiction materials for the whole library system. The bound periodical collection housed at the Main Library has over 10,000 titles and 500,000 retrospective bound volumes.

The collections represent the ethnic and cultural diversity and meet the educational levels of the people of this large metropolitan area, by offering materials that provide general coverage and understanding of a subject through current titles, best-sellers, encyclopedias, handbooks, historical surveys, periodicals and secondary works.

The Main Library also has in-depth, non-circulating subject collections in several defined areas: San Francisco history; gay and lesbian interest and archives; book arts; and government documents. These collections include current, retrospective and primary resource coverage. In order to make these materials more widely available and to preserve them, the Library is digitizing text and images from these collections.

The Main Library is a Federal depository library, responsible for providing free access to information produced by all three branches of the United States government; this responsibility influences the retention of materials. To support and assist other City & County of San Francisco agencies and the public, the Library retains all documents produced by the City & County of San Francisco.

The following descriptions of collections and centers explain in greater detail the Main Library's subject areas, as well as the community served.

## Main Library Collections (by subject)

*San Francisco Public Library collections are organized by the Dewey Decimal Classification System. (See Appendix I ) Most of the subject collections below encompass several Dewey categories.*

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Business / Economics .....	- 14 -
Visual Arts .....	- 15 -
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Sports / Recreation.....	- 17 -
Literature.....	- 18 -
History / Geography.....	- 19 -
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## **Generalities – a collection of the General Collections & Humanities Center**

This area is comprised of general works not limited to any one specific discipline, e.g. almanacs, encyclopedias, bibliographies, lists of trivia, uncommon knowledge, directories of organizations, guides to the methodology of writing and publishing and scholarship in general. Additionally, this wide-ranging collection includes titles on the practice of journalism, library science and the organization of knowledge, plus works about paranormal phenomena, legendary mysteries, UFOs and other possible deceptions, hoaxes, errors, delusions and superstitions. Users range from those wanting brief, encyclopedic accounts of various topics to those – usually library school students – who intend to do serious research. The collection is weeded based on significance of title and changing use.

## **Philosophy / Religion – a collection of the General Collections & Humanities Center**

This collection aims for inclusion, providing information on the wide spectrum of efforts – philosophical, spiritual, and ancient to contemporary – to understand the human condition. Popular and significant contemporary works are acquired, maintained and replaced on an ongoing basis. Historic titles are retained and replenished. This collection supports the intellectually and spiritually curious, and the specific needs of students from high school through college, with a wide range of reference works, bibliographies and secondary works. The collection is weeded based on significance of title and changing use.

**Philosophy / Ethics:** Ancient, medieval and eastern philosophies; contemporary western philosophy; metaphysics and logic; supports both the research needs of undergraduate students and the philosophical and ethical interests of the lay reader.

**Occult:** Popular and esoteric sources dealing primarily with alchemy, astrology, extrasensory perception, feng shui, dream interpretation, magic, the paranormal.

**Psychological Theory:** Introduction to the field of psychoanalysis with works of Jung, Freud and their successors; research, methodology and other disciplines including developmental, cognitive, comparative and social psychologies.

**Popular Psychology / Self-Help:** Ever-expanding and very popular subject area includes books responding to a variety of interests, including self-esteem, self-improvement and interpersonal communication.

**Biblical Studies:** Numerous translations of the Bible; interpretive texts such as concordances, topical Bibles, bible dictionaries, bible encyclopedias and exegesis of specific biblical books; selected variant New Testament texts such as the Nag Hammadi discoveries and other Gnostic gospels; studies of the historical Jesus which reflect local interest in early Christian history.

**Christianity:** Historic works treating evolving Christian developments, denominations and doctrines complemented by the works of modern and contemporary Christian thinkers and theologians.

**Islam:** Translations and interpretations of the Qur'an; historical and sociological studies of the rise, spread and diversification of Islam.

**Judaism:** Various translations of the Torah and Talmud; the entire Tanakh; guides to Jewish history, ritual, discourse and mystical traditions such as the Kabbalah.

**Buddhism:** Historical texts in translation and a wide selection of the teachings of local and international contemporary teachers reflecting local interest in, especially, Zen and Tibetan Buddhism.

**Polytheism and Emerging Spiritualities:** Works on long-standing and contemporary polytheisms – from Hinduism to Santeria, Rasta to Wicca, Native American religions to Neo-Paganism – reflecting local interest in alternative spiritual outlooks.

<b>Social Sciences – a collection of the General Collections &amp; Humanities Center</b>
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Here are interdisciplinary works on human society, sociology, social anthropology, social class, social problems and group behavior. Some of the collection supports and overlaps with the Gay and Lesbian Center, the African American Center, the Chinese Center, the Filipino American Center and the Japanese Interest collections. Materials are usually purchased with a general audience and the beginning student in mind, although works in the Educational Guidance Collection are aimed at the college-bound student. The collection is weeded based on significance of title and changing use.

**Social Interaction & Social Groups:** Principles of sociology, interpersonal relations and social psychology within and between groups; in-depth analyses of specific groups by sex, class, religion, ethnicity, etc.; problems, roles, class and social status issues and discrimination against specific groups, historically and currently.

**Social Processes:** Various means of socialization and social control.

**Factors Affecting Social Behavior:** Ecological anthropology (e.g. geographic, chronological, climatic, biological, other environmental factors affecting humans) and demographic characteristics (births, deaths, population control efforts affecting societies).

**Culture and Institutions:** Culture defined as the aggregate of a society's beliefs, folkways, mores, scientific and technological influences, including the patterns of behavior that comprise unique social institutions.

**Communities:** Kinds, their planning and development, the movement of people to, from and within communities and their overall structure.

**Emigration and Immigration:** Historical and current coverage of the movements of groups and individuals from one country to another.

**Slavery and Emancipation:** Slavery's history, aftermath and consequences; long-term effects on society.

**General Statistics:** Pertaining to general facts about continents, countries and localities in the modern world.

**Social Problems and Services:** Historical and current materials on social problems, social welfare and the specific kinds of services and organizations developed to meet societal needs; health, public safety, housing problems, environmental concerns and the institutions developed to deal with them; accounts of true crimes, stories of real criminals, causes of crime and delinquency and historical and contemporary accounts of law enforcement and penal institutions; historical and contemporary accounts of various benevolent and fraternal organizations, their rituals and their work for social improvement.

**Education:** Current, in-depth coverage of pedagogy, the needs of students of all ages – including adults – and the administration of educational institutions; study guides and practice test books for college admission or placement.

**Customs, Etiquette and Folklore:** Those of specific economic, social, occupational, ethnic and religious groups; prescriptive and practical works on social behavior in general and specific events (e.g. weddings) in particular.

**Disabilities:** Psychological and social aspects of living with disabilities; historical aspects of blindness, vision impairment, deafness and hearing impairment; guides for those living with blindness; instructional materials for the teaching of sign language; instructional materials for those with learning disabilities and those who support them, including classroom materials, parental support guides and a multimedia collection; guides for those supporting people with disabilities.

#### **Political Science / Law / Government – a collection of the Government Information Center**

**Political Science:** These current and popular political books and biographies meet the demands of a politically active community. Users include students, general readers, independent researchers, law firms, law students, and community and political activists. The collection is weeded based on significance of title and changing use.

**Politics and Government:** Political theory and dictionaries; systems of government and political parties of the United States; federal, state and local governments of the United States; foreign governments and their political systems; elections systems, procedures and results; directories of lobbyists and political action committees (PACs); parliamentary procedures; directories of international organizations; materials for those interested in community activism and political activity.

**International Relations:** Foreign policy and diplomacy of and between all countries of the world; selected United Nations documents.

**Law:** Consumers will find current and self-help publications (Nolo Press, Sphinx Press and Legal Almanac), biographies as well as documents appropriate for San Francisco City & County; California; and Federal depository libraries. Case law, with the exception of *U.S. Reports* (Supreme Court decisions), is not part of the collection but is available nearby at the County Law Library. Users include those doing legislative histories. The collection is weeded based on significance of title and changing use to meet the demands of students, general readers, independent researchers, law firms, law students and community and political activists.

**Federal, State, and Local:** Depository collection for statutes, ordinances, codes, and regulations; legislative histories of federal and state laws; guides to legal research; self-help and consumer law; how-to guides (e.g. bankruptcy, landlord and tenant, immigration, marriage and divorce, employment, probate, business structure, Small Claims, neighbor law, parking tickets); trademark, patent & copyright books supporting the Patent & Trademark Center; legal directories and dictionaries; court directories; legal encyclopedias for legal history and articles on landmark legal decisions.

**International Law:** Multilateral treaties; constitutions of foreign countries; limited collection of United Nations documents.

**Constitutional and Administrative Law:** U.S. Constitution; state constitutions; U.S. Supreme Court decisions; broad collection of Supreme Court information and biographies of Supreme Court justices.

**Public Administration:** This general collection contains materials on the management of public agencies. Users of this collection include students, general readers, independent researchers, law firms, law students, and community and political activists. The collection is weeded based on significance of title and changing use.

**Government Documents:** The Library holds non-circulating significant, current and retrospective works in designated city, state and federal depository collections that are rarely weeded (the exception being Bay Area Regional Documents). Users often include students, researchers, historians, journalists, community activists, city planners, government officials, lawyers and immigrants.

**Bay Area Regional Documents:** Non-comprehensive coverage weeded continuously based on use from such regional agencies as the Association of Bay Area Governments, of which San Francisco is a member; Bay Area Air Quality Management District; Bay Area Council; Caltrans; Golden Gate Bridge, Highway and Transportation District; Metropolitan Transportation Commission; Port of Oakland; San Francisco Bay Area Rapid Transit District.

**San Francisco City & County:** Comprehensive coverage since 1939 (although many documents precede that date) of City & County agencies' annual environmental, planning, mayoral and other reports and publications; agendas and minutes of commissions; city budgets.

**California State:** Comprehensive coverage since 1945 of state agency publications; paper copies of all bills introduced in the state legislature; bill amendments; legislative indexes; Senate and Assembly histories, daily files and Journals; copies of chaptered bills most of which must be retained permanently.

**Federal:** United States Federal Depository Library since 1889 and one of the largest and oldest collections in Northern California; receives approximately 80% of the documents published by the U.S. government including census publications for all decennial and economic censuses; statistics; annual reports; legislation; statutes; codes; regulations; treaties; military history; major publications of federal departments (e.g. U.S. Geological Survey's *Professional Papers*, U.S. Bureau of Labor Statistics' *Bulletin*); Congressional

publications (e.g. extensive holdings of the Serial Set; House and Senate reports, hearings and documents) and biographies.

### **Languages – a collection of the General Collections & Humanities Center**

Basic materials such as dictionaries, encyclopedias, selected editions of important works, handbooks and periodical publications in different languages are collected. English as a Second Language (ESL) materials (books, CDs, DVDs and audio cassettes) are collected for those who are learning English; instructional language materials are offered with an emphasis on Spanish, French, Chinese and other European and Asian languages. The collection reflects changes in population patterns, community needs and patron demand and is aimed at students, travelers and those interested in expanding or acquiring a new language skill. (Fiction and nonfiction works in international languages are collected by the International Center, which serves the recreational and basic information needs of native speakers, the general public and of those learning English and other languages. Films, documentaries, audiobooks and other non-print material in international languages are collected by the Audiovisual Center.) The collection is weeded continuously based on currency and use.

**English Language / Linguistics:** Beginning-to-college-level materials for those learning the English language; general and specialized dictionaries; material discussing the origins of language and the alphabet.

**ESL:** English-language and bilingual materials to help non-native speakers learn English as a Second Language; materials for instructors of ESL.

**International Language Learning:** Emphasis is on the needs of English-speaking adult and student beginners and travelers.

### **Mathematics / Sciences – a collection of the Business, Science & Technology Center**

Mathematics and the hard sciences – also called pure sciences – are fields built on quantifiable data, accuracy and objectivity. Library materials about mathematics serve the popular information needs of students, business people and trade apprentices. Library materials about the sciences and scientists serve those interested in increasing their personal knowledge as well as students at the high school through college levels. Textbooks typically are not collected. The collection is weeded based on significance of title and changing use.

**Natural Sciences:** General works including philosophy of science; fact books; science quizzes and questions; dictionaries; encyclopedias; science projects; general science education; nature writings; regional history.

**Mathematics:** Study guides and practice exams from basic arithmetic through advanced concepts, suited to high school through lower level college students.

**Astronomy and Allied Sciences:** General works including astronomy, gravity, astronomical theory, telescopes and astronomical observation; theories on the formation of the cosmos, planets, asteroids, celestial objects and phenomena; eclipses; comets; earth (as an astronomical object); ephemerides (nautical almanacs); works on time, timekeeping and calendars.

**Physics:** Lectures, study guides, dictionaries, encyclopedias, science projects, theories; works on thermodynamics, theories on sound, quantum mechanics, electricity and electronics, magnetism, lasers and optics.

**Chemistry and Allied Sciences:** Analytical and organic chemistry; crystallography, mineralogy, polymer science and technology, dictionaries, handbooks, encyclopedias, histories and theories; works on Nobel laureates and women in chemistry; study guides.

**Earth Sciences:** Volcanoes, earthquakes, mountains and deserts, landforms, caves, marine science and geology, weather, rocks, forests, gemology, geology of planets, geology in various parts of the world; dictionaries and encyclopedias on earth sciences and geology, climate and weather; atlases.

**Paleontology and Paleozoology:** Evolution vs. creationism; dinosaurs; animals; fossils; prehistoric life in America and other regions of the world.

**Life Sciences and Biology:** Biology; physiology; biochemistry; genetics; evolution; ecology; plant systems and parts; microbiology; natural history and naturalists; microorganisms; wildlife in the United States and other countries; taxidermy; writings and biographies of Charles Darwin; encyclopedias on evolution, extraterrestrial subjects and microbiology.

**Botany:** Plant life, history, anatomy and physiology, pathology, edible and medicinal, mycology, poisonous plants, cultivated & native plants (e.g., wildflowers); coverage is worldwide with emphasis on descriptive works such as field guides and identification manuals on trees, shrubs, and flowers – especially those with a local or California focus.

**Zoology:** Bacteria; zoos and zoological illustrations; animal identification, physiology and behavior; animals in various regions of the world; aquarium fish (freshwater, tropical); fish identification; fish of the United States and various regions of the world; aquariums and care of; aquatic life, sharks, shells, corals and lobsters; works about entomologists; insect, amphibian and reptile guides; lizards; snakes; birds; mammals; dictionaries and encyclopedias.

<b>Technology / Household Management / Consumer – a collection of the Business, Science &amp; Technology Center</b>
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The materials in this collection cover a broad spectrum of science-based topics that apply to daily life. The primary focus of the technology collection is on up-to-date handbooks and technical guides that satisfy the popular information needs of students, apprentices, hobbyists, home buyers, do-it-yourselfers, entrepreneurs and general readers. The current handbooks and manuals in the computer collection are used by students, hobbyists, owners of small businesses and general readers interested in specific software programs; this collection is meant to meet their popular information needs. Users of the cookery collection span all ages and abilities: home cooks; high school, college and culinary school students; food club members; authors; bakery, café and restaurant owners; chefs, bakers, cooks, professional caterers and food designers; small business owners. The household management collection serves the general public, including parents, culinary and cosmetology students, and amateur sewers. The gardening and agriculture collection provides an introductory overview for a general audience and lower-level college students, with selected important works. The collections are weeded based on significance of title and changing use.

**Building / Construction / Home Maintenance:** Buildings, building materials; construction practices, such as cost estimators, standards and codes; construction with specific materials; carpentry; roofing; plumbing; heating, ventilation and air-conditioning (HVAC); painting. Collection is oriented to amateurs, but serves the professional as well.

**Chemical Industries:** Fundamentals of chemical technology and manufacture of industrial chemicals, fuels, fireworks, beverage and food science, oils (including petroleum), fats, waxes, plastics, gases, ceramics, glass, and various organic products; popular titles on wine, beer and other beverages; fabric dyes and home soap-making.

**Computers:** Software, operating systems, programming, databases, word processing, spreadsheets, productivity suites, Web and computer graphics and multimedia systems. (Related topics such as hardware repair, computer-aided design and some software applications are found under electronics, engineering and business, respectively.)

**Consumer:** Buying guides and magazines as well as consumer advice and education in areas such as autos, electronics, insurance, healthcare, home, personal finance and business.

**Cooking:** Cooking classics and histories; general, ethnic, diet-based, seasonal and holiday cookbooks; current culinary culture and trends such as butchering, canning, food design, pickling and preserving; beverages; catering; diets; entertaining; gracious living; household hints and crafts; lists of cooking schools; starting a food-related business.

**Furniture-Making / Manufactured Products:** Beginning and advanced woodworking, cabinetry and furniture-making with emphasis on plans, tool usage and techniques; precision instruments such as clocks and watches, typewriters and firearms; hardware and household appliances; some clothing and accessories; printing, paper making and bookbinding; welding and blacksmithing; packaging technology and other manufactured products; repair manuals as well as handbooks of various collectibles – toys, dolls, teddy bears and other manufactured items.

**Gardening / Agriculture / Pets:** Agriculture and related technologies; specific techniques, apparatus, equipment and materials; plant injuries, diseases and pests; field and plantation crops; orchards, fruits and forestry; garden crops and vegetables; animal husbandry; dairy processing and related products; bees and beekeeping; pet care; hunting, fishing and conservation.

**General Technology:** History of technology and inventions; drafting, blueprint reading and engineering graphics.

**Home Buying and Remodeling:** House buying and selling, mortgages, home ownership, general maintenance, repair and specific remodeling; home heating, air conditioning and alternative energy solutions for the home.

**Household Management:** Sewing; grooming; retirement planning; restaurant guides; restaurant and hotel management; housekeeping; parenting and eldercare.

**Manufacturing:** Manufacturing and manufacturing processes; metalworking processes, including welding; ferrous and nonferrous metals; lumber processing; wood products; pulp and

paper technology; leather and fur processing; textiles and other products of specific kinds of materials such as tobacco and rubber.

### **Medicine – a collection of the Business, Science & Technology Center**

This general medicine and health collection emphasizes current and accurate information and is primarily for patients, their families and caregivers. Nursing students, home health aides and other practitioners use the collection to assist them in licensing exams and for practical advice in their work. The collection is weeded based on significance of title and changing use.

**General Health and Medicine:** Encyclopedias, dictionaries, histories of medical science; general works on health and medical practices; practice exams for admission tests for medical and nursing schools, practice exams for nurses at all levels.

**Human Anatomy and Physiology:** Illustrated anatomy and physiology guides; human gene mapping (genome project); human experiments in medicine.

**Promotion of Health:** Addiction, mental health, exercise manuals, weight loss, body changes, nutrition, obesity, special diets, celebrity authors and trainers, health spas, hygiene, longevity, pain treatments, diseases, sex education, self-defense, wilderness survival.

**Prevention and Safety:** First aid, food safety, home safety and sanitation, air pollution, environmental contamination, hazardous waste, epidemics; fire codes and prevention; history of infectious diseases.

**Pharmacology and Therapeutics:** Pharmacology, recreational drugs, medicinal plants, antidepressants, drug side effects, toxicology, acupuncture, complementary and alternative treatments and remedies, lead prevention, therapeutic use of pets, body, mind and exercise therapy.

**Diseases:** All physiological and psychological diseases, symptoms and treatments, for instance AIDS, allergies, Alzheimer's, arthritis, cancer, cerebrovascular diseases, anorexia and bulimia, depression, diabetes, dementia, obesity, phobias, speech pathology and strokes.

**Surgery:** Anesthesia; plastic, orthopedic, cancer and eye surgery; dental care.

**Obstetrics, Gynecology and Childhood Diseases:** Female reproductive system, pregnancy, birth, postpartum care, menopause; baby care, childhood diseases and disabilities.

**Disabilities:** Medical aspects of living with disabilities including blindness, vision impairment, deafness and hearing impairment, mobility, mental illness, autism spectrum disorders; guides for those living with disabilities; guides for caregivers of people with disabilities.

### **Engineering – a collection of the Business, Science & Technology Center**

This collection includes works on engineering, energy, transportation and communication, including modes that enable communication to take place (e.g. the postal system). General

readers, students, hobbyists, do-it-yourselfers, apprentices, and professionals use this collection to gain general knowledge. The extensive collection of approximately 2,000 automobile, truck and motorcycle repair manuals covers more than 30,000 individual models. The collection is weeded continuously based on significance of title and changing use.

**Conservation and Energy Resources:** Natural resources, subsurface resources, energy; conservation issues; wildlife.

**Engineering:** Basic engineering, tools, and equipment; civil engineering, excavation, construction, and structures; hydraulics; municipal and environmental engineering; mining and related operations; aircraft, rail equipment, trolleys, roads, automobiles, motorcycles, bicycles, spacecraft; military and nautical engineering; military weapons; vehicles, ships and airplanes; boats and ships both pleasure and commercial; space; home wiring; audio systems; electronics and electronic fundamentals; solar energy; computer and television repair; robotics.

**Postal Service, Communications and Transportation:** Stamp catalogs, collecting and post office histories; telecommunications and the film, radio and television industries; histories of transportation and transportation systems and industries in the air, water and on land; specific vehicles and equipment.

### **Business / Economics – a collection of the Business, Science & Technology Center**

Works on business, economics and the job market meet the needs of students, employees, business owners and entrepreneurs, consumers, job seekers and career changers. The economics collection in particular is geared toward consumers, students through the undergraduate level, do-it-yourself personal investors, financial planners and people interested in labor history and practices. The collection is supplemented by offerings in the Small Business Center and the Jobs & Careers Center. The collection is weeded based on significance of title and changing use.

**General Business:** Business and financial success.

**Office Management:** Business letters and secretarial handbooks; word processing and data processing.

**Advertising:** Direct, outdoor and media advertising; trade shows; history of advertising.

**Marketing:** Marketing for small business; sales management and planning; market and consumer research; distribution channels.

**Managing:** Human resource management; leadership; business ethics; general management techniques.

**Accounting:** Bookkeeping, financial reporting, cost accounting and auditing; nonprofit, government and small business accounting.

**Insurance:** Insurance for consumers and – to some degree – professionals; evaluation and ranking of insurers, private and governmental insurance.

**Commerce and International Trade:** History of trade; interstate and Internet commerce; retail trade; companies; shopping; consumer studies; international import-export and guides to doing business internationally; current and historical trade topics such as globalization, international trade relations and slavery.

**Small Business:** Choosing, starting, financing and managing various types of small businesses.

**Economics:** Economic theory, political economy, economic history of all countries of the world with an emphasis on the U.S.

**Economic systems:** socialism; communism; anarchism; utopian communities

**Labor:** history of the labor movement; directories of labor organizations; manuals on grievance processing and negotiations

**Investing:** investment manuals, advice, newsletters; technical analysis; directories of investment companies

Personal finance: do-it-yourself financial planning

**Industries:** company histories; analysis of industrial development; industry overviews; directories

**Taxation:** taxation policies

**Jobs and Careers:** Career exploration, self-assessment, industry and job descriptions, job search, resumes, cover letters, interviews, salary negotiations, and networking; preparations for civil service examinations (e.g. firefighter, post office worker, general).

### **Visual Arts – a collection of the Art, Music & Recreation Center**

This collection includes biographical, historical, critical and technical works and in-depth resources such as exhibit catalogs, *catalogues raisonnés*, collected sets of criticism and subject encyclopedias. In an effort to document the vibrant arts community of the Bay Area, the Library collects reviews, articles and gallery notices of local art shows from the 1930s to the present (see the Bay Area Visual Artists and Architects Index for specific artists). Also collected are 19<sup>th</sup> century engravings and posters announcing local arts events. Users of the collection include general readers, students, researchers and professionals. Most of the collection is weeded based on significance of title, changing use and maintaining existing collection strengths.

**Architecture:** Civic and landscape architecture of all schools, styles, periods and countries.

**Art History and Appreciation:** Encyclopedias; aesthetics, theory and criticism; international art auction sales records and museum collections' catalogs.

**Collectibles:** Price guides; auction house sales records.

**Costume / Fashion Design:** Historical, social and psychological aspects of popular and ethnic costume; high fashion, adornment, tattooing and body piercing.

**Crafts:** Contemporary and historical crafts movements and persons; pictorial works on craft collections.

**Decorative Arts:** Industrial art and design; handicrafts; pure and applied design and decoration; calligraphy; decorative coloring; ceramics; metal and other decorative arts in all media, styles, periods and countries.

**Cartooning and Graphic Arts:** History, technique and artists of comic, graphic and book arts, illuminated manuscripts, illustration and clip art.

**Interiors and Interior Decoration:** History, design, decorative treatment and how-to.

**Prints:** History and reproductions of etchings, engravings, lithography, wood cuts and screen-printing.

**Painting:** Books and exhibit catalogs of painters and paintings in all styles, periods and countries.

**Photography:** History; works by and about photographers, on particular subjects; technical descriptions.

**Sculpture:** Three-dimensional works in all media, styles, periods and countries.

**Technique and Instruction:** Projects and how-to guides to painting, drawing, sculpture, photography, printmaking, fiber crafts and jewelry making.

### **Performing Arts – a collection of the Art, Music & Recreation Center**

This collection includes biographical, historical, critical and technical works and in-depth resources such as collected sets of reviews, criticism and subject encyclopedias. In an effort to document the vibrant performing arts community of the San Francisco Bay Area, the Library collects programs, reviews, articles and ephemera related to local performances from the 1850s to the present (see the Bay Area Musicians and Performing Artists Index for specific performers). Also collected are posters announcing local performances from the 1960s to the present. (Dance, theater and music performances and instruction on CD and on video in DVD and VHS formats are included in the description of the Audiovisual Center.) Users of the collection include general readers, students, researchers and professionals. Most of the collection is weeded based on significance of title, changing use and maintaining existing collection strengths.

**Dance:** General works, including history, commentary, biography and instruction

**Ballet:** biography; encyclopedias; history; instruction

**Careers:** auditions; career transitions; choreography; college dance programs; instruction

**Jazz Dance and Musical Theater:** biography; instruction; photo essays; production journals

**Modern Dance:** biography; historical works; instruction; styles; company histories; photo essays

**Social Dance:** all styles; instruction guides

**World Dance:** clogging and line dance; festival posters and programs; folkloric dance; U.S. folk and square dance

**Film and Filmmaking:** Works about domestic and international feature, documentary and instructional films; producing and financing videos and motion pictures; directing; screenplays; film criticism; popular histories and encyclopedic works.

**Music:** Scores, recordings and literature of all times and places for musicians at all levels; popular titles of recordings representing a wide range of styles and genres; music literature from basic music appreciation to reference books; archival collections pertaining to San Francisco musical life; rare works and complete works sets.

**Dorothy Starr Collection:** scores and sheet music from the 18th through the 20th century established from the stock of Dorothy Starr's store, The Music Stand

**Music Business:** up-to-date information to help musicians pursue music professionally

**Music Instruction:** scores, literature and audio-visual material to assist patrons wishing to learn the rudiments of music, music theory, electronic and computer music as well as instruction in vocal and instrumental music

**Musical Theater:** general history and criticism; staging; scores; librettos and recordings

**Outdoor Amusements:** Works on the circus, rodeo and bullfighting.

**Radio and Television:** General histories, specific program histories and scripts.

**Theatrical Production and Performance:** Dramatic works, Butoh, mime, improvisation, comedy, pantomime and performance art; repertory and regional theater; commentary and reviews; pictorial works; costume design, stage design, props, sets and makeup; theatrical training, education and careers; scrapbooks, performance programs, playbills and posters.

## **Sports / Recreation – a collection of the Art, Music & Recreation Center**

This collection offers materials on games and puzzles, group games, outdoor recreation and sports which reflect local recreational interests, plus a file of newspaper articles and ephemera on local sports and recreation from the late 1960s to the present, and posters announcing local sporting events from the 1970s to the present.

The collection provides historical studies, popular works, biographies and instructional material as well as encyclopedias, books of records, statistics and rules. Users of this collection include the general reader, athletes, coaches, sports fans and outdoors enthusiasts. The collection is weeded based on significance of title and changing use.

### **Literature – a collection of the General Collections & Humanities Center**

International in scope, the collection provides the Library's largest concentration and widest diversity of literature and literature-related titles in English. A solid historical collection is retained and replenished and current works are acquired on an ongoing basis. The collection of modern and contemporary American poetry is particularly in-depth, serving as a resource for the local poetry community. Included, too, are fiction and nonfiction works produced in large print, plus materials geared for the adult seeking to gain or improve his or her English literacy skills. Users of these collections include students of all levels, writers, practitioners, performers and inquisitive readers. The collection is weeded based on significance of title and changing use.

**Fiction:** World classics, standard works, best sellers, prize winners, literary and popular fiction; new authors, local authors and international authors in English translation all are acquired to support the literature studies of students, as well as the joy of reading.

**Short stories:** Collections by a single author and short story anthologies are actively acquired and retained.

**Genre Fiction:** Mysteries, science fiction and westerns; emphasis on popular works; selected significant authors' work are retained.

**Graphic Novels:** Book-length novels whose narrative is related through a combination of text and art in comic-strip form from a variety of genres including superheroes, alternative comics and manga.

**American and British Literature:** Literary theory, literary criticism, multi-genre anthologies, humorous essays, poetry and plays; modern and contemporary American poetry; plays, including current and upcoming local productions; writing manuals for fiction and nonfiction.

**Germanic Literature in Translation:** Poetry, drama, essays, speeches, letters, humor, satire, literary criticism and miscellaneous works from the Germanic family of languages; emphasis on works that appeal to the casual reader and beginning student.

**French Literature in Translation:** Primarily plays ranging from the 17th century to the modern period; Surrealist and absurdist writings, especially drama and poetry.

**Italian Literature in Translation:** Translations and bilingual editions of works written in verse during the Middle Ages; plays and poetry from more recent eras.

**Spanish and Portuguese Literature in Translation:** Modern and classical Spanish and Latin American poetry, drama and miscellaneous writings in translation or in bilingual form; literary history and criticism of authors and literary works of the respective regions; emphasis on contemporary works by prominent Latin American and Spanish authors.

**Classical Greek and Latin Literature in Translation:** Ancient Greek and Latin philosophy, histories, poetry, plays, rhetoric, fiction and letters in myriad translations; complete set of the Loeb classics provides text in the original language side by side with English translations.

**Literature Composed in Non-Roman Alphabets in Translation:** Literary genres and criticism of works originally written in languages native to the Celts, Middle Eastern, Near Eastern and Far Eastern regions, Africa, former Soviet republics and Warsaw Pact nations and pre-colonial languages of the Americas; ancient Sanskrit epics, 19<sup>th</sup> century to contemporary Russian plays and poetry, and classical Chinese and Japanese poetry.

### **History / Geography – a collection of the General Collections & Humanities Center**

With an emphasis on United States and military history, this collection supports the interests of students of history, amateur genealogists, travelers, veterans and the adult and young adult reader. Very little genealogical primary source material is offered; rather, the emphasis is on putting how-to materials in researchers' hands. The collection is weeded based on significance of title and changing use.

**Ancient History:** Surveys; popular works of particular countries and empires; emphasis on ancient Egypt, China, Rome, Greece, Mesopotamia and Palestine; retrospective and contemporaneous accounts by ancient historians.

**Asian History:** Emphasis on China, Japan, the Philippines and the countries of the Middle East; materials on past and present wars involving the United States; Israel-Palestine conflict.

**European History:** Emphasis on World War II, current conflicts and social conditions affected by historical movements.

**Genealogy / Family History:** Histories of prominent families; how-to materials for amateur researchers.

**Geography and Travel:** Personal narratives; guidebooks reflecting a variety of travel styles, interests and budgets; emphasis on San Francisco, California and the West; atlases, country, state and city maps.

**Military / Naval / Warfare History:** Battles, weaponry and strategy; United States Army, Air Force, Navy and Marine Corps histories; international military powers past and present; terminology, uniforms, medals and insignia.

**North and Central American History:** United States and its territories, Canada, Mexico, Central America and the Caribbean; native peoples of and immigrants to North America; emphasis on San Francisco, the Bay Area, California and the West; Revolutionary War, Civil War and other wars and conflicts fought on American soil.

**South American History:** Modern and pre-Columbian; emphasis on current developments and changes; aspects of social conditions influenced by historical events.

### **Biography – a collection of the General Collections & Humanities Center**

The public's fascination with the lives of others has been reflected in the collections of the San Francisco Public Library since its founding in the mid-19<sup>th</sup> century, when Anglo-Americans and Western Europeans were credited with shaping the world. Since then, people from all continents, communities and colors are acknowledged to have made their own marks on the world. This collection highlights the lives, careers and accomplishments of those of the past as well as the present, including notable women, gays, lesbians, bisexuals, transgenders, people with disabilities, Native Americans and people of African, Asian and Latino/Hispanic heritage, in a true reflection of the diversity found in San Francisco. Users of the collection include the general public and students from the high school through undergraduate levels searching for references to particular people or interested in the history of science and technology. The collection is weeded based on significance of title, usage and maintaining existing collection strengths.

**Collective Biography:** Current and retrospective biographies of notables associated with the United States and, to a lesser extent, other countries; emphasis is on a diverse and inclusive collection; see Art, Music & Recreation Center for collective biography of artists, musicians and sports figures; see Business, Science & Technology Center for collective biography of scientists and businesspeople; see Government Information Center for collective biography of political figures.

**Individual Biography:** Historical and contemporary biographies covering famous or infamous individuals in every field of endeavor (the exception being that biographies of performing and visual artists are found in the Art, Music & Recreation Center); memoirs of great literary merit or local interest; collected letters and journals; autobiography and biography.

## **Periodicals – Adult**

A periodical is a collection of articles written by various authors and is published more than once a year with reasonably reliable frequency, such as daily, weekly, monthly, quarterly or semi-annually. The Main Library's diverse and comprehensive collection of periodicals – current and historical magazines, newspapers and journals – reflects all the subject areas in which the library collects. Decisions about selection and retention of periodicals, while similar to decisions made for the collection at large, are unique in great part due to the open-ended nature of periodicals versus monographs; the options that may exist for acquiring electronic versions of periodicals; binding considerations; and the limits of shelf space. Therefore, before the Library enters into the long-term commitment of resources required by the acquisition of a new periodical title (compared with the acquisition of a monograph or even a multi-volume set such as an encyclopedia), a different but equally-important set of considerations must be reviewed.

Most titles collected in English are accessible through the Magazines & Newspapers Center; titles in international languages are accessible through the International Center. Refer to the online catalog for specific periodicals the Library owns and where they can be found.

Suggestions from the public for titles to which the Library does not currently subscribe are welcome. The Library does not accept gifts or donations of subscriptions or individual issues of periodicals. (see Gifts of Money and Materials)

## **Selection Criteria**

In keeping with the Library's Mission Statement and the Collection Development Policy, the following criteria must be considered when evaluating periodicals in print (see criteria for considering electronic resources):

- All criteria used for the collection at large, plus:
- Indexed in print or online sources subscribed to by San Francisco Public Library
- Complete run from issue #1
- Local interest
- Popular interest
- International language interest
- Language is read by a significant number of San Franciscans
- Availability online as full text
- Reviewed in professional and popular media

### **Retention Criteria**

Retention of periodicals must be considered in terms of the following criteria:

- Indexed in print or online sources subscribed to by San Francisco Public Library
- Complete run from issue #1
- Enduring interest vs. having only current interest
- Availability online as full text
- Relationship to the existing collection
- Retention history of same periodical under previous title(s)
- Language (languages other than English are typically not retained)

### **Collection Maintenance and Evaluation**

- Refer to the Collection Maintenance and Evaluation section on page 61.

## Main Library Centers

### Centers

*Places in the Main Library from which to gain access to specific collections.*

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The Access Services Center encompasses the following collections and locations:

- **Deaf Services Center (see page 29 for a description of this center)**
- **Friends for Life**
- **Large Print**
- **Library for the Blind & Print Disabled (see page 32 for a description of this center)**
- **Library on Wheels**
- **Project Read**
- **Resource Collection for Learning Differences**

**Friends for Life:** Homebound patrons enjoy this collection of more than 1,000 English language or subtitled feature film and documentary videos in DVD and VHS format. Selections include classic and current blockbusters, award-winners and notable, informative or entertaining films. Originally developed for San Franciscans with disabling AIDS or HIV who could not visit the Library, the Friends for Life collection now provides pleasure to those served by the Library on Wheels and to San Francisco residents whose long-term or permanent disabilities confine them to their homes. New selections reflect the varied interests of these viewers: animated and live-action films, documentaries, travel narratives, inspirational and health information, stage and film musicals and other live performances. The collection is weeded continuously based on use.

**Large Print:** This collection serves readers with vision impairments as well as those who are learning English as a Second Language, adult new readers and people with reading and learning disabilities. The collection is comprised of books printed in a 16- or 18-point modified-serif font. Publishers once printed a very limited selection in this format. More recently the choices and appearance of large print books have greatly improved. Although many published works are still not available in large print, a wide variety of fiction and nonfiction works are now produced. Readers of large print books have interests as varied as the interests of the population in general. The collection aims to satisfy those interests through bestselling fiction (with an emphasis on mysteries, romance, science fiction and westerns) and nonfiction (with an emphasis on biographies, health, politics, history, cooking, travel, inspirational and motivational information). The collection is weeded continuously based on use.

**Library on Wheels:** The Library on Wheels (LOW) is a mobile library that visits seniors in adult day centers, retirement communities and rehabilitation facilities in San Francisco, bringing materials in multiple languages and formats to meet the diverse interests and needs of those who tend to read, view and listen for pleasure. Languages (English, Spanish, Russian and Chinese) and cultures (including the African American community) in the collection reflect the demographics of LOW's users. Books and magazines are offered in large and regular-sized print; audiobooks, music CDs, music & videos in DVD and VHS format are offered as well. Items from other Main Library collections (primarily Friends for Life and Large Print) supplement and add variety to the LOW collection. Users most enjoy best sellers, mysteries, romances, biographies, history books, and books on fitness and senior health; budding artists, activity directors at senior facilities and patrons with developmental disabilities make heavy use of the art books. The collection is weeded continuously based on use.

**Project Read:** This collection is designed to support the volunteer tutors and adult learners of the San Francisco Public Library, although those who are not enrolled with Project Read but wish to improve their own or others' basic literacy skills may also find this collection useful. The collection includes instructional resources and workbooks to aid in the teaching of basic reading and writing skills. Recreational reading materials of interest to adults, but written at a lower reading level for adult new readers, are also offered. Materials – including new editions of instructional materials – are selected to meet the needs of tutors and learners. The collection is weeded continuously based on use.

**Educational Theory:** Learning theory, learning styles and multi-sensory instruction for use by teachers and tutors working with adult learners.

**GED Test Preparation:** For individuals taking the test for the high-school equivalency General Education Diploma.

**Instructional Resources:** Basic reading, writing, grammar and comprehension skills for use by teachers and tutors working with English-speaking adults.

**Recreational Reading Materials:** Fiction, literature, social sciences, mathematics, sports, medicine and government, and other subjects of interest to adult learners written at appropriate levels.

**Resource Collection for Learning Differences:** This collection provides materials about learning differences, dyslexia and attention deficit disorder for users of all ages with learning differences, their parents, families and friends, as well as professionals and educators. Included are books about learning differences for children and teens; Spanish language materials; and materials in audio and video formats. Materials range from introductory overviews to specialized books and reference works, along with journals and newsletters from organizations and associations with an interest in learning differences. (Materials on cognitive disorders such as autism and aphasia are not included in this collection but are found in General Collections.) The collection is weeded based on significance of title, usage and maintaining existing collection strengths.

**Education:** Special education, Individualized Education Programs (IEPs), mainstream teaching, home schooling, tutoring, multiple intelligences and learning styles, classroom management, teaching strategies, learning strategies, inclusion, finding the right school, phonics, speech and language.

**Learning Differences:** Learning disabilities, auditory processing, dyslexia and reading problems, dyscalculia, dysgraphia, auditory and visual processing, sensory integration, nonverbal learning disabilities, social cognition, attention deficit disorder, gifted students and speech and language disorders.

**Parenting, Discipline, Behavior and Self-Esteem:** Homework strategies, organization strategies, advocacy, nurturing resilience, motivation and fostering self-esteem, behavior problems, discipline solutions and anger management.

<b>African American Center</b>
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The selected titles in the African American Center's reference collection act as a gateway to the Library's overall collection; it is the tip of the iceberg of the Library's holdings related to African Americans and the African American experience. Some of the Center's materials are unique within the Library, but many titles – both reference and circulating – are also accessible elsewhere in the system.

These general and reference-level materials meet the needs of the casual browser, college student and researcher. Emphasis is on the history, traditions and culture of Americans of African descent and of the African Diaspora worldwide. The collection is weeded based on significance of title, usage and maintaining existing collection strengths.

### **Art, Music & Recreation Center**

The Bernard Osher Foundation Art, Music & Recreation Center encompasses the following collections and locations:

- **Steve Silver Beach Blanket Babylon Music Center**
- **Performing Arts**
- **Sports / Recreation**
- **Visual Arts**

### **Audiovisual Center**

The Louis R. Lurie Foundation Audiovisual Center houses most of the Main Library's circulating media: videos in DVD and VHS formats; music on CD; language learning on CD and cassette; and audiobooks in several languages on CD and cassette. The collection includes feature films in several languages; selected television series; and nonfiction documentaries. New acquisition of videos is in DVD format primarily, as the Library adopts newer technologies. Audiobook formats are evolving as well; downloadable titles and those on CD are being purchased in lieu of titles on cassette. Access to the audiovisual collection is through circulation, listening and viewing stations and a weekly film program. The collection holds popular titles, reviewed and weeded continuously based on use.

**Videos:** The feature films, documentaries and television shows in the video collection provide entertainment and support lifelong learning. Nonfiction videos emphasize travel, opera, dance, film history, musical performances, cookery, fitness, 20<sup>th</sup> century history and documentaries on social issues. International films represent cinema produced around the world. The emphasis is on widely-requested Chinese, Spanish, Russian, and French language and Indian films. A large assortment of classic and contemporary television shows are collected.

**Audiobooks:** Audiobooks provide entertainment and uphold the Library's mission of supporting lifelong learning. Titles are of current and classic fiction and nonfiction, as well as college-level lectures.

**Music:** Music from all times and places includes a wide range of styles and genres – world music, rock, jazz, classical and opera.

**Language learning:** Instruction is offered for those learning English and other languages. Emphasis is on Spanish, French, Chinese and other European and Asian languages.

## Book Arts & Special Collections

The Marjorie G. and Carl W. Book Arts and Special Collections Center houses the following research collections: Robert Grabhorn Collection on the History of Printing and the Development of the Book; Richard Harrison Collection of Calligraphy and Lettering; Schmulowitz Collection of Wit & Humor and the Little Maga/Zine Collection. Holdings also include early children's books; Sherlockiana; materials by and about Robert Frost; works by and about writers associated with the literary life of San Francisco and materials documenting the Panama Canal and its effect on the West Coast. These non-circulating research collections serve bibliophiles, calligraphers, printers and bookbinders, artists, teachers and students, humorists, scholars and the general public. The Center contains primary and secondary materials in a wide variety of formats, including books, periodicals, newspapers, broadsides, ephemera, audiovisual materials and electronic resources. The Center acquires current and retrospective titles, and retains all titles and holdings with an emphasis on long-term preservation and conservation. Weeding rarely occurs.

### **Robert Grabhorn Collection on the History of Printing and the Development of the Book:**

More than 10,000 volumes, 100 journal titles, and 35,000 items of ephemera, artifacts, documentaries and materials in electronic formats supporting the study of printing, papermaking, bookbinding, typography, design and other areas of the traditional book arts; examples of almost every typeface, printer, and publisher of note from Gutenberg to the present day; early type specimens; the work of 16th century French and Italian masters; works of over 400 fine and private presses; the Max J. Kuhl Collection, the Jane Hart Collection on Book Design, and the Wilder Bentley/Archetype Press collection.

**Richard Harrison Collection of Calligraphy and Lettering:** More than 900 titles supporting the study and practice of historical and contemporary calligraphy, and 1,000 examples of modern calligraphy, including original manuscripts, broadsides, handwritten books, fine prints, limited edition books, drawings, working layouts and photographs; medieval through 17th century manuscript leaves and books and a selection of writing books, both in original and facsimile. Predominantly from the 20<sup>th</sup> century, the collection provides examples of the work of over 150 individual scribes and lettering artists from the United States and Europe. Collection includes a selection of periodicals, journals from calligraphy societies around the world, videos in VHS and DVD format, and the Lili Cassel Wronker Archive.

**Schmulowitz Collection of Wit & Humor (SCOWAH):** More than 21,000 volumes and 230 periodical titles in 35 languages, plus sound recordings and ephemera, spanning 400 years of wit and humor as represented in fairy tales, folklore, proverbs, national and ethnic humor, anecdotes, joke books, cartoon art, comic books, political satire, biography, humorous essays, monologues, plays, novels, popular entertainments, movable books, and humor studies. Works of *The New Yorker* and *Punch* writers and artists; full run of *Punch* (1841-2002); Debenham Comedy Recording Collection (over 17,000 recordings in these formats: 45s, 78s, LPS, CDs; cassettes); the personal archive of Nat Schmulowitz.

**Little Maga/Zine Collection:** Documents the Little Magazine and Zine movements of the San Francisco Bay Area. More than 1,000 titles of self-published zines, and little magazines representing almost every literary movement from the 1940s to the present; reference books, ephemera, and audiovisual resources supporting the study of the little magazine and zine movements.

## **Additional collections:**

**George M. Fox Collection of Early Children's Books:** Nineteenth century British and American children's books partially derived from the archives of the American publisher, McLoughlin Brothers (1828-1978). More than 2,000 volumes, particularly strong in early color illustrations, hand-colored, stenciled, block-printed, lithographed, and chromolithographed; small collection of wood blocks.

**Robert Frost Collection:** More than 200 volumes of inscribed first editions, ephemera and manuscript materials by and about the poet Robert Frost, who was born in San Francisco in 1874.

**Sherlock Holmes:** More than 275 volumes relating to Arthur Conan Doyle and Sherlock Holmes; includes biography, criticism, first editions and foreign translations, plus a small periodical collection.

**Panama Canal Collection:** Documents the history and opening of the canal and its dramatic effect on the development of the West Coast; more than 200 volumes plus manuscripts, newspapers, pamphlets, presidential letters, authorizations, confidential reports and ephemera.

**James D. Phelan California Authors Collection:** More than 1,500 volumes by and about writers, playwrights, and poets associated with the literary life of San Francisco, from its beginnings to the present. Includes the Eric Hoffer Collection, the Pete Winslow Archive, and the Fred Goerner Archive.

## **Business, Science & Technology Center**

The Business, Science & Technology Center encompasses the following collections and locations:

- **Business / Economics**
- **Engineering**
- **Jobs & Careers Center**
- **Mathematics / Sciences**
- **Medicine**
- **Small Business Center**
- **Technology / Household Management / Consumer**

## **Children's Center**

The Fisher Children's Center is the largest, most comprehensive children's collection in the library system. The collection is intended for children through age 13 as well as adults interested in children's literature. It contains nonfiction titles in all subjects and includes a deep juvenile fiction section which retains classic authors and titles from previous centuries as well as current popular titles. The juvenile picture story collection is extensive and contains many titles of multicultural interest. The juvenile beginning reader section is large and contains the best titles

produced for children practicing their reading skills. The folklore collection is deep and built with the intention of representing as many world cultures as possible; it contains many historic titles that are no longer in print. An extensive magazine collection includes periodicals of both general and special interest for a variety of ages and reading levels. The board book, graphic novel, music and movie collections contain popular interest titles and do not focus on historic completeness. The reference collection is extensive and intended to represent the ideal reference sources for children's librarians throughout the city. Titles in more than 50 languages are included in the collection, representing the most common languages spoken in the city as well as those spoken by smaller minority groups in the Bay Area.

Priority is given to books of current interest to children. It is the Library's goal that at least one copy of every English language title in the children's collection system-wide be held by the Children's Center. The collection also includes all magazines held system-wide as well as additional recommended titles and bound back issues of important titles such as review journals and indexed titles. Books in languages other than English are purchased from abroad as well as domestically; the size of each collection often depends on the Library's ability to find or establish a working relationship with international and U.S. vendors.

The collection is used by children, parents, teachers, budding and experienced children's authors and illustrators, library school graduate students, students of children's literature, preschool teachers, English as a Second Language adults and children, adults learning a new language, adults studying for early childhood accreditation and children's literature researchers. The collection is weeded based on significance of title, usage and maintaining existing collection strengths.

The Children's Center houses the following special collections as well:

**Early Childhood:** Current titles on parenting; early childhood education; issues surrounding children from the ages of birth to eight years.

**Effie Lee Morris Historical and Research Collection of Children's Literature:** Titles in all subjects relating to children's literature.

**Fiction and Picture Books:** books presenting ethnic stereotypes (negative or positive); local and Northern California authors and illustrators; award-winning authors, illustrators and titles; examples of current and past trends in children's literature; exceptional adaptations of classic literature which are illustrated by noted illustrators.

**Nonfiction:** books presenting ethnic stereotypes (negative or positive); examples of outstanding, notable nonfiction titles; significant library reference resources from previous decades.

**American Library Association Awards:** copies of the Newbery, Caldecott, Batchelder, Sibert, Coretta Scott King and Printz Award winners; some honor books.

**Alice in Wonderland Collection:** fiction and nonfiction titles relating to Lewis Carroll's *Alice in Wonderland*, including many illustrated editions of *Alice*; titles are in English with some in languages other than English; *Alice*-related realia.

**Beatrix Potter Collection:** most available books by and about Beatrix Potter, including editions in languages other than English; books based on Miss Potter's books; related realia.

### **Chinese Center – part of the International Center**

The Chinese Center, part of the International Center, contains books in English and in Chinese about China, Chinese culture and the Chinese in America. The collection is weeded based on significance of title and changing use.

### **Deaf Services Center – part of the Access Services Center**

The Deaf Services Center provides information to all who are interested in general and specialized information – including biographies – about hearing loss, deafness, Deaf culture, American Sign Language, prominent individuals and other associated topics. Materials in the collection are intended to appeal to D/deaf and hard-of-hearing adults, children, teens, their family members and friends, as well as to professionals in related fields. Children and teens use age-appropriate books and videos in DVD and VHS formats. Researchers, professionals and students use specialized conference proceedings, serials and vertical file material. Archival-level materials are actively sought from local and national agencies, organizations and individuals. Weeding rarely occurs.

**American Sign Language:** Introduction to and practice in ASL; Deaf history, culture, education and performance as it relates to ASL.

**American Sign Language Interpreting:** Initial process; preparation for certification and continuing education units awarded by the Registry of Interpreters for the Deaf.

**Culture:** Hard-of-hearing, late-deafened, oral deaf, D/deaf, Deaf-Blind; primarily in the United States, some foreign cultures represented.

**Education:** History of Deaf education; current U.S. educational resources for infancy through high school.

**Fiction:** Works featuring D/deaf, oral deaf, late-deafened and hard-of-hearing characters; works by deaf authors.

**History:** From the 1800s to the present.

**Language Acquisition:** From birth to age 12.

**Reading Development:** From preschool to age 12.

### **Environmental Center – part of the Government Information Center**

The Wallace Stegner Environmental Center, named after the Pulitzer Prize-winning author, seeks to inspire understanding and appreciation of the interconnectedness of life on earth. The collection contains literature concerned with core environmental issues: introductory materials on all aspects of the environment; appreciation of the natural world; conservation strategies;

consumer awareness; political activism; business techniques; directories of “green” companies and toxic and hazardous waste handling. The selection of environmental periodicals meets the need for reliable current information. The collection is closely linked to the Library’s collection of federal, state and local government documents, which include numerous proceedings, hearings, reports and informational series on environmental topics.

The Center’s collection is geared towards the interested layperson, local environmentalists, students from middle school through the undergraduate college level, and the San Francisco business community. The collection is weeded continuously based on use.

### **Filipino American Center – part of the International Center**

The Filipino American Center, part of the International Center, is designed to highlight the Filipino American experience. The Center contains material in English, Filipino and other dialects. Filipino fiction, literature and history are a significant part of the collection. The collection is weeded based on significance of title and changing use.

### **Gay & Lesbian Center – part of the General Collections & Humanities Center**

The James C. Hormel Gay & Lesbian Center, named for the local philanthropist and supporter, collects, preserves and provides access to materials on all aspects of the culture, history and life experience of members of the LGBT community. The community includes Lesbians, Gay Men, Bisexuals, Transgender, Queer, Questioning, Intersex people and other Sexual Minorities. The LGBT collection covers a broad range of subjects, including fiction, biography, nonfiction (civil rights; gender identity; gender studies and Queer theory; arts; health; etc.), and pays particular attention to the experience of people of color, the disabled, youth, the elderly, and other groups which are often marginalized within this community. The collection, national and international in scope with a primary focus on Northern California, is intended for anyone seeking information about the LGBT experience. Materials for the general San Francisco Public Library adult, teen and children’s collections are selected by the staff as appropriate. The Eureka Valley/Harvey Milk Memorial Branch maintains a large circulating collection of LGBT materials. The Gay & Lesbian Center’s collection is primarily in English; materials in international languages represent work that is important to present in its original language or that has not been translated into English. General works on LGBT topics in international languages may also be found in the International Center.

The Center collects books, periodicals and serials, directories, manuscripts, photographs, films, video, LPs (long-playing records), cassette and compact disc recordings of music and the spoken word, matchbooks, buttons, T-shirts, posters, bar cards trophies, flyers and unpublished materials such as personal papers, organizational records and other important documents chronicling the history of the LGBT community in Northern California. Among the reference collections are historically-significant pulp paperback fiction of the 1940s, 1950s and 1960s; films distributed by Frameline; and the works of Bay Area filmmakers. Many of these archival materials are housed in the San Francisco History Center to facilitate public access and research use. Additionally, selected collections of the Gay, Lesbian, Bisexual and Transgender Historical Society are housed in the San Francisco History Center to facilitate public access and research use.

The collection is weeded based on significance of title, usage and maintaining existing collection strengths.

### **General Collections and Humanities Center**

The General Collections & Humanities Center encompasses the following collections and locations:

- **African American Center**
- **Biography**
- **Chinese Center**
- **Filipino American Center**
- **Gay & Lesbian Center**
- **Generalities**
- **History**
- **International Center**
- **Languages**
- **Literature**
- **Philosophy / Religion**
- **Social Sciences**
- **Teen**

### **Government Information Center**

The Government Information Center encompasses the following collections and locations:

- **California Documents**
- **Environmental Center**
- **Government**
- **Law**
- **Patent & Trademark Center**
- **Political Science**
- **San Francisco Documents**
- **Federal Documents**

### **International Center**

The Kresge Foundation International Center provides fiction and nonfiction titles (including best sellers, popular materials and current general works) in languages other than English which cover a variety of subjects. Special emphasis is placed on providing materials in languages spoken by the larger communities in San Francisco – Spanish, Chinese, Russian and Vietnamese – as well as on more than three dozen other languages with significant demand which reflect local skills and interests. The collection serves the recreational and basic information needs of native speakers, the general public and those learning English and other languages. The collection is weeded based on use.

### **Jobs & Careers Center – part of the Business, Science and Technology Center**

The BankAmerica Foundation Jobs & Career Center's reference collection offers a centralized starting point for job seekers, students, career changers, employees and business owners looking for materials on career exploration (assessment tools; internships; apprenticeship programs; career analyses), job search resources (resume writing; cover letter writing; interviewing; networking; salary information) and professional business practices (management; skills development; work life). Circulating materials on various aspects of jobs and careers also can be found within the Library. The collection is weeded based on significance of title and changing use.

### **Library for the Blind & Print Disabled – part of the Access Services Center**

The Library for the Blind & Print Disabled (LBPD) serves San Francisco residents whose disabilities qualify them for the Library of Congress' National Library Service for the Blind and Physically Handicapped (NLS). San Francisco Public Library is a sub-regional library of the NLS and houses a current, general interest collection of their Talking Books. LBPD also offers descriptive videos in limited quantities, based primarily on availability. All descriptive videos are retained, as are the four most recent years of the NLS' collection of Talking Books. General information on blindness and on disabilities that prevent individuals from reading standard print is available in the General Collections & Humanities Center and the Business, Science & Technology Center.

**Descriptive Videos:** Popular movies and television programs with additional narration that fills in non-verbal actions, costumes, gestures and scene changes.

**Periodicals:** Popular titles in audio format; titles in audio format addressing blindness, low vision and issues related to the disability community.

**Reference:** Information about local services for people in the blind, low vision and print-disabled communities.

**Talking Books:** All of the 2,000 or so titles recorded annually by the NLS; current, popular and classic fiction and nonfiction titles; predominantly in English (plus 35 or so Spanish language titles recorded each year); geared to adults, young adults and juveniles as young as pre-kindergarten.

### **Magazines & Newspapers Center**

The Herb Caen Magazines & Newspapers Center holds thousands of current and historical magazines, newspapers, phone books and San Francisco city directories. The wealth of information found in this collection of popular periodicals and scholarly journals – which supplements and enhances all the subject areas found in the library – is used by the general public, students, researchers and genealogists. The collection is weeded based on significance of title, usage and maintaining existing collection strengths.

**Magazines:** More than 10,000 titles of which over 5,000 are current subscriptions, some dating to the 18<sup>th</sup> century; back issues of popular magazines and trade and scholarly journals.

**Current Newspapers:** More than 150 English-language newspapers from San Francisco, the San Francisco Bay Area, California, major U.S. cities; newspapers from England, Canada, Australia, India and other countries.

**San Francisco Newspapers on Microfilm:** Archival collection of San Francisco newspapers on microfilm from the mid-1800s to the present.

**Other Newspapers on Microfilm:** Past years of *The New York Times*, *Los Angeles Times*, *The Times* (London) and other major national newspapers.

**San Francisco City Directories:** From 1850 to 1982.

**San Francisco Phone Directories:** From 1899 to the present.

**National and International Phone Directories:** Current collection representing various countries and selected cities in all 50 states, with a focus on the Bay Area and California.

**Criss+Cross (Reverse) Directories:** Haines directories for San Francisco (1976 to the present) and San Mateo County (1977 to the present); current street address telephone directories for Marin County and Oakland.

#### **Music Center – part of the Art, Music & Recreation Center**

The Steve Silver Beach Blanket Babylon Music Center, a part of the Art, Music & Recreation Center, houses rare music titles from the Library's collections and a selection of the music monuments, complete works sets by major composers. The collection is weeded based on significance of title, usage and maintaining existing collection strengths.

#### **Patent & Trademark Center – part of the Government Information Center**

The Brooks Walker Patent & Trademark Center, within the Government Information Center, is one of six California libraries designated a U.S. Patent and Trademark Depository Library. The Center offers computerized searching, materials, and resources on all aspects of patents and trademarks. The collection is developed according to the requirements of the Patent and Trademark Depository Library Program (PTDLP) of the United States Patent and Trademark Office. Copyright material is acquired from the U.S. Copyright Office and commercial sources. The collection includes current and historical coverage of patents, trademarks and copyrights and serves the independent inventor, the San Francisco business community, researchers, authors, musicians, artists and others interested in intellectual property. The collection is rarely weeded (following the Patent and Trademark Depository Library Program requirements).

**Patents and Trademarks:** Complete patents from 1790 to the present; current U.S. Patent and Trademark Office forms, publications and regulations; latest editions of popular intellectual property legal guides (Nolo Press); books and journals on marketing inventions; indexes to historical patents and trademarks; Trademark Official Gazette from 1872 to the present; Annual Report of the Commissioner of Patents from 1790 to 1925 and from 1949 to 1983, and all U.S. Copyright Office forms.

#### **San Francisco History Center**

The Daniel E. Koshland San Francisco History Center contains a comprehensive, non-circulating research collection of materials covering all aspects of San Francisco, and, to a lesser extent, the San Francisco Bay Area, California and the West, from its earliest days to the present. The Center contains both primary and secondary materials in all formats, including books, manuscript and archival collections, newspapers, ephemera, photographs, slides, films and videos in VHS and DVD format, posters and broadsides, CDs and CD-ROMs, maps, architectural plans and drawings, scrapbooks, diaries and journals, oral histories and selected artifacts. Rare San Francisco newspapers – including neighborhood newspapers, international language newspapers and early city newspapers – are also part of the collection. Popular and scholarly periodicals with a focus on San Francisco reside here, too. The Center’s collection serves a wide range of patrons, from students to scholars to the general public. The Center acquires all available current and retrospective works and retains all titles and holdings, with an emphasis on long-term preservation. Weeding rarely occurs, except for condition and the addition of superior replacement copies.

**San Francisco Historical Photograph Collection:** San Francisco topics represented in more than 250,000 photographs, negatives, photo albums, slides, postcards and other works on paper, including line drawings and paintings; more than 38,000 digital images; the *San Francisco News-Call Bulletin*’s photo morgue of more than 1,000,000 photographs of San Francisco and beyond.

**Official Archives for the City and County of San Francisco:** Historical records of San Francisco’s departments and mayors in a variety of formats, including 19<sup>th</sup> and 20<sup>th</sup> century ledgers, blueprints, photographs, audiovisual materials and paper; departments represented include Police, Fire, Civil Service, Medical Examiner, Unified School District, Planning, Public Works and the Arts Commission.

**Local history:** Historical records of San Francisco organizations, businesses, neighborhoods and ethnic communities documenting the social, political and business history of the city.

**San Francisco Public Library:** Archives of the San Francisco Public Library, including the minutes from Library Commission meetings.

#### **Small Business Center – part of the Business, Science and Technology Center**

The Small Business Center’s reference collection offers a centralized starting point for small business owners and prospective entrepreneurs looking for materials on business start-up, business plans (examples to help users tailor their own plans), financing (how to obtain loans or investor funding), accounting (overviews and introductions for the business owners who do their own accounting or want to understand the processes), marketing (how-to marketing and market research guides; low-cost marketing ideas; market demographics) and operations and management (business law; human resources; leasing; e-commerce; franchising). Circulating materials for entrepreneurs also can be found within the library. The collection is weeded based on significance of title and changing use.

#### **Teen Center – part of the General Collections & Humanities Center**

The Chevron Corporation Teen Center offers titles that meet the popular interests of teenagers. The collection of books – including graphic novels – and magazines focuses on recreational reading for ages thirteen to eighteen. Paperback copies are the most popular format for all materials. (For curricular and academic needs, teenage patrons may rely on the adult nonfiction and fiction collections, as well as on juvenile nonfiction collections.) Current music and films are offered, with formats reflecting available technologies. Teen materials are offered in English, Spanish and Chinese, the most commonly-spoken languages among teens in San Francisco. Materials for the Teen Center are selected from professional review sources, San Francisco Public Library teen librarian reviews and teen patron suggestions. The collection is weeded on a continuous basis; this is of particular importance because of the ephemeral nature of teen popular interests.

## Branch Library Collections

San Francisco Public Library branches collect basic materials that meet the needs of the branch community, at adult, teen and children's reading levels. Reference materials such as dictionaries, encyclopedias, atlases, selected editions of important works, and directories and handbooks are available at each branch. Circulating materials include fiction and nonfiction best sellers, classic and literary fiction, popular nonfiction materials such as cookbooks, travel books, and current, general works on a wide range of subjects. Branch libraries also obtain materials to support student curriculum needs on such topics as California missions, science fairs and states. Branches offer a variety of magazines, newspapers and audiovisual materials such as audiobooks, CDs and DVDs. Small collections of large print books are also provided. Books not collected by a branch may be obtained through the library's request system, as well as through Link+ or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Language collections in the branches serve the needs of the bilingual and non-English-speaking communities of San Francisco with basic high interest non-English materials for adults, teens and children. Patrons learning new languages also use these collections. Book collections include current and classic fiction titles written in the native language, as well as translations of English language best sellers. Popular subjects such as cooking, computers, travel and poetry are included. Special emphasis is placed on materials which aid new immigrants in adapting to their new culture: language learning, citizenship information, educational materials, health, psychological support and motivational materials. Newspapers, periodicals and audiovisual materials are also provided in the native language. Language collections are typically placed in branches when the language population reaches a level of 10% of the community. Language collections are collected at small, medium, and large levels. Small and medium collections are predominately circulating materials. Small collections range from 200 to 1000 volumes. Medium collections contain 1000 to 4000 volumes. Large collections, over 4000 volumes, include several encyclopedias and extensive reference collections. The largest branch language collections are: Chinese, at Chinatown Branch, Spanish, at Mission Branch, Japanese, at Western Addition Branch, and Russian, at Richmond Branch. The International Center at the Main Library is a system-wide resource with materials in 40 languages.

Materials of ethnic and community interest are collected in branches with large international language collections, or large representative ethnic or community groups. These collections include circulating and reference materials in English that focus on the countries and cultures of specific language communities and ethnic or community groups. The materials include customs, history, biography, arts and culture of countries of origin, and the experiences of specific ethnic or community groups in the United States. The major Interest Collections are: African-American Interest at Bayview Branch, Chinese Interest at Chinatown Branch, Filipino Interest at Excelsior Branch, LGBT Interest at Eureka Valley / Harvey Milk Memorial Branch, Japanese Interest at Western Addition Branch and Latino Interest at Mission Branch. The Main Library provides similar collections in the African American Center, Chinese Center, Filipino American Center, and Gay and Lesbian Center.

Many branch libraries keep a file of information that is pertinent to their communities. Neighborhood files may contain clippings from local newspapers and magazines, pamphlets, brochures, photographs and ephemera related to the neighborhood that directly surrounds the branch library. Each branch library collection of neighborhood files varies in size and scope

according to the needs of the community and the availability of resources. A research collection covering San Francisco history, including aspects of many neighborhoods, can be found in the San Francisco History Center at the Main Library.

During the Branch Library Improvement Program, bookmobile service will be provided to the communities whose libraries have closed. Bookmobile collections are mainly popular materials including books and audiovisual items. Collections are primarily in English but will include language materials, if relevant to the communities served. Alternate sites may be used to provide library services and collections. Expanded collections of high interest or language materials may also be placed at neighboring branches to meet community needs.

### **Anza Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Anza Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Anza Branch has medium sized collections of Chinese and Russian language materials.

### **Bayview / Anna E. Waden Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Bayview Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Bayview / Anna E. Waden Branch also has a collection of materials by and about African Americans. Additional research materials can be found in the African American Center at the Main Library.

Bayview / Anna E. Waden Branch has a medium sized collection of Chinese language materials and a small collection of Spanish language materials.

### **Bernal Heights Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Bernal Heights Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system,

Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Bernal Heights Branch has a medium sized collection of Spanish language materials.

Bernal Heights Branch has a neighborhood history file.

### **Chinatown Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Chinatown Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Chinatown Branch has a large Asian Interest collection in English which covers China, Chinese culture and the Chinese in America. Additional research materials are available in the Chinese Center at the Main Library.

Chinatown Branch has a large collection of Chinese language materials and a medium sized collection of Vietnamese language materials.

Chinatown Branch has a neighborhood history file.

### **Eureka Valley / Harvey Milk Memorial Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Eureka Valley Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Eureka Valley / Harvey Milk Memorial Branch has an LGBT Interest collection that includes materials on the culture, history and life experience of the LGBT community: Lesbians, Gay Men, Bisexuals, Transgender, Queer, Questioning, Intersex people and other Sexual Minorities. Additional research materials are available in the James C. Hormel Gay & Lesbian Center at the Main Library.

### **Excelsior Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Excelsior Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs.

Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Excelsior Branch has a medium sized collection of materials by Filipino authors and of Filipino interest in both English and Tagalog. Additional research materials are available in the Filipino American Center at the Main Library. Excelsior has a large collection of Chinese language materials and a large collection of Spanish language materials.

Excelsior Branch has a neighborhood history file.

### **Glen Park Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Glen Park Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Glen Park Branch has a medium sized collection of Chinese language materials and a small collection of Spanish language materials.

### **Golden Gate Valley Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Golden Gate Valley Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Golden Gate Valley Branch has a local neighborhood history file.

### **Ingleside Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Ingleside Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Ingleside Branch has a medium sized Chinese language collection.

Ingleside Branch has a neighborhood history file.

### **Marina Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Marina Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Marina Branch has a small collection of Chinese language materials.

### **Merced Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Merced Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Merced Branch has a medium sized collection of Chinese language materials and a small Russian collection.

Merced Branch has a neighborhood history file.

### **Mission Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Mission Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Mission Branch has a large Latino Interest collection of circulating and reference books which highlight the history and culture of Latin American countries and the history and influence of Latino cultures in the United States. Additional research materials are available in the International Center at the Main Library.

Mission Branch has a large Spanish language collection and a medium sized Chinese language collection.

Mission Branch has a neighborhood history file

Mission Branch has a photographic history archive collected from neighborhood residents as part of the Shades of San Francisco Project.

### **Mission Bay Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Mission Bay Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Mission Bay Branch has a medium sized collection of Chinese language materials, a small collection of Russian language materials, and a small collection of Spanish language materials.

### **Noe Valley / Sally Brunn Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Noe Valley Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

### **North Beach Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, North Beach Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

North Beach Branch has a small collection of information by and about writers from the "beat" era. Additional research materials can be found in the San Francisco History Center in the Main Library.

North Beach Branch also has a large Chinese language collection.

### **Ocean View Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Ocean View Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials

are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Ocean View Branch has a medium sized collection of Chinese language materials.

Ocean View Branch has a photographic history archive collected from neighborhood residents as part of the Shades of San Francisco Project.

### **Ortega Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Ortega Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Ortega Branch has a medium sized Chinese language collection and a small Russian language collection.

### **Park Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Park Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Park Branch has a neighborhood history file.

### **Parkside Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Parkside Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Parkside Branch has a large collection of Chinese language materials and a small collection of Russian language materials.

### **Portola Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Portola Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Portola Branch has a medium sized collection of Chinese language materials.

### **Potrero Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Potrero Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Potrero Branch has a small Chinese language collection.

Potrero Branch houses part of the Potrero Hill Archives Project which was started in 1986 to record oral histories of Potrero Hill residents and gather old photographs of the neighborhood. During the branch renovation, this collection will be available in the San Francisco History Room.

### **Presidio Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Presidio Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

### **Richmond / Senator Milton Marks**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Richmond Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Richmond / Senator Milton Marks Branch has a large collection of Chinese language materials, a large collection of Russian language materials, a small collection of Vietnamese language materials and a small collection of Korean language materials.

### **Sunset Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Sunset Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Sunset Branch has a large collection of Chinese language materials, a medium sized collection of Russian language materials and a small collection of Vietnamese language materials.

Sunset Branch has a photographic history archive collected from neighborhood residents as part of the Shades of San Francisco Project.

### **Visitacion Valley Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Visitacion Valley Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Visitacion Valley has a medium sized Chinese language collection.

### **West Portal Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, West Portal Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

West Portal Branch has a large collection of Chinese language materials and a small collection of Russian language materials.

## **Western Addition Branch**

San Francisco Public Library branches collect materials that meet the needs of the branch community. Like all branch libraries, Western Addition Branch offers high interest books at adult, teen and children's reading levels. Basic collections of fiction, nonfiction and reference materials are available. Branches also offer a variety of magazines, newspapers, audiobooks, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, Link+, or interlibrary loan. Most of the library's large collection of electronic resources is accessible from all branch locations and online 24 hours a day at [www.sfpl.org](http://www.sfpl.org).

Western Addition branch has a Japanese interest collection in English and an African American interest collection. Additional research materials are available in the International Center and the African American Center at the Main Library.

The Western Addition Branch has a large Japanese language collection and a small Russian language collection.

Western Addition Branch has a photographic history archive collected from neighborhood residents as part of the Shades of San Francisco Project.

## Children's Collections

The children's collections are intended primarily for children from birth through age 13. These collections include fiction and the entire Dewey range of nonfiction. Books and other formats such as periodicals, DVDs and CDs are collected. Older formats such as VHS, CD-ROM and audiocassette are disappearing as newer technologies make them obsolete.

While children are the primary users of these collections, teens and adults also use them. Parents, teachers, budding and experienced children's authors and illustrators, library school graduate students, students of children's literature, preschool teachers, adults and children learning a new language, adults studying for their early childhood accreditation, and children's literature researchers all find much to use here. Popular interest topics, children's classics, materials with great child-appeal and materials needed by children to complete school assignments comprise the majority of these collections. Multiethnic and gay-friendly books are purchased heavily to reflect the interests of this diverse community and to meet education-related requests in this area. The Library relies on parents or guardians to decide what is appropriate for their family to read or view. Works by local authors and illustrators are considered, applying the same criteria that is used for all other children's materials.

Most materials are examined by at least one children's librarian before they are purchased. Very few titles are purchased "sight unseen," solely based upon written professional reviews. This reflects the expectation that a children's librarian will be able to make specific and tailored reading, viewing and listening recommendations to children of many ages and reading levels.

### Children's Board Books

This collection consists of books with sturdy, laminated cardboard or plastic pages. Selected especially for babies and toddlers, this format is important in introducing books to the youngest child. These titles have clear, uncluttered drawings or photographs and are wordless or accompanied by very brief text.

This collection has very high usage and wears out quickly. Many titles have a short life in print and will not be replaceable after they are withdrawn. They are intended for babies, toddlers and preschoolers. Selection and duplication will depend on budget, the number of young children in a neighborhood and other population characteristics. The collection is built to meet current needs only.

### Children's Picture Books

Picture books are often the child's first introduction to books. They are usually written for pre-readers and beginning readers and are typically shared with the child by an adult. Illustrations play an especially large role in picture books, and consideration is given to both the text and illustrations and how the union of the two makes an integrated whole. Illustrations in picture books should extend and interpret the story, supplying what paragraphs of words in a novel do for older readers. The inclusion of non-stereotypical illustrations is especially important because of the lasting impressions that can be made by illustrations. Picture books intended for older children (ages eight and up) is a subgroup also purchased and placed in this section. These books can be distinguished by their greater sophistication and higher reading level. Picture books are selected individually for literary quality, quality of the illustrations, and subject appeal. As the picture book collection is typically a very large part of children's collections

throughout the Library, and has high circulation, multiples of especially good books are purchased. Classic and older titles are purchased continually to retain depth.

### **Children's Readers**

Readers are written for the beginning reader, using a controlled vocabulary. Children learn to read at different chronological ages, but usually, within the range of five to eight years, they begin to decode words and start to read by themselves without adult help. Readers help a child to practice the skill of reading and decoding while controlling the frustration level. Readers have large print, ample white space, illustrations and large margins. Pre-primers, basal readers and textbooks are not collected.

Readers are selected individually for literary quality, attractive illustrations and subject appeal. The number of readers published is small, so purchasing is often done in multiples. This collection is meant to meet current needs. Classic and older titles are purchased continually to retain depth. Nonfiction readers are also purchased. They are classified in their subject areas unless their content is too general to be useful in a nonfiction collection.

### **Children's Fiction**

Fiction books, or novels, make up a significant part of the children's circulating collection in all libraries. Fiction books are those written for the child who has the reading skills, attention span, ability to form mental images and the capacity to enjoy longer, more detailed stories. These books range from the easiest chapter books (designed for younger readers ready to make the transition from heavily-illustrated beginning readers) to sophisticated fare for younger teen readers. The range of fiction includes realistic stories, fantasy and science fiction, animal stories, historical fiction, mystery and adventure, and sports stories. The collection includes titles popular with today's children, recreational reading and school-assigned classics.

Fiction is selected individually using the same criteria used to evaluate adult fiction: consideration of theme, plot, characterization, setting, and style. Good fiction offers an appealing story, smoothly told, with freshness and originality. Positive racial, ethnic and sex role representation are important factors for consideration, as are appropriateness of length and format for the intended age level. Series, which are often formulaic, are sometimes evaluated individually, but are more often selected for their popularity with children. The Library acknowledges that there are many more series than can practically be purchased. Many series are treated as ephemeral and are purchased in paperback format only. Duplicate copies of classics and other titles that appear on school reading lists are also frequently purchased in paperback format, to supplement hardcover editions. As a general rule, abridged or adapted editions of classic fiction works are not collected.

### **Children's Graphic Novels**

Graphic novels are fictional works that are unique in their pictorial presentation of the story line. This collection has grown dramatically in recent years.

Graphic novels are selected for their quality of illustrations, story line and popularity. This ephemeral collection is constantly changing as reading tastes change. It is geared toward children ages six through thirteen. There is no effort to collect deeply or broadly, but rather to keep a popular reading collection that is responsive to readers' preferences.

### **Children's Magazines**

The children's periodicals collection offers a wide range of age and subject appeal to attract readers and to complement the book collection, especially in areas of current popular interest. Magazines also reflect the many diverse cultures, languages and interests of San Francisco's children. Included are general interest, literary and special interest titles on a variety of reading levels. Periodicals dealing with children's literature and the review of children's materials are also included. Some of these are purchased as reference materials for the use of children's librarians.

Significant children's magazines are indexed in *Readers Guide to Periodical Literature* or *Children's Magazine Index*. A number of these are bound and housed in the Main Library Children's Center. These include magazines that teachers often request (such as *Plays*) and magazines of multicultural interest (such as *Faces*) or historical interest (such as *Boys' Life* and *St. Nicholas*). Each library tries to maintain magazine issues for one year. If space and physical condition permit, back issues may be kept longer. Periodicals for children in languages other than English are purchased depending on availability and need. While most magazines are in print format, selection is not limited to this format. Magazine titles are reevaluated annually.

### **Children's International Languages**

Fiction and nonfiction titles in languages other than English are collected with an emphasis on picture stories, easy-to-read fiction titles, single, illustrated folk tales, popular subjects and picture dictionaries. The Library strives to collect books published in the country where an international language originates in order to preserve cultural authenticity in storyline and illustrations. Books published in the United States and translations of popular English-language titles are also collected. The collection represents the most common languages spoken or studied in San Francisco. Small collections of Chinese and Spanish language materials are available at all libraries. In-depth collections of language materials in Chinese, Japanese, and Spanish are collected at Chinatown Branch, Western Addition Branch, and Mission Branch, respectively. Small collections of language materials in Russian and Vietnamese are collected at the Main Children's Center. Other languages are represented in branches as needed or requested. More than 50 languages are represented in the Main Library Children's Center, and more challenging or in-depth materials are also collected there, including a reference collection of basic dictionaries. Collections are comprised mainly of books, but periodicals and audiovisual materials are also represented.

Users of the International Languages collection include children and adults who are more comfortable reading in their native languages or who are learning, or hoping to maintain their reading ability, in another language, as well as teachers and students of English as a Second Language and other languages. Changing population patterns are taken into account in developing and maintaining language collections. Books in international languages may be borrowed by branches from the Children's Center for use on a short-term or long-term basis.

### **Children's Nonfiction**

**j001-j099:** This area contains materials on general topics, library services to children, children's literature and general encyclopedic works. This collection focuses on guides to outstanding children's materials, critiques of children's materials, and bibliographic tools, such as *A to Zoo: Subject Access to Children's Picture Books*, all of which assist librarians, parents and teachers in selecting appropriate materials for children. Since this area includes many reference tools, non-circulating items usually outnumber those that circulate. Almanacs, books of facts, world record books and books of quotations, all popular with children, are also included.

Emphasis is placed on reference tools, such as *Children's Catalog* and *Best Books for Children*, so that children's librarians can do in-depth research for parents and teachers as well as for assessing their own collections. An effort is made to acquire the latest editions of children's services research tools and encyclopedias. General encyclopedias are essential resources in this area. Libraries regularly circulate one to four sets in addition to retaining a current set for reference purposes. No general encyclopedia older than five years is retained. Titles about the internet are kept only if current, with no attempt to retain titles of historical interest.

**j100-j199:** This area contains materials on psychology, philosophy, the occult, death and grieving, and ethics.

A well developed circulating collection on the occult is necessary to meet continual demand. Materials on witchcraft, ESP, and optical illusions are especially popular and require constant refreshment. Titles on ethics, behavior and feelings, and topical issues such as animal rights are kept up to date to reflect current thinking.

**j200-j299:** This area contains materials on religions of the world and mythology. Greek myths are perpetually in high demand and multiple circulating and non-circulating titles are purchased. Emphasis is placed on collecting broadly in non-Western religions, especially those practiced in San Francisco. Illustrated Bibles and bible stories also figure strongly in this section.

**j300-j399:** This area contains materials on storytelling, children's rights, conflict resolution, ethnic groups in America, family structures in society, women's and civil rights history, education, labor, law and politics, environmental issues, public safety and services, standardized test preparation books, money, holidays and customs, etiquette, weapons, and costume and clothing history. The trend has been to increase the number of circulating titles as more works are published on these topics than previously.

The collection of African American, Asian American and Latino titles is broad and is used to support class assignment requests. Many titles, once no longer current, are moved to the Effie Lee Morris Historical Collection. The storytelling collection is aimed at adults who want to tell stories to children. Multiple circulating copies of holiday materials are purchased for a wide variety of holidays. Special attention is made to include holidays of particular importance to San Franciscans, such as Chinese New Year and Cinco de Mayo. Mummies and pirates are popular topics, and these areas need constant refreshment.

**j398:** This area contains fairy tales, myths, legends, folklore, nursery rhyme collections, and proverbs.

This collection is quite broad and deep. Effort is made to locate and purchase folklore from the many ethnic groups represented in San Francisco, with care given to include those from non-European countries. Current children's folklore collections tend to have richer, more colorful illustrations than past collections, but a priority is also placed on retaining older titles that are classics (such as collections by Courlander, Colum, Grimm, Pyle), or that allow us to have as many renditions or translations of a tale as possible.

**j400-j499:** This area contains language titles. Focus is on titles that are designed for children learning languages, including those learning English. Grammar and writing for homework are also collected. Dictionaries and thesauri are bought for both circulating and reference.

Special attempts are made to collect language-learning materials that reflect the many languages spoken in San Francisco. Emphasis is also placed on purchasing language-learning materials to support those immigrant children who are learning English. Non-print formats are preferred, where available, as they are proven to be especially effective in learning a spoken language. Sign language titles are also purchased, although the Deaf Services department maintains the most in-depth collection in this area.

**j500-j599:** This area focuses on the natural and pure sciences including science experiments, the history of science, seasons, mathematics, astronomy, time and calendars, physics, chemistry, geology, weather, biology, botany and zoology. It is one of the most-used sections of the nonfiction collection. This area does not include textbooks, but rather books that will be helpful to students wishing to improve their math and science skills.

Children in elementary and middle school heavily use this area to complete their science homework. This section also contains many topics that are very exciting to children, such as dinosaurs, snakes, insects, sharks and wild mammals. As a result of its great popularity, this collection needs constant attention to insure that current titles that reflect the ever-expanding knowledge in the sciences are included. Most books should not have a copyright date over ten years, since it is critical to make a child's first exposure to science as accurate as possible. Of course, the goal of complete accuracy is not always met, as new discoveries are constantly being made that affect the information in current books. Topics such as dinosaurs and astronomy require constant updating because not only are they popular, but information about them is constantly changing.

**j600-j699:** This area contains titles on inventions, how things work, technologies such as bridges, means of transportation, robots and computers, farming, gardening, pet ownership, food and cooking, diseases, health and the human body, puberty and reproduction.

Attention is placed on keeping technology and health books as current as possible. Pets and pet care is a very popular section and requires constant updating. The cooking section focuses on international cuisines as well as on American historical and classic cooking. An effort is made to acquire materials about AIDS and AIDS prevention. Regular weeding is imperative to keep the health and illnesses collection accurate. An increased demand for information on birth and reproduction suitable for younger children has recently been met by publishers, allowing the Library to provide more books with straightforward information for this age group and their parents.

**j700-j799:** This area contains materials on the fine arts (such as music, sculpture and painting) and folk arts, as well as on theater, dance, photography, architecture, riddles, and sports and games.

The Library has developed an in-depth collection in the fine arts, focusing not only on the Western masters, but also on art from around the world. Attention is given to music titles because of an ongoing collaboration with the San Francisco Symphony Education Department. The music collection has great depth in its collections of children's songs, many of them folk songs from around the world. An emphasis is placed on collecting materials on local sports

teams and players as well as local performers, when available. Emphasis is also placed on arts and handicrafts (especially origami and drawing), riddles and finger games. Books on popular sports need constant replacement. Due to their short-lived popularity, biographies of many athletes and music stars are purchased in paperback editions when available.

**j800-j899:** This area contains children's literature, poetry collections (including older editions of nursery rhymes), and international and Native American literatures. Books about writing and illustrating children's books are also in this area.

Emphasis is placed on poetry. An effort is made to represent the rich variety of international literature in the best possible translations. Multiple copies of popular poetry titles by Jack Prelutsky and Shel Silverstein are purchased annually. Quality adaptations of Shakespeare's plays are also collected. As a general rule, abridged or adapted classic fiction works are not collected.

**j900-j999:** This area includes history from ancient times to the present, geography, explorers, collective biographies, country studies, state books, as well as California interest and San Francisco interest titles.

Special effort is made to find both circulating and reference titles on California Indians and California missions. These materials are in constant demand for school assignments. Books about countries of the world are purchased and not retained when they are over ten years old. Books about individual states of the United States are purchased frequently and constantly updated to make sure that no book is over ten years old. Children's atlases are also discarded when they are over ten years old. American history is a much used section, and all periods of this history are represented in the collection. Care is taken to avoid materials that present stereotypical views of other countries and cultures and to withdraw titles that have stereotypes. A large part of this collection reflects current school curriculum. Biographical information about children's authors and illustrators, and collective biographies of people from various ethnic groups, are important parts of the reference collection, and more of this information is now purchased in an electronic format.

**jBiography:** This area contains biographies of historically important, currently significant, and historically overlooked people.

Biographies are a consistently requested topic since many grade levels at many school have required assignments on the lives of significant people. Thus, this section is updated constantly, though older titles are retained unless they become factually incorrect. An attempt is made to select more biographies for the youngest readers since requests for them continue to increase. Special effort is made to find biographies of people who represent the many different ethnicities of communities served by the Library. High demand subjects include explorers, presidents of the United States, and Martin Luther King, Jr. Fictionalized or undocumented biographies are not purchased. Biographies of musicians, composers, artists and sports figures are cataloged as j700s.

The media collection consists primarily of DVDs and CDs. The children's DVD collection includes educational television programs and children's movies (educational as well as popular, box office titles). Children's audio encompasses literary works, folktales, drama and music.

This collection is very popular and circulates heavily. It requires constant refreshing to compensate for loss and damage. Much effort and money is spent to replace copies of popular materials, such as Disney movies, which are often unavailable for purchase for many years at a time. Videocassettes and audiocassettes are no longer purchased, and this format is slowly disappearing from Library holdings. Attempts are made to purchase movie adaptations of quality children's books as well as original works of quality that are produced for children. No attempt is made to collect most commercially produced, current children's television programs nor compilations of such programs from previous decades. The music collection is collected in greater depth in works for younger children as well as in titles that will be useful for librarians planning lapsits and storytimes. Audio renditions of classic and popular children's fiction are collected, as are audio versions of children's readers (which assist children in their mastery of reading). Audio versions of picture books are also collected. Very little audio nonfiction is collected, except for folktale compilations, since they bring the spoken tradition to life in a way that books cannot.

### **Children's Software**

The children's software collection is a small group of computer programs aimed at educating and entertaining children. Most programs are Windows-based and available as CD-ROMs.

The children's software collection is small and shrinking, collected on a very limited basis. The collection focuses on nonviolent games as well as learning products, and is intended for children ages four through 13. Rapid technological changes make it likely that this collection will disappear as more children's software is replaced by Internet-based programs, downloadable web sites, and smaller computer platforms.

### **Early Childhood and Parenting**

This collection contains titles intended for parents and teachers of young children (up to age eight). Some of these books are also collected in the adult department, but the children's collection is more focused on items that are useful for teachers, home schooling parents and parents interested in education.

This collection has a rather limited scope and is not intended to be exhaustive on the subject of early childhood issues. There are a small number of titles on pregnancy, birth and children's health, though these topics are also included in the j600s. The early childhood and parenting collection focuses on issues addressed by most parents and on subjects (such as phonics and classroom projects) studied by teachers of younger children. There are some titles on behavior and learning issues that typically occur during early childhood. This collection does not contain education textbooks. Areas devoted to early childhood and parenting materials are increasing in size as many children's departments are placing these collections near the books for younger children in order to aid parents and caregivers in conveniently locating these materials in the same area of the library.

## **Teen Collections**

The teen collections support recreational reading for ages 13 through 18. High interest, popular materials are collected from the entire Dewey range. For curricular and academic research, teen patrons may rely on the adult and children's collections. Materials are selected from professional review sources, reviews by San Francisco Public Library teen librarians and suggestions by teen patrons. Fiction and nonfiction are collected in audio, video, and print formats. Materials are collected to reflect the major demographics of the city. The collections are maintained on a continual basis. This is of particular importance because of the ephemeral nature of teen popular interests.

### **Teen Fiction**

This area of the collection emphasizes popular fiction, recreational reading, and school-assigned classics.

The browsing appeal of fiction materials varies greatly. Popular recreational titles have great appeal to teen patrons and their high visibility in the teen section is a major attraction to the target population. Materials found in the teen fiction collection may include titles found in both the adult and juvenile fiction collections, along with titles that are unique to the teen fiction collection.

### **Teen Graphic Novels**

Graphic novels are fictional works unique in their pictorial presentation of a story line. Graphic novels are selected for the quality of their illustrations and writing, as well as for their popularity. This collection is constantly changing because of demand.

### **Teen Magazines**

The teen periodicals collection offers a wide range of subjects to encourage teens to become recreational readers. This circulating collection reflects the current popular interests of teens.

Magazines are selected to represent a variety of teen interests and to complement the book collection. Special attention is paid to magazines dealing with teen music and popular culture. The collection reflects San Francisco's cultural diversity, with care given to acquiring teen magazines in several languages. Magazine titles are reevaluated every year. Back issues are retained for up to one year, depending on condition.

### **Teen International Language Fiction and Nonfiction**

This area of the collection emphasizes popular fiction in Spanish and Chinese. These are the two most common languages spoken by teens in the City.

Materials in this area will range from those appropriate for reluctant readers and those with low reading ability to those appropriate for the advanced high school senior. Collection size varies at each location, depending on the language needs of the surrounding population.

## Teen Nonfiction

**Teen 001-099:** This area contains standard non-circulating bibliographies and reference books about library services for teens. This collection's primary use is to provide reference materials for librarians working with teens and teen materials.

**Teen 100-199:** This area contains materials on thoughts and feelings, philosophy, the occult, death and grieving, and ethics. Materials in this area require constant refreshment because of the popularity of these subjects.

**Teen 200-299:** This area contains materials on mythology, world religions and the origins of religion.

Because much of this subject area is curricular, not popular, in nature, most of the teen patrons' needs and interests in this area are provided for in the adult and children's collections.

**Teen 300-399:** This area contains materials on teen rights, ethnic groups in America, family structures in society, civil rights history, education, money, holidays and weapons. It also includes materials on social issues which affect teens such as racism, prejudice, drugs and addictions, abortion and sexual orientation. Also included are books on career guidance, the SAT and standardized tests, and college and university guides, although most of these materials are purchased and shelved in the adult collections.

**Teen 400-499:** This area contains titles on language and includes titles for teens learning English and other languages. Grammar and writing guides useful for homework assignments are also collected. Dictionaries and thesauri are included both for circulating and reference.

Because much of this subject area is curricular, not popular, in nature, most of the teen patrons' needs and interests in this area are provided for in the adult and children's collections.

**Teen 500-599:** This area contains the natural and pure sciences including mathematics, chemistry, science experiments biology, botany and zoology, and it is one of the most-used sections of the nonfiction collection. This section does not include textbooks, but does focus on homework and study skills in the listed subject areas.

Because much of this subject area is curricular, not popular, in nature, most of the teen patrons' needs and interests in this area are provided for in the adult and children's collections.

**Teen 600-699:** This area includes materials on reproduction, human development and maturation, teen pregnancy and childbirth, birth control, substance abuse and sexually transmitted diseases.

An effort is made to acquire current materials about reproductive health and education, as well as teen parenting. Regular weeding is imperative to keep the collection accurate.

**Teen 700-799:** This area contains materials on such popular culture subjects as radio, television, movies, music, and sports.

It is especially important to update this collection continually, since many of the subjects lose currency anywhere from one to five years after ordering.

**Teen 800-899:** This area contains literature and poetry collections.

**Teen 900-999:** This area includes history from ancient times to the present and geography.

Because much of this subject area is curricular, not popular, in nature, most of the teen patrons' needs and interests in this area are provided for in the adult and children's collections.

### **Teen Biographies**

Materials include individual biographies of people who are of specific interest to teens. These might include biographies in the sports and entertainment fields, biographies of writers significant to teens, or biographies of young adults themselves.

This is a prime area for the inclusion of high-interest, low reading level materials to entice reluctant readers to the collection.

### **Teen Media**

The media collection consists of DVDs and CDs with teen appeal. The teen DVD collection includes television programs (educational subjects as well as popular series titles), teen movies (educational subjects and popular box office titles) and anime films. The teen CD collection includes audio versions of literary works, both classic and contemporary, as well as music. The collection is very popular and must be constantly refreshed to compensate for loss and damage.

Music is the heartbeat of teen culture. Having currently popular CDs available for circulation greatly enhances the teen collection. Damage and theft are major issues in this collection, with significant funds allotted for replacing copies of popular materials. The music collection reflects teen interests in the past one to five years. As with other areas of the collection, the CD collection is kept fresh and current, with an awareness of the teen music world.

The teen collections support recreational reading for ages 13 through 18. High interest and or popular books and other formats, such as magazines, CDs, and DVDs, are collected from the entire Dewey range. For curricular and academic research, teen patrons may rely on the adult and children's collections. Materials are selected from professional review sources, reviews by San Francisco Public Library teen librarians and suggestions of teen patrons. Fiction and nonfiction are collected in audio and print formats. Multi-ethnic subject materials and materials in many languages are collected to reflect the major demographics of the city. The collections are maintained on a continual basis. This is of particular importance because of the ephemeral nature of teen popular interests.

## **Electronic Resources Collections**

Electronic resources consist of content that is stored and displayed digitally and accessed via computers and other electronic devices. These resources are often referred to as databases, or as online or digital content, resources or media.

The Library collects a variety of electronic resources that may include some or all of the following: full-text magazines, newspapers, journals and other periodicals, reference sources, indexes, abstracts, images, electronic books and electronic media. With the electronic collection the Library aims to extend access to library information, regardless of location. Patrons can access these collections within or beyond the actual, physical facilities of the Library. The electronic format enables increased usability of library resources, allowing expanded searching and interactivity. This format also increases depth and breadth of the collection system-wide, alleviating the need to purchase multiple copies of some print resources.

These collections are used by library staff and patrons in the Main Library and the branches, as well as outside the Library. Some electronic resources are shared with other California library systems. When selecting electronic resources, librarians must consider the following in addition to the selection criteria for the collection at large:

- Content output options
- Coverage
- Ease of use
- Feedback on database trials
- Number of simultaneous users
- Ownership of content
- Possible impermanence of the technology
- Relationship of the resource to the print collection
- Remote access
- Technical supportability
- Usage statistics

Because electronic resources are an ever-changing medium, they must be evaluated on an ongoing basis.

# Selection and Maintenance

## San Francisco Public Library Collection Levels

**1 – Basic Collection** – Provides an introductory overview. Includes basic reference materials, such as dictionaries, encyclopedias, selected editions of important works, historical surveys, bibliographies, handbooks and a few major periodicals. Librarians acquire best sellers, other popular materials and a few current, general works on a subject. The collection is weeded continually based on use.

**2 – Support Collection** – Provides all of Level 1 plus general coverage and understanding of a subject. Encompasses a wide range of representative works including some advanced titles per topic. Librarians acquire reference works, bibliographies and secondary works relating to the particular subject. The collection is weeded based on significance of title and changing use.

**3 – Resource Collection** – Provides all of Level 2 plus broad, current, in-depth and retrospective coverage to meet an extensive range of use by public library patrons. Includes the available substantive works on the subject with an emphasis on currency. Librarians acquire all important reference works, a wide selection of specialized books and an extensive collection of journals. The collection is weeded based on significance of title, usage, and maintenance of existing collection strengths.

**4 – Comprehensive Collection** – Provides all of Level 3 and encompasses the full range of use for public library patrons, from introductory works for acquiring general knowledge to primary resources for conducting historical research. Librarians acquire all significant and available current and retrospective works for comprehensive coverage of a defined and limited field. All titles and holdings are retained in a non-circulating collection with an emphasis on preservation. Weeding rarely occurs.

LEVEL		Current and popular	Classics and significant titles	Retrospective materials if ongoing demand	Retrospective materials for resource level	Comprehensive purchasing and retention
<b>0</b>	<b>Not collected</b>					
<b>1</b>	<b>Basic</b>	collect				
<b>2</b>	<b>Support</b>	collect	collect	collect		
<b>3</b>	<b>Resource</b>	collect	collect	collect	collect	
<b>4</b>	<b>Comprehensive</b>	collect	collect	collect	collect	collect

## **Responsibility for Selection**

Final responsibility and authority for selection rests with the City Librarian or designee, who operates within the framework of the policies adopted by the San Francisco Public Library Commission.

## **Selection Criteria**

In keeping with the Mission Statement and the Collection Development Policy of the San Francisco Public Library, selection criteria include:

- suitability for meeting the needs of the community
- appeal to the interests of the community
- artistic excellence
- literary merit
- local interest
- technical quality
- quality of presentation
- reputation and significance of the author, generally and in the local community
- accuracy
- authoritativeness
- objectivity
- reviews in the professional and popular media
- originality of thought
- permanent value
- popular demand
- relation to existing collections and other material on the subject
- inclusion of title in standard or special bibliographies or indexes
- skill, competence and purpose of the author
- budget, cost and space considerations
- contemporary significance and current usefulness
- suitability of physical form for library use
- availability of materials at other libraries
- availability of materials online

## **Suggestions for Purchase**

If you want to suggest a title that the Library does not have, you may suggest books and other library materials and resources by using the online form or by using a paper suggestion form available at all branches and the Main Library. The Library welcomes your suggestions and they are given serious consideration. Because of the volume of suggestions received, staff is unable to notify you about a decision. We encourage you to check the catalog periodically. Link+ or interlibrary loan may be the quickest way to obtain the books you want.

Selection Criteria are used by library staff when evaluating materials for the collections.

Please don't hesitate to ask for help by contacting a librarian. Librarians may be able to help you find either the exact title that you want or related titles.

## Gifts of Money and Materials

San Francisco Public Library accepts gifts of money to enhance library services through the provision of additional materials and services, as well as non-cash gifts of books and other materials. Gifts of money are the management responsibility of the Library's Finance Officer and the Office of the City Librarian. The Office of the City Librarian, in coordination with the Chief of Branches, the Chief of Main, the Chief of Communications, Collections and Adult Services and the Chief of Children and Youth Services, has ultimate responsibility for decisions regarding what gifts will be accepted.

### Cash Gifts:

- Gifts of cash generally fall into three categories (Please refer to the *San Francisco Public Library GIFT RECORD* form):
  - **For books and other materials for the collection:** This is a gift of cash made specifically for the purpose of buying books and other library materials (e.g., CDs, DVDs, periodicals, etc.) for the collection. Donors may designate the gift for a specific branch library, the Main Library, or they may designate the gift for general use (either Branch Library System or Main Library). Donors may also specify whether the gift is for adult materials or children/youth materials.
  - **For specific program support:** This is a gift of cash for specific program support (excludes books and materials for the collection, covered in #1 above). Donors may designate the gift for a specific branch library, the Main Library, or they may designate the gift for a specific program purpose (e.g., Project Read, Children's Bookmobile, etc.). Donors must specify how they want the funds used.
  - **For general library support:** This is a gift of cash for general program support. Donors may designate the gift for a specific branch library, the Main Library, or system-wide support. The City Librarian will determine the best uses of these funds. Donors do not specify how funds will be used.
- Donors of \$25 or more may request that bookplates acknowledging their gifts be affixed to books whose purchase was made possible by their gifts.
- Gifts of over \$1,000 that restrict the Library's use of funds are to be accompanied by a letter to the City Librarian requesting the acceptance of funds for restricted use and must be authorized by the City Librarian prior to deposit or expenditure.
- While the Library welcomes gifts designating funds for one or more areas in the collection, designating funds for specific titles cannot be accommodated.
- All gifts of money will be acknowledged.

## **Non Cash Gifts:**

- Donations are accepted with the understanding that the Library has the right to determine the disposition of gift items. Materials not added to the Library's collections are offered to the Friends of the San Francisco Public Library for their book sales (the proceeds of which are used to fund library programs), or may be shared with other appropriate institutions as part of the Library's Community Redistribution Program.
- Due to the large volume of gifts received, the Library cannot acknowledge, track or return unsolicited items received from publishers or individuals.
- Gift materials will be added only if they fall within the guidelines of the SFPL Collection Development Plan and the Library's goals and objectives. San Francisco Public Library applies the same standards of selecting gift materials to be added to its collections as it does when selecting materials for purchase.
- Examples of materials that may not be added to the collection include those that: are outdated, are in poor physical condition, lack any reviews or are poorly reviewed in professional reviewing sources, or are duplicates of items the Library already owns in sufficient quantity.
- The Library cannot accept magazine subscriptions purchased by the donor.
- Prior to accepting a large collection of materials, the donor shall provide the Library with sufficient information about the collection so that the Library may identify sources required for cataloging, processing, preservation and archiving of the materials. The Library shall consider these details for the existing collection as well as the details for its continuation, such as selection and addition of materials and continued funding. In many cases a Deed of Gift and/or a formal written donation agreement may be signed before the library accepts a large collection.
- The Library is not legally permitted to appraise the value of a non-cash gift. Donors who wish to have an evaluation of their gifts for tax purposes are referred to the IRS Publication 561, *Determining the Value of Donated Property*, and Publication 526, *Charitable Contributions*. If the value of a gift exceeds \$500, the donor must submit a list giving author, title, place, publisher and date of all items and must complete the current edition of IRS Form 8283, *Noncash Charitable Contributions*. When the value exceeds \$5,000, the donor must obtain an independent appraisal; the donor, appraiser and the Library must all sign IRS Form 8283. The donor pays for the cost of the appraisal, an expense that may be tax deductible. Because the Library is considered an interested party in the transaction, the IRS will not approve an appraisal made by the Library.

## **Friends of the San Francisco Public Library:**

The Friends of the San Francisco Public Library is a charitable organization that also raises funds and organizes volunteer support for the Library. The Friends conducts capital campaigns for furniture, fixtures & equipment for the Main & branch library improvements, and maintains ongoing funds for specific Library collections and programs. Please contact the Friends of the

San Francisco Public Library for more information about their many programs and donation opportunities.

## **Reconsideration of Library Materials**

If you have found materials or library resources about which you have concerns, please complete the Request for Reconsideration of Library Materials form to assure prompt, complete consideration by Library staff. After your concerns are reviewed by the Deputy City Librarian and appropriate staff, you will receive a response, generally within four weeks.

## **Collection Maintenance and Evaluation**

Collection maintenance is an ongoing part of the conscientious evaluation of collections by professional librarians and is undertaken with as much care and consistency as the initial selection of materials. Collection maintenance helps to keep the collections current, attractive, responsive, diverse and useful to the needs of the community.

### **Responsibility**

Librarians are responsible for regular evaluation of collections in their branch, unit or selection area. The Collection Development Office (adult) and Office of Children and Youth Services (children & teen) are responsible for replacement and refreshment lists that aid librarians in this evaluation. Main Library subject selectors review their collections for gaps in subject areas and replacement of titles in or out of print as appropriate, based on the criteria below:

### **Criteria for Collection Evaluation:**

- Accuracy and currency of information
- Physical condition of materials
- Availability of newer, more comprehensive or more accessible material
- Relevance to collection and scope of collection
- Ease of borrowing materials from another library
- Relevance to community needs
- Date of last circulation and number of circulations
- Number of copies in the collection

### **Management of Withdrawn Material**

When library materials no longer meet the selection criteria for inclusion in the collections the following options are available:

- Community Redistribution program to public-benefit organizations
- Offer to other libraries
- Refer branch last copies to Main Library subject specialists
- Recycle damaged materials
- Discard government property in compliance with federal, state and local laws

## **Materials Budget Allocation and Collection Priorities**

Each fiscal year, July 1-June 30, a portion of the Library's budget is allocated to the purchase and lease of new items. The following narrative describes the sources of funding for the books and materials budget, the budget approval process, the major budget categories and the many factors that determine the Library's collection priorities.

### **Sources of Funds**

The Library receives annual funding for the purchase of library materials from the City and County of San Francisco's Library Preservation Fund. Other sources of funds include gifts, grants, and bequests, some of which are received from the Friends of the San Francisco Public Library.

### **Responsibility for the Books and Materials Budget**

Each year the City Librarian presents a proposed Library budget to the Library Commission. The Library Commission then approves a budget proposal which is forwarded to the Mayor. The Mayor presents a budget to the Board of Supervisors, which then approves the Library's budget, including the amount to be spent on materials. Allocations for the major categories of the materials budget are then determined by senior staff in consultation with division managers, subject to approval by the City Librarian. The selection of adult materials is coordinated by the Collection Development Office and Main Library staff; the selection of children's and teen materials is coordinated by the Office of Children and Youth Services.

### **Major Budget Categories**

The major categories of the books and materials budget are books, electronic resources, periodicals (magazines and newspapers), standing orders (annuals, directories, etc.), books and materials in languages other than English, audiovisual materials, cataloging and processing services from vendors, and leased books and audiobooks.

### **Factors That Determine Collection Priorities**

Many factors determine the Library's collection priorities. Among those (not in priority order) are:

- Usage statistics, such as circulation, in-library use, database use, etc.
- Public surveys
- Demand
- Community assessments
- Consultations with staff
- Changing demographics
- Strategic Plan goals, if applicable
- Rising costs
- Recurring costs
- Restricted grants
- Library and societal trends
- Format changes
- Changes in technology for delivery of content
- Collection capacity changes, including branch bond program facility plans

## **Review and Revision**

Comments and suggestions for changes to the San Francisco Public Library Collection Development Plan will be considered first by the Collections Committee, which will review the Plan at least once a year and update it if necessary. Any changes recommended by the committee will be incorporated into the Plan, following approval by the City Librarian.

Comments and suggestions from the public or library staff should be emailed to [collections@sfpl.org](mailto:collections@sfpl.org) or mailed to:

Collection Development Plan Review

Collection Development Office

San Francisco Public Library

190-9<sup>th</sup> Street

San Francisco, CA 94103

## **Appendix I – Dewey Decimal Classification**

San Francisco Public Library uses the Dewey Decimal Classification to organize the materials in its collections. All nonfiction books and audiovisual materials are given classification numbers which represent their specific subject content. The aim in assigning classification numbers is to shelve together materials on the same subject.

The Dewey Decimal Classification (or Dewey Decimal System) was developed by Melville Dewey in 1876. It has been modified and expanded through twenty-two revisions, the last one in 2004.

The system is made up of ten main classes or categories, which in turn are divided into ten secondary classes or subcategories, each having ten subdivisions of its own. The ten main categories are:

- 000 Computer science, information and general works
- 100 Philosophy and psychology
- 200 Religion
- 300 Social sciences
- 400 Language
- 500 Science
- 600 Technology
- 700 Arts and recreation
- 800 Literature
- 900 History and geography

## Appendix II – Branch International Language Collections Chart

Language	Branch	Size
Chinese	Marina	small
Chinese	Potrero	small
Chinese	Anza	medium
Chinese	Bayview	medium
Chinese	Glen Park	medium
Chinese	Ingleside	medium
Chinese	Merced	medium
Chinese	Mission	medium
Chinese	Mission Bay	medium
Chinese	Ocean View	medium
Chinese	Ortega	medium
Chinese	Portola	medium
Chinese	Visitacion Valley	medium
Chinese	Chinatown	large
Chinese	Excelsior	large
Chinese	North Beach	large
Chinese	Parkside	large
Chinese	Richmond	large
Chinese	Sunset	large
Chinese	West Portal	large
Japanese	Western Addition	large
Korean	Richmond	small

Language	Branch	Size
Russian	Merced	small
Russian	Mission Bay	small
Russian	Ortega	small
Russian	Parkside	small
Russian	West Portal	small
Russian	Western Addition	small
Russian	Anza	medium
Russian	Sunset	medium
Russian	Richmond	large
Spanish	Bayview	small
Spanish	Glen Park	small
Spanish	Mission Bay	small
Spanish	Portola	small
Spanish	Bernal	medium
Spanish	Excelsior	large
Spanish	Mission	large
Tagalog (& Filipiniana)	Excelsior	medium
Vietnamese	Richmond	small
Vietnamese	Sunset	small
Vietnamese	Chinatown	medium

Key:	
Small	200-1000 volumes
Medium	1001-4000 volumes
Large	4001+ volumes