



THE  
WESTERN ADDITION BRANCH  
&  
ITS COMMUNITY



BRANCH PROFILE  
WESTERN ADDITION BRANCH

Western Addition Branch is the most recently opened branch of the San Francisco Public Library. It occupies a one-story building built in 1966. The total area is 7,143 square feet, and the public service area is 6500 square feet. The building is spacious and light, with large windows and a high ceiling. It is L-shaped, with the large children's room occupying the shorter leg of the L, and the adult area occupying the longer one. Circulation and reference functions take place at the junction of the two legs. There is a small meeting/program room with seating for about 25 adults. Storage space and work space in the branch are somewhat inadequate.

Outside, there are lawns with bushes and large trees on two sides of the building. On a third side is the athletic field of Hamilton Recreation Center - a site of frequent lively activity. The fourth side is occupied by an attractive patio, with flower beds, and a parking lot with 14 spaces, including one for handicapped parking. The branch is completely accessible inside and outside to disabled persons.

The branch is open Monday through Saturday for 45 hours a week. The schedule includes two evenings. Full-time staff is one 3632 librarian, two 3630 librarians and a 3616 library technical assistant. Part-time staff includes two librarians, whose combined schedules total 23 hours per week; two 3610 library assistants who each work 20 hours per week; and three library pages who work a total of 45 hours weekly. The branch manager and one full-time 3630 are adult service librarians. The other full-time 3630 is a children's librarian, as is one part-time librarian. The other part-time librarian does both adult and children's service. Three staff members - a librarian, a library assistant and a page - are bi-lingual in English and Japanese. They have responsibility for the branch's large, heavily-used Japanese and Japanese Interest collections.

Western Addition offers a variety of children's programs, including two weekly story times for pre-schoolers, monthly film and video programs, and special performance, craft and storytelling programs several times a month. School classes and childcare and after-school groups visit often. During the 1995-96 fiscal year, 3,147 children participated in programs, while 270 groups from neighborhood schools visited the library or were visited by children's librarians from Western Addition Branch.

Programs for adults are presented on a variable schedule. A branch-sponsored book discussion group has met monthly since October 1988. Other adult programs include lectures, exhibits and an annual event honoring Unsung Heroes of the Black Community. Annual attendance at adult programs averages about 500. Both adult



and children's programs often reflect the emphasis on Japanese and African American culture which is a hallmark of this branch.

Usage of Western Addition Branch by the public has risen steadily and, at times, dramatically in the past ten years. Patron visits increased from 51,629 in FY85-86 to 146,073 in FY95-96 - an increase of 182%. Average patron use per open hour increased from 29.2 to 62.4, which is an 82% increase. In FY95-96, 2100 library cards were issued at Western Addition, the 8th highest total in the branch system. (Figures for FY85-86 are not available.) Questions answered for the public by branch staff increased from 15,364 to 94,258 in the ten year period.

Circulation of library materials jumped from 58,334 in FY85-86 to 123,520 in FY95-96 - a 112% increase. Circulation per capita rose from 1.06 to 4.01 during the same period. The collection turnover rate, computed by dividing the total circulation by the total number of items in the collection, was 2.08 in FY95-96. Use of materials inside the library building was estimated to be an additional 90,916 items. (No comparable figure is available for FY85-86.)

Western Addition's unique and popular Japanese Collection draws patrons from all over San Francisco and the Bay Area. Also, the branch's proximity to UCSF-Mount Zion and Kaiser medical facilities brings in patrons who work in these organizations. And its location on or near several heavily-used Muni bus lines makes it readily accessible to patrons outside the Western Addition neighborhood, as well as to those living nearby. Approximately 75% of Western Addition's patrons are users of the adult collection. Of these, an estimated 50+% read Japanese materials.

In the last two years, the resources that Western Addition is able to offer to its patrons have increased both in number and kind. In June 1996, the branch collection contained approximately 42,000 hardback books and 15,000 cataloged paperbacks. Music records, tapes and CDs totalled approximately 1000 items, and books on tape numbered about 400 items. The branch also provided approximately 500 language learning tapes and a video collection of at least 700 tapes. These materials are supplemented by a collection of uncataloged paperback books and by subscriptions to 140 magazines and 7 newspapers.

Access to information via the Internet and CD roms has also expanded the resources Western Addition offers its users. Internet access is provided on three public-use terminals and on all staff terminals. A variety of additional databases are available on all public access and staff terminals. Finally, branch staff are able to provide guidance and assistance for the patron to access information resources wherever they are available, in the San Francisco Public Library and beyond.

6/20/97



## WESTERN ADDITION BRANCH COMMUNITY DESCRIPTION

The Western Addition Branch Library is located at 1550 Scott Street between Geary Boulevard and Post Street, in the northeast sector of the city. The area, usually called The Western Addition, is also known as the Fillmore, or New Fillmore District. Defined by census tracts, the library's service area is bounded by California Street on the north, Van Ness Avenue on the east, Fulton and a few blocks of Oak on the south, and Baker Street on the west. Neighborhoods contained in it are Beideman Street, Cathedral Hill, and Japantown or Nihonmachi (Nihon means Japan). Nearby neighborhoods, technically outside the defined area but usually identified with the Western Addition, are Hayes Valley, Anza Vista, and Alamo Square. Primary north-south streets through the area are Divisadero and Fillmore. Geary Boulevard runs east-west through the center of the area. These streets, together with California and Van Ness, are all major crosstown transit routes, giving citywide public transit access to and from the area.

### Background

The Western Addition was created in 1858, when the official boundaries of San Francisco were extended west, beyond Van Ness Avenue to Divisadero Street. Development in the area spurted in the 1870s through 1890s. In 1906, Van Ness Avenue was the western boundary of the Great Fire; the handsome Victorian structures in the Western Addition were spared. Refugees streamed in. Fillmore Street temporarily became the location for businesses waiting for rebuilding of the downtown area. Japanese residents, whose homes South of Market had burned, settled in the area around Post and Laguna and stayed. Eastern European immigration peaked at the time, and many European Jews and Russians made their homes in the Western Addition.

In 1942, in the early days of World War II, Executive Order 9066 forced all Japanese residents to abandon their homes and businesses and be interned in relocation camps. After their release, many chose to settle in other neighborhoods, although Japantown remained their cultural and business center.

African Americans have lived in the Western Addition since its inception. During the war, their number increased dramatically. The 1960s brought the economic, social and political trauma of Redevelopment to the Western Addition. African Americans were most severely impacted by it. Many blocks of aging buildings in the area south of Geary, including some handsome Victorians, were demolished. Their occupants were displaced, and their sites became weed- and trash-filled vacant lots. Large multi-story public housing structures were built in some locations. Other rebuilding was slowed by economic



recession; the final piece of the Redevelopment Agency's design for the area, The Fillmore Center, located between Steiner, Webster, Turk and Geary, has only recently been completed.

### The Western Addition Today

The Western Addition has three distinct commercial districts, each with its own merchants' association and clientele. Divisadero Street is eclectic, with small groceries and delicatessens interspersed with personal service businesses, gas stations, churches and several shops featuring African ethnic merchandise.

The Fillmore Street business district attracts a more upscale clientele, offering chic clothing, furnishings and food shops and good restaurants. Marcus books, a famous Black interest bookstore is located on Fillmore. Pizza Hut, Burger King and McDonald's are part of the mix on lower Fillmore, and nearby are a huge Safeway supermarket and a six-screen movie theater.

Japantown is a cultural and commercial center, where ethnic businesses of all types, including banks, restaurants, a bowling alley and a major hotel are located along Post Street, and around a mall and the Peace Plaza. Businesses are owned by Japanese corporations as well as by Japanese Americans. A fine Japanese bookstore, Kinokuniya, thrives here. Japantown's clientele is drawn from the entire Bay Area.

Medical and health services are numerous in the Western Addition. Two large hospitals are located in the area: Kaiser Hospital and Clinic occupy Geary Boulevard Between Divisadero and Baker, and Mt. Zion Hospital, recently acquired by the University of California, is on Divisadero at Sutter. Each has an attendant cluster of clinic buildings, labs and physicians' offices. The San Francisco Hearing and Speech Center is at Divisadero and Eddy, and the California College of Podiatric Medicine is located on Scott and Eddy. A block away is the Public Health Department's District Health Center 2. And at California and Webster Streets is another medical complex, Pacific Medical Center. Precise figures are not available, but it is estimated that 4000-5000 people are employed in health care jobs in the Western Addition. As UC implements its ambitious building plan for Mt. Zion, this number will increase. An undefined number of this work forces uses the library.

One of the Western Addition's most significant characteristics is its lack of single family, owner-occupied housing units. In San Francisco as a whole, 65% of the housing units are rental, and 35%

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are owner-occupied. In the Western Addition, 83% of the units are rental. Only 17% are owner-occupied, and a fair share of those are condos. Rental rates in the Western Addition cover a broad range, but high or low, the unit is likely to be part of a large building or complex. The Housing Authority operates four large public housing developments for families and six developments of varying sizes for seniors. Other residence projects have been developed on the large sites made available by redevelopment. These have attracted hundreds of renters - mostly single, professional and new to the area.

### Who Lives Here? A Profile of Western Addition Residents

Approximately 30,800 people live in the nine census tracts that define the Western Addition Library service area. 14% of the residents are under 18 years of age - slightly under the citywide average of 16%. This young group lives primarily south of Geary Boulevard - 80% of the area's 4,189 children and teens live in four tracts there.

Residents over 65 years of age constitute 18% of the area's population - considerably more than the citywide average, which is 11%. Residents over 65 number 5,414. The largest population group in the area is between 25 and 35 years old: 7,181 people, or 23% of the total.

The racial background of 45% of the residents is White. 38% are Black, 16% Asian, .06% American Indian and .04% Pacific Islander. Of those who are Asian, 1,504 are Chinese and 1,261 are Japanese. 6% of the area residents also indicated that they are of Hispanic origin. Approximately 20% (6,023) of area residents were born outside the United States. Of these, 2,555 are naturalized citizens, and 3,468 are non-citizens.

Slightly more than 7,300 residents over five years old indicated a language other than English as the language spoken in their homes. This is a much smaller percentage (21%) than the 42% of the citywide population for whom English is not the language of choice at home. Of the twenty languages specified by Western Addition area residents, Spanish was mentioned by 1,486 people, Chinese by 1,152 and Japanese by 981. A variety of other Asian languages are used, including Korean, Tagalog, Vietnamese and Mon-Khmer. Twelve European languages were mentioned, and it should be noted that 623 residents mentioned languages categorized by the Census Bureau as "other", so the actual number of languages in use exceeds twenty and is not precisely known. However, even the



language mentioned most frequently - Spanish - is used at home by less than 5% of the area's residents.

Approximately 65% of the residents 18 or older indicate having some college education. 19% have earned Bachelor's degrees and 10% have graduate or professional degrees. Of the remaining 35%, 17% hold high school diplomas.

Median household incomes of the census tracts comprising the area range from a high of \$41,950 to a low of \$10,514. The average median household income is \$27,924, and the median income is \$30,019. The citywide median, is \$33,414. (Figures reflect 1989 incomes.) Comparison of median household income figures with those showing where children and teens live shows that the census tract having the lowest median household income has the highest number of residents under eighteen years old. In fact, the four tracts having household incomes below \$30,000 are the four that have the highest child and teen populations.

### The Japanese Population

Census figures fail to reveal the importance of the Japanese population in the Western Addition Library service area. Although Japanese and Japanese Americans comprise just a small percentage of the area's actual residents, they represent a significant secondary clientele for the library and for the entire area. The library maintains a collection of Japanese language materials in excess of 15,000 items. Circulation of collection is believed to account for nearly 40% of this branch's total circulation. A Japanese Interest Collection, having books in English about Japan, Japanese culture and Japanese Americans, is also heavily used.

Users come from throughout the city and beyond. A user survey in 1993 showed that 81% of the respondents lived in San Francisco; the rest had come from the East Bay, Marin County, the Peninsula and even farther. San Francisco's Japanese population is 11,591 and Japanese is spoken at home by 6,600 people, according to the Census. Figure for other communities are not available. The library's survey showed that 70% of the Japanese users are female, with a majority indicating their status as retirees or housewives. 56% said they visit the library once a week or more. The evidence is clear that the Japanese and Japanese Americans in San Francisco and the Bay Area are a highly literate group, and the Western Addition Library is an important resource for them.



### Community Services and Organizations

The Western Addition area abounds in service and cultural agencies and organizations. Among the most important are the previously mentioned Public Health Center and Hamilton Recreation Center. Both were opened in the late Sixties, as was this library. The Ella Hill Hutch Community Center is an important multi-service center located south of Geary. The Booker T. Washington Center, although located slightly west of our defined area, serves many of its residents. There is a YMCA located just south of Geary and a YWCA located a little further north, on Sutter. On the same block is the Japanese Cultural and Community Center of Northern California. It houses several service organizations for Japanese and Japanese Americans, among them Kimochi Kai for seniors and Nobiru-Kai for newcomers. The Japanese American Citizens League is headquartered nearby. The Jewish Family Service Center is located directly across the street from the library. Many of its clients are Russian immigrants, who would like to use the library. However, we have little to offer them.

The Center for African and African American Arts and Culture, located on Fulton Street, includes a theater, an art gallery, space for several cultural groups and the resource center of the African American Historical and Cultural Society. An influential African American newspaper, the Sun Reporter, is published in the Western

Addition, although its focus is the entire Bay Area. Two bilingual Japanese/English papers are published: Nichi Bei Times and Hokubei Mainichi. Their focus also extends beyond the area. The New Fillmore newspaper is published monthly and has a truly neighborhood focus.

The most active neighborhood group is the Western Addition Neighborhood Association. Primary among its concerns is the proliferation of halfway houses and other residential treatment centers in the neighborhood. Another closely monitored issue is the development of Mt. Zion Hospital by UC. And WANA, along with most residents, is deeply concerned about safety, crime, drug use and street gang activity.

A recent count listed more than twenty pre-schools and daycare agencies in the Western Addition. Most have been regular or occasional users of the library. There are two private elementary schools, Binet Montessori and Open Book School, the latter serving learning-impaired students. St. Dominic's School enrolls about 200 K-5 students. There are three SFUSD elementary schools - Dr. William L. Cobb, Raphael Weill and Golden Gate - and one middle



school, Ben Franklin. Teachers and students from all these schools are library users. Collectively, the four SFUSD schools enroll a total of 1953 students, of whom 48% are identified as LEP/NEP, and 67% are identified as EDY. (Figures are from 1990.) No high school is located in the Western Addition area, although Raoul Wallenberg H. S. is near, and its students use the library.

Churches are important institutions in the Western Addition, performing social and service functions as well as meeting spiritual needs. Among the most influential are the Catholic Cathedral, St. Mary's; St. Dominic's Church; Third Baptist Church; Jones Memorial United Methodist Church; Christ United Presbyterian Church; Buddhist Church of America; and Soto Mission Soko-ji Zen Buddhist Church.

### Summary

To serve this diverse and dynamic community, this library needs to build a collection capable of broadening the skills and experiences of children whose homes and schools may have limited resources. It needs to build a collection to meet the needs of younger adults concerned with career and personal development. Collections to serve the interests of Japanese and African Americans must continue to be strengthened. A way should be found to meet the needs of residents needing material in languages other than English. And the over-65 population in the area should receive more attention from the library than has hitherto been given to it.



## BRANCH LIBRARY COLLECTIONS

San Francisco is a cosmopolitan, multilingual city with diverse communities defined by ethnicity, language, and culture. The Library strives to meet the needs of these diverse communities with its collections. Branch libraries, located within the heart of San Francisco's ethnic communities provide materials in non-English languages which meet the needs of their local patrons. Branches are often the first contact non-English speakers have with the Library system. Branch libraries serve the important function of introducing this clientele to Library resources on a small scale and in a culturally sensitive environment by targeting services directly to community needs.

The purpose of language collections is to meet the needs of individuals in the community whose primary language is not English. These persons may not be able to read English, may be more comfortable reading their native language, may be learning English but needing to maintain literacy in their language while in transition, or may need materials in another language to help family members. A secondary user group is students of the particular language, from the elementary school level through the undergraduate college level.

Collections have a broad scope, including a range of materials which would normally be found in a branch English language collection. Special emphasis, however, is placed on materials of cultural interest to the populations served. For example, Chinese language collections have books on the history of China, Taiwan, and persons of Chinese ancestry in the United States. Similarly, biographies include many popular and important persons but emphasize major figures in Chinese history. Materials on art, social customs, folk tales, native cuisine, dress, mythology, and history are found in these collections. Since many of the non-English speaking community are new immigrants, these collections contain materials to meet their needs: ESL and TOEFL materials, acculturation, citizenship, basic educational materials, and other materials providing social and psychological support. These collections also include self-help and independent learning materials: parenting, jobs and careers, home improvement, health, auto repair, and other daily life needs. Collections of fiction contain classic and contemporary novels in the original language as well as translations of general best sellers.

Language collections are comprised of books, periodicals, newspapers, and audio visual materials. Materials produced in the original language are preferred, but many translations are included because they are popular and provided by the publishers in the nation of original language. Consideration is given to the fact that language groups are not monolithic: people sharing a common language have many different histories, cultures and viewpoints to be represented in the collections.

Access to non-English collections should be similar to that of English materials. When



possible, materials are cataloged and non-book materials are included on appropriate lists. Most of the publications purchased in non-English language are produced outside of the United States and are not reviewed in the same manner as English materials. Purchases are often made from local stores and local and national specialist distributors.

There are three levels of language collections: Focus, Secondary, and Neighborhood. Focus Collections are established for the system when an ethnic/linguistic population nears 10,000 in size. They are located in the community with the largest population speaking the language or which serves as the cultural center of this group. Focus Collections are collected at the intermediate level (level 4). They include large nonfiction and fiction collections, numerous periodicals, several newspapers, and large audiovisual collections. Bilingual staff is available in the branch to do appropriate material selection, reference, and circulation duties. The Chinese Language Collection at Chinatown Branch, the Spanish Language Collection at Mission Branch, and the Japanese Language Collection at Western Addition Branch are Focus Collections. Each of these Collections is fully described in its own collection development statements. The Main Library also maintains Focus Collections for each of these languages.

When the population of an ethnic group exceeds 10% of San Francisco's overall population, collections are needed in additional locations. Secondary Collections are located in branches with the next highest population concentration after the branch with the Focus Collection. Secondary Collections are developed at the basic or introductory level (1-2). They have a general nonfiction collection, a basic fiction collection, an encyclopedia and general reference works, several periodicals and a newspaper in the original language. Audiovisual materials are also available. Excelsior Branch has a Secondary Collection in Spanish. Richmond Branch has Secondary Collections in Chinese and Russian. Chinatown has a Secondary Collection in Vietnamese.

Neighborhood Collections are established when the ethnic/linguistic population within a branch's service area approaches 2,000 persons. These Neighborhood Collections contain an introductory collection of books, both fiction and nonfiction, at the B-1 level. They may contain selective periodicals and/or a newspaper in the language. The Neighborhood Collections provide high interest collections which serve as an introduction to the Library and the larger collections in the other branches. See the following chart for a listing of the Neighborhood Collections.

English language Interest Collections accompany all of the Focus Collections and supplement information about the ethnic groups covered in them. Interest Collection development statements for various ethnic groups have their own descriptions.



# LANGUAGE COLLECTIONS CHART

CHINESE			
Focus	Secondary	Neighborhood	
Chinatown	Richmond	Sunset	West Portal
		Mission	Portola
		Merced	Ingleside
		Anza	Marina
		Parkside	Bayview Waden
		Ortega	Visitation Valley
		North Beach	Library on
		Excelsior	

SPANISH			
Focus	Secondary	Neighborhood	
Mission	Excelsior	Bernal Heights	
		Portola	
		Ocean View	

VIETNAMESE			
Focus	Secondary	Neighborhood	
Main Library	Chinatown	Mission	
		Richmond	
		Sunset	

JAPANESE			
Focus	Secondary	Neighborhood	
Western Addition			

RUSSIAN			
Focus	Secondary	Neighborhood	
	Richmond	Sunset	
		Anza	

KOREAN			
Focus	Secondary	Neighborhood	
		Richmond	



CHILDREN'S INTERNATIONAL LANGUAGE COLLECTIONS

The children's collection contains an increasing number of circulating materials in languages other than English, mainly books but also magazines, recorded and visual materials. Books include those published abroad and entirely in the languages of the source country; American books and world classic children's literature in translation; and books in other or dual languages published in the United States. These language collections (1) meet the user's need for selected materials representing the language and culture of his or her particular ethnicity; (2) provide books for readers learning the language; and (3) serve as examples of attractive books representing children's literature of other countries/examples of books in languages with which children are not familiar. Reference collections in other languages are made up mainly of dictionaries and general or nature encyclopedias. In general, encyclopedias are purchased in Chinese, Japanese and Spanish.

The size of the individual language collections is determined by several factors: current or anticipated demand; linguistic population statistics and shifts in population composition; circulation statistics; availability of materials for purchase; budgetary constraints; and, in some cases, public school busing patterns. Circulation statistics are balanced by observation of in-house use, e.g., Korean books are used much more heavily in the library. Emphasis is placed on and all effort is made to find books published in the original language rather than in translation. Bilingual books are given priority because they are invaluable both for patrons learning another language and for those fluent in another language who wish to learn or improve their English. Bilingual materials also help validate for children their bilingual/bicultural identity.

Every effort is made to maintain the same criteria for selection of non-English language materials as for those in English. There are, however, factors that may make modification of these criteria necessary for each language. Selection of subject matter may follow the *mores* of the society for which it is intended. Format, binding, and the quality of materials used to produce these items may affect the determination to include it in a collection intended for consistently heavy public use.

The Children's Center has the largest collections in all languages except Spanish and Japanese. Both the Children's Center and Chinatown Branch are major resources for Chinese-language children's materials because of the large Chinese-speaking populations surrounding each facility. In addition, as the central and largest facility, The Children's Center is heavily used by the entire city. All libraries have Chinese and Spanish language collections of varying sizes depending on user population, and new titles are added every year. To support system wide commitment based on the 1990 Census, books in Japanese, Korean, Filipino, Russian and Vietnamese will be added annually to the Children's Center and offered to branches biannually so that they can acquire new titles. The Children's Center will also regularly acquire books in languages such as French, German and Italian to provide supplementary, practice material for language study classes for both public and private schools and private national language schools. Many other languages are represented in branch children's collections, and the Children's Center serves as a source



for borrowing additional materials not available at the branch libraries.

Level 1 collections consist mainly of picture books, folktales, beginning readers, popular non-fiction, and dictionaries. Collections at Level 2 or above also contain fiction and nonfiction titles in most children's reading levels and subject areas. Most branches will have B Level (small representative) collections in a small number of languages.



## RESOURCE BRANCH GENERAL COLLECTION DEVELOPMENT STATEMENT

Resource branch collections primarily serve the recreation and information needs of their immediate communities. In addition resource branch collections include circulating and reference works of a depth, breadth, and number that encourage use by the residents who make up the cluster population. Special collections that attract City-wide and Bay Area interest may be part of resource branch collections.

A resource branch collection contains between 45,000 and 80,000 volumes. The collection includes all formats in use by the Library system.

In the circulating collection standard/classic titles from all ethnic and social cultures in all genres are broadly represented. Where demand is high, multiple copies of these titles are collected. Titles (preferably in paperback) covering topics of great current interest are added as demand dictates and withdrawn when interest ebbs. While retrospective purchases are limited and ILL utilized to satisfy individual requests, a core collection of titles sufficient to meet the expectations of an undergraduate education is maintained. The collections are designed to meet the average needs of a literate public, but not to fulfill the needs of either the professional or the dedicated amateur. However, in-depth studies supplement general surveys in appropriate areas. Resource branches are generally expected to purchase titles that have won awards or appeared on round-up lists the year of their publication. Superseded editions are withdrawn and library-recognized standards of currency are followed.

In-branch resources support research through the community college level. Online reference services may make possible a higher level of research that is not limited to in-branch resources as more CDROMs and database services become available on the online public access catalog (OPAC).



## NEIGHBORHOOD BRANCH ADULT COLLECTION DESCRIPTION

Neighborhood branch users are:

- People who want to help themselves
- Students from middle school through community college level
- People who want to stay informed or learn about current issues, events, people and subjects
- People who love to read.

Although many neighborhood branch users may not be sophisticated library users, some patrons who prefer neighborhood branches are highly literate, knowledgeable people.

Neighborhood branches are not often used by people doing extensive research. This includes college students and other researchers who feel competent in the use of a large library. Professionals and others seeking information in their own fields of expertise also are unlikely to find their needs met by the neighborhood branch.

What materials are needed in a neighborhood branch library? The SFPL Abbreviated Subject List, compiled in 1994, contains approximately 600 subjects. Each of these needs to be represented in the collection of a neighborhood branch. Neighborhood branch collections need broad coverage of many subjects, but not deep coverage. Books giving basic information concisely are preferable to books that provide extensive coverage of narrow subjects. For example, a 300 page book having ten-page chapters on thirty Indian tribes is likely to be more useful for a neighborhood branch than a 300 page book giving in-depth information on one tribe.

Neighborhood branch collections need to consist primarily of recent books. Retrospective coverage is not necessary for most subjects. But keeping a collection adequately up to date requires a larger budget than keeping older books on the shelf.

Neighborhood branches need to have extensive collections on these subjects: careers and employment; education; health; legal self-help; money management; home improvement; physical and psychological self-improvement; current affairs and social problems; popular culture; and fiction. A more detailed discussion follows. Each neighborhood branch needs to collect material on matters, past and present, pertaining to its own neighborhood. Additional focused collections in neighborhood branches should be determined by the neighborhood profile and the needs and concerns of the users of the individual branch.

In a neighborhood branch, good quality paperback print materials are preferable to hardback for reference collections and often for circulating collections too. The volume of use is not likely to be high enough to wear out paperbacks quickly, and the lower price permits the branch to offer more variety in its collection. As on-line formats become more available, neighborhood branches should take every opportunity to use them, particularly for multi-volume reference works. Giving patrons electronic access to the contents of vast collections of materials from a small comfortable neighborhood branch is a highly desirable goal.



000-099 The most important purpose of this collection is to provide sources of bibliographic access to information on all subjects. It also provides material on library and information science, journalism, and publishing. Information on computer hardware and software is included here also.

In the neighborhood branch, a very small circulating collection is required. Students in the above fields and aspiring writers will be its chief users. Only recent publications are needed, for the most part. Exceptions are works by/about significant journalists - James Reston or James Thurber, for example - which have cultural and literary interest for the general informed reader.

The non-circulating collection includes some of the most important sources in the library. At least two general purpose encyclopedias are needed, one published during the current year and the other no more than two years old. One should be suitable for middle and high school student use. Examples of other important reference works in the neighborhood branch are *Books in Print*; *Fiction Catalog*; *The Encyclopedia of Associations*; *Gale Directory of Publications and Broadcast Media*; an international serials directory; *Literary Market Place*; *Writers Market*; directories of foundations, both state and national; and *The Guinness Book of Records*. Current editions are maintained.

100-199 The most important purpose of this collection in a neighborhood branch is to provide materials for readers who wish to gain greater knowledge of themselves through psychology or similar self-help books. Another purpose is to provide examples of the thought and work of the world's significant psychologists and philosophers.

Materials offering "counseling in print" are popular: self-help books on successful living, coping with problems, interpersonal relations, personality improvement. Materials on child psychology, death and dying, near-death experience, and ethical issues such as animal rights and euthanasia are represented. Also collected are materials which cover, in the words of Melvil Dewey, "extrascientific methods of eradicating mental disturbances": for example, astrology, fortune telling, ESP, witchcraft.

Accessible, clearly written works, primarily in paperback, are excellent choices for this collection.

Students and independent learners need materials by/about major psychologists and philosophers: Freud, Jung, Laing, Piaget, Bettelheim, Plato, Aristotle, Mill, Kant, Camus, Sartre, Russell, James and so on. Non-Western philosophers are represented in all neighborhood branch collections, and may be particularly emphasized in some, depending on the community profile. In addition to a few major full-length works, anthologies and compendiums are useful. *Great Thinkers of the Western World*, edited by Ian McGreal, for example, offers summaries and excerpts of the writing of 100 philosophers in 600 pages.

Non-circulating materials include a psychology dictionary or one volume encyclopedia, a similar work on philosophy, and possibly a good astrology manual.



200-299 The purpose of this collection is provide information on religious beliefs and practices.

The neighborhood branch offers circulating material on the Bible, Bible study aids, prayer and devotional material, and on Christian denominations and theology. Also represented are basic texts and doctrines of Judaism, Islam, Buddhism and other religions. Works providing an overview of comparative religions are useful to extend coverage. The branch neighborhood profile affects decisions about coverage of various religions in this collection. Greek, Roman, Norse, Asian and African mythologies are also available.

Students are the most frequent users of this collection. People seeking religious counseling or making presentations within their own religious group also find material here. And informed general readers find interesting books here too. Among the authors whose work finds a broad audience are C.S. Lewis, Joseph Campbell, Robert Graves, Elaine Pagels, Jean Shinoda Bolen, Lynn Andrews and Carlos Casteneda.

Material in this collection does not "date" as readily as in some other subject areas. However, it is important to keep the collection fresh by weeding, and to add works by new authors in response to interest and demand.

The non-circulating collection includes several versions of the Bible, and a Bible dictionary, atlas, and one volume encyclopedia. It also contains editions of the Koran and Torah, an encyclopedia of comparative religions and a good general work on world mythology.

300-399 This collection contains a broad range of subjects, some of which are among the most important to be offered to neighborhood branch users. These include ethnic studies; citizenship preparation; law; money management and investment; career preparation and job searching; Civil Service test preparation; educational test preparation; college and university information; sexual harassment; substance abuse; grant writing; violence, abuse, rape and other crimes, and their prevention; costume and fashion; family relationships; homosexuality; and feminism. Neighborhood branch collections provide current, clearly written materials in all of these subjects.

The 300-399 collection includes other important subjects. Materials on government and politics, foreign relations and trade, economics, hunger, poverty and homelessness, national defense, child welfare, teen pregnancy (as a social issue), insurance, transportation, communication, folklore, weddings, death, and taxes are available and up-to-date.

Some helpful series are available to extend this collection. Nolo Press publications are useful self-help legal guides covering subjects such as estates, business law, marriage and divorce, and bankruptcy. The *Layman's Law Guides* also provide legal assistance on topics including immigration and workplace rights. And the *Opposing Viewpoints* series offers balanced information on current issues such as censorship, abortion, etc. When available, quality paperback books are chosen, to allow broad coverage of many subjects



in the 300-399 collection. To ensure that patrons find the most current materials possible, regular weeding is essential.

The non-circulating collection includes some of the most frequently used reference sources: *Statesman's Yearbook*; *World Almanac*; *Information Please Almanac*; *Statistical Abstract*; *The Occupational Outlook Handbook*; *Career Information Center Guides*; college catalogs; consumer information; and the *Social Service Referral Directory* are just a few of these. Current material is essential.

The branch neighborhood profile influences selection for the 300-399 collection. People seeking information to help themselves are the most frequent users of the collection. Students are regular users also. But the field of social science attracts numerous interesting, intelligent, literate thinkers and writers, and the 300s abound with books for the informed general reader. John McPhee, Robert Coles, Simone de Beauvoir, Oscar Lewis, Alvin Toffler, Walter Lippmann, M. Scott Peck, Gunnar Myrdahl, Frances Lappé, and Germaine Greer are some of the many writers whose works belong in the standard neighborhood branch collection.

**400-499** This collection has two primary purposes. One is to provide materials for people who want to improve their spoken and written English. The other is to provide assistance to people learning another language.

Native English speakers and people learning English as a second language benefit from textbook-like print materials. Those learning another language prefer audio and video formats, supplemented by print materials.

The non-circulating collection contains English language dictionaries on several levels of difficulty and completeness, including at least one with a recent publication date; a rhyming dictionary; at least one thesaurus; one or more works on slang and colloquialisms; a guide to grammar and usage; and bilingual dictionaries in English and several other languages. The branch neighborhood profile affects the selection of materials for the 400-499 collection.

**500-599** The primary purpose of this collection is to provide materials on the natural sciences for students and independent learners. Accessible, clearly written guides, surveys, outlines and introductory texts are needed. Plant and animal identification aids, and material on science experiments, ecology and endangered species are emphasized.

Several good series are available in these subject areas. They include the "Made Simple" books (*Mathematics Made Simple*, *Chemistry Made Simple*, etc.); the "Easy Way" books (*Physics the Easy Way*, etc.); *California Natural History Guides of the San Francisco Bay Region*; *Simon and Schuster Guides*; *Audubon Society Field Guides*; and *Putnam Nature Field Books*. Most are paperback or inexpensive hardbacks.



Although straightforward textbook-like materials are necessary in this collection, a number of significant writers are represented also. Works by Margaret Mead, Charles Darwin, Ruth Benedict, Jacques Cousteau, Rachel Carson, Stephen Gould and Steven Hawking are examples of classics in the natural sciences, which should be available to general readers in the neighborhood branch.

The non-circulating collection includes a concise scientific encyclopedia, dictionaries of chemistry, physics and astronomy, a mathematics encyclopedia and plant, animal and mineral identification guides. The 500-599 collection in the children's room often contains material that may be helpful for adults as well.

**600-699** The primary purpose of this collection is to provide practical advice and assistance to people who wish to improve their health, their homes, their families and their businesses. Its users are people who want to learn how to take care of themselves and how to do things. This is an important part of the neighborhood branch collection.

Health and medicine, technology, home care and improvement, parenting and caregiving, business and computers are the broad categories of subjects in this collection. Within these categories, the neighborhood branch provides material on the following subjects:

Health and Medicine: anatomy; sex; pregnancy and birth; natural medicine; fitness and exercise; nutrition and diet; women's health; menopause; contraception; medicines/drugs; massage; acupuncture; specific illnesses and disorders; psychiatric disorders; illnesses and disorders affecting specific parts of the body; psychiatric disorders; medical procedures; environmental illnesses.

Technology: inventions; patents and copyrights; blueprints; welding; electricity and electronics, including repairs; solar power; nuclear power; armor and weapons; bicycles, motorcycles, cars, aircraft and spacecraft.

Home Care and Improvement: agriculture and gardening; pets; food and cooking; making and using wine, beer and spirits; buying and selling real estate; repairing, remodeling and renovating property; carpentry; wood finishing; clock repair; plumbing; painting and wallpapering; masonry and tile work; sewing, knitting and crocheting. Loosely related subjects in this category are fashion and grooming and restaurants and inns.

Parenting and Caregiving: child care and development; family life; elder care.

Business and Computers: accounting; typing, shorthand and other office skills; business management; small business operation; marketing and advertising; computer hardware and software. Books to help people gain computer skills are in heavy demand. Some are also represented in the 000-099 collection.

The emphasis of materials in the 600-699's is always practical rather than theoretical.



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Information in these fields changes quickly. There is little or no need for retrospective holdings. Material in this collection must be up-to-date and attractive to maintain patrons' confidence in its usefulness. Accessible, clear text and, when appropriate, good illustration are essential. Sunset Press and Time Life publishers offer series on home care and gardening that are useful in this collection.

The 600-699 non-circulating collection includes guides to copyright and patent information; *The Merck Manual* and/or similar books on symptoms, diseases and disorders; *The Physicians Desk Reference* and/or similar works on prescription and non-prescription medications; *Gray's Anatomy* and/or similar works on the human body; a first aid manual; automobile repair guides covering all makes of cars and trucks for at least 20 years; one or more books on animal care; books on identification and care of garden and house plants; basic nutrition and cookbooks; business, computer and office procedure guides.

**700-799** The purpose of this collection in the neighborhood branch is to provide information on fine arts, architecture, crafts, music, performing arts, sports and other recreational activities. Users are students and people wishing to learn or improve their skills in one of these fields.

Introductory and survey materials are appropriate for the neighborhood branch. Books on individual artists are represented, but the emphasis of the collection is on general texts on broad periods, genres or techniques. Attractive, plentiful illustrations are important, as are clear instructions in "how to do it" books. Some helpful series for fine art materials are Crown Publishers' *Art of the World* and Praeger's *World of Art* books. The *Eyewitness Art* series offers attractive, affordable introductions to individual artists. Sunset Press titles cover many crafts and skills sought by users of this collection, particularly landscaping and interior decoration.

Among the most important books in the 700-799 collection are biographies of artists; composers; musicians; film, theater, TV and radio and performers; creative artists; dancers; and athletes. Film reviews and synopses are also acquired for this collection.

Non-circulating materials in the neighborhood branch include guides to antiques and collectibles, a survey of art history, a survey of modern art, and books on architecture in San Francisco and, space permitting, the rest of the world. Also, *New Kobbe's Complete Opera Book*, biographical dictionaries of artists and musicians, *Halliwel's Film Guide*, *Les Brown's Encyclopedia of Television*, *Leonard Maltin's Movie and Video Guide*, a compendium of sports records and statistics, and Diagram Group's *Rules of the Game*.

The neighborhood profile of some branches affects selection of materials for this collection. The 700-799 collection must be weeded regularly but judiciously. It is an area in which current material must be added regularly, but also in which interest in classic subjects and people persists. A case in point: the 780.2 section includes biographies of musicians - composers and performers - undifferentiated by time or genre. In one typical neighborhood branch, one shelf contains biographies, side by side, of John Lennon, Madonna, Gustav



Mahler, Felix Mendelssohn, Yehudi Menuhin, Bette Midler, Wolfgang Mozart, Ricky Nelson, Luciano Pavarotti, Elvis Presley and Giacomo Puccini. The musician whose biography had circulated most heavily was Mozart.

800-899 The primary purpose of this collection is to provide a representative sample of the significant literary work of American and British writers, and an even smaller sample of work by writers from other cultures. It also provides works on writing and speaking, on quotations, and a small selection of works of analysis and criticism of major writers. Students are its most frequent users, but general readers browse here also.

Collections of poetry and plays, containing work by several writers, are useful to extend coverage. Shakespeare is perhaps the most requested writer in the collection; neighborhood branches need a full selection of his plays. A section of short story collections is part of the 800-899 collection, but neighborhood branches may choose to shelve it separately. According to its community profile, a neighborhood branch may collect more extensively in the literature of a particular culture.

Essential non-circulating sources for this collection are *Bartlett's Quotations*; *Granger's Index to Poetry*; *The Home Book of Verse*; a collection of significant speeches; *Masterpieces of World Literature in Digest Form*; *Benet's Readers' Encyclopedia*; and *The Reader's Encyclopedia of Shakespeare*.

Neighborhood branch 800-899 collections are no more than a small sample of the material available in this subject area. Classic works and authors are their substance. The most valuable service the neighborhood branch offers in the field of literature is providing patrons with bibliographic access to larger collections.

900-999 and *Biography*. The purpose of the 900s collection is to provide information on past and recent history and on current conditions and events in the world's continents, countries, states, cities and other geographically designated areas. Simply put, this is the history and geography section. Its users are students seeking material for assignments; real and armchair travelers, and general readers.

In the circulating collection, high demand topics include travel guides; current information on countries for assignments; Native Americans; Ancient Egyptian civilization; and information on whatever areas of the world are currently receiving media attention. San Francisco history material is frequently requested; and interest in recent U.S. history and the Holocaust is steady. But the general demand for historical material is in decline. The branch's community profile influences the demand for information on specific places, cultures, and historical events and periods.

The Biography collection provides information on significant people, historical and contemporary, in all fields except science, the arts and athletics. Demand for biographical material on U.S. presidents and on ethnic leaders is constant. General readers seek



biographies that become best sellers. The community profile affects selection of biographies for the neighborhood branch.

Tailoring neighborhood branch collections to meet demand means being alert, not only to the topics being requested but to the level of information desired. Materials that provide outlines and summaries of facts, rather than lengthy, detail-rich analysis, are usually preferred by most users of this collection. A few pages or a chapter on an assigned topic is often all that a student wants. *Don't Know Much About History* by Kenneth Davis and its sequel, *Don't Know Much About Geography* are compendiums of information that became bestsellers; they are examples of ideal materials for neighborhood branch collections. A similar work is E.D. Hirsch's *Dictionary of Cultural Literacy*.

Travel guides in neighborhood branches need to be up-to-date. The collection focuses on places most in demand by branch clientele, beginning with the nearest locations and expanding outward. For example: San Francisco; the Bay Area; the West Coast; the Pacific Northwest; the Southwest; Hawaii; Mexico; the rest of the United States; parts of Europe; the Caribbean; parts of Asia; Australia; parts of Central and South America; parts of Africa and so on. The neighborhood branch collection cannot cover everything; it must be selective. For each covered location, there is at least one book written within the last two years, supplemented by material just slightly older. Guides more than five years old are withdrawn. Most purchases are paperback. Several good series are available, for example: *Lonely Planet* guides; *Fodor's*; *Insight Guides*, and others.

In addition to guidebooks, the travel section also contains examples of travel writing: works of enduring interest and literary quality by writers such as Kate Simon, Jan Morris, Paul Theroux, Pico Iyer, Salmon Rushdie's *The Jaguar Smile*, about Nicaragua; V.S. Pritchett's *Dublin: a Portrait*; William Least Heat Moon's *Blue Highways* and *Prairie Earth*; John Steinbeck's *Travels with Charlie*. Books such as these are in a category apart from the guidebook genre and are not subject to the same rigorous weeding guidelines.

The collection pattern described above for travel materials, i.e. a collection consisting primarily of paperbacks - clearly written, providing accurate, concise information for practical use - supplemented by a selection of more thoughtful and thorough works, is appropriate for the history and biography circulating collections as well.

The 900 non-circulating collection includes a geographical dictionary or gazetteer; up-to-date atlases, including a current road atlas, local and Bay Area street maps and Thomas guides; historical atlases of the U.S. and the world; travel guides for nearby areas; Department of State *Background Guides* on countries; one volume encyclopedias on American and world history; an encyclopedia of information on Native American tribes; and one or more "What to Name the Baby" guides. Essential biographical reference materials include *Current Biography Yearbooks*; *Facts about the Presidents*; *Bloodletters and Badmen*; *Who's Who in America*; and collected biographies of ethnic leaders.

*Fiction, Mystery, Science Fiction and Large Print* These collections provide recreational reading for neighborhood residents, and books needed by students for assignments.



Classic works of literature, best-selling authors, authors with established reputations, and authors who are less well-known but who have received favorable attention from local or national reviewers are represented. According to the neighborhood profile, writers of particular cultural or ethnic backgrounds should be collected. Experimental fiction and works by unknown, unreviewed authors are generally not collected.

Paperback editions extend coverage and meet high demand for particular titles and authors. Multiple hardback copies of a title are rarely needed in a neighborhood branch.

Retrospective collection, except for standard, classic works, is unnecessary. Little-used titles are weeded as necessary, to keep the collection fresh and attractive. But the neighborhood branch must be able to provide reliable access for its patrons to good fiction in other locations, regardless of time and place of publication.

Mystery and science fiction collections are managed according to the same guidelines as general fiction.

The neighborhood branch typically does not have an extensive collection of large print materials. However, branches provide large print materials - non-fiction as well as fiction - by borrowing a selection of books from the Main Library's extensive collection, on a rotating basis. These can circulate from the branch and be exchanged for other titles after a six to twelve week period. Patron use and the neighborhood profile should determine the number of large print books borrowed from the Main.

*Periodical* The primary purpose of the periodical collection in the neighborhood branch is to provide recreational reading for the general reader. Another important use is to supplement material in the non-fiction collections. Forty to sixty general interest magazines are collected by each branch for browsing. Two or three local or national newspapers are needed, and one or more consumer magazines as well. The branch neighborhood profile may indicate a need for a selection of ethnic-interest magazines to be included in the collection.

*Consumer Reports* and possibly one or more news magazines are kept as reference materials. Other magazines circulate except for the most recent issue of each one. Magazines are retained, unbound, for up to two years or longer, as mandated by system-wide instructions. Newspapers are discarded as needed, according to the branch's space requirements.

Developing on-line access to periodicals may add a new dimension to the uses of magazines in neighborhood branches, giving patrons access to a much wider collection of information than has been possible.

*Audio and Video* Neighborhood branches collect language learning tapes and audio books-on-tape materials. Most have residual music tape or phonorecord collections.



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Neighborhood branches may have small video collections.

Patron demand for books-on-tape and language learning materials is growing. Neighborhood branches intend to increase their collections, particularly because borrowing of these materials by one branch from another is discouraged.

Neighborhood branches typically do not collect music CDs at this time. Plans to include these materials in neighborhood branches and to extend collections of videos and books-on-tape are under consideration.

*Pamphlet* Pamphlet, or "vertical file" collections are an important part of the neighborhood branch's materials. They supplement the book collection and may provide more up-to-date information than it does. Pamphlet and clipping collections must include neighborhood-specific information; in some cases, they may be the only source available for this information.

Except for subjects where historical record is the purpose of the file, such as local history, pamphlet files should be rigorously weeded. Their purpose in the collection is to provide current information.



NEIGHBORHOOD BRANCH TEEN COLLECTION DESCRIPTION

*Fiction* This category of the teen collection emphasizes popular recreational reading and school-assigned classics. However, the browsing appeal of these two types of fiction materials varies greatly. Popular recreational titles have great appeal to teen patrons and their high visibility in the teen sections is a major attraction to our target population, which is young people between the ages of 11 and 18. On the other hand, school-assigned classics are necessary to students but frequently unattractive to that same teen browser. It is essential, therefore, that the classics be housed separately from contemporary teen materials to safeguard against teen browsers being repulsed by the non-recreational classic titles. Classics can be housed in a separate classic section or shelf within the teen area, in a separate area of the branch designated as the classics collection area, or within the adult fiction collection, depending on the specific design and limitation of the branch's physical layout and the preferred arrangement of the branch staff. Materials found in the teen fiction collection include materials found in both the adult and juvenile fiction collections, along with materials that are unique to the teen fiction collection. Inclusion of multi-ethnic materials and materials in multiple languages is essential to meet the needs of San Francisco's multicultural teen patrons.

The highest demand for titles in this category is for popular recreational titles, particularly series titles (i.e., R.L. Stine's "Fear Street" series), as well as titles by well known authors whose established name guarantees a high circulation (i.e., Stephen King and Caroline Cooney). Paperback copies are the most popular format for all fiction materials. The high demand for these materials is best met by the inclusion of multiple copies of popular titles in the teen fiction collection. In addition, teen collection staff also utilize offshelf buying and immediate cataloging to provide quick teen patron access to intensely timely materials (i.e., movie tie-ins).

As with the entire teen collection, frequent collection maintenance of this category is essential. Their intense popularity guarantees a high loss rate of these materials. Inventory of the collection, replacement of missing copies, and judicious weeding of unattractive and outdated titles needs to be completed yearly. Addition of new fiction materials needs to be ongoing. The target audience for this collection is especially sensitive to currency and timeliness.

*Non-Fiction* The non-fiction category of the teen collection emphasizes titles that are specific to teen issues and needs, and includes both informational and recreational materials for young people between the ages of 11 and 18. This collection is not intended to include materials to complete school assignments. Teen patrons will utilize the adult collection for these needs. Non-fiction teen materials are predominantly titles produced specifically for teens and their specialized needs, but there is also the occasional inclusion of titles found in the adult and juvenile non-fiction collections. Materials in this category range from those appropriate for reluctant readers with low reading ability to those appropriate for the college-bound advanced high school senior. Inclusion of multi-ethnic materials and materials in multiple languages is essential to meet the needs of our multicultural teen patrons.



Non-fiction teen materials are collected in both the hardback and the preferred paperback format. Multiple copies of frequently desired materials will be necessary for popular subject areas. In addition, teen collection staff utilizes offshelf buying and immediate cataloging to provide quick teen patron access to intensely timely materials (i.e., materials on soccer during the World Soccer Cup). The non-fiction category will emphasize the following important teen topics in these specific Dewey Decimal areas:

001-099 Standard non-circulating bibliographies are collected, together with works on library services for teens, to be used primarily by librarians working with teens and with teen material collections. Titles include *Best Books for Junior High Reading* by Gillespie, and *Senior High Library Catalog*, along with other suitable, similar titles.

300-399 Materials on racism, prejudice, drugs and addictions, abortion, sexual orientation, career guidance, SAT and standardized test taking, and college and university; guides written specifically for the teen audience will be emphasized.

600-699 Materials on reproduction, human development and maturation, teen pregnancy and childbirth, birth control, substance abuse, and sexually transmitted diseases written specifically for the teen audience will be emphasized.

700-799 Materials on popular culture categories such as radio, television, motion pictures, and music written specifically for the teen audiences are emphasized. Individual and collective biographies on sports and entertainment personalities are included in this area. "High interest - low reading ability" biographies are especially needed. This non-fiction area is enhanced by the teen periodical collection.

800-899 Materials anthologizing short stories, fulfilling both recreational and class assignment needs, are emphasized. Classic and contemporary anthologies are included but as with teen fiction, classics should be shelved separate from the contemporary short story anthologies since they do not have the browsing appeal that contemporary materials have. Contemporary short story anthologies could be shelved either with teen non-fiction materials or on the more popular teen fiction paperback racks or shelves. Classic anthologies could be shelved preferably in a separate classics area or with the teen non-fiction materials.

900-999 Materials include individual and collected biographies on people of specific interest to teens, such as Malcolm X and Martin Luther King. Again, this is a prime area for the inclusion of "high interest, low reading level" materials to entice reluctant readers to the teen collection.

As with the entire teen collection, frequent collection maintenance of the non-fiction category is essential. The majority of materials in this category are especially susceptible to becoming outdated quickly, both because of their ephemeral popularity (i.e.,



entertainers) or because the information provided evolves and changes (i.e., AIDS information). Therefore, weeding and replacement of materials in this non-fiction category must be done a minimum of one time each year.

*Periodicals* The Teen Periodicals collection is designed to attract teens both as students and as recreational readers. "The most current information available for teens...isn't in books, but in the pages of...magazines." (Patrick Jones...*Connecting Young Adults with Libraries*). The collection thus includes popular magazines reflecting teen culture: from *Beat* to *Rolling Stone* to *YSB*.

Magazines are selected to attract the teen library user who may be more comfortable with magazines than books; and to extend the book collection, particularly in areas of popular interest.

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 languages other than English.

It is essential that this portion of the Teen Materials collection be absolutely current: the appeal of any given teen magazine is as fleeting as what is popular at any given minute. Back issues are kept on file for a period of one year.

*Audio cassettes and CDs* The Teen Audio cassette and CD collection provides current music of appeal to teens in both audio cassette and compact disc format. Though the use and market of CDs is on the rise, many teens still use tape players and cannot afford CD players. Concurrent building of a teen audio cassette collection is, therefore, still desirable.

Music is the heartbeat of a teen culture, and having currently popular tapes and CDs available for circulation greatly validates the Library's claim as a place which welcomes teens.

The Teen Audio cassette collection reflects the diversity of San Francisco neighborhoods, and the teen music of each culture.

This is an area of extremely high circulation, as well as potential loss, so multiple copies of tapes and CDs are purchased, keeping the collection at its desired level.

As with other areas of the Teen Collection, the Teen Audio cassettes and CD collection is kept fresh and current, with an awareness of the teen music world. Review sources used in selection include *Billboard*, *Rolling Stone*, and other music periodicals of interest to teens. The collection is maintained through yearly weeding.

*Videos* The Teen Video collection includes informational videos dealing with contemporary



issues, excluding the wider genre of entertainment videos found elsewhere in the general video cassette collection.

Areas of emphasis mirror those found in the overall Teen Collection: career guidance, problems of youth, sex education for teens, performing arts and artists of appeal to teens (i.e., music stars with a clear teen following).

As with all other areas of the Teen Collection, the Teen Video collection is kept current with judicious, yearly weeding and awareness of the for-teen video market.



NEIGHBORHOOD BRANCH CHILDREN COLLECTION DESCRIPTION

*j00-j099* This is a collection of materials on general topics including library services for children; children's literature; and general encyclopedic works. Guides to outstanding children's books are represented, as well as critiques of children's materials and bibliographic tools, such as *A to Zoo: Subject Access to Children's Picture Books*, which assist librarians, parents and teachers in selecting materials for children. As children's services reference tools and general encyclopedias such as *World Book Encyclopedia* are included in this collection, non-circulating items outnumber those that circulate. An effort is made to acquire the latest editions of children's services research tools and encyclopedias. A goal is to have one current general encyclopedia in each branch children's collection. No encyclopedia older than five years is retained.

*Neighborhood Branch* In a neighborhood branch, this is a small section, with up to three quarters of the titles non-circulating. Included are a current *World Book Encyclopedia* and at least one other current juvenile encyclopedia. In the circulating *j28.5s*, emphasis is on titles for adults on introducing books to children. Non-circulating bibliographies include *Index to Fairy Tales*, *Children's* and *Junior High School Library Catalog*, and theme and ethnic works as needed. A small basic collection of classic writings on children's literature is included.

*j100-j199* This is a collection of materials on thought systems and feelings, including philosophy, the occult, death and grieving, and ethics. Materials on occult subjects, such as witchcraft and ESP, are in high demand. It is important that titles having to do with ethics, such as animal rights, and feelings are kept up to date so that they are timely and reflect current thinking. Circulating materials are emphasized.

*Neighborhood Branch* Emphasized in a neighborhood branch are current, popular juvenile titles on witchcraft and astrology, *True Ghost Stories*, explanatory titles on new babies for young children, titles on feelings, and books on death both for children and for adults to use with children. At this level all materials may be circulating.

*j200-j299* This is a collection of materials on the origins of religion, mythology, and world religions. Jewish holidays and Bible stories are also found in this section. An effort is made to represent non-Western mythologies and religions. Greek myths are a high demand area for which multiple circulating copies and non-circulating titles are acquired. The non-circulating collection supports and extends the circulating collection by including reference books in world religions and mythologies. Some of the material in this Dewey range may be pulled out as a Holiday Collection.

*Neighborhood Branch* In the neighborhood branch circulating collection there is an emphasis on titles, at a variety of reading levels, on both Christian and Jewish holidays. Greek mythology is represented by multiple copies, as are other belief systems as appropriate. The non-circulating collection includes Barber: *Companion to World*



*Mythology* (or another mythological dictionary) and representative mythology texts as well as a basic overview of world religions. A Catholic almanac and/or one volume Jewish encyclopedia may be appropriate.

*j300-j399, excluding j398* This is a collection of materials on a wide variety of subjects in the social sciences including environmental issues, children's rights, minorities in America, civil rights, law and politics, women's rights, immigrants, economics, careers, the family in society, crime, stamps, the military, communications, education, money, measures, costume, mummies, customs and holidays, and weapons. A strong non-circulating collection is necessary to support the circulating collection by providing materials such as collective biographies on members of ethnic groups (for example, *Extraordinary Hispanic Americans*). Non-circulating materials in this section also include: *The World Almanac*; a basic American government text; a variety of materials on holidays, such as *Chase's Annual Events* and information on Chinese New Year, The Day of the Dead, Halloween, and Kwanzaa. Emphasis is placed on African American history titles in order to meet class assignment demands, especially during Black History Month. This collection is updated continuously to insure that it contains contemporary information. Career information is not emphasized as materials in this area are usually purchased by adult and teen services.

*Neighborhood Branch* In this area a neighborhood branch collection emphasizes both circulating and non-circulating titles on the history and civil rights of various groups in the U.S., as dictated by local need. For adults, storytelling and reading aloud are represented by either circulating or non-circulating titles. A dictionary-type volume on worldwide holidays supplements the multiple circulating titles on individual holidays, such as the series by Barth; an attempt is also made to include holiday titles for beginning readers. A current world almanac may be needed in the busier neighborhood branches to supplement the adult copies.

*j398* This is a collection of folk literature, including fairy tales, tall tales, myths, legends and other literatures from the oral traditions of peoples of the world. Versions of tales, in all available formats, are carefully selected for their fidelity to the original source material. Illustrations, if any, must accurately reflect the culture from which each tale is drawn. A special effort is made to develop a strong collection of materials representing the cultural/ethnic backgrounds of the children of San Francisco, in English and/or in the original languages. Circulating materials are emphasized, but a core collection of reference titles is represented, including Eastman's *Index to Fairy Tales and Supplements*.

*j400-j499* This is a collection of materials on language including the origins of language, English grammar, English language and non-English language dictionaries for all ages, learning other languages, and sign language. Non-print formats, such as audio cassettes, are included as they are very effective language learning tools. Non-circulating materials include: English language dictionaries; a thesaurus; and appropriate English into other languages, and vice-versa, dictionaries. An effort is made to remove from the collection



and to avoid including language learning materials which contain stereotypical illustrations or viewpoints.

**Neighborhood Branch** The non-circulating neighborhood branch collection includes at least one thesaurus, preferably two for different reading levels, as well as at least three English dictionaries from very simple to advanced. There are at least two circulating English dictionaries. Non-English language dictionaries are included, as needed. There is at least one circulating review-type grammar book.

**j500-j599** This is a collection of materials on pure and natural sciences including mathematics, science experiments, astronomy, physics, chemistry, life sciences, computers, geology, evolution, biology, botany, mythical animals (such as Big Foot), and zoology. High demand areas include: mathematics, science experiments, dinosaurs, rain forests, astronomy, earthquakes and volcanoes, and Bay Area animals. Easy science titles are included for younger children. To satisfy requests for materials on math, circulating general review titles (such as *Family Math*) and non-circulating titles (such as *Math Power*) are collected, in lieu of grade level textbooks. Non-circulating encyclopedic titles on animals are also required, as it is impossible to offer circulating materials on every animal. Every effort is made to keep pace with scientific advances by removing dated materials and acquiring current titles. Math and science periodicals (such as *Scholastic Dynamath* and *Ranger Rick*) offer supplemental coverage. This Dewey section receives frequent use by adults looking for nature illustrations.

**Neighborhood Branch** Neighborhood branches collect materials in the j500s to satisfy the homework needs of elementary and middle school students, and the curiosity of pre-schoolers. Science experiments and dinosaurs are emphasized at all reading levels. Multiple circulating copies of math "refresher" titles are purchased, rather than the grade-level textbooks. Encyclopedia titles on animals are purchased to supplement the small circulating collection.

**j600-j699** This is a collection of materials on technology and applied sciences including the history of technology; the technology of transportation; health and the human body, including drugs, alcohol and sex education, selected for a variety of age levels; diseases and disabilities; gardening; domestic animals; endangered species; cookbooks; and book making. Relevant biographies are also included. Periodicals, such as *Odyssey*, supplement this subject area. Parenting materials (j649s) are primarily housed in adult services collections; however, some children's rooms have parenting displays made up of adult materials. Current, accurate and compassionate coverage on AIDS and AIDS prevention is sought. An effort is also made to acquire materials about AIDS in other languages and on video cassette, as this is such a critical health issue. Regular weeding of dated materials and adding of new materials takes place in order to keep pace with technological advances. The circulating collection receives more emphasis than the non-circulating collection. Encyclopedic non-fiction works support and enhance the circulating collection in such areas as endangered species, dogs, and inventors and inventions.



*Neighborhood Branch* In a neighborhood branch there are basic titles on the human body as a whole (including at least one non-circulating title). Materials on specific body parts and functions tend to be for younger children. Birth, puberty, and drugs are emphasized. At least two titles treat toilet training from a child's point of view. There is some coverage of specific diseases, including AIDS. Younger readers are considered in the j629s with titles on cars, trucks, planes, etc. In the j639s at least two titles cover local or California endangered species. In the j641s ethnic cookbooks are emphasized, and serve as an adjunct to the j900s for school reports on countries. At least one vegetarian cookbook is included.

*j700-799* This is a collection of materials on fine arts, performing arts, and sports which includes coins, drawing, arts and crafts, photography, song books, finger games, riddles, and biographies of artists, musicians, sports figures and actors. Periodicals, such as *Sports Illustrated for Kids* and *Black Beat*, offer supplemental and contemporary coverage. High demand areas include: origami, magic, riddles, and ballet. Materials on local sports teams and figures are collected whenever available, and an effort is made to keep biographies in this area up to date. Non-circulating materials include a history of art, a history of music, an encyclopedia of sports, and a guide to local arts-related resources for children. The circulating collection receives more emphasis than the non-circulating collection.

*Neighborhood Branch* The neighborhood branch circulating collection includes general art history materials, such as the McGraw-Hill series, and the one by Glubok. Architecture covers the basics plus a title on making model buildings and several titles on Egyptian pyramids and castles. Drawing books may include multiple paperback copies of the popular series by Ames: *Draw 50...* The craft section emphasizes papercrafts, especially origami. In the music section children's songbooks are emphasized. The small non-circulating collection includes music and art reference, rules and statistics of sports, and basic craft reference.

*j800-j899* This is a collection of materials on literature which includes English and American literature, English translations of international literature (for example, Aesop's fables and Native American writings), titles for children about writing, titles for adults about writing for children, poetry for children at different reading levels (including Mother Goose rhymes and poems written by children), jokes, and retellings for children of literary classics such as Chaucer's *Canterbury Tales* and Shakespeare's plays. Emphasis is placed on poetry, especially from non-European traditions. As materials in this section introduce children to the wealth of world literature, 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 (especially *Where the Sidewalk Ends*) are purchased.

*Neighborhood Branch* The neighborhood branch circulating collection includes titles on how to write both school reports and fiction and poetry. Joke and riddle books are also



collected. In the j821.08s are poetry collections, some general and some on much-assigned themes such as humor, holidays, animals, love, etc. Poetry collections by African-American poets are emphasized. There is at least one copy each of the *Odyssey* and *Iliad*, several editions of Aesop's fables, and poetry in translation including haiku. The non-circulating collection includes a multi-volume index to children's poetry, the *Oxford Nursery Rhyme Book*, and the *Annotated Mother Goose*.

*j900-j999, excluding j920* This is a collection of materials on history and geography from ancient times to the present, which includes information on countries of the world and states of the United States, exploration, geographic atlases, thematic atlases (such as an atlas of U.S. history), archaeology, North American native peoples, and flags of the world. Emphasis is placed on materials about California and San Francisco. Periodicals such as *Cobblestone* offer supplemental coverage of American history. Non-circulating materials in this area are heavily relied upon to meet school assignment demands. They include atlases; reference tools on countries, states, flags and California missions; and an encyclopedia of Native American tribes. A continual effort is made to replace dated materials; the goal is to have no book more than ten years old on a country (five years for non-circulating books), with more frequent updates to reflect changes in political boundaries. Care is taken not to collect materials which present stereotypical views of other countries and cultures and to withdraw titles which have stereotypes. A large part of this collection reflects current school curriculum.

*Neighborhood Branch* A neighborhood branch endeavors to meet the homework and browsing needs of elementary and middle school age children in history and social science. History of the ancient world is emphasized. For modern day countries the non-circulating collection includes up-to-date Worldmark encyclopedias of the U.S. and nations of the world, as well as *Lands and Peoples*. Some, but by no means all, of the countries of the world are represented by individual circulating books. Several encyclopedic non-circulating titles on Native American tribes support the small circulating collection. California history (for instance, missions and the Gold Rush) and local San Francisco interest are represented by multiple circulating copies. The non-circulating collection includes atlases and an encyclopedic dictionary of explorers.

*jB and j920-j929* Biographies and collective biographies make up this section, including biographical information on saints. High demand topics are: explorers, U.S. presidents, and African Americans, especially Martin Luther King, Jr. Non-circulating tools such as *Facts About the Presidents* supplement circulating biographies. Biographical coverage of children's authors and illustrators is found here (for example, *Something About the Author*). Emphasis is placed on representing women and persons from various ethnic backgrounds. Selection criteria for biographies includes: honesty of treatment, documentation of sources, depth of research and illumination of character. Fictionalized and undocumented efforts are not purchased. Jean Fritz and Russell Freedman are examples of outstanding biographers. The periodical *Biography Today* offers current supplemental coverage. Every effort is made to add timely biographies to the collection and to discard titles which are no



longer topical.

**Neighborhood Branch** The biography and collective biography sections in a neighborhood branch are not large, but an effort is made to keep them fresh with new titles on interesting historical and contemporary figures. Presidents, saints, and important individuals from various ethnic groups are emphasized. (Some of these titles may be non-circulating, particularly collective biographies such as the series *Extraordinary...Americans.*) Children's authors are represented by non-circulating works such as the multivolume *Something About the Author.*

**Children's Board Book Collection** Board Books, books with sturdy, laminated cardboard or plastic pages, are part of the circulating children's collection in all branch libraries. These books for preschool children are selected especially as supplementary material for babies and toddlers in recognition of the importance of introducing books to the youngest child. Board Books include identification, or *Naming*, books (with or without words), such as Helen Oxenbury's *Family*; beginning concept books such as Tana Hoban's *Red, Blue, Yellow Shoe*; nursery rhyme books such as *The Real Mother Goose Husky Books*; and brief predictable stories relating to familiar life experiences such as Eloise Greenfield's *Daddy and I...* All have clear, uncluttered drawings or photographs. Board Books often offer opportunities for young children to participate in their reading. Selection and duplication of Board Books will depend on such factors as budget, and the number of young children and other neighborhood population characteristics.

**Children's Picture Book Collection** Picture books make up a large part of the children's circulating collection in all branch libraries. These books are most often written for prereaders and beginning readers and are usually shared with the child by an adult. As they are the child's first introduction to books, they are carefully selected. Picture books are evaluated with respect to design, originality and overall appeal to children within the bounds of their experience. Consideration is given to both content (text) and illustration and whether there is a union of the two that makes an integrated whole. Illustrations should extend and interpret the story or text, supplying what paragraphs of words do in a novel for older readers. The inclusion of non-stereotypical illustrations is especially important because of the initial and lasting impression that can be made by illustrations. Many different styles of art are represented, as research has shown that children have an innate capacity for understanding and responding to art in a supportive environment.

**Readers Collection** Books labeled "readers" (jR) are part of the children's circulating collection in all branch libraries. 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 of age when their physical, intellectual and emotional development is such that they can begin to "decode" words and start to read by themselves, without adult help. Readers help a child to practice the skill of reading while controlling the frustration level. Preprimers, basal readers and primary reader textbooks



are not purchased. Trade book easy readers and beginning-reader series are selected individually according to the same guidelines of literary quality, attractiveness of illustration, and appeal of subject used for the selection of other books, with the following additions: they have large print, ample white space between the lines of print, ample margins, and controlled vocabulary. Readers include fanciful stories, such as Arnold Lobel's *Frog and Toad* books; realistic stories, such as Cynthia Rylant's *Henry and Mudge* stories; historical fiction, such as Eleanor Coerr's *Chang's Paper Pony*; mysteries, such as *Nate the Great*; poetry, such as Jack Prelutsky's *It's Halloween*; folktale, such as Molly Bang's *Wiley and the Hairy Man*. Non-fiction, including biography, is also published in reader format. A variety is selected and classified in its subject area. Although the number of readers published is small, selection criteria are still applied. Therefore, purchasing is often done in multiples.

**Children's Fiction Collection** Fiction books, or novels, make up a significant part of the children's circulating collection in all branch libraries. Fiction books are those written for the child who has the basic reading skills, attention span, and ability to form mental images and to enjoy longer, more detailed stories. These books range from the easiest chapter books for younger readers ready to move beyond Beginning Readers to sophisticated fare for teen readers. In selection, the same criteria is used that is brought to evaluate adult fiction: consideration of theme, plot, characterization, setting, and style. Good fiction offers an appealing story, smoothly told, with freshness and originality. The range of fiction includes realistic stories, fantasy and science fiction, animal stories, historical fiction, mystery and adventure, and sports stories. Positive racial, ethnic, and/or sex role representation is an important factor. Appropriateness of length and format for the intended age level are also considered. Series titles, which are often formulaic, are evaluated individually.

**Children's Periodicals Collection** The children's periodicals collection covers the various age levels represented by children's services and reflects the many diverse cultures, languages and interests of San Francisco's children. Magazines are selected to supplement and/or extend the book collection, especially in areas of current popular interest. General interest magazines range from *Sesame Street Magazine* (in both English and Spanish editions) for preschoolers to *Cricket*, a literary magazine for ages 6-12. Special interest titles are as diverse as: *Boomerang!* A Children's Audiomagazine About Big Ideas; *Dolphin Log*, a Cousteau Society publication; *Faces*, which introduces lifestyles, beliefs and customs of peoples around the world; *Scienceland* for preschoolers and beginning readers; *Sports Illustrated for Kids*; *SuperTeen*, and *Zillions*, a consumer magazine for kids. Periodicals for children in non-English languages are purchased depending on availability and need. While most are in print, selection is not limited to the print format. Periodicals dealing with children's literature and the review of children's materials, such as *School Library Journal* and *The Horn Book Magazine*, are also included.

Significant children's magazines are indexed in *Readers Guide to Periodical Literature* or *Children's Magazine Index*. Each Library tries to maintain magazine issues for one year. If space and physical condition permit, back issues may be kept longer.



Branches order and drop periodicals annually as needed by the community, and as their periodical budgets allow. Branches order from a preselected list developed by a Periodicals Committee of Children's Librarians. Children's and Adult Services staff work together to develop a collection that will serve the total branch public.

*Children's Recordings Collection* Children's recordings make up a small part of the circulating collection in all branches. These collections include material for levels covered by Children's Services and reflect, as much as possible, the diverse cultures, languages and interests of San Francisco's children. An audio cassette and paperback edition of *Are You My Mother?* is in Spanish and English for beginning readers. book and recording sets are useful for children new to the English language and beginning readers. Recorded books are also good for children who cannot read the book but can enjoy the recording. Song collections, especially from other cultures, are also important to the collection. The Recordings Committee of Children's Librarians is responsible for this collection. They review, read reviews and put titles on the New Book List for librarians to buy for their branches.

*Children's Video Collections* The children's video collections consist of a non-circulating programming collection, a circulating collection in a few branches and a non-circulating professional collection. The programming and circulating collections include material for all age levels covered by Children's Services and reflect, as much as possible, the diverse cultures, languages and interests of San Francisco's children.

In the programming collection, which stresses quality and entertainment, *Where the Wild Things Are* is available in Spanish for preschoolers. *Mouse Soup*, based on the ever popular Beverly Cleary book, is appropriate for ages 6 and older. The programming collection is used in a few locations that do not have film projectors and screens. The programming collection also supplements the film collection by providing titles not available in film format and by extending the range of titles available for holiday programming. This collection is available through the AudiovisualCenter.

Purchasing considerations for the circulating video collections include quality, entertainment, education, popular and new titles like *Aladdin*, as well as a modest price. Special populations and their location are considered when buying certain titles. *The Picture Book of Martin Luther King Jr.* was bought particularly for branches with African-American emphases. The collection is diverse and includes titles from *Fractions* and *All Their Parts to Preschool Power*.

The professional collection is a small group of titles on booktalking and other subjects, used by the staff for professional development. It is available through the Office of Children's Services.

The Film/Video Committee of Children's Librarians is responsible for the development of these collections and previews, reads reviews, purchases and discards titles. Input from



staff is encouraged.

*Children's 16 mm Film Collection* The children's 16 mm film collection contains non-circulation programming titles as well as a non-circulating professional development collection. The programming collection includes material for all age levels covered by Children's Services and reflects, as much as possible, the diverse cultures, languages and interests of San Francisco's children. *Where the Wild Things Are* is available in Spanish and English for preschoolers. *Molly's Pilgrim*, a story about a young Russian girl new to this country, is available for ages 6 and older. The collection also stresses quality and entertainment rather than educational titles. The collection is used for preschool and school age programs in the branches. The films highest in demand are holiday and new fully animated titles. The older iconographic films are the least in demand. The professional collection is a small group of titles which include workshops on storytelling and other items useful for professional development. Both collections are reserved through the Audiovisual Center. This collection is in transition. Even though films are still being purchased, they have to be of the highest quality because of cost and the fact that the film format is giving way to video. Video is now the dominant media with fewer and fewer films being produced each year. The advantage of film for San Francisco Public is that it can be shown on a large screen, and most of the branches have film projectors and screens. To make a successful transition from film to video it is highly recommended that all branches be equipped with large video projection machines. The development of this collection is the responsibility of the Film/Video Committee of Children's Librarians which previews, reads reviews, purchases and discards films. The Committee is always open for staff suggestions.



WESTERN ADDITION BRANCH COLLECTION DESCRIPTION  
ADULT MATERIALS

000-099 COLLECTION

Western Addition's collection conforms closely to the Neighborhood Branch Collection Description, both in size and content, in its circulating and its non-circulating materials.

100-199 COLLECTION

Western Addition's collection is similar to that of the typical neighborhood branch. It is one of the smallest of the branch's collections.

The Japanese Interest collection includes several titles by well-known Japanese psychologists, as well as material on Japanese astrology.

200-299 COLLECTION

Western Addition's collection conforms closely to the Neighborhood Branch Collection Description. It is one of the smallest of the adult collections. Among the most popular items in the circulating collection are several inexpensive Bibles.

Additional material is found in the branch's Japanese Interest Collection and in the African and African American History and Culture Collection. The Japanese Interest Collection contains titles on Japanese religion, with an emphasis on Zen Buddhism. The African and African American History and Culture Collection includes works on African and Afro-Caribbean religious beliefs and practices, as well as material on the African American church in the United States. For many residents of Western Addition's service area, religion and church activities are important aspects of their daily lives, and collecting in the 200-299 area reflects this circumstance.



300-399 COLLECTION

The 300-399 collection is one of the largest at Western Addition. In addition to the materials included in the regular collection, several important special collections depend upon the 300s for much of their content. The Career and Education Collection contains both circulating and non-circulating materials on job training, job searching, career selection, resume writing, interview techniques, qualifications for various kinds of work, Civil Service and educational testing, information about colleges and universities, and financial aid materials. Although the Career and Education Collection includes materials from other Dewey classifications, the majority of the collection is drawn from the 300s. It is among the most heavily used of the branch's collections.

Another major collection, the African and African American History and Culture Collection, also includes many books from the 300s. For some time, 325.26 was the Dewey class number used to encompass a broad spectrum of topics pertaining to African American history and contemporary experience. Although classification of these subjects may become diversified, books collected heretofore comprise a sizeable collection at Western Addition.

The Japanese Interest Collection has a strong section of books in the 300s, covering Japanese society, diplomacy, economics and business. It also includes material on the experiences of Japanese Americans.

Western Addition has three small non-circulating collections pertaining to local, state and federal government organization and functions, and a small legal reference collection. Materials in these collections are primarily from the 300-399 classification.



#### 400-499 COLLECTION

Western Addition's 400-499 collection differs significantly from the Neighborhood Branch Collection Description in two ways.

1. Western Addition has a larger-than-average collection of Project Read materials. Many of these are aids to improving English, in easy-to-read format and language, which supplement the branch's regular collection. Western Addition also collects audio tapes targeted to people wishing to improve English pronunciation and accent.
2. Western Addition's Japanese Interest Collection has a strong section of books in English which are aids to people studying the Japanese language. Its non-circulating section includes several English-Japanese and Japanese-English dictionaries.

In other respects, Western Addition's collection is small and very similar to the Neighborhood Branch Collection Description.

#### 500-599 COLLECTION

Users and materials of Western Addition's 500-599 collection parallel the Neighborhood Branch Collection Description very closely.

#### 600-699 COLLECTION

The Neighborhood Branch Collection Description accurately describes Western Addition's collection and its users. Although not one of the largest of the branch's collections, it is among the most heavily used.



700-799 COLLECTION

Western Addition's 700-799 collection includes two sections that vary from the average neighborhood branch collection.

1. The Japanese Interest Collection includes a large selection of material on Japanese art and crafts. Many fine and beautiful books are available, both for reference use and for circulation.
2. The African and African American History and Culture Collection has a strong section of books on Black musicians and music, including jazz, blues, gospel, reggae and indigenous African music. It also includes several works on African American art and artists.

With these exceptions, Western Addition's 700-799 collection conforms to the Neighborhood Branch Collection Description.

800-899 COLLECTION

Western Addition's collection conforms closely to the Neighborhood Branch Collection Description, with two significant exceptions.

1. The Japanese Interest Collection includes a well-developed section of materials on Japanese literature.
2. The African and African American History and Culture Collection's poetry and drama section is one of the strengths of the Western Addition Branch book collection.



#### 900-999 and BIOGRAPHY COLLECTIONS

Western Addition's collection conforms to the Neighborhood Branch Collection Description. The 900's are the largest of the branch's non-fiction collections and the biography collection is one of the largest.

Further material is found in the Japanese Interest and African and African American History and Culture Collections. The Japanese Interest Collection has an extensive collection of books on travel in Japan and on Japanese history. The collection is particularly strong in the subject areas of World War II history and the internment of Japanese Americans in this country.

The African and African American History and Culture Collection includes material on African history and current conditions. A goal is to have one or more current books on every African country, if possible. This collection also contains a strong section of biographies of significant African Americans, both for circulation and for reference use.

#### FICTION, MYSTERY, SCIENCE FICTION AND LARGE PRINT COLLECTIONS

These collections generally conform to the Neighborhood Branch Collection Description. Donated paperbacks are used to extend the collections.

Both the Japanese Interest and the African and African American History and Culture Collections have strong sections of fiction. The Japanese Interest fiction includes translations into English of works by classic and contemporary Japanese writers, as well as works originally written in English by Japanese or Japanese American authors. Some fiction with a Japanese setting is also represented in the collection.

Fiction in the African and African American History and Culture Collection is primarily by African American writers and includes works by emerging authors as well as those who are more well-established. A small collection of fiction by African writers and from others in the African diaspora is being developed with works in translation and in original English.



### PERIODICAL COLLECTION

Approximately one-half of Western Addition's periodical collection is comprised of magazines and newspapers for recreational reading by general readers. Many of these are useful to supplement the non-fiction book collection as well. The remaining half of Western Addition's periodical collection consists of Japanese and African American interest magazines. Nineteen magazines and newspapers in Japanese are collected, as well as several bilingual or English language Japanese Interest periodicals. Fifteen magazines and newspapers targeted to African American readers or others interested in African American culture are collected. Ethnic interest magazines serve recreational readers and students in the same way that general interest magazines do.

### AUDIO AND VIDEO COLLECTIONS

Western Addition's audio collection conforms to the Neighborhood Branch Collection Description, with particular emphasis on Japanese language learning tapes. It also includes tapes to assist Japanese speakers to learn English. Japanese music tapes and Japanese language books-on-tape are discussed in the narrative on Western Addition's Japanese Language Collection.

Western Addition's video collection is well-developed in comparison to those of most neighborhood branches. Its emphasis is on documentaries and drama series originally broadcast by PBS. A tutorial series on computer software is available. Another well-used series is the Black Americans of Achievement Series.

A selection of subtitled classic Japanese feature films highlight the video collection. For more information, see also the narrative on Western Addition's Japanese Language Collection.

### PAMPHLET COLLECTION

Western Addition's pamphlet collection conforms to the Neighborhood Branch Collection Description. Japanese and African American Interest materials are significant components of the collection. A pamphlet and clipping collection of materials in Japanese is being developed.



WESTERN ADDITION LIBRARY  
Neighborhood Branch Children Collection Description

j000-j099: This up to date collection of books for librarians, parents and teachers fits the profile for a neighborhood branch collection.

j100-j199: This section fits the profile for a neighborhood branch.

j200-j299: Because of interest from the Japanese community, we have acquired more books on Zen Buddhism than the average neighborhood branch. Heavy use by a nearby Catholic school necessitates some titles on saints. In other respects the general description fits the Western Addition collection.

j300-j399: The j325's are especially strong because we emphasize Japanese and African-American interests at Western Addition. This section is used heavily at all times, not just during Black History Month. In the j394's an emphasis is placed on acquiring titles on Kwanzaa and Japanese festivals.

j398: Because of the nature of our branch community we emphasize African-American and Japanese folk and fairy tales. However, the collection is kept well-rounded to reflect worldwide interest.

j400-j499: For the most part Western Addition's j400's fit the profile for a neighborhood branch. However, bilingual dictionaries in English, Japanese, Russian and Spanish are collected. We are located near Japantown and the collection is heavily used by the Japanese community. A number of Russian immigrants are moving into the community. Many Spanish speaking school children come with classes from nearby schools. They do not live in the area but visit as a class.

j500-j599: The natural science section exceeds the profile for a neighborhood branch. Western Addition has nature, science and wildlife reference encyclopedias that were purchased in 1991 with a grant from the After School Kids program. Some of these titles are at neighborhood branches, but not at all, and one is only at resource branches.

j600-j699: In the cookbook section there is an emphasis on African-American, African, and Japanese cooking. The j649's is a small but well-rounded collection of parenting books. Because we are located next to Mt. Zion, a large medical center with pediatric care, there is an emphasis on books about doctors and hospitals.

j700-j799: Japanese, African, and African-American crafts such as mask making, Japanese calligraphy, and origami are emphasized because of the special collections at the branch. Entertainment and sports biographies of these ethnic groups are also collected whenever possible.



j800-j899: Western Addition has a strong poetry collection with emphasis on African-American and Japanese poetry.

j900-j999 excluding j920: Because of the acquisitions by the After School Kids program in 1991, the j900's at Western Addition exceed the collection requirements for a neighborhood branch. For example, there is a reference book on each of the fifty states and approximately seventy books on individual countries of the world. An emphasis is placed on selecting books on Africa, Japan, the Civil War, World War II, and Native American tribes.

jB and j920-j929: African-American and Japanese biographies are acquired when available. Other than that the general description fits the Western Addition collection.

Children's Board Book Collection: Board books are heavily used by the neighborhood children and therefore multiples copies of favorite books are ordered. African-American and Japanese titles are acquired whenever possible.

Children's Picture Book Collection: African-American and Japanese titles are acquired when available. In other respects the general description for a neighborhood branch fits the collection.

Readers Collection: The collection at Western Addition fits the general description for a neighborhood branch .

Children's Fiction Collection: African-American and Japanese titles are acquired when they are available. In other respects the collection at Western Addition fits the profile of the general neighborhood branch.

Children's Periodical Collection: Several African-American periodicals and one Japanese language periodical are subscribed to in order to meet the needs of the community. In other respects the general description of a neighborhood branch meets the needs of Western Addition.

Children's Recordings Collections: Cassettes of Japanese and African-American interest are collected. Cassettes for learning Japanese, Russian, Spanish and English are collected to meet the needs of the Western Addition Community.

International Languages Collection: Western Addition has a small circulating collection of books in eight languages. Emphasis is placed on Spanish and Russian to meet the changing needs of the community.

Children's Japanese Language Focus Collection: The children's Japanese language focus collection at Western Addition meets the informal, cultural, and recreational needs of children in the community who read Japanese. The collection covers many subjects--non-fiction, biographies of famous people of the world, and



fiction. The fiction includes both Japanese books and translations of classic children's novels and folktales. There are well balanced reference books, dictionaries, magazines, audio cassettes and videos.

Although some users of the collection are recent immigrants, many of the persons who have been members of the United States since the 1950s are also members. The majority have been well educated in Japan and are now living in the United States.

The collection includes circulating and non-circulating materials in all languages including Japanese, English, and other languages. It includes newspapers and the Japanese (Yomiuri) and other Japanese newspapers and magazines. It also includes books, audio cassettes, and videos. The collection is located in the Japanese Language Collection on the second floor of the library.

The non-fiction section covers all subjects, with a special emphasis on Japanese literature, history, and culture. It includes books, audio cassettes, and videos. The collection is located in the Japanese Language Collection on the second floor of the library.

Japanese literature and literature are included in the collection. It includes books, audio cassettes, and videos. The collection is located in the Japanese Language Collection on the second floor of the library.



### Japanese Language Collection

The Japanese Language Collection of the Western Addition Branch serves the informational and recreational reading needs of native Japanese speakers of all ages throughout the Bay Area. It also serves English speaking students, from the elementary school level through the undergraduate college level, who are studying Japanese language and literature. It is the largest collection of popular Japanese language materials available to the public in Northern California.

Although some users of the collection are recent immigrants, many of its patrons are longtime residents of the United States, sometimes married to Americans. Others are here because of a family member's business assignment. The majority have been well-educated in Japan and are ardent readers.

The collection includes circulating and non-circulating materials in all formats, including books, periodicals, newspapers (local newspapers and *The Yomiuri Shinbun*), video and audio cassettes. A pamphlet and clipping collection in Japanese is being developed. Although most of the print materials are published in Japan, Western Addition also collects the works of Japanese authors residing in the United States and elsewhere.

The non-fiction section covers all subjects, with a social science emphasis. There are materials on Japanese immigrant history; African Americans; education; health and medicine; Japanese, U.S. and World history; Japanese women's suffrage during the Meiji and Taisho era; law; business; and biography. There is a significant collection of sources on Japanese cultural practices including woodblock printing, weaving, dyeing, architecture, tea ceremony, flower arrangement, music, cooking and crafts. Materials on Japanese linguistics and English as a Second Language are also collected.

Japanese fiction and literature are predominant sections of the collection. Japanese classics as well as popular fiction are included. Translations of works originally published in English and other language are collected. Among them are translations of world literature and editions of African American literature.

In the non-circulating collection, there are encyclopedias, Japanese character and *Hiragana* dictionaries, information on dialects, quotation collections and etymological dictionaries. A highlight of the non-circulating collection is a 26-volume set of Japanese folklore, arranged geographically from northernmost Japan to the southernmost province of the country, Okinawa. Other works in the collection provide information on computer terms, law, economy and science. Medical and electronic reference sources are represented, as well as atlases, gazetteers, *The Japan Almanac*, statistical yearbooks, biographical sources and *The Japan Yellow Pages*. A goal of the collection is to provide current information in all fields. Objectives and standards for specific subjects are



being developed.

Audio cassettes in Japanese include classical and popular music of Japan, as well as a selection of books-on-tape of classic and contemporary Japanese and World literature.

A video collection includes Japanese cinema classics and a small selection of contemporary feature films. All have English subtitles. There is often a long time lag between the time an original film is released and the time it becomes available with subtitles. The branch intends to develop its collection by adding some feature without subtitles.

Bilingual staff is available in the branch to do appropriate material selection, reference and circulation duties. A volunteer group called the Friends of the Japanese Collection has been formed to provide additional support for maintaining and enhancing the collection.

Western Addition also has a well-established collection of materials in English which focus on the history and culture of Japan and Japanese-Americans. This collection is described more fully in Western Addition's Japanese Interest Collection description and in the Main Library's Japanese Interest Focus Collection statement.

### Japanese Interest Collection

The Japanese Interest Collection serves people who require English language material to do research on Japanese society/culture, or who enjoy reading English translations of Japanese fiction for recreation. High school and college students rely upon this collection for school assignments, and it is also used by independent learners.

The collection includes materials in all formats - books, magazines, newspapers, tapes and videos. Among the collection's strengths are books on Buddhism, including Zen Buddhism information on the history and accomplishments of Japanese-Americans, including extensive material on their internment during World War II; and books on Japanese women, showing how their roles in society have evolved. Other significant sections of the collection are those covering aspects of Japanese culture: the tea ceremony; folklore; festivals; costume; cuisine (especially sushi); bonsai; ikebana; and the Japanese bath. The performing arts - Noh plays, Kabuki theatre, Bunraku (Japanese puppet theatre) and music - are well-represented. A highlight of the collection is the section of books on crafts and fine arts - ceramics, lacquerware, architecture, woodblock prints, drawing, painting, etc. - many of which include beautiful illustrations.

Japanese history, travel guides and descriptive works are



collected. The section on Japanese business, management, trade and education is expanding as demand grows.

Poetry and drama, in translation and in original English by writers of Japanese ethnicity, are heavily circulated, as is fiction in translation and in original English.

The non-circulating collection includes material on all of the subjects mentioned above. *Kodansha Encyclopedia* is an invaluable resource in this collection for students. *Nihonmachi*, a book on the history of San Francisco's Japantown, is one of the most sought-after books in the entire Western Addition Branch collection. Pamphlets and clippings extend subject coverage.

Magazines and newspapers are an important component of the Japanese Interest Collection. In addition to several magazines, the collection includes the *Japan Times Weekly* and two local bilingual newspapers.

Books and tapes for use by people studying Japanese are in constant demand. A video documentary series in English about Japan is well-used. And videos of Japanese classic and contemporary films, subtitled in English, are enjoyed by non-Japanese-speaking patrons as well as by Japanese speakers.

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### African and African American History and Culture Collection

The purpose of this collection is to provide materials on Africa, African Americans and all people of African descent. It serves general readers and students of all ages through undergraduate college level. At Western Addition, these materials are shelved together as a distinct collection, identified by an appropriate spine label, and given a specific location code in the online catalog. This arrangement provides maximum ease of access to the collection. Circulating and non-circulating materials are included.

Non-fiction titles encompass all subjects. Strengths of the collection include the history and achievements of African Americans; contemporary issues and experiences; biography; religion; art; music and performing arts; history and contemporary information on Africa and other parts of the African diaspora.

Fiction, poetry, drama and literary criticism are a major part of the collection. An effort is made to collect material to meet the needs of the recreational reader and of the student of African American literature.

The non-circulating collection is targeted to meet the needs of students from middle school through undergraduate college, as well as the general reader.

A selection of periodicals and a developing pamphlet and clipping file support the collection. Development of a non-print component of the collection is under consideration.

For additional information, see also the Main Library narrative on the African American Interest Focus Collection. ■