Leisure Reading Collection Guidelines

Description:

The Leisure Reading Collection is a collection of fiction and non-fiction works that is intended to support the leisure reading needs of WSU students, staff, and faculty. The collection is primarily focused on books for adults, but will include children’s or young adult books under special circumstances. The collection is not intended to duplicate collections found in bookstores or public libraries, but to provide a sampling of diverse titles with recreational and potentially some educational value that are being read and discussed by the members of the WSU community. The collection will focus on recent, well-received fiction and non-fiction works.

Acquisition Guidelines:

The Leisure Reading Collection will be purchased with monies from the Catherine Conklin Yingling Endowed Fund which was set up by the donor specifically for this purpose. The total amount spent on the collection will be approximate $600 a year. Donations of books from library staff and others that meet the selection criteria below will be encouraged and added to the collection. The Coordinator of Collection Development will be responsible for purchasing books, reviewing donations, and handling questions or requests related to this collection. Hard cover is the preferred format. Small mass-market paperbacks will not be purchased. Every effort will be made to keep this collection current. Purchases will be added at regular intervals, and donations added as received. The collection will be weeded as space is needed and older books transferred to the general collection. Watermark Books is the preferred vendor; they will provide a 20% discount and an invoice for selected books. As a general rule, more than one copy of a title will not be purchased.

Selection Criteria:

Positive reviews and/or inclusion on “best book” lists in professional and news publications such as Publishers’ Weekly, Library Journal, New York Times Book Review, and Wichita Eagle. Purchases and donations should be published or available in the U.S. within the last two calendar years. Selected books with authors and/or subjects of local interest will be added. Titles not already held by Library.

Location:

The books will be shelved as a separate collection in the Reading Room. There will be a banner sign, “Leisure Reading Collection”, over the collection. Book jackets will be displayed in the Reading Room with the collection. The Reading Room in Reserve is considered a temporary location; books will eventually be removed from the Leisure Reading Collection and placed in the general collection.

Processing:

The books will be cataloged as part of the Leisure Reading Collection with a temporary location in Reserve. The following 500 note will be added to each record: “Leisure Reading Collection”. Each book purchased with Yingling gift funds will have a gift plate specially designed for the collection. Donations will not be gift-plated. Any book in the collection will have a specially designed label, “Leisure Reading Collection”, taped to the front cover. The same label will be attached to the book jackets on display with the collection. The book’s call number will be added to the book jacket. If a hardcover book has a book jacket, the book summary end piece will be cut off the jacket and attached under the checkout slip. All books will be processed and added to the collection in a timely manner and not routed to any library faculty or staff member prior to processing and placement on the shelves in the Reading Room. Book
jackets will be retained for display with the collection and weeded as space is needed. Book jackets will also be removed if a book is transferred from the collection.

**Loan Period:**

The loan period for books in the Leisure Reading Collection will be four weeks for all patron groups. Check outs will be not renewable.

**Interlibrary Loan:**

These books will be available through Interlibrary Loan. ILL transactions will be monitored, and the ILL policy reevaluated if warranted.