Going Off Book:
Adding Non-Traditional Collections to Your Library

Presented on behalf of the Resources and Technical Services Forum

Who Are We?

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A Very Brief History

Gymnasium, Braddock Carnegie Free Library, Braddock, Pennsylvania (1893)

https://www.loc.gov/pictures/item/2007684788/

Collection Considerations

SELECTION

BUDGETING

PROCESSING

CATALOGING

UPKEEP/USE

DISCOVERY

01. Bloomington Public Library

Non-Book Collections for children

- Activity Kits – 11
- Game Kits – 16
- Hooked on Phonics Kits – 15
- Itty Bitty Kits – 21
- Language Learning Blocks – 13
- Meet the Sight Words Kits – 3
- STEAM Kits – 20
- Virtual Reality Kits – 5
- Rubix Cubes – 8

Kit Collections

Activity Kits

Containing multiple books with a complimentary activity, these kits are great for engaging young readers and then directly applying learned skills.

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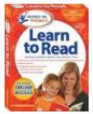
Game Kits

Spend more time with family and friends by checking out a Game Kit. With a variety of board games, anyone can find something fun to play. Game Kits are a great way to keep learning while participating in friendly competition.

View More

Hooked on Phonics Kits



Helping your child learn to read and understand math is fun with Hooked on Phonics and Hooked on Math. The kits contain learning DVDs, games, books, and a parent guide to help navigate the learning process.

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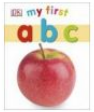
Itty Bitty Kits



Geared towards infants and toddlers, these kits include books, activities, and educational toys which encourage a parent or guardian and a child to play together.

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Language Learning Blocks Kits

These bold and colorful blocks styled in different languages help expand children's knowledge. Patrons can check out blocks from a variety of languages. Blocks are decorated with letters, numbers, and animals.

View More

Meet the Sight Word Kits

Sight words are common words in everyday reading that don't always follow a pattern. This can cause frustration with new readers. The Meet the Sight Words Kits contain books, flashcards, and DVDs designed to help memorizes these terms

View More

STEAM Kits

Focusing on Science, Technology, Engineering, Art, and Mathematics education, these kits give patrons hands-on experience with fun experiments.

View More

Virtual Reality Kits

Launch into learning with a Virtual Reality Kit which contains VR Goggles and multiple books based on a theme. The books include scannable QR codes which activate virtual reality features. Patrons need to supply their own mobile device or computer.

View More

Non-Book Collections for adults

- Puzzles – 125
- Rokus – 3
- Hotspots – 45ish
- Memory Care Kits – 6
- Digital Projector
- Meeting Owl Pro

Available Equipment

BenQ Digital Projector MW512

Digital projector with power cord, VGA cable, and remote control.

View More

Meeting Owl Pro Kit

The meeting owl pro captures 360° video and audio while automatically focusing on whoever is speaking to facilitate collaborative online meetings where multiple participants are physically in one space.

View More

Mobile Hotspot

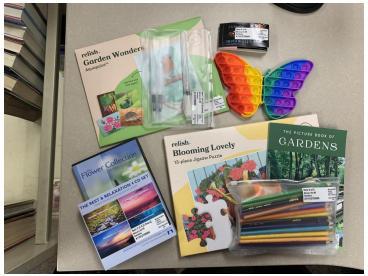
No Wi-Fi? No Problem! This mobile hotspot gives wireless connection, virtually anywhere so you can brows the internet with up to 4G LTE speeds.

View More

Roku

Stream available sports, movies, music, or access Hoopla, Kanopy, and Vudu with the Roku. Patrons will need internet access and a TV with an HDMI jack to use the Roku.

View More



Selection & Budgeting

Selection Outline

- Librarian committee agrees to add new non-book collections
- Selectors choose the kits and other non-book items
- Acquisitions staff places the order
- CATS department purchases containers, processes, and catalogs

Budgeting

- STEAM Kits - $750 start up
  - $200 year - upkeep
- Game Kits - $575 start up
  - $280 year - upkeep
- Activity Kits + Itty Bitty - $1,300 start up
- VR Kits - $550 start up
- Puzzles - $0

Processing

- We repackage everything - Really Useful Boxes
- Includes:
    - “Nutrition label”
    - Photos of contents
    - RFID tag
    - Labels
        - name of kit
        - choking warning
        - return directly to children’s desk
- Contents list for staff
- BPL + last 3 digits of the barcode on most items
- Boxes within boxes for smaller items

Processing

Game Kit #15
Bugs in the Kitchen & Sleepy Princess
Total Items: 53 + 11 Liter Box

Total Cost If Lost/Damaged $81

11 Liter Box
- 1 Bugs in the Kitchen 3D Game Board
- 2 Bugs in the Kitchen Doors
- 1 Bugs in the Kitchen Instruction Sheet

1.7 Liter Box
- 1 Sleepy Princess Princess
- 1 Sleepy Princess Pea
- 4 Sleepy Princess Pillows
- 4 Sleepy Princess Comforters
- 4 Sleepy Princess Mattresses
- 4 Piece Sleepy Princess Bed
- 1 Sleepy Princess Game Board
- 1 Sleepy Princess Dice
- 1 Sleepy Princess Instruction Booklet

.2 Liter Box
- 1 Bugs in the Kitchen Hexbug Nano
- 20 Bugs in the Kitchen Bug Tokens
- 1 Bugs in the Kitchen Dice
- 4 Bugs in the Kitchen Traps

Game Kit #15 – Bugs in the Kitchen & Sleepy Princess

☐ **11 Liter Box**
- ☐ 1 Bugs in the Kitchen 3D Game Board
- ☐ 2 Bugs in the Kitchen Doors
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- ☐ 1 Bugs in the Kitchen Hexbug Nano
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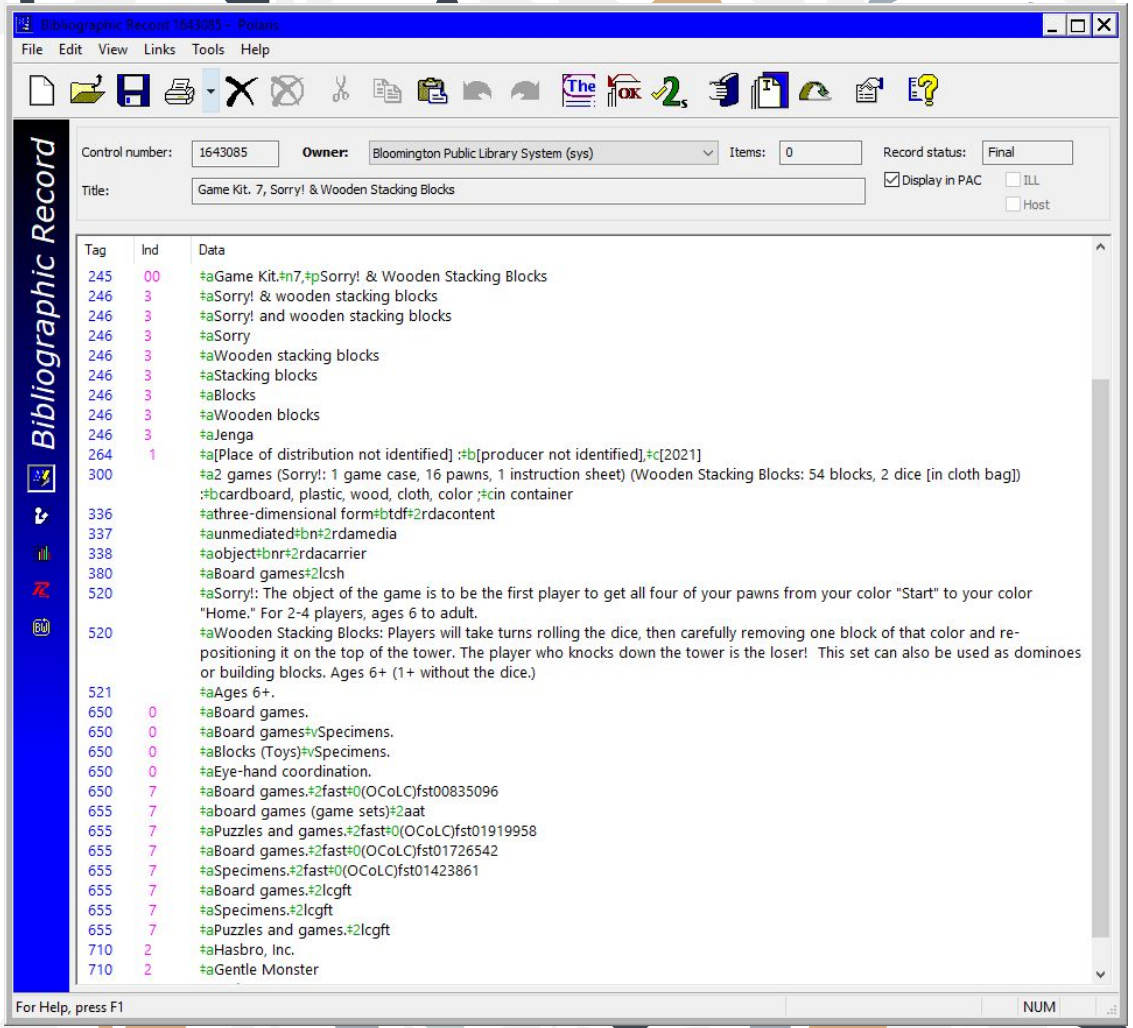
- ☐ 4 Bugs in the Kitchen Traps

- Zip ties to secure

Cataloging

- Use fields from existing records when available
- 246 - varying titles
- 300 - contents
- 336-338 - RDA
- 380 - form of work
- 520 - summary
- 521 - target audience
- 650 - subject headings

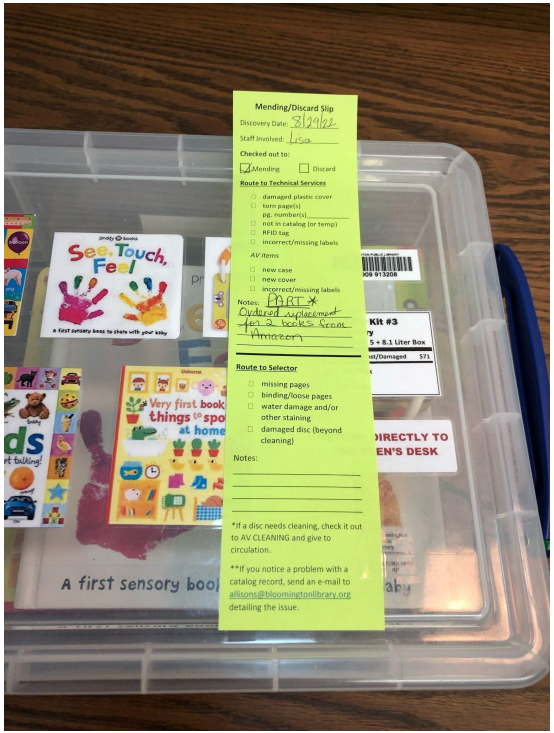


Space

- Space is our main constraint!
- Renovation
- Mending and spare containers

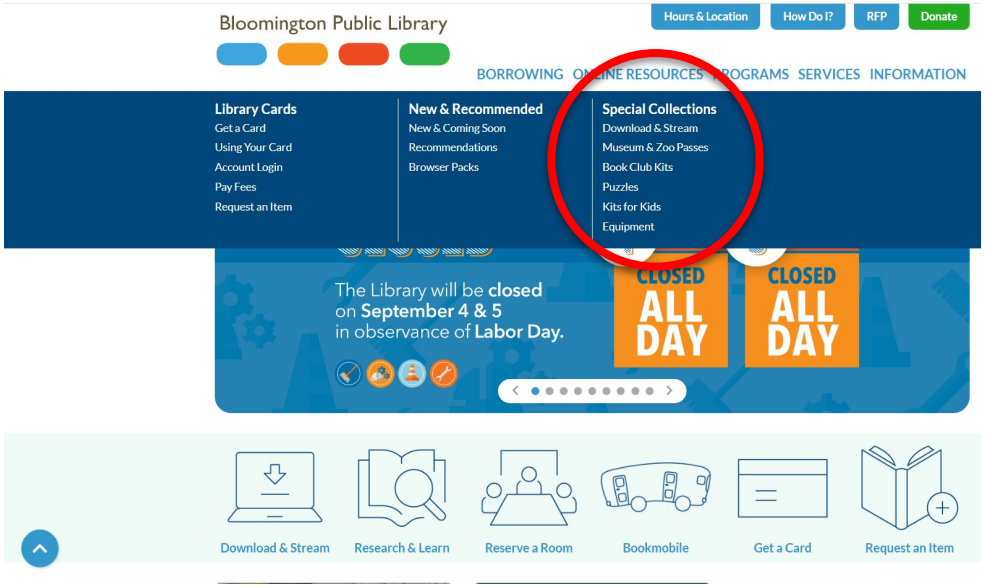
Upkeep

- Mending on average 2-4 kits per week
- Returned kits go directly to Children's Department to count contents and check-in
- Missing pieces? - goes to the selector first
    - Call the patron
    - Spare pieces on hand
    - Order individual or whole kit replacement
    - Update contents on the box, item record, and content sheet
- All mending comes through CATS
- What do you do when your kit is returned with a biohazard bag inside?
- Weeding by attrition



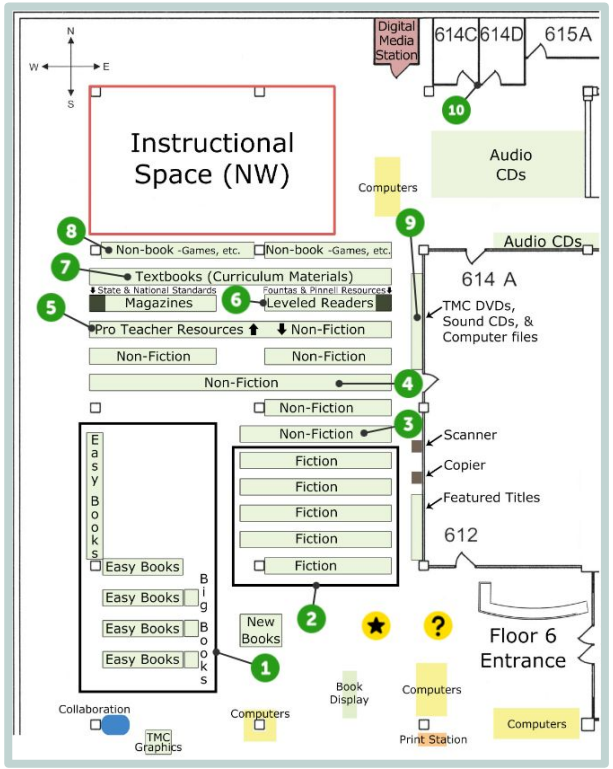
Discovery

- Special Collections menu on our website
- FaceBook promotion
- Word of mouth
- Home school groups
- Browsing in high use areas



02. Illinois State University Milner Library

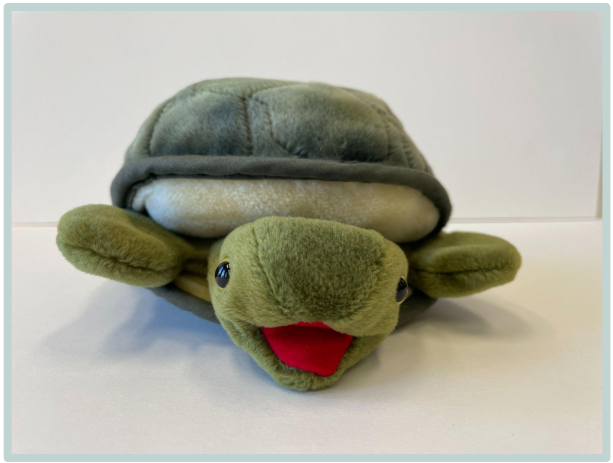
Teaching Materials Center (TMC)



- A curriculum materials collection for pre-kindergarten through twelfth grade materials to support teacher education at Illinois State
- Includes a nonbook collection which has puppets, models, manipulatives, educational games, and more meant to represent items teachers have and use in the classroom

What do we have?

We currently have more than 450 nonbook items. The collection has been used more than 6,000 times.



Collection Development Policy

Definition: Materials that are not books or audiovisual materials but act as **hands-on aids to enhance teaching and instruction in a classroom setting, including: models, manipulatives, games, puppets, activity sets, kits, and more.**

Inclusion: The ultimate aim of these materials is for them to act as **objects to promote learning and understanding in a classroom setting.** As a result, they should:

- Align with possible lessons and activities in at least one teaching subject area
- Reflect and support current best practices in active-learning
- Support an appropriate number of anticipated students for use (ex. a class set of fraction tiles rather than enough only for one student)
- Be re-usable (meaning items where certain components would be used, ruined, or depleted should be avoided)

Collection Development Policy pt.2

Series: If there are multiple components, objects, or pieces required, it is preferred that all components be included and packaged/stored together.

Physical Format: Physical format will vary, but items should be of a size and weight that is realistic for users to check-out and transport. Additionally, materials should be packaged in a way that protects the item from damage while also allowing browsers to quickly identify the item.

Age of Collection: Generally, items in this section should be from the last 10-20 years or retained specifically based on historical significance, maintained relevance, and/or persistent usage.

Nonbook Budget

Two Budget Lines:

1. TMC Nonbook Budget: $2,294.00
2. Nursing Nonbook Budget: $1,881.00

Total: $4,175.00

Selection Process

1.

Identify Need

"We are teaching handwashing to 1st graders for our clinical."

2.

Research Solutions

Glo Germ, hand washing timer, etc.

Consult Budget

Which of the solutions is feasible given our budget?

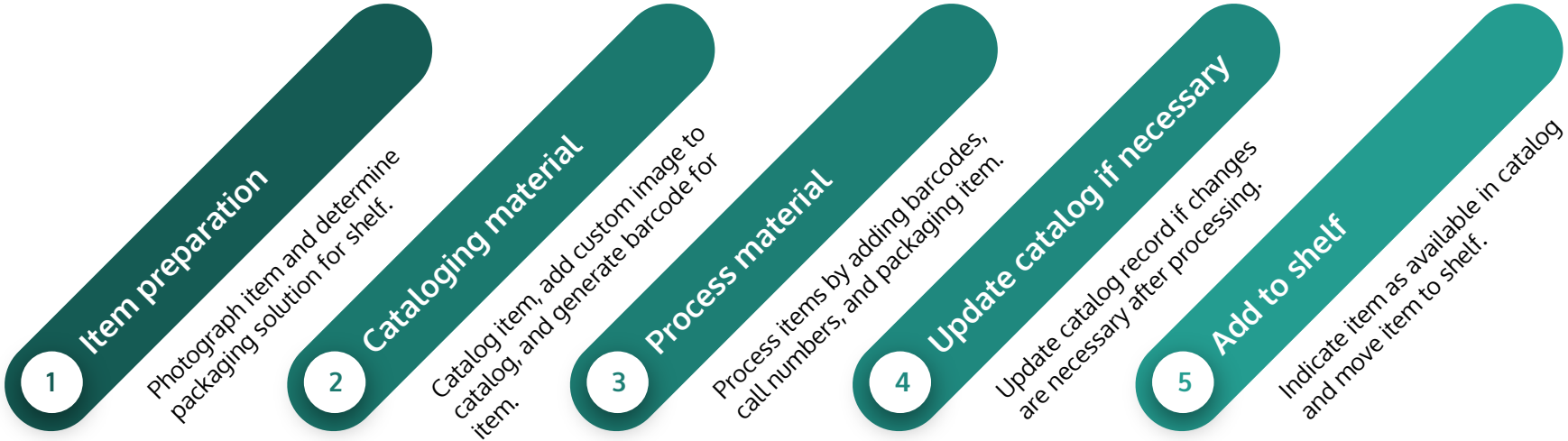
3.

Place Order

Use Milner's internal order form to send request to Acquisitions Librarian who will purchase.

4.

Cataloging/Processing Materials



*Note: This is an overview of a detailed process of which I am only a small part.

Labeling: TMC Nonbook DDC XXX (first three letters correspond to author's last name or item title if no author)

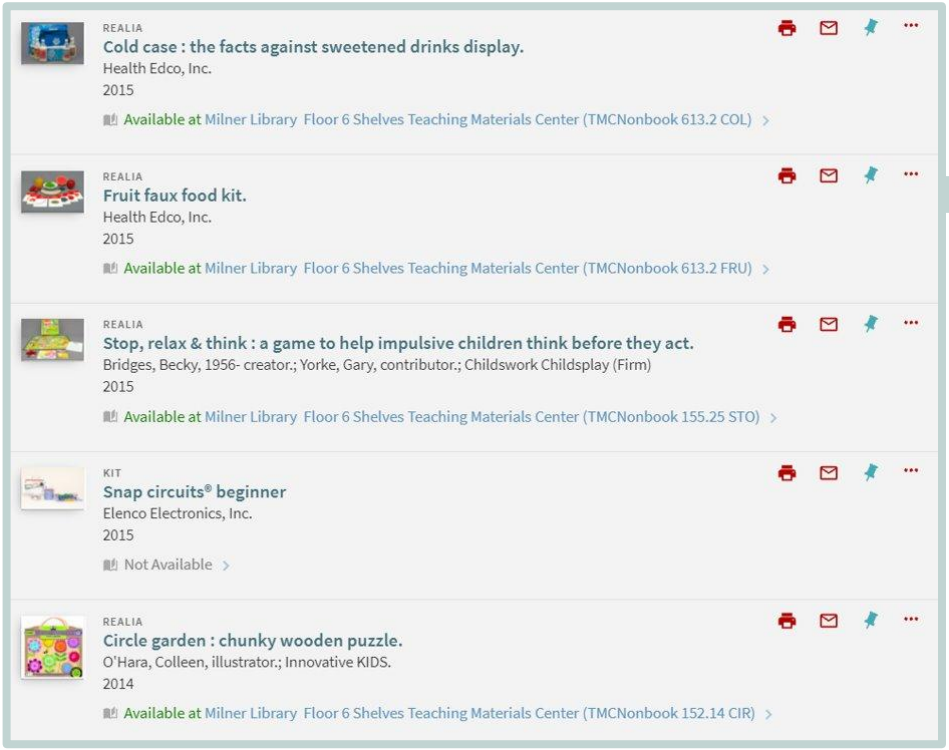
Unique Items - Cataloging

- We have a lot of items which require original cataloging that are outside the shared cataloging environment
- We sometimes create original kits or collections of items which are time intensive to catalog.

Unique Items - Processing

- We have many items which are unable to fit in existing plastic boxes, and must occasionally custom order a box in order to safely store it.
- Even items which can be stored in a plastic container, often requiring extensive research to find one with appropriate working dimensions.
- Sometimes you think an item comes in a usable container, but it has to be changed for longevity.

Discoverability - Nonbook Pictures



Space Considerations

We have only one long shelf to hold our Nonbook items, as well as specific items that are held behind our circulation desk. We also have two puppet racks.

This means that the aim is not the grow the collection, but to improve and update our holdings. As a result, deaccessioning is a fundamental part of our workflow.

Signage is a priority: subject areas indicated to lend the collection to easy, in-person browsing for students.

Wear and Tear

- It is natural for boxes and bags to tear or no longer close and for pieces to go missing.
- Sometimes we buy two copies, one for backup pieces.
- We also have collections of standard game pieces, which go missing often.

Recent Deaccessioning Project

- Donated Education Kits to local school districts and other departments on campus.
- Removed more than 230 standard items recently to improve the quality of the collection and to make room for newer acquisitions. These materials were old, outdated, missing pieces, not used, etc.

03. Normal Public Library

NPL's Library of Things

- Our overall collection is around 180,000 items. Currently, our Library of Things collection contains **around 300 items**.
- Over half of our LoT items are **Board Games**. A good mix of the classics and newer games.
- This collection also includes mobile hotspots, sensory bags, craft kits, yard games, a variety of tech toys and more.
- Current average circulation of items in this collection is 32 circs. All of our items check out for 2 weeks and automatically renew.

PARTY BOX
BIBLE EDITION
BATTLESHIP
BURRITO
IMHOTEP
ICECOO
PARCHEESI
PENTE
UPWORDS
TURING TUMBLE
CREATE
DISCOVER
PLAY
CATAN
CARPE DIEM
catch 1 e!
Cranium
DETECTIVE
PICTIONARY
Reef
Rummikub
SEQUENCE
HEALTHY BAKING KIT
KLASK KLASK
Code Hopper
Jump into Coding Fun!
MONOPOLY
GUESSTURE
HOBBIT
SORRY!
DROPMIX
These are for in-building use only. We apologize for any inconvenience.
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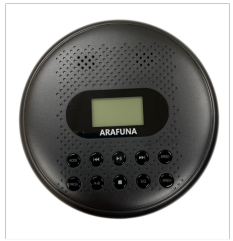

ARAFUNA

THE ORIGINAL
Telestrations
THE TELEPHONE GAME SKETCHED OUT!
PARTY BOX
CATAN
Trivial Pursuit

Pickleball
Pickleball
Pickleball
Pickleball
Niupipo
Niupipo
Niupipo
Niupipo
Niupipo

Selecting ‘Things’

- We have no shortage of ideas and suggestions for what to add! We get a lot of **patron requests** and staff requests, which is great.
- We do take **donations** - a local couple donated several copies of the tabletop game Klask, and it was fun to learn that they won a Klask National Championship a few years ago!
- Members of a local **Girl Scout troop created kits** with the guidance of one of our Children’s Librarians.
- Most selection is handled within our Tech Services department.
- Our **local game store**, Red Raccoon, is a tremendous resource for board games - their knowledgeable staff know way more than I ever could.

Budgeting

- No specific budget line, use Adult Books or Kids Books budgets as needed
- Our **Foundation** is also a wonderful resource - they ran a week-long fundraiser for National Library Week in 2021 that raised $2,600 for our LoT
- Some of our Things are **grant-funded**. A recent Workforce Development grant from the State of Illinois led to the purchase of 11 Chromebook Kits that each include a mobile hotspot, Chromebook, headphones and appropriate adapters and charging cords.
- Don't forget about **containers** for your Things! Some items will need to be repackaged in order to circulate. Sometimes these will cost more than the item did.

Processing & Cataloging

Labeling

Figure out the balance

Example: Chromebook Kits

Containers/Packaging

Tricky but crucial!

Contents Sheets

Great for patrons and for circ staff who check these items in

Canva Pro - Background Remover Tool

In-House Cataloging

Original cataloging

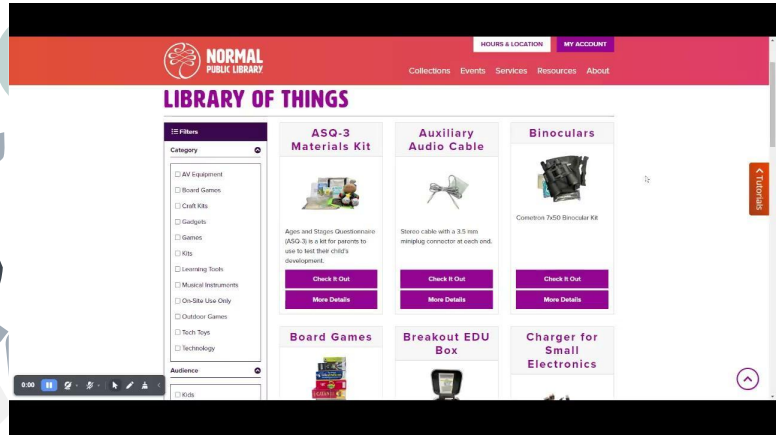
Shared Catalog

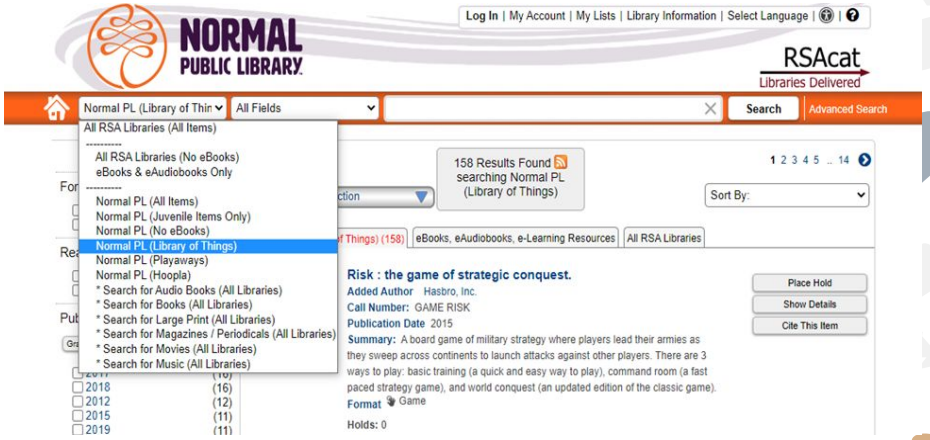
Use & Upkeep

- Planning ahead, especially for Kits
- Replacements take up way more of my time than I anticipated
- Buying extras when it makes sense
- 3D printing for missing parts can be a great alternative
- This is not a space saving endeavor. Shelving is tricky, keeping items in any kind of order is tricky
- Our items are out on shelves whenever possible. Hotspots are one of the few exceptions, but they are very often on hold anyway

Discovery

- Easy to find within the building, currently have a small collection on our Children's Floor (2nd level) and most items are on the Main Floor
- Dedicated page on our website - normalpl.org/things
- Search filter in our public catalog





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Questions?

Thank you!

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